

1 **A. USE OF ARCHITECTS AND/OR ENGINEERS**  
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3 To the extent required by North Carolina General Statute 133-1.1, a registered architect  
4 or registered engineer, or both, will be used to design and inspect school system buildings  
5 being repaired or constructed. In addition, architects and/or engineers may be used for  
6 services, such as:

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- 8 1. preparing feasibility studies for additions, alterations, or renovations of existing  
9 facilities;
  - 10 2. providing consulting services on technical matters;
  - 11 3. providing services related to long-range planning or facility design; and
  - 12 4. assisting in the preparation and submission of any documents requested by other  
13 governmental agencies.
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18 **B. SELECTION PROCESS FOR ARCHITECTURAL, ENGINEERING, SURVEYING, AND**  
19 **CONSTRUCTION MANAGEMENT AT RISK SERVICES**  
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21 Except as otherwise permitted under G.S. 115C-521(g), the procurement of architectural,  
22 engineering, surveying, or construction management at risk services for facility design,  
23 construction, and related services will be accomplished in accordance with the following  
24 requirements. **Any purchase of services using federal funds must also be made in**  
25 **accordance with the terms and conditions of the federal award and all applicable**  
26 **requirements of federal law and regulation, including the Uniform Administrative**  
27 **Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform**  
28 **Guidance”) issued by the U.S. Office of Budget and Management. (See also policy 8305,**  
29 **Federal Grant Administration.)**  
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31 **1. Projects with an Estimated Professional Fee of \$50,000 or More**  
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- 33 a. The superintendent shall solicit proposals from service providers for  
34 selection based upon qualifications using the following or similar criteria:
- 35 1) training and experience of the service provider, especially in  
36 school-related projects;
  - 37 2) planning ability and promptness;
  - 38 3) experience in specification writing, including reputation for  
39 accuracy and sufficiency of detail;
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- 44 4) experience in the construction of K-12 buildings;  
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46 5) reputation for quality of design and construction in appearance and  
47 utility;  
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49 6) history of thorough inspections and follow-through with jobs;  
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51 7) timely completion of projects within the established budgets;  
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53 8) relationships with contractors and designers; and  
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55 9) any other factors the superintendent deems relevant.  
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57 b. The superintendent shall provide a list of qualified service providers to the  
58 Transylvania County Board of Education (the “board”) for consideration  
59 and selection unless the estimated professional fee for the project is within  
60 the superintendent’s authority to contract as provided in policy 6420,  
61 Contracts with the Board. The list shall not include any company whose  
62 name appears on the state treasurer’s lists of restricted companies  
63 developed in accordance with G.S. 147, art. 6E or art. 6G.  
64  
65 c. A North Carolina resident firm will be granted a preference over a  
66 nonresident firm if the home state of the nonresident firm has a practice of  
67 granting a preference to its resident firms over North Carolina resident  
68 firms. Any preference granted to a resident firm will be in the same  
69 manner, on the same basis, and to the same extent as the preference  
70 granted by the nonresident firm’s home state. The solicitation documents  
71 must require that nonresident firms disclose and describe any construction  
72 contract preferences granted by the firm’s home state.  
73  
74 d. Fees will be negotiated with the selected firm. If a fair and reasonable fee  
75 cannot be agreed upon, the board or superintendent will select the next  
76 best qualified firm and negotiate fees. The contract with the firm must be  
77 reviewed by the board attorney and meet all applicable laws and board  
78 policies. The contract must have board approval unless the board has  
79 delegated this authority to the superintendent in policy 6420.  
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81 **2. Projects with an Estimated Professional Fee of Less than \$50,000**  
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83 a. The process established in subsection B.1 is not required unless otherwise  
84 directed by the board or superintendent for a specific project.  
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86 b. When the estimated professional fee for a project is estimated to be **within**

87 the superintendent's authority to contract on behalf of the board as  
88 provided in policy 6420, Contracts with the Board, the superintendent  
89 shall have authority to select the firm. Board approval of the firm is not  
90 required. The contract with the firm must meet all applicable laws and  
91 board policies and must be consistent with G.S. 147, art. 6E and art. 6G.  
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- 93 c. When the professional fee is estimated to **exceed** the superintendent's  
94 authority to contract on behalf of the board as provided in policy 6420,  
95 Contracts with the Board, the superintendent shall recommend one or  
96 more firms to the board for consideration. The board will approve the  
97 selection of the firm. The contract with the firm must be reviewed by the  
98 board attorney, be approved by the board, meet all applicable laws and  
99 board policies, and be consistent with G.S. 147, art. 6E and art. 6G.

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101 Legal References: **2 C.F.R. 200.317-200.326**; G.S. 115C-521(g); 133, arts. 1 and 3; 143-64.31, -  
102 64.32; 147 art. 6E, art. 6G  
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104 Cross References: Contracts with the Board (policy 6420), **Federal Grant Administration (policy**  
105 **8305)**, Site Selection (policy 9010), Facility Design (policy 9020)  
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107 Adopted: June 20, 2016  
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109 Revised: November 21, 2016; March 5, 2018; **[DATE]**