

## PMG-E15: PROJECT APPROVAL PROCESS AND CPPEC REVIEW

**PURPOSE:** To ensure university leadership approves projects as required consistent with the Construction Project Planning and Approval Guidelines

### A. Background

The UF Senior Vice President and Chief Operating Officer established a Construction Project Planning and Approval Executive Committee (CPPEC) in 2016 with an operating guidelines policy to ensure high-level authorization of certain construction activities. At that time, PDC established processes and a Project Tracker interface to identify subject projects and facilitate reviews by the appropriate authority. The Construction Project Planning and Approval Guidelines were updated in 2020. The Guidelines and policy contained therein, together with this PMG, constitute an approval process sometimes referred to as the “CPPEC Process.”

### B. CPPEC Guidelines and Policy

The CPPEC Guidelines establish criteria for project reviews and assign certain project thresholds to different levels of review and authorization. They also provide details on the CPPEC committee including membership, meetings, and stages of review.

**CPPEC Project Criteria.** The CPPEC Guidelines specify criteria to identify projects that are subject to the CPPEC review process as follows. These criteria will be consistently checked in the Project Tracker and PDC online project request portals.

*“regardless of project location, projects that meet one or more of the following criteria must be reviewed and approved according to the approval process outlined herein before being allowed to proceed:*

- *Exceeds \$2m in total project cost*
- *Generates new GSF including temporary space (either as a new stand-alone building or as an addition)*
- *Renovates or re-configures over 3,000 NSF or exceeds \$1m in construction cost*
- *Alters landscape and/or open space with a total project cost  $\geq$ \$250,000 or deviates from the Landscape Master Plan*
- *Alters circulation or parking*
- *Includes property acquisition or conveyance*
- *Includes private partnership implications with or without building/land leasing*
- *Includes demolition of existing building(s)*
- *Includes non-standard exterior signage/branding*
- *Includes art, plaques, or memorials (installation or removal) not provided through the Art in State Buildings program”*

PDC is responsible for screening all incoming projects to ensure that projects meeting these criteria are flagged and submitted to the CPPEC module of Project Tracker. Primarily, the Director of Construction and Assistant Director for Minor Projects are tasked with this initial screening before assigning a project to a project manager. However, project managers are advised to be aware of the criteria and confirm CPPEC approval with their supervisor if they are assigned a project that appears to meet the above criteria. Other authorized project management entities working within the Project Tracker interface (e.g. Housing, IFAS, Engineering) are responsible for screening their projects and ensuring compliance with this PMG.

**CPPEC Process.** The Senior Vice President and COO is responsible for convening the CPPEC. PDC shall prepare agendas, meeting materials, and minutes for these meetings. PDC is responsible for soliciting input from UF Advancement and others as needed to facilitate preliminary project review and preparation of CPPEC meeting materials. Facilities Services and Transportation and Parking

Services may be consulted as appropriate to develop project information for the CPPEC. PDC is also responsible for convening the Architectural Review Council (ARC) to review arts/memorials and signage/branding projects as needed. Detailed Utility Impact Assessments will not be required at the Initial Review phase but should be sought for the Scoping/Budget Review phase.

**Project Approval Authority.** The CPPEC Guidelines define the following approval authorities.

*“Depending upon project complexity, PDC will assign the project approval to one of three review levels. At the highest threshold of complexity (Level 1), project approval is provided by the CPPEC. A mid-level threshold of complexity (Level 2) requires approval by the Vice President for Business Affairs and Senior Vice President/Chief Operating Officer with notification to the CPPEC. At the lowest threshold of complexity (Level 3), project approval is provided by the Assistant Vice President for Planning, Design and Construction.”*

### **C. Project Level Definitions**

Following are criteria used to identify the level of CPPEC review required. Exceptions to these review levels may be made by the CPPEC Chair for projects that are primarily maintenance or utilities, (e.g. hurricane damage repair or deferred maintenance), not UF-funded (e.g. Fraternity/Sorority Houses) or have otherwise received vetting and approval by the UFBOT prior to CPPEC review.

