

VII. STANDING COMMITTEES**B. Finance, Audit and Facilities Committee**Major Capital Project Approval Process - Proposal to ReviseRECOMMENDED ACTION:

It is the recommendation of the Administration and the Finance, Audit and Facilities Committee that the President be authorized to utilize project specific delegations of authority and a more streamlined approval process for major capital projects, using a “Project Presentation” approval method.

BACKGROUND:

Approval is requested to utilize a more streamlined approval process for major capital projects and allow projects to proceed in a more expeditious manner. The new approval process will result in major capital projects presented to the Board of Regents (BOR) fewer times by utilizing project specific delegations of authority to the Executive Vice President for award of the design and construction contracts.

Each major capital project currently is presented to the BOR for specific approvals of: 1) project budget establishment, 2) design contract appointment, 3) alternative public works determination (if appropriate), and 4) construction contract award. Whenever practical, two or more approvals are combined into a single presentation; however, this is not always possible.

In addition to the above approvals each major project is presented to the BOR to set guidelines and review the Architectural Opportunities Report (AOR), if appropriate for the project, and/or to revise the budget if the cost forecast varies from the current approved budget by 10% or more. Additional informational presentations are also conducted at, or near, the completion of schematic design if appropriate for the project, and during the semi annual project status reports in March and October. Additional information regarding major capital projects is distributed in a written semi annual status report in January and July of each year focusing on the previous six month period. At this time there is no delegation of authority from the BOR on projects that have a budget greater than \$5,000,000

PROPOSAL:

Approving this proposal will result in some, although not all, major capital projects being presented to the BOR in a single presentation to receive all four of the typically-requested approvals at one time. This would be termed a “Project Presentation” and would present the scope of the project, cost estimate, schedule, contracting strategy and any significant risks or opportunities that could have an

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impact on the project. Following this presentation, Regent approval of the project budget and use of alternative public works (if appropriate) will be specifically requested. In addition, delegation of authority to the President will be requested to award the design and construction contracts, subject to these contract selections following the required regulations and policies, being within the approved budget and scope of work and funding being available. Awards made under these delegations would be reported back to the BOR as an action taken under specific delegated authority at the next regularly-scheduled BOR meeting.

The exact order of the approval process, as well as delegations of authority, could be modified with each project to best meet the needs of the University. In addition to the "Project Presentation", all other informational presentations and reports would be conducted as they are currently conducted.

The expected outcome, as a result of approval of this proposal, would be a more efficient execution of the project schedule. It is also expected to result in a more efficient use of the Board of Regents' time, without negatively affecting the visibility or control required by the Regents of each major project. On projects where the BOR determines that there is a need to be more involved, the Project Specific Delegation Authority can be written to accommodate those determinations.

Attached are sample documents to illustrate the modifications proposed.

ENCLOSURES:

