

PROCEDURE FOR SELECTION OF
~~PROFESSIONAL SERVICES~~ ARCHITECTS, ~~AND~~ ENGINEERS),
CONSTRUCTION MANAGERS AT RISK, AND OTHER CONSTRUCTION
RELATED PROFESSIONAL ~~CONTRACTORS~~ SERVICES

STEPS FOR SELECTION

The following steps will be followed for selection of professional services **conducted via an RFQ**, ~~construction management or~~ and **will can** be used for the selection of contractors for construction projects, **when the District solicits these services via a CB, CSP or CMR.**

	Step	Responsible Parties	Comments/Explanation
1.	Authorization to solicit RFQs (Request for Qualifications), CBs (Competitive Bids), CSPs (Competitive Sealed Proposals), or for a CMR (Construction Manager at Risk) for Architect RFPs for Construction Manager At Risk, CSPs (for small construction projects)	Board of Trustees	<ul style="list-style-type: none"> • Board approval will be required for solicitation process for any of these mentioned. • Board authorization to commence solicitation will not be required for projects less than \$1,500,000
2.	Preparation of advertisement for RFQ, CB, CSP, or CMR RFP or bid documents	Purchasing Agent in conjunction with Requestor.	Utilize existing forms subject to update, revision, modification, and review, when applicable by Attorney.
3.	Review of advertisement for RFQ, CB, CSP, or CMR, or bid documents	Administration Review Committee, (Superintendent and/or designee, Executive Director for Facilities & Transportation, Executive Director for Business Financial Services, Purchasing Agent) and Attorney, Architect and/or Engineer	

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4.	Advertisement of RFQ, CB, CSP, CMR, or bid documents.	Purchasing Agent	<ul style="list-style-type: none"> • Advertise once a week for two consecutive weeks. • Schedule opening date not earlier than third week.
5.	Receipt of qualifications and proposals or bids.	Purchasing Agent	The Purchasing Department Receives all proposals or bids.
6.	Opening of qualifications bids and proposals.	Purchasing Agent	<ul style="list-style-type: none"> • Opens all bids and proposals at School District offices. • Checks for complete submission. • Prepares copies for Administration Review Committee
7.	Initial screening and Review.	Administration Review Committee	<ul style="list-style-type: none"> • Conducts initial review and screening. • Uses evaluation rating sheets and produces a summary sheet of all ratings. Ranks the qualifications and proposals in the order they will be presented to the Board. • Asks any questions or suggests any additional information that
8.	Selection	Board of Trustees	<ul style="list-style-type: none"> • Considers all information presented by the Administration Review Committee. • Considers top 1-3 firms as recommended by the Administration Review Committee. • Approves the ranking of the qualifications or proposal; authorizes to enter into negotiations with the top-ranked or another vendor; or, makes an alternate recommendation. Selects firm(s).

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9.	Negotiation of fees and Contracts.	Superintendent and/or designee, Executive Directors for Facilities & Transportation and Business Financial Services, Purchasing Agent, Attorney, Architect and/or Engineer	<ul style="list-style-type: none"> • Negotiate fees. • Negotiate contracts. • Negotiate specific scope. • Prepare final fee proposal and scope of work for presentation to the Board.
10.	Approval of Contracts	Board of Trustees	Executive Director for Facilities & Transportation and Attorney presents proposed contract containing fees for Board review and approval.

GENERAL GUIDELINES

The following general guidelines are established for selection of ~~professionals, contractors and construction managers at risk for construction projects~~. professional services, and can be used for the selection of contractors for construction projects.

The criteria in any ~~RFP or CSP bid~~ RFQ, CB, CSP, or CMR package will include:

1. **Local Presence.** The criteria in any RFQ, RFP, CSP, or CMR bid package will include local presence of all proposers or bidders. For purposes of this procedure, ~~during the evaluation process, amount of points to be awarded to each vendor shall be based upon the number of employees for which the vendor provides proof of primary residence in El Paso County. 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) are not local companies.
2. **Spreading of Work and Projects -** It is the goal of the School District that major projects ~~(projects over \$1,500,000) be distributed~~ so that numerous firms shall have the opportunity to provide services and work for the School District. ~~Major projects shall not be consolidated so that only a few firms receive the work, unless there is significant savings.~~
3. **Administration Review Committee.** The Administration Review Committee shall consist of the following persons: Superintendent or designee, Executive Director for Facilities & Transportation, Executive Director for ~~Business~~ Financial Services,

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and Purchasing Agent.

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, CBs, CSPs, CMRs, RFQ 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 Executive Director for Business Financial Services, Purchasing Agent, or Executive Director for Facilities & Transportation for the purpose of obtaining clarification regarding any of the procedures for requirements for the proposal.
5. **Information Presented to Facilities and Planning Committee and Board of Trustees** - The Administration shall present to both the Board Facilities and Planning Committee and the Board of Trustees the following information: ~~(i) the evaluation sheets developed by the~~ A Summary Letter of what the Administrative Review Committee decided, and (ii) the full responses, qualifications or ~~bids~~ proposal submissions of the firms that are recommended for consideration for a project. All such documents and information shall be returned to the Purchasing Agent ~~Executive Director for Business Financial Services~~ 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 constructional 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.