Procedure - Architect and Engineering Services

Selection of Architects or Engineers
When architectural and engineering services are required by the district, the following procedures will 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 will 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 will 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 will be screened by selected staff to identify firms to be interviewed;

D. Applicants will be interviewed by a committee composed of the superintendent, supervisor of maintenance and a building principal;

E. The superintendent will 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; and

F. The tentative contract will be referred to the board as a recommendation.

Adoption Date: 08.19.19
Skamania School District
Classification: Encouraged
Revised Dates: