



**School Building Authority of West Virginia**  
**David A. Sneed, Executive Director**

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MEMORANDUM

TO: County Superintendents and other grant recipients

FROM: Mr Scott Raines, Director of Architectural Services

SUBJECT: Architectural Services Agreements

DATE: March 12, 2015

A handwritten signature in black ink, appearing to read 'Scott Raines', positioned to the right of the 'FROM' line.

It has come to our attention that there may currently be county boards of education advertising for architectural services to be utilized on future projects. Some of these advertisements include “open ended” contracts which include any or all projects listed in the current CEFPP. This would include any project funded by the School Building Authority.

The development of projects at the county level beginning immediately will be required to have more involvement by the SBA staff, which will include SBA staff involvement during procurement of such Architectural services. The SBA staff will assist you with development of your project and advise you at which point design services will need to be acquired. Advertisements for these professional services shall be specific to project being developed and shall not include other projects unless they are related to a county wide Capital Improvement Program.

Should your county be seeking such services at this time, please postpone this process immediately and contact the SBA staff for assistance. We appreciate your cooperation and if you have any questions regarding this submission please contact our office.

SR;jv

cc: David Sneed, Executive Director, SBA of WV  
SBA Staff