



Division of Facilities Policy & Procedure #2

TITLE: **CM SELECTION COMMITTEE RECOMMENDATION AND PRESIDENT’S APPROVAL**

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

RESPONSIBILITY **ACTION**

SHORT LIST RECOMMENDATION

AVP’S ADMINISTRATIVE ASSISTANT ♦ Prepare for Associate Vice President’s signature a **Shortlist Recommendation Memorandum (Attachment “C”)** to the University Architect’s Office with a copy of the signed **CM Selection Evaluation Form A (Attachment “A”)** and transmit to University Architect’s Office for approval.

UNIVERSITY ARCHITECT’S OFFICE ♦ Upon receipt of **CM Selection Evaluation Form A (Attachment “A”)** sign and transmit **Shortlist Recommendation Memorandum (Attachment “C”)** to the University President with a copy of the **CM Selection Evaluation Form A (Attachment “A”)** requesting approval to proceed with top ranked firms. Obtain President’s action.
 ♦ Transmit **Shortlist Recommendation Memorandum (Attachment “C”)** indicating University President’s action to the Associate Vice President’s Office for further processing.

AVP’S ADMINISTRATIVE ASSISTANT ♦ 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

AVP’S ADMINISTRATIVE ASSISTANT ♦ Subsequent to final interview, forward **Award Recommendation Memorandum (Attachment “D”)** to the University Architect’s Office with a copy of the executed **CM Evaluation Form B (Attachment “B”)** for President’s action.

UNIVERSITY ARCHITECT’S OFFICE ♦ Upon receipt of **CM Evaluation Form B (Attachment “B”)**, sign and transmit **Award Recommendation Memorandum (Attachment “D”)** to the University President with a copy of the **CM Evaluation Form B (Attachment “B”)** and Associate Vice President’s memorandum. Obtain President’s action.
 ♦ Transmit **Award Recommendation Memorandum (Attachment “D”)** indicating University President’s action to the Associate Vice President’s Office for further processing.

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

APPROVED:	Vice President	Associate V.P.	Director
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**AVP'S
ADMINISTRATIVE
ASSISTANT**

- ◆ Generate letters of regret and award to the firms interviewed; for the University Architect's signature.

**UNIVERSITY
ARCHITECT'S
OFFICE**

- ◆ 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**

- ◆ Upon receipt of 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 distributed to the University Architect's Office, Selection Committee Members, Facilities Planning, and files.

REFERENCE

- ◆ Associate Vice President's Policy & Procedures 6 and 8

ATTACHMENT

- ◆ ***CM Selection Evaluation Form A – Attachment "A"***
- ◆ ***CM Selection Evaluation Form B – Attachment "B"***
- ◆ ***University Architect's Shortlist Recommendation Memorandum – Attachment "C"***
- ◆ ***University Architect's Award Recommendation Memorandum - Attachment "D"***