

POLICY 7032 PROCEDURES

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 that 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 appointed by the superintendent.
- E. The superintendent shall enter into negotiations with the firm(s) to establish a professional services fee that 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.