

PROFESSIONAL SELECTION PROTOCOL FOR IHL PROJECTS

NOTE: This protocol applies to IHL projects only. Selection of Professionals for Bureau of Building projects should follow the policy as outlined by the Bureau of Building, Grounds and Real Property.

A. PROJECTS LESS THAN \$3,000,000

Projects containing an initial total project budget of up to and including \$3,000,000 may use the professional selection process (Part B) if desired; however, it is not mandatory. Otherwise, the selection process is normally as follows:

After a Project is initiated, an appointed committee of 3 or more individuals from the university will compile a list of at least 3 qualified professional design firms to be considered for the project. This may be done by any fair and unbiased manner, as devised by the university. After careful consideration of the qualifications of the three firms, the committee will select one firm whose qualifications and experience most closely matches the size and type of project under consideration. Once the selection is determined, the professional will be informed as well as any other applicable agencies.

B. PROJECTS MORE THAN \$3,000,000

Note: The following procedure does not apply to “emergency” projects that meet Codes 31-7-1 and 37-7-13. Unless a project has been declared an emergency, projects with more than an initial total project budget of \$3,000,000 must follow the professional selection process outlined below:

1. Project Initiation: After a Project has been initiated by the university, the need for professional services for that Project will be made public. The method of public announcement will be one, or more, of the following:

- a. Publication in a professional society publication
- b. Direct mail-out
- c. Daily newspaper
- d. Other public notices as deemed appropriate by the university

2. Response: Any individual, firm or corporation desiring to respond to the publication to provide professional services for a project must give the university written notification of interest. This response must be received at the designated location on, or before, the date established in the public notice. The response is to be as follows:

- a. **Yearly (optional as determined by the university):** Individuals, firms and corporations may submit annually a current M54 Architect-Engineer and Related Services Questionnaire to have on file at the university. A brochure from the firm or corporation may be included, if desired. This submittal will be updated in March of each year.
- b. **Specific Project:** Any individual, firm, or corporation desiring to provide professional services for a specific project must respond to the public notice by writing a letter indicating interest. Any additional required submissions, other than the letter indicating project interest, will be listed in the public notice. In most cases, additional data will be required such as a M55 Architect-Engineer Related Services for Specific Project Questionnaire form or the submission of the complete design team including structural, asbestos, mechanical and electrical consultants. Joint ventures of professionals are acceptable and the responsibilities of all parties involved should be stated in the letter of interest.

3. Selection Committee: A committee shall be formed for the purpose of evaluating all Design Professionals that have expressed an interest in the proposed project. The Selection Committee shall be composed of 4 – 10 members as selected by the university who are deemed qualified and impartial using criteria as determined by the university. Persons with a real or potential conflict of interest shall not be considered to serve as a member of the Selection Committee.

4. Short List: The Selection Committee will review all letters of interest and related data or information submitted from the design professionals. The Committee will select a Short List for consideration from all the submissions. The Short List must have at least three (3) names, but may have a maximum of five (5). If less than three (3) are received, all submissions will be considered.

5. Attendance/Short List: A minimum of four (4) Committee members but no less than half of the total number of committee members must be present for the Short List selection process. The university facilities staff is responsible for eliminating all submissions not meeting the project qualifications prior to the Selection Committee's meeting. The Short List selection process may be handled by committee meeting, conference call, or a telephone poll.

6. Notification: After a Short List has been established by the Selection Committee, those selected will be notified by the university by written notification, phone, or email for formal interviews.

7. Formal Interviews: Formal face-to-face separate interviews will be scheduled with each of the professionals selected for the Short List. (See Item #8)

8. Omitting Formal Interviews: Under special conditions and with the concurrence of the IHL Real Estate & Facilities staff, the formal face-to-face interview process may be omitted. Under this scenario, the following should take place prior to selection:

- a. The university should obtain approval of IHL Real Estate & Facilities to forego formal interviews.
- b. Each short list professional will be interviewed over the phone by the Selection Committee.
- c. Each voting member of the Selection Committee attending the phone interviews will be consulted in person, or by phone, to ascertain their preference.

9. Voting/Scoring: A minimum of four (4) but no less than half of the Committee members must be present for the final selection of the design professional. No committee member who does not attend all of the interviews (formal or by phone) will be allowed to participate in the voting/scoring. If for any reason a tie vote results, a person as pre-selected by the university will decide between the two (2) professionals receiving the most votes.

10. Delegation of Vote: Assuming a Selection Committee member has attended all the interviews, he/she may designate another party to cast their vote in the event that they are unable to attend the voting/scoring session. The Selection Committee Member will request the records of the proceedings state their vote has been designated and indicate the designee.

11. Motion to Reconsider: The university may, at its discretion, rule that the Selection Committee's decision will be held on a motion to reconsider and reconvene the Selection Committee within five (5) working days after the Selection Committee's decision. At this reconvened meeting, the Committee may allow the first vote to stand, or the Committee may throw it out and take another vote.

12. Who May Attend: The interviews are open to other representatives of the Institution, Agency or Department; however, they will not participate in the selection voting.

13. Evaluation Criteria: The university is responsible for establishing any evaluation criteria when needed for each submission. This may change according to Project need.

14. Documentation: All activities, proceedings, and details of the selection process shall be documented and kept on file at the university for reference for a minimum of one (1) year.

END