



University Architect & VP for Facilities Policy & Procedure #6

TITLE: **SELECTION COMMITTEE APPOINTMENT – CONSTRUCTION MANAGER (MAJOR and MINOR PROJECTS)**

OBJECTIVE AND PURPOSE: To establish a selection committee to serve throughout the selection process for Construction Manager on a major project.

RESPONSIBILITY

ACTION

COORDINATOR, ADM. SERVICES – FACILITIES PLANNING

- ◆ Review potential list of committee representatives with the 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.
 - Based on the special needs of the project and at the discretion of the University Architect/VP for Facilities:
 - A 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 and/or a donor representative to serve on the Selection Committee.
- ◆ Prepare a memorandum to the University President from the University Architect/Vice President 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.
- ◆ Review recommendation with the University President
- ◆ Forward any changes or approval of the Selection Committee to the Director and Coordinator, Administrative Services in 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 for distribution.

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