

Selection Procedure For Architect-Engineer or Owner's Representative

As directed by the board of education for each new facility, addition to existing facility, major renovation, or to supervise and coordinate district capital projects, the facilities committee shall use these procedures to recommend an architect, engineer, or owner's representative for each project. The selection for architectural services involving fees of \$25,000 or less and the selection of asbestos abatement designers and air monitoring firms are not included in this procedure.

Architects, engineers, and owner's representatives for capital improvement projects shall be selected every five (5) years using the same procedures as selection for major projects. A performance evaluation of the firms selected will be conducted whenever it is determined in the best interest of the district.

The selection committee shall be the facilities committee unless directed otherwise by the board of education.

Facility Committee Members:

- A. Board Members – Three (3)
- B. Superintendent of Schools
- C. Assistant Superintendent of Administrative Services
- D. Assistant Superintendent of Support Services
- E. Facilities Services Manager
- F. An additional member(s) as appointed by the facilities committee

Upon authorization from the board of education, the selection committee shall issue a public notice in the newspaper of record that professional service proposals are solicited and in such notice provide project title and general project descriptions.

Firms wishing to submit proposals will be provided with a Request for Proposal.

The selection committee will review all pre-qualification proposals and evaluate such firm.

The selection committee may select firms for each project to interview. This selection shall be made as a result of the scores each firm received on the A-E Interview and Proposal Evaluation Form.

The selection committee may interview firms for each project. Interviews will be conducted utilizing the A-E Interview and Proposal Form.

The selection committee is to recommend to the board of education the firm having scored the highest combined score on the proposal evaluation and interview procedure as

documented on the A-E Interview and Proposal Evaluation Forms. The A-E Interview and Proposal Evaluation Forms will be kept as permanent record with each project. In the event the board does not accept the recommendation of the selection committee or upon the recommendation of the selection committee, the complete board of education shall interview the top two firms in question and each board member shall score the firms using the A-E Interview and Proposal Evaluation Form, and the firm scoring the highest as a result of this process will be selected.

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