

	NEPN Code: FEB/STI
Policies and Regulations	

Facilities Planning and Development

Architect/Engineer/Construction Manager

In accordance with State law, a properly registered and licensed architect/engineer shall be employed to design major facility construction, additions, and/or remodeling projects.

New Construction

The architectural/engineering selection process for new facility construction projects shall begin with the Sioux Falls School District Director of Operational Services soliciting Requests for Proposals (RFP's) for a specified project.

The School Board through an interview process shall select architects/engineers for new facility construction. An architect selection committee will review all RFP respondents and reduce the selections to a list of three to five architectural firms to be interviewed by the School Board. Members of the architect selection committee shall be appointed by the President and shall include the Vice President of Finance and Operations, the SFSD Director of Operational Services, and others responsible for building planning and construction.

If STI determines a plan reuse of an existing STI facility would be in the best interest of STI, the Vice President of Finance and Operations and SFSD Director of Operational Services shall negotiate a plan reuse fee with the Architect of record in lieu of proceeding with an RFP process. The final negotiated agreement will be presented to the Superintendent, who will present to the School Board for final approval.

Major Additions and Remodels

Architects/engineering selections for major additions and remodeling construction projects shall be recommended by an architect selection committee to the School Board through the Superintendent.

The architect selection committee shall review the proposed project to determine if an architect of record exists or if an RFP process shall be implemented. If the architect selection committee determines it would be in the best interest of STI to retain the architect of record for the project, the Vice President of Finance and Operations and the SFSD Director of Operational Services shall negotiate a fee in lieu of proceeding with the RFP process. If an RFP process is selected, the architect selection committee shall review all architectural proposals in response to STI's RFP and determine the best proposal for STI. Members of the architect selection committee shall be appointed by the President and shall include the Vice President of Finance and Operations, the SFSD

Director of Operational Services, and others responsible for building planning and construction.

The selection of architects/engineers shall be based on the firm that offers the best value to the Institute with appropriate consideration given to technical adequacy, project management, past experience and cost. Honesty, integrity, and fiscal responsibility are considered essential. In addition, the architect/engineer must:

- possess the facility design experience necessary for the work;
- have the needed technical knowledge to control the design of the structure in order to secure the best results without waste of space or money;
- have the executive or business ability to compel the proper performance of contracts;
- possess knowledge of the specific standards of construction required to assure that the facility is readily accessible to and usable by persons with disabilities. It is preferred that the firm has successfully done work of like character;
- demonstrate the design ability (creativity) for the planning of a good facility and the creation of esthetic qualities;
- have the staff necessary for the task, and this staff must be organized to provide adequate supervision and perform the other functions of an architect/engineer in a satisfactory manner;
- have the ability and temperament to work cooperatively with others in the building program; and
- have knowledge of building codes and local zoning regulations.

Administration will keep on file a written evaluation of the architectural and engineering services provided for each project. The evaluation will be included in the continuing record of architectural and engineering services and be used in future architectural and engineering service reviews.

Legal Reference: SDCL
13-8-39 Management of school by Board-General powers

13-20-1 Board approval required for all contracts

Policy	Board Action	(formerly 7210 and 7211a)
adopted: 05-28-68	13052	
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