

**I. Policy Statement**

The Board of Education recognizes the ongoing need to procure professional architectural and construction management services required to implement the school construction program. The design and construction of school facilities is increasingly complex and requires professional knowledge to implement the various aspects of the work. The demand for flexibility, response to technological change, and cost containment require professional services that reflect a high level of ability and experience.

To control both time and cost by serving as its own on site manager, the Howard County Public School System (HCPSS) uses construction managers to supplement school system staff and to provide specialized knowledge as needed.

**II. Purpose**

The purpose of this policy is to establish guidelines for the procurement of architectural and construction management services needed for the school construction program.

**III. Definitions**

- A. Architect Firm – A designation usually reserved by law for a person or organization professionally qualified and duly licensed to perform architectural services, including, but not necessarily limited to, analysis of project requirements; creation and development of the project design; preparation of drawings, specifications, and bidding requirements; and general administration of the construction contract.
- B. Capital Improvement Project – Any physical betterment or improvement and any preliminary studies and surveys relative thereto, including, but not limited to, any property of a permanent nature, and equipment needed in connection with such improvement when first erected or acquired.
- C. Construction Manager (CM) – A person or organization hired to participate in the preconstruction phase of a project to provide cost estimating, project schedules, constructability reviews, and value engineering services, as well as coordinate and manage the overall project schedule and the construction phases of a project with the objective of minimizing project construction time and cost while maintaining the quality, function, and aesthetics of the building.

- D. Pool – Architect and CM firms that have been pre-approved to perform services for a period of three years with two possible one year extensions.

#### IV. Standards

- A. This policy and associated implementation procedures apply to the capital improvement projects that are listed as part of the Board’s annual approved capital budget requiring contracts and consultant agreements.
- B. The architectural and construction management selection process must:
  - 1. Ensure a consistently high level of professional expertise in the design and management of public school capital projects.
  - 2. Be open to all competent and experienced architectural and construction management firms in the region.
  - 3. Obtain such services at a cost that reflects the size and level of project complexity and is comparable to fees for similar projects.
- C. A pool of professional firms, selected and pre-approved, will be established to perform services for a period of three years with two possible one year extensions.
  - 1. In order to maximize efficiencies and achieve the objectives of Standard B., the Board authorizes the use of an Architect and CM pool to be used for the selection of qualified professionals for most projects.
  - 2. Existence of the pool does not preclude the HCPSS from contracting with additional Architect and CM firms for projects as needed. Therefore, the Superintendent may recommend waiver of the procurement process to the Board when that waiver is considered to be in the best interest of the school system.
- D. The following rules govern administration of the selection process by which architectural and/or construction management services are procured for the pool.
  - 1. All plan specifications and related documents for each construction project will be developed under the supervision and responsibility of an architect who is licensed or registered in the state of Maryland.
  - 2. Public notice will be given every three to five years, dependent on the previous contract duration, of intention to procure architectural and/or construction management services for each project listed in the Board’s current annual approved capital budget.
  - 3. Applicants for the architectural and/or construction management services of capital improvement projects will be thoroughly screened and evaluated.

4. Designation of the pool and selection of professionals for projects will occur through the following process:
  - a. Notice of opportunity to be considered for inclusion in the pool
  - b. Expression of interest
  - c. Selection to pool
  - d. Recommendation of professional firm to specific capital improvement project
  - e. Final appointment.
  
- E. The Board will make final selection of professionals for projects upon recommendation by the Superintendent.

## **V. Responsibilities**

The Superintendent/designee will recommend qualified firms to the Board for approval.

## **VI. Delegation of Authority**

The Superintendent is authorized to develop appropriate procedures to implement this policy.

