ACTION ITEM: Increase Chancellor delegation for appointment of designers for projects with authorized funding of $2,000,000 or less

BACKGROUND INFORMATION:

The University of North Carolina System Policy Manual, Appendix 1, Property and Buildings, indicates that the Board of Trustees are responsible for the appointment of architects and engineers for buildings and improvements requiring such professional services.

The University of North Carolina System Design and Construction Guidelines, section III - Selection of Designer, encourages Boards of Trustees to adopt procedural steps or delegations of authority to campus administrators to expedite designer selection and to approve selections on a timely basis to assure that projects proceed expeditiously. Further, these guidelines state that G.S. 143-135.26 establishes a 60-day time limit from funding authorization to selection of designer and that all campuses should take steps to assure that these limits are met.

At the November 9, 1995 meeting of the Board of Trustees, the Board authorized the Chancellor, ex-officio, to appoint architects and engineers for projects with authorized funding of $500,000 or less, and requires the Chancellor to report all such appointments to the Board at its next meeting. Appointment of architects and engineers for projects with authorized funding greater than $500,000 rests with the Board of Trustees.

The purpose of the request for the increase in delegation to the Chancellor for appointment of architects and engineers for projects with authorized funding less than $2,000,000 is to reduce the designer appointment time which in turn will reduce the project implementation time.

Most of the projects with authorized funding of $2,000,000 are repair and renovation type projects.

Considerations:

The UNCG BOT meets four times per year, in September, December, February and May.

The University of North Carolina System developed Design and Construction Guidelines indicate that the designer selection process closely follows the North Carolina Administrative Code (NCAC) requirements.

The pre-selection process indicated in the NCAC for projects with funding greater than $500,000 requires among other items: 1) creation of a pre-selection committee for review and evaluation of letters of interest submitted by interested firms; 2) advertisement of a solicitation for professional architectural and or engineering services for no less than 15 days, except for emergencies; 3) the pre-selection committee to conduct interviews with no less than three firms and prepare a
recommendation for appointment by the Board. This is a six week process and the start of the process depends on key factors such as when funding is received for the project and the project schedule, including the desired construction time frame.

The current process for preparation and review of materials to be submitted to the Board for appointment of architects and engineers requires that the designer pre-selection process is completed approximately three weeks before the date of the BOT meeting.

Therefore in instances in which the pre-selection process started at such time that it can be completed three weeks prior to the Board meeting, the appointment of designers for projects with funding between $500,000 and $2,000,000 is a nine week process. However, when the pre-selection process starts at other times, the appointment of designers for these projects might last as long as 12 weeks.

Increasing the Chancellor’s delegation to appoint designers and architects for projects with authorized funding of $2,000,000 or less, would result in reducing the schedule for appointment of designers to approximately six weeks and allow UNCG to execute these projects in a more efficient manner.

RECOMMENDED ACTION:

The Board of Trustees of The University of North Carolina at Greensboro increases the delegation of the Chancellor to appoint designers and architects for projects with authorized funding of $2,000,000 or less and authorized the Chancellor to report all such appointments to the Board at its next meeting.

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