MEMO

Date:	August 25, 2020
To:	University 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 Early Budgeting

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The Capital Project Request program in FY22 will follow a similar approach to previous years with respect to timing of the requests and departmental scoping required upon submission. However, we will maintain the FY21 approach to project review and approval that was put in place last year due to COVID-19 campus budget impacts. This process includes the additional layer of project review and approval by campus leadership in order for units to expend funding on a project.

I.   Capital Project Request Process Update

Facilities Management & Planning is undergoing a website update. With this update, we are intending to update the name of the project request process. Many currently know this as the "Phase I" submission, which will be re-named "Capital Project Request" with a corresponding updated form. Please note that the instructions on how to request a project will always be maintained on the website. The general process will remain the same, just the name and form will be updated to reflect current needs and nomenclature.

All capital projects require leadership approval from the Provost and CFO in advance of submitting the Capital Project Request to Facilities Management and Planning. If approval is not received at the time of submission, Facilities Management and Planning will send projects for approval.   In general, projects that are fully donor funded may be allowed to move forward, as well as other work that is critical to the operation of your unit. Please consider this when planning any project to allow time for upfront discussion to confirm the need to proceed with the project.

II.   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. The reflected dates take into consideration the following schedule impacts within DU as well as outside of our control:
- Several weeks for Project approval, funding transfer, and ledger 7 establishment
- Potentially 3 months for contracting and issuing of a Purchase Order
- Anticipated design and permitting effort based on project budget (scope complexity); permitting with the City and County of Denver can take 13-16 weeks.

Submission Dates for FY22[1]			
Project Size	**Submitted by**	**Approval Date**	**Construction Start**
<$50,000	1-Oct-21	1-Nov-21	Winter 2021
	1-Feb-22	1-Mar-22	Spring 2022
	1-Apr-22	1-May-22	Late Summer 2022
$50,000 - $200,000	1-Dec-21	1-Jan-22	Summer 2022
	1-Feb-22	1-Mar-22	Fall 2022
$200,000 - $1,000,000	1-Sep-21	End of Fall Qtr	Summer 2022
	1-Sep-22		Summer 2023
$1,000,000 - $2,000,000	1-Jul-21	End of Fall Qtr	Summer 2022
	1-Jul-22		Summer 2023

Capital Project Budgeting

The following project cost information is being provided to assist units in early planning stages of a project to have a better understanding of the cost to design and renovate. This is intended to be used by anyone involved in early budgeting such as budget officers, building managers, and project leads.

Please note that these budget numbers are for early and high level planning purposes, so both the unit and the Facilities team are in alignment on project cost expectations. We are providing this information so that units are better prepared to fund their projects, and Facilities is better able to respond to the project needs. The FMP team is happy to assist with additional information and providing space information for the correct square footage.

	Cost per Square Foot*		
Project Type	**Low**	**Avg**	**High**
Minor Renovation	$25	$80	$150
Major Renovation	$150	$225	$300
New Building/Addition	$350	$475	$750

FY22 construction pricing, for future years plan for 4% annual escalation

Project Type Definitions:
- ***Minor Renovation*** – Work ranges from a carpet and paint project, to a light tenant improvement that only includes finishes (carpet, paint, counters, light fixtures, etc.). This does not include changes to electrical, mechanical, or structural building systems.
- ***Major Renovation*** – This is for work typically permitted through the City of Denver, which includes finish updates as well as modifications to building systems such as electrical and mechanical or changes the use of a space.
- ***New Building/Addition*** – All major building additions and new structures. Includes major renewal/renovation of an existing building with full system replacement, programmatic changes.

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