#### **Level 1 – Full CPPEC Committee**

- All projects >\$2m total project cost and/or included in a UF unit’s Capital Budget
- All projects utilizing state funds
- All projects that demolish an existing building with replacement cost >\$1m (BOG threshold for individual building replacement, not aggregated to the project)
- All projects necessitating real estate transactions that require BOT approval
  - purchase/sale of property
  - easements >25 years
  - leases ≥10 years
  - leases >50K GSF
  - leases ≥\$10m total spend
- All projects with debt financing
- All projects with donor financing > \$250,000

#### **Level 2 – Sr. VP/COO, VPBA, and area VP (with information report to Full Committee)**

All projects that meet one or more CPPEC criteria but are below Level 1 thresholds; and meet one or more of the following criteria:

- have total project cost >\$1m to ≤\$2m
- demolish an existing building valued at ≤\$1m (BOG threshold for individual building replacement, not aggregated to the project) – may require VP for Business Affairs approval only
- renovate or re-configure over 3,000 NSF
- trigger Campus Master Plan Compliance Criteria with total project cost ≤\$2m
- reassign space from one UF budget entity to another (E&G, IFAS, etc.)
- include art, memorials, monuments, plaques or similar installations with total project cost ≤\$2m
- include non-standard exterior signage/branding
- necessitate other real estate transactions NOT requiring BOT approval

### Level 3 – AVP PDC and area VP

All other projects that meet one or more CPPEC criteria

#### **D. Project Review Stages and Submittals**

The CPPEC Guidelines establish the following stages of project review.

*“All projects will proceed to an **Initial Review** presenting this concept-level information to the appropriate CPPEC level reviewer. Approval criteria at this stage include consistency with academic priorities, other planning documents, funding potential, and Board of Trustees/Board of Governors guidance. Projects approved at the Initial Review will be authorized to proceed to preliminary programming and financial planning, which shall include a Private Gift Feasibility Study by UF Advancement for fundraising potential if applicable. The Initial Review approval may include site selection, or this may be confirmed at the next stage. If start-up funding is available, the Initial Review approval may also include authorization to hire architect/engineering consultants to assist with programming and prepare concept images that may be used for fundraising. Level 2 and 3 projects may only be required to achieve approval at the Initial Review stage if information is fully developed at submittal.*

*The next step of project approval is the **Scoping/Budget Review**. Submittals to the CPPEC at this stage include a preliminary program, financial plan, and executive summary. Approval criteria include an “assured” funding plan with committed funds for maintenance and operation of new facilities. Projects approved at the Scoping/Budget Review stage are authorized to proceed to funding development, final programming, consultant selection and design without returning to the CPPEC committee unless directed otherwise by the CPPEC chair. Some projects may return at this stage for multiple reviews and “conditional approvals” as project details are gathered. In particular, additional reviews are likely for projects with donor funding. Once final CPPEC approval is granted and BOT notified per its Governance Standards, official program documents will be prepared by PDC and signed by the VP for Business Affairs, who has final approval authority for facility design and construction on behalf of the University President. Conceptual project renderings may be developed at the Scoping/Budget Review stage or thereafter depending on availability of start-up funds from the project sponsor. Significant projects that advance through a design phase may return to the CPPEC committee for information or review at the request of the committee chair.*

*Projects with donor funding may be presented multiple times at the Scoping/Budget Review stage. The first Scoping/Budget Review submittal will include results of the Private Gift Feasibility Study and will likely result in approval to develop concept renderings for use in fundraising. Start-up funds from the project sponsor will be required to develop these renderings. The design concepts will then be presented for Scoping/Budget Review in advance of donor discussions. PDC will also work with UF Advancement and the project sponsor to develop more detailed financial plans for design and construction phasing to coincide with donor or other funding commitments. These detailed financial plans may also be presented to CPPEC for approval in a **Funding Review** phase if needed.*

