

**POLICY NO. 3022**  
**Adopted: 7-28-82**  
**Replaced: 7-10-96**  
**Revised: 5-26-10**  
**Revised: 1-11-12**

## **ARCHITECTURAL AND ENGINEERING SERVICES**

### **POLICY:**

When considering the acquisition of architectural and engineering services the Board of Directors shall issue a notice in publication(s) of general circulation stating the general scope and nature of project(s) for which services are required. Effort shall be made so that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

Interested firms will be requested to submit a statement of qualifications and performance data to enable the Board to determine which architectural or engineering firm will best serve the needs of the District.

The Superintendent is directed to establish necessary procedures to solicit and screen qualified engineers and architects. The Superintendent shall recommend one or more firms to the Board for its consideration. The Board and the successful architectural or engineering firm shall enter into a contract for the necessary services. In the event of an emergency, the Board may waive this selection process and secure such services as needed.

Cross Reference:

(cf. 3700: Purchasing

Legal References:

RCW 28A.330.100 (3) Additional powers of boards (first class)

RCW 39.80 Contracts for architectural and engineering services

AGO 5768.00 - 57-59 No. 68 Architects' contracts

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## **ARCHITECTURAL AND ENGINEERING SERVICES**

### **PROCEDURES:**

When architectural and engineering services are required by the District, the following procedures shall be in effect:

- A. The District will request Statements of Qualifications from interested professional services firms annually by publishing notice in professional and general publications, including those that serve minority, women and veteran-owned businesses. The announcement shall specify:
  1. the general nature and scope of the project(s);
  2. the district representative to contact for further details; and
  3. the deadline for submission of a Statement of Qualifications.
- B. Each interested architect and/or engineer shall be advised to submit a Statement of Qualifications which includes as a minimum:
  1. a description of professional staff and respective roles for each;
  2. a list of projects completed during the past two years and contact person;
  3. status of current contract;
  4. a description of typical site supervision;
  5. references—bank, bonding company, three clients; and
  6. exhibits of cost estimates for the two most recent projects.
- C. If the services required are general in nature:
  1. Applicants shall be screened by selected staff to identify the firm(s) deemed to be most highly qualified to provide the services required, based on criteria established by the District, which shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimates, and budget control.
  2. Discussions shall be conducted with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
- D. If the services required are project-related:
  1. Applicants shall be screened by selected staff to identify the firm(s) deemed to be most highly qualified to provide the services required, based on criteria

established by the District, which shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimates, and budget control.

2. Discussions shall be conducted with one or more firms regarding anticipated concepts and the relative utility of alternative methods or approach for furnishing the required services.
- E. The Superintendent or their designee shall enter into negotiations with the firm deemed most highly qualified to establish a professional services fee which is fair and reasonable. If the Superintendent or their designee is unable to negotiate a satisfactory contract, the next highest-ranked firm will be contacted.
  - F. The tentative contract will be referred to the Board as a recommendation.