

SCHOOL FACILITIESSelection 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.

Selection of Architects or Engineers

This policy is required if a district engages architectural or engineering services.

The legislature enacted a law (RCW 39.80) which spells out certain requirements that must be satisfied when engaging architectural or engineering services.

The law specifies that governmental agencies, including school districts, shall:

- A. Announce requirements for architectural and engineering services;
- B. Select such architects and engineers on the basis of demonstrated competence and qualifications; and
- C. Negotiate contracts for these services at fair and reasonable prices.

In the event of an emergency, this selection process can be waived.