

Southwestern Community College - Policies and Procedures Manual
Policy

POLICY TITLE: **Designer Services and Selection Procedure** 2.03
RESPONSIBLE DIVISION: Board of Trustees
DATE APPROVED: January 2013

Background

The State Construction Office (SCO) has established designer selection procedures to be used by state agencies and state institutions. For standardization, it is suggested that the community colleges incorporate the following fundamental designer selection procedures into the college's procedures.

Policy Statement

The Board of Trustees of Southwestern Community College has adopted selection criteria and procedures compliant with G.S. 143-64.31, 01NCAC 30D .0300 of the NC Community College Code and the North Carolina Community College Construction Manual.

Designer selection is a responsibility of the local Board of Trustees. The trustees have adopted these procedures for the designer selection process for both major formal projects (over \$500,000) and minor informal projects, (\$500,000 or less).

Pre-Selection Committee

The college's capital projects coordinator should advertise for design services and receive letters of interest from interested designers. The President should then form a pre-selection committee. Since the designer will be working closely with designated college staff members, it would be beneficial if these staff members had input into the selection process.

Suggested committee composition should include the President, Executive Vice President and CFO, capital projects coordinator, Chairman of the Board of Trustees, a member from the Board of Trustees Finance and Campus Improvement Committee, and at least one facility user with a strong knowledge of the facility's requirements.

The pre-selection committee should review the qualifications of all of those design firms for which they have received a letter of interest for the project. As part of that review the committee should contact the State Construction Office (SCO) to learn the results of designer evaluations previously conducted on these firms by other community colleges, state agencies, and universities. If the State Building Commission debars a designer from designing state projects based on the previous designer evaluations submitted, the designer will not be considered.

The pre-selection committee will compile a list of qualified designers and submit this list to the full Board of Trustees to interview and select a designer.

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Selection Criteria

First and foremost, as per G.S. 143-64.31, the Board of Trustee's final selection shall be based on qualifications and the designer's fee shall not be a factor in the selection process. In making a selection the Board of Trustees may consider such criteria as:

- a. Previous community college projects designed,
- b. Proposed design approach including design team and engineers,
- c. Adequate and experienced support staff,
- d. Current and projected workload for architect and proposed engineers,
- e. Procedures used for keeping projects within budget and on schedule,
- f. Past performance in keeping projects within budget and on schedule,
- g. Construction administration capabilities,
- h. How change orders are reduced or controlled,
- i. Response time to construction questions,
- j. Previous projects which experienced formal legal or technical problems, and,
- k. Proximity to and familiarity with the area.

For formal projects, the designer selected will be required to follow the procedures of the SCO as found in the State Construction Manual. Previous experience with the North Carolina Community College System Construction Manual procedures may be helpful in expediting the design and review process. When all other factors are equal, it is suggested that the college select the designer located nearest to the college.