

SELECTION OF ARCHITECTS

Statement of Policy

It is the policy of this Board that Architects on New School Capital Designs initiated by the Peel District School Board, be recommended for Board approval by the Physical Planning and Building Committee every five years, as a result of interviews and in accordance with the procedures established by the Board.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy ([Policy 51](#)) and the Equity and Inclusive Education policy ([Policy 54](#)). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

Procedure for Selection

Out of the Board's file of Architects expressing written interest in a commission with the Peel District School Board, a Pre-selection Committee, comprised of the Associate Director of Operational Support Services, a Superintendent of Education, Controller of Planning and Accommodation Support Services, Controller of Facilities and Environmental Support Services, and Manager of Design & Construction, (or their designates), will review all submissions and choose a significant* number of Architectural Firms, based on the *Criteria for the Selection of Architects* (attached as appendix 1).

*A number which will afford the Architect Selection Committee a wide selection, but no more than twenty.

These firms will be notified that they have been chosen by the Prequalification Committee and they will be requested to prepare a specific proposal for the Committee's review. This proposal shall include the completion of the *Architect's Qualification Statement* (attached as Appendix 2) and shall include pictures, descriptions of previous work, design statements and other information chosen by the firms to describe their work.

Out of the original prequalified submissions, seven will be selected for each category of work. A report, including a brief resume on each of the architectural firms, will be prepared. These Architects shall be interviewed by the Prequalification Committee. The order of Architect interviews will be by a draw.

The Physical Planning and Building Committee will make its recommendation to the Board.

Approved May 27, 1969
Revised February 1973
Revised December 1974
Revised January 1981
Revised July 1982
Revised August 1983

Revised February 1984
Revised April 9, 1991
Revised March 6, 1995
Revised January 1, 1998 (*to reflect change in Board name*)
Revised December 2005
Revised December 11, 2001

Revised February 25, 2003
Revised February 25, 2014
Revised November 13, 2018

CRITERIA FOR THE SELECTION OF ARCHITECTS

Professional Qualifications:

Firm consultants must hold professional qualifications and be registered by the Ontario Architects Association in good standing and licensed to practice in Ontario.

Experience:

Preference will be given to firms with recent satisfactory experiences in school design and construction in Southern Ontario. However, consideration will be given to firms which have designed similar types of buildings and indicate potential ability to introduce superior design or achieve economies in school construction.

Control of Costs:

To be selected, Architects must produce evidence of their ability to control costs and design schools within the estimates approved by the Board. The finalists must indicate, in writing, that they agree to sign the *Board/Architect Agreement* which stipulates that they will redesign any of their projects, at their own expense, to bring the cost within the approved estimates.

Description of Firm:

Firms must provide a detailed description of their team hierarchy that will be dedicated to the school project. The ability of the firm's team to produce preliminary, final design drawings and prepare tender documents within tight timelines will be a consideration for selection.

Quality Control:

Preference will be given to Architectural Firms which have a proven record of maintaining quality work and cost control throughout the construction of the project. Firm must describe the quality control measures that will be enforced by the firm from the preliminary, final design drawings stage through to the document preparation stage of the project.

Approval Authorities:

Firm must be familiar with Ministry of Education and Municipal approval authorities. Firms will be required to provide a list of previous projects that complied with Ministry and Municipal approval requirements.

Fee:

The architects must be prepared to accept the fee schedule as approved by the Board and prepare all documentation according to the percentages as outlined in the *Board/Architect Agreement*.

Location of Office:

Other factors being equal, preference will be given to firms located within 35 km. of the Region of Peel.

Architect's Qualification Statement

2018 EDITION

1.1 SUBMITTED BY:

1.2 BUSINESS ADDRESS:

Telephone Number: ()
E-mail:

Fax Number: ()
Web Address:

1.3 PERSON TO CONTACT:

1.4 TYPE OF ORGANIZATION: [CHECK ONE]

- | | |
|--|---|
| <input type="checkbox"/> Individual or Sole Proprietorship | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Professional Association | <input type="checkbox"/> Joint Venture* |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Other* |

[If Joint Venture or Other, give details below.]*

1.5 RELATED PROFESSIONAL SERVICES:

[List the consultants and their primary representative your firm would most likely use on the PEEL DISTRICT SCHOOL BOARD project(s).]

1.5.1 Mechanical:

1.5.2 Electrical:

1.5.3 Structural:

1.5.4 Landscaping:

Appendix 2

Related Professional Services: (continued)

1.5.5 Site Development:

1.5.6 Interior Design:

1.5.7 Cost Consulting:

1.5.8 Specification Preparation:

1.5.9 Others: [Please specify]

Appendix 2

1.6 CRITERIA FOR SELECTION OF ARCHITECTS:

[Use the space below to provide response directly underneath the request. Response is not to exceed one page. Single spacing between lines. A blank line (not an indent) before each new paragraph. Font Times New Roman 12].

1.6.1 Please provide a brief description of satisfactory experiences in school design and construction in Southern Ontario. Optionally (or in addition) please provide examples of other similar types of institutional buildings and indicate potential ability to introduce superior design, energy efficiencies or other economies in school design and construction.

