

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: General Administration

NUMBER: 04.01.02

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 university 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 outlines the general guidelines to be followed in the selection and approval of professional services and general contractors for construction and renovation projects.
- 2.3. The Chief Operating Officer is responsible for promulgating rules and procedures that comply with Board Policy and the University's procurement rules.


3. REVIEW AND RESPONSIBILITIES

Responsible Party: Chief Operating Officer

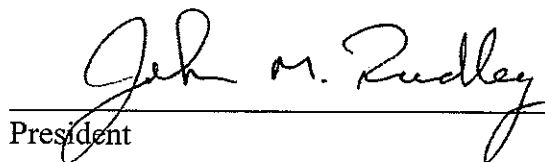
Review: Every three years on or before August 31

4. APPROVAL

Approved:



Chief Operating Officer



President

06/24/09

Date of President's Approval