ARCHITECT AGREEMENTS (CON-P005)
Sacramento City Unified School District

1.0 SCOPE

1.1 This procedure is regarding the development and approval of Architectural/Engineering (A/E) services agreements.

2.0 RESPONSIBILITY

2.1 Contracts Officer or as assigned by Director of Purchasing

3.0 APPROVAL AUTHORITY

3.1 Director of Purchasing   _____   _____
                                                  Signature   Date

4.0 DEFINITIONS

4.1 Architectural/Engineering Services: Professional architectural or engineering design and technical consulting services rendered for the construction of a public project.

4.2 A/E: "Architect/Engineer", or "Architectural/Engineering"

4.3 P & C: District Planning and Construction Department responsible for managing the District's facilities maintenance, construction and modernization programs.

5.0 PROCEDURE

5.1 The district's Planning and Construction Department (P & C) requests, reviews, and accepts proposals for A/E services from qualified A/E firms.

    5.1.1 P & C encumbers funds for the A/E's fee based on the construction estimate and forwards the accepted proposal to the Contracts Office.

    5.1.2 Using the construction estimate and the proposal, the Contracts Office prepares a contract for A/E services, and obtains approval and signatures

5.2 The A/E's fee is adjusted per construction cost at construction contract award, and at project completion.

    5.31. Compensation for A/E additional services is reviewed, approved, and incorporated as needed.

6.0 ASSOCIATED DOCUMENTS:

6.1 Standard Contract for Architectural/Engineering Services

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Standard Contract For Architectural/ Engineering Services	File Cabinet	5 years following completion of project	Discard as Desired	Secured Office area

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/13/04	A	Initial Release
08/22/05	B	Revise 2.1 to Contracts Officer
06/05/06	C	Revise records retention table
05/25/07	D	Revise procedure

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