

SELECTION OF ARCHITECT AND/OR PRIME CONSULTANTS FOR MAJOR PROJECTS

Background

The District uses its own design and technical staff, whenever possible, to complete most school projects. However, on some major projects or specialized activities, the District will use architects and other professional consultants as prime consultants, to provide a range of necessary services.

Procedures

1. For projects where the fees for consultants' services exceed the threshold as determined by provincial regulations, the District will develop a List of Pre-Qualified Prime Consultants (the "List") with the required expertise, capabilities and resources to provide services through a pre-qualification process.
 - 1.1. The District will invite responses from consultants who are interested in pre-qualifying for the provision of prime consultant services to the District.
 - 1.2. A Working Committee, consisting of the Associate Superintendent, Director of Facilities, Facility Division Manager, and the Manager of Purchasing and Material Services will co-ordinate the process for assessing the responses to the request for pre-qualification. The Working Committee will evaluate the consultants using a set of pre-established criteria and determine if the consultants are appropriate for inclusion on the List.
2. Project-Specific Appointment
 - 2.1. If the list is sufficient, the Working Committee will determine the availability of a number of consultants. These consultants will be requested to submit a proposal on a project-specific basis.
 - 2.2. The Working Committee will review the short-listed candidates, may arrange for interviews and will appoint a prime consultant for each relevant project.

Reference: Sections 20, 22, 23, 65, 85 School Act
Occupational Health and Safety Regulation
National Building Code

Adopted: May 21, 1991

Revised: September 1994; January 1999; December 2005; December 2009; December 2012; September 24, 2018