



ARCHITECT, ENGINEERING AND OTHER CONSTRUCTION-RELATED PROFESSIONAL SERVICES

Selection of Architects, Engineers or Construction-Related Services

When architectural, engineering and other construction-related professional services, such as, but not limited to, value analysis, constructability review, commissioning, or construction management, are required by the district, the following procedures will be in effect:

- A. Announcements 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 may be published on each occasion when professional services are required or announced generally for projected requirements for any category or type. 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 a letter of interest.
- B. Each interested consultant 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 that have either been permitted or completed in the past three years;
 - c. One-page description of transition of personnel from Construction Documents through Contract Administration and closeout;
 - d. One-page description of Quality Assurance/Quality Control procedures that minimize change orders due to design; and
 - e. References from three clients.
- C. Requests for Qualifications for public works projects with a basic consultant fee of over \$500,000 will be individually evaluated. Applicants will be screened by staff assigned by the superintendent to identify firms to be interviewed;
- D. Selected applicants will be interviewed by a committee assigned by the superintendent ("Interview Committee").
- E. The Interview Committee will meet to recommend a candidate for selection based upon the identified criteria.

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- F. The superintendent will enter into negotiations with the firm(s) to establish a professional services fee which is fair and reasonable and appropriate terms and conditions of an agreement. If the superintendent is unable to negotiate a satisfactory contract, the next highest ranked firm will be contacted; and
- G. The tentative contract will be referred to the board as to recommendation.
- H. Consultants for public works projects with a basic consultant fee of less than or equal to \$500,000 will be selected from the district's current Architect, Engineering and Professional Service Roster

Previously Regulations & Procedure No. 9231P

Revised 03/1985, 09/2019, 10/2024

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