Sample Action Item

BOR/AC Review Schedule for Major Capital Projects

UW Design Consultant Activity

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Sample Action Item

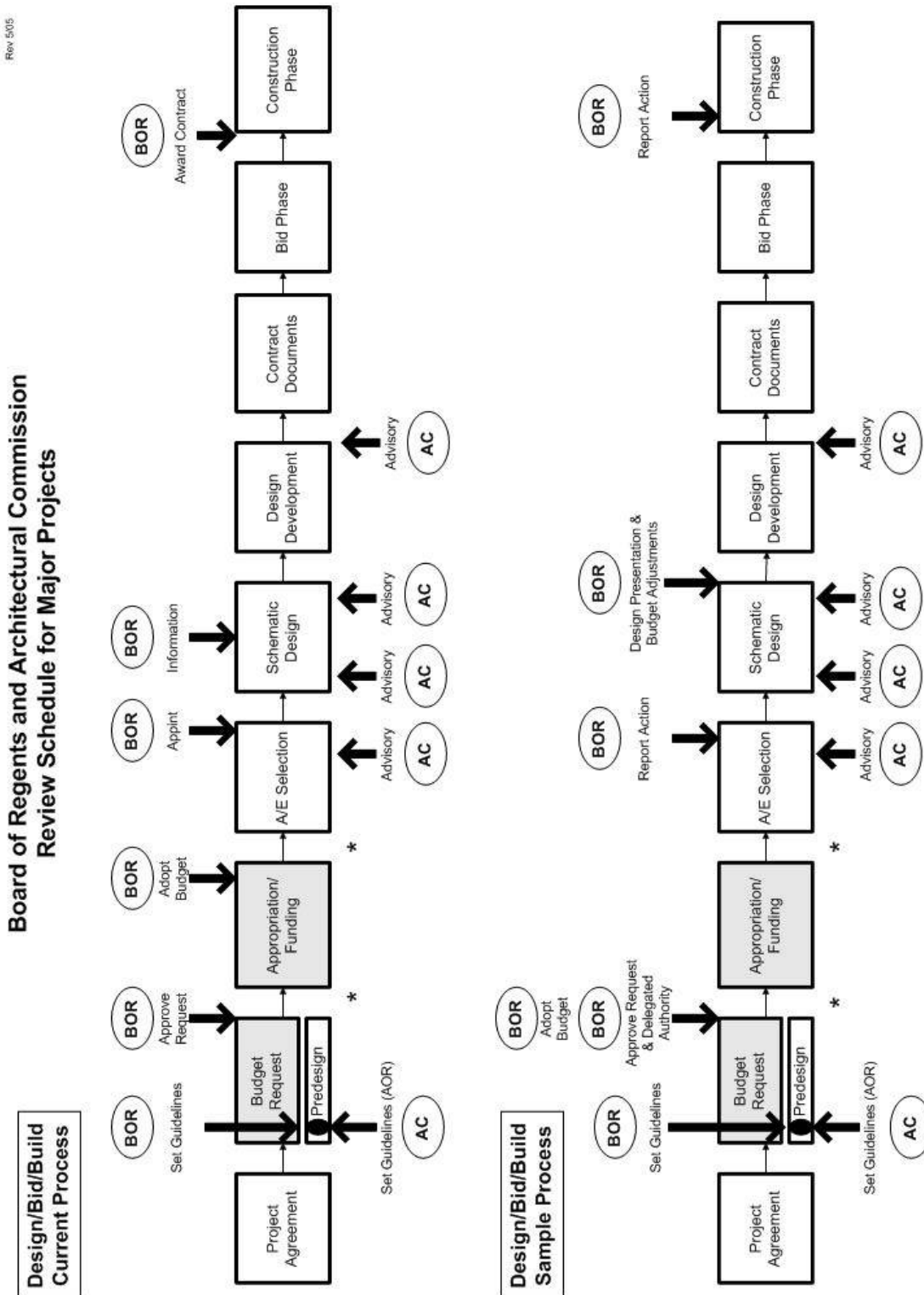
The action item request would typically read as:

“It is the recommendation of the administration and the Finance, Audit and Facilities Committee that project budget be established at \$12,000,000 for the Sample Project; that the use of alternative public works utilizing the GC/CM method be approved (as appropriate); and that the President be delegated authority to award design and construction contracts, subject to the scope, budget and funding remaining consistent with the established limits.” The Board of Regents had determined that the project will be reviewed for approval at the project milestones as outlined in the project presentation. Should the project budget increase by more than 10% the “Sample Project” will be returned to the BOR for review.”

