



Capital Project Request (CPR)

Purpose

What is a Capital Project?

Major Capital Projects are all projects over \$1M; Board of Trustees' approval is required. Major Capital Projects follow a similar but separate process. DU Policy: Establishment and Approval of Major Capital Projects [OPER 9.10.011](#)

Minor Capital Projects include all work over \$5,000 and under \$1M plus specific instances as outlined below as Small and Large Minor Capital Projects. DU Policy: Facility Maintenance, Operations Management, and Minor Capital Projects OPER [9.10.012](#)

Pre-submittal Meeting

Before submitting a CPR, project requesters should contact the Capital Projects team at fac.capitalprojects@du.edu to schedule a meeting to review the project scope and to determine which project pathway should be followed. Assistance in completing the form will be provided.

Project Fees

A Project Start-up Fee (for scope and budget development) and a Project Management Fee (for oversight of design and construction) are required for all Capital Projects. Start-up fees are required at the time of CPR form submission and will be credited on Project Management Fees when the project proceeds. Projects that do not proceed will be charged the full amount of the Start-up Fee. Fee Schedules are outlined below.

Project Start-up Fees

Major Capital Project: \$5,000

Small Minor Capital Project: \$500

Large Minor Capital Project: \$2,000

Project Management Fee Schedule

Project Cost \leq \$100,000 \rightarrow 8.00%

Project Cost \$100,100 - \$500,000 \rightarrow 6.50%

Project Cost \$500,001 - \$1,000,000 \rightarrow 5.00%

Project Cost \$1,000,001 - \$5,000,000 \rightarrow 4.00%

Project Cost \$5M - \$15M \rightarrow 3.25%

Project Cost \$15M - \$40M \rightarrow 2.75%

Project Cost $>$ \$40 M \rightarrow 2.25%

Capital Project Closeout

All Capital Projects will be closed out 60 days after Substantial Completion. All unencumbered funds remaining in the 7 Plant Fund account will be transferred back to the department. Scope may not be added to the project to utilize remaining funds.



Small Minor Capital Projects

- Updating flooring and/or paint
- Changing furniture in an entire suite, floor, or building
- Modifying or installing interior or exterior signage or graphics
- Installing new audio-visual equipment, security and access control systems (like for like replacements are not a capital project and are managed by IT)
- Addressing issues concerning ADA, mobility or other accessibility issues
- Modifying physical space for relocated or new employees

STEP	Activity	Time
1	Completed CPR is submitted via email	
2	FMP leadership will contact main point of contact to arrange a scope definition meeting	3 weeks
3	Project Manager will create a scope document and initial project budget for clients to consider proceeding with the project	3 weeks
4	Client authorizes transfer of initial budget to a 7 Plant fund. If funding is not established within 90 days, the project will be cancelled, and a new CPR will be required to proceed later.	2 weeks
5	Project Manager coordinates with the contractor on Scope Detailing, Bidding, and Pricing	4 weeks
6	Construction procurement and contracting process	3-4 weeks
7	Earliest time from CPR submission to start of Construction	3-4 months
8	Construction Duration – Timeline will be established in Step 5	TBD



Large Minor Capital Projects

- Work that requires a building permit
- Installing or removing walls and/or doors
- Installing or moving plumbing fixtures
- Installing or moving electrical
- Modifying building structure

STEP	Activity	Time
1	Completed CPR is submitted via email	
2	FMP leadership will contact main point of contact to arrange a scope definition meeting	3 weeks
3	Project Manager will create a scope document and initial project budget for clients to consider proceeding with the project	3 weeks
4	Client authorizes transfer of initial budget to a 7 Plant fund to pay for project design. If funding is not established within 90 days, the project will be cancelled, and a new CPR will be required to proceed later.	2 weeks
5	Design services procurement and contracting	2 weeks
6	Design documents created	4-8+ weeks
7	Pricing of design documents	3 weeks
8	Client authorizes transfer of construction budget to a 7 Plant fund. If funding is not established within 90 days, the project will be cancelled, and a new CPR will be required to proceed later.	2 weeks
9A	Construction procurement and contracting process	3-4 weeks
9B	Permitting	12-16 weeks
10	Earliest time from CPR submission to start of Construction	7-10 months
11	Construction Duration – Timeline will be established in Step 9A	TBD