



## **Procedure – 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:

- A. Announcement for professional services will be sent to professional and community publications as well as to publications specifically oriented toward minority and women owned firms. The announcement will 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 letter of interest.
- B. Each interested architect and/or engineer will be advised to submit a resume which includes as a minimum:
  - 1. Description of professional staff and respective roles for each;
  - 2. List of projects completed during the past two years and contact person;
  - 3. Status of current contract;
  - 4. Description of typical site supervision;
  - 5. References — bank, bonding company, three clients; and
  - 6. Exhibits of cost estimates for two most recent projects.
- C. Applicants will be screened by selected staff to identify firms to be interviewed;
- D. Applicants will be interviewed by a committee composed of the superintendent, supervisor of maintenance and a building principal;
- E. The superintendent will enter into negotiations with the firm(s) to establish a professional services fee which is fair and reasonable. If the superintendent is unable to negotiate a satisfactory contract, the next highest ranked firm will be contacted; and
- F. The tentative contract will be referred to the board as a recommendation.

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