



NON-INSTRUCTIONAL SERVICES: Purchasing  
Design and Construction Consultants

I. Purpose

In accordance with Board of Education of Baltimore County (Board) Policy 3250, the following process shall be followed by Baltimore County Public Schools (BCPS) in the selection of design and construction consultants and the use of pre-qualified on-call design and construction consultants.

II. Public Notices

The 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 be pre-qualified with the Baltimore County Department of Public Works, Bureau of Engineering and Construction.
- B. All design and construction consultants must maintain all the appropriate professional licenses required by the State of Maryland.

IV. Qualification and Selection Process

- A. Qualification Committee
  - 1. The Department of Physical Facilities will appoint a Qualification Committee with a minimum of four (4) members including a chairperson. Members of the qualification committee will include staff of the Department of Physical Facilities and one member from the Office of Purchasing.
  - 2. The Department of Physical Facilities shall determine the appropriate number of consultants necessary for the various categories of design and construction services (e.g. architectural, engineering, surveying, etc.) based on anticipated construction projects.

3. The Department of Physical Facilities and the Office of Purchasing shall establish procedures for evaluating pre-qualified design and construction consultants, which consider technical requirements, experience, staffing, past performance, and other applicable factors. The qualification committee will meet and review all requested documents and information submitted with the application to determine whether each pre-qualified applicant qualifies.
4. The Qualification Committee will submit a ranked list of all qualified design and construction consultants to the Office of Purchasing. Design and construction consultants found to be not qualified will be notified in writing by the Office of Purchasing.
5. The list of qualified design and construction consultants chosen for each category of professional services shall be submitted to the Board for approval.
6. If necessary, based on the anticipated volume of projects, additional design and construction consultants may be solicited in accordance with the process above. The additional design and construction consultants will be recommended to the Board for approval.

B. Selection Committee

1. When a design and construction consultant is required for a project, a Selection Committee shall be formed by the Department of Physical Facilities and technical proposals will be requested from the approved list of qualified design and construction consultants, as needed.
2. The Selection Committee shall be formed by the Department of Physical Facilities and will be composed of a minimum of four (4) representatives from the Department of Physical Facilities and the Office of Purchasing.
3. The Selection Committee shall evaluate the specific project proposals and select the highest ranked firm for the project.
4. Fee Negotiation
  - a. The Executive Director of Physical Facilities (or designee) will negotiate with the selected design and construction consultant to enter into a contract for professional services. Should negotiations fail to result in a satisfactory contract with the selected firm, negotiations may commence with the next highest ranked firm.

- b. The Department of Physical Facilities shall submit written documentation of the negotiated fees to the Office of Purchasing for retention.

V. On-Call Design and Construction Consultants

- A. Design and Construction consultants who are pre-qualified per this rule may be used on an on-call basis for construction projects.
- B. On-call design and construction consultants may be used on any project where the estimated total cost of the project does not exceed \$2,000,000.
- C. The selection process for on-call design and construction consultants will follow the process outlined in section IV.B above.

Legal References: *Annotated Code of Maryland*, Education Article §4-117, *Employment of Architect; Conformity to Building Regulations*  
*Annotated Code of Maryland*, Education Article §5-112, *Bids*

Related Policies: Board of Education Policy 3215, *Purchasing Guidelines*  
Board of Education Policy 3215, *Contract Execution*  
Board of Education Policy 3230, *Qualification of Vendors*

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