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.

Camas School District
April 2005