

BUILDINGS & SITES

NO IASB POLICY

Series 800

Policy Title Selection of an Architect

Code No. 801.06

The Board of Directors shall establish procedures for selection of an architect. Criteria will be established and interviews of architectural firms will be conducted. References will be contacted.

In addition, the Board of Directors may use outside resource persons and administrative staff members to provide information and assistance during the selection process.

The Board of Directors will enter into contractual agreement with the architect as per scope of the work to be completed.

The architect shall proceed with preparation of the preliminary plans and specifications after receiving authorization from the Board of Directors.

The superintendent shall provide the architect education specification, financial data, and other pertinent information necessary to his planning.

The architect shall make revision to the plans until a consensus of opinion is reached and approved is given by the Board of Directors.

The architect shall proceed with preparation of the final working drawings, specifications, and contract documents after receiving authorization from the Board of Directors.

The superintendent, staff, citizens' committee, and board shall continue to provide information and decisions necessary for the architect to finalize the plans.

It shall be the responsibility of the architect to obtain approval of the final plans by the Department of Education, State Fire Marshall, local building authorities, and the Board of Directors before releasing the plans for bid purposes.

Adopted: March 12, 2012

Reviewed: March 24, 2025

Revised: _____