



Santa Fe College Rules Manual

Title: **Selection and Evaluation of Professional Services Contractors for Fixed Capital Outlay Projects** **Rule 6.15**

General Authority: FS 1001.64
Law Implemented: FS 287.055, 1013.23, 1013.45,

Effective Date: December 17, 1996

Purpose: To state policy regarding the selection and evaluation of professional services contractors for fixed capital outlay projects, including architects, engineers, landscape architects, surveying and mapping services, design build firms, construction management entities, professional management entities, and energy efficiency contractors.

The President shall establish procedures for the selection and evaluation of professional services contractors for fixed capital outlay projects. The procedure shall provide for ranking of at least three professional services contractors for each project for review and approval by the Board in awarding the contract for professional services.

The selection ranking criteria shall include, but not be limited to:

- Past performances
- Experience and ability
- Workload
- SF work experience
- Location
- MBE credit
- Understanding of project requirements
- Approach and methods

The procedures shall further provide for the periodic evaluation of professionals under contract.

Administration of the procedures is delegated to the Associate Vice President, Facilities Services under the supervision of the Vice President of Administrative Affairs and CFO.

Rule History

December 1996 (410.217)

June 1996 New Rule (410.201)