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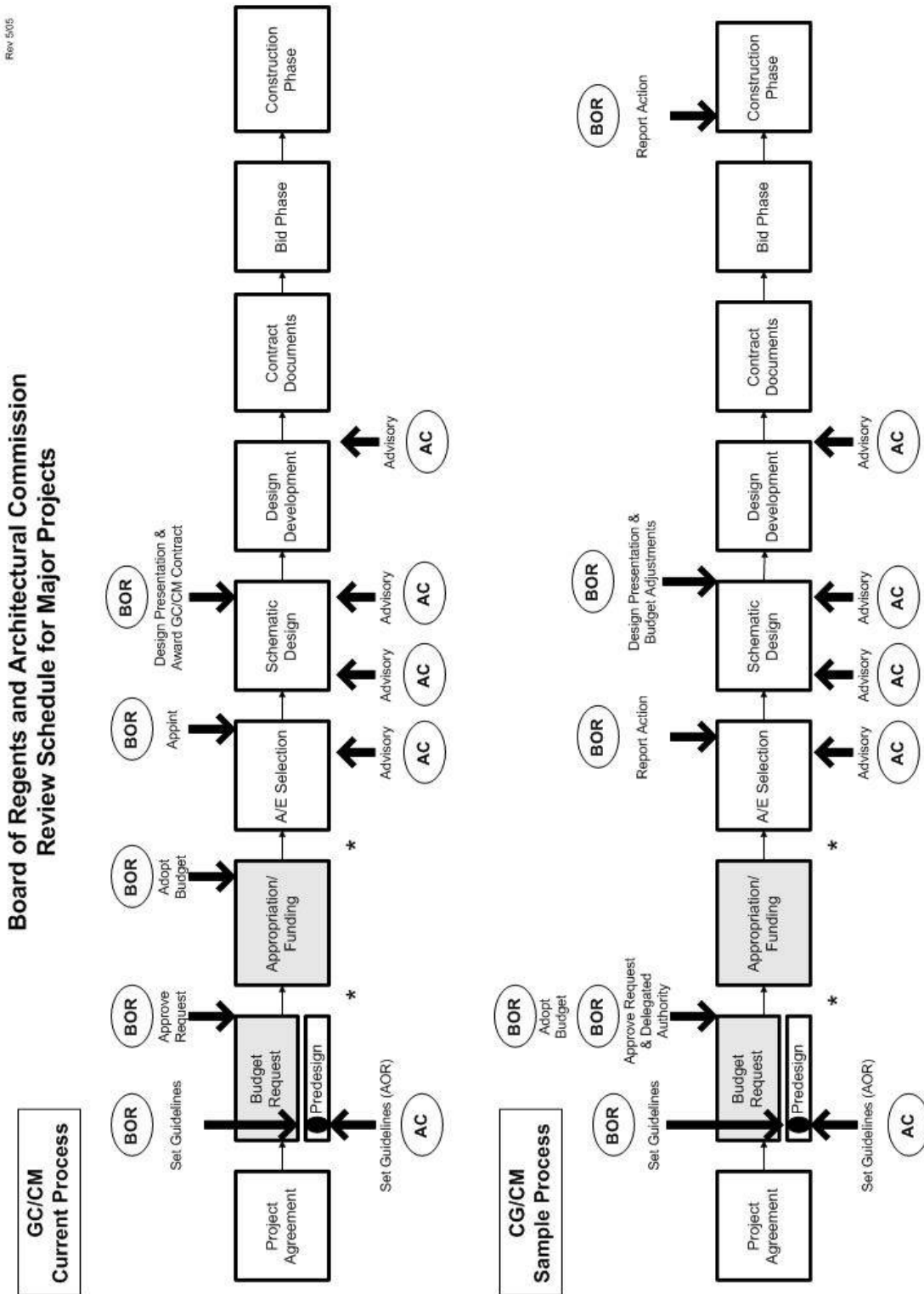
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UNIVERSITY OF WASHINGTON DESIGN CONSULTANT ACTIVITY

Agenda

- Applicable law and regulations
- University Policies
- Results

Scope

The Capital Projects Office manages the selection, hiring and administration of all architectural and engineering professionals to design public works projects at the University.

Statutory Requirements

- RCW 39.80.030: Advance publication requirements, which can be either to publish an announcement each time services are required or to publish a general announcement on types of services needed.
- RCW 39.80.040: Select the firm deemed to be “the most highly qualified” based on criteria established [by the University].
- AGO Opinion: Price may NOT be a factor in selection.

University Selection Process

- Annual ad for broad range of architectural and engineering services. Qualifications are kept in a file for use in selection process on smaller jobs.
- Design services for projects valued at over \$3 million are individually advertised.
- Design services for all master (term) agreements are advertised regardless of dollar value.
- Procedure developed to ensure that our selections fully comply with the State, UW and our CPO regulations and policies (procedure attached)

Criteria and Selection Process

Projects valued under \$1 million

- Project Manager develops criteria with input from appropriate departments.
- At least three firms are selected from the file for consideration.
- At least three people review the qualifications and make a preliminary selection.
- Request a proposal/review/negotiate with selected firm.

Projects valued over \$1 million

- For projects valued \$1 million to \$3 million, firms may be selected from file, but an interview is required.
- For projects valued over \$3 million, after advertising and evaluating RFQs, at least three firms are interviewed. Selection panel includes the University's architectural advisor.
- Architectural Commission evaluates design firms and recommends selection for all new buildings and major renovations.
- All consultant agreements for projects over \$5 million are approved by the Board of Regents.

