University of New Mexico
Site Selection Process

(No funded project, simply prospective site selection)

PCD assigns a Project Manager

Project Manager forms a Site Evaluation Committee (click for member description)

Project Manager Creates Site Evaluation Criteria (click for link to criteria example)

Identify Prospective Sites

Conduct Evaluation (click for more information)

Make Recommendations to PCD, OCP, ISS

ISS delivers results to Administration

Project continues through OCP Project Manager following Site Selection Process

(If the Site Selection is for a Funded Capital Project)

OCP Project Manager is lead; enlists a PCD Project Manager

(If the Site Selection is for a Funded Capital Project)
Conduct Evaluation

The Site Evaluation Committee reviews and discusses the criteria spreadsheet (evaluation matrix) for the proposed sites.

Each individual criterion is given a score from 1 to 3, with 3 being the highest score.

Any site that does not meet minimum criteria is considered to have a fatal flaw and evaluation ceases on that site.

Scoring is summarized and most appropriate site/s is/are determined.
Project Manager forms a Site Evaluation Committee

This committee would include:

University Planning Officer
Representative from Physical Plant Department (PPD)
Representative from Office of Capital Projects (OCP)
Representative from Information Technology Services (ITS)
Representative from Real Estate Department
Two Representatives from the department/area for project (the user agency)
Representative from Executive Vice President level, depending on where the project is located
  – Academic
  – Health Sciences
  – Hospital