



University Architect & VP for Facilities

Policy & Procedure #3

TITLE: **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.

- COORDINATOR ADM. SERVICES-FACILITIES PLANNING**
- ◆ Prepare memorandum to Selection Committee members and transmit to the Office of the University Architect/VP for Facilities.

- UNIVERSITY ARCHITECT /VP FOR FACILITIES/**
- ◆ Review and execute memorandum to the Selection Committee members and return memorandum to Coordinator, Adm. Services, Facilities Planning.

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

Issued By: Dashtaki/ Capeletti	Date Issued: 4/1/2001	Date Revised: 8/2008	Effective Date: 4/1/2001
APPROVED:	Vice President	Assistant VP	N/A Director

