

University of Illinois at  
Urbana-Champaign  
Capital Programs Division



**EQUIPMENT PURCHASE OR  
CAPITAL PROJECT....  
WHO ARE YOU GOING TO  
CALL?**

**TED CHRISTY, ASSOCIATE DIRECTOR**

# University Procurement Authority

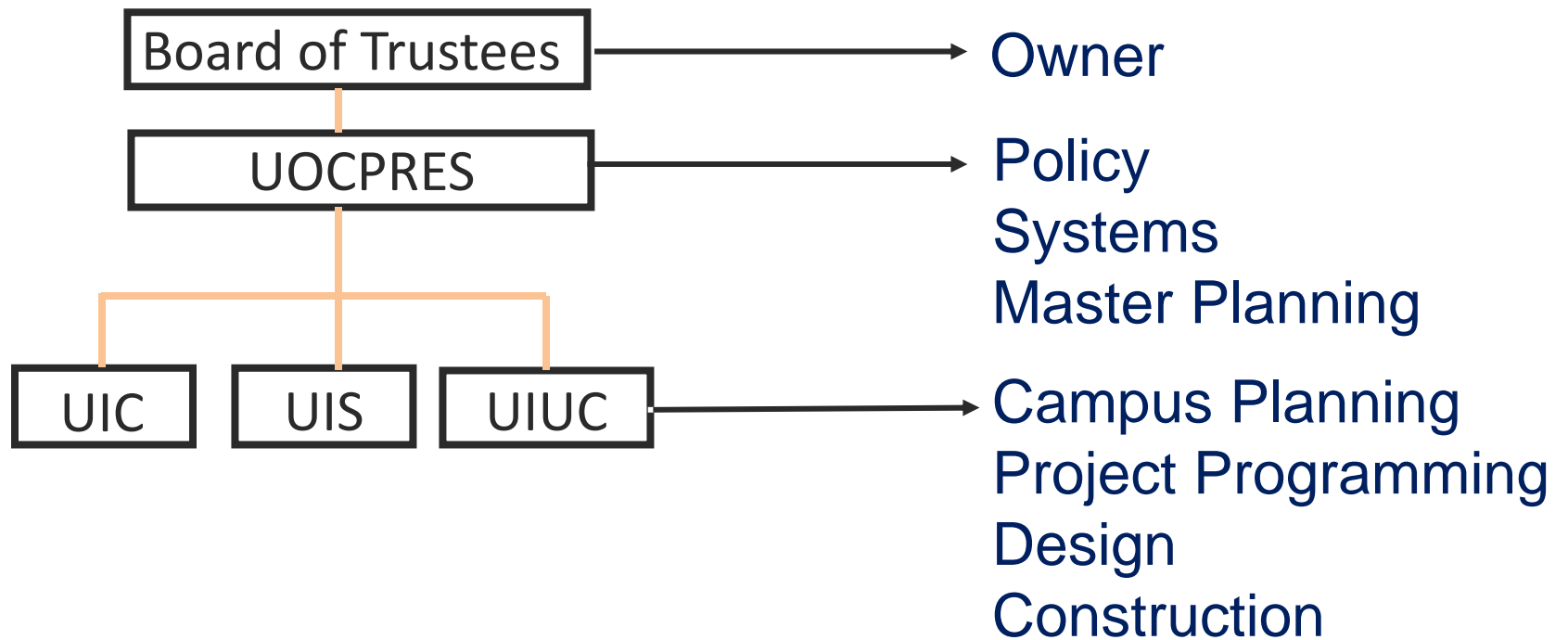
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## ***Business and Financial Policies and Procedures Section 7.1 – Purchasing Operations***

- Purchasing Authority
  - The Purchasing Division has responsibility to purchase commodities, equipment and services requested by various campus departments.
  - Units should submit properly approved purchase requisitions to the Purchasing Division to authorize initiation of the purchasing process according to established procedures.
  - Limited purchasing authority is delegated to campus units by use of the procurement card.
- Construction and Construction-Related Services (Capital Projects)
  - The University Office of Capital Programs and Real Estate Services, the Departments of Facilities Management (UIC), the Office for Planning, Design and Construction (UIS), and the Facilities & Services (UIUC), handle construction projects.
  - Any of these campus offices may ask the Purchasing Division to issue competitive bids and/or purchase orders for construction projects.

# Capital Projects Responsibility Matrix

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# Definition of a Capital Project

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***A capital project is an undertaking that results in a creation, an alteration or a connection to real property.***

Capital projects include the development of project scopes, budgets, schedules and procurement of all construction related services for new buildings, additions/modifications to existing buildings, and associated backbone infrastructure.

Consultant services related to capital projects such as programming, conceptualization/feasibility studies, construction documentation, bidding, construction observation and warranty services are included in the definition of a capital project.

# Divisions of Work

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## ***Illinois Procurement Code 30 ILCS 500/30-30***

For building construction contracts > \$250,000, separate specifications will be prepared for all equipment, labor, and materials in connection with the following 5 divisions of work to be performed:

- Plumbing
- Heating
- Ventilation
- Electrical
- General Contract

# Construction Project Limits

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- Campus Units may procure and manage work < \$78,300 (small purchase limit)
- Projects \$0 - \$250,000, contact the F&S Service Office via my.FS Portal
  - Contractor Services may be used up to \$78,300 per trade
  - Job Order Contracting (JOC) may be used up to \$250,000
  - F&S Crafts and Trades may be used up to \$500,000 if authorized by F&S Executive Director
- Projects > \$250,000, contact F&S Project Planning
  - Campus Capital Project approval process required
  - Design/Bid/Build project execution process applies
  - PSC Retainer Work Orders may be used for projects up to \$2.5M
  - Qualification Based Selection is required for fees more than \$25,000
- BOT Approvals
  - Projects > \$5M
  - PSC Fees > \$1M
  - Construction Contracts > \$2.5M

# Capital Project Initiation

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## ***Statement of Need***

The Campus Client Group (CCG) must contact their respective Campus Construction Unit (CCU) to obtain the necessary forms for campus approval of their project proposal.

