

Toronto District School Board

Operational Procedure PR.513 FAC

Title: **ARCHITECTS AND ENGINEERING CONSULTANTS SELECTION**

Adopted: June 24, 2003

Revised:

Authorization:

1.0 OBJECTIVE

To establish measures to ensure fairness and appropriateness during the selection of architects and engineering consultants when required for major and minor projects undertaken by Facility Services.

2.0 DEFINITIONS

Major project is a construction project at a single site with an estimated cost in excess of \$1 million, or a building addition of more than 500 sq. ft (46.45 m²).

Minor project is a construction project at a single site with an estimated construction cost of less than \$1 million, or building additions of less than 500 sq. ft. (46.45 m²).

3.0 RESPONSIBILITY

Executive Superintendent, Facility Services

4.0 PROCEDURES

3.1 Appointment of Architects for Major Projects

- (a) The executive superintendent of Facility Services will convene an Architect Selection Committee consisting of: the executive superintendent, the trustee in whose ward the facility is located, two other trustees to be appointed by the Chair of the Board, the manager of Design and Construction Services (or designate) and the superintendent of education for the school.
- (b) Design and Construction Services, through Purchasing and Distribution Services, will issue a project-specific call for expression of interest requesting:
 - (i) professional background experience and standing (it will be a requirement for appointment that the architect hold a valid Certificate of Practice issued by the Ontario Association of Architects);

- (ii) technical ability (to include a list of projects completed and anticipated future projects, plus demonstrated technical and project management expertise);
 - (iii) design ability (to include project examples demonstrating design excellence);
 - (iv) proposed fee structure.
- (c) The executive superintendent will submit to the Architect Selection Committee a list of architectural firms which demonstrate outstanding ability in the areas called for in the expression of interest.
 - (d) The Architect Selection Committee will select and interview firms from the list of architects and decide on the three preferred candidates in order of ranking.
 - (e) The executive superintendent of Facility Services will present a recommendation to the Board on behalf of the Architect Selection Committee.

3.2 Appointment of Architects for Minor Projects

- (a) Purchasing and Distribution Services will issue a call for expression of interest, at maximum every two (2) years, to architects in order to develop and maintain a sufficient list of qualified firms to provide consulting services for minor projects.
- (b) Interested architects will be asked to complete an architect's prequalification questionnaire for minor projects.
- (c) The manager of Purchasing and Distribution Services will convene a Minor Project Architect Selection Committee consisting of; the manager of Purchasing and Distribution Services (or designate); the manager of Design and Construction Services (or designate); and the service administrator from Design and Construction Services.
- (d) The criteria for the selection of architects will include:
 - (i) professional background experience and standing (it will be a requirement for appointment that the architect hold a valid Certificate of Practice issued by the Ontario Association of Architects);
 - (ii) technical ability;
 - (iii) design ability;
 - (iv) project management ability;
 - (v) proposed fee structure;
 - (vi) previous school board experience

- (e) The Minor Project Architect Committee will review the consulting firms against the established criteria and develop a prequalified list of architects for minor projects.
- (f) The service administrator through Purchasing and Distribution Services will obtain written quotations from prequalified architects for professional fees for each project as appropriate.
- (g) Architects will be offered the opportunity to bid on minor projects on a rotational basis.

3.3 Appointment of Consultants for Engineering Projects

- (a) Purchasing and Distribution Services will issue a call for expression of interest, at maximum every two (2) years, to mechanical, electrical and structural consultants in order to develop and maintain a list qualified firms to provide prime consulting services for engineering projects.
- (b) Interested engineers will be asked to complete a consultant's prequalification questionnaire.
- (c) The manager of Purchasing and Distribution Services will convene an Engineering Project Consultant Selection Committee consisting of: the manager of Purchasing and Distribution Services (or designate); the manager of Design and Construction Services (or designate); and the service administrator from Design and Construction Services.
- (d) The criteria for the selection of Consultants for Engineering Projects will include:
 - (i) professional background experience and standing (it will be a requirement for appointment that the architect hold a valid Certificate of Practice issued by the Ontario Association of Architects);
 - (ii) technical ability;
 - (iii) design ability;
 - (iv) project management ability;
 - (v) proposed fee structure;
 - (vi) previous school board experience
- (e) The Engineering Project Consultant Selection Committee will review consulting firms against the established criteria and develop a prequalified list of consultants in each discipline; mechanical, electrical and structural for engineering projects.

- (f) The service administrator, through Purchasing and Distribution Services, will obtain written quotations from prequalified consultants for professional fees for each project, as appropriate.
- (g) Consultants will be offered the opportunity to bid on minor projects on a rotational basis.

5.0 REFERENCE DOCUMENTS

Board Policy P.026 FAC: Architects Selection

Board Policy P.017 BUS: Purchasing