

CONTRACTING ARCHITECTURAL SERVICES

POLICY

It is the policy of the Board of Education of Tulsa Technology Center to comply with the Oklahoma State Architectural and Interior Designers Act. (59 Oklahoma Statutes, 2001, Section 46.1, et seq.)

The services of a licensed architect will be utilized whenever the statute requires an architect to plan, design, and prepare plans and specifications for purposes of construction, addition or alteration of a building. The licensed architect may be a contractor or an employee of the District.

The selection and assignment of each architect or architectural firm to an identified project will be made by the Board of Education. The Board of Education will consider the utilization of a variety of architects and firms to serve the District. To insure coordinated plans for each site where additional building is to be done, the District may retain the architectural firm so selected for the initial building to do all projects for that particular site.

If the architect is an employee of the District, the Board of Education will approve all assignments to projects on behalf of the Board requiring the services of a licensed architect. The recommendations for assignments will be made by the Superintendent or designee in conjunction with the Facilities Committee review to the Board.

Whenever an outside architectural firm is to be engaged for a new site (or for the additional projects on an existing site) the Board of Education follows the procedure outlined below:

1. The President shall appoint the Facilities Committee to serve as the Architectural Selection Committee.
2. The Committee may create and adopt Pre-Qualification Procedures
3. The Committee shall invite architects qualified for preliminary interviews.
4. The Committee shall recommend architect(s) to the Board for approval.