

Tumwater School District Procedures

ARCHITECT AND ENGINEERING SERVICES

Selection of Architects or Engineers

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

1. Announcement for professional services will be sent to publication or publications of general circulation. The announcement will specify:
 - A. The general nature and scope of the project(s);
 - B. The district representative to contact for further details; and
 - C. The deadline for submission of requested materials.
2. Each interested architect and/or engineer will be advised to submit a statement of qualifications which includes as a minimum:
 - A. Description of professional staff and respective roles for each;
 - B. List of projects completed during the past two years and contact person;
 - C. Status of current contracts;
 - D. Description of typical construction contract administration;
 - E. References — bank and three clients; and
 - F. Exhibits of cost estimates, contract award amount and final cost including change orders for two most recent projects.
3. Applicants will be screened by selected staff to identify firms to be interviewed;
4. Applicants will be interviewed by a committee composed of the superintendent or designee, supervisor of maintenance, a building principal or other building representative and other staff as deemed appropriate for the project;
5. The superintendent or designee will enter into negotiations with the firm(s) to establish a professional services fee which is fair and reasonable. If the superintendent or designee is unable to negotiate a satisfactory contract, the next highest ranked firm will be contacted; and
6. The tentative contract will be referred to the board as a recommendation.