

FACILITIES & PLANNING SERVICES (F&PS)

Projects – Contractor Selection Process (Type III – Small Projects)

Effective Date: May 1, 2019

Revised Date: June 10, 2025



Purpose: To describe the procedure that allows for the procurement of construction contractors, sub-contractors and professional service providers at the Small Project classification level (\$100,000 or less).

Procedure:

1. Selection Criteria

1.1. Contractor Database

- a. **General:** F&PS will maintain a list of all contracted 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. The generated list will serve as the pool for invitations to bid Type II and Type III projects.
- d. Selection Procedure for pre-qualification for Type III projects is listed below in Section 2.

1.2. Classifications

- a. CBU uses three (3) procedures for the selection of contracted professionals depending on the size of the project. Total project cost shall be defined as all costs required to complete a specific project.
- b. **Type III - Small Projects:** Include projects where there is a regular coordination requirement between multiple trades/stakeholders and regular oversight generally overseen by the Project Manager. Total project is expected to cost one hundred thousand dollars (\$100,000) and under.

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 workload.
- 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 III – Small Projects

Contracted Professionals may be selected to provide services under a contract for projects for which the fee/construction cost is \$100,000 or less. Periodically, Project Managers are encouraged to consider no less than three (3) qualified contractors for projects of this size to encourage competitive bidding.

- a. *Monitoring of Vendor Agreements:* F&PS shall monitor the contracted professional database for the potential over/under use of a particular contracted professional.
- b. The assigned Project Manager shall initiate the issuance of a Purchase Order/Work Order to the selected contracted professional for services provided under the Campus Service Agreement including all pertinent information. Further, the assigned Project Manager shall sign the Requisition Form for PO issuance prior to distribution to the contracted professional. For work scopes

anticipated to be in excess of \$10,000 the Director of Facilities Auxiliary Services or Director of Maintenance and Operations shall also sign the Requisition Form for PO issuance.

- c. For work and/or services provided under a Purchase Order, if on a Time and Material basis, the contracted professional shall provide to the Project Manager time sheets for all pertinent staff on a weekly basis for review. The contracted professional shall also validate these time sheets with their invoice submittal, if required.

d. There shall be no bid splitting in order to circumvent the process.