

FACILITIES & PLANNING SERVICES (F&PS)

Projects – Contractor Selection Process (Type II – Medium Projects)

Effective Date: May 1, 2019



Purpose: To describe the procedure that allows for the procurement of construction contractors and sub-contractors at the Medium Project classification level (\$100,001 - \$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. 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 II 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. The Type II procedure may be used for projects with construction cost less than \$100,000 based on the judgment of the Director of F&PS. Total project cost shall mean all costs required to complete a specific capital construction project.
- b. **Type II – Medium Projects:** Include new buildings and renovations where there is moderate coordination requirements between multiple trades/stakeholders, and moderate complexity or sensitivity requiring additional supervision or oversight. Total project is expected to cost greater than one hundred thousand and one dollars (\$100,001) and no greater 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 II – Medium Projects

There are three (3) major processes, procedures and requirements which must be followed in the selection of a Construction Professional for Type II projects. The process is based on a “Best Value” Qualifications Based Selection. The steps are:

- a. **Proposal:** A minimum of three (pre-qualified) contractors will be invited to respond to an RFP. The invited 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.
- b. Interview and Selection: F&PS may elect to interview the contractors to further determine a rank order listing of contractors, based on the results of the interviews.
 - c. Fee Negotiation and Contract Award: The contractor selected and F&PS negotiates the fees / construction cost necessary to perform the required services, which will result in a formal contract. If no Construction Professional agrees to the terms of the contract or fee, the selection criteria and designated fee / construction cost may be modified and the selection process shall start over. The top ranked contractor and successfully negotiated agreement are recommended to the Vice President for Finance and Administration and, if appropriate, the responsible Vice President in charge of the department or area, receiving the services.
 - d. Deviation from the Selection Process: F&PS 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 the Vice President for Finance and Administration.
 - e. Documentation of Procurement: For Type II projects, the Project Manager shall utilize the Project Checklist identifying the general project parameters and personnel involved in the evaluation and selection process.
 - f. There shall be no bid splitting in order to circumvent the process.