



## COLLEGE of CENTRAL FLORIDA

### ADMINISTRATIVE PROCEDURE

**Title: Architect/Engineer Agreement Administration**

**Page 1 of 2**

**Implementing Procedure For Policy #5.07**

**Date Approved/Revised:**  
10/26/04, 2/28/11

**Division: Administration and Finance / Facilities**

#### **Section I – General**

The College administration is required to develop procedures for administration of Architect/Engineer (A/E) agreements.

#### **Section II – Contract Negotiation and Preparation**

Upon approval of the Architect/Engineer selection and approval to negotiate, the Office of Administration and Finance notifies the A/E in writing of the negotiation, directs the A/E to prepare a proposal and submit a copy of proposed agreement. The Office will schedule a negotiation meeting with a team designated by the President to negotiate fees for basic services plus fees for pre-negotiated additional services to be included in the agreement.

The basic services fee is compared to the Department of Management Services Fee Curve. Pre-negotiated additional services must be documented by detailed proposals from the A/E and its consultants, including proposed number of hours and hourly rates for those involved in the work. Services for which the fee is difficult to estimate or for which the fee is likely to be revised should not be included in the base agreement but should be issued as additional service authorizations. The A/E shall also submit an hourly rate schedule by personnel category.

If negotiations with the first ranked firm are unsuccessful, the administration may terminate negotiations with the first ranked firm and begin negotiations with the second ranked firm. If negotiations with the second ranked firm are unsuccessful, the College may terminate negotiations with the second ranked firm and begin negotiations with the third ranked firm. If negotiations with the third ranked firm are unsuccessful, the College may terminate negotiations with the third ranked firm, and may select additional firms from the original pool or re-advertise.

Upon completion of successful negotiations, the Office of Administration and Finance prepares the agreement. Two originals are sent to the Architect/Engineer for signature. Upon execution, the agreements are then forwarded to the Board for approval.

#### **Section III – Agreement**

The Office of Administration and Finance retains an original copy of the agreement, and an original copy is returned to the Architect/Engineer. A copy is forwarded to the College's Construction Projects Manager (CPM) and the Purchasing Department.

**Section IV – Amendments and Additional Service Authorizations**

When a scope change which alters the construction cost as stated in the original agreement is proposed, the agreement must be amended. Amendments are negotiated, documented, executed and distributed in the same manner as the original agreement.

Any services, which are not authorized by the original agreement, must be authorized in writing by the Chief Business Officer by an Additional Service Authorization. The authorization may be lump sum or not to exceed, and compared to the fee curve or based on hourly rates, not to exceed the hourly rates submitted with the original agreement. The CPM shall prepare a Purchase Requisition to be forwarded to the Business Office for each amendment or additional service.

**Section V – A/E Invoices**

The A/E submits invoices to the CPM for approval. The CPM reviews the invoice, checking that appropriate documentation is included or has been submitted and that all calculations are correct. If the work product described in the invoice has not been approved, the CPM shall promptly return the invoice with instructions to resubmit after approval of the work product. After the invoice is approved by the CPM and the Director of Facilities, it is forwarded to the Chief Business Officer for approval and then forwarded to the Business Office for processing.

**Section VI – A/E Agreement File**

The CPM maintains an agreement file containing a copy of the Architect/Engineer Agreement, any supporting proposals submitted by the A/E, a copy of the insurance certificate and any information relating to amendments, additional service authorizations and payments.

***NOTE:*** A standard agreement form is used to contract with Architects/Engineers. The College reserves the right to modify the agreement to more closely fit the requirements of the specific project.

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