Flowchart C1: Procuring A/E Services for Non-State, Non-Private Funded Capital Improvement Projects

June 28, 2016

1. **Per Regents Procurement Act procedures at [dmku.edu/standards](http://dmku.edu/standards), general summary:**
   - 1) Advertise for A/E services thru KU Purchasing;
   - 2) Procurement Negotiation Committee shortlists, interviews, selects, negotiates scope of services and fees;
   - 3) Prepare KU AIA contract for KU chief financial officer signature via DCM accounting.

2. **This decision typically is based on DCM's technical capabilities and workloads.**

3. **Examples of sole source justification include but are not necessarily limited to:**
   - Consultant has special capabilities needed for the project;
   - Consultant was involved in project planning and time/cost savings would be realized if same consultant provides design and CA services; etc.

4. **Flowchart Diagram:**
   - **Go to Develop Bid Documents**
     - **Yes**
       - **DCM Self Perform?**
         - **Yes**
           - **IS ESTIMATED CONSTRUCTION COST (GC OR CM CONTRACT AMOUNT) LESS THAN $1,000,000?**
             - **No**
               - **Follow Regents Process**
             - **Yes**
               - **FOLLOW REGENTS PROCESS**
     - **No**
       - **SOLE SOURCE WARRANTED?**
         - **Yes**
           - **KU PURCHASING APPROVED?**
             - **Yes**
               - **REJECT PROPOSAL(S) AND REVISE RFP**
             - **No**
               - **NO**
                 - **GO TO DEVELOP BID DOCUMENTS**
         - **No**
           - **ON-CALL A/E OR FEE LESS THAN $5,000?**
             - **Yes**
               - **REQUEST A/E PROPOSALS**
             - **No**
               - **START OVER**
     - **NO**
       - **REQUEST A/E PROPOSALS**
       - **ANY ACCEPTABLE PROPOSAL(S)?**
         - **Yes**
           - **AWARD CONTRACT**
         - **No**
           - **DEVELOP BID DOCUMENTS**
           - **GO TO FLOWCHART C2**

5. **Determine which proposal is best value for KU. Approve proposal (or send for DCM Deputy Director approval if over $50,000). Provide justification to DCM accounting with request for purchase order.**

6. **Perform/manage design process including plan reviews, code footprint & building permit submittals, etc., thru completion of approved bid documents.**