

### **Architect Selection**

An architect will be commissioned for every major building project initiated by the School Board.

A notice of each new major project will be made public through publication in the School District's official newspaper. Any architect may submit proposals based on an RFQ developed by the Superintendent or designee. Qualified architects will be scheduled for an interview. No qualified applicant for the project will be denied an interview because of race, color, creed, sex, or national origin.

The Architectural Selection Committee (ASC) shall select for interview from the submission pool for each project top candidates and following the interview, recommend to the School Board an architect for each project.

The committee shall consist of six members as follows:

1. Two School Board members;
2. One citizen selected by the School Board;
3. Director of Facilities and Transportation;
4. The administrator of the school involved, or in the case of a new building, a designee appointed by the Superintendent;
5. The Superintendent.

The ASC shall evaluate each of the persons or firms interviewed on the basis of the following criteria:

1. Past performance;
2. The ability of professional personnel;
3. Willingness to meet time and budget requirements;
4. Location;
5. Recent, current, and projected workloads of the persons or firms;
6. Related experience on similar projects;
7. Recent and current work for the district.

Based on these valuations, the ASC shall select the firm which, in its judgment, is the most qualified. The ASC shall submit a written report to the Board including the firm selected along with a ranking of the firms interviewed. The report shall include a narrative substantiating its determinations and shall make this report available to the public upon written request.

The Superintendent shall negotiate a contract for services. Should the Superintendent be unable to negotiate a satisfactory contract, negotiations must be formally terminated. Negotiations shall commence in the same manner with the second and then the third most qualified until a satisfactory contract has been negotiated.

**Procedure for Construction**

The procedure for construction delivery of all major school building projects shall be in accordance of Chapter 48-01.2 of the North Dakota Century Code.

**Project Contingency**

The Bismarck School Board shall develop a project specific contingency to cover unforeseen or changes deemed necessary by the Bismarck School Board.

**Change Orders**

The Superintendent and the school board member assigned to the building project committee shall have the authority to approve change orders up to \$10,000, if the change is deemed as unforeseen. All change orders deemed "unforeseen" which are at or below the \$10,000 threshold shall be the listed as notifications on the Bismarck School Board Agenda and communicated at a regular school board meeting. Change orders that are considered changes to the project scope as well as unforeseen changes orders exceeding \$5,000 shall be approved by the Bismarck School Board.