

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** June 10, 2008

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **REPORT ON PROPOSED CHANGES TO BOARD OF  
EDUCATION POLICY 3250 – NON-INSTRUCTIONAL  
SERVICES: CONSULTANTS**

**ORIGINATOR:** J. Robert Haines, Esq., Deputy Superintendent

**RESOURCE  
PERSON(S):** Barbara Burnopp, Chief Financial Officer

**RECOMMENDATION**

In accordance with Superintendent's Rule 8130, policy 3250 is scheduled for review in school year 2008. It is recommended that the Board of Education review the proposed revisions in Policy 3250 – NON-INSTRUCTIONAL SERVICES: Consultants. This is the first reading of this revised policy.

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- Attachment I – Policy Analysis 3250
- Attachment II – Policy 3250

# **Policy Analysis for Board of Education Policy 3250 Selection of Construction Consultants**

## Statement of Issues or Questions Addressed

Board of Education Policy 3250 was revised to clarify that its application is limited to the process for selecting consultants for construction projects. The selection of consultants for non-construction services will be included in policy 3230, *Qualification of Bidders*. The amendments also establish a *Qualification-based Selection* as the process to follow when selecting construction consultants.

## Cost Analysis and Fiscal Impact on School System

The Board will not incur additional costs by amending Policy 3250.

## Relationship to Other Board of Education Policies

Board of Education Policy 3230, *Qualification of Bidders*  
Board of Education Policy 3260, *On-call Consultants*

## Legal Requirements

There are no legal requirements for Policy 3250.

## Similar Policies Adopted by Other Local School Systems

1. Montgomery County, Policy DJA, *MCPS Procurement Practices*
2. Prince George's County, Policy 7211.1, *Architectural and Engineering Services*
3. Harford County, Policy 18-0001-000, *Selection of Architectural and Engineering Firms*

## Draft of Proposed Policy

Attached

## Other Alternatives Considered by Staff

The policy is being revised to clarify only consultants for construction projects for the selection process.

## Timeline:

- First reading – June 10, 2008
- Public comment – July 8, 2008
- Third reading – August 12, 2008

NON-INSTRUCTIONAL SERVICES: Purchasing

SELECTION OF CONSTRUCTION Consultants

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) IS COMMITTED TO THE EFFECTIVE AND EFFICIENT USE OF RESOURCES IN CONSTRUCTION PROJECTS, CAPITAL IMPROVEMENTS, AND MAJOR MAINTENANCE. THE BOARD BELIEVES THAT THE SELECTION OF QUALIFIED CONSULTANTS FOR ITS CAPITAL PROJECTS SUPPORTS ITS COMMITMENT TO SOUND FISCAL AND RESOURCE MANAGEMENT. SELECTION PROCESSES SHOULD BE COMPLETED BY THE ADMINISTRATIVE STAFF PRIOR TO THE SUBMISSION OF ANY RECOMMENDATIONS FOR APPROVAL BY THE BOARD.

THE BOARD HEREBY DIRECTS THE SUPERINTENDENT TO ESTABLISH RULES FOR A QUALIFICATIONS-BASED SELECTION PROCESS FOR CONSULTANTS, WHICH SHALL INCLUDE ARCHITECTS, ENGINEERS, SURVEYORS, AND CONSTRUCTION MANAGERS.

[The Superintendent shall establish procedures for selecting consultants to perform work for Baltimore County Public Schools.

Consultants for Capital Projects and Major Maintenance

Consultants for capital projects, major maintenance, or renovations may be classified as architects, engineers, landscape architects, surveyors, and/or construction managers. The qualification and selection procedures shall be applied to the process prior to submitting recommendations to the Board of Education for approval. The procedures shall include any administrative procedures issued by the State of Maryland, Interagency Committee for Public School Construction where state funds may be involved. These procedures shall apply when selecting firms for services on construction projects.

Consultants (Others)

The school system shall, whenever possible, utilize the formal bid process for the selection of consultants for such services as: educational, financial, management, personnel, or technology related, in accordance with Board policy for contracted services. A recommendation for award of contract shall be presented to the Board of Education for approval should the services have a dollar value which meets or exceeds the statutory limitation for bidding.

Agreements for individuals designated as contracted employee shall be excluded from this process.]

Policy  
Adopted: 8/12/76  
Revised: 11/1/90  
Revised: 7/13/99  
REVISED: \_\_\_\_\_

Board of Education of Baltimore County