

## SELECTION OF ARCHITECT OR ENGINEER

The Board of Education is responsible for employing an architect or engineer if a project requires architectural or engineering services. The architect or engineer must be licensed in the State of New York and be familiar with the laws, regulations and procedures relating to school construction.

Pursuant to the General Municipal Law, and in accordance with the district's policy and procedures for competitive bidding, the district will award a contract involving an estimated annual expenditure in excess of \$20,000 to an architect or engineer who submits the lowest responsible bid in response to a public advertisement soliciting formal bids.

The Superintendent of Schools or his/her designee shall receive architect and/or engineer letters of application to plan and design a new school building. After careful review and screening of professional qualifications and experience in designing functional school buildings, the Superintendent or his/her designee will forward such letters to the Facilities Committee for review. Selected applicants will be interviewed by the Superintendent or his/her designee while keeping the Facilities Committee apprised of progress. The finalists will be recommended to the Board by the Superintendent for employment on a contractual basis.

In addition, the Board will consider and assess the willingness such individual exhibits for working cooperatively with district staff in incorporating approved educational specifications into any architectural and construction plans. Upon completion of the project, a final and detailed inspection will be made. A certificate of final approval will be issued to the district by the architect.

Ref: General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.

Note: Prior policies, Policy Manual, 7211.1 and 7211.2, revised