

# Policy Manual



<b>Title: Acquisition of Architecture and Engineering Professional Services</b>	<b>Number:</b> 6Hx2-6.40
<b>Legal Authority:</b> §§ 1001.64 (20),(25), 1001.65(5), 287.055, Fla Stats	<b>Page:</b> Page 1 of 4

## GENERAL STATEMENT

When acquiring architectural, engineering, landscape architecture, surveying and mapping services, this policy shall ensure Broward College's adherence to the requirements of Florida State Department of Education, Rules for Colleges, Florida Department of Education State Requirements for Educational Facilities (SREF) and Florida Statutes for acquiring goods and services relating to construction, renovation, remodel, maintenance or repair of any College property or facility. Broward College shall be in compliance with all applicable Florida Statutes, including, but not limited to, Section 287.055, commonly referred to as the "Consultants Competitive Negotiation Act" (CCNA). All acquisitions of services pursuant to this policy shall also be in compliance with Policy 6Hx2-6.34, General Procurement Requirements.

## THIS POLICY and THE STUDENT

This policy shall ensure that all students are able to learn in safe, technologically advanced, aesthetically pleasing, cost effective and sustainable sites and facilities.

## THIS POLICY and THE FACULTY AND STAFF

This policy shall ensure that all employees are able to work and educate in safe, technologically advanced, aesthetically pleasing, cost effective and sustainable sites and facilities.

**I. Applicability.** This Policy shall apply to all expenditures of public funds irrespective of their source, including federal and state grant monies. In cases where the requirements of federal or state grant monies differ from this policy, the stricter of the two shall apply. Nothing in this policy or in procedures promulgated hereunder shall prevent the College from complying with the terms and conditions of any federal, state, or local law or regulation.

**History:** revised April 27, 2010; revised October 23, 2012

Approved by the  
Board of Trustees

Date  
10/23/12

President's Signature

Date  
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**II. Project Thresholds.** For the purposes of carrying out the requirements of this policy, the following dollar thresholds shall dictate the manner by which the acquisition of projects under the scope of this policy shall be processed.

<u>Estimated Professional Services Fee</u>	<u>Contracting Method</u>
\$0.01 and \$25,000.00	Projects within this project value category shall be limited to the College's Small Disadvantaged Business Enterprise (SDBE) Program, unless an alternative method is approved by the Board, providing there are at least three SDBE bidders available and all procurements in a particular commodity code do not fall in this threshold category.
Between \$25,000.01 and the amount authorized in Florida Statute, 287.055 for continuing contracts (currently \$50,000)	Projects within this project value category shall be procured through a continuing contract or a project specific solicitation in accordance with the requirements of College Policy 6.34, Florida Statutes and the State Requirements for Educational Facilities. SDBE sub-contracting goals shall apply in accordance with Policy 6Hx2-6.36 providing there are at least three SDBE bidders available.
Exceeding the amount authorized in Florida Statute, 287.055 for continuing contracts (currently \$50,000).	Projects within this project value category shall be procured through a project specific competitive solicitation issued in accordance with the requirements of College Policy, Florida Statutes and the State Requirements for Educational Facilities. SDBE sub-contracting goals shall apply in accordance with Policy 6Hx2-6.36, Small Disadvantaged Business Program providing there are at least three SDBE bidders available.

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**III. Authority to Award.** The authority to make awards pursuant to this policy shall be as follows:

**A. Between \$0 and \$250,000.00:** Pursuant to Florida Department of Education, Rule 6A-14.0734, Procurement Requirements, the President (or designee) may approve or reject recommendations for awards up to Category 5, Florida Statute 287.017. Each award shall be limited in the following manner:

1. contract is able to be fully completed or satisfied within twelve (12) months from the award of the contract;
2. nonrecurring and term of contract is limited to any time within a twelve (12) months period;
3. in compliance with the College’s diversity and equity policies;
4. award cannot be made on a project or service which will require multiple phases for completion;
5. award cannot intentionally or unintentionally remove from the Board’s scrutiny a contract or contracts on a project that except for implementation of this provision would otherwise have come before the Board for review and approval; and
6. otherwise the President shall present the contract for Board review and approval. At each of its regularly scheduled meetings the District Board of Trustees shall be provided with a report of each project awarded since the last meeting and quarterly summary reports of all such contracts made.

**B. Greater than \$250,000.00:** Pursuant to Florida Department of Education, Rule 6A-14.0734, Procurement Requirements, recommendations for award exceeding Category 5, Florida Statute 287.017, shall be approved or rejected by the District Board of Trustees.

**IV. Selection Criteria.** When evaluating proposals received in response to an RFP or ITN released pursuant to this policy the following evaluation factors apply:

Mandatory Evaluation Criteria	Optional Evaluation Criteria (depending on nature of project)
Applicable Licensure Applicable SDBE Goals Cost Factors Experience with Similar Projects Experience with Sustainable Design Financial Capacity Litigation History References	Experience in Higher Education Location of Firm Volume of Work Previously Received

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## IMPLEMENTATION and OVERSIGHT

The President or designee has the authority to create procedures to implement this policy. The Senior Vice President for Administrative Services shall implement oversee this Policy and investigate any alleged violations of this Policy.

## VIOLATION OF POLICY

All individuals in violation of these established policies and procedures may be subject to disciplinary action, up to and including termination. Additionally, individuals placing any orders not in compliance with this policy or corresponding procedure may be responsible for all charges pertaining to said unauthorized order.

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