

MANAGEMENT SUPPORT SERVICES

Architect and Engineering Services

When the cost of architectural and engineering services for a given project are estimated to exceed \$40,000, the Board shall issue a notice in publication(s) of general circulation stating the general scope and nature of project(s) for which services are required. When it is necessary to secure architect or engineering services which are estimated to cost less than \$40,000, professional services will be secured by screening a roster of firms who have responded to the District's annual request for expressions of interest in small works project.

Interested firms, from either project category, will be requested to submit a statement of qualifications and performance data to enable the Board to determine which architectural or engineering firm will best serve the needs of the District. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, and budget control.

The superintendent and/or designee are directed to establish necessary procedures to solicit and screen qualified engineers and architects. The superintendent and/or designee shall recommend one or more firms to the Board for its consideration. The Board and the successful architectural or engineering firm shall enter into a contract for the necessary services, where services are estimated to exceed \$40,000. Where services are estimated to cost less than \$40,000, the Superintendent or Executive Director of Business and Operations are delegated the authority to enter into the contract. In the event of an emergency, the Board may waive this election process and secure such services as needed.

Cross Reference:

6220 Purchasing: Bids and Contracts

Legal References:

RCW 28A.330.100(3) Additional powers of boards (1st class)
RCW 39.80 Contracts for architectural and engineering services
AGO 57-59 No.68 Architects' contracts

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