



BOISE STATE UNIVERSITY

University Policy 9170

Capital Project Needs

Effective Date

February 2018

Last Revision Date

July 2019

Responsible Party

Associate Vice President/Chief Planning and Facilities Officer, (208) 426-1249

Scope and Audience

This policy applies to all academic, auxiliary, and administrative departments seeking remodel, renovation, or Capital Project support. Under no circumstances shall a Capital Project move forward without evaluation per this policy.

Additional Authority

- Idaho Code § 67-5710B
 - State Board of Education Policy, Section V.K.
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1. Policy Purpose

To provide a consistent, transparent process for prioritization and approval of capital remodel, renovation, and improvement projects.

2. Policy Statement

The University, not any specific department, is ultimately responsible for all buildings and campus property. The process of prioritizing the remodel, renovation, or improvement of existing facilities and the construction of new facilities at the University is complex and on-going. A significant change in pedagogy or research technology may require the redesign of teaching or research facilities; new programs may require additional space; or a building may have reached the end of its useful life and need replaced. This policy will guide the prioritization and approval process for these projects.

3. Definitions

3.1 Capital Project

Any project including one or more of the following:

- Any new building; alteration, repair, demolition or improvement of any land, building or structure, including utilities, or remodeling or renovation of existing buildings, or other physical facilities, to make physical changes necessitated by changes in the program, to meet standards required applicable codes, to correct other conditions hazardous to health and safety of persons which are not covered by codes, or to effect a permanent improvement to the facility for any reason including aesthetics or appearance;
- Site improvement or developments which constitute permanent improvement to real property;
- Purchase and installation of fixed equipment or cubicle style furniture necessary for the operation of new, remodeled, or renovated buildings and other physical facilities to include any equipment that is made a permanent fixture of the building; and/or
- Purchase of services of architects, engineers, and other consultants to prepare plans, program documents, life cycle cost studies, energy analysis, and other studies associated with any new building, alteration, repair, demolition or improvement and to supervise the construction or execution of such projects.

3.2 Capital Project Need Request (CPNR)

A formal request expressing a Capital Project need.

3.3 Preventative Maintenance

In accordance with Idaho Code § 67-5710B, corrective repairs or replacements used for existing state-owned, or state-operated facilities, which result from a systematic program in which wear, tear and change are anticipated, and continuous corrective actions are required to ensure peak efficiency and to minimize deterioration.

3.4 Project Funding Authorization (PFA)

A formal request for funding, or expenditure of available funds. Any project seeking the use of Central Funds, or any project that will exceed \$50,000 – regardless of funding source – requires a PFA. The Office of Budget and Planning leads PFA review and administration.

3.5 Project Manager

The staff person from Campus Planning and Facilities assigned a project ready for implementation. The Project Manager is responsible for collecting estimates, selecting contractors to conduct work, and conducting general project oversight. Only Project Managers assigned and authorized by the Director of Architecture and Engineering Services are allowed to manage and coordinate capital projects.

4. Responsibilities and Procedures

4.1 Facilities Planning Council

The Facilities Planning Council (FPC) is responsible for Capital Project policy and governance. The FPC reviews and ultimately approves (subject to presidential review) all Capital Project needs requests and adopts a priority order of projects for completion. The FPC consists of the following voting members:

- Associate Vice President/Chief Planning and Facilities Officer – Chair
- Vice President/ Chief Financial Officer
- Vice President for Student Affairs/Enrollment Management
- Vice President for Research & Economic Development
- Vice President for University Advancement
- Provost and Vice President for Academic Affairs

- Vice President for University Affairs and Chief of Staff

4.2 Capital Project Evaluation Committee

The Capital Project Evaluation Committee (CPEC) is responsible for reviewing and assigning scores to annual Capital Project Needs Requests. The staff in Capital Planning & Facilities will inform the CPEC of all Capital Project Needs Requests and currently active projects. The CPEC will prioritize and recommend project prioritization to the FPC. The CPEC will update the FPC at least twice annually, or more frequently if needed. The CPEC is comprised of the following members or a designee:

- Academic Dean (appointed by the COO/Provost)
- Vice President for Student Affairs
- Vice Provost for Academic Planning
- Associate Vice President for Research
- Associate Vice President for Finance
- Associate Vice President for Budget
- Associate Vice President for Public Safety
- Director of Architectural & Engineering Services
- Director of Capital Planning & Space Management
- Director of Environmental Health & Safety
- Director of Facilities, Operations & Maintenance

The CPEC is chaired by a CPEC member designated by the Vice President and Chief Financial Officer. The Council is co-chaired by the Capital Asset and Development Manager in Campus Operations.