Campus Construction Units (CCU):

- UIC – Office for Capital Programs
- UIS – Facilities & Services
- UIUC – Facilities & Services

# Identification of Project Need

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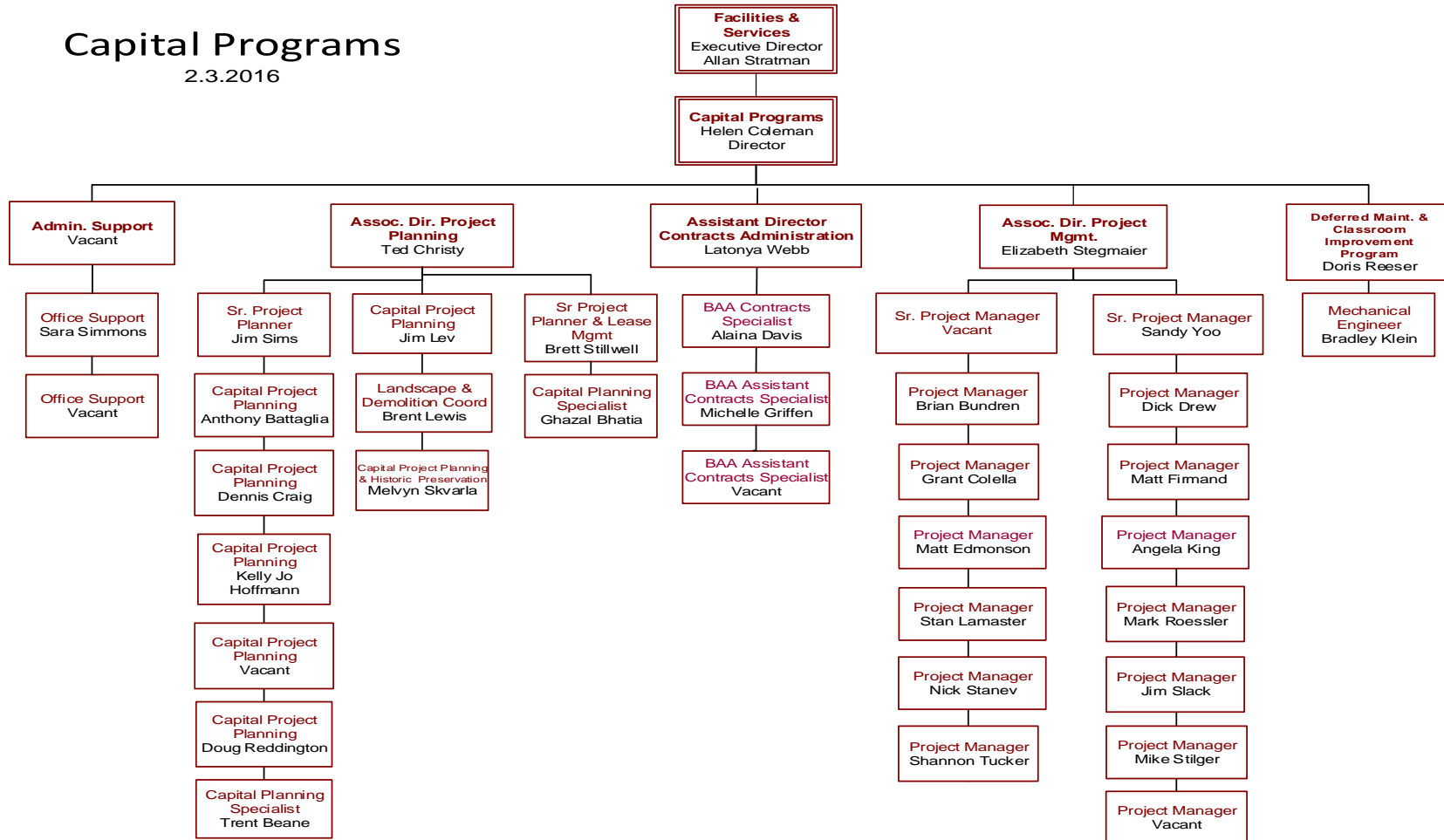
- CCG creates the project proposal and provides a cost opinion
- CCG contacts CCU for approval submission forms
- Proposal is reviewed by the Director or Dean, Vice Chancellor, and Provost
- New buildings, major additions or total renovations will require additional campus approval from the Chancellor's Capital Review Committee (CCRC)
- Following receipt of campus authorization, F&S Project Planning may proceed with development of the project



# F&S Capital Programs Division

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**Capital Programs**  
2.3.2016



# Responsibilities

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## **Campus Planning**

Master Plan Interpretation  
Site Selections  
Campus Capital Priorities  
College and Classroom Master Planning  
Historic Preservation  
City/County/Regional Planning Interface

## **Capital Project Planning**

Capital Project Start-Up and Development  
Deferred Maintenance Program  
Feasibility and Conceptualization Studies  
PSC Selection and Contract Execution  
BOT Approval Submissions

## **Capital Project Management**

Design and Construction Management  
Contract Execution  
Project Closeout

## **Space Planning**

Space Request Analysis  
Lease Management  
Building Demolition Program

# Active Capital Projects

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75 current projects totaling \$690M

(2) Feasibility Studies	\$.50M
(2) Planning	\$.70M
(13) A/E Selection	\$58M
(13) Bid/Award	\$33.5M
(25) Design	\$164.5M
(20) Construction	\$433M



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**QUESTIONS**