

Management Support

Selection of Architects or Engineers

Policy No. 6925P

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 oriented 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 composed of the superintendent, supervisor of maintenance, a building principal, and a Board member.

E. The Board shall convene to review the full scope of applicants and related interview material.

Following this review, the Board will consult and arrive at a prioritized list of the top two candidates.

F. 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.

G. The tentative contract will be referred to the board as a recommendation.

Date: April, 2011

Blaine School District

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