

ARCHITECT SELECTION, CONSTRUCTION CONTRACTS, BIDDING, AND AWARDS

- 1.0 Purpose:
 - 1.1 The purpose of this policy is to:
 - 1.1.1 Identify the selection process for Architect/Engineering firms for construction and renovation projects;
 - 1.1.2 Identify the responsibilities associated in the issuance of construction contracts;
 - 1.1.3 Identify the responsibilities associated for the bidding of a project;
 - 1.1.4 Identify the award of the bid for a project.
- 2.0 Architects shall be approved by the board after a thorough screening process and shall serve under the provisions of their contract for the duration of the project for which they are engaged unless dismissed by the board.
- 3.0 The architects shall advise the superintendent/designee on all phases of the program for which they have technical training and experience.
 - 3.1 The architect's performance shall include the following:
 - 3.1.1 They shall translate the educational program for which the facilities are needed into building design and specifications;
 - 3.1.2 They shall assist the superintendent/designee in selecting sites for new facilities and shall arrange the necessary engineering studies of sites tentatively selected;
 - 3.1.3 They shall keep the superintendent/designee informed of the progress of construction and advise them on any problems which arise during construction;
 - 3.1.4 They shall supervise or direct the supervision of construction;
 - 3.1.5 They shall thoroughly check all bills from the contractors and shall approve them before payment;
 - 3.1.6 They shall process all change orders and submit same to the board for approval;
 - 3.1.7 They shall conduct a thorough investigation of the completed building and recommend approval and acceptance of completed facilities. They shall supervise the completion of all items on the final punch list and shall follow up the project during the guarantee period.
- 4.0 In the procurement of architectural and engineering services for projects estimated to cost two hundred fifty thousand dollars or more:
 - 4.1 The Barbour County Schools' treasurer or designee shall encourage such firms engaged in the lawful practice of the profession to submit an expression of interest, which shall include a statement of qualifications and performance data, and may include anticipated concepts and proposed methods of approach to the project;
 - 4.2 All such jobs shall be announced by public notice published as a Class II legal advertisement;

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- 4.3 The superintendent shall identify and appoint a committee of three to five representatives of Barbour County Schools to evaluate the statements of qualifications and performance data and other material submitted by interested firms in order to select a minimum of three firms which, in their opinion, are best qualified to perform the desired service;
 - 4.4 Interviews with each firm selected shall be conducted and the committee shall conduct discussions regarding anticipated concepts and proposed methods of approach to the assignment;
 - 4.5 The committee shall conduct discussions regarding anticipated concepts and proposed methods of approach to the assignment;
 - 4.6 The committee shall then rank, in order of preference, no less than three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of service and price negotiations with the highest qualified professional firm for architectural or engineering services or both;
 - 4.7 Should the committee be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified professional firm, the committee shall undertake price negotiations with the third most qualified professional firm. Should the committee be unable to negotiate a satisfactory contract with any of the selected professional firms it shall select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with this section until an agreement is reached.
- 5.0 In the procurement of architectural and engineering services for projects estimated to cost less than two hundred fifty thousand dollars:
- 5.1 Competition shall be sought by the board;
 - 5.2 The superintendent/designee shall conduct discussions with three or more professional firms solicited on the basis of known or submitted qualifications for the assignment prior to the awarding of any contract;
 - 5.3 Provided, that if a judgment is made that special circumstances exist and that seeking competition is not practical, the superintendent/designee may, with the knowledge of the treasurer, select a firm on the basis of previous satisfactory performance and knowledge of the agency's facilities and needs;
 - 5.4 After selection, the superintendent/designee shall develop the scope of services required and negotiate a contract.
- 6.0 Upon the approval of working drawings and specifications by the board and state agencies, the superintendent/designee shall solicit bids to be submitted on or before a specified time at the office of the board of education:

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- 6.1 Each bid shall be accompanied by a bid bond in the amount of five percent of the bid or a bidder's security bond in the amount of ten percent of the total bid;
- 6.2 The advertisement shall state that the board reserves the right to reject any or all bids and re-advertise the project if necessary.
- 7.0 It is expected that the architect shall take the responsibility for:
 - 7.1 Preparing the advertisements;
 - 7.2 Bid forms;
 - 7.3 Bid bond forms;
 - 7.4 Performance and payment bonds;
 - 7.5 Forms of agreement between the Barbour County Board of Education and the successful bidder(s).
- 8.0 Upon receipt of bids, they will be opened publicly and entered upon the minutes of the board of education. The architect and bond attorney shall assist the superintendent/designee in analyzing the bids.

Authority: West Virginia Codes:§5G-1-3; §5G-1-4
WVDE Policy 6200
AIA Document 8141

Source: Board of Education Minutes

Adopted: 03/23/77

Dates: 03/08/10; 09/04/90; 09/19/79; 09/18/79; 06/14/77