##### Date

# **Memorandum**

To: Mr. Stephen Harris

Assistant Vice Chancellor for Office of Capital Projects

From: ***President’s Name***

President

Reference: ***Project Title***

The University of Texas ***Institution Name***

CIP Project No. ***XXX-XXX***

Subject: Appointment of Architect/Engineer Selection Committee Members

Pursuant to Rule 80302, Section 3, of The University of Texas System Board of Regents’ *Rules and Regulations*, this memo is to notify you that the following representatives from the Office of Capital Projects (OCP) and The University of Texas *Institution Name* have been appointed to select an Architect/Engineer for the above referenced project through a Request for Qualifications process.

|  |  |
| --- | --- |
| OCP Representatives | *Institution Name* Representatives |
| 1. *Selection Committee Member’s Name & Title* (Chairman) | 1. *Selection Committee Member’s Name & Title* |
| 1. *Selection Committee Member’s Name & Title* | 1. *Selection Committee Member’s Name & Title* |
| 1. *Selection Committee Member’s Name & Title* | 1. *Selection Committee Member’s Name & Title* |

OCP and U.T***. Institution’s*** delegates determined the number and type of Selection Committee representatives.

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stephen Harris

Assistant Vice Chancellor for Office of Capital Projects

xc: Dr. Scott C. Kelley, Executive Vice Chancellor for Business Affairs

Mr. Richard De Leon, Director Program Management

Mr. Frank Reighard, Director Contracts and Procurement

Ms. Teresa Hall, Asst. Director Capital Improvement Program Planning

***HUB Coordinator***