4.3 Overview and Timelines

- a. Departments must submit their Capital Project Needs Request(s) on or before November 1 to the Division of Campus Operations through the form provided.

- b. Campus Planning and Facilities staff will review each submission for accuracy and add detail as needed. Capital Planning and Facilities staff will ensure that deans and vice presidents have approved requests as appropriate.
- c. Campus Planning and Facilities staff will compile submissions for review by the Capital Planning Evaluation Committee, which will use a ranking system approved by the Facilities Planning Council to recommend a priority order for projects to move forward.
- d. The Facilities Planning Council will review the proposed project priority from the CPEC and approve or adjust as they see fit.
- e. Approved projects will either:
 - (i.) Enter the work queue for Architectural and Engineering Services. The timeline for implementation of any project is dependent on its priority and staff resources available to manage the project.
 - (ii.) Be placed on the University’s Major Capital list for review by the state’s Permanent Building Fund Advisory Council.
 - (iii.) Be placed on the University’s Alterations and Repair request for review by the State’s Permanent Building Fund Advisory Council.
 - (iv.) Be submitted for Central Funding through the University’s annual budget process.

Table 1: Capital Project Ranking Timeline

November 1	Annual application cycle begins/ends.
November 1 – 30	CPF staff creates the annual summary and prepares the various requests for scoring by the CPEC.
December 1 – February 14	The CPEC reviews requests and assigns scores for suggested prioritization.
February 15 – 28	CPF creates the final CPNR report the FPC’s review. FPC conducts review and finalizes Capital Project prioritization.

March 1 – 15	CPF completes workflow identification, assigning prioritized CPNRs to appropriate process.
<i>If a deadline falls on a weekend or holiday, the deadline will be extended to the next business day.</i>	

4.4 Out-of-Cycle Approvals

In certain circumstances, it may be necessary for a Capital Project to move forward outside of the Capital Project Ranking/Approval cycle. Any such requests and determinations shall be approved by the requesting division's vice president and the Associate Vice President/Chief Planning and Facilities Officer. Preference for out-of-cycle approvals will be given to projects that address imminent life/safety issues, policy compliance and/or time sensitive gifts (e.g. grants or donations).

4.5 Exemptions

The following types of projects are generally exempt from the annual Capital Project Ranking and Approval process. These projects, if deemed eligible for exemption by Campus Planning & Facilities, will enter the project assignment workflow. Assignment of a Project Manager is dependent upon staff availability.

- a. A Capital Project meeting the definition of Preventative Maintenance, as outlined in this policy, and if funding is secured.
- b. A Capital Project that has funding secured and is estimated to cost less than \$50,000; however, a detailed estimate coordinated by a Project Manager is required prior to providing this exemption and a CPNR form must be submitted to allow tracking and to assign a Project Manager.
- c. Capital Projects deemed emergencies or time-sensitive. This includes projects that address imminent life/safety issues, or projects that are subject to time sensitive gifts. For grants and other gifts that are time sensitive, Boise State will assess the true cost of the project to determine the overall impact on funding and staff resources. A CPNR may still be necessary for these projects.
- d. Project studies, including cost estimation, engineering and/or architectural analysis, or general feasibility studies. Funding must be secured to conduct the work to receive the exemption. A CPNR is still required to track these projects.

4.6 Additional Approvals

Before a Capital Project can officially begin, certain approvals may be required. CPF will provide assistance with preparation of materials outlined below.

4.6.1 President's Approval - \$500,000 or Greater

The President may approve or deny major Capital Projects recommended by the FPC. CPF will prepare materials for the President's review.

4.6.2 Idaho State Board of Education (SBOE) Approval - \$500,000 or Greater

The Vice President and Chief Financial Officer will submit the request for approval to the SBOE

4.6.3 The Department of Public Works (DPW) and the Permanent Building Fund Advisory Council (PBFAC) Approval

- a. DPW and PBFAC must approve and may manage projects estimated at \$100,000 or greater.
- b. Projects utilizing Permanent Building Funds must be approved and may be managed by the DPW and PBFAC regardless of project amount.

5. Forms

Capital Project Need Request (CPNR) Form

<https://www.boisestate.edu/operations/request/>

Revision History

July 2019