

POLICY

SECTION:	FACILITY SERVICES	POLICY:	F-1
TOPIC:	SELECTION OF ARCHITECT AND ENGINEERS FOR CAPITAL PROJECTS	PAGE:	1 of 1
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It shall be the Policy of the Board that Architects and Engineers shall be selected for Capital Building Projects in a manner to obtain the best suited Architect and Engineers for each project consistent with the Government of Ontario Broader Public Sector Procurement and Expense Directives.

1. A list or roster of prequalified Architects and Engineers shall be established through an open competitive process for a period not to exceed five (5) years. For each discipline a roster of Architects and Engineers shall be prequalified and reviewed by staff periodically on the basis of experience, qualifications and past performance. The size of the roster may vary by discipline but will generally have eight (8) but no more than ten (10) Architectural and Engineering firms. At a minimum, the Engineering roster will consist of mechanical, electrical, structural and civil disciplines.
2. For work valued at less than \$15,000, prequalified Architects and Engineers will be short listed based on their experience, qualifications, past performance, special skills or added value, and quoted hourly rates. The short listed Architects and Engineers will be engaged on a rotational basis subject to their availability.
3. For work valued at more than \$15,000 but less than \$100,000, all prequalified Architects and Engineers will be invited to quote and will be selected on the basis of experience, qualifications, past performance, special skills or added value and quoted hourly rates.
4. For work valued at \$100,000 and over, a competition will be undertaken in which all prequalified Architects and Engineers shall be invited to submit a proposal for services for evaluation. The evaluation will be conducted in accordance with the Government of Ontario Broader Public Sector Procurement and Expense Directives and shall include but not be limited to the following criteria:
 - ▶ The lead consultant's qualifications and past experience relative to the project;
 - ▶ The proposed Architects and Engineers team, along with relative qualifications and experience;
 - ▶ A list of staff assigned to the project, along with their relative qualifications and experience;
 - ▶ The proposed methodology in undertaking the project;
 - ▶ The proposed fee schedule, along with estimated cost for any disbursements;
 - ▶ The firm's ability to meet the scheduling requirements of the specific project.
5. An evaluation committee of Board staff shall review and evaluate the proposals, utilizing the selection criteria to determine the best suited Architects and Engineers. Purchasing Services will support and guide the process.
6. For all work valued at \$100,000 or greater, Board staff shall make a recommendation of appointment to be taken to the Board for approval.