

Superintendent Procedure 6220SP.C

Architectural and Engineering Consultants Selection

Approved by: s/Dr. Brent C. Jones Date: 6/30/22

Dr. Brent Jones, Superintendent



The District shall select professional architectural and engineering (A & E) consultants in accordance with Chapter 39.80 RCW, based on their qualifications and successful experience with the specific type of work required for the proposed project. Evaluation of a firm's previous quality of work for the Seattle School District and other school districts, as well as other legally permitted factors, shall be acceptable criteria for selection or non-selection. This process must utilize the consistent application of established criteria to ensure objectivity.

I. PROCESS

- A. Publishing an announcement. Upon receipt of notification from the initiator, Procurement staff shall work with the initiator to (i) develop a Request for Proposal (RFP) for A & E selection and (ii) to publish an announcement regarding the District's requirement for professional services. A copy of this announcement shall be kept in the contract file.
- B. Providing opportunities to minority and women-owned firms. As part of an outreach process for minority and women-owned firms, Procurement staff shall:
 - (i) publish the RFP for the A & E in a minority newspaper,
 - (ii) maintain an electronic listing of Minority and Women's Business Enterprise architectural firms, based on the list of architectural firms shown on the State of Washington's Office and Minority and Women's Business Enterprises, who have indicated that they wish to be informed of upcoming A & E RFP opportunities,
 - (iii) use this list to electronically notify Minority and Women's Businesses of these opportunities as they are published, and
 - (iv) update this list every two years.
- C. Review of firms. Procurement staff shall forward proposals it receives to the initiator for review. Submittals not received by the advertised deadline may be deemed unresponsive and may not be considered by the District.

The proposals shall be reviewed according to the criteria established in the RFP (the professional qualifications necessary for satisfactory performance of required services).

- D. Criteria. Criteria typically include:

- Specialized experience and technical competence in educational facilities or similar building types;
- Capacity to accomplish the work in the required time;
- Past performance on contracts in terms of cost control, quality of work, and compliance with performance schedules;
- Location in the general geographical area of the project and knowledge of the locality of the project; provided that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project;
- Other appropriate evaluation criteria as established by the Director of Capital Projects, provided that such other criteria, if any, shall be established in writing before the A & E selection process

The initiator shall forward the documentation of this evaluation to Procurement staff. This documentation shall be kept in the contract file. Upon receipt of this documentation, Procurement staff shall notify the short-list finalists for interviews if interviews are deemed necessary. If interviews are not deemed necessary, the initiator shall document why, and shall provide this information to Procurement for the contract file.

- E. Selection committee. In the A & E selection process, the initiator is typically the project manager for the specific project. The initiator shall identify and convene a selection committee to review the proposals and short-list finalists. The selection committee shall document its review for each A/E firm, noting that the required selection elements were evaluated, and noting how the firms ranked in each area. Additionally, the initiator shall prepare a report explaining the reasons for the recommendation of the selected firm. The initiator shall also provide sufficient documentation from the selection committee so that the School Board can make an informed decision. This documentation shall be provided to Procurement for the contract file.
- F. Identification of award to successful firm. The initiator shall forward to Procurement staff the name of the top-ranked firm. Procurement staff shall notify the successful firm as well as the unsuccessful firms.
- G. Negotiations with top-ranked firm. The initiator shall document the District's negotiations with the top-ranked firm for the delivery of services with a memo to file which identifies the primary individuals involved, the basis of the amount negotiated, and the primary issues resolved, and shall provide this documentation to Procurement. If the review committee is unable to make a determination of the top-ranked firm, or if negotiations are unsuccessful with the top-ranked firm, then the initiator shall negotiate with the second-ranked firm, or, in conjunction with Procurement, decide to readvertise the A & E RFP.
- H. Number of proposals received. If the initiator determines that the District does not receive a sufficient number of proposals from which to make a

competitive selection, the initiator will work with Procurement to determine whether to readvertise the RFP.

- I. Interim Contracts. These are covered in Superintendent's Procedure 6220SP.H.

II. REQUEST FOR QUALIFICATIONS AND ROSTERS

Where the District requires the same or similar services for several unrelated projects over an extended period, it may solicit statements of qualifications from vendors in that field. The District typically advertises Requests for Qualifications to request Statements of Qualifications from Architects and Engineers, or from firms for professional services.

The statements are evaluated, and a roster is created. Vendors who have the necessary qualifications and are available when the services are needed are selected from the roster.

Criteria used to pre-qualify firms typically include:

- Professional qualifications necessary for satisfactory performance of required services;
- Specialized experience and technical competence in educational facilities or similar building types;
- Capacity to accomplish the work in the required time;
- Past performance on contracts in terms of cost control, quality of work, and compliance with performance schedules;
- Location in the general geographical area of the project and knowledge of the locality of the project.

Documentation of the advertisement, the selection process, and the firms selected for the roster(s) shall be kept in the contract file.

Typically, this process is redone every two years, to assure open competition among vendors.

Approved: March 2012

Revised: June 2022

Cross Reference: Board Policy No. 6220