

# HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: PD001-131017

Title: Review & Approval of Campus Project Requests

The following procedure shall be utilized by the Facilities Work Group (FWG), a subcommittee of the University Resource & Planning Committee, in order to develop recommendations for funding requests associated with campus-funded and campus-approved projects.

- For the purposes of this process, a Project is defined as one in which a repair, improvement or change to the existing physical campus (including space within buildings) is requested and which, if approved, will assist the campus in meeting institutional priorities.
  - The minimum cost for such projects shall not be less than \$5,000. The maximum cost for such projects shall not exceed the minimum cost threshold which would result in the project being defined as a major capital project within the California State University System.<sup>1</sup> A change in space is defined as one in which proposed usage after completion of a project is different from that for which the space was previously used (i.e., converting graduate research space to faculty offices, seminar space to graduate research space, etc.,).
  - This process does not apply to projects defined by the Campus Major Capital Outlay Program and/or associated with projects funded, in whole or in part, by the Chancellor's Office or other source of funds.
  - This process also does not apply to projects recommended by Facilities Management and which are associated with emergency repair and/or safety.
- The FWG will seek project proposals from campus divisions on an annual basis.
- Campus divisions shall determine an internal process within their division to develop, review and rank project proposals.
- All project proposals must be submitted via the Divisional Project Proposal Form.
  - Additional support documentation for the project is allowed.
  - Divisions shall not be limited to the number of submissions allowed.
  - Divisions are encouraged to work with Facilities Management Planning & Design Unit staff regarding proposal development prior to submission.
- Upon reception of ranked project proposals, Facilities Management shall assign Planning & Design Unit staff to further assist Divisions with conceptual-level development of proposals with priority for review based on division ranking. The purpose of such assignment is to further develop proposals to the conceptual stage so as to finalize project programming requirements, required physical improvements and scope of work, and potential cost.
- Once proposals are conceptually finalized, Facilities Management will review such with the Division and confirm final division ranking for all proposals.
- Upon verification of final division ranking, Facilities Management will provide the FWG with a Proposal Summary Report as well as copies of all such proposals.

- The FWG shall be responsible to review and prioritize all such proposals based on the following criteria:
  - Alignment with Institutional Priorities
  - Project Ability to Achieve Other Programmatic Benefits or Institutional Efficiencies
  - Broad Campus Support & Involvement
  - Level of Impact on Student Population
  - Ability of Project to Address Deferred Maintenance Backlog
  - Ability of Project to Correct Code Compliance Deficiencies
  - Project's Inclusion of Sustainability Measures
  - Ranking within Division
  - Division Funding Commitment
- The FWG will seek input from the URPC regarding the total funds allotted for campus-approved projects.
- The FWG will seek input from the University Executive Team (i.e., President, Provost, Vice Presidents, and Chief of Staff) regarding its ranking and prioritization of project proposals. Feedback will be considered and incorporated by the FWG into a recommendation for funding of prioritized project proposals.
- Once complete, the FWG will finalize its recommendation to the URPC for approval of prioritized project proposals.
- The URPC will consider such and forward a final recommendation to the University Executive Team (i.e., President, Provost, Vice Presidents and Chief of Staff) for approval.
- Upon approval, Facilities Management will work with the campus to ensure approved projects are implemented. If, during the design process, it is determined the cost of the project will exceed the funding commitment, Planning & Design staff will alert campus leadership to: 1) determine availability of additional funds; 2) determine if a reduction in scope is acceptable; 3) determine if the project should be placed on hold until additional funding is secured, or 4) determine whether the project shall be canceled.
- Unfunded project proposals may be re-submitted in future years for renewed evaluation in concert with other received proposals.

1 2013-2014 Maximum Cost is \$610,000

#### REFERENCES

- Divisional Project Proposal Form