







Planning will notify the requesting departments or schools.

2. The Controller's Office shall assign an account number to the Major Capital Project. At this time, the project can be initiated, and funds expended.
3. All contracts and purchases related to Major Capital Projects will be consistent with the [procurement policy and competitive bidding guidelines](#) issued by Shared Services.
4. A status update on all Major Capital Projects will be provided at every meeting of the Buildings and Grounds Subcommittee of the Finance and Budget Committee. The status report will provide progress to date, major milestones met, or obstacles encountered, budget and actual expenditures, and will highlight any concerns.
5. Major Capital Projects will be completed and closed out in consultation completion and reported to the Buildings and Grounds Subcommittee.
6. Approval of a Major Capital Project authorizes Facilities Management and Planning to award contracts and incur other costs on the project that exceed the approved budget, but in total, do not exceed the approved project budget by more than ten percent (10%). If, during the performance of construction approved under this Policy, an unforeseen exigent condition or occurrence is identified that requires immediate action, the University is authorized to undertake and continue to implement measures to resolve or remediate the unforeseen exigent circumstances and to approve work necessary in light of the circumstances, even though such action may result in total construction project expenses exceeding the approved budget by more than ten percent (10%). In such a situation, the SVC for Business and Financial Affairs shall follow the notification process described below.
7. A chart illustrating the Major Capital Project Lifecycle is included as an Appendix to this Policy.

#### **D. Emergency Capital**

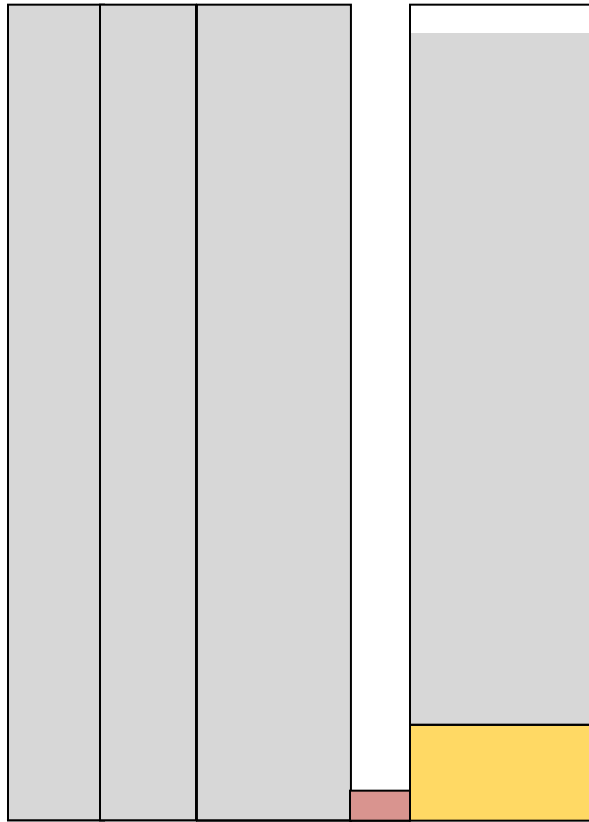
been obtained. In such a situation, the SVC for Business and Financial Affairs shall follow the notification process described below.

**E. Notification Process**

Upon the occurrence of an emergency requiring immediate construction planning and implementation or upon the discovery of an exigent circumstance that is likely to result in total construction project expenses exceeding the approved budget by more than ten percent (10%), the SVC for Business and Financial Affairs will promptly notify the Chancellor and the Board of Trustees. Board notification will include the Chair of the Board, the Chair of the Buildings and Grounds Subcommittee, and the Chair of the Finance and Budget Committee. The SVC for Business and Financial Affairs will provide information about the emergency or the exigent circumstances, identify the project costs, if known, and identify the planned source of funding for the new or additional costs. Once final costs are determined, a project budget, for emergency construction, or an amended project budget, reflecting additional work on an approved project due to exigent circumstances will be presented to the Board of Trustees for approval.

**IV. DEFINITIONS**

**A. "University Premises"**



**Legend:**

Level of Budget Certainty

Undefined Project Scope

● Budget Milestone

**MAJOR CAPITAL PROJECT DETAIL**

PHASE	DESCRIPTION	DELIVERABLES	SCOPE DEFINITION*	TIMELINE	BUDGET ACCURACY*	INVESTMENT
<b>Idea</b>	Statement of intent with initial supporting documentation by initiating unit. Variable in level of accuracy.	Phases I request form	2-10%	1 month	+100% / -50%	Minimal
<b>Feasibility</b>	Quick, cost effective preliminary investigation and scoping of the project, site, and programmatic needs. This can be performed with in-house staff or we seek a consultant to assist. Involves outreach to the users, occupants, maintenance and other supportive staff units. Initial financial discussions include.	Feasibility Study, Backfill Study	10-30%	2-5 months	+60% / -30%	\$10k-\$50K
<b>Programming</b>	Detailed investigation involving primary research, market and technical resulting in development of a business case to support the project. Includes project definition, justification, and early budgeting. Will include use of external consultants.	Space Needs Assessment, Programming Plan	20-40%	4-7 months	+50% / -30%	0.5-1.0% of project budget

BOT Approval for AOR