

**SUPPLEMENTAL PROCEDURES
CONSTRUCTION & PLANNING OFFICE
PRAIRIE VIEW A&M UNIVERSITY**



ARTICLE IX - PROFESSIONAL SERVICES AND CONSULTING SERVICES

- 9.1 The PVAMU process for evaluation and selecting the A/E Design team for MinCP is authorized by Board Policy 51.02.01 (Ref. TAMUS Policy & Procedures).
- 9.2 Minor Construction Projects Administered by The Component.
- 9.2.1 For new construction projects costing \$1,000,000 or less and renovation projects costing \$2,000,000 or less the chief executive officers of system components, deputy chancellor to select and contract with architects/engineers professional design services will develop and follow procedures mirroring, as closely as possible procedures followed by the Chancellor. (Ref. TAMUS Policy & Procedures)
- 9.3 SELECTION OF A/E DESIGN TEAM FOR PVAMU.
- 9.3.1 The PVAMU process for evaluation and selecting the A/E Design Team MinCP is authorized by Board Policy 51.02. The PVAMU A/E Selection Recommendation/Technical Review Committee makes the final A/E selection for MinCP within estimated value of \$1,300,000 or more. For projects with an estimated value less than \$1,300,000.00, the A/E selection is made by the Construction & Planning Manager.
- 9.4 A/E SELECTION PROCEDURES FOR MINOR CONSTRUCTION PROJECTS \$1,300,000.00 OR MORE
- 9.4.1 For new construction projects, renovations, repairs and remodels costing \$1,300,000.00 or more, administered by Construction & Planning Office:
- 9.4.2 A/E Selection Recommendation/Technical Review Committee will **normally** be used for the selection of A/E design teams for these projects.
- 9.4.3 The Construction & Planning Manager will compile a recommended list of not less than three A/E firms to be considered for selection recommendation.

- 9.4.4 The list of A/E firms recommended for selection consideration will be submitted to the Vice President Administration & Auxiliary Services for review/approval.
 - 9.4.5 Upon approval of the list, the Construction & Planning Manager will furnish each firm a copy of the program of requirements (POR) for the project and invite them to form design teams consisting of appropriate consultants, and submit written proposed design approaches for evaluation.
 - 9.4.6 The Construction & Planning Manager, Construction Project Manager & the User will evaluate the design approach and the individual team member's experience and indicated level of involvement with the project. The evaluation will be submitted to the Senior Vice President of Finance & Administration for review and approval.
 - 9.4.7 The Vice President of Administration & Auxiliary Services will submit the recommended order of best qualified list to the President for final review and approval.
 - 9.4.8 The Construction & Planning Manager will notify the successful A/E of selection, and will proceed to negotiate an A/E Professional Services Contract in accordance with State law, as outlined above.
 - 9.4.9 After selection of the A/E firms, contract terms and fees should be negotiated. If negotiations are unsuccessful, the selected firm should be notified in writing that negotiations have ceased. The negotiations process can then begin with the second firm in order of selection ranking. This process shall continue until a successful contract is negotiated.
- 9.5 SELECTION PROCEDURES FOR MINOR CONSTRUCTION PROJECTS BELOW \$1,300,000.00
- 9.5.1 For new construction projects, repairs, remodels and renovations costing less than \$1,300,000.00 administered by Physical Plant C/P Office.
 - 9.5.2 A/E Selection Recommendation/Technical Review Committees will not be used for the selection of A/E design teams for these projects.
 - 9.5.3 For these projects:

- (a) The Construction & Planning Manager will select an A/E from among those firms which have an annual “open ended” A/E Services Contract with PVAMU.
- (b) The Construction & Planning Manager will negotiate a fair and reasonable price with the A/E.
- (c) The Construction & Planning Manager will prepare an Amendment to the annual “open ended” A/E Service Contract.

9.5.4 Annual Open Ended A/E Contracts & Amendments

- (a) The A/E selection for the annual “open ended” A/E contracts will be followed by an Amendment for projects costing less than \$1,000,000.00.
- (b) A/E Amendment increases will be made by an A/E Change Order as applicable.
- (c) Depending on anticipated project work load, several “open ended” A/E Amendments may be awarded during the fiscal year to qualified A/E’s which have an annual “open ended” Service Contract.

