Architect Selection

Every five years, administration shall solicit interested architectural firms for district projects. A notice will be made public in the district's official newspaper. Any architect may submit proposals based on an RFQ developed by the superintendent or designee. No qualified applicant for the project will be denied based on any status protected by law (Policy AAC *Nondiscrimination and Anti-Harassment*).

The Architectural Selection Committee (ASC) shall select from the submission pool for each major project the top candidate and will make a recommendation to the School Board. The ASC may require architects to submit a short summary for the selected project.

The committee shall consist of seven members as follows:

1. One School Board member;

2. One citizen selected by Administration;

3. Assistant Superintendents of Elementary and Secondary Schools;

4. Business and Operations Manager;

5. Director of Facilities and Transportation; and

6. The Superintendent.

The Superintendent shall negotiate a contract for services. Should the Superintendent be unable to negotiate a satisfactory contract, negotiations must be formally terminated. Negotiations shall commence in the same manner with the second and then the third most qualified until a satisfactory contract has been negotiated.

Procedure for Construction

The procedure for construction delivery of all major school building projects shall be in accordance of Chapter 48-01.2 of the North Dakota Century Code.

Project Contingency

The Bismarck School Board shall develop a project specific contingency to cover unforeseen or changes deemed necessary by the Bismarck School Board.

Change Orders
Refer to OE-12 *Facilities*, Section 12.7, Indicators 1 and 2.

End of Bismarck Public School District Policy JAA

Reaffirmed: 7/1/2015
Revised: 1/5/2023