



7620 A

Selection Process

Regulation 7620 A

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I. PURPOSE

The purpose of this regulation is to establish the process to be used in the selection of an architect or design consultant for district construction, engineering, master planning, or facilities investigation and evaluation projects.

II. POOL CREATION PROCESS

- A. The Superintendent, or Superintendent's designee, shall establish a pool of candidates for district projects by soliciting statement of qualification (SOQ) submissions from professional service providers.
- B. The Facilities Department will work with the Purchasing Department to solicit submissions of SOQs.
- C. The Facilities Department shall establish the required information to be included in a statement of qualification.
- D. The Facilities Department shall establish a Qualification Committee to evaluate submitted SOQs.
- E. The Qualification Committee shall establish an evaluation tool to classify SOQs on the basis of:
 1. Discipline or specialty of the submitting party;
 2. Types of projects with which the submitting party has experience, or has expressed an interest in pursuing;
 3. Size and scope of previous projects completed, or currently underway;
 4. Status of the submitting party as a business that qualifies as a minority or woman owned, or other diverse business; and
 5. Other criteria as established by the Qualification Committee.

III. SELECTION PROCESS

- A. For projects or bid packages that are estimated to total no more than Twenty Million Dollars (\$20,000,000.00), the selection process shall be:
 1. The Facilities Department's Qualification Committee shall select a firm from the pool of evaluated candidates that meets the professional services needed for the project, based on the District's criteria.
 2. The Manager of Design and Construction (MDC) shall negotiate a fee for the project with the candidate.
 - (a) if the negotiation is successful, the MDC will forward the recommendation for a contract to the Board of Education through the Purchasing Department.



(b) if the negotiation is unsuccessful, the MDC will request another candidate from the Qualification Committee.

- B. For projects of bid packages that are estimated to be in excess of Twenty Million Dollars (\$20,000,000.00), the selection process shall be:
1. The Superintendent, or Superintendent's designee shall establish a Request for Proposals (RFP) for the proposed project or bid package. RFPs for this size of project shall include a request for the following information:
 - a. proposed key personnel, their qualifications, experience and references;
 - b. a project staffing plan; including the demographics of the employees likely to be assigned to the project, and the overall demographics of the bidding or responding company.
 - c. a detailed list of recent projects;
 - d. specified references for the list of recent projects;
 - e. a list of the candidate's current projects and schedule, including information about capacity to include the district project in that schedule;
 - f. services to be provided by the candidate for the project, including quality control;
 - g. descriptions of unique techniques or approaches to be considered, or expertise with district identified techniques or approaches considered for the project.
 - h. descriptions of partnerships or collaborations with diverse businesses including, but not limited to businesses owned by:
 - (i) minority persons
 - (ii) women
 - (iii) disadvantaged persons
 - (iv) disabled persons
 - (v) Armed Forces veterans, or
 - (vi) (GLBT) Gay, Lesbian, Bi-sexual or Transgender persons.
 2. The Qualifications Committee reviews the pool of evaluated candidates and invites those candidates whose qualifications regarding project scope, budget and schedule indicate that the candidate is a viable choice to submit a proposal in response to the RFP.
 3. The MDC shall establish a Slating Committee for the purpose of first round evaluation of proposals.
 - a. The Slating Committee shall use the evaluation tool developed by the District Qualification Committee to establish a pool of qualified candidates to continue in the process of evaluation.



- b. The Slating Committee choices for pool candidates shall be forwarded to the MDC.
4. The MDC shall establish an Architect Selection Committee, to further evaluate the successful pool candidates.
 - a. Successful pool candidates shall be further evaluated by:
 - (i). reference checking,
 - (ii). recent or current candidate project visitation, if feasible,
 - (iii). interview,
 - (iv). Committee evaluation using the tool developed by the Qualifications Committee.
 - b. Criteria for selection include:
 - (i). technical qualifications and in-house resources;
 - (ii). experience with similar projects
 - (iii). organization for the project
 - (iv). availability of key personnel
 - (v). the candidate's affirmative action program
 - (vi). the candidate's special or unique qualifications and/or experiences.
 - c. The committee shall forward their report to the MDC with a recommendations.
5. The Manager of Design and Construction (MDC) shall negotiate a fee for the project with the candidate.
 - d. if the negotiation is successful, the MDC will forward the recommendation for a contract to the Board of Education through the Purchasing Department.
 - e. if the negotiation is unsuccessful, the MDC will request another candidate from the Architect Selection Committee.

Cross References:

MPS Policy 7620 (Architect and Design Consultant Selection)