# SELECTION COMMITTEE APPOINTMENT – ARCHITECT/ENGINEER SELECTION (MAJOR and MINOR PROJECTS)

**OBJECTIVE AND PURPOSE:** To establish a selection committee to serve throughout the selection process for Architect/Engineer Professional Services on a major project.

**RESPONSIBILITY ACTION**

**COORDINATOR**

- **ADM. SERVICES-FACILITIES PLANNING**
  - Review potential list of committee representatives with University Architect/VP for Facilities, ensuring that the following criteria is met:
    - Committee must consist of at least three members and no more than five members
    - Committee shall be comprised of three representatives from the Division of Facilities.
    - One user group representative may be named to serve on the committee
    - If the project is based on donor funds a fifth member may be named to represent the donor's interests
  - If applicable, identify with the University Architect/VP for Facilities a user representative to serve on the selection Committee.
  - Prepare memorandum to the University President from the University Architect/VP for Facilities identifying the names of recommended Selection Committee members.

**UNIVERSITY ARCHITECT /VP FOR FACILITIES/**

- Review, sign and forward recommendation memorandum to the University President for review and approval.
- Review recommendation with the University President.
- Forward any changes or approval of the Selection Committee to the Coordinator, Adm. Services, Facilities Planning.

**REFERENCE**

- Florida Administrative Code – Chapter 6C-14.005 (1)

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APPROVED:

- Vice President
- Assistant VP
- Director