

51.02 Selection of Architect/Engineer Design Team, Design-Build Team and Construction Manager at Risk Firm

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Policy Statement

This policy establishes a process to select the services of architect/engineer (A/E) design teams, design-build (D-B) teams and construction manager at risk (CMAR) firms.

Reason for Policy

This policy complies with the Government Code, Chapter 2254, and the Education Code, Chapter 51, for the selection of architects, engineers, D-B teams and CMAR firms.

Procedures and Responsibilities

1. GENERAL

The Board of Regents (board) of The Texas A&M University System (system) delegates the approval of the selection of a project A/E design team, D-B team and CMAR firm for construction projects to the chancellor, or designee, giving a seven (7) day notice to the board to give exception to the ranked order. The board also delegates the approval of the selection of a contractor on competitively bid projects to the chancellor. The selection of the A/E design team will be based on, among other factors, team members' professional qualifications, design expertise for the project type and performance in the field. Also considered will be the system's past experience, if any, with the team members, to include timeliness of design delivery, quality of design, responsiveness and skill in solving design and construction problems, and ability to design within budget.

2. ARCHITECT/ENGINEER SELECTION PROCESS FOR MAJOR CONSTRUCTION PROJECTS

In selecting A/E design teams for major construction projects as defined in System Policy 51.04, *Delegations of Authority on Construction Projects*, the following process will be used:

- 2.1 Facilities Planning and Construction (FPC) will develop a Request for Qualification (RFQ) which will describe the project, requirements for a response to the RFQ and evaluation criteria. The RFQ will be advertised on the *Electronic State Business Daily*.
- 2.2 Each team response to the RFQ will be required to present its qualifications for evaluation by the selection recommendation committee (selection committee).
- 2.3 FPC will develop an evaluation criterion that identifies the A/E design team's competence, credentials and commitment to the project and the system for use by the selection committee in evaluating team responses.
- 2.4 The selection committee will evaluate responses to the RFQ based on established criteria. The selection committee will identify and rank the top three or more responses to the RFQ. The selection committee at its option may interview one or more of the top ranked respondents.
- 2.5 The selection committee members' rankings are submitted to the chief facilities planning and construction officer for tabulation and determination of the selection committee's recommended order of ranking.
- 2.6 The chief facilities planning and construction officer then submits the ranked order, along with an evaluation of the top three or more respondents and a description of the project, to the chancellor for approval and to the board, giving a seven (7) day notice to the board to give exception to the ranked order.
- 2.7 For an emergency selection of an A/E design team due to time, as agreed to by the chancellor, the chief facilities planning and construction officer may identify three or more firms and request that they form a team and present their written qualifications. The responses are evaluated, ranked and approved as indicated in Sections 2.3 through 2.6.

3. DESIGN-BUILD TEAM SELECTION PROCESS FOR MAJOR CONSTRUCTION PROJECTS

In selecting a D-B team for major construction projects as defined in System Policy 51.04, *Delegations of Authority on Construction Projects*, the following process will be used:

- 3.1 FPC will develop a RFQ which will describe the project, requirements for a response to the RFQ and evaluation criteria. The RFQ will be advertised on the *Electronic State Business Daily*.
- 3.2 Each D-B team response to the RFQ will be required to present its qualifications for evaluation by the selection committee.

- 3.3 FPC will develop an evaluation criterion that identifies the team's competence, credentials and commitment to the project and the system for use by the selection committee in evaluating D-B teams.
 - 3.4 The selection committee will review responses to the RFQ based on established criteria. The selection committee will identify no more than five (5) responses that will be asked to respond to a Request for Proposal (RFP).
 - 3.5 The selection committee will evaluate the responses to the RFP and rank the responses based on established criteria. The selection committee at its option may interview one or more of the top ranked respondents.
 - 3.6 The selection committee members' rankings are submitted to the chief facilities planning and construction officer for tabulation and determination of the selection committee's recommended order of ranking.
 - 3.7 The chief facilities planning and construction officer then submits the ranked order, along with an evaluation of the top three to five respondents and a description of the project, to the chancellor for approval and to the board giving a seven (7) day notice to the board to give exception to the ranked order.
4. CONSTRUCTION MANAGER AT RISK FIRM SELECTION PROCESS FOR MAJOR CONSTRUCTION PROJECTS

In selecting a CMAR firm for major construction projects as defined in System Policy 51.04, *Delegations of Authority on Construction Projects*, the following process will be used:

- 4.1 FPC will develop a RFP which will describe the project, requirements for a response to the RFP and evaluation criteria. The RFP will be advertised on the *Electronic State Business Daily*.
- 4.2 Each CMAR firm's response to the RFP will be required to present its qualifications and design approach for evaluation by the selection committee.
- 4.3 FPC will develop an evaluation criterion that identifies the firm's competence, credentials and commitment to the project and the system for use by the selection committee in evaluating CMAR firms.
- 4.4 The selection committee will evaluate responses to the RFP based on established criteria. The selection committee will identify and rank the top three to five responses to the RFP. The selection committee at its option may interview one or more of the top ranked respondents.
- 4.5 The selection committee members' rankings are submitted to the chief facilities planning and construction officer for tabulation and determination of the selection committee's recommended order of ranking.

4.6 The chief facilities planning and construction officer then submits the ranked order, along with an evaluation of the top three to five respondents and a description of the project, to the chancellor for approval and to the board, giving a seven (7) day notice to the board to give exception to the ranked order.

5. ARCHITECT/ENGINEER SELECTION PROCESS FOR MINOR CONSTRUCTION PROJECTS MANAGED BY FACILITIES PLANNING AND CONSTRUCTION

In selecting A/E design teams for minor construction projects as defined in System Policy 51.04, *Delegations of Authority on Construction Projects*, the chief facilities planning and construction officer will submit a best value or ranked order recommendation to the chancellor for approval.

Related Statutes, Policies, or Requirements

[Texas Government Code § 2254.004](#)

[Texas Education Code §§ 51.776 – 51.785](#)

Contact Office

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