

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:

Step	Responsible Party	Comments/Explanation
1. Authorization to Solicit <ul style="list-style-type: none"> • RFQ'S for Professional Services • RFP's for Construction Manager/Risk • CSP's or Bids for Contractors 	Board of Trustees	<ul style="list-style-type: none"> • Board approval will be required to commence the solicitation process for construction in excess of \$1,000,000 • Board authorization to commence solicitation will not be required for construction projects less than \$1,000,000
2. Preparation of advertisement, RFQ, RFP, CSP or bid documents	Director of Purchasing	<ul style="list-style-type: none"> • Utilize existing forms subject to update, revision, modification and review
3. Review of advertisement, RFQ, RFP, CSP and bid documents	Chief Operations Officer	
4. Advertisement of RFQs, RFPs, CSPs or bids	Director of Purchasing	<ul style="list-style-type: none"> • Advertise once a week for two consecutive weeks • Opening date scheduled for not earlier than third week
5. Receipt of proposals and/or bids documents	Director of Purchasing	<ul style="list-style-type: none"> • Purchasing Department receives all proposals and/or bids
6. Opening proposals/bids	Director of Purchasing	<ul style="list-style-type: none"> • Purchasing Department opens all proposals/bids at school district offices • Checks for complete submission • Prepares copies for review by Administrative Review Committee Architects, Engineers and/or CMR to confirm Scope of Work)
7. Initial screening and review	Administrative Review Committee	<ul style="list-style-type: none"> • The Superintendent or designee shall chair the administrative review committee.

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

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- 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. The use of a variety of firms to provide services to the District serves the best interest and provides the best value for the District so that all work is not at risk with one vendor. Major projects shall not be consolidated so that only one or a few firms receive the work. Administration will apply a Current Project Evaluation Criteria (assign negative points if needed) during any current construction program to allow for the spread of the work and projects to secure the best value and serve the best interests of the District.
 3. **Administrative Review Committee:** The Administrative Review Committee shall be chaired by the Superintendent or designee consist of the following persons: Chief Operations Officer, Chief Financial Officer, 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 Chief Operations Officer for the

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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 Chief Operations Officer 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

Approved:

Nate Carman, Ed. D., Superintendent

April 6, 2022

Board Committee Review:

April 11, 2022