

New Construction**Designing****Selection of Architect**

The Board may employ architects or architectural firms for District projects as deemed necessary. The Board may determine that it is in the best interest of the District to select a particular architect for a specified project or a series of projects without the use of a formal selection process. The Superintendent shall provide to the Board an administrative recommendation for the selection of an architect in such cases.

However, when the Board elects to use a formal selection procedure, the following criteria will be considered:

1. Training and experience, including that of partners and associates;
2. Planning ability and promptness;
3. Specification writing, accuracy and sufficiency of detail;
4. Design, appearance and utility of previous projects;
5. Inspection capabilities;
6. Relations with contractors;
7. Experience with government agencies;
8. Technical capabilities;
9. Cost consideration; and
10. Other pertinent information related to this decision.

Where feasible, at least two architects will be interviewed. The architect should be formally hired before the beginning of the project.

Legal Reference: **Wisconsin Statute Section 120.13(9)**

Policy Approved: **September 23, 1987**

Policy Revised: **November 28, 2016**