

SELECTION OF ARCHITECTS

It shall be the policy of the Lafayette Parish School Board to contract for architectural services in accordance with the following guidelines:

1. The importance of services rendered by an architectural firm justifies a thorough investigation and evaluation of its qualifications. The selection process shall include an objective evaluation of past performance, and recommendations shall be made on the basis of the best overall qualified firm or interprofessional collaboration of firms.*
2. It shall be the purpose of the Lafayette Parish School Board to utilize the best available architectural service. The work will be spread among interested firms to the degree that it can be done within the high standards the Board seeks to maintain. This places no limitation on the selection of an architectural firm for additional assignments during a given building program.
3. An effort shall be made to maintain wholesome balance in appointments between architects who are reassigned because of good performance and those who have not been previously assigned.
4. Appointments shall not be limited to experienced firms. As a rule, new or relatively inexperienced firms may be assigned the less complicated of the projects or may apply under the interprofessional collaboration of firms section in number "1" above.
5. Although high standards of architectural service will be a first consideration, geographical proximity will be a factor in the selection process. First consideration will be given to qualified firms near the Lafayette area.
6. The Board has the option to appoint the original designer of the school facility provided his/her original work demonstrated a competency in educational planning, economical and durable construction and general design without the application and evaluation process.
7. Architects shall be appointed by the Board upon the recommendation of the Superintendent of Schools. Members of the Board shall receive a summary of the investigation and evaluation of the competence of an architectural firm before acting upon a recommendation for appointment.
8. Contracts shall be required for all architectural and engineering assignments. Projects of major complexity shall be prepared on the latest revision of the appropriate AIA standard contract forms as modified by mutual agreement between both parties. Projects of minor complexity may be prepared on the simplified AIA contract form as modified by both parties or by Letter of Agreement.
9. Firms selected to work for the Board shall be required to hold professional liability insurance

in the amounts allowed under the Louisiana Facility Planning and Control Guidelines.

10. The Board shall use the fee schedule developed by the Louisiana State Office of Facility Planning and Control and that on renovation projects, a renovation or complexity factor provision may be applied not to exceed 1.25 unless approved by the Board.

11. After selection by the Board, administration may be allowed to enter into an additional service agreement with the architect to assist in site evaluation and selection for those projects involving new construction of new facilities away from an existing campus.

* "Interprofessional Collaboration of Firms" in this policy includes the following:

a. Association of Firms

(1) A prime architectural firm which forms subcontractual relationships with one or more consultants. The prime firm must agree to provide over 50% of the services with its own resources.

(2) An association of two or more firms with one firm holding the prime contract with the owner and the others serving as subcontractors. The firm holding the prime contract must agree to perform more than 50% of the services.

b. Joint Ventures

(1) Two or more architectural firms which collaborate to undertake a project. A project architect must be selected by the joint firms and an executed copy of AIA document C-801 (Joint Venture Agreement for Interprofessional Services) shall be provided. A specific joint venture professional liability insurance policy shall be provided the Board by the joint venture.

Current practice codified 1975

Adopted: date of manual adoption

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