

SELECTION OF ARCHITECTS, ENGINEERS AND CONTRACTORS

CVB  
(REGULATION)

Selection of Professional Services (Architect and Engineers) and Construction Manager At Risk and Contractors.

District Operations and Financial Services will follow the steps listed below for selection of professional services and construction management or contractors for construction.

A. Step for Selection. The following steps will be followed for selection of professional services and construction management or contractors for construction projects:

<u>Step</u>	<u>Responsible Parties</u>	<u>Comments/Explanation</u>
1. Authorization to Solicit ●RFQs for Professional Services ●RFPs for Construction Manager/Risk ●CSPs or Bids for Contractors	Board of Trustees	<ul style="list-style-type: none"><li>● Board approval will be required to commence the solicitation process for construction in excess of \$1,000,000</li><li>● Board authorization to commence solicitation will not be required for construction projects less than \$1,000,000</li></ul>
2. Preparation of advertisement, RFQ, RFP or bid documents	Director of Purchasing	<ul style="list-style-type: none"><li>● Utilize existing forms subject to update, revision, modification and review</li></ul>
3. Review of advertisement, RFQ, RFP and bid documents	Assistant Superintendent for District Operations	
4. Advertisement of RFQs, RFPs, CSPs or bids	Director of Purchasing	<ul style="list-style-type: none"><li>● Advertise once a week for two consecutive weeks</li><li>● Opening date scheduled for not earlier than third week</li></ul>
5. Receipt of proposals or bids	Director of Purchasing	<ul style="list-style-type: none"><li>● Purchasing Department receives all proposals or bids</li></ul>
6. Opening bids and proposals	Director of Purchasing	<ul style="list-style-type: none"><li>● Purchasing Department opens all bids and proposals at school district offices</li></ul>

			<ul style="list-style-type: none"> <li>● Checks for complete submission</li> <li>● Prepares copies for review by Administrative Review Committee</li> </ul>
7.	Initial screening and review	Administrative Review Committee	<ul style="list-style-type: none"> <li>● Administrative Review Committee conducts initial review and screening</li> <li>● Committee evaluations are compiled</li> <li>● Committee recommends not more than four firms for each project</li> </ul>
8.	Review by Facility Board Committee	Facility Board Committee (assisted) by Assistant Superintendent for District Operations	<ul style="list-style-type: none"> <li>● Assistant Superintendent presents information on status of bidding and results of bidding including any recommendation from the Administration</li> <li>● Committee asks any questions or suggests any additional information that would be helpful to be considered</li> </ul>
9.	Selection by Board of Trustees	Board of Trustees	<ul style="list-style-type: none"> <li>● The Board shall be presented all information relating to bidding including Administration's recommendations, tabulation sheets and any other information the Board deems appropriate</li> <li>● The Board considers recommendations and comments by Administrations</li> </ul>
10.	Negotiation of fees and Contracts	Assistant Superintendent for District Operations	<ul style="list-style-type: none"> <li>● Assistant Superintendent and legal counsel negotiate contracts and fees, subject to final approval by the Board</li> </ul>
11.	Approval of Contract and Fees	Board of Trustees	<ul style="list-style-type: none"> <li>● Assistant Superintendent and legal counsel present final contract containing fees for Board approval</li> </ul>

B. General Guidelines. The following general guidelines are established for selection of professionals, contractors and construction managers at risk for construction projects:

1. Local Presence: The criteria in any RFQ, RFP, CSP or bid package will include criteria for local presence of all proposers or bidders. For purposes of this

procedure, local presence means a permanent office in El Paso County with permanent staff present in the El Paso office. The criteria may not be applicable for certain projects if the only companies qualified to perform these projects (such as track resurfacing or artificial turf at the SAC) are not local companies.

2. Spreading of Work and Projects: It is the goal of the School District that major projects (being projects over \$1,000,000) be spread so that numerous firms shall have the opportunity to provide services and work for the School District. Major projects shall not be consolidated so that only a few firms receive the work.
3. Administrative Review Committee: The Administrative Review Committee shall consist of the following persons: Assistant Superintendent for District Operations, Assistant Superintendent for Financial Services, Director of District Operations, Director of Facilities/Construction and Director of Purchasing.
4. Prohibition on Lobbying or Solicitation: Firms submitting proposals or bids shall not contact, lobby or solicit School District staff members or members of the Board of Trustees regarding projects subject to the selection process. This prohibition shall commence from the date the authorization to solicit is approved and continue until final action and approval by the Board. All RFQs, RFPs, CSPs or bid packages shall contain a provision prohibiting contact, lobbying or solicitation, and a statement whereby each firm agrees to comply with this procedure. The form of the statement shall be developed by the Administration. Any staff member or Board Member who is contacted, lobbied or solicited in violation of this provision shall immediately report the violation to the Superintendent and/or the Board President. The Board reserves the right to disqualify any firm that violates the requirements of this procedure. This prohibition applies to all employees, agents, consultants or representatives of the firm. The following shall not constitute a violation of this prohibition on lobbying and solicitation: (i) attendance at any meeting scheduled by the School District open to all bidders or proposers, such as a pre-bid conference, or (ii) contact with the Director of Purchasing or Assistant Superintendent for District Operations for the purpose of obtaining clarification regarding any of the procedures or requirements for the proposal.
5. Information Presented to Facility Board Committee and Board: The Administration shall present to both the Facility Board Committee and the Board the following information: (i) the evaluation sheets developed by the Administration Review Committee for all firms that submitted bids or proposals, and (ii) the full proposal or bid submissions of the firms that are recommended for consideration for a project. All such documents and information shall be returned to the Director of Purchasing or the Assistant Superintendent for District Operations upon completion of the selection process.
6. Meetings Between Staff and Firms: All meetings between School District staff and firms regarding ongoing School District projects shall be held at the School

District offices, the construction sites, or the offices of the professionals and construction managers, unless this requirement is waived by the Superintendent. This prohibition shall not apply to social, civic, family or other events which are not for the purpose of discussing or conducting school business.