

6925P: 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. 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 and interviewed by a committee designated by the superintendent.
 - D. The superintendent or his/her designee shall enter into negotiations with the firm(s) to establish a professional services fee which is fair and reasonable. If the superintendent or his/her designee is unable to negotiate a satisfactory contract, the next highest ranked firm will be contacted.
 - E. The tentative contract will be referred to the board as a recommendation.
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