

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration

NUMBER: 01.B.02

AREA: Facilities and Physical Plant

SUBJECT: Selection of Architectural and Engineering Firms

1. PURPOSE

This administrative memorandum assigns responsibilities for the selection and recommendation of architectural and engineering firms to provide professional services to the System for construction and renovation projects.

2. POLICY

2.1. It is the objective of the Board of Regents to achieve efficiency in the expenditure of University funds for professional services and consulting contracts and to prevent favoritism and the appearance of favoritism through the selection process.

2.2. [Board Policy 53.03](#) outlines the general guidelines to be followed in the selection and approval of professional services and general contractors for construction and renovation projects. The selection of architect, engineers and other professional services are also governed by the requirements of [Texas Government Code 2254.004](#). The [Chancellor's Delegations of Authority](#) web page also provides the contract approval structure for System employees to follow when engaging architectural and engineering firms.

2.3. The Associate Vice Chancellor for Facilities/Construction Management is responsible for promulgating project delivery rules and procedures that comply with Board Policy, the [Chancellor's Delegations of Authority](#) to the System component universities and all applicable laws, rules and regulations.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Facilities/Construction Management

Review: Every three years on or before August 31

4. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: June 14, 2016

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	01/03/1995	Initial edition
2	04/07/2008	Applied revised SAM template to meet current documentation standards. Revised Section 1.1 to emphasize responsibilities for selection of architectural and engineering firms for construction and renovation projects. Changed Board Policy from 41.03 to 53.03 in Section 2.2. Added Chancellor's Delegation of Authority web page for providing contract approval structure in Section 2.2. Revised Section 2.3 to add Associate Vice Chancellor for Plant Operations to convey rules and procedures according to Board Policy and Chancellor's Delegation of Authority to System component universities. Removed Sections 2.3 through 2.7, and removed Sections 3, 4, and 5. Changed responsible party from Vice Chancellor for Administration to Associate Vice Chancellor for Plant Operations. Changed review period from even numbered years on or before March 1 st to every three years on or before August 31 st . Added Interim Vice Chancellor for Administration and Finance to approval process
3	06/14/2016	Added Texas Government Code 2254.004 for selection of architect, engineers and other professional services in Section 2.2. Changed responsibility for project delivery rules and procedures from the Associate Vice Chancellor for Plant Operations to the Associate Vice Chancellor for Facilities/Construction Management in Section 2.3. Changed responsible party from Associate Vice Chancellor for Plant Operations to Associate Vice Chancellor for Facilities/Construction Management