

**LOUISIANA STATE UNIVERSITY HEALTH CARE SERVICES  
DIVISION  
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 2001-22

CATEGORY: Engineering and Consulting Services

CONTENT: Architect/Engineer Design Team, Construction Contractor Firm Selection Process And Procedure

EFFECTIVE DATE: Issued: January 26, 2015  
Reviewed: January 18, 2017  
Reviewed: July 10, 2018  
Reviewed: July 18, 2019  
Reviewed: July 20, 2020  
Reviewed: June 16, 2022

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Deputy Chief Executive Officer  
LSU Health Care Services Division

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Date

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Executive Project Manager  
LSU Health Care Services Division

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## **I. Policy Statement**

This policy complies with the Louisiana Procurement Code and with LA Revised Statutes 39:2181 through 38:2316, which outlines the process for the selection of architects, engineers and construction contractors.

## **II. Reason for Policy**

This policy establishes a process for LSU HCSD to select the services of architect/engineer (A/E) design teams and construction contractor firms for projects in excess of Twenty Thousand and 00/100 (\$20,000.00).

## **III. Applicability**

The policy to select the services of architect/engineer (A/E) design teams and construction contractor firms applies to LSU HCSD personnel, contractors/contracted vendors, workers.

## **IV. Implementation**

This policy and subsequent revisions to the policy shall become effective upon approval, signature and date of the LSU HCSD Deputy Chief Executive Officer.

## **V. Inquiry**

Any person having questions concerning the architect/engineer (A/E) design teams and construction contractor firm selection process/procedure or LSU HCSD Policy 2001 should contact the LSU HCSD Executive Project Manager. Questions may also be directed by mail to the LSU HCSD Headquarters Office at Post Office Box 91308 Baton Rouge, Louisiana 70821-1308 attention: LSU HCSD Executive Project Manager and/or the LSU HCSD Deputy, CEO.

## **VI. Procedures and Responsibilities**

### **1. GENERAL**

The LSU System Board delegates the approval of the selection of a project A/E design team, Design-Build (D-B) team and Construction Manager at Risk (CMAR) firm for construction projects in excess of Twenty Thousand and 00/100 (\$20,000.00) to the LSU HCSD CEO or LSU HCSD Deputy CEO.

The LSU System Board also delegates the approval of the selection of a contractor on Competitive Sealed Proposal (CSP) and other competitively bid projects in excess of Twenty Thousand and 00/100 (\$20,000.00) to the LSU HCSD CEO or LSU HCSD Deputy CEO.

The selection of the A/E design team, D-B team and CMAR firm will be based on, among other factors, team members' qualifications, expertise for the project type and performance in the field. Also considered will be the system's past experience, if any, with the team members or firm to include timeliness of delivery, quality of work, responsiveness and skill in solving design and construction problems, and ability to deliver a project within budget. CSP projects will consider the dollar amount bid, schedule proposed and demonstrated qualifications and experience with project type.

The term "project administrator" in the following sections shall refer to the LSU HCSD Manager of Executive Projects and/or whoever is administering the project on behalf of LSU HCSD as designated by the LSU HCSD CEO or LSU HCSD Deputy CEO.

## **2. ARCHITECT/ENGINEER SELECTION PROCESS FOR MAJOR CONSTRUCTION DESIGN PROJECTS**

In selecting A/E (Architect/Engineer) design teams for major construction projects in excess of Twenty Thousand and 00/100 (\$20,000.00) as defined within this policy, the following process will be used:

2.1 The LSU HCSD project administrator will develop a Request for Qualifications (RFQ) which will describe the project, requirements for a response to the RFQ and evaluation criteria. The RFQ will be advertised in the newspaper and on the Division of Administration's LaPAC website.

2.2 Each respondent to the RFQ will be required to present its qualifications for evaluation to the LSU HCSD selection recommendation committee (selection committee).

2.3 The LSU HCSD project administrator will develop an application for vendor responses to the RFQ and an evaluation criterion for the selection committee that identifies the A/E design team's competence, credentials and commitment to the project and the protocol used by the selection committee in evaluating team responses.

2.4 The LSU HCSD selection committee will evaluate responses to the RFQ based on established criteria. The selection committee will identify and rank the top three or more responses to the RFQ. The selection committee at its option may interview one or more of the top ranked respondents.

2.5 The LSU HCSD selection committee members' rankings are submitted to the LSU HCSD CEO or Deputy CEO for concurrence with the selection committee's recommended order of ranking.

2.6 For an emergency selection of an A/E design team due to any potential time constraints, as agreed to by the President of the Louisiana State University (LSU) System and the LSU HCSD CEO, the LSU HCSD Executive Project Manager may identify three or more firms and request that they form a team and present their written qualifications. The responses are evaluated, ranked and approved as indicated in Sections 2.3 through 2.6.

