

FACILITY IMPROVEMENT PROJECT EVALUATIONS POLICY AND PROCEDURES

PURPOSE

The Institutions of Higher Learning (IHL) now requires evaluations of Professional Architect/Engineer Firms and Contractors to document performance and be able to share with all universities. Design professionals and contractors are held to high standards to prevent excessive budget and time overruns. In order to achieve this, evaluation of performance on design professionals and contractors doing work for Mississippi State University (MSU) is necessary.

POLICY

All Facility Improvement Projects greater than \$250,000 will be assigned a Project Manager at the initiation of the project. The Project Manager shall evaluate Professional Architect/Engineer Firms and Contractors on all facility improvement projects greater than \$250,000 using the Professional Architect/Engineer Evaluation form and Contractor Performance Evaluation form approved by the Institutions of Higher Learning. The forms may be obtained or reviewed from the Facilities Management website at www.fm.msstate.edu/plandescon/. All evaluations shall be submitted to the University Architect for MSU record keeping and forwarding to IHL.

PROCEDURES

The Project Manager will evaluate the Professional Architect/Engineer Firm twice, once within thirty days following the bid opening for the planning phase and once within thirty days of the final acceptance for the construction phase. The completed evaluation shall be submitted to the University Architect.

The Contractor will be evaluated within thirty days of the final acceptance of the project. The completed evaluation shall be submitted to the University Architect.

The University Architect will maintain an evaluation record of architects and contractors who perform work for MSU and forward all evaluations to IHL for their record. Consultation of the University Architect is required prior to selection/award of an Architect/Engineer or contractor.

An Architect/Engineer or a contractor that has a recent history of below average performance at MSU, will not be used without a prior discussion and concurrence of the MSU Counsel, the Executive Director of Facilities and Chief of Staff.

REVIEW

The Chief of Staff is responsible for the review of this operating policy every four years or as needed.

AUTHORIZED BY:

Chief of Staff **Date**

REVIEWED BY:

Director, Internal Audit **Date**

General Counsel **Date**

APPROVED BY:

President **Date**

NOTE: Upon the President's signature, please route to Director of Internal Audit.