

## **Architect and Engineering Services**

When architectural and engineering services are required by the district, the following procedures shall be in effect:

1. 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:
  - a. The general nature and scope of the project(s);
  - b. The district representative to contact for further details; and
  - c. The deadline for submission of letter of interest.
2. Each interested architect and/or engineer shall be advised to submit a resume which includes as a minimum:
  - a. Description of professional staff and respective roles for each;
  - b. List of projects completed during the past two years and contact person;
  - c. Status of current contract;
  - d. Description of typical site supervision;
  - e. References - bank, bonding company, three clients; and
  - f. Exhibits of cost estimates for two most recent projects.
3. Applicants shall be screened by selected staff to identify firms to be interviewed.
4. Applicants shall be interviewed by a committee composed of the superintendent, supervisor of maintenance and a building principal.
5. The superintendent shall enter into negotiations with the firm(s) to establish a professional services fee which is fair and reasonable. If the superintendent is unable to negotiate a satisfactory contract, the next highest ranked firm will be contacted.
6. The tentative contract will be referred to the board as a recommendation.

**Adoption Date:**

**School District Name: Reardan-Edwall School District No. 009**