

**PHYSICAL PLANT
FACILITIES, PLANNING, & CONSTRUCTION
DEPARTMENTAL PROCEDURES**

Section:	Administration	Effective date:	July 1, 2014
Subject:	Selection of Planning, Design, & Construction Consultants	Procedure Number:	FPC-02

Purpose

To describe the procedure that allows for the procurement of planning, design and construction consultants. In addition to Capital Design and Construction projects, these guidelines are applicable to all relevant maintenance and operations projects. References to position or authorities from the Facilities Planning and Construction Department shall be parallel position titles / authorities for Maintenance and Operational projects.

Procedure

1. 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, on an as-needed basis, place an advertisement in major newspapers and trade journals in the State of Michigan and/or Purchasing Web Page, 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 (\$3,000,000) and/or an A/E fee greater than one two hundred forty thousand dollars (\$240,000).

- 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 three million dollars (3,000,000) and/or an A/E fee no greater than two hundred forty 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 based on Qualifications Based Selection:

- The firm's qualifications.
- The number of projects the firm has completed that are similar in scope and size.
- The firm's past performance.
- The firm's present work load.
- The firm's experience with the project.
- Fee Schedule
- Interview 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 (may combine request for RFQ/RFP). 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, 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.

2.1.1.7. Deviation from the Selection Process:

The University may elect to deviate from the above process when determined to be in the best interest of the University.

2.1.1.8. Documentation of Procurement:

For Type I projects, the Project Manager shall utilize the Project Procurement Checklist identifying the general project parameters and personnel involved in the evaluation and selection process.

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.

2.2.1.4. Deviation from the Selection Process:

The University may elect to deviate from the above process when determined to be in the best interest of the University.

2.2.1.5. Documentation of Procurement:

For Type II projects, the Manager of Planning and Design or Project Manager shall utilize the Project Procurement Checklist identifying the general project parameters and personnel involved in the evaluation and selection process.

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 years. Periodically, the manager of design and planning or project managers are encouraged to consider no less than three (3) qualified firms for projects of this size to encourage competitive bidding.

2.3.1.1. Renewal and Rebidding:

The Purchasing Department shall periodically coordinate with the Physical Plant to determine if any Campus Service

Agreements shall be renewed, terminated and/or rebid on a case-by-case basis.

2.3.1.1. Periodic Evaluation of Pricing:

Periodically, the Facilities Planning and Construction department shall procure no less than three (3) quotations from T&M Vendors to periodically validate competitive pricing. (Minimum 3 when possible – varies depending on contracts in place)

2.3.1.1. Monitoring of Vendors under Campus Service Agreements:

The Purchasing Department shall monitor the Vendor database, with technical assistance by the Physical Plant, for the potential over/under use of a particular Vendor.

2.3.2 The Manager of Planning and Design or Project Manager shall initiate the issuance of a Purchase Order/Work Order to the selected Vendor for services provided under the Campus Service Agreement / T&M Contract including all pertinent information. Further the Project Manager shall sign the Requisition Form for PO issuance prior to distribution to the Vendor. For work scopes anticipated to be in excess of \$10,000 the Director; Facilities Planning and Construction shall also sign the Requisition Form for PO Issuance.

2.3.3 For work and/or services provided under a Work Order/ Purchase Order on a Time and Material basis, the Vendor shall provide to the Project Manager time breakdowns of each pertinent staff working on the project with the invoice. The Vendor shall also validate these time sheets with their invoice submittal.

2.4 Other Design and Professional Consultants (including 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.