

COLLEGE CONSTRUCTION/DESIGN PROCESS

Roles and Responsibilities

May, 2009 (Proposed Updates 11-06-09)

NOTE: NC community colleges are required to follow the guidelines of the North Carolina Community College System and the North Carolina State Construction Office. Senate Bill 668 also impacts community colleges.

Each college is required to have an employee who is designated as the college's Capital Projects Coordinator (CPC). The CPC is responsible for the capital improvement program at the college and will be the primary contact person for the System Office and the SCO. The Capital Projects Coordinator (CPC) serves as a liaison between the State offices, the College President, and companies involved with College construction projects. The CPC is responsible for making sure that the College follows the rules and processes of the NC Community College System and the NC State Construction Office, which cover all aspects of putting projects out for bid, design, and construction.

College staff is required to attend training sessions conducted by both of these organizations and to abide by their rules and processes. Thus, this summary reflects language taken from the following documents:

North Carolina Community College System Construction Manual

http://www.ncccs.cc.nc.us/Facility_Services/construction%20manual%20doc/CONSTRUCTION%20MANUAL%20-%20Final.pdf

The following is an excerpt from the NCCCS Construction Manual regarding designer selection:

Designer Selection

Designer selection is a responsibility of the local board of trustees. The trustees must adopt procedures for the designer selection process for both formal projects (over \$500,000) and informal projects, (\$500,000 or less). The State Construction Office (SCO) has established designer selection procedures to be used by state agencies and state institutions (01NCAC 30D .0300 of the NC Administrative Code). For standardization, it is suggested that the community colleges incorporate the following fundamental designer selection procedures into the college's procedures.

First and foremost, as per G.S. 143-64.31, the board's final selection shall be based on qualifications and the designer's fee shall not be a factor in the selection process.

The college's capital projects coordinator (CPC) should receive all letters of interest from the designers, and should form a pre-selection committee. **This pre-selection committee should be composed of the CPC and two or three others. It would be helpful if one of these committee members was going to be a user of the facility and had a strong knowledge of the facility's requirements, if one member was from the board of trustees, and if one member had a design or construction background.**

The pre-selection committee should review the qualifications of all of those design firms for which they have received a letter of interest for the project. As part of that review the committee should contact the SCO to learn the results of designer evaluations previously conducted on these firms by other community colleges, state agencies, and universities. If the State Building Commission debars a designer from designing state projects based on the previous designer evaluations submitted, the community college should not consider that designer.

For informal projects, \$500,000 or less, the pre-selection committee should select three firms in priority order, and submit this list to the board of trustees for their final approval. For informal projects it is not necessary to interview the three firms, unless the pre-selection committee feels it would be more beneficial.

For formal projects over \$500,000, the pre-selection committee should select three to six firms to be interviewed and evaluated by either this same committee or by another committee which may be the building and grounds committee of the board of trustees. The interview committee should then rank three firms in priority order and submit this ranking to the board of trustees for their final approval. In making

recommendations the committee might consider such criteria as:

- a. Previous community college projects designed,
 - b. Proposed design approach including design team and engineers,
 - c. Adequate and experienced support staff,
 - d. Current and projected workload for architect and proposed engineers,
 - e. Procedures used for keeping projects within budget and on schedule,
 - f. Past performance in keeping projects within budget and on schedule,
 - g. Construction administration capabilities,
 - h. How change orders are reduced or controlled,
 - i. Response time to construction questions,
 - j. Previous projects which experienced formal legal or technical problems,
- and,
- k. Proximity to and familiarity with the area.

Since the designer will be working closely with designated college staff members, it would be beneficial if these staff members had input into the selection process. For formal projects, the designer selected will have to follow the procedures of the SCO as found in the State Construction Manual. Previous experience with the North Carolina Community College System Construction Manual procedures may be helpful in expediting the design and review process. When all other factors are equal, it is suggested that the college select the designer located nearest to the college.

North Carolina State Construction Manual

<http://www.nc-sco.com/>

The following is an excerpt from the State Construction Manual:

State Construction Manual (*Energy Revisions October 2008*)

Chapter 100 - Administration and Design Contracts *

SECTION 112 EMPLOYMENT OF DESIGNERS AND OTHER OWNER AGENTS

112.2 DESIGNER PRE-SELECTION PROJECTS <\$500,000 (MINOR PROJECT)

A. A selection committee composed of the owner's capital projects coordinator, a representative(s) of the user group and two SCO representatives will review and discuss all designer submittals received relative to a range of criteria pertinent to the project.

112.3 DESIGNER INTERVIEWS - PROJECTS >\$500,000 (MAJOR PROJECT)

A. A *pre*-selection committee, as described above, selects no less than three or more than six design firms to be interviewed by the selection committee. North Carolina – State Construction Manual January 30, 2006 (Rev. Oct. 2008) Chapter 100 - Administration and Design Contracts 100-11.

