



Capital Project Planning Committee (CPPC)

Committee Charter

Last updated: October 2022

Purpose

The University of Central Florida has established the CPPC with the primary purpose of prioritizing the capital project needs of the university, and recommending funding strategies for these projects. Capital projects are defined as new construction projects of any value, remodel/renovation projects that exceed \$4M total project cost, or projects that require real estate transactions that require BOT approval.

A prioritization and approval process for capital projects is necessary to align physical assets with the strategic priorities of the university. Doing so enables the University to achieve and maintain functional efficiency, economic effectiveness, aesthetic appeal, and flexibility of its campus for future change and growth.

This process also informs fundraising priorities. These projects require careful consideration since they could significantly change the university's built environment with added building footprints, infrastructure, utility demands, and altered landscapes.

This process and associated guidelines apply to all UCF colleges, schools, departments, centers, institutes, auxiliary units, and other units that are within the University entity. These guidelines also apply to all direct support organizations, health services support organizations, practice plans, and all other entities affiliated with the University.

Policy

University academic and operating units each work to advance the university's mission by developing plans and strategies to meet the needs of their individual units. Often this might include the construction of new facilities and/or the renovation or replacement of existing facilities.

Before proceeding with plans to undertake a project of this nature or magnitude, it is important that appropriate review, input, approval, and oversight be provided. This will better enable university leadership to determine that a proposed project:

- Is consistent with the university's mission and goals;
- Aligns with the Campus Master Plan and Strategic Plan;
- Is of sufficiently high priority;
- Assumes an appropriate footprint/location on or off campus;
- Is architecturally appropriate;
- Has a funding strategy; and
- Provides a return on investment

Areas are encouraged to identify programmatic needs so that they may be reviewed by the CPPC committee and properly prioritized within other facility needs of the university.

Procedure

Projects will advance through a series of steps in the review process. Planning, Design and Construction (PD&C) is responsible for implementing these guidelines and forwarding information to the CPPC for dissemination and review. The CPPC is established for the purpose of reviewing all applicable projects. Collectively, this review process may be referred to as the “CPPC Process.”

The CPPC Process is an annual process aligned with the UCF fiscal year. All projects that are not under construction must be submitted each year for review and prioritization. Previously submitted projects with fundraising scope should include updates related to fundraising progress.

Standing meetings and deadlines will be established on an annual calendar to facilitate project review. Below is an overview of the various steps of the CPPC Process:

Step 1 – Identify and Assess (July/August/September)

- CPPC kick-off meeting
 - establish different evaluation processes for:
 - renovations (capital renewal) and remodels (capital improvement) – PECO
 - student supporting projects - CITF
 - new construction – legislative priority, debt, bonds, fundraising
 - establish criteria and rubric for project evaluation
 - strategic and operational criteria
 - funding criteria
 - rubric must allow for executive team flexibility
 - review space criteria related to space sizes, remote work, etc.
- Invite capital project proposal requests from the deans and vice presidents, encouraging projects that address space needs within existing building portfolio
- Transmit templates and forms for data collection to interested parties
- Collect and screen first draft applications for the required content
 - project description
 - project purpose, benefits, return on investment
 - project consistency with university’s mission, goals, and strategic plan
 - location and land ownership issues (if any)
 - cost – initial project cost, deferred maintenance annual cost, utility cost
 - schedule
 - proposed procurement method
 - consequences if not funded
 - other support projects needed (parking deck, chiller plant, etc.)
 - private partnership information, if applicable
 - concept approval and authorization to submit the project from the appropriate unit leadership
- Initial review - review applications, especially regarding scope, schedule, and cost
- Contact applicants with questions/clarifications that must be addressed in their submissions, provide revised applications to the CPPC for review
- Finalize applications

Step 2 – Align & Prioritize (October/November/December)

- CPPC review meeting – PD&C will present application materials to CPPC members for their review and comment. Project sponsors may be invited to present their projects for approval, but may only be present for the discussion of their project request
- Evaluate and prioritize the applications based on established strategic and operational criteria
- Evaluate and prioritize funding options for each project
- Request Private Gift Feasibility Study by UCF advancement for fundraising potential, if applicable
- Solicit input from Cabinet & Deans
- Solicit input from the University Master Plan Committee and Space Committee
- Solicit input from students on CITF related projects

