

### **55-2 Architect Selection**

55-2-1 Purpose • 55-2-2 Policy • 55-2-3 Administration • 55-2-4 Process

- 1. Purpose.** The purpose of this policy is to set the procedure of selecting architects for building projects for Eastern New Mexico University System (the System).
- 2. Policy.** Within limits of the New Mexico Procurement Code, the System maintains contracts with architects to provide consultation and other architectural services on a regular basis. For major projects or other projects for which the System deems it appropriate, contracts are awarded to other architects.

This policy is implemented by the following

#### **Procedures**

- 3. Administration.** These policies and procedures are administered by the ENMU System chief financial officer (CFO), with oversight by the chancellor and/or branch community college president and the ENMU System Board of Regents (the Board).
- 4. Process.** The following process shall be used to select architects for System projects:
  - A. Following a recommendation by the administration, the Board shall determine whether or not to use the “on-contract” architects for capital projects requiring New Mexico Department of Higher Education approval.
  - B. The Board or the chancellor shall appoint a committee if it requires a comparison of architect services. The committee shall approve a Request for Proposal (RFP), which shall be issued by the director of Purchasing.
  - C. The on-contract architects are not restricted from bidding and may submit a proposal.
  - D. During the RFP solicitation, the Board may request that the committee-recommended architects make presentations to the chancellor and/or branch community college president and/or the Board before final selection is made.
  - E. Following a resolution of approval by the Board of Regents, the chancellor and/or the branch community college president shall execute the contract with the selected architects.

Approved by the Board of Regents on December 16, 2005.

Amendments approved by the Board of Regents on May 8, 2020.