University Committee Charter

Committee: Agency Selection Committee (Architect/Engineer Selection)

Background and History: The Agency Selection Committee serves in an advisory capacity to the vice president for finance and operations on issues relating to the selection of architect, engineer, construction management and land surveying services by the University as identified in North Dakota Century Code (NDCC) 54-44.7. NDCC requires the University to negotiate contracts for services on the basis of demonstrated competence and qualifications for the particular type of services required. The Agency Selection Committee makes recommendations regarding the selection of the most qualified person or firm for the project at hand.

The Agency Selection Committee was established in 2003 as per NDCC 54-44.7.

Formal Charges: The Agency Selection Committee is advisory to the vice president for finance and operations (serving as the president’s designee) for each project a person or firm is to be selected. Its purpose is to: 1) develop a description of the project, enumerate all required professional services for the project (mechanical, electrical, civil, architectural, etc.), and prepare the formal invitation for submission of information; 2) hold interviews with the most qualified persons or firms who have responded to the advertisement; 3) evaluate each of the persons or firms interviewed; 4) select and recommend the three most qualified persons or firms for evaluation and approval by the vice president for finance and operations; 5) conduct a formal review of each project and person’s/firm’s work upon completion of the project.

Reporting Channels/Procedures: The committee reports to the vice president for finance and operations.

Membership: The committee will be composed of members qualified to make an informed decision as to the most competent and qualified person or firm for the proposed project:
  - Two representatives from facilities management,
  - Two representatives from the department impacted by the proposed project,
  - One representative from purchasing, and
  - Additional members appointed at the discretion of the vice president for finance and operations. Such members may include, but are not limited to, representatives from the division of finance and operations, the department impacted by the proposed project, or university faculty, staff or students.

Committee membership is not limited in number.

Committee membership for projects impacting facilities management will include:
  - Three representatives from facilities management,
  - One representative from the division of finance and operations,
  - One representative from purchasing, and
  - Additional members appointed at the discretion of the vice president for finance and operations.

Committee membership is not limited in number.
**Appointment:** Committee members for each proposed project will be appointed by the vice president for finance and operations.

**Membership Terms:** Committee membership will revolve based on proposed projects. A good faith effort will be made to rotate membership to the greatest extent possible.

**Chairperson:** A committee chairperson will be appointed by the vice president for finance and operations for each committee. The chairperson will 1) call all meetings, 2) serve as a voting member of the committee, 3) be responsible for coordinating and accounting for the committee’s work, and 4) may assist in the procurement process if necessary.

**Subcommittees:** Specific task-oriented subcommittees may be appointed by the chairperson from time to time as needed and may include other University personnel not in the appointed pool of applicable committee members.

**Frequency of Meetings:** The committee will convene as needed for the selection of a person or firm for a proposed project.

**Notice of Meetings/Meeting Agendas and Support Material:** Members chosen for a proposed project will be informed in writing by the committee chairperson when a meeting is to be held. If possible, the agenda and initial supportive material will be provided at least one week prior to the meeting.

**Committee Minutes:** Committee minutes will be kept and distributed to designated committee members, and submitted to the vice president for finance and operations.

**Committee Reports/Information:** Committee reports and recommendations will be prepared and submitted at the conclusion of the selection process to the vice president for finance and operations. Moreover, the committee will conduct a formal review of the project and person’s/firm’s work at the conclusion of the project. This information will be provided to the vice president for finance and operations.

**Meeting Quorum:** All chosen pool members for each proposed project must be in attendance and will constitute the necessary quorum for conducting official business.

**Detailed Procedures:** A detailed set of procedures has been established for selecting persons/firms. These procedures are maintained by the Office of the Vice President for Finance and Operations and must be referenced throughout the selection process.

**Amendment of the Chapter:** Should any amendment to this charter be required, the vice president for finance and operations will adhere to requirements set forth by NDCC and work closely with the committee chairperson in deriving amendments. The amended charter will be completed, signed and issued with all possible haste. When initiative for such amendment comes from the committee, a written request from the chairperson to the vice president for finance and operations will be required.

This University Committee Chapter is effective as of **February 1, 2004**.
Revision made May 29, 2013.
Revision made November 20, 2015.
Revision made December 22, 2015.

Robert O. Kelley
President
12/22/15

Alice C. Brekke
Vice President for Finance and Operations