## **VII. References**

- A. Legal  
The Annotated Code of Maryland, Education Article, Section 5-302
  
- B. Other Board Policies  
Policy 4050 Procurement of Goods and/or Services  
Policy 6000 Site Selection and Acquisition  
Policy 6020 School Construction Program
  
- C. Relevant Data Sources
  
- D. Other

## **VIII. History**

ADOPTED: October 28, 1975  
REVIEWED:  
MODIFIED: November 1, 2018  
REVISED: August 10, 1989  
November 6, 2008  
EFFECTIVE: November 1, 2018



**POLICY 6030-IP  
IMPLEMENTATION PROCEDURES**

**PROCUREMENT OF ARCHITECTURAL  
AND CONSTRUCTION MANAGEMENT SERVICES**

Effective: November 1, 2018

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The Architectural and Construction Management (CM) selection process will consist of the following steps:

**I. Public Notice**

Every three to five years prior to the expiration of the current pool section, the request for proposal (RFP) will be advertised in at least two local newspapers soliciting applications for consideration for the pool for architectural and/or construction management (CM) services. At the same time, this information will be disseminated to:

- A. eMaryland Marketplace
- B. HCPSS website.

**II. Expression of Interest**

Architects and/or construction managers who wish to apply must send a letter of application plus completed U. S. Government Standard Form 330 and/or other prequalification documents to:

Director of Capital Planning and Construction  
Howard County Public School System  
9020 Mendenhall Court, Suite C.  
Columbia, MD 21045

Applications must be received no later than the closing date specified in the public notice. Additional information, such as experience or special qualifications, may be submitted for consideration along with the application.

**III. Selection to Pool**

- A. The Director of Capital Planning and Construction will conduct a pre-qualification evaluation within 30 days of the closing date and forward a list of qualified firms to be considered for selection by the selection committee.
- B. The selection committee will be comprised of nine members and will be chaired by the Director of Capital Planning and Construction. Committee members will be the:

1. Chief Operating Officer
2. Chief Business and Technology Officer
3. Executive Director, Operations
4. Executive Director, Facilities
5. Director of Capital Planning and Construction
6. Director of Purchasing
7. Manager of Design and Preconstruction Services
8. Manager, School Planning
9. A principal.

Any of the members may appoint a designee to serve in their place.

- C. As part of its decision-making, the committee may interview individual firms.
- D. The selection effort will seek to balance the work between firms which have performed well for the school system on past projects and other qualified architectural and construction management firms.
- E. The selection committee will qualify firms for inclusion in the pool.
  1. The committee will designate firms based on their ability to satisfy Policy 6030, Standard IV.B., as determined by:
    - a. Qualifications
    - b. Past performance
    - c. Firm size and composition
    - d. Current work
    - e. References.
  2. All firms deemed qualified by the committee to meet the criteria of Section III.E.1. above will be selected to the pool, with a limit of 6 consultants per pool.
- F. The pool shall remain in place for a period of three years and, at the Superintendent's recommendation to the Board, may be extended up to two additional terms of one year each.

#### **IV. Selection for Capital Improvement Projects**

- A. The Director of Capital Planning and Construction will select a firm from the pool considered to be the best qualified for an individual project.
- B. The Director of Capital Planning and Construction will maintain current data as to fee schedules, levels of activity, project management, and prevalent practices in the Baltimore-Washington metropolitan region, with particular emphasis on comparable school construction projects.

- C. The Director of Capital Planning and Construction will negotiate an agreement for fee. This fee negotiation will be subject to approval by the Director of Purchasing.
- D. Should the Director of Capital Planning and Construction be unable to negotiate a satisfactory contract with the firm most qualified, the Director reserves the right to negotiate with the next firm and to select a firm based upon a desired expertise when determined by the Director to be in the best interest of HCPSS.
- E. The Director of Capital Planning and Construction with the concurrence of the Chief Operating Officer will present the final recommendation to the Superintendent.
- F. The Superintendent will submit his recommendation to the Board. If the Board rejects the recommendation, it will go back for review and further action by the Superintendent.

**V. History**

ADOPTED: August 10, 1989

REVIEWED:

MODIFIED: November 1, 2018

REVISED: November 6, 2008

EFFECTIVE: November 1, 2018