

TUSKEGEE UNIVERSITY

University Policy: CAPITAL PROJECTS APPROVAL POLICY

Policy Category: Business and Fiscal Affairs

Subject: Capital Projects Approval

Office Responsible for Review of this Policy: Business and Fiscal Affairs

I. SCOPE

This document sets out the policy, authorities and requirements for the approval process for all construction and renovation projects carried out in University owned and operated facilities with a total project cost of \$250,000 or more.

II. POLICY STATEMENT

This policy outlines the University's procedures for reviewing and approving capital improvement projects with a total project cost of \$250,000 or more. Such projects include new construction, renovations, infrastructure and information technology improvements that serve to enhance the physical assets of the University.

III. PURPOSE

The purpose of this policy is to:

- Provide for consistent documentation of capital project proposals, which defines the purpose, scope, budget, funding source, operating budget impact, schedule and other project details
- Establish appropriate levels of approval for capital projects

IV. TO WHOM THIS POLICY APPLIES

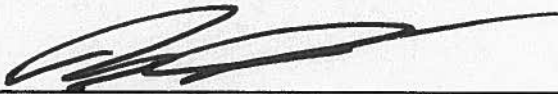
This policy applies to all University organizations and all projects executed on property owned by the University as well as all capital grants (federal, state, corporate, and/or foundation supported) provided for construction projects with a total project cost of \$250,000 or more.

V. EFFECTIVE DATE

This policy is effective immediately.

VI. SIGNATURE, DATE, AND APPROVAL

Approved:



Brian L. Johnson, Ph.D.
President

Date Approved: *This policy was approved unanimously by the Board of Trustees at the Annual Board of Trustees meeting held on October 17, 2015.*

TUSKEGEE UNIVERSITY CAPITAL PROJECTS APPROVAL POLICY

I. PURPOSE AND PHILOSOPHY

This policy establishes in accordance with established Board policies and procedures and following the recommendation of the appropriate Board committee(s), including Facilities and Finance, the process by which capital projects shall be approved at Tuskegee University.

II. CAPITAL PROJECT APPROVAL THRESHOLD

In accordance with established Board policies and procedures and following the recommendation of the appropriate Board committee(s), including Facilities and Finance, the following capital projects shall require Board of Trustees' approval: new construction, renovation, or adaptation projects on Tuskegee University property, regardless of funding source with a total project cost of over \$250,000.

III. PROCESS FOR CAPITAL PROJECT APPROVAL

In accordance with established Board policies and procedures and following the recommendation of the appropriate Board committee(s), including Facilities and Finance, the Board of Trustees' process for approving capital projects is outlined below:

1. **Project Initiation and Architect & Construction Manager Selection:** Upon receipt of a dedicated capital project budget, the Board of Trustees shall approve the initiation of a project in accordance with established Board policies and procedures and following the recommendation of the appropriate Board committee(s), including Facilities and Finance. This approval will authorize the University staff to begin to develop the project through the preliminary stages of the project programming and design process. Authorization shall be given for the commencement of the architect selection process to determine the architectural firm most capable of providing design services on the proposed project. If applicable, the determination of the most capable construction manager capable of providing construction management services on the project will be made.

2. **Approval of Architect and Construction Manager Selections:** In accordance with established Board policies and procedures and following the recommendation of the appropriate Board committee(s), including Facilities and Finance, the Board of Trustees shall approve the selections of the project architect and construction manager, as required, on the project under consideration. Once this approval is obtained, Tuskegee University's Vice President for Capital Projects and Facilities Management is authorized to engage both the architectural and construction management firms contractually to begin development of the project program and design.

3. **Schematic Design Approval:** Once a project has been initiated, and the architect and construction manager have been approved, the Capital Projects and Facilities Management Division will commence the project design. This design effort will progress up to the point where the project design is roughly 30% complete—the “schematic design” milestone.

In accordance with established Board policies and procedures and following the recommendation of the appropriate Board committee(s), including Facilities and Finance, the Board of Trustees shall approve the following elements of the project at the schematic design approval milestone:

- (a) **Project Program:** The size, scope, and nature of the work to be performed under the project.
- (b) **Site:** The location of the project on campus or other land owned by Tuskegee University.
- (c) **Budget:** The amount of funds authorized by for expenditure on the project under consideration.
- (d) **Funding Plan:** The proposed plan for how the project will be funded.
- (e) **On-going operational and maintenance cost:** The Vice President Capital Projects and Facilities Management will provide a cost analysis on-going operational, maintenance, and staffing (if applicable) costs.
- (f) The Vice President for Business and Fiscal Affairs/Chief Financial Officer will incorporate on-going operational and maintenance costs in existing and future budgets and financial projections consistent with the Net Unrestricted Balance Policy requirements.
- (g) **Schematic Design:** The proposed architectural design and layout of the facility. In accordance with established Board policies and procedures and following the recommendation of the appropriate Board committee(s), including Facilities and Finance, the Capital Projects and Facilities Management Division shall advise the Board of Trustees whether or not the proposed project architectural design meets Tuskegee University’s “Character and Image” standards for buildings.
- (h) In accordance with established Board policies and procedures and following the recommendation of the appropriate Board committee(s), including Facilities and Finance, the Board of Trustees approves the project program, site, budget, funding plan, operational and cost analysis, and schematic design, Tuskegee University’s Capital Projects and Facilities Management Division will then complete the project design, bid the project, award the necessary construction contracts, and construct the project.

IV. EXPEDITED PROJECTS

In accordance with established Board policies and procedures and following the recommendation of the appropriate Board committee(s), including Facilities and Finance, the President may recommend that a project be designated as an “**expedited capital project**” to accelerate the project execution process. Upon designation of a capital project as an expedited project, the Capital Projects and Facilities Management Division shall have the authority to take all actions requiring full Board of Trustees’ approval, in accordance with established Board policies and

procedures and following the recommendation of the appropriate Board committee(s), including Facilities and Finance, other than approval of the budget and site.

A review of any actions of the Capital Project and Facilities Management Division shall be a regular order of business at each meeting of the Board of Trustees in accordance with established Board policies and procedures and following the recommendation of the appropriate Board committee(s), including Facilities and Finance, and such actions shall be subject to revision and alteration by the Board of Trustees, provided that no rights of third parties shall be affected by any such revision or alteration.

ADOPTED _____ 2015