

Selection of Architect/Engineer

Section 1. General. Indiana law (I.C. 36-1-12-7) requires that public work performed or contracted for a public building, the cost of which is more than One Hundred Thousand Dollars (\$100,000), be undertaken only in accordance with plans and specifications approved by a state licensed architect or engineer. Architects/engineers for specific projects shall be recommended by an architect selection committee to the Board of School Trustees through the Superintendent.

Section 2. Selection Criteria. Criteria for selection of an architect/engineer shall include, but not be limited to, the following factors:

1. Scope of the project;
2. Expertise and/or specialization of the architectural/engineering firm;
3. Previous experience with scope of the project;
4. Previous experience with EACS; and
5. Fee structure.

For continuous projects such as roof repair and/or replacement and asbestos abatement, it is important to have stability and continuity in the professional services. While a recommendation for continuous projects will be made for each annual project, preference will be given to architects/engineers with satisfactory prior experience with EACS on such projects.

Section 3. Selection Committee "Major" Projects. Projects shall be considered "major" when the estimated construction cost is more than \$500,000. Two members of the Board of School Trustees shall serve on the selection committee for "major" projects. The Superintendent, with approval of the Board President, will appoint two patrons to serve on the selection committee for "major" projects. Administrative representatives on the selection committee for "major" projects shall be the Chief Financial Officer, the Director of Facilities, and the building principal. The selection committee shall request proposals from at least three (3) architectural/engineering firms. The committee shall recommend a firm and commission fee to the Superintendent.

Section 4. Selection Committee "Minor" Projects. Projects shall be considered "minor" projects when the estimated construction cost is \$500,000 or less. The selection committee for "minor" projects shall be the Chief Financial Officer and the Director of Facilities. If the "minor" project directly impacts instructional programming in a specific building, the impacted building principal will also be a member of the selection committee. The selection committee shall recommend a firm and commission fee to the Superintendent.

Section 5. Final Selection. The Superintendent shall forward the selection committee's recommendation to the Board for final approval.