

MANUAL OF PROCEDURE

PROCEDURE NUMBER:	5010	PAGE 1 of 2
PROCEDURE TITLE:	Authorization of Architectural or Engineering Services	
STATUTORY REFERENCE:	§287.055, §235.017, §471 AND §481, FLORIDA STATUTES; §4.1 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES	
BASED ON POLICY:	V-13 Processes and Standards for Facilities Operations	
EFFECTIVE DATE:	October 11, 2005	
LAST REVISION DATE:	June 30, 2023	
LAST REVIEW DATE:	June 30, 2023 ; March 15, 2024	

This procedure outlines the processes for authorization of architectural and engineering services.


1. DEFINITIONS

- a. Full Service Architectural/Engineering Firm. This is an architectural (architect prime) with “in-house” structural and MEP engineers or an architectural firm with established contract relationships with a variety of engineering disciplines.
- b. Professional Engineering Firm. This is an engineering (engineering prime) with “in-house” civil, structural, mechanical, or electrical disciplines. This type of firm may contain more than one type of discipline.
- c. Specialty Engineering Firm. This is an engineering firm that specializes in particular engineering services that include, but are not limited to: soils, acoustics, environmental mitigation or drainage.
- d. Project Manager. The Project Manager shall refer to any college agent or employee soliciting professional architectural or engineering services.

2. PROPOSAL REQUEST

- a. The Project Manager shall select an architectural or engineering firm (A/E) in a manner consistent with Procedure 5005, Criteria and Process for Selection of Professional Services.
- b. The Project Manager shall complete the A/E Selection Form and submit for facilities approval.
- c. The Project Manager will request a proposal from selected A/E.
- d. The Project Manager shall review the A/E proposal and determine whether to accept or negotiate a modification. Any unaccepted values shall be modified to reflect the value accepted and all changes initialed. Project Manager will submit accepted proposal to the authorizing agents, based on the following signature authorization levels:
 - 1) Director. Total “not-no-exceed” value less than \$5,000.

- 2) Associate/Assistant Vice Provost. Total “not-to-exceed” value less than Category I, Purchasing Threshold as defined in §287.017, Florida Statutes (currently \$20,000).
 - 3) Vice Provost. Total “not-to-exceed” value less than Category II, Purchasing Threshold as defined in §287.017, Florida Statutes (currently \$35,000) or at a higher level, specified and approved by the District Board of Trustees, for continuing contracts.
 - 4) Provost. Total “not-to-exceed” value less than Category III, Purchasing Threshold as defined in §287.017, Florida Statutes (currently \$65,000) or at a higher level, specified and approved by the District Board of Trustees.
 - 5) College President. Total “not-to-exceed” value less than Category V, Purchasing Threshold as defined in §287.017, Florida Statutes (currently \$325,000) or at a higher level, specified and approved by the District Board of Trustees.
 - 6) Notice to proceed form shall be completed with the total “not-to-exceed” value.
- e. The Authorized Proposal and Notice to Proceed shall be returned to the A/E with a Purchase Order (PO) for the total “not-to-exceed” value.
 - f. If, for any reason, the scope of work needs to be modified, then the Project Manager will request a proposal from the A/E with updated scope of services/fees.

	03/15/2024
PRESIDENT	DATE