

3356-4-07 Selection of design professionals for university capital projects.

- (A) Policy statement. Selection of architects/engineers for university capital projects is based on size, complexity, and estimated cost of the project. ~~Smaller projects~~ Projects may be completed by the university architect and internal personnel or by an external architect/ engineer. For projects requiring an external architect/engineer, a competitive selection process will be used based upon an evaluation of submitted proposals. Selection of external architect/engineers for state-administered projects may include the Ohio facilities construction commission (“OFCC”). In all cases, the selection process will conform to Chapter 153. of the Revised Code. Projects limited in scope to mechanical, electrical, structural, or building envelope maintenance will not be subject to this policy. In selected cases, state-authorized alternative project delivery methods may be utilized.
- (B) Parameters.
- (1) All projects subject to this ~~rule~~ policy will be publicly advertised according to institutional or state requirements.
 - (2) Approved projects will be shared for information purposes at regularly scheduled meetings of the finance and facilities committee of the board of trustees. It is recognized that on rare occasions, and where timely decisions are required, it may not be feasible to immediately convene a meeting of the finance and facilities committee. In such cases, the university president and the finance and facilities committee chairperson will agree upon an appropriate procedure to be followed.
 - (3) The ~~executive director of facilities and support services~~ associate vice president for facilities maintenance will determine the appropriate representative(s) to serve on the project teams, in consultation with the area officer, for the project’s user department. A member of the board of trustees may be included on the project team.
- (C) Procedures.

There are four general procedures that may be used to determine the use and selection of architects/engineers for capital projects. It is recognized

that under a particular situation, one or more modifications may need to be made to accommodate the requirements of a specific project.

The ~~associate~~ director of planning and construction will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capability of internal personnel to complete the project will be submitted to the ~~executive director of facilities and support services~~ associate vice president of facilities maintenance for determination of the procedures to be followed.

- (1) Classification one. Capital projects designed by university staff.
 - (a) The ~~executive director of facilities and support services~~ associate vice president for facilities maintenance will appoint a project team and chairperson for each project.
 - (b) The team will typically include two or three university professional staff members and one or more users of the space to be constructed. The team chairperson will maintain and regularly distribute minutes of all meetings.
 - (c) The team chairperson will work closely with the members of the department/unit that will occupy the space being designed and maintain the scope and costs of the project within the availability of project funds.
- (2) Classification two. Capital projects administered and designed by external architects/engineers.
 - (a) The ~~executive director of facilities and support services~~ associate vice president for facilities maintenance will appoint a project team and chairperson for each project.
 - (b) The team will typically include two or three university professional staff members and one or more users of the space to be constructed. The team chairperson will maintain and regularly distribute minutes of all meetings.
 - (c) The project team will determine the desired qualifications needed by the architect/engineer for the project. These qualifications, along with the scope of the project, will be

stated in the request for proposals (“RFP”) qualifications (“RFO”).

- (d) ~~The RFP will be sent to an appropriate number of design firms who have expressed RFO will be posted on the register of Ohio at the OFCC website in order that design firms may express an interest in being considered for university projects. Additional firms may be solicited through an advertisement in “The Vindicator,” and an RFP to the register of Ohio.~~
 - (e) The project team will evaluate submitted proposals and, if appropriate, interview firms in accordance with the Ohio department of administrative services procedures. (See section 3345.50, Chapter 125. and Chapter 153. of the Revised Code, and Chapter 123:5-1 of the Administrative Code.) The team will submit a ranked list of firms, based on average composite scores and with recommendations, to the executive director of facilities and support services for approval.
 - (f) The selected firm, for informational purposes, will be reported to the board of trustees.
- (3) Classification three. Capital projects administered by the state and designed by external architects/engineers.
- (a) All state department of administrative services procedures, including advertising and determination of firms selected for interview, will be followed. (See section 3345.50, Chapter 125. and Chapter 153. of the Revised Code, and Chapter 123:5-1 of the Administrative Code.)
 - (b) The project team and representative(s) of the OFCC will follow the procedures established by the OFCC to select the architect/engineer for the project.
 - (d) The selected firm, for informational purposes, will be reported to the board of trustees.
- (4) Classification four. Alternative project delivery methods.

- (a) On a case-by-case basis, the administration may designate a capital project for construction using state-approved alternative delivery methods such as design-build or construction manager. The university administration will select the design-build firm or construction manager following procedures established by the OFCC and will inform the board of trustees at their next regularly scheduled meeting.
- (b) The university will follow the guidelines for this alternative delivery method as established by the OFCC.

Effective: 12/31/2018

CERTIFIED ELECTRONICALLY

Certification

12/21/2018

Date

Promulgated Under: 111.15
Statutory Authority: 3356
Rule Amplifies: 3356
Prior Effective Dates: 05/21/1999, 01/06/2003, 06/16/2003, 08/21/2010