

**EASTERN MICHIGAN  
UNIVERSITY™**

**PHYSICAL PLANT  
FACILITIES PLANNING AND CONSTRUCTION  
DEPARTMENTAL PROCEDURES**

<b>Section:</b>	<b>Administration</b>	<b>Effective date:</b>	<b>February 8, 2008</b>
<b>Subject:</b>	<b>Procurement of Planning, Design, &amp; Construction Consultants</b>	<b>Procedure Number:</b>	<b>FPC -01</b>

**Purpose**

**To describe the procedure that allows for the procurement of planning, design and construction consultants.**

**Procedure**

**1. Procurement and Selection**

1.1. Architect and Engineer Database

- 1.1.1. General: Eastern Michigan University will maintain a listing of all design and engineering consultants interested in providing services to Eastern Michigan University. The Purchasing department, with technical assistance from the Design and Construction department, maintains this file. This database will be used as a starting place to determine the most qualified consultants for a project.
- 1.1.2. Advertisement: The Purchasing department will annually place an advertisement, in appropriate publications and trade journals in the State of Michigan, for one day inviting interested consulting firms to submit qualifications. Interested firms will be provided a pre-qualification form regarding the size of their firm, their expertise, and their experience. Firms may request to pre-qualify with the University throughout the year. It is the responsibility of each firm, once qualified, to update qualifications annually.
- 1.1.3. The generated list will serve as the pool for invitations to bid Type II and Type III projects. Type I projects will require pre-qualification per project.

## 1.2. Classifications

1.2.1. Eastern Michigan University uses three procedures for the selection of consultants depending on the size of the project. The dollar sizes of the projects mentioned below are guidelines. The Type II procedure may be used for projects with fees less than \$50,000 based on the judgment of the Project Manager. Total project cost shall mean all costs required to complete a specific capital construction project.

1.2.1.1. Type I - Major Projects: Major Projects include new buildings, major renovations and significant studies where the total project is expected to cost more than two million dollars (\$2,000,000) and/or an A/E fee greater than one hundred sixty thousand dollars (\$160,000).

1.2.1.2. Type II – Medium Projects: Medium projects include new buildings, renovations, various types of consulting and studies where the total project is expected to cost greater than six hundred twenty five thousand dollars (\$625,000) and/or an A/E fee greater than fifty thousand dollars (\$50,000) and the total project is expected to cost no greater than two million dollars (2,000,000) and/or an A/E fee no greater than one hundred sixty thousand dollars (\$160,000).

1.2.1.3. Type III - Small Projects: Small Projects include various types of design and engineering consulting and studies where the total project is expected to cost less than six hundred twenty five thousand dollars (\$625,000) and/or an A/E fee less than fifty thousand dollars (\$50,000).

1.2.2. Due to the complex nature of capital projects the University reserves the right to alter the selection process when deemed in the best interest of the University.

## 1.3. Evaluation Criteria

1.3.1. The University's procedures for selecting consultants for each project will be to determine a Best Value for the University based on a Qualifications Based Selection:

- The firm's professionalism
- The firm's generic and corporate qualifications
- The firm's general project experience
- The firm's experience with similar projects
- The firm's demonstration of their project understanding
- The firm's proposed design team (personnel and consultants)

- The firm's present work load and available resources
- The proposed fee schedule
- Interview or scope review as required
- Unique or project specific elements as required

## 2. Selection Procedure

### 2.1. Type I - Major Projects

2.1.1. There are six (6) major processes, procedures and requirements which must be followed in the selection of a Professional Architect or Engineer for Type I projects. The process is based on Qualifications Based Selection. The steps are:

#### 2.1.1.1. Advertisement of RFQ:

University Purchasing department publishes an announcement of the project, which includes a Request for Qualifications (RFQ).

#### 2.1.1.2. Receive Responses:

Interested design firms submit a response to the RFQ (i.e. "Statement of Qualifications"), in the format identified in the RFQ.

#### 2.1.1.3. Evaluate Responses and Create Short List:

The qualifications are reviewed by Physical Plant and Purchasing department representatives, who evaluate and score the RFQ response submitted by each firm ("Response"). The scores are compiled to become the basis of creating a "short list" comprised of two to five or more qualified firms.

#### 2.1.1.4. Proposal (RFP):

Soon after determining the short list, a Request for Proposal (RFP) is released to those firms. The selected firms shall submit a Proposal to indicate the firm's understanding of and proposed approach to the project, the budget and proposed fees for the project, and to serve as a reference during the negotiation process. The RFP and the Proposal are incorporated into the Agreement.

#### 2.1.1.5. Interview and Selection:

The University representatives interview the short-listed firms to determine a rank order listing of firms, based on the results of the interviews.

2.1.1.6. Fee Negotiation and Contract Award:

The firm selected and the University negotiates the fees necessary to perform the required services, which, with the concurrence of the Owner, will result in a formal contract between the firm and the University. If no Architect/Engineering firm agrees to the terms of the University contract or fee, the selection criteria and designated fee may be modified and the selection process shall start over. After campus approvals, the top ranked firm and successfully negotiated agreement are recommended to Administration and/or Board of Regents for approval if necessary.

2.2. Type II - Medium Projects

2.2.1. There are three (3) major processes, procedures and requirements which must be followed in the selection of an Professional Architect or Engineer for Type II projects. The process is based on Qualifications Based Selection. The steps are:

2.2.1.1. Proposal

A minimum of three Firms pre-qualified with the University will be invited to respond to an RFP. The invited firms shall submit a Proposal to indicate the firm's understanding of and proposed approach to the project, the budget and proposed fees for the project, and to serve as a reference during the negotiation process. The RFP and the Proposal are incorporated into the Agreement.

2.2.1.2. Interview and Selection:

The University representatives may elect to interview the firms to further determine a rank order listing of firms, based on the results of the interviews.

2.2.1.3. Fee Negotiation and Contract Award:

The firm selected and the University negotiates the fees necessary to perform the required services, which, with the concurrence of the Owner, will result in a formal contract between the firm and the University. If no Architect/Engineering firm agrees to the terms of the University contract or fee, the selection criteria and designated fee may be modified and the selection process shall start over. After campus approvals, the top ranked firm and successfully negotiated agreement are recommended to the Board of Regents for approval if necessary.

## 2.3 Type III - Small Projects

2.3.1. Architects and engineers may be selected to provide services under a continuing contract (T & M) for projects for which the fee is \$50,000 or less. A Campus Service Agreement is effective for one year, with the option to renew up to five (5) years. When applicable, project managers are encouraged to consider no less than three (3) qualified firms for projects of this size to encourage competitive bidding.

## 2.4 Construction Consulting, Studies and Master Plans

2.4.1. The selection process and criteria of Consultants for services other than facilities design (such as programming and master planning) follows the process identified above.