

### Project Definition, Categories, and Types

The following shall be utilized by Facilities Management to determine when a proposed scope of work shall be defined as a “Project” and as such subject to the project process. this regulation shall also be used as a resource in accurately categorizing and typing such projects.

#### Introduction

The University seeks to establish consistency for its definitions associated with campus construction projects to ensure alignment and adherence to the requirements set forth by the State University Administrative Manual, Executive Orders, and other related University policies and procedures.

#### Definition of a Facilities Project

A Project is defined as a land acquisition or improvement, new construction, addition, alteration, or betterment of existing buildings, hardscape, landscape, and infrastructure on the physical campus as well as other properties owned or leased by the University where at least **TWO** of the following criteria are met:

- **The Minimum Cost** has been established as not less than \$15,000.
- **A Change in Space Type or Function** defined as one in which the proposed usage following completion of the proposed scope of work 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, adding or subtracting to planted landscape areas, extension of paved areas, etc.,). Any changes in space type will require the approval of the University Space and Facilities Advisory Committee as outlined in Humboldt State University Space Management Policy
- **Complexity of the Proposed Scope** defined as scope that requires the application of regulatory compliance as well as campus and California State University requirements. The Facilities Management Planning, Design & Construction Unit, and the Campus Deputy Building Official shall be consulted to determine whether the proposed scope of work meets the complexity criteria. The Proposed scope of work will be evaluated based on the criteria noted below any one of which may allow the scope to be considered complex:
  - Requires a building permit.
  - Requires outside agency review.
  - Will result in scope of work for which implementation is fully outsourced.
  - Includes significant scope associated with modifications to multiple systems (i.e., plumbing, electrical, fire alarm).
  - Requires multiple outside consultants to successfully complete the planning and design effort required to execute the scope.
  - Large Group II equipment orders that require significant handling, assembly, storage and delivery effort
- **Change in Physical Interior or Exterior Layout** which includes adding, subtracting or otherwise modifying the existing square footage of a space or structure. For example, demolition and reconstruction of interior walls with a modified layout or modification to buildings, hardscape,

landscape and infrastructure which results in changes in the footprint of such. Replacement in kind shall not be considered a change in physical footprint.

**Land Acquisitions** are automatically considered to be a Project regardless of the ability to meet the criteria noted above.

### **Project Categories**

University projects include adaptation, renovation/modernization of an existing facility, or major maintenance that increases the value of the location, site or campus and extends the useful life of such. Total project cost is the primary criterion distinguishing the following two project categories. Total project cost includes all fixed equipment associated with the project. Minimum and maximum dollar thresholds are determined by the Chancellor's Office. All University projects will be in one of the two following Categories:

- **Minor Capital Project:** All University projects whose total costs are at or below the maximum threshold as established in SUAM amendments are considered minor capital projects.
- **Major Capital Project:** All University projects whose total cost exceeds the minimum dollar threshold as established in SUAM amendments are considered major capital projects. In addition, all new facilities, land acquisitions, and projects which increase the existing footprint of a building, regardless of cost, are major capital projects. All such projects must be managed under the requirements of the University's adopted Capital Outlay Management Plan.

### **Project Types**

All University projects will be of a single type for which the majority of the scope of work can be classified under one of the following definitions:

- **Routine Repair & Maintenance:** Defined as repairing or maintaining existing building, infrastructure, hardscape or landscape components but not fully replacing such; it is generally considered to be the effort required to ensure the equipment or system meets its intended life cycle.
- **Deferred Maintenance:** Defined as the replacement of systems that have exceeded their useful life and are classified as within the deferred maintenance backlog in the California State University FRRM (Facilities Replacement & Renewal Model) database.
- **Capital Renewal:** Defined as the replacement of systems which have not yet reached deferred maintenance status within FRRM but have been evaluated to require replacement within the current planning year by FRRM or which have been evaluated to have prematurely reached the end of their useful life. System lifecycles are based on the FRRM and adjusted by Facilities Management based on annual inspection to verify expected additional lifecycle remaining.
- **Alteration or Renovation:** Defined as projects whose scope includes alteration or renovation of existing buildings, infrastructure, hardscape and landscape components to meet programmatic needs of the campus.
- **New Construction:** Defined as projects whose scope includes new construction on the physical campus in the form of buildings, infrastructure, hardscape and landscape.
- **Acquisition:** Defined as projects which result in the acquisition of land for the University.
- **Infrastructure:** Defined as projects whose scope is focused on the addition or alteration of campus infrastructure (i.e., utility systems, hardscape, roadways, landscape, etc.,) but which do not include elements of routine maintenance and operation, deferred maintenance or capital renewal definitions.

- **Sustainability:** Defined as projects whose scope is solely focused on reducing the energy, carbon or greenhouse gas footprint of the University but which do not include elements of routine maintenance and operation, deferred maintenance or capital renewal definitions.

#### REFERENCES

- State University Administrative Manual, Section 9000
- California State University Executive Order 847
- Humboldt State University Space Management Policy
- Facilities Management Standard Operating Procedure PD002-151006 Implementation of Campus Space Management Policy
- Facility Project Approval Guideline (TBD)
- Building Permit Requirement Guideline (TBD)
- Project Budget & Financial Reporting Guideline (TBD)
- Project Contracting, Service & Material Procurement Guidelines (TBD)
- Project Occupancy & Closeout Guideline (TBD)
- Capital outlay management plan