ARCHITECT AND ENGINEERING SERVICES

When considering the acquisition of architectural and engineering services, 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. The publication requirement may be met either by publishing an announcement on each occasion when professional services are required, or by announcing generally the projected requirements for any category or type of professional services. 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 school 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 will establish necessary regulations to solicit and screen qualified engineers and architects. The superintendent shall recommend one or more firms to the school board for its consideration. The school board and the successful architectural or engineering firm shall enter into a contract for the necessary services. In the event of an emergency, the school board may waive this selection process and secure such services as needed.

Cross Reference: Board Policy 6220 Purchasing: Bids and Contracts

Legal References: RCW 28A.330.100(3) Additional Powers of Boards (1st class) 
RCW Chapter 39.80 Contracts for Architectural and Engineering Services
AGO 57-59 No.68 Architects’ Contracts

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