



Division of Facilities Policy & Procedure #1

TITLE: **A/E SELECTION COMMITTEE RECOMMENDATION AND PRESIDENT'S APPROVAL**

OBJECTIVE AND PURPOSE: To obtain approval of Committee's Selection Recommendation.

RESPONSIBILITY

ACTION

SHORT LIST RECOMMENDATION

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| AVP'S ADMINISTRATIVE ASSISTANT | <ul style="list-style-type: none"> ◆ Prepare for Associate Vice President's signature a Shortlist Recommendation Memorandum (Attachment "A") to the University Architect's Office with a copy of the <i>signed Selection Evaluation Form- Schedule B-Analysis (Attachment "B")</i> and transmit to University Architect's Office for approval. |
| UNIVERSITY ARCHITECT'S OFFICE | <ul style="list-style-type: none"> ◆ Upon receipt of Selection Evaluation Form- Schedule B-Analysis (Attachment "B") sign and transmit Shortlist Recommendation Memorandum (Attachment "A") to the University President with a copy of the Selection Evaluation Form- Schedule B Analysis (Attachment "B") requesting approval to proceed with top ranked firms. Obtain President's action. ◆ Transmit Shortlist Recommendation Memorandum (Attachment "A") indicating University President's action to the Associate Vice President's Office for further processing. |
| AVP'S ADMINISTRATIVE ASSISTANT | <ul style="list-style-type: none"> ◆ Generate letters of notification to all firms having submitted their qualifications. Letters to be faxed and mailed certified upon execution by Associate Vice President. Copies of letters to be distributed to the University Architect, Selection Committee Members, Facilities Planning, and files. ◆ In the notification letter the short listed firms are to be advised of the date, time, and location for the presentations. The interview date is to be scheduled approximately (2) weeks from the University President's approval. |

INTERVIEW RECOMMENDATION

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| AVP'S ADMINISTRATIVE ASSISTANT | <ul style="list-style-type: none"> ◆ Subsequent to final interview, forward Award Recommendation Memorandum (Attachment "D") to the University Architect's Office with a copy of the executed Selection Evaluation Form Schedule C (Attachment "C") for President's action. |
| UNIVERSITY ARCHITECT'S OFFICE | <ul style="list-style-type: none"> ◆ Upon receipt of Award Recommendation Memorandum (Attachment "D") and Selection Evaluation Form Schedule C (Attachment "C") sign and transmit Award Recommendation Memorandum (Attachment "D") to the University President with a copy of the Selection Evaluation Form Schedule C (Attachment "C"). Obtain President's action. |

Issued By: Capeletti	Date Issued: 4/01/019	Date Revised: 4/01/01	Effective Date: 4/01/01
			N/A

APPROVED:	Vice President	Associate V.P.	Director
	<ul style="list-style-type: none"> ◆ Transmit <i>Award Recommendation Memorandum (Attachment "D")</i> indicating University President's action to the Associate Vice President's Office for further processing. 		
AVP'S ADMINISTRATIVE ASSISTANT	<ul style="list-style-type: none"> ◆ Generates letters of regret and award to the firms interviewed; for the University Architect's signature. 		
UNIVERSITY ARCHITECT'S OFFICE	<ul style="list-style-type: none"> ◆ Upon receipt of letters of regret and award from the Associate Vice President's Office, the University Architect is to sign and return the letters to the Associate Vice President's Office for further processing. 		
AVP'S ADMINISTRATIVE ASSISTANT	<ul style="list-style-type: none"> ◆ Upon receipt of the signed letters of regret and award from the University Architect's Office, fax and mail certified to the interviewed firms. Copies of the letters are to be distributed to the University Architect's Office, Selection Committee Members, Facilities Planning, and the files. 		
REFERENCE	<ul style="list-style-type: none"> ◆ Associate Vice President's Policy & Procedures 3 and 5 		
ATTACHMENT	<ul style="list-style-type: none"> ◆ <i>University Architect's Shortlist Recommendation Memorandum – Attachment "A"</i> ◆ <i>Selection Evaluation Form – Schedule B-Analysis – Attachment "B"</i> ◆ <i>Selection Evaluation Form Schedule C – Attachment "C"</i> ◆ <i>University Architect's Award Recommendation Memorandum - Attachment "D"</i> 		