

Architect/Engineer/Construction Manager

The following process will be used for the selection of architects and other professional consultants on major construction projects. The process may be simplified for minor projects.

1. Public invitation to apply, posted on the District website and other appropriate publications such as the Daily Journal. Though similar to the Request for Proposal (RFP) process, such invitation will be broader in nature encouraging all qualified firms to apply rather than limiting the invitation to only specific firms.
2. Appointment of a selection committee by the superintendent or designee. The committee may include representatives of the Board, administration, teachers, citizens (primarily selected from the Citizen's Bond Review Committee membership) and experts from the profession involved.
3. Selection committee evaluation of interested firms with a recommendation to the Board, if appropriate.
4. Board selection of firms to be further evaluated, if appropriate.
5. Selection committee detailed evaluation of firms and recommendation to the Board.
6. Board selection of a firm for each project.

Steps 3 and 4 are optional. Their use will be determined by the selection committee.

Approved December 15, 1975

Revised to conform with practice February 8, 1984

Revised June 11, 2003