

---

**Management Support**  
**Selection of Architects or Engineers**

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 and a building principal.
- 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.