

**CAPITAL EXPENDITURES ON
PHYSICAL PLANT**

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1. GENERAL PROGRAMME

The President, with such advice and assistance as is deemed necessary, shall, at least once a year, prepare and submit to the Board of Governors for approval a Program of Capital Expenditures on Physical Plant consistent with the needs and capital resources of the University.

2. CLASSIFICATION OF CAPITAL EXPENDITURES

- 2.1 Building Projects - Capital expenditures on new buildings, major additions and alterations to existing buildings (including expenditures on equipment, furniture, site development, utilities and landscaping) that are required to complete a building project.
- 2.2 Site Development Projects - Capital expenditures on the general development of the grounds and utility services of the University not related to a specific building project. Included are expenditures for roads, parking lots, utilities, heating plant, landscaping and auxiliary buildings.
- 2.3 Other - Capital expenditures not classified above.

3. GENERAL PROCEDURE FOR THE CONDUCT OF BUILDING PROJECTS

- 3.1 The Board of Governors shall authorize the preparation of a Requirement Study for each building project.
- 3.2 Following the authorization by the Board of Governors, the President shall appoint a Project Planning Committee charged with the preparation of a Programme of Requirements. Normally, the Committee shall consist of a Chair and two other members, one of whom shall be the Executive Director of Facilities Management. The Executive Director of Facilities Management shall be the secretary of the Committee.
- 3.3 The general terms of reference of the Project Planning Committee shall include the following:

- 3.3.1 a description of the function of each space or room included in the Programme of Requirements;
 - 3.3.2 the net area of each space or room;
 - 3.3.3 an estimate of the gross area of the project;
 - 3.3.4 physical requirements and design criteria for each space or room;
 - 3.3.5 equipment and furniture requirements for the project;
 - 3.3.6 an estimated project cost based on present-day prices;
 - 3.3.7 a project time schedule;
 - 3.3.8 a cash flow schedule;
 - 3.3.9 a recommendation on the siting of the project; and
 - 3.3.10 any other information or recommendations pertinent to the project.
- 3.4 On completion of the Program of Requirements, the Committee members shall sign their names to it and submit copies to the Vice-President, Finance and Operations for approval.
- 3.5 Following the signed approval of the Requirement Study by the Vice-President, Finance and Operations, the Requirement Study shall be submitted to the Campus Development Committee for approval.
- 3.6 A copy of the approved Requirement Study shall then be transmitted to the President by the Vice-President, Finance and Operations for approval. The Requirement Study as approved by the President shall then be referred to the Board of Governors for approval.
- The Requirement Study as approved by the Board will carry the signatures of the following:
- 3.6.1 Chair and members of the Project Planning Committee;
 - 3.6.2 Vice-President, Finance and Operations;
 - 3.6.3 Chair of the Senate Committee on Campus Planning;
 - 3.6.4 President;
 - 3.6.5 Chair of the Board of Governors.
- 3.7 Normally, following approval of the Program of Requirements by the Board of Governors, the Board shall authorize the engagement of a Prime Consultant for the design and supervision of the construction of the project, in accordance with the Board Policy as adopted from time to time.

- 3.8 The Executive Director of Facilities Management, under the supervision of the Vice-President, Finance and Operations, shall then be instructed to prepare and arrange for the execution of a contract with the Prime Consultant for the design and supervision of the project.
- 3.9 The Executive Director of Facilities Management, in consultation with the Vice-President, Finance and Operations, shall supervise the work of the Prime Consultant who shall be required to prepare a preliminary design of the project based upon the approved Program of Requirements.

The preliminary design shall consist of a site plan, elevations, small scale floor plans, descriptions of interior and exterior finishes and of mechanical and electrical systems, cost estimates, time schedules, and a small scale massing model of the project.

After review by the Project Planning Committee and the Vice-President, Finance and Operations, the preliminary design shall be submitted to the Campus Development Committee for approval. It shall also be submitted to the President for approval and for authority to present the design to the Board of Governors for its approval.

- 3.10 Normally following the approval of the preliminary design by the Board of Governors, the Prime Consultant for the project shall, under the supervision of the Executive Director of Facilities Management, be authorized by the Board of Governors to prepare working drawings and contract documents.

Upon completion of the working drawings in accordance with the approved Program of Requirements, the Vice-President, Finance and Operations shall seek the approval of the President and the Board of Governors of the working drawings. Normally, following approval of the working drawings by the Board of Governors, the Board shall authorize the call for tenders for the construction of the project.

- 3.11 If tenders are called, then, following the receipt of tenders for the project, the Vice President, Finance and Operations shall obtain recommendations from the project Prime Consultant and the Executive Director of Facilities Management on the acceptance of a tender for the work. The Vice-President, Finance and Operations shall seek the approval of the President and the Board of Governors to award a contract for the work.
- 3.12 Upon the award of a contract for the project, the Executive Director of Facilities Management shall cause to be prepared for execution by the Contractor and the University the contract documents for the project.

The Executive Director of Facilities Management shall supervise the work of the Contractor and the Prime Consultant during the construction of the project.

4. **GENERAL PROCEDURE FOR THE CONDUCT OF SITE DEVELOPMENT PROJECTS**

- 4.1 Before the 1st day of March each year, the Executive Director of Facilities Management shall submit to the Vice-President, Finance and Operations a schedule of site development projects for the following fiscal year. The Executive Director of Facilities Management, with the advice and assistance of the Director of Buildings and Grounds, shall prepare this schedule and it shall contain the following:
 - 4.1.1 A description of each project;
 - 4.1.2 The relationship of each project to a long range site development plan;
 - 4.1.3 The estimated cost of each project;
 - 4.1.4 A list of Prime Consultants it is proposed to employ for design of the projects; and
 - 4.1.5 The total estimated cost of the annual program of site development under consideration.
- 4.2 The Vice-President, Finance and Operations shall then seek approval of the President and the Board of Governors to carry out the proposed annual site development Program and to appoint the necessary Prime Consultants.
- 4.3 Following the approval of the annual site development Program by the Board of Governors, the Executive Director of Facilities Management, in consultation with the Vice-President, Finance and Operations, shall make all the arrangements necessary to carry out the approved Program.

Competitive tenders shall be obtained for as much of the work of the Program as possible.

The approval of the Board of Governors to award any contract in excess of \$50,000 shall be obtained after the receipt of such tenders. The award of all contracts not in excess of \$50,000 shall require the approval of the President.

5. **The Executive Director of Facilities Management** shall report monthly in writing to the Vice-President, Finance and Operations on the progress of building projects and site development projects.
6. **The approvals** necessary and procedures used to approve and implement the other capital expenditures not classified as Building Projects or Site Development Projects shall be as required by the President.

