



Contact:

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TO: Board of Directors

FROM: Ruth Floyd, Executive Director of Business Services

SUBJECT: Architect Selection Process

DATE: August 20, 2024

TYPE: Action Required

Board Policy No. 6925 requires board approval when beginning the process of selecting an architect or engineer. Some of the facility improvement projects recommended by the Capital Facilities Advisory Committee (CFAC) may require the services of an architect or engineer beyond initial feasibility studies.

An announcement of the need for services and the anticipated scope of work will be published. A screening and interview process of the applicants will then be conducted. The district will attempt to negotiate a contract with the most qualified firm or firms, after which a contract will be submitted as a recommendation to the school board for approval. We plan to have the recommendation to the board in October 2024. The term of the contract would extend through exhaustion of the remaining capital projects funds, or until a new bond or levy is approved.

Recommendation: It is recommended that the board authorize the issuance of a request for proposals (RFP) for architectural and engineering services.

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and is prepared for the future of their choice

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