9.6 ARCHITECTS/ENGINEERS DESIGN TEAM EVALUATIONS FACTORS

9.6.1 The A/E Selection Recommendation/Technical Review Committee (AESRTRC) will consider the following factors, as a minimum, when screening the A/E Qualification Resumes to identify not less than three (3) nor more than five (5) A/E firms considered to be the best qualified candidates for selection recommendation consideration:

- (a) Size of firm relative to the size of the project;
- (b) Past experience with the firm on other System projects, if any;
- (c) Firm’s experience on institutional type work;
- (d) Firm’s client references;
- (e) Scope of projects designed by the firm;
- (f) Firm’s record on similar type projects;

- (g) Discipline makeup of the firm's staff;
- (h) History of the firm (age, turnover among principles, etc.)
- (i) Location of the firm in relation to the project site; and
- (j) Current workload.

9.6.2 The A/E Selection Recommendation/Technical Review Committee (A/ESRTRC), members will consider the following factors, as a minimum, during interviews when evaluating the design team proposed by the A/E firms in developing the recommended order of best qualified design teams based on the Technical Review.

- (a) Technical qualifications of members of the proposed design team;
- (b) Experience of members of the design team;
- (c) Past performance of members of the design team with the System, if any;
- (d) Team member's knowledge of the project program of requirements;
- (e) Team member's references;
- (f) Size and history of the technical consultant's organizations;
- (g) Technical consultant's record on institutional type work;
- (h) Adequacy of proposed design teams consultant makeup;
- (i) Minority and women professionals on the design team;
- (j) Design teams procedures for maintaining cost control during design;
- (k) Design teams response to adequacy of the budget and design schedule;
- (l) Design teams track record on accuracy of cost estimate as confirmed by bids;

- (m) Design teams experience in working with government agencies where Federal funds are involved; and
- (n) Team member's certification as Texas Historical Underutilized Businesses.

9.7 PVAMU AE-SRTRC EVALUATORS

9.7.1 The A/E Selection Recommendation/Technical Review Committee (AE-SRTRC) is made up of the following Representatives of PVAMU, they are as follows:

- (a) Construction & Planning Manager (Chair)
- (b) Construction Project Coordinator/Inspector
- (c) User
- (d) Physical Plant Directors
- (e) HUB Coordinator

Alternates when applicable:

- (a) A Physical Plant Department Manager
- (b) Environmental Fire & Safety Representative

9.8 PROGRAM OF REQUIREMENT (POR) STATEMENT OF WORK (SOW)

9.8.1 The first step in project development is the preparation of a Program of Requirements (POR) and/or Statement of Work (SOW) which will define the intentions/needs of the User in a format suitable for architectural and engineering design development.

- (a) The POR is prepared by the Construction & Planning Office in conjunction with the User Coordinator.
- (b) POR's can also be prepared, in part, with the assistance of a professional architectural firm. This method is usually limited to special use/complex research/laboratory facility. Renovations, major remodels and repairs that require unique programming experience.

9.9 A/E FEE APPROPRIATIONS

9.9.1 Design Cost: Total Basic Services Fees for design shall not exceed:

Estimated Construction Cost	New Construction	Remodel and/or Major Utilities
Up to \$299,999.00	9.5% - 11.5%	10.5% - 12.5%
\$300,000.00 to \$600,000.00	7.5% - 9.5%	8.5% - 10.5%

TAMUS Article IX:
Application for Professional & Consulting Services applies.

\$600,001.00 to \$2,000,000.00	6.5% - 7.5%	7.5% - 8.5%
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9.9.2 In addition to the basic fee, the A/E is entitled to reimbursable fees for the costs of a rendering, a model, plan and specification printing and distribution, soil investigation and topographic surveys. Other items can be included as the need indicates.

9.9.3 After the selection process and contract terms negotiations have been completed, the A/E Services Contract and/or Amendment shall be used in contracting with A/E's for professional design services. Use of the American Institute of Architects (AIA) contract form is not permitted for any design contract for the System or Components.