

# ANACORTES SCHOOL DISTRICT #103

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Cross Reference:	Board Policy 6220	Purchasing: Bids and Contracts
Legal References:	RCW 28A.330.100(3) 39.80	Additional powers of boards (1st class) Contracts for architectural and engineering services
	AGO 57-59 No.68	Architects' contracts

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Procedure No. 6925-P  
Capital Projects

## SELECTION OF ARCHITECTS OR ENGINEERS

When architectural and engineering services are required by the district, the following procedures shall be in effect:

1. 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 shall specify:
  - a. the general nature and scope of the project(s);
  - b. the district representative to contact for further details; and
  - c. the deadline for submission of letter of interest.
2. Each interested architect and/or engineer shall be advised to submit a resume which includes as a minimum:
  - a. description of professional staff and respective roles for each;
  - b. list of projects completed during the past two years and contact person;
  - c. status of current contract;
  - d. description of typical site supervision;
  - e. references—bank, bonding company, three clients; and
  - f. exhibits of cost estimates for two most recent projects.

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3. Applicants shall be screened by selected staff to identify firms to be interviewed.
4. Applicants shall be interviewed by a committee composed of the superintendent, supervisor of maintenance, a building principal, and one or more community volunteers.
5. The superintendent shall 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.
6. The tentative contract will be referred to the board as a recommendation.

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