## **FACILITIES CONSTRUCTION**

The associate superintendent for operations and support services shall:

- Make a selection of a qualified architect and/or engineering consultant (A/E).
- Establish the scope of the work and determine the appropriate fee based on project complexity, and prepare a proposed contract.
- Have a proposed contract executed by the A/E.
- Submit the proposed contract to the District's legal counsel for review.
- Submit the proposed contract to the Board for approval and signature.

0.All contracts required to be submitted to the Board must be approved by the Board before the A/E proceeds with any work on the project.

The Board shall be informed of all professional services agreements when the fee does not exceed \$14,999.