

Auburn University Facilities Management Policy on the Architect and Engineer Selection Process for Capital Projects

I. PURPOSE

Provides guidance for selecting architects and engineers for Auburn University capital projects.

II. POLICY MANAGEMENT

Responsible Office: Auburn University Facilities Management

Responsible Executive: Associate Vice President, Facilities Management

Responsible Officer: University Architect, Facilities Management

III. APPLICABILITY

This policy applies to the selection of architects and engineers on Auburn University capital projects.

IV. DEFINITIONS

Design Contract: A formal agreement with an architectural, engineering, or specialty consultant for professional design services on a university construction project. Design contracts may take the form of: Owner-Architect Agreements (OA), Professional Services Contracts (PSC), or Professional Service Purchase Orders (PSPO).

Capital Project: Any new construction, renovation, or adaptation project on Auburn University property, regardless of funding source, with a total project cost over \$1,000,000.

University Project Lead (UPL): is a Facilities Management employee designated to manage architectural, engineering, and specialty consultants and provide project oversight from programming through project execution, on behalf of the university. The UPL is responsible for contract administration, managing the design process, providing quality design reviews, adhering to established budgets, and enforcing university policies and procedures on Auburn University projects.

V. BACKGROUND

Facilities Management projects are managed by multiple directorates to include the Office of the University Architect, Design Services Directorate, and Construction Management Directorate. These projects are executed through multiple phases from Planning to Design to Construction to Closeout.

VI. POLICY

It is the policy of Auburn University to award architectural contracts for design services on its capital projects in accordance with the applicable State of Alabama laws and procedures. This policy defines the process for selecting an architectural, engineering, or specialty consultants for capital projects at Auburn University. The policy defines the roles of the UPL and selection committee, and outlines the processes for advertising for requested services, and selecting design consultants.

- A. Requirements:** Auburn University Facilities Management is the awarding contract authority of all design and construction projects on campus. Auburn University engages the services of registered architects and engineers in accordance with:
- Code of Alabama 1975 Title 34, Chapter 2 – Architects
 - Code of Alabama 1975 Title 34, Chapter 11 – Engineers and Land Surveyors; and
 - Code of Alabama 1975 Title 41, Section 41-16-72 Procurement of Professional Services.
- B. Discrimination:** In its contracting efforts, Auburn University does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or veteran status.
- C. Roles of the UPL during the Architect/Engineer Selection Process:** The UPL is responsible for developing a Request for Qualifications (RFQ) or Request for Proposal (RFP). The RFP or RFQ is created based on Auburn University Facilities Management's understanding of the project's preliminary scope of work requirements. The UPL is also responsible for submitting the RFQ or RFP for advertisement, forming the Design Team Selection Committee, reviewing selection procedures, scheduling design firm interviews, and notifying candidates of rejections or selections.
- D. Role of the Selection Committee:** The selection committee will consist of a minimum of three members, including the UPL and campus community representatives that are either directly involved with the project, considered to be the end user group, or those in positions with relevant expertise. The selection committee is responsible for establishing evaluation criteria, reviewing all consultant submittals, determining a short-list of firms for presentations/interviews, conducting interviews with the short-list of firms, and, ultimately, recommending a design firm for approval by the Board of Trustees.
- E. Advertisements for Qualifications or Proposals:** Before qualifications or proposals can be received for a project, the UPL will submit a Request for Qualifications (RFQ) or a Request for Proposals (RFP) to the Alabama Department of Finance's Division of Construction Management, formerly known as the Alabama Building Commission, which will publish a public announcement soliciting architectural and/or engineering design firms. Interested design firms will submit statements of qualifications or a proposal for professional services by the date and time stipulated in the advertisement.
- F. The Selection Process:** Using the evaluation criteria, the selection committee will convene and determine the short-list of no fewer than two and no more than six design firms. The short-listed design firms will be invited to present/interview with the selection committee. Based on submittals and the interview, the selection committee will evaluate each design firm's relevant qualifications and establish a rank order accordingly.
1. The selection committee will invite the short-list of candidate design firms for an on-site presentation/interview before the selection committee.
 2. The UPL will introduce the voting members and any non-voting visitors present.

3. Each design firm will be allotted the same amount of time to present a proposal. This will include sufficient time at the end of each presentation for questions and discussion with the selection committee.
4. Upon completion of all interviews, the selection committee should review and discuss each design firm's relevant qualifications and competencies using the established evaluation criteria for the project.
5. The selection committee will deliberate on the proposals and vote to develop a rank order of the most qualified design firms. The selection committee will make a recommendation regarding the most qualified design firm.
6. The selection committee's recommendation will be reviewed by the University Architect and the Associate Vice President for Facilities Management before submitting to the Board of Trustees for final approval at its next scheduled meeting.
7. Upon Board of Trustees (BOT) approval, each of the candidate design firms will be notified as to the outcome of the selection process. Candidate selection or rejection notifications shall not be issued until after the Auburn University Board of Trustees final approval of the recommended architect or engineer design team.
8. Once approved by the Board of Trustees, the UPL shall establish a contract for design services with the approved consultant. Upon formal agreement of a contract, design will officially begin.
9. If Auburn University is unable to successfully negotiate and execute a contract for services, the university reserves the right to terminate all negotiations, reject any or all proposals, in whole or in part, or to waive any informalities or irregularities therein that are in the best interest of Auburn University.

G. Exceptions: The full selection process may not be used in the following situations:

1. When an architectural or engineering firm has participated in significant planning efforts on a potential project, the university may recommend its selection to the BOT without the RFP process, to take advantage of the firm's expertise and knowledge gained in the planning process, and thus reduce design costs.
2. When an architectural or engineering firm has designed multiple projects within a university facility, the university may recommend its selection to the BOT without the RFP process, to take advantage of the firm's expertise and knowledge about that facility, and thus reduce design costs.
3. When an architectural or engineering firm has designed multiple projects of a similar type, particularly when the facility is of a specific, non-standard nature, the university may recommend its selection to the BOT without the RFP process, to take advantage of the firm's expertise and knowledge regarding the type of project and/or facility, and thus reduce design costs.
4. When an architectural or engineering firm has unique design expertise or capabilities, not likely to be found in the normal state or regional architect/engineer community, the university may recommend its selection to the

BOT without the RFP process, to take advantage of the firm's design expertise or capability, and thus reduce design costs.

5. When it is in the best interest of the university to make an exception for a reason other than those listed in paragraphs 1-4 above, the university may recommend its selection to the BOT without the RFP process. In making such a selection, the Associate Vice President for Facilities Management shall notify the BOT of the reason for the selection.

VIII. EFFECTIVE DATE

June 12, 2018

IX. APPROVAL



Responsible Officer

6/12/18

Date



Associate VP, Auburn University Facilities Management

6/12/18

Date