
1.14 CAPITAL DEVELOPMENT PROJECTS

1.14.1 THE CAPITAL DEVELOPMENT ADVISORY COUNCIL (CDAC) IS DESIGNATED BY THE DISTRICT'S GOVERNING BOARD TO REVIEW AND APPROVE CAPITAL DEVELOPMENT PROJECTS AND TO APPROVE GUIDELINES FOR THE ADMINISTRATION AND MANAGEMENT OF CAPITAL DEVELOPMENT PROJECTS IN THE MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT (DISTRICT). FACILITIES PLANNING AND DEVELOPMENT (FP&D) IS RESPONSIBLE FOR COORDINATING THE ACTIVITIES OF CDAC AND FOR ALL MAJOR CAPITAL DEVELOPMENT PROJECTS IN THE DISTRICT. IN THIS ROLE, THE DEPARTMENT OVERSEES:

- A. THE PROCESSES FOR CONCEPTUAL APPROVAL, DESIGN, CONSTRUCTION, FURNISHING AND OCCUPANCY,
- B. ADMINISTRATIVE AND BUDGETARY CONTROLS OF THE PROJECTS, AND
- C. DEPARTMENTAL PROJECT ACCOUNTING AND RECONCILIATION WITH BUSINESS SERVICES.

1.14.2 CDAC IS RESPONSIBLE FOR THE INITIAL REVIEW AND APPROVAL OF THE FOLLOWING, WHICH ARE THEN FORWARDED TO THE GOVERNING BOARD FOR FINAL APPROVAL:

- A. CONCEPTUAL STAGE APPROVAL FOR CAPITAL DEVELOPMENT PROJECTS WITH A BUDGET GREATER THAN \$500,000.
- B. SELECTION OF, AND RECOMMENDATIONS FOR AWARD TO ARCHITECTURAL OR ENGINEERING FIRMS FOR CAPITAL DEVELOPMENT PROJECTS WITH A BUDGET GREATER THAN \$500,000
- C. ALL INTERGOVERNMENTAL AGREEMENTS (IGA'S) RELATING TO REAL PROPERTY, GRANTING OF EASEMENTS, AND PURCHASES OR SALES OF REAL PROPERTY.
- D. ALL OF THE FOLLOWING WITH A VALUE GREATER THAN \$100,000:
 - 1. CONSTRUCTION CONTRACTS;
 - 2. MAINTENANCE CONTRACTS;
 - 3. CONTRACT CHANGE ORDERS WITH INDIVIDUAL ITEMS EXCEEDING \$100,000; AND
 - 4. PROCUREMENT OF FURNITURE, FIXTURES, AND EQUIPMENT ASSOCIATED WITH CAPITAL DEVELOPMENT PROJECTS WITH INDIVIDUAL ITEMS EXCEEDING \$100,000.
- E. CONTRACT CHANGE ORDERS WITH TIME EXTENSIONS EXCEEDING 60 DAYS
- F. CAPITAL DEVELOPMENT PROGRAMS.

1.14.3 CDAC IS RESPONSIBLE FOR THE REVIEW AND FINAL APPROVAL OF THE FOLLOWING:

- A. PURCHASE ORDERS, CONTRACTS, AND CHANGE ORDERS FOR CAPITAL PROJECTS WITH INDIVIDUAL ITEMS HAVING A VALUE FROM \$50,000 UP TO \$100,000.
- B. CHANGE ORDERS FOR CAPITAL PROJECTS WITH TIME EXTENSIONS BETWEEN 31 AND 60 DAYS.
- C. THE TRANSFER OF BUDGET FUNDS BETWEEN PROJECTS WITHIN COLLEGE'S OR UNIT'S OVERALL BUDGETS.
- D. POLICIES, PROCEDURES AND GUIDELINES FOR THE ADMINISTRATION AND MANAGEMENT OF CAPITAL DEVELOPMENT PROJECTS.

1.14.4 CDAC DELEGATES THE FOLLOWING APPROVALS TO THE DIRECTOR OF FACILITIES PLANNING AND DEVELOPMENT IN CONJUNCTION WITH THE CHIEF PROCUREMENT OFFICER AND THE DIRECTOR OF FINANCE:

- A. PURCHASE ORDERS, CONTRACTS, AND CHANGE ORDERS FOR CAPITAL PROJECTS THAT HAVE INDIVIDUAL ITEMS WITH A VALUE OF LESS THAN \$50,000.
- B. CHANGE ORDERS FOR CAPITAL PROJECTS WITH TIME EXTENSIONS OF 30 DAYS OR LESS.

1.14 CAPITAL DEVELOPMENT PROJECT APPROVALS

The following are items that the Capital Development Advisory Council (CDAC) must move forward to the Governing Board for its action.

- ~~A. Conceptual approval for a capital development project with a budget greater than \$500,000.~~
- ~~B. Selection of, and award to, an architect for a capital development project with a budget greater than \$500,000~~
- ~~C. All items which involve an intergovernmental agreement (IGA), the granting of an easement, or the purchase of property.~~
- ~~D. The approval of the following that have an amount greater than \$100,000: construction contracts; major maintenance contracts; contract change orders; and procurement of furniture, fixtures, and equipment associated with capital development projects.~~
- ~~E. The approval of a capital development program proposing the use of bond, lease of similar debt financing.~~
- ~~F. CDAC delegates the approval of purchase orders, contracts, and change order items up to a maximum of \$50,000 to the Director of Facilities Planning and Development, the Chief Procurement Officer and the Director of Finance/Controller.~~
- ~~A. CDAC will review and approve purchase orders, contracts, and change orders items greater than \$50,000.~~
- ~~H. CDAC will review and approve the transfer of budget funds between projects that are within the college's or unit's overall budget.~~

Approved through the Administrative Regulation approval process, January 7, 2002.

Amended through the Administrative Regulation Approval Process, May 13, 1997

**Adopted into Governance, September 24, 1996
Amended Motion No. 8894
Amended Motion No. 8895
Amended Motion No. 8896**

Founding Source: Governing Board Minutes, September 26, 1995, Motion No. 8451