



University Architect & Associate VP Policy & Procedure #6

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

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

RESPONSIBILITY

ACTION

PROGRAM COORDINATOR AVP OFFICE

- ◆ Review potential list of committee representatives with Associate Vice President, 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 of the Associate Vice President to University Architect, University Facilities Office or Physical Plant Office
 - Based on the special needs of the project and at the discretion of the University Architect or the Associate Vice President:
 - 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 Associate Vice President a user representative and/or a donor representative to serve on the selection Committee
- ◆ Prepare a memorandum from the Associate Vice President to the Office of the University Architect identifying the names of recommended Selection Committee members

ASSOCIATE VICE PRESIDENT

- ◆ Review, sign and forward recommendation memorandum to the Office of the University Architect

UNIVERSITY ARCHITECT

- ◆ Review recommendation with the University President
- ◆ Forward any changes or approval of the Selection Committee to the Associate Vice President's Office.

PROGRAM COORDINATOR AVP OFFICE

- ◆ Prepare notification letter to Selection Committee members

ASSOCIATE VICE PRESIDENT

- ◆ Issue formal notification to the Selection Committee members

Issued By: Dashtaki	Date Issued: 4/1/2001	Date Revised:	Effective Date: 4/1/2001
APPROVED:	Vice President	Associate V.P.	N/A
			Director