



# FACILITIES MANAGEMENT Policy & Procedure #2

**TITLE:** **SELECTION COMMITTEE APPOINTMENT – ARCHITECT/ENGINEER & CONSTRUCTION MANAGER SELECTION (MAJOR and MINOR PROJECTS)**

**OBJECTIVE AND PURPOSE:** To establish a selection committee to serve throughout the selection process for Architect/Engineer Professional Services on a major project.

**RESPONSIBILITY** **ACTION**

**ASSISTANT VP FACILITIES MANAGEMENT**

- ◆ Review potential list of committee representatives with Associate VP Facilities Management, ensuring that the following criteria is met:
  - Committee must consist of at least three members
  - Two committee members must have demonstrable experience in the selection of professional architectural or engineering services and at least one committee member is to be a facilities professional from Facilities Management.
  - One or more user group representative(s) may be named to serve on the committee
  - If the project is based on donor funds, an additional donor member may be named to represent the donor’s interests
- ◆ On student-funded projects, student involvement is encouraged. If applicable, identify with the AVP a user representative to serve on the Selection Committee.
- ◆ Prepare memorandum to the University President from the VP for Admin Affairs identifying the names of recommended Selection Committee members.

**VICE PRESIDENT ADMIN. AFFAIRS**

- ◆ Review, sign and forward recommendation memorandum to the University President for review and approval.
- ◆ Review recommendation with the University President.
- ◆ Forward any changes or approval of the Selection Committee to the AVP Designee.

**ASSISTANT VP FACILITIES MANAGEMENT**

- ◆ Prepare memorandum to Selection Committee members and transmit to the VP for Admin. Affairs.

**VICE PRESIDENT ADMIN. AFFAIRS**

- ◆ Review and execute memorandum to the Selection Committee members and return memorandum to the AVP Facilities Management for distribution.

Issued By: Dotiwala	Date Issued: 8-6-2015	Date Revised:	Effective Date: 8-6-2015
<b>N/A</b>			
APPROVED:	Vice Pres. Admin Affairs	Assistant VP	Director