

UNIVERSITY GUIDEBOOK

Subject: Selection of Architects/Engineers for University Capital Projects

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Title: Executive Vice President

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Policy: Selection of architects/engineers for University capital projects is based on size, complexity, and estimated cost of the project. Smaller projects, less than \$500k, may be completed by the University architect and internal personnel or by an external architect/engineer. For projects requiring an external architect/engineer, a competitive selection process will be used based upon an evaluation of submitted proposals. Selection of external architect/engineers for projects over \$500,000 will involve the Finance and Facilities Committee of the Board of Trustees, and may include the Office of the State Architect.

RESOLUTION NUMBER: YR 1999–20; YR 2002– 52

Parameters:

- All projects will be publicly advertised according to institutional or state requirements. At a minimum, all projects requiring external architects/engineers will be advertised in *The Vindicator*.
- Approved projects will be shared, for information purposes, at regularly scheduled meetings of the Finance and Facilities Committee of the Board of Trustees. It is recognized that on rare occasions, and where timely decisions are required, it may not be feasible to immediately convene a meeting of the Finance and Facilities Committee. In such cases, the University President and the Finance and Facilities Committee Chairperson will agree upon an appropriate procedure to be followed.
- Whenever appropriate, the University will consider the use of a construction manager.
- The Executive Director of Administrative Services will determine the appropriate representative(s) to serve on the Project Teams, in consultation with the area officer for the project's user department.

Procedures:

There are three general procedures that may be used to determine the use and selection of architects/engineers for capital projects. It is recognized that under a particular situation, one or more modifications may need to be made to accommodate the requirements of a specific project.

The Director of Facilities will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capability of internal personnel to complete the project will be submitted to the Executive Director of Administrative Services for determination of the procedures to be followed.

Classification One (1). Capital Projects Designed by University Staff or by External Architects/Engineers (\$500,000 or less)

1. The Executive Director of Administrative Services will appoint a Project Team and Chairperson for each project; however, projects exclusively involving utilities, roofing, mechanical and electrical systems, etc., may not require a Project Team.
2. The Team will typically include two or three University professional staff members and one or more “users” of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. The Team Chairperson will work closely with the members of the department/unit that will occupy the space being designed and maintain the scope and costs of the project within the availability of project funds.
4. If it is determined that University personnel have the time and capability to complete a smaller project (\$500,000 or less), the project will be designed and managed internally and will not be advertised to external firms.
5. If the Project Team or the Executive Director of Administrative Services determines that an external architect/engineer is required to design and manage a smaller project, the committee will comply with DAS/OSA procedures to select an Associate. The Team will recommend a firm to the EDAS for approval.

Classification Two (2). Capital Projects Administered by the University and Designed by External Architects/Engineers (over \$500,000 but less than \$4 million)

1. The Executive Director of Administrative Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more “users” of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. 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 Proposals (RFP).
4. The RFP will be sent to an appropriate number of design firms who have expressed an interest in being considered for University projects. Additional firms will be solicited through an advertisement in *The Vindicator* and an RFP to the *Ohio Register*.
5. The Project Team will evaluate submitted proposals and, if appropriate, interview firms in accordance with Ohio Department of Administrative Services procedures. The Team will submit a ranked list of firms, based on average composite scores and with recommendations, to the EDAS.
6. The Team’s ranked list and recommendations will be shared with the Executive Vice President for consideration and counsel with the President.
7. The President will submit to the Finance and Facilities Committee an unranked list of three to five top-scoring firms, along with the rationale (pros and cons) provided by the Project Team.
8. A copy of the RFP and the Responses to the Request for Proposals provided by the firms recommended for interviews will be provided to the Finance and Facilities Committee. The order in which firms are interviewed will be determined by a draw.
9. Firms will be afforded a maximum of one hour for the presentation to the Committee. The presentation will be followed by a question-and-answer period.

10. The Finance and Facilities Committee, provided a quorum, and after full discussion, will vote by roll call to select the proposal to be adopted. The adopted proposal must receive a majority vote. If no proposal receives a majority vote, the Committee will continue the discussion and will vote until such time as a majority vote is achieved. If necessary, the Committee may adopt a tiebreaker procedure. Failing adoption of a proposal, the Committee may request a resubmission of proposals.
11. The Committee, for informational purposes, will report the selection to the Board of Trustees.

Classification Three (3). Major Capital Projects Administered by the State and Designed by External Architects/Engineers (\$4 million or more)

1. All State Department of Administrative Services procedures, including advertising and determination of firms selected for interview, will be followed.
2. The Finance and Facilities Committee and representative(s) of the Office of the State Architect will interview the firms recommended for consideration. In addition to the President and Executive Vice President, the Committee may invite others to participate in the process.
3. The Finance and Facilities Committee and representative(s) of the Office of the State Architect will follow the procedures established by the Office of the State Architect to select the architect/engineer for the project.
4. The Committee, for informational purposes, will report the selection to the Board of Trustees.