



ARCHITECTURAL AND
ENGINEERING CONSULTANTS
SELECTION

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Page 1 of 1

PROCEDURE

Introduction

Implementation of the policy of the Seattle School Board addressing the selection of a variety of architects, engineers, and other professional consultants requires the consideration of the qualifications of interested firms by comparative means. This process must utilize the consistent application of established criteria to ensure objectivity.

Identification

1. Comparing Qualifications - Effect a procedural review of available data using specific criteria to determine the relative ability of a firm to satisfactorily perform a specified task.
2. Criteria - Selected elements used to identify specific capabilities. Applicable criteria include:
 - (a) Skills and services offered
 - (b) Experience
 - (c) Staffing
 - (d) Project control methods
 - (e) Workplace facilities
 - (f) Documentation quality
 - (g) References

Procedures

1. Solicit information on the qualifications of interested firms by advertisement.
2. Review and evaluate the information based on established criteria to identify highest three (3) or more qualified firms.
3. Conduct interviews and office visits.
4. Select top firm for negotiations.