



Capital Project Request and Planning Process

Overview

University Operations is responsible for developing and maintaining a long term capital renewal and improvement plan for the campus. On an annual basis, a capital budget request is submitted via the UBC process and the capital allocation received is divided into two primary funding categories: **Capital Renewal** and **Capital Improvement**.

Approximately 85% of the capital allocation is prioritized for **Capital Renewal** projects to address deferred maintenance, scheduled replacement, code upgrades, infrastructure development, etc. Examples include roof replacements, grounds repair, HVAC replacement, energy efficiency projects, etc. University Operations is responsible for identifying and prioritizing these projects.

Approximately 15% of the annual capital allocation is reserved for **Capital Improvement** projects. These are typically the category of projects the campus community submits requests for renovations and upgrades to their areas to improve their capability for programmatic and business growth. Examples include office and classroom remodeling, lab renovations and build outs for equipment or other programmatic changes to particular spaces. Departments are responsible for furniture and equipment costs.

On an annual basis in mid-August, University Operations calls for **capital improvement** project requests from each Vice President (VP) or Provost. This document outlines how project requesters and VPs/Provost will submit and prioritize their annual list of desired capital improvement projects for consideration. The Planning and Projects Department will review all capital improvement project requests and, working with VPs/Provost, develop the approved fiscal year capital project list. Off cycle project requests follow the same submittal process and will be reviewed as received.

Project Request, Review and Approval Process

Project feasibility and approval are determined by assessing all project requests on an annual basis against university priorities and the limited resources available to support them. Typically, there are more annual capital improvement project requests than available resources. The development of a multi-year capital plan is a continual process that requires flexibility to adapt to changing priorities and unanticipated needs. Off-cycle project requests will be assessed against available funding and priorities and will otherwise be considered for the following fiscal year.

To accumulate a comprehensive list of capital projects for the fiscal year, each VP will gather and prioritize their unit's requests and forward them to the Planning and Projects Department for evaluation. Requests will be considered within the context of all requests submitted and resources available. The Planning and Projects Department will respond to the top priority requests from each VP/Provost unit and will investigate and price those projects to determine feasibility and consideration for approval.

Each project has a **requestor** - the unit/department initiating the project request proposal. Requestors must submit project requests to their respective VP/Provost for consideration and prioritization. Project request proposals should meet a specific objective, such as academic or infrastructure requirements, and be consistent with SCU's strategic and campus master plan. Project requests should not be a "wish list" and requestors should submit only those proposals with a realistic chance of being prioritized for consideration.

Each project requires a **sponsor** - the VP/Provost responsible for prioritizing and advancing project requests to the Planning and Projects Department. VP/Provost level support is required for the project request to be reviewed by the Planning and Projects Department. Project requests submitted directly from requestors to the Projects and Planning Department will not be considered unless submitted by the respective VP/Provost.

Each VP/Provost will assign ratings of the project's importance by categorizing them as priority 1, 2 or 3. Project priority definitions are detailed below.

Prioritization does not guarantee approval of the project.

Priority 1 - Mission critical projects that directly support SCU's strategic priorities. Changes that are essential for the unit to operate over the next 5 years given existing space constraints and/or confirmed future growth plans.

Priority 2 - Projects that are not mission-critical but would increase the efficiency of operations, resulting in more effective use of space; improved ability to perform its mission; increased collaboration with other units.

Priority 3 - Lower priority support projects of a non-critical nature that have low probability of affecting programs with delays, downtime or repairs. This includes non-critical construction, modernization, and rearrangement projects where workaround options can be exercised.

Capital Project Lifecycle

The lifecycle of a capital project can be summarized into three phases:

Phase I - Project Request

1. University Operations annual call for project requests
2. Requestors submit project request forms to their respective VP/Provost
3. VPs/Provost review and prioritize their unit's requests

4. VPs/Provost advance prioritized requests for review by the Planning and Projects Department

Phase II - Project Review

The Planning and Projects Department will conduct a feasibility assessment of prioritized projects. This is often an interactive process aimed at:

1. Developing preliminary scope and estimated costs
2. Confirming funding source(s)
3. Aligning requests against available resources (schedule, personnel, dollars, etc.) and competing campus requests
4. Reviewing project assessment summary with VPs/Provosts*
5. Finalizing list of approved and denied projects
6. Notify VPs of approved and denied projects
7. Advancing approved projects for scheduling

Note:

* Other parties may be involved in the final determination of project approvals and may include: President, VPFA, Facilities Master Planning Committee, Finance Office

Phase III - Project Management

Once a project is approved, a project manager is assigned and the project management cycle begins:

1. Planning Phase
2. Design Phase
3. Construction Phase
4. Project Closeout

Timeline:

Phase I - Project Request

August 15 - Annual Call from University Operations to VPs/Provost for next fiscal year project submittals

October 1 - VPs/Deans submit project submittals to Projects and Planning Department for review

Phase II - Project Review

Depending on the volume and complexity of project requests, the review phase may take several months from time of receipt to confirmation of project approval/denial.

Phase III - Project Management

Approved project scheduling will depend on the volume and scale of approved projects, availability of project managers, contractor and consultant availability, permitting lead times, site availability, precursor work, etc. Projects requiring city permitting may add 4+ months to the project timeline and may prevent summer work from occurring if not obtained in advance of the desired schedule.

Submitting a Project Request Form

Project request proposals should meet a specific objective, such as academic or infrastructure requirements, and be consistent with SCU's strategic and campus master plan.

To complete the [Project Request Form](#), the following information will be needed:

Project Requestor:

- Description and justification of the project*
- Alignment with SCU Strategic Plan
- Desired project timing

VP/Provost:

- Project prioritization
- Prioritization justification
- Identification of potential funding sources such as grants, gifts, etc.**

Notes:

* Requests for new space must include a program-based rationale and prioritization, explanation and documentation indicating why the use of existing space is not feasible. A space study may be required to investigate the campus wide space inventory to help determine if anticipated space needs can be satisfied.

** Projects partially or solely donor-funded must have the pledge obligation and fundraising strategy approved in advance by the VPFA before consideration for advancement.

VPs/Provost should advance priority 1, 2 and 3 rated project requests to Don Akerland in the Planning and Projects Department. A link to the Project Request Form can be found on the [Planning and Projects website](#).