

SELECTION OF A DESIGN PROFESSIONAL

It is a policy of the State Board of Education that a design professional 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 design professional in order to practice in New Hampshire. The designer contributes to the building program as follows:

1. advise and assist in the selection of a site;
2. assist in determining the physical requirements of the project and developing preliminary budgets;
3. present the building program to the public, especially with regard to costs and details of construction;
4. prepare preliminary sketches and studies incorporating educational specifications;
5. prepare and review detailed drawings, plans, specifications, and contracts for the project to be in accordance with all local, state, and federal laws and regulations;
6. assist in obtaining approval from the State Department of Education, Fire Marshall, Water Supply and Pollution Control, and all other governmental agencies as required;
7. prepare necessary forms and information to advertise the project for bid, assist in bid opening, recommend to the committee the awarding of the contract;
8. supervise and administer the construction phase of the project;
9. certify payments to the contractor, recommend to the school board the final acceptance of the building;
10. perform all other services as mutually agreed upon between the registered design professional and school board.

Legal References:

RSA 310-A, *Joint Board of Licensure and Certification; Professional Engineers, Architects, Land Surveyors, etc.*

Adopted 2000

