

Architect Selection

The Board must continuously strive to provide new facilities and/or timely renovation that will provide the best educational environment for all students within fiscal constraints. To assist the Board in the accomplishment of this objective, an architect will be commissioned for every major building or renovation project initiated by the Board. Selection of an architect and/or construction manager for school construction projects costing more than \$10,000 is subject to a competitive bidding process.

In selecting an architect, the following criteria, including, but not limited to, will be considered:

1. Training and experience including that of partners and associates.
2. Planning ability and promptness.
3. Specification writing, accuracy and sufficiency of detail.
4. Design, appearance and utility.
5. Inspection of job effectiveness.
6. Relation with contractors.
7. Experience with government agencies.
8. Pricing for the project.
9. Experience with work of similar size and scope.
10. Organizational and team structure, including any subcontractors to be used.
11. Past performance data, including but not limited to, adherence to project schedules and project budgets and the number of change orders for projects.
12. The approach to the work required for the order or contract and documented contract oversight capabilities.

In compliance with C.G. S. [10-287\(2\)](#), a contract for architectural or construction management services must be awarded to the lowest responsible bidder from a pool of not more than four most responsible proposers after a public selection process only after a public invitation to bid. Supporting documentation for audit purposes include newspaper invoices or advertisements, bid summaries and other documentation which supports the district's choice.

The "most responsible qualified proposer" means the proposer who is qualified by the awarding authority when considering price and the factors necessary for faithful performance of the work based on the criteria and scope of work included in the request for proposals.

The four most responsible qualified proposers shall be determined using those criteria previously listed in the requests for qualifications and requests for proposals for selecting architectural services specific to the project or school district. Such evaluation criteria shall include due

consideration of the proposer's pricing for the project, experience with work of similar size and scope as required for the order or contract, organizational and team structure, including any subcontractors to be utilized by the proposer, and past performance data.

The Building Committee and Superintendent will, in addition to the criteria indicated above, interview qualified applicants for the project as part of the selection process.

Legal Reference: Connecticut General Statutes

[10-287\(2\)](#) Installment payments of school building project grants. Construction contracts subject to bid. Withholding of state grant payments; conditions. Submission of final grant application. (as amended by P.A. 19-1, July Special Session)

PA 07-249 An Act Concerning Authorization of State Grant Commitments for School Building Projects and Changes to the Statutes Concerning School Building Projects

P.A. 19-1, July Special Session, An Act Concerning Authorization of State Grant Commitments for School Building Projects.

Adopted: October 12, 2021

NORTH CANAAN BOARD OF EDUCATION
North Canaan, Connecticut