
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

7.0 RECORD RETENTION TABLE:

Identification

_____ Storage Retention Disposition Protection

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
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

***** End of procedure *****