

The Policy Committee recommended changes in blue at its public work session on 2/14/24.

File: FEB

PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES

I. Purpose

The purpose of Policy FEB is to establish guidelines for the procurement of professional architectural and engineering services.

II. Background

Capital projects that require the issuance of a building permit to allow construction to proceed require drawings and specifications prepared by licensed professional architects and/or engineers. A consistent, fair, and balanced approach to the procurement of these services is needed.

III. Policy Statement/Procedures

- A. The plans, specifications, and all related documents necessary for each capital project are to be developed under the supervision and responsibility of architects, engineers, and their consultants who are licensed to practice their disciplines in the State of Maryland.
- B. For the design of a new school, the Board of Education encourages a site specific process based on repeated or original design concepts as dictated by educational requirements, cost effectiveness, State requirements for school design, and generally acceptable architectural and engineering standards.
- C. Washington County Public Schools may employ architects to assist in preparing plans and specifications for constructing or remodeling a building. Professional architectural and engineering services costing \$50,000 or more shall be brought to the Board of Education for approval. The Superintendent is authorized to approve contracts under \$50,000.
- D. The Superintendent shall establish is authorized to promulgate an administrative regulation procedures for the procurement of professional architectural and engineering services in accordance with this policy.

Legal Reference: *Annotated Code of Maryland*, Education Article, Sections 4-117, and 5-302 – 2014.
Washington County Board of Education Policy DJ – “Purchasing Standards”
Washington County Public Schools Administrative Regulation DJ-R – “~~Summary of Procurement Requirements and~~ Purchasing Procedures”

Policy adopted: September 27, 1977. Reviewed: December 4, 1990. Amended: November 7, 2002.
Revised: May 18, 2010. Revised: November 4, 2014. Amended:
Board of Education of Washington County