

Contact: Marcia Brunson

REVISIONS TO THE BOARD OF REGENTS POLICY MANUAL

Action Requested: Give final approval to revisions to Chapter 9 of the Board of Regents Policy Manual as outlined below.

Executive Summary: The changes in the Policy Manual will allow architect/engineer selections for projects with budgets exceeding \$2,000,000 to be delegated to the Board Office, with discretion retained for Board action. In addition, approval of all feasibility study agreements with an anticipated cost exceeding \$50,000 would also be delegated to the Board Office. These revisions were discussed with the Property and Facilities Committee in February and approved by the Board for first reading at that time. The revisions, unchanged from those presented in February, are shown on the next page.

CONSULTING FIRM - 9.08B.2 (Board of Regents Policy Manual)

Existing Policy

Whenever the estimated project budget for a construction project is between \$250,000 and \$999,999, the consultant selection and agreement shall be approved by the institution. Information on all consultant agreements approved by the institution for projects between \$250,000 and \$999,999 shall be provided in a semi-annual report to the Board Office. Whenever the estimated project budget for a construction project is between \$1,000,000 and \$1,999,999, the consultant selection and agreement shall be approved by the Board Office, but the selection and/or agreement may be referred for Board action at the discretion of the Board Office. Whenever the estimated project budget for a construction project is \$2,000,000 or more, the consultant selection shall be approved by the Board. The agreement shall be approved by the Board Office, but may be referred for Board action at the discretion of the Board Office.

Proposed Policy

Whenever the estimated project budget for a construction project is between \$250,000 and \$999,999, the consultant selection and agreement shall be approved by the institution. Information on all consultant agreements approved by the institution for projects between \$250,000 and \$999,999 shall be provided in a semi-annual report to the Board Office. Whenever the estimated project budget for a construction project is more than \$1,000,000, the consultant selection and agreement shall be approved by the Board Office, but the selection and/or agreement may be referred for Board action at the discretion of the Board Office.

FEASIBILITY STUDIES -- 9.10C.1b and 9.10C1.c (Board of Regents Policy Manual)

Existing Policy

For feasibility study agreements with a total anticipated cost between \$50,000 and \$149,999, including reimbursables, the institution shall determine the process for selection of the consultant. The Board Office shall approve the consultant agreement; the institution shall provide the Board Office with a description of the selection process and the rationale for selection of the consultant with its request for approval.

For feasibility study agreements with a total anticipated cost of \$150,000 or more, including reimbursable, selection of the consultant shall be approved by the Board. The institution shall advertise its need for services and an institutional Architectural Selection Committee (or other appropriate committee depending upon the professional services to be provided) shall evaluate the firms' submittals and determine a short list of firms to be interviewed, and interview the short list firms. A summary of the selection process and the rationale for the recommended consultant shall be provided with the institutional request for Board approval of the consultant. Board approval of the selection of the consultant shall be sought as part of the Register of Capital Improvement Business Transactions; the Board Office shall approve the negotiated agreement.

Proposed Policy

For feasibility study agreements with a total anticipated cost between \$50,000 and \$149,999, including reimbursables, the institution shall determine the process for selection of the consultant. For feasibility study agreements with a total anticipated cost of \$150,000 or more, including reimbursables, the institution shall advertise its need for services and an institutional Architectural Selection Committee (or other appropriate committee depending upon the professional services to be provided) shall evaluate the firms' submittals and determine a short list of firms to be interviewed, and interview the short list firms. The Board Office shall approve the selection of the consultant and the agreement for all feasibility study agreements with anticipated costs of \$50,000 or greater; the institution shall provide the Board Office with a description of the selection process and the rationale for selection of the consultant with its request for approval.