SCHOOL FACILITIES

Architect and Engineering Services

When the cost of architectural and engineering services for a given school are estimated to exceed $20,000, the board of directors shall issue a notice in publication(s) of general circulation stating the general scope and nature of project(s) for which services are required. When it is necessary to secure architect or engineering services which are estimated to cost in excess of $7,500 and less than $20,000, such professional services will be secured from firms who have requested to be placed on the small works roster. Effort shall be made to inform firms who employ minorities and/or women.

Interested firms will be requested to submit a statement of qualifications and performance data to enable the board to determine which architectural or engineering firm will best serve the needs of the district. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimates and budget control.

The superintendent is directed to establish necessary procedures to solicit and screen qualified engineers and architects. The superintendent shall recommend one or more firms to the board for its consideration. The board and the successful architectural or engineering firm shall enter into a contract for the necessary services. In the event of an emergency, the board may waive this selection process and secure such services as needed.

Cross Reference: Board Policy 7321 Purchasing: Bids and Contracts

Legal References:	RCW 28A.330.100(3)	Additional powers of boards (1st class)
	39.80	Contracts for architectural and engineering services
	AGO 57-59 No.68	Architects' contracts

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