

SELECTION OF ARCHITECT

It is a policy of the State Board of Education that a registered architect must be employed to design the plans of the proposed building to make the project eligible for state building aid. According to statute (RSA 310), a person must be a registered architect in order to practice in New Hampshire. The architect contributes to the building program as follows:

1. Advice and assistance in the selection of a site;
2. Assistance in determining the physical requirements of the project and developing preliminary budgets;
3. Preparation of preliminary sketches and studies incorporating educational specifications;
4. After thorough review, preparation of detailed drawings, plans, specifications, and contracts for the project;
5. Assistance in obtaining approval by: the State Department of Education for building aid, Fire Marshal, Water Supply and Pollution Control, and all other governmental agencies as required;
6. Preparation of necessary forms and information to advertise the project for bid, assistance in bid opening, advice to the committee on awarding the contract;
7. Supervision and administration of the construction phase of the project;
8. Certification of payments to the contractor, advice as to final acceptance of the building;
9. Authoritative, professional presentation of the building program to the public, especially with regard to costs and details of construction.

Adopted: **DATE:** March 6, 2007
Reviewed:
Revised:
Cancellation: