

ADMINISTRATIVE DIVISION Administration and Finance
POLICY NUMBER FCMN 1.00
POLICY TITLE Procurement of Architectural/Engineering and Other Professional Services Related to Facilities Design and Construction
SCOPE OF POLICY USC System
DATE OF REVISION June 1, 2021
RESPONSIBLE OFFICER Chief Operating Officer
ADMINISTRATIVE OFFICE Procurement Office

PURPOSE

This policy provides guidance for the procurement of Architectural/Engineering and other professional services related to design and construction.

POLICY STATEMENT

The offices of Facilities Procurement, Facilities Planning, Design and Construction, and Facilities Services, shall assist all campuses in procuring Architectural/Engineering and other professional services related to design and construction. The University will follow procedures consistent with the requirements of the South Carolina State Fiscal Accountability Authority's Manual for Planning and Execution of State Permanent Improvements, SC Consolidated Procurement Code Title II Chapter 35, 11-35-3220 and SC Code of Laws 2-47-50.

PROCEDURES

A. Procurement of Large Professional Service Contracts (in excess of \$50,000) and Large Indefinite Quantity Contracts (IDQ):

1. Establishment of Permanent Improvement Project (PIP) or Non-PIP

In accordance with the Manual for Planning and Execution of State Permanent Improvements, Part I (Manual Part I) and the University of South Carolina's Policies and Procedures manual (see University Policy FCMN 1.06 Establishment of Permanent Improvement Projects), a Permanent Improvement Project (PIP) or a Non-Permanent Improvement Project (non-PIP) will first be established. The process of advertising and selecting an Architectural/Engineering firm may begin prior to the establishment of a PIP or non-PIP. No contract can be signed until project approval is received.

2. Agency Selection Committee

An Agency Selection Committee shall be established in accordance with the requirements of State Fiscal Accountability Authority's Manual for Planning and Execution of State Permanent Improvements, latest edition, and the following:

- a. Columbia Campus - The Agency Selection Committee will be designated by the President, or designee, upon the recommendation of the Associate Vice-President (AVP) of Facilities Planning, Design and Construction. It will include a representative from the office of Facilities Planning, Design and Construction, representatives of the department(s) that will occupy the building or renovated area and any other appropriate individuals. The President, or designee, shall assign a Chairman of the Committee to serve as a permanent member of the selection committee for the purposes of coordinating and accounting for the committee's work. The AVP of Facilities Planning, Design and Construction will ensure there is diverse representation on every committee. A member of the Board of Trustees may be invited to participate as a voting or non-voting member on a case-by-case basis.
- b. Comprehensive and Palmetto College Campuses - The Agency Selection Committee will be appointed by the President, or his designee, upon the recommendation of the Chief Administrative Officer (CAO) of the requesting campus in consultation with the AVP of Facilities Planning, Design and Construction. The Agency Selection Committee will consist of a member of the local Higher Education Commission, the AVP of Facilities Planning, Design and Construction (or designee), and other appropriate staff including representatives of the comprehensive or Palmetto College campus. The President shall designate a Chairman of the Committee to serve as a permanent member of the selection committee for the purposes of coordinating and accounting for the committee's work. The AVP of Facilities Planning, Design and Construction will ensure there is diverse representation on every committee. A member of the Board of Trustees may be invited to participate as a voting or non-voting member on a case-by-case basis.
- c. Each Committee Member is required to complete Form SE-214, Conflict of Interest & Confidentiality of Information Certification, prior to the determination of which persons or firms are to be interviewed.

3. Advertisement

The Procurement Officer shall prepare a draft advertisement for professional services on the State Engineer's form SE-210. The Chief Administrative Officer (CAO) of the requesting campus may assist in preparing the draft. Once the draft is prepared, the Agency Selection Committee shall review and approve the draft by majority vote. The advertisement shall be in accordance with the requirements of the State Fiscal Accountability Authority's Manual for Planning and Execution of State Permanent Improvements, latest edition. The Procurement Officer will submit the advertisement to the State Engineer's Office for approval and must be advertised formally in an official state government publication. The requesting campus may also request that the Procurement Officer advertise for such services in a local newspaper or additional newspapers of general state circulation. An advertisement for professional services may not be published prior to the State Engineer's approval.

4. Establishment of Professional Firm Interview List

The Agency Selection Committee shall evaluate all firms that submit proposals and select the firms to be interviewed. A minimum of three (3) firms shall be interviewed. If less than three firms respond, all respondents shall be interviewed. The Procurement Officer will complete form SE-212, Notification of Selection for Interview and post to the public.