**Term:** *Project approvals granted through this CPPEC process are understood to be **valid for a maximum of eighteen months from final approval**. Beyond that anniversary, projects must return for update and approval if they have not advanced to a signed final program and identified project funding.*

**UFBOT:** *Projects that meet the University Board of Trustees Governance Standards criteria must be approved by the BOT via the Facilities and Capital Investment Committee and Board as required. (See Figure 2: Capital Project Model)*

**Design:** *Once a project has been approved through this approval process, it must still receive design phase review by the appropriate entity. PDC maintains design standards and guidelines, and empanels an Architectural Review Council (ARC) for this purpose. On the main campus, additional review is accomplished through University committees as established in the Faculty Senate Bylaws.*

*These committees recommend approval to the Vice President for Business Affairs, who has final approval authority for facility design and construction on behalf of the University President. The following committees are charged with facility design reviews. The Land Use and Facilities Planning Committee receives recommendations from the other three committees.*

- *Land Use and Facilities Planning Committee*
- *Parking and Transportation Advisory Committee*
- *Lakes, Vegetation and Landscaping Committee*
- *Preservation of Historic Buildings and Sites Committee”*

To facilitate CPPEC reviews, PDC will gather project information from the project sponsor (i.e. requestor). The Director of Capital Programs and Financial Management and the Director of Planning are primarily responsible for gathering initial project information, although project managers and other directors may be asked to provide information and facilitate communication with the user group or project requestor. PDC will provide a CPPEC Project Intake Form to facilitate information gathering. Much of this information must be obtained from the project requestor, and initially includes:

- project description, scale, drawings (if any);
- purpose/project justification;
- proposed location and land ownership issues (if any);
- estimated cost and proposed funding source, including ROI statement and operational considerations (i.e. maintenance and operation expense commitment);
- consistency with campus master plan, including environmental, historic, parking and circulation, and urban design considerations;
- procurement method; and
- concept approval and authorization to submit the project from the appropriate unit leadership (VP or Senior VP; Level 1 and 2 projects only).

#### **E. PDC Roles and Responsibilities**

PDC Managers have varying roles and responsibilities in the CPPEC process. Activities defined below as “Project Intake” relate to the initial project request, filtering, and review. “Project Preparation” activities are associated with the data gathering in preparation of Initial Review and Scoping/Budget Review. Some activities, such as design reviews and consultant selection processes are only required to prepare projects that advance to Scoping/Budget Review.

TITLE	ROLE		
	Project Intake	Project Preparation	Project Review & Reporting
Director of Construction	<ul style="list-style-type: none"> <li>• screen Major Project requests</li> <li>• assign Major Projects to project managers once approved</li> </ul>	<ul style="list-style-type: none"> <li>• review/prepare project budgets (secondary)</li> <li>• review design or design selection process (secondary)</li> <li>• review/prepare construction selection process (primary)</li> </ul>	
Assistant Director for Minor Projects	<ul style="list-style-type: none"> <li>• screen Minor Project requests</li> <li>• assign Minor Projects to project managers once approved</li> </ul>		
Director of Capital Programs and Financial Management	<ul style="list-style-type: none"> <li>• screen project requests (secondary)</li> <li>• manage CPPEC process</li> </ul>	<ul style="list-style-type: none"> <li>• gather information on “Unsubmitted” projects (secondary)</li> <li>• input appropriate review information</li> <li>• review/prepare project budgets (primary)</li> <li>• assign review levels</li> </ul>	<ul style="list-style-type: none"> <li>• ensure committee action is recorded (secondary)</li> <li>• manage CPPEC reporting</li> </ul>
Director of Planning	<ul style="list-style-type: none"> <li>• manage CPPEC process</li> </ul>	<ul style="list-style-type: none"> <li>• gather information on “Unsubmitted” projects (primary)</li> <li>• input appropriate review information</li> <li>• assign review levels</li> </ul>	<ul style="list-style-type: none"> <li>• prepare agendas and review submittals</li> <li>• ensure committee action is recorded (primary)</li> </ul>
Director of Business Affairs Technical Services	<ul style="list-style-type: none"> <li>• manage CPPEC software</li> </ul>	<ul style="list-style-type: none"> <li>• ensure appropriate review information is input for space tracking</li> </ul>	<ul style="list-style-type: none"> <li>• manage CPPEC reporting</li> </ul>