Appendix 2

[Use the space below to provide response directly underneath the request. Response is not to exceed one page. Single spacing between lines. A blank line (not an indent) before each new paragraph. Font Times New Roman 12].

1.6.2 Please describe the firm's plan to control costs and design schools within the estimates approved by the Board.

Appendix 2

[Use the space below to provide response directly underneath the request. Response is not to exceed one page. Single spacing between lines. A blank line (not an indent) before each new paragraph. Font Times New Roman 12].

1.6.3 Provide your firm's team hierarchy that will be dedicated to the school project. Include the proposed personnel for the assignment detailing titles and credentials.

Appendix 2

[Use the space below to provide response directly underneath the request. Response is not to exceed one page. Single spacing between lines. A blank line (not an indent) before each new paragraph. Font Times New Roman 12].

1.6.4 Please describe the quality control measures that will be enforced by the Firm from the preliminary, final design drawings through to the document preparation stage of the project.

Appendix 2

[Use the space below to provide response directly underneath the request. Response is not to exceed one page. Single spacing between lines. A blank line (not an indent) before each new paragraph. Font Times New Roman 12].

1.6.5 Describe your Firm's familiarity with Ministry of Education and Municipal approval authorities and provide a list of projects that complied with approval requirements.

Appendix 2

2. PROJECT REFERENCE #_____

Provide three (3) projects that have been completed within the last three (3) years for school board(s) in Ontario using below format. Copy Section 2 to provide Project Reference #2 and Project Reference #3. All projects must be from school board(s) in Ontario and may include this Board. Project values must be reflective of the Price Schedule for which your firm is applying.

2.1 NAME OF SCHOOL:

2.2 NAME OF SCHOOL BOARD:

2.3 NAME(S) OF PERSONS LIAISING WITH THE BOARD:

2.3.1 Design:

2.3.2 Contract Documentation:

2.3.3 Tender Process:

2.3.4 Construction Management:

2.4 REFERENCES:

[Please include, a letter of reference from the Board office representative who dealt with your firm as well as the principal of the school.]

2.4.1 Name of Board Representative:

2.4.2 Title:

2.4.3 Name of Principal:

2.4.3.1 Date of Tender:

2.4.3.2 List the Number of Addenda issued for this project:

Appendix 2

2.4.3.3 The major portion of these Addenda were due to the following:

Architect Consulting Engineer(s)
Board Other*

*[Check one or more (*Please specify)]*

2.4.3.4 Give date when the building permit was issued for this project:

Before tender was received During tender process
After tender was received*

*[*If after tender, specify length of time and provide explanation below]*

2.5 CONTRACT:

2.5.1 Name of Contractor:

2.5.2 Cost of Construction:

Building:	\$	Cost / Sq. Ft:	\$
Site Work:	\$	Cost / Sq. Ft:	\$
TOTAL:	\$	Cost / Sq. Ft:	\$

Provide a brief rationale for the cost being higher than the tendered price:

2.6 CONSTRUCTION DETAILS:

Briefly indicate the following:

2.6.1 Selected structural design (i.e. steel structure, masonry low bearing, etc.)

2.6.2 Roofing type:

2.6.3 Selection of preferred finishing material:

2.6.4 HVAC system:

2.6.5 Building system controls:

Appendix 2

2.7 CHANGE ORDERS:

2.7.1 The number of Change Orders on this project was:

2.7.2 The Change Orders were attributable to the following:

Authorities Having Jurisdiction:	Number of Change Orders: Total Cost (Credit): Total Cost (Extra):
Owner:	Number of Change Orders: Total Cost (Credit): Total Cost (Extra):
Consultant(s):	Number of Change Orders: Total Cost (Credit): Total Cost (Extra):
Architect:	Number of Change Orders: Total Cost (Credit): Total Cost (Extra):

2.8 CONTINGENCY AND ALLOWANCES:

2.8.1 Indicate the sum of the contingency: \$

2.8.2 Indicate the sum of the allowances: \$

2.8.3 Indicate the sum of the contingency remaining after the contract was completed:
\$

2.8.4 Indicate the sum of the allowances remaining after the contract was completed:
\$

2.9 CONSTRUCTION SCHEDULE:

2.9.1 This project took months to secure full permits (SPA and BP)

2.9.2 This project took months to complete.

2.9.3 Substantial completion was achieved within the scheduled time

2.9.4 Substantial Completion was achieved(weeks) after scheduled time.

2.9.5 It took weeks to correct deficiencies and obtain 100% completion after substantial completion.

2.9.6 Did the Authorities Having Jurisdiction issue a Stop Work Order on this Project?

YES NO
[If yes, please describe circumstances below]

Appendix 2

2.9.7 Did your Firm issue a *Stop Work Order* on this Project?

YES

NO

[If yes, please describe circumstances below]

2.9.8 Has your Firm forced the Contractor on this Project to rebuild any portion of the work which did not meet your quality standards?

YES

NO

[If yes, provide details below]