

**SDSU Capital Projects**  
**(Internal and/or External Requests)**

The following is an overview of process to implement, approve and construct a project.

Capital Improvement projects include the following:

- 1.) the erection of a new facility;
- 2.) the addition, expansion or extension of an existing facility that adds to the facility's overall external dimensions or adds to the total gross square footage of the facility;
- 3.) any maintenance, repair, renovation or alteration project, whose cost exceeds \$500,000

<p><b>Introduction of Idea</b> Submitted to the University through the Physical Plant Department</p>	
<p><b>Feasibility Study Committee</b> Conducted by University to develop the project's practicality and <u>funding source</u>.</p>	<p><b>Committee Membership:</b> Appointed by University President -Director of Physical Plant -University Architect -Department Head/External Requestor -Others TBD</p>
<p><b>Preliminary Facility Statement</b> Developed by the University through the Physical Plant Department Approved by the Board of Regents (BOR)</p>	
<p><b>Facility Program Plan</b> Developed by the University through the Physical Plant Department Approved by the BOR</p> <p><b>Legislative Approval/Work Request</b> Work Request: developed by the University Physical Plant Department Work Request: submitted to BOR; forwarded to Office of State Engineer (OSE) BOR submits Program Plan for Legislative approval</p> <p>Deadlines: Mid September for October BOR meeting and Mid November for December BOR meeting for Legislative review in January</p> <p><b>Building Committee</b> Assigned by BOR President</p> <p><b>Architect/Engineering (A/E) Firm</b> Interviewed and selected by Building Committee</p> <p><b>Facility Design Plan</b> Developed by the University through the Physical Plant Department Approved by the Building Committee and BOR</p> <p><b>Final Design</b> Approval by Building Committee and BOR</p>	
<p><b>Bid Approvals</b> Approval by Building Committee if within approved limits or returned to BOR</p>	
<p><b>Construction</b> Project proceeds to construction phase</p>	
<p><b>Project Management</b> Building Committee oversees the project and approves change orders that constitute a scope change</p>	