RULE 3250

NON-INSTRUCTIONAL SERVICES: Purchasing

Selection of Design and Construction Consultants

I. Purpose

To implement Board of Education of Baltimore County (Board) Policy 3250 by establishing guidelines for the selection of design and construction consultants.

II. Public Notices

The Department of Fiscal Services, Office of Purchasing shall solicit requests for proposals for design and construction consulting services consistent with state law and regulation and Board Policies and Superintendent’s Rules.

III. Pre-Qualification of Consultants

A. All design and construction consultants must maintain all of the professional licenses and certifications required by the State of Maryland.

B. All architectural and engineering consultants must be pre-qualified with the Baltimore County Department of Public Works (BCDPW), Bureau of Engineering and Construction.

IV. Qualification Process

A. The Department of Facilities Management (DFM) and Purchasing will appoint a qualification committee for the purpose of evaluating consultants.

B. DFM shall determine the appropriate number of consultants necessary for the various categories of consultant services (e.g., architectural, engineering, construction management, etc.).

C. DFM and Purchasing shall establish procedures for evaluating consultants, which consider technical requirements, experience, staffing, past performance and other applicable factors.

V. Selection Process

A. DFM and Purchasing shall establish procedures for the selection of design and construction consultants for identified projects. At a minimum, the
procedures shall consider the capacity and project specific expertise of qualified firms.

B. The Selection Committee shall be formed by the DFM and will be composed of a minimum of four (4) representatives from the DFM and the Office of Purchasing.

C. The Selection Committee shall evaluate the specific project proposals and select the most qualified firm for the project.

VI. Fee Negotiation

A. DFM will negotiate with the most qualified consultant to enter into a contract for professional services. Should negotiations fail to result in a satisfactory contract with the most qualified consultant, negotiations may commence with the next most qualified consultant.

B. DFM shall submit written documentation of the negotiated fees to Purchasing for retention.

VII. Approval

The Superintendent shall submit a contract exhibit for Board approval containing the list of qualified consultants chosen for each category of professional services.

Legal References: Annotated Code of Maryland, Education Article §4-117, Construction or Remodeling of Buildings
Annotated Code of Maryland, Education Article §5-112, Contracts for School Buildings, Improvement or Supplies
COMAR 23.03.01.01, Definitions
COMAR 23.03.02.14, New Construction, Renovation and Limited Renovation Projects

Related Policies: Board of Education Policy 3210, Purchasing Guidelines
Board of Education Policy 3215, Contract Execution
Board of Education Policy 3230, Qualification of Vendors
Board of Education Policy 7250, School Building Design
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