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EXPLANATION: SELECTION OF ARCHITECTURAL, ENGINEERING AND LAND SURVEYING SERVICES

MSBA has modified this policy in accordance with § 8.291, RSMo., which allows political subdivisions to adopt their own formal procedure for the selection of architectural, engineering and land surveying services as long as the procedure is qualifications-based and commensurate with state policy. In addition to statutory requirements, MSBA has included a requirement that interested firms identify the individuals responsible for each facet of the project and include their credentials. This should provide additional information about the firm and the subcontractors used by the firm.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

X	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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SELECTION OF ARCHITECTURAL, ENGINEERING AND/OR LAND SURVEYING SERVICES

The Board ~~may~~ **will** select qualified firm(s) and negotiate contract(s) for architectural, engineering and land surveying services for the various building projects in the school district **when such services are required**. Selection shall be made on the basis of demonstrated competence and qualifications for the types of services specified by the district at fair and reasonable prices.

The district will solicit statements of quality and performance data from architectural, engineering or land surveying firms when a project requiring such services is proposed.

~~In selecting such firm(s),~~ **The data submitted will be evaluated against** the following criteria ~~will be considered:~~

1. ~~Training.~~ **The** specialized experience and technical competence, including that of partners and associates, demonstrated either with the district or elsewhere, with respect to the type of services desired by the Board.
2. ~~Planning ability, efficiency and promptness of the firm(s), including t~~ **The** capacity and capability of the firm(s) to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.
3. **The firm's past record of performance**
 - ~~Demonstrated educational specifications writing, to include accuracy and sufficiency of detail.~~
 - ~~Inspection of job effectiveness, to include an analysis of the past record of performance of the firm(s) with respect to control of costs, quality of work, design, appearance, utility and the ability to meet time schedules.~~
4. **The firm's p**Proximity to and familiarity with the geographical area in which the project shall be located.

~~When considering the need for architectural, engineering and/or land surveying services, t~~ **The** Board ~~superintendent~~ or designee shall prepare a written description of the services desired by the district. Interested firms ~~may be requested to~~ **will** submit statements of their qualifications and performance data with respect to the above criteria, ~~and also to submit a fee schedule.~~ **In addition, each interested firm will identify the individuals or subcontractors performing each service required by the architectural, engineering or surveying project and their degrees, certifications and years of experience performing the service.** The Board, **in consultation with the superintendent** or designee,

shall analyze the data received and list the top three qualified firms to present to the Board. The Board shall select the firm(s) considered best qualified and capable of performing the desired services and shall negotiate a contract. Should the Board be unable to negotiate a contract acceptable to the district with the firm(s) first selected, the Board may negotiate a contract with another firm from the list; or may direct the superintendent or designee to seek additional statements of qualifications from other firm(s) and then submit a new list of qualified firms. The Board may authorize a qualified person to negotiate a contract for architectural, engineering or land surveying services on its behalf, but any negotiated contract must be approved by an affirmative vote of a majority of the whole Board.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 09/19/2002;

Cross Refs: DJF, Purchasing

Legal Refs: §§ 8.285 - .291, 162.301, 327.091, .181, .272, RSMo.

Camdenton R-III School District, Camdenton, Missouri