

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

CVA  
(REGULATION)

STEPS FOR SELECTION

The following steps will be followed for selection of professional services, construction management or contractors for construction projects.

	<u>Step</u>	<u>Responsible Parties</u>	<u>Comments/Explanation</u>
1.	Authorization to solicit <ul style="list-style-type: none"> <li>• RFQs for Architect</li> <li>• RFPs for Construction Manager At Risk</li> <li>• CSPs (for small construction projects)</li> </ul>	Board of Trustees	<ul style="list-style-type: none"> <li>• Board approval will be required for solicitation process for construction.</li> <li>• Board authorization to commence solicitation will not be required for projects less than \$1,500,000.</li> </ul>
2.	Preparation of advertisement, RFQ, RFP, or bid documents	Purchasing Agent	<ul style="list-style-type: none"> <li>• Utilize existing forms subject to update, revision, modification, and review by Attorney.</li> </ul>
3.	Review of advertisement, RFQ, RFP, or bid documents	Administration Review Committee (Superintendent and/or designee, Executive Director for Facilities & Transportation, Executive Director for Business Services, Purchasing Agent) and Attorney	
4.	Advertisement of RFQs & RFPs, or bid documents	Purchasing Agent	<ul style="list-style-type: none"> <li>• Advertise once a week for two consecutive weeks.</li> <li>• Schedule opening date not earlier than third week.</li> </ul>
5.	Receipt of proposal or bids	Purchasing Agent	<ul style="list-style-type: none"> <li>• The Purchasing Department receives all proposals or bids.</li> </ul>
6.	Opening bids and proposals	Purchasing Agent	<ul style="list-style-type: none"> <li>• Opens all bids and proposals at School District offices.</li> <li>• Checks for complete submission.</li> <li>• Prepares copies for Administration Review Committee</li> </ul>

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7.	Initial screening and review	Administration Review Committee	<ul style="list-style-type: none"> <li>• Conducts initial review and screening.</li> <li>• Uses evaluation rating sheets and produces a summary sheet of all ratings.</li> <li>• Asks any questions or suggests any additional information that would be helpful to be considered.</li> </ul>
8.	Selection	Board of Trustees	<ul style="list-style-type: none"> <li>• Considers all information presented by the Administration Review Committee.</li> <li>• Considers top 2-3 firms as recommended by the Administration Review Committee.</li> <li>• Selects firm(s).</li> </ul>
9.	Negotiation of fees and contracts	Superintendent and/or designee, Executive Directors for Facilities & Transportation and Business Services, Attorney	<ul style="list-style-type: none"> <li>• Negotiate fees.</li> <li>• Negotiate contracts.</li> </ul>
10.	Approval of Contracts	Board of Trustees	<ul style="list-style-type: none"> <li>• Executive Director for Facilities &amp; Transportation and Attorney presents proposed contract containing fees for Board review and approval.</li> </ul>

**GENERAL GUIDELINES**

The following general guidelines are established for selection of professionals, contractors and construction managers at risk for construction projects.

The criteria in any RFQ, RFP, or CSP bid package will include

1. **Local Presence.** The criteria in any RFQ, RFP, or CSP bid package will include local presence of all proposers or bidders. For purposes of this procedure, 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.

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2. **Spreading of Work and Projects.** It is the goal of the School District that major projects (being projects over \$1,500,000) be spread 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 Services, 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, RFPs, 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 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 Administration Review Committee for all firms that submitted bids or proposals, and (ii) the full proposal or bid submissions of the firms that are recommended for consideration for a project. All such documents and information shall be returned to the Executive Director for Business 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.