University Architect		<ul style="list-style-type: none"> <li>• review project budgets (secondary)</li> <li>• review/prepare design or design selection process (primary)</li> <li>• review art/memorial projects and non-standard signage/branding projects; forward to Architectural Review Council as needed (primary)</li> </ul>	<ul style="list-style-type: none"> <li>• prepare and present design submittal and project status updates as requested by COO</li> </ul>
Assistant Vice President		<ul style="list-style-type: none"> <li>• confirm review levels</li> </ul>	<ul style="list-style-type: none"> <li>• authorize and transmit agendas and review submittals</li> <li>• monitor CPPEC reporting</li> <li>• approve Level 3 projects</li> </ul>

#### F. Project Tracker

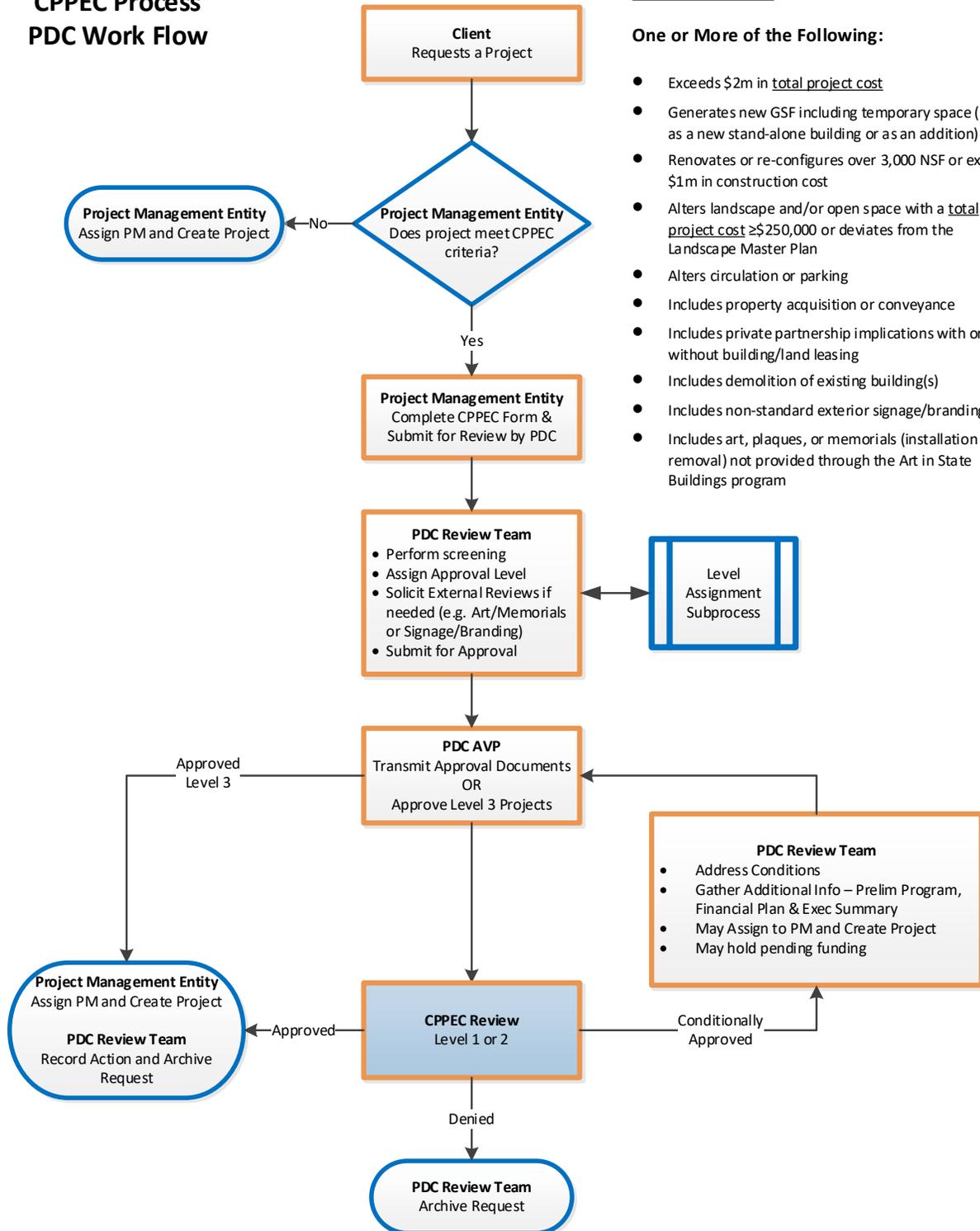
PDC shall work with the Business Affairs Technical Services team (BATS) to maintain and refine the CPPEC interface in Project Tracker including process facilitation and project reporting. Within the Tracker environment, the following definitions identify project status in the CPPEC approval process workflow.

