

**Administrative Procedures for Policy #7009 (Construction) Regarding  
Selection of Architects and Engineering**

I. Purpose

- A. The following procedures will be used by the Calvert County Public Schools (CCPS) for the procurement and award of contracts, consultant agreements, or other obligations in excess of \$25,000.00 for architectural and/or engineering (A/E) services for school facilities and support/administrative buildings. This limitation is interpreted as applying to the A/E services for a complete project including indefinite quantity services, feasibility studies, schematic and design development, construction documents, bidding, construction administration, and commissioning services.

II. Definitions

- A. Interagency Commission on School Construction (IAC) – An independent commission under the Maryland State Department of Education overseeing public school construction within Maryland.
- B. Limited Renovation – A project that upgrades an existing building or site, or a portion of a building or site, by upgrading or replacing a minimum of five major building systems and that may include educational or architectural enhancements.
- C. Systemic Renovation – A project that includes the renovation, replacement, or enhancement of a specific building system or systems that will result in the extension of the useful life of the school facility for a minimum of fifteen years. Example projects include roofs, boilers, chillers, HVAC equipment, doors and windows, electrical and vertical conveyance systems.
- D. Small-Scale Projects – Projects less than \$10M that include the following: limited renovation projects, small additions, ADA retrofits, security projects, site restoration, parking and drive improvements, systemic renovations, commissioning, building use study and programming, and feasibility studies.
- E. Large-Scale Projects – Projects over \$10M that include the following: complete school renovation and major addition projects as well as new and replacement school projects.
- F. Pool – A/E Firms that have been selected via a committee review process to perform on-call services for a period of three years.

III. Procedure

A. Small-Scale Projects

1. Prequalification Submission

- a. An Architect/Engineer (A/E) eligible to perform services for the Board of Education of Calvert County shall be registered and/or licensed in the State of Maryland.

- b. To be considered, vendors must apply for pre-qualification in response to a request for qualification solicitation as issued by CCPS.
- c. Vendors responding to an invitation notice shall submit the requested submission documents as required by the invitation. Minimum application requirements shall consist of the latest version of the U.S. General Services Administration (GSA) Architect-Engineer Qualification Standard Form (SF330), as modified.
- d. Vendors may also be required to submit additional information to supplement the requested documentation.
- e. Submission documents must be received on or before the stated closing date as indicated by the invitation notice.

## 2. Selection to Pool

- a. An evaluation committee shall be appointed by the Superintendent or designee to review and rank all submissions based on criteria outlined within the solicitation documents.
- b. The evaluation committee may elect to interview the top ranked firms. Interviews will be considered part of the overall evaluation and the committee shall produce a final ranking in order of capability to provide required professional services via a pool.
- c. The list of recommended Architecture/Engineering Firms will be submitted to the Board of Education for approval to be placed in a pool for a 3-year period, to be utilized by the Department of Planning and Construction on an on-call basis.

## 3. Selection for Small-Scale Projects

- a. The Director of Planning and Construction will select a firm from the pool considered to be the best qualified for an individual project.
- b. The Director of Planning and Construction will negotiate an agreement for fee with the selected firm, on the basis of project scope, budget, schedule, and any other CCPS requirements.
- c. Should the negotiation fail on the basis of any criteria noted in 3b above, the Director of Planning and Construction reserves the right to reject the firm's proposal and negotiate with the next firm. Selection shall be based upon the desired expertise when determined by the Director of Planning and Construction to be in the best interest of CCPS.

## B. Large Scale Projects

### 1. Prequalification Submission

- a. An invitation notice of CCPS' intent to secure Architecture/Engineering (A/E) services for proposed large-scale project(s) will be publicly advertised as appropriate to ensure compliance with the laws and regulations of the State of Maryland.

- b. To be considered, vendors must apply for pre-qualification in response to a request for qualification solicitation as issued by CCPS, on or before the stated closing date as indicated by the notice.
- c. The following information shall be made available to vendors invited by public notice to pre-qualify and subsequently prepare full proposals for large-scale projects:
  - 1) Pre-qualification submission and expression of interest requirements
  - 2) Technical Proposal requirements
  - 3) Anticipated scope and/or range of services required
  - 4) Program outline
  - 5) Project schedule
  - 6) Project budget
  - 7) Feasibility Study (if applicable)
  - 8) As-built documents as applicable

## 2. Selection of Short-Listed Firms

- a. Based on meeting pre-qualification requirements, set forth in the solicitation, the Director of Planning and Construction, or designee will conduct a pre-qualification evaluation and forward a short list of qualified firms to be considered by the selection committee.
- b. A selection committee designated by the Superintendent or his designee and chaired by the Director of Planning and Construction, shall be charged with evaluating the short list of firms and making a final recommendation.
- c. The evaluation process will include interviews with selected firms and will be quality-based, in order to determine the best qualified firm to carry out the project requirements. A final ranking will be based on evaluation criteria that includes the firm's relevant experience, past performance, capabilities, and capacities.
- d. The top-ranked firm shall be asked to provide a detailed proposal for consideration.

## 3. Negotiation

- a. Negotiations will be conducted with the top-ranked firm, by the Director of Planning and Construction to arrive at the best available contract terms.
- b. Negotiations will center along the proposed scope of services and the project schedule.

- c. Should negotiations with the top ranked firm not produce an agreement, the next ranked firm in line shall be engaged in negotiations.
  - d. The complete package of selection, recommendation, and negotiation shall be documented and submitted to the Superintendent with the recommended award and the negotiated fee.
  - e. The Superintendent shall present the recommendation to the Board of Education for consideration.
4. Board Approval
- a. The Board of Education shall receive, review, approve, or reject the recommended award and negotiated fee.
  - b. In the event the Board of Education rejects the recommendation, the selection shall be returned for further action as shall be directed by the Board.
  - c. The Interagency Commission on Public School Construction shall be informed by the Director of Planning and Construction of the final selection of the A/E firm and shall be so notified by remittance of the negotiated contract.