

## AP 518 – Architectural Services

### Background

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The purpose of these procedures is to ensure that appropriate architectural services are selected for capital construction projects in the Abbotsford School District, so that the projects are developed in compliance with specific guidelines and requirements.

### Procedures

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1. Architectural services will be selected for capital construction projects consistent with the following:
  - 1.1 Building parameters and guidelines established by the Ministry of Education
  - 1.2 Requirements for quality and consistency of design
  - 1.3 Requirement for provision of standardized systems and processes to facilitate the ongoing maintenance of district buildings
  - 1.4 Meeting educational requirements established by the school district
  - 1.5 Financial parameters established by the district and Ministry of Education
2. When a capital construction project is approved by the Ministry of Education, the district will invite submissions from a number of qualified firms to provide architectural services for that project.
3. Architectural services for an addition to an existing building will ordinarily be contracted to the firm that designed the original building, unless the Secretary-Treasurer determines sufficient reason to select another firm. In making this determination, the following factors will be considered:
  - The volume and complexity of work currently under contract to the original firm
  - The architectural firm’s record of performance with the district and evidence of recent experience with other clients
  - The ability of the original firm to serve the needs of the district
4. The Secretary-Treasurer, who is designated responsibility for administering the Board’s Capital Building Program, will determine the need to assign architectural services. Each building project will be considered individually when selecting architectural services.
5. As needed, the district will place a public advertisement inviting expressions of interest from qualified firms. The advertisement will indicate the projects under consideration that require architectural services. A qualified firm has a recent record of successfully completing projects similar in size, scope, and complexity to the project under consideration.
6. From the submissions received, a minimum of four qualified firms will be contacted in writing to request a detailed proposal, including a summary of the firm’s related experience, available personnel, schedule of fees, and services offered.

7. Each firm that submits a detailed proposal will be interviewed to fully investigate its qualifications and experience. Each firm interviewed will be asked a series of common questions to ensure that all submissions are evaluated fairly.
8. A comprehensive reference check will be conducted of the recent clients of each firm interviewed.
9. The selection of an architectural firm will be based on the following criteria:
  - ability to perform the work required
  - schedule of fees
  - supplementary services available
  - availability of qualified personnel
  - ability to respond to district needs
10. The Secretary-Treasurer will recommend a selection to the Board, who will make the final appointment.
11. All firms interviewed will be notified in writing of the final selection.

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