



MEMO

Date: October 16, 2020
To: Administrative Council
From: Rachel Stonecypher, P.E., *Director of Capital Projects and Planning*
Through: James Rosner, P.E., *Associate Vice Chancellor of Facilities Management & Planning*
Subject: Capital Project Request Process, Submission Schedule and Update

A handwritten signature in blue ink, likely belonging to James Rosner, Associate Vice Chancellor of Facilities Management & Planning.

The Capital Project Request program in FY21 will follow a similar approach to previous years with respect to timing of the requests and departmental scoping required upon submission. However, the budget impacts of COVID-19 across all campus units has necessitated a modification to the approval process for projects that will be allowed to move forward.

Capital Project Request Process Update:

For all FY21 projects, departments are required to get leadership approval (Provost and CFO) to pursue the project prior to submitting the Phase I request to Facilities Management and Planning. If this is not completed in advance of submitting the request, please note that Facilities Management and Planning will be submitting for this approval. Commonly, projects that are fully donor funded may be allowed to move forward, as well as other work that is deemed critical to the operation of your unit. Please consider this when planning a project to allow both for this upfront discussion to validate the need to proceed with the project, as well as in your timeline.

Additionally, on October 13, 2020 the Budget & Finance Committee of the Board of Trustees approved a change to the project approval limit from \$1 million to projects exceeding \$2M shall be required to be reviewed and approved at the BOT level through the approval of the Charter for the Buildings & Grounds Subcommittee.

Capital Project Request – Submission Dates:

The dates listed below are for the timeline necessary for submitting projects that require design and permitting. Projects of less complexity (not needing design consultants or permitting) will likely be able to be completed during the school year or during winter or spring breaks.

- Upon submission of the Phase I request, the department should account for the time required for scoping, estimating and departmental approvals.
- Additionally, the reflected dates should also take into consideration the three to six-week timing for Phase I approval, ledger 7 establishment, contract review, and issuing of a Purchase Order.

The cutoff dates for FY21¹:

Project Cutoff Dates for FY21			
Project Size	Submitted by	Approval Date	Construction Start
<\$50,000	1-Oct-20	11/1/2020	Winter 2020
	1-Feb-21	3/1/2021	Spring 2021
	1-Apr-21	5/1/2021	Summer 2021
\$50,000 - \$200,000	1-Dec-20	1/1/2021	Spring 2021
	1-Feb-21	3/1/2020	Summer 2021
\$200,000 - \$1,000,000	1-Sep-20	End of Fall Qtr	Summer 2021
	1-Sep-21		Summer 2022
\$1,000,000 - \$2,000,000	1-Jul-20	End of Fall Qtr	Summer 2021
	1-Jul-21		Summer 2022

Note: Project submission timeline reflects anticipated design and permitting effort based on project budget (scope complexity); permitting with the City and County of Denver can take 13-16 weeks.

¹ All projects are reviewed and approved by senior leadership who may alleviate a project's timing to meet pressing University needs.