

CHAPTER THREE

ADMINISTRATION AND FINANCE

320 FACILITIES PLANNING AND CAPITAL PROJECTS

Facilities Planning and Capital Projects is a service department that assists the University and its Auxiliary Organizations in meeting their physical space needs. The department shall provide professional services for a quality-built environment to support the University's academic mission. Units within the department include: Planning, Major Capital Projects, Permitting and Compliance, and Contracts Administration.

321 Physical Master Planning

Facilities Planning and Capital Projects shall be responsible for the University's physical master plan, including:

- Determining the physical space need for instruction and instructionally-related facilities;
- Managing the physical space allocation process;
- Managing the five-year capital improvement program;
- Updating the campus master plan;
- Managing the University's natural resources; and
- Developing, implementing, and enforcing campus facility standards. Standards are developed in conjunction with Facilities.

322 Building Planning, Design and Construction

Facilities Planning and Capital Projects shall be responsible for the University's planning, design, and construction including:

- Buildings, site improvements and renovation;
- Manage the major capital outlay program;
- Manage the minor capital outlay program;
- Manage requests for public works projects for the improvement of instructional and instructionally-related space, utilities, roads and energy conservation projects; and
- Track projects to completion including the campus building permit program and maintain project schedules.

323 Major Capital Outlay Program

Facilities Planning and Capital Projects shall be responsible for the administration of the major capital outlay program, as delegated by the Chancellor's Office through a certification process for administering major capital outlay projects.

323.1 Submittal and Administration

Facilities Planning and Capital Projects shall be responsible for the following items related to the major capital outlay program:

- Preparation and submittal of the annual five-year major capital improvement program, including the Program Justification called the Capital Outlay Budget Change Proposal (COBCP), and the project specifications.
- Administration of the programming, design, bidding, construction, and commission of any state and non-state funded major capital outlay project, including the selection process for the architect/engineer and any studies or other professional services (e.g., inspection, soils testing, materials testing, construction management, and project management) related to the project either before or after completion.

323.2 Campus Review and Approvals

Facilities Planning and Capital Projects shall be responsible for coordinating all campus reviews of major capital outlay issues with appropriate committees.

The President shall have the ultimate authority for approving the five-year capital improvement program, COBCP, and project designs for major capital outlay projects.

324 Professional Services

Facilities Planning and Capital Projects shall have overall responsibility for the process of selection, management, and oversight of professional service providers including architects, engineers, and related consultants.

325 Building Permit Program

Facilities Planning and Capital Projects shall have building code compliance jurisdiction for all construction projects on campus, including repairs, renovations, upgrades, etc. Facilities Planning and Capital Projects issues building

permits for all construction projects on campus, regardless of funding source or method of implementation.

326 Natural Resources Management

Facilities Planning and Capital Projects shall be responsible for managing the University's natural resources, including:

- Perform and/or approve California Environmental Quality Act (CEQA) compliance for all campus construction projects;
- Develop and maintain a long-range water quality management plan in conjunction with Environmental Health and Safety;
- Encourage sustainable design and construction of campus projects;
- Act as campus liaison with governmental agencies regulating natural resources; and
- Incorporate sustainability in the campus master plan in conjunction with Environmental Health and Safety.

References for CAP 320:

1. Date approved by the President: March 7, 2014
2. Effective Date: March 7, 2014
3. Responsible Department/Office: Facilities Planning and Capital Projects
4. Revision History: January 2, 2001; March 7, 2014
5. Related University Policies, Procedures, Manuals and/or Documents:
 - a. [CSU State University Administrative Manual \(SUAM\)](#).
 - b. [CSU Capital Planning, Design & Construction website](#).
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy:
 - a. [California Environmental Quality Act](#).