

## **REGULATION #6204.1**

### **SELECTION OF PROJECT ARCHITECTS AND/OR CONSULTANTS**

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#### **1. OBJECTIVE**

The high standards established by the Surrey Board of Education in [Policy 6204 - Selection of Project Architects and or Consultants](#) make the selection of capable architects and/or consultants for school projects a vital task.

The stated obligation of the board “to provide school facilities that are flexible, functional, durable, economical, environmental and aesthetically pleasing,” must become the objective of architects and/or consultants appointed by the board for any project whether it be new construction, an addition or alterations and renovations. The mechanical and electrical components must be well designed and complete in every respect, therefore, sound engineering will be an important consideration. Last, but not least, the architects and/or consultants must be capable of providing exemplary supervision of the construction to ensure that it is completed on schedule and in strict accordance with the plans and specifications.

#### **2. SELECTION COMMITTEE**

An Architect Selection Committee shall be responsible for establishing a list of pre-qualified architects in accordance with the competitive bidding process. A similar protocol may be utilized in pre-qualifying consultants.

The Architect Selection Committee will be chaired by the Director, Capital Project office. Committee members will include a minimum of three of the following staff:

- a) Assistant Secretary-Treasurer or designate
- b) Director Facilities & Transportation Services of designate
- c) Associate Director, Capital Project Office
- d) Assistant Superintendent

Selected members should ensure that there are no conflict-of-interest issues that could jeopardize the evaluation process and subsequent results.

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#### **3. COMPETITIVE BIDDING PROCESS**

The procurement of architect and/or consultant services will be in accordance with Trade Agreements, the Architects Act / AIBC Regulations, the Engineers Act / EGBC Regulations, district purchasing policy and based on the principles of fair and open public sector procurement: competition, demand aggregation, value for money, transparency and accountability. The district will follow a multi-step competitive bidding process for selection of an architect and/or consultant.

##### 4.1. Request for Pre-Qualification

The pre-qualified process reduces the time and costs for both the district and potential proponents. Responses will be evaluated in terms of specific qualifications and experience. A short-list of qualified architects and/or consultants (the number of proponents to be determined by the Selection Committee) will be established, who would then bid through a Request for Proposals for future project work.

##### 4.2. Request for Proposal

The pre-qualified architects and/or consultants will be offered the opportunity through the Request for Proposal to be awarded a project. Proposals are evaluated based on specific mandatory and preferred (scored) criteria included in the RFP document.

#### **5. COMPETITIVE BIDDING SEQUENCE OF EVENTS**

The competitive bidding process for assessing and completing the evaluations must be based on the principles of fair and open public sector procurement.

##### 5.1. The Selection Committee Chairperson

The chairperson shall keep a record of all documents and deliberations of the committee, as the process is subject to disclosure under the FIPPA. The chairperson is responsible to ensure the evaluation is a fair objective process.

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5.2. Presentation and Clarification

The Selection Committee, may, at its election, during the evaluation and after the RFP closing date, invite a proponent to provide a presentation or clarification of its proposal, either in writing or by meeting directly with the selection committee.

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2008-05-08  
2003-12-16  
*Reference:* 1983-02-21