Unsubmitted	project request has been received; information pending
Pending Review	CPPEC form is complete along with any back-up materials; ready for input from PDC Review Team, CPPEC advisors, and others as needed
Pending Committee	PDC Review Team has completed all reviews; project is queued for the appropriate level review
Conditionally Approved	project has received the appropriate level review, but is pending additional information or funding
Archived	project has been approved and either forwarded for assignment to a project manager or project has been denied

CPPEC decisions will be recorded in the Project Tracker interface along with project submittal materials. Other CPPEC records, including minutes, agendas, and reference documents will be stored on the PDC SharePoint system.

## G. Process Diagrams

### CPPEC Process PDC Work Flow



### CPPEC Criteria

#### One or More of the Following:

- Exceeds \$2m in total project cost
- Generates new GSF including temporary space (either as a new stand-alone building or as an addition)
- Renovates or re-configures over 3,000 NSF or exceeds \$1m in construction cost
- Alters landscape and/or open space with a total project cost  $\geq$  \$250,000 or deviates from the Landscape Master Plan
- Alters circulation or parking
- Includes property acquisition or conveyance
- Includes private partnership implications with or without building/land leasing
- Includes demolition of existing building(s)
- Includes non-standard exterior signage/branding
- Includes art, plaques, or memorials (installation or removal) not provided through the Art in State Buildings program

**Level Assignment  
Subprocess**

**Level 1 (Full Committee) Decision Criteria:**

1. Total Project Cost > \$2m total project cost and/or included in a UF unit's Capital Budget
2. State funds
3. Demolish an existing building with replacement cost of >\$1m
4. Necessitate real estate transaction requiring BOT approval
5. Debt financing
6. Donor financing > \$250,000

No

**Level 2 (VP & SRVP-COO) Decision Criteria:**

1. Total project cost >\$1m to ≤\$2m
2. Demolish an existing building with replacement cost of ≤\$1m
3. Renovate or re-configure over 3,000 NSF
4. Trigger CMP Compliance Criteria with total project cost ≤\$2m
5. Reassign space from one UF budget entity to another
6. Art, memorials, monuments, plaques or similar installations with total project cost ≤\$2m
7. Non-standard exterior signage/branding
8. Necessitate other real estate transactions NOT requiring BOT approval

No

**Level 3 (AVP) Decision**