

# ANACORTES SCHOOL DISTRICT #103

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Cross Reference:	Board Policy	6810	Energy Management/Education
Legal References:	RCW	39.35	Energy conservation in design of public facilities
	WAC	180-30-406	Energy conservation program — Life cycle cost analysis

Page 1 of 1  
Adoption Date: 10/29/98

Policy No. 6925  
Capital Projects

## ARCHITECT AND ENGINEERING SERVICES

When considering the acquisition of architectural and engineering services the board of directors shall issue a notice in publication(s) of general circulation stating the general scope and nature of project(s) for which services are required. Effort shall be made to inform firms who employ minorities and/or women.

Interested firms will be requested to submit a statement of qualifications and performance data to enable the board to determine which architectural or engineering firm will best serve the needs of the district. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimates and budget control.

The superintendent is directed to establish necessary procedures to solicit and screen qualified engineers and architects. The superintendent shall recommend one or more firms to the board for its consideration. The board and the successful architectural or engineering firm shall enter into a contract for the necessary services. In the event of an emergency, the board may waive this selection process and secure such services as needed.



# 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

Page 1 of 1  
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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.