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 top portion of the Request for Fee Proposal (RFFP) form, a copy of which is attached.
   
   c. The A/E shall review the project description and complete the RFFP form. The completed RFFP with appropriate attachments shall then be sent to the project manager for review.
   
   d. The project manager shall review the scope of work and submit a recommendation to the authorizing agent, based on the following signature authorization levels:
      
      1) Director. Total “not-no-exceed” value less than $5,000.
2) Assistant Vice Provost. Total “not-to-exceed” value less than Category I, Purchasing Threshold as defined in §287.017, Florida Statutes (currently $15,000).

3) Vice Provost. Total “not-to-exceed” value less than Category II, Purchasing Threshold as defined in §287.017, Florida Statutes (currently $25,000) 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 $50,000) 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 $250,000) or at a higher level, specified and approved by the District Board of Trustees.

e. The authorized agent shall evaluate the A/E Proposal and determine whether to accept the proposal or negotiate a modification. Any unaccepted values shall be modified to reflect the value accepted and all changes initialed. An Authorization and Notice of Award form shall be completed with the total “not-to-exceed” value and number of days recorded.

f. The RFFP and Authorization and Notice of Award shall be returned to the A/E and a Purchase Order (PO) for the total “not-to-exceed” value.

g. If, for any reason, the scope of work needs to be modified, then an Amendment to Award of Proposal shall be issued by the authorized agent.