Designer selection procedures
Legal framework

• Article 3D. Procurement of Architectural, Engineering, Surveying Services, and Construction Manager at risk services

§ 143-64.31. Declaration of public policy.
(a) Advertisement, selection based on qualification, good faith efforts to notify minority firms.
(a1) Definition of resident firm.

NC ADMINISTRATIVE CODE- SUBCHAPTER 30D - STATE BUILDING COMMISSION DESIGNER AND CONSULTANT SELECTION- Prescribes selection procedures.

01 NCAC 30D .0101 AUTHORITY

• The University of North Carolina and the General Assembly which shall be responsible and accountable for the final selection of designers and the final selection of consultants for capital projects in which they are the funded agencies.
Unc System Framework

Designer Selection Procedures for the University of North Carolina and its Constituent Institutions

https://www.northcarolina.edu/info/vendors/Attachment_3_2-08.pdf

- **Purpose:** The UNC system shall establish its own procedures for designer or consultant selection.
- All constituent institutions must follow the procedures.
- In general, all State Building Commission prescribed policies for designer selection as outlined in the NCAC Subchapter 30D apply to constituent institutions of The University of North Carolina.
UNCG Designer Selection Procedures  
(based on UNC System procedures)

Purpose:

These procedures are based on the belief that the realization of superior facilities and environments begins by selecting the best qualified designers. These procedures intend to guide this process in order to engage the best qualified professionals to address the functional, fiscal, and aesthetic requirements of each project. The selection process is managed by the Facilities Design and Construction department.

Major projects- Projects with expenditure of more than $500,000

- Step 1- Project Identification
- Step 2- Public Announcement
- Step 3- Receive Letters of Interest
UNCG Designer Selection Procedures

• **Step 4- Pre selection committee- Suggesting BOT participation**
  • Membership:
    – 2-3 members form the department user
    – Director of FDC, University Architect (or AD for Construction), Project Manager, HUB Coordinator, AVC Facilities
  • Example:
    – Dining Hall Renovations designer selection: Mike Byers, Terry Cartner, Fred Patrick, Howard Doyle, David Reeves, Tony Phillips, Jorge Quintal.
UNCG Designer Selection Procedures

• **Step 5- Short List**

• **01 NCAC 30D .0303 SELECTING CRITERIA**

The pre selection committee reviews submissions from interested firms and makes a recommendation for at least three, and no more than six firms to be interviewed. In selecting the firms to be interviewed, the pre-selection committee takes into consideration qualification information including such factors as:

– Specialized or appropriate expertise in the type of project (*experience of proposed design team members in projects of similar type, for example, new construction, renovation, research laboratory, dining facility*).

– Past performance on similar projects (*performance record of the firm on similar project, including checking references with the user representative at other institutions on how the firm performed*).

– Adequate staff and proposed design or consultant team for the project (*sufficient staff for the size of the proposed project, not only from the designer of record but also from the proposed consulting team*).
UNCG Designer Selection Procedures

- Current workload and State projects awarded (number of project under contract with State agencies).

- Proposed design approach for the project including design team and consultants (proposed design team approach or process, not only of the designer of record but also from the proposed consulting team, how they would go about approaching the design of the project).

- Recent experience with project costs and schedules (record of recent projects completed within budget and time, confirm with representatives of other projects and other entities the design team performance of cost and schedules).

- Construction administration capabilities (design team construction administration standard procedures and proposed personnel).
UNCG Designer Selection Procedures

- Proximity to and familiarity with the area where the project is located (location of the design team main office serving the project, and experience of the firm working in the area where the project is located, knowledge and familiarity with UNCG campus environment).

- Record of successfully completed projects without major legal or technical problems (record of projects completed in the last several years without major legal or warranty or latent defects).

- Other factors which may be appropriate for the project.

- HUB participation on the design team and consultants (UNC system criterion). (HUB participation on the proposed design team).

• The importance of each of these factors may vary from project to project.

• A current SF-254 form should be submitted with the required letter of interest and information package.

• Review of references and designer evaluation data.
UNCG Designer Selection Procedures

• Step 6- Interview Briefing

• Step 7- Interview / Rank Order

• Step 8- Selection

• Step 9- Communication and Negotiation

• Step 10- Evaluation
UNCG Designer Selection Procedures

Minor Projects- Projects with expenditures of less than $500,000

• *Open-ended Design Service Agreements*
  – The University will maintain a group of designers to assist on small scale projects and to reinforce in-house design staff in responding to minor projects (projects with expenditures of less than $500,000). Selection of designers for projects with scope under $500,000 has been delegated to the Chancellor.
  – Fee per project limited to $30,000 and $50,000 for planning studies.
  – The pre-selection committee for minor projects.
UNCG Designer Selection Procedures