4. Selection of Top Professional Firms and Prioritizing of Candidates

The firms on the interview list will be invited by the Procurement Officer to make personal presentations of their qualifications to the Agency Selection Committee. The Agency Selection Committee will evaluate the firms based on the criteria outlined in the state procurement guidelines. Form SE-215, "Architect-Engineer Evaluation", shall be completed by each voting member of the Agency Selection Committee. The Chairman of the committee will complete form SE-217, Agency Selection Committee Summary", which shall indicate the committee's ranking order of the firms interviewed and data substantiating its determinations. Following the committee's determination of which firm was ranked number one, and SE-219, Notice of Selection for Contract Negotiation, will be posted to the public.

5. Professional Services Contract

When it is determined by the agency that the ranking report is final, a contract shall be negotiated by university representatives designated by the President, in accordance with the State Fiscal Accountability Authority's Manual for Planning and Execution of State Permanent Improvements. During the negotiation of the contract, assistance may be obtained from the State Engineer. While the negotiated contract should be signed by the person or firm offering the professional service, it should not be signed by the University until after the approval from the State Engineer has been received.

6. Office of State Engineer's Approval

After consultation with the AVP of Facilities Planning, Design and Construction concerning the results of the Agency Selection Committee's actions and the recommendations of the Board of Trustees, the Procurement Officer will prepare and submit to the State Engineer's Office the following:

- a. Form SE-220 "Professional Services Selection Approval Request".
- b. A copy of the tentative contract signed by the person or firm offering the professional services.
- c. Any other documentation, as required.
- d. Cover letter transmitting the above documents to the State Engineer

7. Appointment of Professional Firm

Upon approval of the State Engineer, the Procurement Officer shall forward the original contract to the Office of General Counsel with a cover memo and Contract Approval Form signed by the AVP of Facilities Planning, Design and Construction. The Professional Services Contract (PSC) shall be signed by a University representative authorized by the Board of Trustees (currently, the President of the University, Secretary of the Board of Trustees, Executive Vice President for Academic Affairs, and the Chief Executive Assistant to the President). One executed original is retained by the Office of the General Counsel. Procurement will forward an executed copy to the architect/engineer and retain one executed copy for their files in Procurement and the offices of Facilities Planning, Design and Construction.

B. Small Professional Services Contracts and Small Indefinite Delivery Contracts (IDCs)

Small contracts for professional services are defined as contracts that can be negotiated for fees of \$50,000 or less, excluding reimbursements. Small IDC contracts for professional services are defined as contracts that can be used for multiple projects over a two-year term that do not exceed \$50,000. The offices of Procurement and Facilities Planning, Design and Construction shall assist a campus or department requiring professional services that can be provided under this category. The following procedures must be followed.

1. Selection and Negotiation of Contract

The requesting campus or department shall advise the AVP of Facilities Planning, Design and Construction of their intent to commission professional services. The selection of the professional firm shall be in accordance with State Fiscal Accountability Authority's Manual for Planning and Execution of State Permanent Improvements, latest edition, and the following:

- a. Columbia Campus - The selection and negotiation of small contracts for professional services shall be conducted by the office of Facilities Planning, Design and Construction.
- b. Comprehensive and Palmetto College Campuses - The selection and negotiation of small contracts for professional services may be conducted by the Chief Administrative Officer CAO of the system campus. Upon written request, the office of Facilities Planning, Design and Construction will assist the system campus with the selection and negotiation process. The system campus shall provide information to complete the required State Engineer's form SE-230, an original of the tentative contract signed by the professional firm but not by the University.

2. Contract Approval

- a. Facilities Procurement will report all executed small Professional Service contracts and small Indefinite Delivery contracts to the State Engineer's Office. Contracts cannot be signed by the University prior to receipt of the State Engineer's approval.

- b. Facilities Planning, Design and Construction will submit the Purchase Requisition to Purchasing and Facilities Procurement will Process the Purchase Order. Issuance of the Purchase Order is written authorization for the professional services firm to begin work.

3. Board of Trustees

Information related to contracts awarded in this category will be furnished to the Board of Trustees upon their request.

C. Professional Services - Hourly Basis

The Office of Facilities Planning, Design and Construction maintains professional services contracts with several architectural and engineering firms who provide various services on an "as needed" basis at predetermined hourly rates. A Comprehensive or Palmetto College campus that desires architectural, civil engineering, electrical engineering, surveying, mechanical engineering surveying, or testing services that are of a scope best handled on an hourly basis may request the services of these professional firms. The campus shall contact Facilities Planning, Design and Construction to request these services. Upon receipt of the completed request form, the AVP of Planning, Design and Construction, or their designee, will arrange for the proper consultant(s) to provide the desired services. The requesting campus will be charged for the services provided.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[FCMN 1.06 Establishment of Permanent Improvement Projects](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 1, 2021	Departmental name changes