

# TUSKEGEE UNIVERSITY

## CAPITAL PROJECTS AND FACILITIES SERVICES

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

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These guidelines apply to the selection of the **primary** design professional, surveyor, or testing service with www.tuskegee.edu/procurement /TT1 1 Tf -0.002 Tc 0.002 Tw 9.9i 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 Tc concerning the project. The RFQ will also r1.01

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

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

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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.

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