



ADMINISTRATIVE PROCEDURE

SELECTION OF ARCHITECTS

7211.1

Procedure No.

February 1, 2005

Date

- 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, major repairs, improvements, systemic replacements, and maintenance projects.
- II. **POLICY:** Architects or engineers assigned to school construction or maintenance projects including additions, renovations, 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 repair project 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 Planning and Architectural Services 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 Planning and Architectural Services. 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:



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- a. Five (5) Supporting Services personnel to be selected by the Chief Administrator for Supporting Services.
 - b. One (1) School Principal or Regional Assistant 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 Administrator for 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 Administrator for 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.
 - b. Quality of past performance:



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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; and
 - (5) Maintenance demands on previous projects after expiration of warranty (usually 1 year).
- 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) Obtaining permits from state and local agencies.
2. The Selection Committee shall select two (2) preferred firms or individuals from the submittals.

E. Negotiation

Upon selection of two (2) 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 both firms jointly to discuss program details, special requirements, budgetary limitations, and to answer questions.



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2. Each firm will be given guidance with regard to completion and submission dates.

F. Recommendation for the Chief Administrator for Supporting Services

The Selection Committee shall submit the proposals including fees from the two (2) firms or individuals to the Chief Administrator for Supporting Services for review.

G. Recommendation for the Board

The Chief Administrator for Supporting Services will review the recommendations, and if the two (2) recommended firms or individuals are satisfactory, the Chief Administrator for 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 Administrator for 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; or
- C. The housing of students for instructional programs is in jeopardy.

- V. **RELATED PROCEDURES:** None.

- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Chief Administrator for Supporting Services and revision will be accomplished by that office as may be necessary.



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- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 7211.1, dated August 11, 1993, and all other memoranda, local directives or other writings on this subject.
- VIII. **EFFECTIVE DATE:** February 1, 2005.

Approved by:
André J. Hornsby
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 6., 10, and 11