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
APPROVED:	Vice Pres. Admin Affairs	Assistant VP	**N/A** Director