

## **ARCHITECTS**

### **Section I: OBJECTIVE**

The Jackson Public School District will select individuals or firms to provide high quality professional services that will result in the buildings and facilities that best satisfy district goals and requirements for excellence. Selected firms must deliver high quality projects within the funds allocated and on time.

### **Section II: CRITERIA FOR SELECTION**

Architects/engineers for the school district shall be selected by the Board based on the following criteria:

1. Are they legally qualified architects in good standing in their profession?
2. Are their methods of procedure in servicing their clients in harmony with that of the school district they are to serve; e.g., can they work cooperatively?
3. Does it appear that the architects have personal characteristics that will permit them to work harmoniously with board and staff members of the school district?
4. Have they shown an interest in school building such that they specifically have trained and practiced in this area and consider it a specialized phase of architectural practice?
5. Are their office staffs, organization, location, and financial backing such that the planning of facilities can proceed on a time schedule appropriate to the needs of the district?
6. Do they recognize the need, in school planning, for the services of numerous specialized engineers, and will they take advantage of those specialists' contributions in a cooperative manner?
7. Are they accurate estimators?
8. Have they the technical knowledge needed to control the design of the highly complex structure and equipment of a modern school building and to secure the best results without waste of money or space.
9. Have they the executive ability and force to compel the proper performance of contracts?
10. Do they have adequate staff to supervise construction activities to ensure adherence to construction standards?

The architects shall be advisors to the administration and board on the phases of the program for which they have contractual oversight.

### **Section III: FUNCTIONS**

The architects shall perform the following functions:

1. They shall translate the educational program for which the facilities are needed into the building design and specifications.

2. They shall advise the Board on letting of contracts.
3. They shall inspect the work at appropriate intervals during construction for compliance with plans and specifications.
4. They shall recommend approval and acceptance of completed facilities.
5. They shall submit to the Board a written report of all construction projects ten (10) months from the date of final completion and acceptance of projects after the architects have conducted an on-site inspection of such facilities. The report shall include the actual findings of the architects, as well as corrections that are to be made by the contractor while still within the warranty phase.
6. They shall supplement their services, when necessary, with consulting specialists such as landscape architects, heating, ventilating, electrical, structural, and acoustical engineers.
7. They shall prepare the contracts in accordance with the policies of the Board and the provisions as set forth in the plans and specifications.

#### **Section IV: GUIDELINES**

Contractual architectural services will be in accordance with the following guidelines:

1. The importance of services rendered by an architect justifies a thorough investigation and evaluation of qualifications. The selection process shall include an objective evaluation of past performance, and recommendations shall be made strictly on the basis of merit.
2. It shall be the purpose of the Board of Trustees to utilize the best available architectural services. 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 employment of an architectural firm for additional assignments during a given program.
3. An effort shall be made to maintain a wholesome balance in appointments between architects who are reassigned because of good performance and those who have not been previously assigned. For purposes of assigning newly hired architects, projects will be initially limited so that a thorough review of the capability of the architects to meet the guidelines and requirements can be assessed by the Superintendent and professional staff. A reasonable length of time may elapse between jobs given to any one architect.
4. Appointments shall not necessarily be limited to experienced firms. The scope and complexity of project may, however, be based on experience and past performance within the district.
5. If available, the architect for the original building shall be considered for appointment to design additions provided his original work demonstrated as high degree of competency in educational planning, economical and durable construction, and general design.
6. Architects whose offices are located in Jackson, Mississippi, Hinds County or nearby counties shall be given first consideration, to the extent allowed by applicable law. However, the Board may secure architectural services from greater distances if services offered are considered desirable by the Board.

7. Architects shall be appointed by the Board upon 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.

#### **Section V: FEES**

For the professional's basic services, the fee shall be a percentage of the total of all the project's construction contracts for which the professional provides services.

#### **Section VI: EQUAL OPPORTUNITY EMPLOYER**

Architects shall be equal opportunity employers. The architects shall not refuse to hire and shall not discharge any individual or firm or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of race, gender, sexual orientation, color, age, creed, national origin, religion, disability, or marital status.

SOURCE: Jackson Public School District, Jackson, Mississippi

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