

Toronto District School Board

Policy P026

Title: **ARCHITECT SELECTION**

Adopted: November 24, 1998

Effected: November 24, 1998

Revised: June 26, 2003; **October 26, 2016**

Reviewed: March 2012, February 2013; October 26, 2016

Authorization: Board of Trustees

1.0 RATIONALE

The Architect Selection Policy establishes measures to ensure fairness and appropriateness during the selection of architects when required for major projects.

2.0 OBJECTIVE

To set out requirements for architect selection committees for major projects.

3.0 DEFINITION

Board is the Toronto District School Board, which is also referred to as “TDSB”.

Major project is a design and construction project at a single site with an estimated cost in excess of \$5 million, or a building addition of more than 2500 sq. ft. (232.34 m2).

4.0 RESPONSIBILITY

Associate Director, Facilities, Sustainability and Employee Services

5.0 APPLICATION AND SCOPE

This policy applies to Board staff involved in procurement and management of architect services.

6.0 POLICY

6.1 For major construction projects, an architect selection committee shall be established to interview architects and to recommend the best candidate to the Board for consideration. The architect selection committee will comprise staff representatives, as prescribed in the corresponding operational procedure, and shall include the local trustee.

6.2 Architect services will be procured in accordance with the TDSB Purchasing Policy (P017).

7.0 SPECIFIC DIRECTIVES

The Director is authorized to issue operational procedures to implement this policy.

8.0 EVALUATION

This policy will be reviewed as required, but at a minimum every four (4) years after the effective date.

9.0 APPENDICES

Not applicable

10.0 REFERENCE DOCUMENTS

- Purchasing Policy (P017)
- Architects and Engineering Consultants Selection Procedure (PR513)