
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.

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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.

**Amended through the Administrative Regulation approval process, December 15, 2004.
Approved through the Administrative Regulation approval process, January 7, 2002.**

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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