

FACILITIES & PLANNING SERVICES (F&PS)

Projects – Contractor Selection Process (Type I - Major Projects)

Effective Date: May 1, 2019



Purpose: To describe the procedure that allows for the procurement of construction contractors at the Major Project classification level (\$2,000,000+).

Procedure:

1. Selection Criteria

1.1. Contractor Database

- a. **General:** F&PS will maintain a list of all construction professionals interested in providing services to CBU. This database will be used as a starting place to determine the most qualified contractors for a project.
- b. **Advertisement:** F&PS will, on an as-needed basis, advertise and/or solicit interested contractors for pre-qualification.
- c. Pre-qualification for Type I projects is required.
- d. *Selection Procedure* for pre-qualification for Type I projects is listed below in Section 2.

1.2. Classifications

- a. CBU uses three procedures for the selection of construction professionals depending on the size of the project. The dollar sizes of the projects mentioned below are guidelines. Total project cost shall mean all costs required to complete a specific capital construction project.
- b. **Type I - Major Projects:** Include new buildings and major renovations where there is a significant coordination requirement between multiple trades/stakeholders, and significant complexity or sensitivity requiring additional supervision or oversight. Total project is expected to cost more than two million dollars (\$2,000,000).

1.3. Evaluation Criteria

Procedures for selecting consultants/contractors for each project will be based on a “Best Value” Qualifications Based Selection that will be both quantitative and qualitative:

- Qualifications.
- Number of projects completed that are similar in scope and size.
- Past performance.
- Present work load.
- Experience with the project.
- Project schedule and milestones.
- Fee Schedule with inclusions and exclusions.
- Interview as required.
- Post proposal Scope Review.

2. Selection Procedure: Type I - Major Projects

There are six (6) major processes, procedures and requirements which must be followed in the selection of a Construction Professional for Type I projects.

- a. **Advertisement of RFQ:** F&PS publishes an announcement of the project, which includes a Request for Qualifications (RFQ).
- b. **Receive Responses:** Interested contractors submit a response to the RFQ (i.e. “Statement of Qualifications”), in the format identified in the RFQ.
- c. **Evaluate Responses and Create Short List:** The RFQ response submitted by each contractor is reviewed, evaluated and scored. The scores are compiled to become the basis of creating a “short list” comprised of two to five or more qualified contractors.

- d. Proposal (RFP): Soon after determining the short list, a Request for Proposal (RFP) is released to those contractors. The selected contractors shall submit a Proposal to indicate the contractor's understanding of and proposed approach to the project, the budget and proposed fees/construction cost for the project, and to serve as a reference during the negotiation process. The RFP and the Proposal are incorporated into the Agreement.
- e. Interview and Selection: The University representatives interview the short-listed contractors to determine a rank order listing of contractors, based on the results of the interviews.
- f. Fee Negotiation and Contract Award: The contractor selected and the University negotiate the fees/construction cost necessary to perform the required services. If successful, this will result in a formal contract between the Construction Professional and the University. If no Construction Professional agrees to the terms of the University contract or fee/construction cost, the selection criteria and designated fee/construction cost may be modified and the selection process shall start over. After campus approvals, the top ranked contractor and successfully negotiated agreement are recommended to the University's Executive Council.
- g. Deviation from the Selection Process: The University may elect to deviate from the above process when determined to be in the best interest of the University. Any deviation to the process will be documented and approved by Executive Council.
- h. Documentation of Procurement: Project Manager shall utilize the Project Checklist identifying the general project parameters and personnel involved in the evaluation and selection process.