**3356-4-07 Selection of design professionals for university capital projects.**

Responsible Division/Office: Finance and Business Operations

Responsible Officer: VP for Finance and Business Operations

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December 2018; December 2023

Board Committee: Finance and Facilities

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Next Review: 2028

(A) Policy statement. The selection of architects/engineers for university capital projects is based on the size, complexity, and estimated cost of the project. When designing and planning capital projects, the university may use internal personnel or an external architect/engineer. For projects requiring an external architect/engineer, a competitive selection process will be followed. Selection of external architect/engineers for state-administered projects may include the Ohio facilities construction commission (“OFCC”). In all cases, the selection process will conform to Chapter 153. of the Revised Code.

(B) Parameters.

(1) Capital projects subject to this policy include construction and renovation projects defined by rule 3356-4-15 of the Administrative Code (see university policy 3356-4-15, “University construction/renovation projects”).

(2) Projects limited in scope to mechanical, electrical, structural, or building envelope maintenance are not subject to this policy.

(3) Projects will be publicly advertised in accordance with state or university requirements.

(4) Approved projects will be shared for information purposes at regularly scheduled meetings of the finance and facilities committee of the board of trustees.

(5) The associate vice president for facilities maintenance will determine the appropriate representative(s) to serve on the project teams, in consultation with the area officer of the project’s primary user department. A member of the board of trustees may also be included on the project team.

(C) Procedures.

There are four general procedures that may be used to determine the use and selection of architects/engineers for capital projects.

The director of planning and construction will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capacity of internal personnel to complete the project, will be reviewed by the associate vice president of facilities maintenance for determination of the procedures to be followed.

(1) Classification one. Capital projects designed by university staff.

(a) The associate vice president for facilities maintenance will appoint a project team and chairperson for each project.

(b) The team will typically include two or three university professional staff members and one or more users of the space to be constructed.

(c) The team chairperson will work closely with the members of the department/unit that will occupy the space being designed and manage the project’s scope and costs within the availability of project funds.

(2) Classification two. Capital projects administered and designed by external architects/engineers.

(a) The associate vice president for facilities maintenance will appoint a project team and chairperson for each project.

(b) The team will typically include two or three university professional staff members and one or more users of the space to be constructed.

(c) The project team will determine the desired qualifications needed by the architect/engineer for the project. These qualifications, along with the scope of the project, will be stated in the request for qualifications.

(d) The request for qualifications will be posted on the register of Ohio at the OFCC website so that design firms may express an interest in being considered for university projects. Projects may also be advertised in local print media when appropriate.

(e) The project team will evaluate submitted proposals and, if appropriate, interview firms in accordance with the Ohio department of administrative services procedures. (See section 3345.50, Chapter 125. and Chapter 153. of the Revised Code, and Chapter 123:5-1 of the Administrative Code.) The team will submit a ranked list of firms, based on average composite scores and with recommendations, to the associate vice president for facilities maintenance for approval.

(f) The selected firm, for informational purposes, will be reported to the board of trustees.

(3) Classification three. Capital projects administered by the state and designed by external architects/engineers.

(a) All state department of administrative services procedures, including advertising and determination of firms selected for interview, will be followed. (See section 3345.50, Chapter 125. and Chapter 153. of the Revised Code, and Chapter 123:5-1 of the Administrative Code.)

(b) The project team and representative(s) of the OFCC will follow the procedures established by the OFCC to select the architect/engineer for the project.

(c) The selected firm, for informational purposes, will be reported to the board of trustees.

(4) Classification four. Alternative project delivery methods.

1. On a case-by-case basis, the administration may designate a capital project for construction using state-approved alternative delivery methods such as design-build or construction manager. The university administration will select the design-build firm or construction manager following procedures established by the OFCC and will inform the board of trustees at their next regularly scheduled meeting.

(b) The university will follow the guidelines for this alternative delivery method as established by the OFCC.