

PROCEDURE FOR SELECTION OF ARCHITECTS OR ENGINEERS FOR CAPITAL PROJECTS

I. Purpose

Except in the case of Major Capital Projects approved under Board Policy 730.2 and engagements that qualify as small projects under Board Policy 740.2, all architects and engineers shall be selected by the Board of Trustees following the procedure established in this policy.

II. Project Solicitations and Recommendations

A. Selection Committee

After approval to begin the selection process for design professionals, the Chancellor ~~of the campus on which the project is to be constructed, or the~~ Vice President for Agriculture ~~for Division of Agriculture projects, shall constitute or~~ campus, unit or division chief executive officer shall appoint a committee to recommend selection of ~~design professionals for the project~~ architects and engineers. The committee shall consist of at least three ~~(3)~~ members, one of whom shall be the ~~Vice President for Finance and Administration or his or her designee.~~ campus chief financial officer.

B. Advertisement for Proposals

The selection committee shall ~~cause~~ place an advertisement ~~to be placed~~ in a newspaper of general circulation for three consecutive days ~~briefly~~ stating the scope of the required services, the project location, selection criteria in order of importance, any necessary forms to submit, closing date for responses and the address of the office which is to receive submissions. ~~The selection committee may, and shall~~ also utilize such electronic and other means and methods of communications as ~~it~~ the committee deems appropriate to furnish notice to licensed architects and engineers ~~of the proposed project, the selection process and criteria and other relevant information.~~ At a minimum the selection committee shall allow ten working days from the date of first publication ~~in a newspaper of general circulation~~ for design professionals to respond to the advertisement.

C. Selection of Contractors

Except as provided in Board Policy 730.2 with respect to ~~major capital projects~~ Major Capital Projects, the selection committee shall interview at least a minimum of three and a maximum of five ~~(5)~~ qualified applicants. ~~If less than~~

~~five (5) firms submit responses, then all firms shall be interviewed. Following these~~ A campus may, but is not required to, conduct a second set of interviews. Following the interviews, the selection committee shall compile a list of a ~~minimum~~maximum of three qualified applicants recommended for the project and shall submit the list through the Chancellor ~~or,~~ Vice President for Agriculture or chief executive officer to the President. After review, the President shall submit to the Buildings and Grounds Committee of the Board of Trustees the committee's recommendation of the design professional or professionals which it determined to be in the best interests of the University ~~for design of the project.~~

III. Submission to the Board of Trustees

The Buildings and Grounds Committee of the Board of Trustees shall review the recommendation and, unless the Board of Trustees has delegated such decision to the Buildings and Grounds Committee, shall submit to the Board its recommendation of the design professional or professionals which it determines to be in the best interests of the University ~~for design of the project.~~

The Board of Trustees, or the Buildings and Grounds Committee if authority has been delegated to it, shall make the final decision and authorize contracts to be negotiated and awarded to the design professional or professionals ~~for the project.~~

IV. Contract Negotiation

~~A campus official designated by the campus Chancellor, Vice President for Finance and Administration~~ Agriculture or ~~his or her designee~~ chief executive officer shall be authorized to negotiate the terms of the contract or contracts for professional services. ~~Pursuant, which shall be signed by an officer authorized pursuant to the resolution of the Board authorizing negotiation for the terms of the contract or contracts, the President or Vice President for Finance and Administration may enter into a contract or contracts with the design professional or professionals selected by the Board of Trustees or the Buildings and Grounds Committee if authority has been delegated to~~ Policy 300.1.

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October 2, 2001 (Revised)

May 20, 1994 (Revised)

October 2, 1992 (Revised)

June 13, 1986 (Revised)

January 16, 1986 (Revised)
June 18, 1982 (Revised)
November 9, 1979 (Revised)
November 3, 1978