

## **D-3 CAPITAL PROJECTS APPROVAL POLICY**

This policy establishes the process by which the Board of Trustees will approve capital projects at Auburn University.

### **CAPITAL PROJECT APPROVAL THRESHOLD:**

The following capital projects shall require Board of Trustee approval: new construction, renovation, or adaptation projects on Auburn University property, regardless of funding source with a total project cost of over \$1,000,000.

### **PROCESS FOR CAPITAL PROJECT APPROVAL:**

The process for approving capital projects by the Board of Trustees is detailed below:

1. **Project Initiation and Architect & Construction Manager Selection:** The Board of Trustees shall approve the initiation of a project. This approval will authorize the University staff to begin to develop the project through the preliminary stages of the project programming and design process. The Board of Trustees shall also authorize the commencement of the architect selection process to determine the architectural firm most capable of providing design services on the proposed project. The Board of Trustees shall also authorize the commencement of the construction manager selection process, when such services are appropriate for the proposed project, to determine the construction management firm most capable of providing construction management services on the project.
2. **Approval of Architect and Construction Manager Selections:** The Board of Trustees shall approve the selections of the project architect and construction manager, as required, on the project under consideration. Once this approval is obtained, Auburn University Facilities Management is authorized to engage both the architectural and construction management firms contractually to begin development of the project program and design.
3. **Schematic Design Approval:** Once a project has been initiated, and the architect and construction manager, if applicable, have been approved, the University Architect will commence the project design. This design effort will progress up to the point where the project design is roughly 30% complete—the “schematic design” milestone.

The Board of Trustees shall approve the following elements of the project at the schematic design approval milestone:

- (a) Project Program: The size, scope, and nature of the work to be performed under the project.
- (b) Site: The location of the project on campus.
- (c) Budget: The amount of funds authorized by the Board of Trustees for expenditure on the project under consideration.
- (d) Funding Plan: The proposed plan for how the project will be funded.
- (e) Schematic Design: The proposed architectural design and layout of the facility. The University Architect shall advise the Board of Trustees whether or not the proposed project architectural design meets Auburn University's "Character and Image" standards for buildings.

Once the Board of Trustees approves the project program, site, budget, funding plan and schematic design, Auburn University Facilities Management will then complete the project design, bid the project, award the necessary construction contracts, and construct the project.

#### EXPEDITED PROJECTS:

Upon recommendation by the President, a project may be designated by the Board of Trustees as an expedited capital project to accelerate the project execution process. Upon designation of a capital project as an expedited project by the Board of Trustees, the Property and Facilities Committee of the Board shall have the authority to take all actions requiring full Board of Trustee approval, other than approval of the budget and site.

A review of any actions of the Property and Facilities Committee shall be a regular order of business at each meeting of the Board, and such actions shall be subject to revision and alteration by the Board, provided that no rights of third parties shall be affected by any such revision or alteration.

ADOPTED April 11, 2014