

SELECTION OF ARCHITECT PROCEDURES

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The educational specifications of a proposed project will be developed prior to the time that the services of an architectural firm are sought. At such time that an architectural firm is to be selected; the following procedure will be followed.

Announcement:

A description of the proposed project and required services shall be developed by the school system and published in one or more newspapers of general circulation throughout the state. The publication shall request the submission of a resume of qualifications and service by a specified date from interested architectural and/or engineering firms.

Conferences:

Following the receipt of resumes of qualifications, the Superintendent shall hold conferences with at least three firms submitting resumes. The purpose of the conferences shall be to provide such further information as may be required by the Superintendent to become fully acquainted with the relative qualifications of the several interested firms.

Selections:

After reviewing and evaluating qualifications, the Superintendent shall select the three, which, in his/her judgment, are the most qualified, ranking the three in priority order. The Superintendent shall submit all pertinent information on the three firms selected for review by the Board. The Superintendent shall consider the ability of professional personnel, past performance, willingness to meet time and budget requirements, location, recent, current and projected work loads of the firm, and the volume of work previously awarded to the firm by the school system with the object of effecting an equitable distribution of contracts among qualified firms, providing, however, that such distribution does not violate the principle of selection of the most highly qualified firms.

Negotiations:

The Board shall negotiate a contract for services with the most qualified firm at a compensation, which it determines is fair and reasonable to the school system. Should the Board be unable to negotiate a satisfactory contract with this firm, negotiation shall be formally terminated. The Board shall then negotiate in the same manner with the second and then third most qualified firms until a satisfactory contract has been negotiated. If no agreement is reached with the three firms, additional firms in order of their competence and qualifications shall be selected and negotiations continued in the same manner until agreement is reached.