

ADMINISTRATIVE PROCEDURE

SELECTION OF ARCHITECTS

7211.1

Procedure No.

July 1, 2013

Date

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- I. **PURPOSE:** To provide procedures for the selection of architectural and engineering firms which are to be retained by Prince George's County Public Schools for the purpose of state- or county-funded school construction projects, additions, renovations, new, replacements, major repairs, improvements, systemic replacements, and maintenance projects.

 - II. **POLICY:** Architects or engineers assigned to school construction or maintenance projects including additions, renovations, new, replacements, and major improvements shall be selected by a process primarily based on qualifications as well as competitive fees. (Board Policy 7211.1)

 - III. **PROCEDURES:** The following procedures shall apply when selecting firms or individuals to provide architectural and engineering services for Prince George's County Public Schools.
 - A. Public Notices

Upon approval of a construction or major renovations, or major project repairs for Prince George's County Public Schools by the Board of Public Works and/or the Prince George's County Board of Education, the Department of Capital Programs shall advertise annually in two (2) major Washington/Baltimore area newspapers, requesting "Letters of Interest" from firms desiring to be considered for providing architectural and engineering services to Prince George's County Public Schools. The advertisement shall appear a minimum of three (3) consecutive days.

 - B. Application
 1. Interested Architects/Engineers should submit applications for providing design services to the Department of Capital Programs. The application must include: (a) Standard Government Form SF-254, and (b) Standard Government Form SF-255. Additional information, if appropriate, may be submitted.

 2. Requests for consideration must be delivered (not postmarked) not later than 14 days after the last day of public notice. Public notices will stipulate the closing dates for accepting applications for consideration.

 - C. Selection Committee
 1. The Selection Committee shall consist of seven (7) members:

ADMINISTRATIVE PROCEDURE

SELECTION OF ARCHITECTS

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-
- a. Five (5) Supporting Services personnel to be selected by the Chief of Supporting Services.
 - b. One (1) School Principal or Associate Superintendent (representing the school for the project, if it is a school project). If not a school project, a designee will be selected by the Chief of Supporting Services.
 - c. One (1) representative from the school community (to be selected by the principal). If not a school project, this person will be selected by the Chief of Supporting Services.
2. The Capital Improvement Program Officer (or Staff Architect) will be one of the Supporting Services personnel, and will act as chairperson of the Selection Committee.
- D. Selection
1. The Selection Committee will review and evaluate all architectural/engineering submittals, SF-254's, SF-255's, brochures, and other available documents and information. There is to be a full discussion of each applicant, especially considering the following criteria:
 - a. General competence:
 - (1) Length of being in business, technical staff registrations;
 - (2) Qualifications of consultants;
 - (3) Compatibility of firm size with size of proposed project;
 - (4) Capacity of firm to accomplish proposed work in required time;
 - (5) Number and monetary value of recent Prince George's County Public Schools projects assigned to this firm; and
 - (6) Energy conservation experience.
 - (7) LEED Experience (Leadership in Energy and Environmental Design)
 - b. Quality of past performance:

ADMINISTRATIVE PROCEDURE

SELECTION OF ARCHITECTS

7211.1
Procedure No.

July 1, 2013
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- (1) For Prince George's County Public Schools or State of Maryland;
 - (2) For other jurisdictions;
 - (3) Omissions, errors, over-runs, and references from previous projects;
 - (4) Ability to adhere to budget and schedule limitations;
 - (5) Maintenance demands on previous projects after expiration of warranty (usually 1 year) and
 - (6) Project Change Order History.
- c. Special qualifications:
- (1) Experience;
 - (2) Professional design approach;
 - (3) Basic attitude, etc.; and
 - (4) Originality and design quality on previous specific educational projects.
- d. Geographic location of firm or project manager: accessibility of principal, manager, and consultants.
- e. Familiarization with state and local agencies:
- (1) Experience for Prince George's County Public Schools and/or;
 - (2) State of Maryland working with the participatory planning process; and
 - (3) Experience in obtaining permits from state and local agencies including the Department of Environmental Resources Office.
2. The Selection Committee shall select two (2) preferred firms or individuals from the submittals.

E. Negotiation

Upon selection of three (3) firms or individuals, the Selection Committee will solicit proposals (all proposals will be in lump sum) for design and construction supervision from each firm in the following manner:

1. Each firm will be provided with a detailed project "Program of Requirements," plus plans and surveys when applicable. A pre-proposal meeting will be scheduled with the three (3) firms jointly

ADMINISTRATIVE PROCEDURE

SELECTION OF ARCHITECTS

7211.1
Procedure No.

July 1, 2013
Date

-
- to discuss program details, special requirements, budgetary limitations, and to answer questions.
2. Each firm will be given guidance with regard to completion and submission dates.
- F. Recommendation for the Chief of Supporting Services
- The Selection Committee shall submit the proposals including fees from the three (3) firms or individuals to the Chief of Supporting Services for review.
- G. Recommendation for the Board
- The Chief of Supporting Services will review the recommendations, and if the three (3) recommended firms or individuals are satisfactory, the Chief of Supporting Services will recommend one (1) preferred firm or individual to be approved by the Chief Executive Officer (CEO). Upon the CEO's approval, the Chief of Supporting Services will prepare the appropriate recommendation for the Board of Education's approval. If the firm is rejected, the action will be returned to the Selection Committee for further consideration. If approved, the Architect/Engineer will be expected to enter into an agreement with the Board of Education, which such agreement is to be consistent with the guidelines established and set forth in the Administrative Procedures Guide for the Public School Construction Program.
- IV. WAIVERS: The selection process may be waived for reasons deemed emergencies and approved by the Board of Education, including, but not limited to, the following:
- A. A danger to health and safety;
- B. A possible loss of project funding;
- C. The housing of students for instructional programs is in jeopardy or
- D. The use of On-Call Architects.
- V. RELATED PROCEDURES: None.
- VI. MAINTENANCE AND UPDATE OF THESE PROCEDURES: This Administrative Procedure originates with the Chief of Supporting Services and revision will be accomplished by that office as may be necessary.

ADMINISTRATIVE PROCEDURE

SELECTION OF ARCHITECTS

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- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 7211.1, dated February 1, 2005, and all other memoranda, local directives or other writings on this subject.
- VIII. **EFFECTIVE DATE:** July 1, 2013.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10