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

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:
    o A user group representative may be named to serve on the committee
    o 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/ Date Issued: 4/1/2001 Date Revised: 8/2008 Effective Date: 4/1/2001

APPROVED: Vice President Assistant VP Director