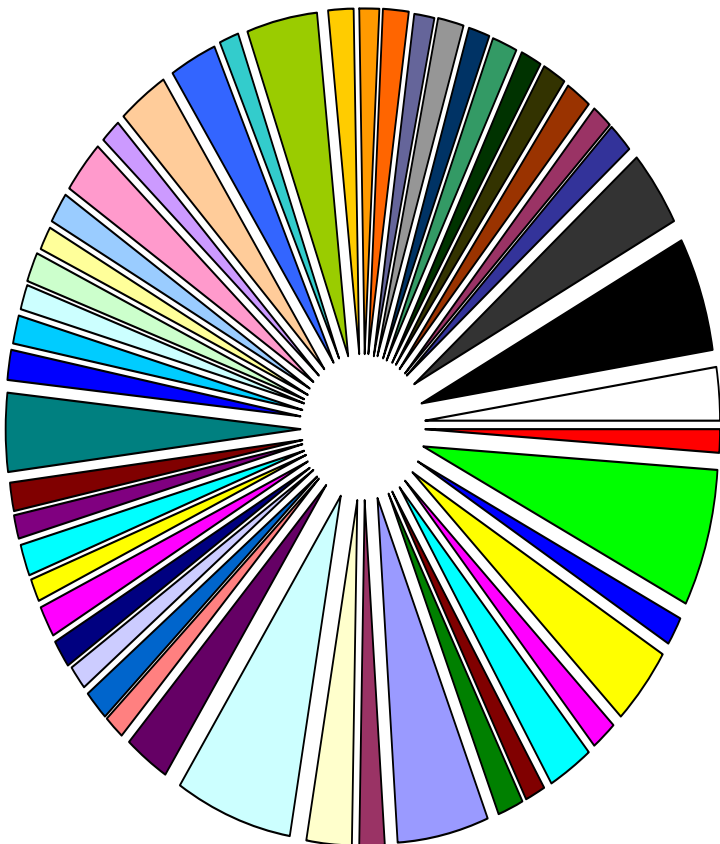
University of Washington Capital Projects Office		Procedure 4.10.05
Policies and Procedures		
Approved by:		Page 1 of 1 Date: May 2, 2005 Revised:
Related Policies:		

**PRO 4.10.05 Selecting Architectural/Engineering
Consultants – Selection Committee**

1. The Contracts Manager will be involved and in attendance at every consultant selection, whether it is an in-office consideration of firms from the 254 file, or an interview. This includes professional service agreements, A/E agreements and master agreements, no matter the size. If the project value is less than \$5 million, the Contracts Manager may choose to delegate his/her authority to one of his/her staff. For projects valued at over \$5 million and for all master agreements, the meetings will be attended by the Contracts Manager. If the Contracts Manager is unable to attend, his/her alternate will be the Director of Business Services. The purpose of this is to ensure that our selections fully comply with the State, UW and our CPO regulations and policies. This is also intended to ensure that there is commonality and consistency in our selection process. The contracts group will have a full vote in the selection and will have lead responsibility for negotiating terms, conditions and Attachment A costs.

