

Administrative Procedure 541

PROJECT DESIGN

Background

Upon approval of a major project the Board will interview three (3) architects for the work.

Procedures

1. Retaining Consultants - Criteria and Weighting Factors

Criteria	Assigned Weights
1. Qualifications and experience based on similar work.	20
2. Quality and experience of proposed team assigned to project including sub-consultants.	20
3. Methodology – concepts, preliminary drawings, final drawings, tendering and inspection.	10
4. Timetable - availability and present workload.	10
5. Experience in working with Boards and Ministry of Education.	10
6. Geographic location relative to project site and Division Office.	10
7. Presentation, examples of work enthusiasm and interest shown.	10
8. Previous experience in working with the Board.	10
Total	100

1.1 Each consultant interviewed will be ranked, by each member of the Selection Committee, in accordance with the following point system for each of the above criteria:

- 1.1.1 Poor 1 – 3 Points
- 1.1.2 Fair 4 – 6 Points
- 1.1.3 Good 7 – 9 Points
- 1.1.4 Excellent 10 Points

These point ratings will be multiplied by the Assigned Weight Factor for each criteria to arrive at the overall point rating to each consultant interviewed.

1.2 Division/Band Funded Projects

In the event that a Band is the major funding agency and the Division is delivering the project, the Board would approve three (3) architects for the local committee to select from. All architects would be engaged by Board motion prior to starting work.

2. Conceptual Design

The architect shall present three (3) conceptual designs to the Project Team for examination. After reviewing and assessing the information gathered in preliminary surveys, one (1) of these concepts may be approved, or a fourth design may be required to incorporate the Project Team's input to one (1) of the original designs.

3. Drawings

Based on the approved conceptual design, the architect shall prepare documents and drawings for approval by the client before proceeding to final drafts.

- 3.1 The architect will present preliminary drawings and other documents to fix and describe the size and character of the entire project as to the architectural, structural, mechanical, electrical systems, material and such other elements as may be appropriate.
- 3.2 The architect will supply cost estimates of the work.
- 3.3 Drawings will require Board and Ministry of Education approval prior to proceeding to construction drawings and specifications.
- 3.4 The architect and sub-consultants will review and incorporate detailed specifications provided by the Division including Local Labour Clauses.
- 3.5 One hundred percent (100%) drawings and specifications will be reviewed and approved by the Board and staff, Ministry of Education, Saskatchewan Environment, Public Safety and Saskatchewan Health prior to tendering.

Reference: Sections 85, 87, 108, 109, 110, 343, 344, 345, 350 Education Act
Regulations 77, 79