

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

Date Submitted: September 21, 1999 Date Reviewed: March 12, 2015	Number: 400-10
Subject: Selection of Architect/Engineer/ Construction Consultants	Date Approved: October 19, 1999 December 13, 2005 March 30, 2015 Date Effective: October 19, 1999 December 13, 2005 March 30, 2015

1. PURPOSE

To establish the process for the selection of Architects, Engineers and construction consultants.

2. POLICY

The Board of Education's process for the selection of Architects, Engineers, and construction consultants contracted by the school system will be such to assure the county a high degree of competence from its contracted professionals. In most cases, a formal inquiry in the form of a Request for Proposal (RFP) will be used to allow the Board to purchase services, the evaluation of which is subjective in nature. In accordance with COMAR 23.03.03.04, the Board of Education may use quality-based selection or competitive negotiation or accept an unsolicited proposal in order to finance or to speed delivery of, transfer risks of, or otherwise enhance the delivery of public school construction. The following procedures will be used in soliciting proposals, selecting firms, and/or procuring other consultant services on a project:

- (1) Pre-qualification
- (2) Public Notice
- (3) Application
- (4) Screening Committee / Shortlisting
- (5) Selection Committee / Superintendent Recommendation
- (6) Fee Negotiation
- (7) Final Selection / Board Approval