Campus Planning & Facilities

FY18 Year-end Capital Planning

President’s Advisory Committee
October 17, 2017
Today’s Objectives

• Provide a primer on year-end capital planning processes
• Establish the process and schedule for the FY18 project cycle
• Answer questions and address concerns from previous planning cycles
### Project Tiers under UWG Delegated Authority

<table>
<thead>
<tr>
<th>Tier</th>
<th>Details</th>
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<tbody>
<tr>
<td>Up to $50K</td>
<td>No Bidding, usually minimal planning cycle (Allow 3 – 6 months)</td>
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<tr>
<td>Up to $100K</td>
<td>3 Bids. May have shortened planning cycle (Allow 4– 8 months)</td>
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<td>Up to $250K</td>
<td>Full 15-Day Bidding or Task Order GMP. Full planning cycle. (Allow 6 – 12 months)</td>
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<tr>
<td>Up to $750K</td>
<td>Full 30-Day Bidding. Full planning cycle and design review. (Allow 8 – 16 months)</td>
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<td>$1 Million-</td>
<td>Limit of UWG Delegated Authority</td>
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<tr>
<td>Over $750K:</td>
<td>Requires BOR Integrated Review &amp; Approval. Allow 9 – 18 months</td>
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### Project Phases

1. **Pre-Planning:**
   - Scoping
   - Feasibility and funding plan
   - Programming/options analysis

2. **Schematic Design:**
   - Refine programming design requirements
   - Identify preferred option
   - Commit to project scope, schedule & budget

3. **Design Development:**
   - Detailed drawings
   - Commitment to major building systems and equipment
   - Cost reconciliation

4. **Construction Drawings:**
   - Complete set of building & site plans and specs used to bid the project
   - Cost reconciliation

5. **Construction**

6. **Occupancy:**
   - Commissioning & Move-in
   - Final fit-out (furnishings)
   - Project budget closeout
**PRE-PLANNING STEPS FOR A CAPITAL PROJECT (> $100,000)**

**Scoping & Feasibility**
- Project sponsor and campus leadership work together to establish the project and commit time and resources.
- Includes examination of strategic alignment, financial feasibility and formation of a funding plan.
- PCS assists with project definition, Request for Qualifications for Design Services, and screening and selection of design professionals as required.

**Programming**
- A work group is often established to define project scope, schedule & budget.
- Typically includes key stakeholders/building users and campus internal consultants, such as: PCS; Facilities; Environment, Health & Safety; and ITS who steward the project and are accountable to the project sponsor and campus leadership.

**Approvals**
- Project strongly aligned with Strategic Plan and Master Plan.
- Project and budget approvals per University Policy.
- Facilitated by CP&F: based on total project cost and funding source.

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**PROGRAMMING CONSIDERATIONS**

- **Function**
  - People
  - Activities
  - Relationships

- **Form**
  - Site
  - Environment
  - Quality

- **Time**
  - Past
  - Present
  - Future

- **Economy**
  - Initial Budget
  - Operating Costs
  - Life Cycle Costs

PROJECTS MUST BALANCE A VARIETY OF REQUIREMENTS

UWG MUST ALSO BALANCE GOALS FROM ESTABLISHED PLANNING AND POLICY DOCUMENTS

- Facility Condition Assessments
- UWG & BOR Sustainable Practices Policy
- BOR Due Diligence and Integrated Review
- UWG Strategic Plan
- Engineering and Space Utilization Studies
- Master Plan Study
- UWG Physical Design Standards
- Divisional Strategic and Academic Plans
FY18 Year-End Process

Feasibility Review:
- Scope
- Site/location
- Technical
- Cost and Value

Programming:
- Scope
- Technical
- Cost

Approval at Division Level
(BOR IR if >$750 K)

Preliminary Plans:
- Design
- Scope
- Cost

Construction Documents:
- Design Completion (plans and specs)
- Finalized Scope
- Cost Reconciliation

Approval at Division Level and VP Council

Construction:
- Bid & Build

Feasible?
- YES
- NO

Revise or abandon

$ = Infusion of Funding

CAPITAL PROJECT PROCESS
FY18 Process and Schedule

• Submittal of Projects for Review through December 2017
• Review/Prioritization for VP approval
  • New Initiative – Development of Cross Divisional Review Panel
    • Review/Discussion pre-prioritization
    • Integrated Review engagement from each division
• Early release of design and select construction funds January 2018 – April 2018
• Release of remaining construction funds June 2018
Reality Check

• Although institutional YE funds are often significant ($5 – 8 M), strategic needs far outstrip available resources.
• Time required to get large projects on deck (>250K) can be extensive. We need to hear from you very soon, even for divisionally or departmentally funded projects.

Questions and Feedback

Best place to work, learn, and succeed!