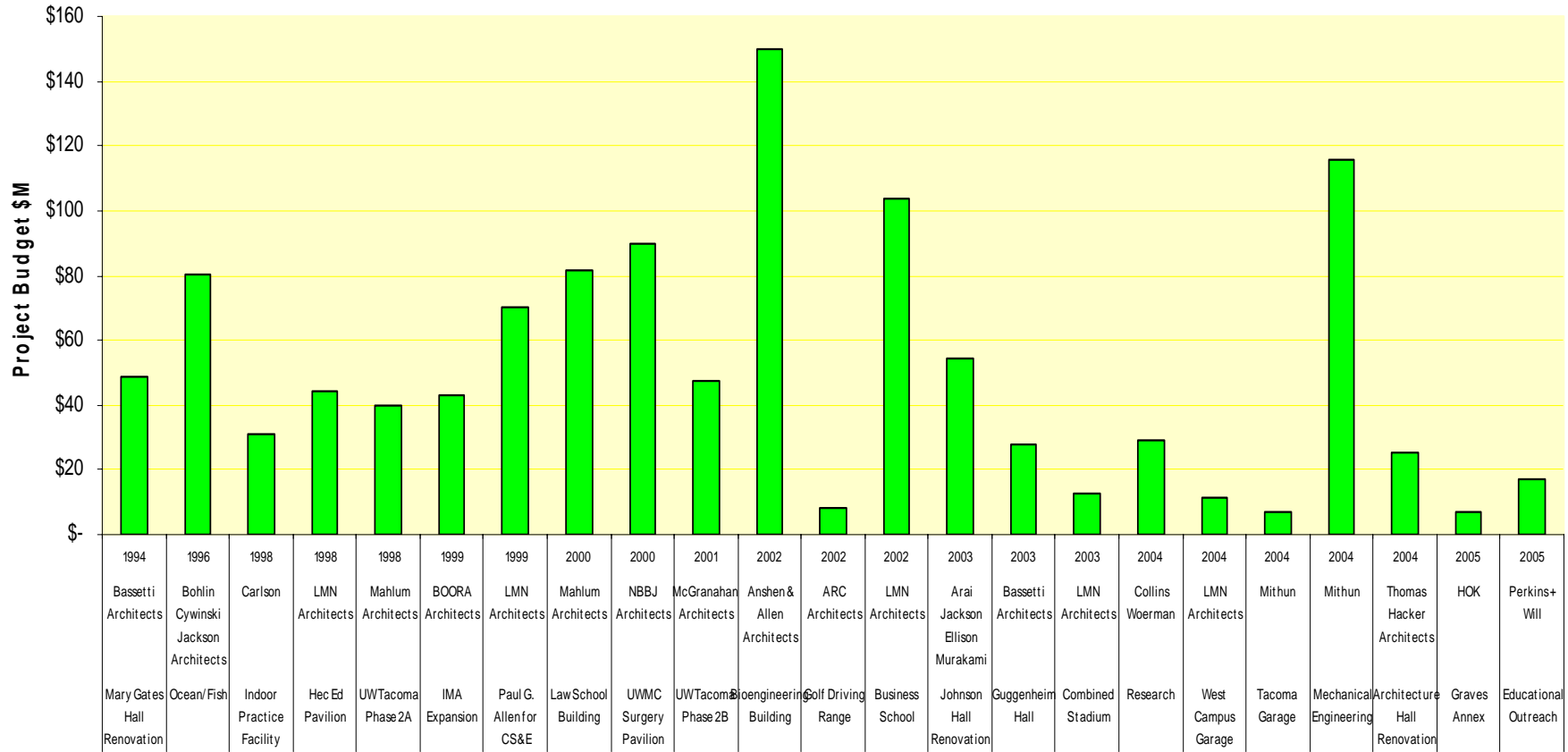
2. All master agreements where the combined total of all projects may exceed \$5 million, the Architectural Advisor and/or outside architect must be involved and in attendance. If the master agreement is for engineering services, then a representative from Plant Engineering must be involved; however, if Facilities Services is the client, the representative should come from the engineering community.

Combined Contract Distribution



- Abacus 4
- Arai Jackson Architects 2
- ATC 2
- BJSS Duarte Bryant Architecture 1
- BOLA 1
- Buffalo Design Incorporated 1
- Casne 1
- Coffman 3
- EISI Engineers 1
- Fredricks 1
- Hargis Engineers 1
- Integrus Architecture 1
- Mahlum 2
- MBT 3
- Miller Hull 1
- NBBJ Architects 1
- Parametrix 1
- PBS Environmental 1
- Schacht Aslani Architects 1
- Snyder Hartung Kane Strauss 1
- Stemper 4
- Susan Black & Associates, Inc. 1
- Thomas Hacker Architects 1
- Washington Group 1
- Wilson Jones Consulting 1
- Anshen & Allen Architects 1
- ARC 5
- Bassetti Architects 1
- Bohlin Cywinski Jackson Architects 1
- BOORA Architects 1
- Bumgardner 1
- CDI Engineers 1
- Collins Woerman 1
- Foster Wheeler 1
- Harbor 1
- Hoshide Williams Architects 2
- LMN Architects 2
- Merritt 1
- McGranahan Architects 1
- Mithun Partners 1
- Pace 1
- PB Architects 1
- RH2 Engineering 1
- Sciencetech 1
- Sparling 3
- Stock & Associates 2
- Taylor Gregory Butterfield Architects 5
- URS 3
- Wieland Lindgren Engineers 2
- Wood Harbinger, Inc. 1

Major Achitectural Projects 1994 - 2005



Master Agreements 2002 - 2005

Term Limit

