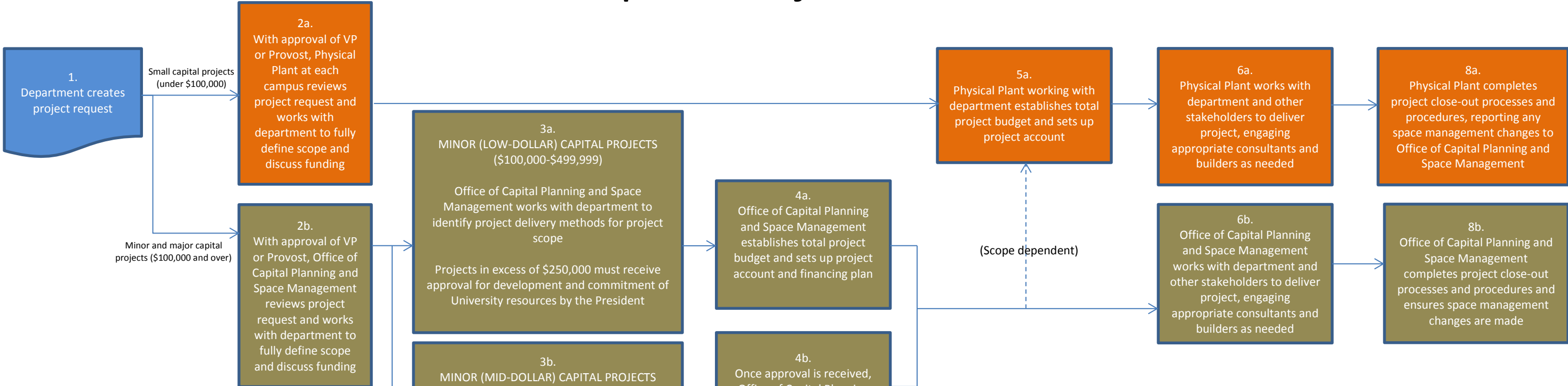


# Capital Project Process



**Notes:**

- The University defines a “Capital Project” as any construction, renovation or capital equipment acquisition activity that relocates, adds or eliminates building or site services, utilities or architectural components. There are two categories of capital projects at the University – minor capital projects (under \$1 million) and major capital projects (\$1 million or more).
- Project work scope is not to be split to avoid the limits established. (“Bid splitting” is not a practice at the University.)
- Projects with a total project cost of \$100,000 or more are reported to the University Facilities Committee on a regular basis.
- Registrar’s Office to be part of process on all projects with classrooms.
- This project process flowchart is a work in progress. Additional clarifications and sub-processes are being defined to help all stakeholders involved understand and facilitate this well.
- University Facilities Planning and Space Management Committee regularly reviews and provides feedback/ comments on Capital Projects at its meetings. There is a standing “Project Updates” agenda item, and depending upon extent of project information, special project reviews may be scheduled.

**Per University Policies and Procedures, the following apply to all projects:**

- Professional Service Contracts:**
  - \$500,000 and over, or with special provisions - legal counsel review required.
  - Under \$1,000,000 - Vice President of Business and Finance signs (following review of Office of Capital Planning and Space Management).
  - \$1,000,000 or over – President signs (following Finance VP and Office of Capital Planning and Space Management review).
- Purchasing policies and procedures require the following related to competitive bidding:**
  - Under \$15,000 – no competitive bidding/quote required.
  - \$15,000-\$24,999 – three (3) competitive verbal bids/quotes required.
  - Over \$25,000 – three (3) competitive written bids/quotes required.
  - If competitive bids/quotes policies cannot be followed or sole source purchase is appropriate, project manager to complete required paperwork for approvals.
- New Structure Builder Contracts:**
  - Finance VP signs, reviewed by Office of Capital Planning and Space Management.
  - Over \$1,000,000 or special requirements, legal counsel reviews.
- Renovation Builder Contracts:**
  - Renovation Contracts are to be copied to Risk Management for assessment of needed bonds and insurances.
  - Under \$500,000 – Director of Physical Plant (Stockton Campus), Dean of Law School (Sacramento Campus) and Dean of Dentistry (San Francisco Campus) signs. Dean of Pharmacy and Health Sciences may also sign.
  - \$500,000 and over – Finance VP signs (following Office of Capital Planning and Space Management).
  - Over \$1,000,000 or special requirements, legal counsel reviews.

- 7. Additional Regent Approvals Required**
- Pre-Planning/Programming Completion
  - Advancement of project to Schematic Design/Design Development Phase
  - Design Development Completion with total project budget and finance plan
  - Advancement of project to Construction Phase
  - If project exceeds total approved project budget by 5% or \$100,000 whichever is greater

- Regents Policy details not on above chart:**
- Major Capital Projects require competitive selection of design professionals.
  - Major Capital Projects - New buildings will meet Leadership in Energy and Environmental Design (LEED) "Silver"-level certification requirements. Pacific will also secure a cost estimate for LEED certification or equivalent of all renovation projects costing more than \$1 million.
  - Regent approvals vary by phase as follows:
    - Adoption of Facilities Master Plan and Amendments (Board)
    - Pre-Planning and Programming Phase (Finance and Facilities Committee)
    - Schematic Design/Design Development Phase (Finance and Facilities Committee)
    - Construction Phase (Board)
    - Project Budget Increases (Board, can be Executive Committee of Board if between Board meetings)