

SUBJECT: ARCHITECTURAL AND ENGINEERING SERVICES  
ORIGINATING OFFICE: ASSISTANT SUPERINTENDENT, BUSINESS SERVICES  
EFFECTIVE: OCTOBER 13, 2015  
REVISED: **MARCH 10, 2020**

The Governing Board desires to provide school facilities that support the educational program and meet all applicable safety and design standards. When required by law, the Board shall employ or contract with a licensed and certified architect and/or structural engineer to design and supervise the construction of district schools and other facilities.

The architect and/or structural engineer shall be responsible for preparing all construction plans, specifications, and estimates and for the observation of the work of construction. (Education Code 17302)

To ensure compliance with state design and safety standards, preliminary and final plans for any state-funded school facility project, including Board-approved educational specifications for school design when necessary, shall be submitted to the California Department of Education and the Department of General Services, Division of the State Architect. (Education Code 17267; 5 CCR 14030-14032)

*Legal Reference:*

**EDUCATION CODE**

*17070.10-17079.30 Leroy F. Greene School Facilities Act, especially:*

*17070.50 Conditions for apportionment*

*17250.10-17250.55 Design-build contracts*

*17251 School construction; duties of the California Department of Education*

*17262-17268 School construction plans*

*17280-17316 Approvals, especially:*

*17302 Persons qualified to prepare plans, specifications and estimates and supervise construction*

*17316 Contract provision regarding school district property*

*17371 Limitation on liability of governing board*

**BUSINESS AND PROFESSIONS CODE**

*5500-5502 Architecture*

*5550-5558 Architects, licensure*

*6700-6706.3 Engineers*

*6750-6766 Engineers, licensure*

**GOVERNMENT CODE**

*4525-4529.5 Contracts with private architects, engineering, land surveying, and construction project management firms*

*14837 Definition of small business*

*87100 Public officials; financial interest*  
**PUBLIC CONTRACT CODE**  
*20111 School district contracts*

**CODE OF REGULATIONS, TITLE 5**  
*14001 Minimum standards for school facilities*  
*14030-14036 Standards, planning, and approval of school facilities*

**CODE OF REGULATIONS, TITLE 24**  
*101 et seq. California Building Standards Code*

**CALIFORNIA CONSTITUTION**  
*Article 22 Architectural and engineering services*

*Management Resources:*

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**  
*Plan Submission Requirements for Modernization Projects, Form SFPD 4.08*  
*Plan Submission Requirements for New Construction, Form SFPD 4.07*  
**OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS**  
*School Facility Program Handbook, January 2019*

**WEB SITES**

*American Institute of Architects California Council: <http://aiacalifornia.org>*  
*California Department of Education, Facilities: <http://www.cde.ca.gov/lr/fa>*  
*Department of General Services, Division of the State Architect:*  
*<http://www.dgs.ca.gov/DSA>*  
*Department of General Services, Office of Public School Construction:*  
*<http://www.dgs.ca.gov/OPSC>*

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