



SELECTION OF ARCHITECT PROCEDURE (FAC-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for the selection of an architectural firm for architectural services from interested and qualified firms for projects expected to exceed 2 million in cost.

The online version of this procedure is official. Therefore, all printed versions of this document are

2.0 RESPONSIBILITY:

- 2.1 Facilities Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 Architect Selection Committee: Composed of Senior Leadership Team, under the direction of the Chief Operations Officer.

5.0 PROCEDURE:

- 5.1 Architect Selection Committee narrows the list of prospective architects to one or two using the following selection criteria factors:
 - 5.1.1 Training, experience, and demonstrated competence, including that of partners and associates.
 - 5.1.2 Planning ability, promptness, and ability to meet cost estimates.
 - 5.1.3 Specification writing, accuracy, and sufficiency of detail.
 - 5.1.4 Design, appearance, and utility of work.
 - 5.1.5 Inspection of previous jobs.
 - 5.1.6 Working relations with contractors.
 - 5.1.7 Experience with government agencies.
 - 5.1.8 The firm's willingness to accept the CMCSS Board's fee schedule and standard contract for architectural services ([FAC-A001](#)).
- 5.2 Having considered all of the architect selection criteria of 5.1, the staff will identify the architect and recommend that firm to the Board of Education for approval.
 - 5.2.1 The Board may accept the staff recommendation or direct formal presentations.
- 5.3 The Board upon recommendation of the Director of Schools will make the final selection of an architect.
 - 5.3.1 A Resolution will be submitted to the County Commission at which time the County Commissioners will decide on building designs and designers.



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5.3.2 Design Services Contracts will be distributed among qualified local firms to the degree this can be done within the high standards of performance required.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Design Services Contracts
- 6.2 Architect Fee Schedule Policy ([FAC-A001](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/17/08		Initial Release
3/2/15	A	Added the word "Working" to 5.1.6, added the word "local" to 5.3.1
8/13/19	B	Inserted new 5.3.1 "A Resolution will then be submitted to the County Commission at which time the County Commissioners will decide on building designs and designers." Deleted "9.0 FLOWCHART:" and "9.1 A flowchart detailing this process can be found in Exhibit A of this procedure."
9/24/19	C	5.2 Deleted "When the list of architects has been reduced to one or two, each remaining candidate will be asked to make a formal presentation before the Board of Education.", added "Having considered all of the architect selection criteria of 5.1, the staff will identify the architect and will recommend that firm to the Board of Education for approval."; Added "5.2.1 The Board may accept the staff recommendation or direct formal presentations."; added "5.3.1 A Resolution will be submitted to the County Commission at which time the County Commissioners will decide on building designs and designers."

***** End of procedure *****