

## **ADMINISTRATIVE REGULATIONS FOR THE SELECTION OF AN ARCHITECT**

Administrative regulations listed below establish a comparative selection procedure for selection of architects to be recommended to the Board for appointment. Lafayette Parish public school buildings should be designed by architects who are highly competent in educational planning, functional building design, economical construction, and sound project management. The following selection procedures are developed to provide maximum participation of architects interested in planning educational facilities.

### **I. APPLICATION PROCESS**

Architects interested in designing school facilities should complete the “Application for Architects” available at the Office of the Director of Planning & Facilities. The completed form shall become a part of the file maintained for all applicants. It shall be the responsibility of each interested architect to submit a revised application form as needed to maintain the data on a current basis.

### **II. MULTIPLE SELECTION PROCEDURES**

There shall be two procedural categories for selection - selection for projects of minor complexity and selection for projects of major complexity:

#### **A. Projects of Minor Complexity**

These are generally projects involving a single professional discipline characterized by simplicity of design, or a lesser degree of planning and design development which requires a minimum of integration of multiple design disciplines into a single complex whole. The two procedures for selection are as follows:

1. Selection of an architect or engineer to expedite day-to-day operations.
  - a. In situations requiring an outside consultant service to expedite day-to-day operations, the administration is authorized to utilize the services of a local architectural or engineering firm on a rotation cycle on the basis of purchase order authorization provided such services do not exceed \$10,000 per project.
  - b. Services described above must be approved by the Superintendent.
  - c. The fee schedule shall be used to determine cost. The schedule is based on one being used by other governing entities in Lafayette Parish.

2. Selection of architects and engineers for other projects of minor complexity.

For projects of minor complexity, public notice shall be given on an annual basis, for interested design professionals to submit their firm's qualifications and performance data for consideration or professional services on future projects. Qualifications and performance data shall remain on file for one calendar year.

When the cost for such services is expected to exceed \$10,000, the Superintendent is authorized to advertise "Request for Qualifications" conduct a shortened interview process by the staff and recommend one proposal to the Board for approval. Remuneration for these services will be as per Appendix F, the standard State Fee Curve or a negotiated fee which the architect or engineer includes in the submitted proposal.

## **B. PROJECT OF MAJOR COMPLEXITY**

These projects require the integration of multiple, diverse and complex components into a single functioning whole as outlined in the AIA document B-141, "Owner - Architect Agreement" as modified by mutual agreement of both parties.

The selection process is as follows:

1. Notification of architects about specific projects will be made both by a direct mailing to firms which have an application on file as well as through public advertisement. In addition to having an application on file or submitting one, a firm's primary office must have been established at least one calendar year prior to the date of project advertisement. Eligible firms requesting it will be furnished with information concerning the client and the proposed project.
2. The interview team will review the applications. A maximum short list of five submittals will be selected for review, and the firms who submitted them will be interviewed.
3. The interview team shall be composed of the Chief Financial Officer, Chief Operations Officer, Director of Planning and Facilities, representative(s) from the Instructional Services Department, representative(s) from the Office of Financial Services, and if desired, a licensed architect, preferably retired, retained by the Board to assist in sorting through the proposals. Said architect shall have no conflict of interest as defined by state law and shall have no affiliation with any individual or firm begin considered for existing or potential projects. The

architect will have no voting privilege during the selection process.

4. Based on the data in the application, the proposals submitted and the evaluation of the interview, three of the five applicants shall be selected for further evaluation by the interview team as follows:
  - a. Secure a critical evaluation by at least two school officials who have used one or more school buildings designed by the applicants.
  - b. A visitation committee will be assembled and shall visit at least one existing school building which was designed by each of the applicants. The visitation committee should include representatives of the facility staff, the Superintendent or his designee, the Chief Financial Officer, Chief Operations Officer, Instructional Services Department, Planning & Facilities Department, Maintenance Department, Human Resources Department, elected School Board officials and their designated representatives as deemed appropriate by the superintendent. Each member of the visitation committee will be asked to rate the appropriate features and/or components of each building visited.
5. A summary of evaluations listed in a. and b. above, along with the committee's recommendation, shall be submitted to the Superintendent of Schools who may conduct further investigations as deemed advisable.
6. The recommendation of the Superintendent to the Board shall be accompanied by a resumé' of the firm's experiences in planning educational facilities, training, previous work in the system, special qualifications and special services to be provided.
7. Final appointment shall be made by the Lafayette Parish School Board.

**SCHEDULE OF RATES AND CHARGES FOR ARCHITECTURAL AND ENGINEERING SERVICES  
PROJECTS OF MINOR COMPLEXITY  
DAY-TO-DAY OPERATIONS**

<u>Personnel</u>	<u>Rate Per Hour</u>
Principal of Firm -----	\$ 130.00
Senior Architect/Engineer (1) -----	100.00
Architect/Engineer/Land Surveyor -----	85.00
Architectural/Engineer Intern (EIT) -----	67.00
Senior Technician (2) -----	52.00

Typist -----	35.00
Senior Draftsman (3)/Cad Operator -----	49.00
Draftsman/Cad Operator -----	40.00
Four-Man Survey Party -----	125.00
Three-Man Survey Party -----	105.00
Two-Man Survey Party -----	79.00
Party Chief -----	45.00
Construction Inspector (engineering) -----	40.00
Certified construction Inspector -----	50.00
Senior Construction Inspector (4) -----	50.00

- (1) Requires 10 years experience
- (2) Requires minimum of five (5) years Engineer Aide Experience; resume must be approved by the Lafayette Parish School Board. Education acceptable to the LPSS may be substituted for some of the same required experience.
- (3) Required eight (8) years experience.
- (4) Requires minimum of five (5) years construction experience; resume must be approved by LPSS. Education acceptable to the LPSS may be substituted for some of the same required experience.

Note: Survey crews include a qualified party Chief and Instrument Man, if either are not present, the above rate do not apply.

**Computation of Fee**  
**Project No.**

**Funds Available for construction (AFC) = \$**

Fee Computation:

42.75 = %  
Log

Renovation Factor: = \$

Interim Fee: =

Professional Liability Insurance Coverage in the amount of \$\_\_\_\_\_ is required. No deductible shall be in excess of 5% of the amount of the policy. The prime Designer

shall be fully responsible to the Owner for his associates and his professional consultants' work. Professional liability coverage for the total project design, (including all professional consultants) rests solely with the prime Designer.

Cost of Project	Minimum Limit of Professional Liability Insurance Required
Up to \$500,000	\$100,000
\$500,000 to \$1.5 million	\$250,000
\$1.5 million to \$5 million	\$750,000
\$10 million to \$20 million	\$1 million
Over \$20 million	To be determined by owner

Adopted: 5/1/91  
Revised: 3/4/98  
Revised: 10/21/98  
Revised: 3/15/00  
Revised: 4/16/08