

SELECTION OF ARCHITECTURAL/ENGINEERING AND/OR LAND SURVEYING SERVICES

The Board may select qualified firm(s) and negotiate contract(s) for architectural, engineering and land surveying services for the various building projects in the school district. Selection shall be made on the basis of demonstrated competence and qualifications for the types of services specified by the district at fair and reasonable prices.

In selecting such firm(s), the following criteria will be considered:

- < Training, specialized experience and technical competence, including that of partners and associates, demonstrated either with the district or elsewhere with respect to the type of services desired by the Board.
- < Planning ability, efficiency and promptness of the firm(s), including the capacity and capability of the firm(s) to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.
- < Demonstrated educational specifications writing, to include accuracy and sufficiency of detail.
- < Inspection of job effectiveness, to include an analysis of the past record of performance of the firm(s) with respect to control of costs, quality of work, design, appearance, utility and the ability to meet time schedules.
- < Proximity to and familiarity with the geographical area in which the project shall be located.

When considering the need for architectural, engineering and/or land surveying services, the Board or designee shall prepare a written description of the services desired by the district. Interested firms may be requested to submit statements of their qualifications and performance data with respect to the above criteria and also to submit a fee schedule. The Board or designee shall analyze the data received and list the top three (3) qualified firms. The Board shall select the firm(s) considered best qualified and capable of performing the desired services and shall negotiate a contract. Should the Board be unable to negotiate a contract with the firm(s) first selected, the Board may negotiate a contract with another firm from the list, or may direct the superintendent to seek additional statements of qualifications from other firm(s) and then submit a new list of qualified firms.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

1 FILE: FEB Critical

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Adopted: 5/21/09

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Legal Refs: §§ 8.285 - .291, 327.091, .181, .272, RSMo.

East Carter County R-II School District, Ellsinore, Missouri

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