



PROCEDURES: ARCHITECTURAL AND ENGINEERING SERVICES

When architectural and engineering services are required by the district, the following procedures shall be in effect:

- A. Announcement for professional services will be sent to professional and community publications as well as to publications specifically orientated toward minority and women-owned firms. The announcement shall 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 shall 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. Applicants shall be screened by selected staff to identify firms to be interviewed.
- D. Applicants shall be interviewed by a committee including the superintendent/designee and supervisor of maintenance.
- E. The superintendent shall 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.