



# 7620 Architect and Design Consultant Selection

**Policy 7620**

Original Adoption: 04/25/1967

Effective Date: 03/12/2014

Revision Dates: 11/09/1971, 02/24/1976, 2/22/2011, 03/11/2014

Review Dates:

## **I. PURPOSE**

The purpose of this policy is to establish the selection criteria for employing architects and design consultants to provide services to the District for construction projects, master planning, engineering studies and investigations.

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

- A. The Superintendent or Superintendent's designee shall develop a method of creating a diverse pool of eligible, qualified and interested architect and design consultants to be used in district projects.
- B. For projects estimated to cost up to Twenty Million Dollars (\$20,000,000.00), the Superintendent, or Superintendent's designee will select an architect or design consultant and shall negotiate a contract for review by the Board.
- C. For projects estimated to cost over Twenty Million Dollars (\$20,000,000.00) the Superintendent shall direct that a request for proposal (RFP) process be used to solicit interested providers from the pool of professionals established under Paragraph II.A.
- D. Criteria for becoming part of the eligible, qualified and interested pool shall be adequate demonstration of the candidate's professional qualifications necessary for the satisfactory performance of the services required and the candidate's :
  1. specialized expertise in the required field;
  2. capacity to accomplish the work within the established schedule;
  3. quality of performance on past school projects, if any;
  4. volume of work currently in progress;
  5. qualifications of key personnel to be assigned to the project; and
  6. status of being a minority, woman-owned or other diverse business enterprise.

## **III. RESPONSIBILITY**

- A. The Superintendent is authorized to promulgate such regulations as are necessary to implement this policy.
- B. The Board of Directors retains the sole authority to enter into contracts under this policy.

### ***Legal References:***

Minn. Stat. §123B.02 (General Powers of Independent School Districts)

Minn. Stat. §128D.04 (District Like Independent District; Exception)