

ARCHITECT/ENGINEER/CONSTRUCTION MANAGER

The Board shall employ a registered architect for the construction of new school buildings, additions to existing buildings or extensive renovation to District facilities. Structural, electrical and mechanical engineering plans for all District construction involving public health, welfare, or safety must be prepared by a registered professional engineer and the work completed under the supervision of such an engineer.

In the procurement of architectural or engineering services, the District will follow Board-approved purchasing and bidding policies, including qualifications-based selection and contract negotiation. Initial selection will be based on the demonstrated competence and qualifications of the person or firm who is to provide the services.

After the initial selection, District staff will prepare a contract at a fair and reasonable price for recommendation to the Board for approval. In negotiating the agreement, practices common in the profession shall be followed. Standard American Institute of Architecture (AIA) documents shall serve as the basis of the contract agreement. These standard documents may be modified if it is in the best interest of the school district.

The Board of Education shall execute a contract agreement with the architectural firm which best serves the interest of the school district. A separate contract will be signed for each project. Each agreement will include a general description of the project, statements outlining specific services to be performed by the architect, requirements by the district, services to be performed jointly and the professional services fees.

The Board shall require legal counsel review prior to entering into a contract with the selected architect or engineer.

Services provided by architectural and/or engineering firms that receive facilities construction contracts will include, but not be limited to, the following:

- Assistance in determining the physical requirements of the project and developing preliminary budgets.
- Preparation of detailed drawings, plans, specifications, and contracts for the projects.
- Assistance in obtaining necessary approval by the State Department of Education.
- Preparation of necessary forms and information to advertise the project for bid, assistance in bid opening, advice to the Board an awarding the contract.
- Supervision and administration of the construction phase of the project.
- Certification of payments to the contractor, advice as to final acceptance of the building.
- Authoritative, professional presentation of the building program to the public, especially with regard to costs and details of construction.
- Be available for such other services as required by the Board within the scope of an agreement.

Adopted prior to 1985

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Revised to conform with practice: July 13, 1988

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Legal ref: C.R.S. 12-4-101
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Thompson School District R2-J, Loveland, Colorado

**Cross ref: DJB/DJC, Purchasing Procedures
FEG, Construction Contracts Bidding and Awards**