

Property & Facilities

9.01 Capital Plans, Requests and Reports

- A. Duties and Responsibilities of the Board of Regents include:
 - 1. Review of long-range campus development plans.
 - 2. Approval of Five-Year Building Programs and capital appropriation request(s).
 - 3. Approval of annual capital plan.
 - 4. Approval of financing for capital projects.
 - 5. Review of capital issues.
 - 6. Receipt and/or approval of annual governance reports.

- B. Long-Range Campus Development Plans
 - 1. Each university shall present an updated campus master plan, including land use plan, to the Board at least once every four years or when the university proposes changes in land use, or at the request of the Board. The plan should indicate past, present, and anticipated development and note any significant changes from plans previously presented to the Board.
 - 2. The Campus Development Plan should include a description of all underutilized or unused space and the proposed modifications and future use of the space. Leased space on or in close proximity to the campus should be listed.
 - 3. The Campus Development Plan should relate directly to the university's strategic plan.

- C. Five-Year Building Programs (Plans)
 - 1. Five-Year State-Funded Building Program
 - a. The Board of Regents may submit annually to the General Assembly its Five-Year Building Program for state funds for each of the institutions under its jurisdiction.
 - b. The building program may be revised annually.
 - c. The Board Office shall coordinate the work of the institutions in preparing a Five-Year Building Program, including the format and date of submission.
 - 2. All-Funds Five-Year Building Program
 - a. An All-Funds Five-Year Building Program shall be presented to the Board annually and shall include major building needs anticipated to

of the design concepts and projected measures of efficiency, including net to gross square feet, construction cost per square foot and projected utility and maintenance costs.

B. Design Documents

This phase of planning begins with approval of program statement and terminates with completion of bid documents. This phase includes schematic design, design development and construction documents.

Approval of design documents shall follow approval of the program statement.

1. Schematic designs shall be submitted for Board approval for new building projects with an estimated project cost of \$1,000,000 or more and for major addition and remodeling projects with an estimated project cost of \$2,000,000 or more. The schematic designs shall reflect the program statement approved by the Board Office or the Board. The institutional exhibit shall include information on the net to gross square footage ratio (including a comparison to the building program, estimated construction cost per square foot, exterior materials and relationship of exterior design and materials to the campus context (for new construction), restroom fixture counts, operating and maintenance costs, project schedule, and any additional information requested by the Board or Board Office. At the time the schematic design is approved by the Board, the Board may require that further design development drawings be presented.
2. Institutional requests for Board approval of a "project description and budget" (including funding sources) are to be presented no later than the time at which the "schematic design" is presented.
3. Board approvals of both the "schematic design" and "project description and budget" (including funding sources) will constitute Regents final project approval and authorization to proceed with construction.
4. Material changes in program, design or cost subsequent to the Board's final approval must be returned to the Board for further approval.
5. Final information to address the Board's evaluation criteria must be submitted when approval of the schematic design is requested.

9.07 Project Descriptions and Budgets

A. Definitions

The project description and budget shall include a brief history of the project, the justification or need for the project, the purpose to be served, a description of the project scope, the approximate net and/or gross square

feet, a preliminary budget, and any additional information requested by the Board Office or the Board.

1. The preliminary budget shall contain lines for major expenditure items and identify source(s) of fund(s).
2. A revised project budget increases or decreases the total budget from the amount approved in the preliminary budget.
3. An amended project budget changes the line items and/or source(s) of fund(s) from those approved in the preliminary budget; the total project budget does not change.

B. Projects with Budgets of Less than \$250,000

A Project Description and Budget shall be prepared for all capital projects with a project budget of \$100,000 or more. Institutional approval of the Project Description and Budget shall constitute approval of projects estimated to cost less than \$250,000. However, the renovation, modification or improvement to the official state-owned residence of an institutional head requires approval of the executive director of the Board should the project budget exceed \$100,000.

Approved projects with budgets between \$100,000 and \$249,999 shall be reported semi-annually to the Board Office.

C. Projects with Budgets of \$250,000 to \$999,999

Project descriptions and budgets between \$250,000 and \$999,999 shall be submitted to the Board Office for review and approval.

D. Projects with Budgets of \$1,000,000 to \$1,999,999

Project descriptions and budgets for new buildings between \$1,000,000 and \$1,999,999 shall be submitted for Board review and approval as an entry on the Register with exhibit. All other project descriptions and budgets between \$1,000,000 and \$1,999,999 shall be submitted for Board Office review and approval.

Institutional requests for Board approval of a "project description and budget" (including funding sources) are to be presented no later than the time at which the "schematic design" is presented.

E. Projects with Budgets of \$2,000,000 or More

All project descriptions and budgets of \$2,000,000 or more shall be submitted for Board review and approval as an entry on the Register with exhibit.

Institutional requests for Board approval of a "project description and budget" (including funding sources) are to be presented no later than the time at which the "schematic design" is presented.

F. General

Commitments on projects shall not be made until approval is given by the Board Office or the Board.

If the project will employ alternative delivery methods other than the normal design-bid-build process, the project description and budget shall include a review of the advantages and disadvantages (risk) of this delivery method.

G. Revised / Amended Project Budgets

1. Revised Project Budgets between \$250,000 and \$999,999

A project with an increased budget which results in a revised budget totaling between \$250,000 and \$999,999 shall be approved by the institution. Information on all revised budgets approved by the institution shall be provided in a semi-annual report to the Board Office.