

*Adopted:* 1998

*Revised:* 2001, 2004, 2007, 2010, 2013

## **805 ARCHITECTURAL AND ENGINEERING SERVICES**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the District when the services of an architect and/or engineer are required for facilities improvement and construction projects.

### **II. GENERAL STATEMENT OF POLICY**

It is the intent of the Board of Education to utilize the services of architects, engineers and other professional consultants to assist the District during the scope development, design, bid, and construction phases of building improvement projects.

The Superintendent or designee shall develop the selection process for procuring the services of the professionals. The Superintendent or designee shall recommend one or more firms to the Board for its consideration. The Board and the selected firm shall then enter into a contract for the necessary services. In the event that the Board and the selected firm are unable to negotiate a fair and reasonable fee, the Board may select another firm provided reasonable public notice of the alternate selection is given.

The Superintendent or designee shall serve as the District's representative to oversee the work of the design professionals.

### **III. ARCHITECTURAL AND ENGINEERING SERVICES**

Architects and/or engineers employed by the Board are expected to plan for simplicity of design; sound economics including long term operating costs; gender equity; special needs and accessibility considerations; energy conservation; air quality; sustainability; fire and life safety; high educational utility; and program flexibility.

The typical responsibilities of the architect or engineer include, but are not limited to, the following:

1. Translation of the educational specifications for which the facilities are needed into construction documents (plans and specifications).
2. Advising the Board of the estimated construction costs throughout all phases of work (scope development through construction documents).

3. Assuring that building projects comply with all applicable federal, state, and local regulations and codes.
4. Providing the District with a construction schedule that will minimize the impact on the educational program while maintaining reasonable expectations for contractors.
5. Assisting the District during the bid phase of the project to assure compliance with public bid laws in conjunction with the solicitation for competitive pricing and quality workmanship.
6. Providing the construction contract award recommendation(s) to the Board.
7. Monitoring the construction work for compliance with the contract documents.
8. Assuring that all contract documentation has been provided to the District.
9. Providing the District with a final recommendation to accept the completed work.

***Legal References:*** MS 326.02 through 326.15

***Cross References:*** Policy 803, Policy 801