### **3. DESIGN-BUILD TEAM SELECTION PROCESS FOR MAJOR CONSTRUCTION PROJECTS**

In selecting a D-B team (Design Build Team) for major construction projects in excess of Twenty Thousand and 00/100 (\$20,000.00) and as defined within this policy, the following process will be used:

3.1 The LSU HCSD project administrator will develop an RFQ which will describe the project, requirements for a response to the RFQ and evaluation criteria. The RFQ will be advertised in the newspaper and on the DOA LaPAC website.

3.2 Each D-B team responding to the RFQ will be required to present its qualifications for evaluation to the LSU HCSD selection committee.

3.3 The LSU HCSD project administrator will develop an application for vendor responses and evaluation criterion that identifies the team's competence, credentials and commitment to the project and the protocol for use by the selection committee in evaluating D-B teams.

3.4 The selection committee will review responses to the RFQ based on established criteria. The LSU HCSD selection committee will identify no more than five responses that will be asked to respond to a Request for Proposal (RFP).

3.5 The selection committee will evaluate the responses to the RFP and rank the responses based on established criteria. The selection committee, at its option, may interview one or more of the top ranked respondents.

3.6 The selection committee members' rankings are submitted to the LSU HCSD CEO or LSU HCSD Deputy CEO as identified in Section 2.5 for concurrence with the selection committee's recommended order of ranking.

### **4. CONSTRUCTION MANAGER AT RISK FIRM SELECTION PROCESS FOR MAJOR CONSTRUCTION PROJECTS**

In selecting a CMAR (Construction Manager At Risk Firm) firm for major construction projects in excess of Twenty Thousand and 00/100 (\$20,000.00) as defined in this Policy, the following process will be used:

4.1 The LSU HCSD project administrator will develop an RFP which will describe the project, requirements for a response to the RFP and evaluation criteria. The RFP will be advertised in the newspaper and on LaPAC.

4.2 Each CMAR firm's response to the RFP will be required to present its qualifications and design approach for evaluation by the LSU HCSD selection committee.

4.3 The LSU HCSD project administrator will develop an application for vendor responses and an evaluation criterion that identifies the firm's competence, credentials and commitment to the project and the protocol followed by the selection committee in evaluating CMAR firms.

4.4 The selection committee will evaluate responses to the RFP based on established criteria. The selection committee will identify and rank the top three to five responses to the RFP. The selection committee, at its option, may interview one or more of the top ranked respondents.

4.5 The selection committee members' rankings are submitted to the LSU HCSD CEO or LSU HCSD Deputy CEO as identified in Section 2.5 for concurrence with the selection committee's recommended order of ranking.

## **5. COMPETITIVE SEALED PROPOSAL SELECTION PROCESS FOR MAJOR CONSTRUCTION PROJECTS**

In selecting a contractor using CSP (Competitive Sealed Proposals) for major construction design fees, projects in excess of Twenty Thousand and 00/100 (\$20,000.00) by LSU HCSD, this policy defines the process as follows:

5.1 The LSU HCSD project administrator will develop an RFP which will describe the project, requirements for a response to the RFP and evaluation criteria. The RFP will be advertised in the newspaper and LaPAC.

5.2 The project administrator will develop an evaluation criterion that identifies the contractor's proposal, competence, credentials and commitment to the project and the system for use by the selection committee in evaluating the responses to the RFP.

5.3 The selection committee will evaluate responses to the RFP based on established criteria. The selection committee will identify and rank the responses to the RFP.

5.4 The selection committee members' rankings are submitted to the LSU HCSD CEO or the LSU HCSD Deputy CEO as identified in Section 2.5 for concurrence with the selection committee's recommended order of ranking.

## **6. A/E SELECTION PROCESS FOR MINOR CONSTRUCTION PROJECTS MANAGED BY FACILITIES PLANNING & CONSTRUCTION**

In selecting A/E (Architect/Engineer) design teams for minor construction design fees, projects less than Twenty Thousand and 00/100 (\$20,000.00) as defined within this Policy, the LSU HCSD CEO or the LSU HCSD Deputy CEO and/or Executive Project Manager will submit a best value or ranked order recommendation.

Document Metadata

Document Name: 2001-22 Architect, Engineer, Design Team, Construction Contractor Firm Section Process.docx

Policy Number: 2001

Original Location: /LSU Health/HCSO/2000 - Engineering and Consulting Services

Created on: 01/26/2015

Published on: 02/27/2023

Last Review on: 06/21/2022

Next Review on: 06/21/2023

Effective on: 11/26/2018

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Publisher: Wicker, Claire M.  
*PROJECT COORDINATOR*

Digital Signatures:

Currently Signed

Approver:  
Gooden, Angela  
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02/27/2023