



NORTH CAROLINA SCHOOL OF
SCIENCE AND MATHEMATICS

Title	DESIGN, CONSTRUCTION AND FINANCING OF CAPITAL IMPROVEMENT PROJECTS
Authority	Board of Trustees
History	Effective July 1, 2007
Legal Reference	BOG 600.1.1 Design, Construction and Financing of Capital Improvement Projects; 600.1.1.1[G] Guidelines on the Delegation of Authority to Execute Construction Contracts; UNC Code Appendix 1
Additional References	The UNC Design and Construction Guidelines
Responsible Offices	Chancellor, Vice Chancellor for Finance and Operations
Classification	6100

1. PURPOSE

1.1. The North Carolina School of Science and Mathematics has qualified for the Board of Governors to delegate the administration of the design and construction of capital improvement projects, including the authority to execute construction contracts. This policy implements the UNC Board of Governors Policy 600.1.1 and 6001.1.1[G] and Appendix 1 to *The Code* of The University of North Carolina.

2. GENERAL REGULATIONS

2.1. The University has delegated the selection of architects, approval of building sites, approval of plans and specification and final acceptance of complete capital construction projects to the Board of Trustees of each constituent institution. At NCSSM, the Board of Trustees has delegated final acceptance to the Chancellor. Furthermore, the University has delegated the authority to execute construction contracts to each Chancellor in conjunction with the performance of the Board of Trustees of its responsibilities.

2.2. The University of North Carolina Design and Construction Guidelines [[hyperlink](#)] were implemented by the UNC System to provide assistance to constituent institutions in the administration of the design and construction of capital improvement projects. A copy of the guidelines is on the UNC General Administration website.

2.3. The Board of Governors must approve all capital improvement projects that are projected to cost more than \$250,000. Capital improvement projects which are projected to cost \$250,000 or less must be approved by the President.

2.4. The President may approve interim financing or bank loans as a means of short term financing.

3. PROCEDURES

- 3.1. The Vice Chancellor for Finance and Operations in the Operations Division is responsible for the implementation of the UNC policy including the UNC Design and Construction Guidelines.
- 3.2. Designer Selection
 - 3.2.1. The advertisement for the selection of the designer for the capital improvement projects follows the process included in Attachment 13, Advertising and Award of Design Contracts, of the Design and Construction Guidelines. UNC-General Administration will include the advertisement on the UNC-GA website and have it listed in the North Carolina Purchase Directory.
 - 3.2.2. The NCSSM Board of Trustees will approve the selection of designers for capital improvement projects. The top three design firms are selected in priority order. The designer selection results are reported on the UNC-GA website.
- 3.3. UNC-Chapel Hill (the “supporting school”) will negotiate the design fee with designers since NCSSM (the “supported school”) does not have a registered architect or professional engineer. UNC-Chapel Hill provides administrative support of NCSSM’s capital improvement projects for projects costing less than \$2 million. Projects costing \$2 million or more are supported by the State Construction Office.
- 3.4. Advertising for construction bids is made by the designer contacting the State Construction Office after consultation with NCSSM for capital improvement projects costing \$2 million or more. For NCSSM projects costing less than \$2 million, the designer will contact UNC-Chapel Hill since it supports NCSSM’s capital improvement projects.
- 3.5. The bid opening of construction bids will be done by the designer and the Vice Chancellor for Finance and Operations, who is the certified Capital Projects Coordinator.
- 3.6. The construction bids are evaluated by the designer and NCSSM representatives, and submitted for approval to the State Construction Office for projects costing \$2 million or more, and to UNC-Chapel Hill for projects for projects costing less than \$2 million.
- 3.7. The construction contract process is included in the UNC Design and Construction Guidelines. Construction contracts for projects costing \$2 million or more are approved by the State Construction Office. The contracts for projects costing less than \$2 million are approved by UNC-Chapel Hill.
- 3.8. Activities related to construction, final inspection and contractor evaluation shall be coordinated by the Vice Chancellor for Finance and Operations following the rules and regulations of the State Construction Manual and UNC-General Administration.
- 3.9. Final acceptance shall be made by the Chancellor, who shall report such acceptance at the next regular meeting of the Board of Trustees.