

## **P7150 ARCHITECTURAL SERVICES**

### **BOARD POLICY:**

**Architectural services for Unified School District 259 shall be acquired through an administrative process of evaluating the capabilities of individuals and firms, relating job requirements to available professional services, and negotiating contractual provisions acceptable to the Board of Education for services to be provided.**

Administrative Implemental Procedures:

1. Requirements for service within the school system:
  - a. The need to design a facility to accommodate an educational program or a system-wide supportive service
  - b. The need to design major alterations or additions to an existing facility
2. Administrative practices to determine availability of professional architectural services:
  - a. When architectural services will be required by the district, preference will be given to qualified firms within the local metropolitan area. Every architectural firm listed in the Wichita telephone directory will be mailed a copy of the current Board of Education policy on architectural services. At the same time, architectural firms will be requested to provide, if the firm is interested in providing architectural services for the Board of Education, current brochures and/or resumes describing the personnel, services, and capabilities of the firm.
  - b. The file of architectural firms interested in providing architectural services for the Board of Education will be maintained in the office of Design and Construction.
  - c. The Board of Education and administration will not consider for a contract architectural firms that do not submit requested information and materials.
3. Administrative considerations for the designation of an architect:
  - a. District's previous experiences with a particular architect or firm:
    - 1) Owner-architect relationships
    - 2) Interest demonstrated in District and in doing District schoolwork
    - 3) Use of specialists for mechanical, electrical, and structural design
    - 4) Ability to relate to general contractor and subcontractors
    - 5) Thoroughness in construction administration services
    - 6) Redesign or change-order experiences
    - 7) Follow-up or corrective measures taken by a firm after completion of a project
  - b. Type of firm:
    - 1) Local or out-of-district firm
    - 2) Size of the architectural firm
    - 3) Different types of services a firm is capable of performing
  - c. Professional qualifications:
    - 1) Professional qualification of the architect(s)
    - 2) Quality of work demonstrated in previously designed facilities
    - 3) Ability of designated project architect
    - 4) Membership in professional architectural organization(s)
  - d. Type of project or projects:
    - 1) Totally new facility
    - 2) Addition to existing facility

- 3) Renovation of an existing facility
  - 4) Size, estimated cost, and complexity of the project
4. Procedures to follow in the employment of an architect when the Board of Education has authorized a construction project:
- a. The Superintendent or designee shall appoint a screening and selection committee. This committee will study project requirements and review the administrative considerations for the designation of an architect set forth in administrative implemental procedure 3 above.
  - b. The committee will consult as required, with private individuals and/or firms, such as general contractors, mechanical contractors, electrical contractors, suppliers, mechanical consultants, electrical consultants, structural consultants, and educational consultants to secure opinions on the capabilities of architectural firms.
  - c. After initial screening, the committee will interview selected persons and will formulate the initial administrative recommendation for selection of an architect.
  - d. The Superintendent or designee will be responsible for contract negotiations with architects.
  - e. The architect will tentatively accept the negotiated provisions to be inserted in the standard or modified Board of Education architectural contract form.
  - f. The committee will recommend the architect for appointment to the Superintendent of Schools.
  - g. The Superintendent of Schools will make administrative recommendations to the Board of Education.
  - h. Discussion of administrative recommendations by the Board of Education in an executive session
    - 1) Acceptance of administrative recommendations, or
    - 2) Modification of administrative recommendations
  - i. The Board of Education will take official action to approve appointment(s)
  - j. Architectural services contract(s) with the Board of Education will be prepared and signed by appropriate parties.

Administrative Responsibility: Superintendent or designee

Latest Revision Date: January 2009

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