

TUSKEGEE UNIVERSITY

CAPITAL PROJECTS AND FACILITIES SERVICES

GUIDELINES FOR SELECTION OF ARCHITECTS, ENGINEERS, LAND SURVEYORS, AND/OR TESTING SERVICES

These guideline apply to the selection of the **primary** design professional, surveyor, or testing service with whom Tuskegee University will contract directly, not consulting professionals who will be selected by the primary professional.

1. Tuskegee University will solicit Request for Qualifications (RFQ) from design professionals, surveyor and testing agencies when such services are required. At a minimum, the RFQ will include a description of the type and scope of the project to be designed, funds available, location and other pertinent data concerning the project. The RFQ will also include the name, email address, and telephone number of the person to be contacted by interested design professionals and the date by which design professionals must submit their qualifications for consideration.
2. Tuskegee University, through its Office of Communications, Public Relations and Marketing will advertise the RFQ publishing it on the University's website.
3. Architects, engineers, surveyors and testing services will notify the Vice President of Capital Projects and Facilities Services of their interest in a specific project by submitting a written response to the RFQ.
4. Tuskegee University will form a Selection Committee to evaluate the responses to the RFQ from the prospective architects, engineers, surveyors, and testing laboratories. Their evaluation should consider such items as those listed in Item 7 of these procedures to the extent possible and pertinent.
5. The Selection Committee will select at least three firms from those expressing interest for a comprehensive interview, review and discussion.
6. The selected firms will be allowed the opportunity for an in depth interview by the Selection Committee. In the event Tuskegee University has no firm to express an interest, the Selection Committee will contact at least three firms of its own choosing.

7. The Selection Committee should evaluate those firms being interviewed for:

- A. General experience and competence of the firm and its principals.
- B. Past performance record on other projects with regards to quality of work, timely performance, diligence, ability to meet budgets and other related items.
- C. Related experience on similar projects.
- D. Principal or responsible architects, engineers, surveyors and testing Services of the project team must have adequate experience in the fields that the proposed services are requested.
- E. Familiarity with conditions, codes, and other ordinances where such knowledge is essential to the proper performance of the contract.
- F. Firms must be operating on a sound financial basis.
- G. Ability of the firm to provide the services needed in the length of time required in relation of other workloads in which the firm is engaged.

H. Economic considerations:

- (1) Accuracy of the professional's estimates compared to construction cost on recent projects of similar scope.
- (2) Qualifications to determine alternative energy sources and prepare analyses.
- (3) Consideration of energy conservation and energy management methods, with life-cycle cost analyses.
- (4) Ability to design within budgets, considering logical choice of materials, efficiency of plan and systems and regard to aesthetics without ostentation.
- (5) The professional shall address the subject of fee stating the basis of his fee as it is affected by the scope of the work considering the project size, complexity, cost, repetitions, etc.
- (6) Ability of the professional to design within 10 percent of tentative

budget allocation and agreement to redesign at no extra cost if construction bids exceed 10 percent of budget allocation.

(7) Basis of cost of extra services not covered in basic fee described in H (1) above.

- I. Qualifications of consulting engineers, architects, specialist, surveyors, or testing laboratories proposed to be employed by the firms under consideration.
 - J. In an effort to distribute work among all qualified firms, the Selection Committee should give consideration to Tuskegee University's current and past workload with the firm's under consideration.
8. Based on the evaluation of the firms, considering the criteria deemed appropriate By the Selection Committee, including those criteria listed in Item 7 above, the Selection Committee shall rank the firms. The most qualified firm will be selected based upon the ranking. The Selection Committee shall notify the other firms interviewed, in writing, of the firm that has been recommended to the President of Tuskegee University for negotiation.
9. If Tuskegee University is unable to negotiate an acceptable agreement, the following actions will occur:
- A. Termination of negotiations in writing
 - B. Negotiate with the next best qualified firm originally interviewed (Item 6)
 - C. Upon failure to negotiate with any of the firms referred to in Item 6, select additional firms to interview.
10. EXCEPTIONS:
- A. Where federal funds are involved and procedures have been established consistent with federal guidelines of a particular federal agency, the federal guidelines prevail.
 - B. An architect, engineer, surveyor or testing agency may be retained without regard to the guidelines set forth above when, due to an emergency or it is in the best interest of Tuskegee University to retain an architect, engineer, surveyor or testing agency as rapidly as possible.