

**CENTRAL MICHIGAN UNIVERSITY**    **CHAPTER 2**  
**MANUAL OF BOARD OF TRUSTEES**  
**POLICIES, PRACTICES AND REGULATIONS**                      **PAGE 2-9**

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**SUBJECT:    SELECTION OF UNIVERSITY ARCHITECTS**

Architects for various University projects will continue to be selected by a comparative selection method. Under this method the following would prevail:

1. The current practice of inviting interested architectural engineering firms to present their qualifications and pertinent printed materials would be continued, with the file developed and maintained from these contacts to be used as a principal source of information relative to selection for a particular project.
2. Each time a firm is to be selected for a particular project, a review should be made of the architectural engineering file, in order to give general consideration to all firms who have indicated interest in working for the University; but the number selected for serious consideration should be limited to two or three firms. Architects, engineers and other consultants, whether directly retained or not, should be separately evaluated.
3. Group participation should be used in the selection process in order to achieve a broad basis of evaluation. Membership in the group might include, but not be limited to, the Associate Vice President Facilities Management, Director Plant Engineering and Planning, individuals who ultimately will be responsible for the activities taking place in the structure, Vice President for Finance and Administrative Services, the President, if it is his desire to serve, and others intimately involved in the University expansion program. Final evaluation should be limited to those with direct and continuing responsibility in all phases of the total University development program, with a firm recommendation coming from same to the Vice President for Finance and Administrative Services and through him to the President and Board of Trustees.

**Authority:** BTM 2-17-11 at 5706.

**History:** BTM 6-18-68 at 8-9.