

## MANAGEMENT SUPPORT SERVICES

### Selection of Architects or Engineers

When architectural and engineering services in excess of \$40,000 are required by the District, the following procedures shall be in effect:

- A. Announcement for professional services will be sent to one newspaper of general circulation. The announcement shall 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 letter of interest.
- B. Each interested architect and/or engineer shall 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 completed during the past two years and contact person;
  - c. status of current contract;
  - d. description of typical site supervision; and
  - e. references from three clients.
- C. Applicants shall be screened by selected staff to identify firms to be interviewed. The same screening procedure will be applied to each candidate firm.
- D. Applicants shall be interviewed by a committee composed of the superintendent, or the superintendent's designee, the director of capital projects, and other representatives as needed.
- E. The District shall enter into negotiations with the firm(s) to establish a professional services fee which is fair and reasonable. The next highest ranked firm will be contacted should the District be unable to negotiate a satisfactory contract.
- F. The tentative contract will be referred to the Board as a recommendation.

When architectural and engineering (A/E) services under \$40,000 are required by the District, the procedures above shall be in effect, except that selection from the A/E roster shall be in effect and accomplished through a screening procedure in lieu of an interview. The tentative contract will be referred to the Superintendent or Executive Director of Business and Operations for signature.

Revised: May 23, 2001  
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