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7-107 Capital Development Plan

A. **Applicability:** The Capital Development Plan Phase will be used for those projects meeting the requirements as previously defined in this chapter.

B. **Schedule:**

1. Each university shall submit an annual Capital Development Plan for the upcoming fiscal year in accordance with the calendar approved by the Executive Director. Capital Development Plans are reviewed by the Capital Committee and approved by the Board
2. Projects included in the Capital Development Plan are generally carried forward from the previously approved Capital Improvement Plan.
3. No capital project can go forward if it has not been included in an approved Capital Development Plan.
4. A capital project need not be included in a Capital Development Plan once it has received Project Approval.
5. If a project does not move forward for Project Implementation Approval in the applicable fiscal year, it must be resubmitted for inclusion in a subsequent Capital Development Plan.
6. The Capital Development Plan may be considered for mid-year revisions in accordance with a calendar established by the Executive Director. Revisions may include the addition of new projects, project budget adjustments, and deletion of projects.

C. **Phase Description:**

1. Capital Development Plan Approval focuses on strategic planning perspective and shall be based on:
 - a. The mission, strategic plan, and master plan of the university;

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- b. Advance planning such as the initial development of a facility program and/or architectural program that justifies the project; and
 - c. The preliminary total cost including sources and uses of funds.
2. Each project submitted for Capital Development Plan Approval shall include a concise Project Justification Report to the Board. This Project Justification Report shall be developed in cooperation with the Central Office to ensure materials address the needs of the Capital Committee and the Board. The Project Justification report should justify the need for the project based upon the university's mission, strategic plan, and other supporting documentation. The Project Justification Report shall include the following information:
- a. Project need
 - b. Programming and design costs, and exceptions (if required), to achieve project implementation
 - c. Estimated project scope and cost, including expected useful life of the project
 - d. Methodology used to develop the total project cost and comparison of cost to other similar previously approved projects and completed projects from the databases established pursuant to Board policy 7-110 B.4 (Project Construction, University Procedures), including an explanation of significant cost differences from the comparable projects
 - e. Rationale for the selected project delivery method, including information on the selection process, the number of submittals received for each contracted activity of the delivery method, and any prior experience with selected entities

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- f. If applicable, rationale for seeking Leadership in Energy and Environmental Design (LEED) certification, including estimated costs for achieving certification
- g. Conformance with space guidelines
- h. Conformance with university missions, strategic plans, campus master development plans, and plans for community input
- i. Fiscal Management Plan: How the universities intend to fund the project, including annual debt service and the impact to the fund sources that will pay the debt service, as well as annual operations and maintenance costs
- j. Backfill Plan: The universities should identify potential programs, functional uses, or non-use (e.g., demolition of a building) of the space that is released as a result of the project
- k. Alternatives to Project: Explain what alternatives to the project were investigated, and why they were not selected. These alternatives can include, but not be limited to:
 - (1) Whether the program could be accommodated in existing space (e.g., rescheduling, more efficient use of space)
 - (2) Whether the program could be accommodated in off-campus lease space
 - (3) Consider if the space could be constructed in partnership with the private sector
- l. Description of other related projects including relating infrastructure improvements.

D. University Facility/Architectural Program Procedures

- 1. The universities will develop procedures to specify the information requirements and process for programming the facility.

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2. A facilities/architectural programmer, who has experience in translating users' needs into space, room, and equipment requirements for similar facilities, should define the space requirements.
3. A programming committee should be established and structured to ensure that the specified program represents an appropriate tradeoff between users' desires and a plan that maximizes value to the university.
4. The program should include information specifying space requirements, other program requirements, and special requirements.

E. Authority Granted by Capital Development Plan Approval

1. Capital Development Plan Approval represents Board approval of the project concept, scope, and preliminary total costs.
2. Capital Development Plan Approval authorizes the universities to hire outside consultant services to initiate the design, cost estimating, and/or alternative building delivery (i.e., construction manager-at-risk, design/build) processes through schematic design.
3. In preparing for the Project Implementation Approval submittal, the universities are authorized to expend for outside professional and consultant services up to three percent (3%) of the estimated total project cost or Five Hundred Thousand Dollars (\$500,000) whichever is greater. These expenditure limitations are in addition to those authorized for Capital Development Plan Approval submittal.