Senate Bill 668

<http://www.ncga.state.nc.us/Sessions/2007/Bills/Senate/HTML/S668v1.html>

	<p>board of trustees for final approval.</p> <p>For formal projects over \$500,000, the pre-selection committee(s) shall select three to six firms to be interviewed and evaluated by either this same committee or by another committee which may be the building and grounds committee of the board of trustees. in accordance with NCCCS and SCO guidelines, the interview committee shall then rank three firms in priority order and submit this ranking to the board of trustees for final approval.</p> <p>Upon approval of the Board, staff submits ranked list of firms to the NCCCS and SCO for review. Unless the design firm has been disbarred or otherwise determined to be lacking, SCO begins working with the design firm the BOT approved as the top firm. The College will work with SCO and designer to develop and issue contract to the firm(s) of choice.</p> <p>SCO works with the College and design firm to negotiate the fee. SCO prepares the design agreement for services and submits to the designer for signature.</p> <p>Designer signs and returns to President for signature.</p>	<p>Board Chair can sign the agreement or delegate this responsibility to the President.</p>
Life Cycle Cost Analysis	Designer prepares analysis and incorporates into design.	
Integrated Design Process	An integrated design approach shall be utilized by the design firm and owner team. <i>The College appoints the Integrated Design Team to work with the designer on an on-going basis to make design decisions.</i>	Board representation on team. committee.
Design of Building/Programming	Create a Design Committee made up of constituents. <i>The Design Committee works with the designer to identify desired design elements fitting for the purpose of the building.</i>	Board representation on committee.
Schematic Design Phase (Phase 1 of 3 phases)	Designer submits simple/single line drawing with written description to	BOT representation on both committees (integrated design and

	<p>SCO & College.</p> <p>Design Committee reviews Schematic Design plan and furnish the Integrated Design Committee with comments and/or approval.</p> <p>Integrated Design Committee reviews and provides comments/approval and submits the Schematic Design to the Building and Grounds Committee.</p> <p>CPC and College President issue designer and NCCCS letter with review comments along with College’s approval of design.</p> <p>SCO will review and furnish comments to designer and College. Designer should not proceed without written approval of SCO and College.</p>	<p>design).</p> <p>Building and Grounds Committee reviews schematic design, approves and submits to BOT for approval.</p> <p>Board approves schematic design.</p>
<p>Design Development Phase (Phase 2 of 3 phases)</p>	<p>Designer creates detailed expansion of the Schematic Design in collaboration with the Design Committee. Decisions about the Schematic Design are made by the Integrative Design Committee. College and designer follow same approval process as above.</p>	<p>BOT representatives on both committees (integrated design and design).</p>
<p>Construction Document Phase (Phase 3 of 3 phases)</p>	<p>Designer creates detailed construction drawings in collaboration with the Design Committee and the Integrative Design Committee as needed. Probable cost estimates are developed in this phase. These are considered the “Bid Documents”. Same approval process as above.</p> <p>College president and CPC present construction drawings and probable cost estimates to the Building and Grounds Committee for review and approval.</p> <p>Final plans are approved by SCO.</p> <p>College President and CPC inform</p>	<p>BOT representatives on integrated design team and design committee.</p> <p>Building and Grounds Committee reviews and approves construction drawings and presents to BOT for approval.</p> <p>BOT must verify sufficient funds to cover contract and approve moving forward.</p>

	Board of projected cost of the project.	
Advertisement for bids	Designer established bid date with CPC and SCO.	
Pre-bid Conference	Designer and College	BOT members are invited to attend.
Bid Opening	Designer and College/President usually welcome companies.	BOT members are invited to attend.
Award Contract	<p>Designer and College work quickly to complete required steps in order to award the contract within 72 hours.</p> <p>College President and Designer formally (letter) recommends to the Board the award of the construction contract.</p> <p>Designer informs low bidder (72 hour turnaround)</p> <p>Award letter & documentation reviewed by SCO.</p> <p>SCO will notify College to proceed with award.</p>	BOT approves award of contract recommendation by designer and President. This is all pending approval of SCO.
NCCCS Final Approval of Project (Form 3-2)	NCCCS State Board approves the Form 3-2 at monthly meeting. Final approval sent to College – cannot proceed without this approval.	HCC Board Chair signs the 3-2.
Construction Contract (should not be signed without approved Form 3-2)	<p>Designer receives award letter from SCO.</p> <p>Designer prepares the contract.</p> <p>Contract is between the contractor and the HCC BOT.</p>	HCC Board Chair signs contract for construction.

Commonly Used Terms

1. Pre-Selection Committee (NCCCS Construction Manual)

The pre-selection committee should be composed of the Capital Projects Coordinator and two or three others. It would be helpful if one of these committee members was going to be a user of the facility and had a strong knowledge of the facility’s requirements, if one member was from the board of trustees, and if one member had a design or construction background. The pre-selection committee should review the qualifications of all of those design firms for which they have received a letter of interest for the project. Committee disbands when a design firm has been approved by the Board of Trustees for the project.

2. Design Committee

The design committee works with the Architect throughout the design process as needed – commonly called programming. HCC’s design committee consists of the faculty and staff in the Programs involved in the project, the Administrative Council (as applicable), the Capital Projects Coordinator, the Sustainability Coordinator, the Facilities Maintenance Team Leader, the Campus Arboretum Team Leader, a member of the Board of Trustees, and other individuals as needed.

3. Integrated Design Team

This team works with the architect to make decisions on specific elements in the building as it is being designed. The State Construction office has not established specific procedures to date for the Integrative Design Team. The team is required by SCO in the design process to “enable the team to provide the owner with a fully-integrated design of the most energy efficient and cost effective building”. At a minimum, HCC’s Integrated Design Team consists of the President, Capital Projects Coordinator, Executive Director of Technology and Institutional Effectiveness, Energy Manager, Sustainability Coordinator, Facilities Maintenance Team Leader, Campus Arboretum Team Leader, Commissioning Agent and a member(s) of the Board of Trustees. Other members are added as appropriate for the project.

Minor Project (Less \$500,000)

Minor projects do not require oversight by SCO but typically follow similar/same procedures. Designers for projects deemed minor do not have to be interviewed in the selection process. Although projects under \$500,000 do not have to follow the process above, plans and specifications for construction or repair of building must be prepared by an architect or engineer registered in NC when the construction contracts are in excess of:

1. \$300,000 for repairs not requiring structural change
2. \$100,000 for repairs affecting life safety systems, or
3. \$135,000 for new construction and additions or repairs that require structural change.