



## **3621: PROFESSIONAL SERVICES - ARCHITECTS & ENGINEERS**

**Except as provided by law, the District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect or professional engineer except that this requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed the statutory limitations.**

**In conjunction with each bond issue for the construction of new facilities and/or the renovation of existing facilities, the District shall convene an ad hoc Architect Selection Committee. The Architect Selection Committee shall consist of at least four members recommended by the superintendent or the superintendent's designee and approved by the board of education. The committee shall be responsible for conducting a selection process and making recommendations to the board regarding the selection of architect(s) for the bond issue construction project(s).**

**The selection of architects for projects that are not related to a bond issue may be made by the administration from the list of architects previously engaged by the District to do construction and/or renovation projects. The administration may also select architects through a process approved by the superintendent (or designee) who have not been previously engaged by the District in the event the superintendent (or designee) determines that the characteristics of a specific project are sufficiently unique so that it is in the best interest of the District to select an architect with a particular area of expertise.**

**The professional services contracts for architects and engineers may be in the form of a standard AIA (American Institute of Architects) contract as it may be amended by the School District's attorneys and shall set forth the services to be performed by the architect and/or engineer. Such contract shall provide for a reasonable retainage of fees until the project is closed out, all contractors and vendors have been paid, and all issues have been resolved.**

**Date of Adoption**

**February 17, 2003**

**Date of Revision**

December 3, 2018

**Reaffirmed**

May 3, 2010

**Related Policies and Rules**

[3622.1: Professional Services - School District Attorney](#)

**Legal Reference**

Neb. Rev. Stat. § 81-3445 et seq.