Definitions

- **Capital Project**
  - Construction of a building or facility
  - Purchase of land or buildings
  - Renovation or improvement of existing building or facility
    - Extends useful life or improves function of facility
Definitions

- **Minor Capital Project**
  - Total project cost greater than $35,000
  - Total project cost less than $750,000

- **Major Capital Project**
  - Total project cost greater than $750,000
## Campus Responsibilities

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Campus Players

- Chancellor
- Executive Vice Chancellor
- Campus Planning Committee (Advisory)
- Design Review Committee (Advisory)
- Budget and Planning
- Campus Design & Facilities
Campus Players

- **Office of Budget & Planning**
  - Manages pre-design planning for major capital projects
  - Building committee coordination
  - Identify funding sources
  - Obtain necessary project approvals
  - Real estate transactions
Campus Design & Facilities

- Budget estimate
- Architect/consultant selection
- Manages design and construction of major and minor capital projects
- Environmental analysis and regulatory reviews
Campus Responsibilities

- **Building Committee**
  - Ensure planning, design, and development of a project meet needs of occupants and campus
  - Oversees the work of the Executive Architect
  - Appointed by Chancellor, EVC or Vice Chancellor
  - The Chair has responsibility for successful delivery of the project
  - Meets throughout design and working drawing phases of a project
Building Committee Membership

- Control Point appointees
- Council on Planning & Budget
- Design Review Committee
- Chancellor’s Committee on Sustainability
- Graduate Student Association
- Associated Students
- Others
Capital Planning Phases

- Project Initiation
- Campus Review and Approval
- Pre-Design Studies
- Campus Review and Approval
- Schematic Design
- Campus and Formal Project Approval
- Working Drawings
- Construction
- Occupancy
Project Initiation

- Identify Problem
  - Growth, condition of facility, new program, changing needs
- Control Point contacts Budget & Planning
- Formulate Solution
  - Reuse/reallocation of existing space, renovation of existing space, new facility
    - Off site lease
    - Construction of new addition or building
Control Point and Budget & Planning prepare Preliminary Project Proposal (PPP) for CPC Review

- PPP is reviewed over two meetings; discussion and action
- CPC recommends the Chancellor approve the project to proceed to Pre-Design Studies
Pre-Design Studies

- Detailed Project Program (DPP)
  - Identify project objectives and program scope
  - Identify site and any site issues that may impact budget or feasibility
  - Provide estimated cost of project
  - Managed by Budget & Planning in consultation with Campus Design and Facilities, EH&S, and others
  - Undertaken by external consultant(s)
DPP is reviewed by the Design Review Committee (DRC)

DPP is presented to CPC for review and recommendation

- DPP is reviewed over two meetings; discussion and action
- CPC recommends the Chancellor approve the project to proceed into Schematic Design
Schematic Design

- Assures design of building achieves program objectives
- Matching design of building with site
- Reconciling estimate to budget
- Managed by Campus Design & Facilities in consultation with Budget & Planning, EH&S, and others
### Campus Review and Approval

- Schematic design is reviewed by DRC
- Schematic design and budget is presented to CPC for review and recommendation
  - Schematic design and budget is reviewed over two meetings; discussion and action
  - CPC recommends the Chancellor approve the design and budget.
- This is the final CPC action
Budget and funding source determine method of approval

Chancellor

- Less than $10 million
- Under Delegated Authority
  - Non-state funded
  - Less than $70 million
  - Included in Capital Financial Plan (CFP)
  - External financing (debt) requires UCOP approvals
Formal Project Approval

- Budget and funding source determine method of approval
- Chancellor
- President
  - Less than $20 million with consent from Chair of Regents and Chair of Grounds & Buildings
Formal Project Approval

- Budget and funding source determine method of approval
  - Chancellor
  - President
  - Regents
    - All State funded projects
    - Non-state funded projects over $70 million
    - Non-state funded projects excluded from CFP
    - High interest projects
Working Drawings

- Documents all of the projects specifications so that contractor can accurately bid and build project
Contractor builds the project
Campus Change Order policy
Move in!