

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 6  
Business and Fiscal Affairs

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**BP 6605 Selection of Architects**

Architects shall be selected by the Governing Board based upon the recommendation of the Chancellor employing the rating elements noted below or any other unranked elements deemed appropriate:

- Responsiveness to RFP - breadth and depth of response
- Professional reputation of firm · Community college/school district experience
- Experience with the Division of State Architecture · Satisfaction of prior/current clients
- Adequacy of firm's support staff and/or sub-contractors
- Experience in meeting schedules and deadlines
- Accuracy of firm's cost estimates
- Evidence of ability to prioritize project and begin the job in a timely fashion
- Proposed methodology to be utilized in design of project as it relates to involvement of faculty, staff, management, and other interested parties
- Aesthetics and functionality of projects
- Site evaluations of projects
- Proposed fees
- Firms located in the District or Orange County (for locally-funded projects)
- Veteran owned firms

Architects are hired on a project basis to perform all tasks from preliminary planning through completion of construction.

The Selection of Architects' Policy is intended for major capital outlay projects and may be waived for minor remodeling and construction projects with approval of the Chancellor.

**Revised: September 9, 2013 (Previously BP3503)**