

 The University of British Columbia Board of Governors	Policy No.: 126	Approval Date: May 1991
	Version No.: 2	Last Revision: September 2005
	Next Review: Annually	
Responsible Executive: Vice-President, External and Legal Affairs		
Title: Selection and Appointment of Prime Consultants for Major Projects		

POLICY TITLE: Selection and Appointment of Prime Consultants for Major Projects

1. Scope

- 1.1. Unless specific arrangements are mandated by the Board of Governors, this Policy shall apply to the selection of Prime Consultants for Major Projects.
- 1.2. Where the Board of Governors mandates specific arrangements for a Major Project (such as a design competition), the procedures for such special arrangements shall be determined by the Responsible Executive.

2. General

- 2.1. A Prime Consultant shall be selected and appointed from among qualified architectural or engineering firms which demonstrate suitable skills, ability and experience for the proposed project and which are in good standing with the appropriate professional association in British Columbia. A candidate's history of working with the University will also be considered. Equal opportunity for consideration will be given to all interested firms.
- 2.2. There shall be a Selection Advisory Committee that shall consider potentially suitable firms and, through its Chair, recommend a short list of candidates (normally three but not less than two) to the Responsible Executive for presentation to the Board of Governors.
- 2.3. The Board of Governors shall consider the short list and, if in agreement with the short list, authorize the Project Manager, in collaboration with the University Counsel, to negotiate an appropriate contract with any of the short-listed candidates.

3. Definitions

- 3.1. *Prime Consultant* is an architectural or professional engineering firm registered in British Columbia with responsibilities assigned by the University, including coordination of the sub-

consultants retained by the University so as to ensure all work is performed in accordance with the plans and specifications.

- 3.2. *Major Projects* are those academic and/or institutional construction projects that have a major campus impact as determined by the Responsible Executive in consultation with the Chair of the Property and Planning Committee of the Board of Governors.
- 3.3. *Project Manager* is the person, administrative unit, or entity charged with the management of a particular Major Project by the Vice-President, Administration and Finance.

<u>Approval</u>	
Certified Approved by Board of Governors	September 29, 2005
	Date Approved
<i>"Nina Robinson"</i> (signature or seal)	November 15, 2005
Board Secretary	Date Signed/Sealed

	Policy No.: 126	Authorized Procedures	Procedure Version No.: 1	Approval Date: May 1991
	Version No.: 2			Last Revision: September 2005
Title: Selection and Appointment of Prime Consultants for Major Projects				
Related Procedures, Materials, And Notes Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."				

PROCEDURES

1. Prime Consultant Selection Process

- 1.1. The Responsible Executive may, in consultation with the Chair of the Property and Planning Committee of the Board of Governors, designate an academic and/or institutional construction project as having a major campus impact and therefore falling within the definition of Major Projects. The Vice-President, Administration and Finance shall designate the Project Manager for a particular Major Project as follows:
 - 1.1.1. if the Major Project is located at UBC Vancouver:
 - UBC Properties Trust;
 - Land and Building Services; or
 - some other person or administrative unit or entity; and
 - 1.1.2. if the Major Project is located at UBC Okanagan:
 - UBC Properties Trust;
 - Office of the Associate Vice-President, Operations, UBC Okanagan; or
 - some other person or administrative unit or entity.
- 1.2. The Project Manager will assess a proposed Major Project to determine the type of consultant services required and will develop a project brief for use in the Prime Consultant selection process.
- 1.3. The Project Manager will issue a public Request for Expression of Interest (“RFEOI”) inviting interested candidates to prepare submissions for Major Project.

- 1.4. Upon receipt of responses to the RFEOI, the Project Manager will prepare, for the Selection Advisory Committee, a list of interested candidates.
- 1.5. The Responsible Executive will form a Selection Advisory Committee consisting of:
 - University Architect, Chair;
 - Project Manager;
 - Associate Vice-President, Planning, or delegate;
 - Director of UBC School of Architecture, or delegate;
 - Chief Executive Officer of UBC Properties Investments Ltd., or delegate;
 - Associate Vice-President, UBC Business Operations and Supply Management, or delegate;
 - Director of Land and Building Services, Plant Operations for Major Projects at UBC Vancouver, or Deputy Vice Chancellor and Associate Vice-President, Operations, UBC Okanagan for Major Projects at UBC Okanagan, or delegates;
 - A person from among the intended occupants of the proposed Major Project; and
 - Others as may be appropriate, as determined by the Responsible Executive.
- 1.6. The Selection Advisory Committee shall review candidates, may interview potentially suitable candidates, and will develop a short list of candidates (normally three but not less than two). The short-listed candidates will be provided with the project information, including the space and functional programs, equipment requirements, site analysis, preliminary budgets and development schedule. Each of the short-listed candidates will be asked to provide a comprehensive proposal, including the proposed fee structure to the Project Manager.
- 1.7. Selection of the short-list candidates will be based on specific criteria, including without limitation:
 - project experience/relevant work
 - methodology and design philosophy
 - available personnel and responsibilities
 - financial health
 - candidate's and its key personnel's history of working with the University
- 1.8. The Project Manager and the University Architect (or designate of the University Architect) may communicate directly with any or all of the short-listed candidates in order to clarify and confirm any aspect of their respective proposals and to obtain any additional information including, but not limited to the fee schedule and work schedule that the candidate proposes for the Major Project. These communications may occur in writing, in person, by teleconference, or by any other means that the Project Manager and the University Architect determine to be appropriate. The Project Manager and the University Architect will select a mutually preferred candidate from amongst the short-listed candidates and report their selection to the Selection Advisory Committee. If the Project Manager and the University Architect are unable to agree on a mutually preferred candidate, the matter will be referred to the Responsible Executive for determination.

- 1.9. The short list will be considered by the Responsible Executive and, with his/her concurrence, taken to the Board with a request for authorization to negotiate an appropriate contract with any of the short-listed candidates.

- 1.10. The Project Manager shall, in collaboration with the University Counsel or his/her designate, negotiate an appropriate contract, including sufficient and satisfactory insurance with the preferred candidate.

- 1.11. If the Project Manager is unable to reach an appropriate contract with the preferred candidate, the Project Manager and the University Architect (or designate of the University Architect) may select another candidate from the short-listed candidates. If the Project Manager and the University Architect are unable to agree on the new selection, the matter will be referred to the Responsible Executive for determination.

- 1.12. Once an approved contract has been executed with the Prime Consultant, the Project Manager will direct the Prime Consultant to prepare conceptual drawings and submit application for permits in accordance with the applicable development approval process.

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