

PROCEDURE FOR SELECTION OF ARCHITECTS OR ENGINEERS FOR CAPITAL PROJECTSI. 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 RecommendationsA. Selection Committee

After approval to begin the selection process for design professionals, the campus, division, or unit chief executive officer shall appoint a committee to recommend selection of architects and engineers. The committee shall consist of at least three members, one of whom shall be the campus chief financial officer or his or her designee.

B. Advertisement for Proposals

The selection committee shall place an advertisement in a newspaper of general circulation (which may be a newspaper distributed to subscribers only in electronic media) for three consecutive days 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, and shall also utilize such electronic and other means and methods of communications as the committee deems appropriate to furnish notice to licensed architects and engineers. At a minimum the selection committee shall allow ten working days from the date of first publication for design professionals to respond to the advertisement.

C. Selection

Except as provided in Board Policy 730.2 with respect to Major Capital Projects, the selection committee shall interview a minimum of three and a maximum of five qualified applicants. 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 maximum of three qualified applicants recommended for the project and shall submit the list through the campus, division, or unit 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.

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.

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.

IV. Contract Negotiation

A campus official designated by the campus, division, or unit chief executive officer shall be authorized to negotiate the terms of the contract or contracts for professional services, which shall be signed by an officer authorized pursuant to Board Policy 300.1.

May 23, 2024 (Revised)  
 November 20, 2020 (Revised)  
 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