

1 **8452 NON-INSTRUCTIONAL OPERATIONS**

2 Architect and Engineering Services

3 The Superintendent or designee shall invite architects and/or engineers to express interest in performing  
4 such necessary planning services, consistent with the goals in Policy 8000 for the District. Advertising shall  
5 be designed to reach a wide geographical area to help insure gender and minority applicant consideration.

6 Interested firms will be requested to submit a state of qualifications and performance data to enable the  
7 Board to determine which architectural or engineering firm will best serve the needs of the District.  
8 Criteria for selection of a firm shall include, but not be limited to, quality and breadth of staff, design of  
9 similar projects, production capability, supervision and quality control, relationship with clients, cost  
10 estimates and budget control.

11 The Superintendent is directed to establish necessary procedures to solicit and screen qualified engineers  
12 and architects. The Superintendent shall recommend one or more firms to the Board for its consideration.  
13 The Board and the successful architectural or engineering firm shall enter into a contract for the necessary  
14 services. In the event the Board and the selected firm are unable to negotiate a fair and reasonable fee,  
15 the trustees may select another firm provided reasonable public notice of the selection is given. Energy  
16 Performance contracts will be awarded in accordance with and governed by 90-4-1104, 90-4-1105 and/or  
17 90-4-1106.

18 Legal Reference:

19 § 20-6-631, MCA When contracts for architectural services required

20 § 20-6-633, MCA Negotiation of fees

21 § 18-2-113, MCA Architects on public buildings to be certified

22 § 90-4-1104, MCA Selection of qualified providers for energy performance contracts

23 § 90-4-1105, MCA Alternative selection process

24 § 90-4-1106, MCA Award of energy performance contracts

25 Policy History:

26 Adopted on: July 1, 2000

27 Revised on: August 11, 2014