



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Architect/Engineer Selection Process	
Page 1 of 2	Implementing Procedure For Policy #5.07
Date Approved/Revised: 9/11/02, 2/28/11, 5/19/11	Division: Administration and Finance / Facilities

Section I – General

The College administration is required to develop procedures for the selection of architects or engineers to provide professional services to the College.

Section II –Selection Committee and Request for Qualifications (RFQ)

When the Office of Administration and Finance is ready to solicit an architect/engineer for an individual project, or to provide services under a continuing contract, the President or his designee appoints a selection committee.

The committee discusses the requirements of the project and determines any selection criteria to be used. The Purchasing Department develops a Request for Qualifications and directly solicits architect/engineers from a list for advertising. The list is established based on the tri-county area, using the College's Database and adding firms to the list that contact the College with interest in design projects. Firms from outside the tri-county area may be added to the list at their request. Architect/engineer firms are removed from the list if a) the RFQ is undeliverable when sent, b) a firm notifies the College that they are no longer interested in design projects, or c) a firm is non-responsive to three RFQs.

The Request for Qualifications is mailed to firms on this list, and the firms are required, as a minimum, to submit one (1) original cover letter, signed by an authorized principal of the firm, requesting consideration for the project and the requested number of complete, bound sets containing each of the following items: Standard Form 330, a copy of the above-referenced cover letter requesting consideration for the project, a brief description of the design process, and information about the design team and any other additional information as noted in the RFQ.. RFQs must be received by the date and time specified in the RFQ.

Section III – Review and Development of Shortlist

After receipt of the submittals, the selection committee convenes, and based on the Architect Submission Rating, develops a shortlist of no less than three firms.

Each shortlisted firm is notified in writing of the date, time, and procedure to follow for their interview. Each firm not shortlisted is also notified in writing.

Following the interview, each interviewer rates the interview. The Committee totals the points for each applicant interviewed and develops the recommended ranking.

Section IV – Committee Recommendation

The selection committee ranks the interviewed applicants and recommends the ranking. In the event of a tie, a majority vote of the committee to determine the recommended applicant prevails. The committee shall not divulge its recommendation to anyone prior to the approval of the committee's recommendation through the President to the Board of Trustees as an agenda item. The Office of Administration and Finance prepares the agenda item for the next board meeting.

Section V – Notification of Interviewed Firms

The Purchasing Department notifies each firm in writing of the selection committee's recommendation to the District Board of Trustees. A copy of this notification is also sent to the Facilities Office.

Vice President, Administration & Finance		Date:
Approved by President		Date: