

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. Applications will be screened by selected staff to identify firms to be interviewed.

- D. Applicants will be interviewed by a committee composed of the superintendent, director of finance and operations, 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.

- F. The tentative contract will be referred to the board as a recommendation.