

Policy FEC Selection of Professionals in Facilities Construction – Exhibit B

Issued 9/21

Proposed Changes - March Policy Committee Meeting

Purpose: To establish the basic structure for the selection of professionals by the district.

The board believes it is appropriate and necessary to secure the services of professionals in the area of facilities construction to manage and supervise the construction of new schools and additions and renovations to existing schools. This helps assure the district maintains adequate facilities to support excellence in education.

1. Members of the board of trustees be barred from voting or ad Hoc membership on professional selection committees;
2. Candidates for voting or ad hoc membership of the selection committees be vetted to determine apparent or actual conflicts of interest and conflicts of interest are determined, that candidates must withdraw their name from consideration;
3. Voting or ad hoc members of selection committees be required to sign and adhere to the districts' confidentially and conflict of interest policy.

The board will begin the selection process by instructing the administration to establish a selection committee. The administration will do the following:

- Identify committee members (typically three to five members).
- Identify a committee chairman.
- Establish a selection timeline.
- Identify the project(s) for inclusion in building program.
- Develop a description for the proposed project(s).

The committee will make a recommendation based on the proposed project to the administration regarding the needed qualifications for the required professional(s). The administration will develop an RFQ (Request for Qualifications), to include the following:

- purpose of the request
- request for information regarding professional(s), experience, proposed services, proposed staffing, resumes and references
- description of proposed project(s)
- other desired information as appropriate

The committee will evaluate the RFQs received by the administration. Their evaluation should include the following:

- establishment of the selection criteria and an appropriate ranking system
- review and ranking of submitted proposals
- establish of the "short list" of professionals for interview (typically no more than five)

The committee will interview the "short list" of professionals and upon completion of the interviews, the committee will do the following:

- Review and rank interviewed professional(s).
- Prepare written notification of the results (to "short list" of professionals - minimum of 10 days notice is recommended).
- Select professional(s) to be recommended.

The committee will submit its recommendation to the administration, who will begin contract negotiations with the selected professional(s). The administration will submit its recommendation and proposed contract to the board.

The board will consider the recommendation and contract and approve as appropriate. Adopted 5/19/03; Revised

2/24/14, 9/27/21

Legal References:

S.C. Code of Laws, 1976, as amended:

[Section 59-23-210](#) - Construction, improvement, and renovation of public schools; compliance with the South Carolina School Facilities Planning and Construction Guide; committee members; submission of plans.

Proposed addition to policy (March Committee Mtg):

While a contingency written into an original contract may not be one size fits all, in order to limit excessive contingency, the administration will create a project checklist, research similar project contingencies, then present a conservative contingency allowance to encompass the scope of work in the contract to the board before approval of the final contract.