ARCHITECTS

Section I: OBJECTIVE

The Jackson Public School District’s objective is to select individuals or firms to provide professional services that will result in the best building for the district. The intent is to distribute the work among the qualified firms that can deliver quality, designed projects on time, and within funds available.

Section II: CRITERIA FOR SELECTION

Architects/engineers for the school district shall be selected by the board based on the following criteria:

1. Are they legally qualified architects in good standing in their profession?
2. Are their methods of procedure in servicing their clients in harmony with that of the school district they are to serve; e.g., can they work cooperatively?
3. Does it appear that the architects have personal characteristics that will permit them to work harmoniously with board and staff members of the school district?
4. Have they shown an interest in school building to the extent that they consider it a specialized phase of architectural practice?
5. Are their office staffs, organization, location, and financial backing such that the planning of facilities can proceed on a time schedule appropriate to the plant needs of the district?
6. Do they recognize the need, in school planning, for the services of numerous specialized engineers, and will they take advantage of those specialists’ contributions in a cooperative manner?
7. Are they accurate estimators?
8. Have they the technical knowledge needed to control the design of the highly complex structure and equipment of a modern building and to secure the best results without waste of money or space.
9. Have they the executive ability and force to compel the proper performance of contracts?
10. Do they have adequate staff to supervise construction activities to ensure adherence to construction standards?

The architects shall be advisors to the administration and board on the phases of the program for which they have technical training and experience.

Section III: FUNCTIONS
The architects shall perform the following functions:

1. They shall translate the educational program for which the facilities are needed into the building design and specifications.
2. They shall advise the board on letting of contracts.
3. They shall inspect the work at appropriate intervals during construction for compliance with plans and specifications.
4. They shall recommend approval and acceptance of completed facilities.
5. They shall submit to the board a written report of all construction projects ten (10) months from the date of acceptance of projects after the architects have conducted an on-site inspection of such facilities. The report shall include the actual findings of the architects, as well as corrections that are to be made by the contractor.
6. They shall supplement their services, when necessary, by consulting specialists such as landscape architects, heating, ventilating, electrical, structural, and acoustical engineers.
7. They shall prepare the contracts in accordance with the policies of the board and the provisions as set forth in the plans and specifications.

Section IV: GUIDELINES

Contractual architectural services will be in accordance with the following guidelines:

1. The importance of services rendered by an architect justifies a thorough investigation and evaluation of qualifications. The selection process shall include an objective evaluation of past performance, and recommendations shall be made strictly on the basis of merit.
2. It shall be the purpose of the Board of Trustees to utilize the best available architectural services. The work will be spread among interested firms to the degree that it can be done within high standards the board seeks to maintain. This places no limitation on the employment of an architectural firm for additional assignments during a given program.
3. An effort shall be made to maintain wholesome balance in appointments between architects who are reassigned because of good performance and those who have not been previously assigned. A reasonable length of time may elapse between jobs given to any one architect.
4. Appointments shall not necessarily be limited to experienced firms. As a rule, new or relatively inexperienced firms when appointed shall be assigned to small projects.

5. If available, the architect for the original building shall be considered for appointment to design additions provided his original work demonstrated a competency in educational planning, economical and durable construction, and general design.

6. Architects whose offices are located in Hinds County or nearby counties shall be given first consideration, to the extent allowed by applicable law. However, the board may secure architectural services from greater distances if services offered are considered desirable by the board.

7. Architects shall be appointed by the board upon recommendation of the superintendent of schools. Members of the board shall receive a summary of the investigation and evaluation of the competence of an architectural firm before acting upon a recommendation for appointment.

Section V: FEES

For the professional’s basic services, the fee shall be a percentage of the total of all the project’s construction contracts for which the professional provides services.

Section VII: EQUAL OPPORTUNITY EMPLOYER

Architects shall be equal opportunity employers. The architects shall not refuse to hire and shall not discharge any individual or firm otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of race, sex, sexual orientation, color, age, creed, national origin, religion, disability, or marital status.

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