

AP 501 – Appointment of Capital Project Consultants

1.0 Purpose

The purpose of this administrative procedure is to provide the Facilities department with an exemption from administrative procedure 513 in regards to the appointment of consultants and contractors related to capital construction projects.

2.0 Background

During the process of facilitating capital projects, the District regularly requires the assistance of various consultants or contractors in areas that the Facilities department either does not have staff on hand that are qualified in the specific area, or do not have the resources to allocate staff to the particular project. Therefore, the Facilities department will regularly engage architects, engineers, project managers, and other professional services related to the capital projects of the District. Due to the timelines and associated costs, it is not reasonable to apply the processes discussed in administrative procedure 513 in these situations.

3.0 Scope

- 3.1 This administrative procedure document applies to all capital construction projects managed by SD68, as well as contractors and consultants while engaged by SD68, who are involved in the acquisition of goods, services and capital assets, related to such projects.
- 3.2 It is applicable to all procurement regardless of the ultimate source of funding, unless specifically indicated otherwise by the funding source.

4.0 Guiding Principles

- 4.1 The District shall ensure that it appoints entities that have demonstrated the skill and ability required to perform the work, for a particular program, for construction projects.
- 4.2 The procurement of construction contracts will be based on the principles of fair and open public sector procurement, competition value for money transparency and accountability.
- 4.3 For projects funded either in whole or in part by the Ministry of Education, the District follows the guidelines and principles developed by the Ministry of Education and Ministry of Finance for the issuance of tenders and the awarding of projects, for those that the Ministry deems a major capital project.
- 4.4 For additions to and/or alterations of an existing facility, for projects not considered to be projects of significance, the consultants/firms employed to design the original facility, or those that have been engaged for prior modifications to the facility, will normally be recommended for appointment to design the addition and/or alterations.
 - 4.4.1 If such consultants/firms are not available or relevant to the current project, the Facilities department will appoint a firm from a list of prequalified consultants/firms.
 - 4.4.1.1 The District shall post a Request for Qualifications for consultants once every three years, or as necessary.

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- 4.4.2 Should a prequalification list not be present for use for a specific, required consultant, the Secretary-Treasurer may approve a consultant that meets the approved project scope, schedule, and budgetary requirements, so long as the consultant approved meets the required experience and ability to provide the service within the required time frame and cost parameters.
- 4.5 For projects deemed as projects of significance, the Facilities department will evaluate potential consultants based on the evaluation criteria at 4.9, and will recommend the appointment of a specific consultant to the Board.
- 4.6 Consultant/contractor/firm submissions will be evaluated using the following criteria:
 - 4.6.1 Capability to carry out work:
 - 4.6.1.1 Functionality of previous designs - creativity and innovation
 - 4.6.1.2 Qualifications
 - 4.6.1.3 Experience of personnel
 - 4.6.1.4 Stability of staff
 - 4.6.2 Management of the work:
 - 4.6.2.1 Scheduling
 - 4.6.2.2 Cost control
 - 4.6.2.3 Quality control
 - 4.6.2.4 Reporting
 - 4.6.2.5 Outside resources
 - 4.6.2.6 Comprehension of scope of work
 - 4.6.3 Methodology proposed:
 - 4.6.3.1 Assessment of alternatives
 - 4.6.3.2 Up-to-date technology
 - 4.6.4 Quality of proposal:
 - 4.6.4.1 Clarity
 - 4.6.4.2 Logic
 - 4.6.5 Geographic location:
 - 4.6.5.1 Proximity
 - 4.6.5.2 Travel
 - 4.6.6 Cost
- 4.7 A project of significance is defined as a construction project that is deemed as such by the Executive Director of Planning and Operations and the Secretary Treasurer.
 - 4.7.1 The Secretary Treasurer shall report to the Board when a project is deemed significant.