

**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

- 1.1. 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 [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 Plant Operations is responsible for promulgating rules and procedures that comply with Board Policy and the Chancellor's Delegations of Authority to the System component universities.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Plant Operations

Review: Every three years on or before August 31

4. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: April 7, 2008