Step 3 – Review, Refine, & Recommend - (January, February, March)

- CPPC review meeting – based on consolidated input, PD&C will recommend priorities and funding strategies for CPPC member review and comment, with the goal of producing a consensus recommendation. This recommendation will include:
 - 1-year CIP priorities (#1 and #2 priority projects)
 - 5-year CIP priorities (#3, #4, and #5 priority projects)
 - 10-year CMP projects for Element 10.0 Capital Projects and Implementation
 - CITF priority projects
 - Debt priority projects (athletics)
 - Bond priority projects (housing, parking garages)
 - Legislative priority projects (new construction)
 - Other
- Refine recommendation documents

Step 4 – Approval – (April, May, June)

- President/Provost/CFO review meeting – present the CPPC consensus recommendations to the executive team for their final review and comment
- If desired, the CPPC consensus recommendations can be presented to the president’s cabinet
- Make adjustments based on executive team feedback, present updates for approval
- CPPC recommendations presented as approval items to the BOT, as appropriate
 - Campus Master Plan minor amendments
 - Capital Improvement Plan annual approval

Membership

Members of the CPPC are from a variety of divisions of the university and will work collaboratively in the best interests of the university. The committee is comprised of:

- President’s office representative – Mike Kilbride
- Provost representative – Chuck Reilly
- Research representative – Winston Schoenfeld
- Administration and Finance representative – Misty Shepherd
- Student Development and Enrollment Services representative – Adrienne Frame
- Facilities and Business Operations representative – Jonathan Varnell
- Space and Real Estate Administration representative – Jonathon Bates
- University Architect – Bill Martin

Advisors to the committee can attend individual CPPC meetings as needed.

Additional Actions

Board of Governors (BOG) regulation 14.006 states:

“The university president shall have the responsibility for the building program review and approval to assure compatibility with the institution’s approved strategic plan, master plan, educational plant survey and with space utilization criteria. Building programs approved by the university president, and budgets approved by the university board of trustees shall serve as the basic planning documents for development of plans and specifications for construction.”

Building Program development

Consistent with BOG 14.006, PD&C will work with entities to develop building programs whose projects have been approved to be included on the 5-year Capital Improvement Plan (CIP). A project may also include an Academic Program Statement and a Summary of Required Spaces, outlining details of the proposed project.

The CPPC will be provided with copies of draft building programs for their review and comment.

Project specific BOT approvals

Consistent with the BOT Facilities and Infrastructure Committee (FIC) charter, the FIC committee will review and recommend to the full BOT:

- “Construction projects (new, remodeling, site work) with a total project cost in any amount greater than \$2 million, and any material changes to the projects.”

Therefore, every project under the CPPC’s review will ultimately need individual budget approval by the BOT to proceed with design and construction.

Design and Construction

Once a project has been approved through this approval process, it can be publicly advertised for design and construction services. Pursuant to BOG regulation 14.020 and UCF Policy 3-114:

- “PD&C has responsibility and oversight for design and construction of all projects in buildings owned by the university. This includes the procurement and selection of design and construction services, concept studies, preparation of the annual Capital Improvement Plan, the Campus Master Plan, and the Campus Development Agreement.”

PD&C will coordinate all public advertisements, contract negotiations, and design meetings for approved projects. PD&C will coordinate any additional USC, UMPC, and/or CITF committee reviews during the design process. PD&C may provide periodic updates to the CPPC regarding projects under design or construction.

Campus Master Plan

The CPPC shall be engaged in the development of Element 10.0 of the CMP, Capital Improvement and Implementation. Projects that appear on the Schedule of Capital Projects (SCP) will be evaluated and recommended by the CPPC, and approved by University leadership. This evaluation process happens once every 5 years (the year prior to CMP adoption).

Authority

The [2020-30 Campus Master Plan \(CMP\)](#), approved by the Board of Trustees on November 19, 2019, addresses Capital Project Planning under Element 10.0 “Capital Improvements & Implementation.” The CMP’s implementation section lists the following Goal, with its associated Objectives and Policies, which provides the framework and authority from which the CPPC will function:

- Goal 1 – Provide implementation procedures for monitoring and updating the Campus Master Plan and prioritizing Capital Projects, by guiding University decision-making, responding appropriately to unforeseen or changing conditions, encouraging public involvement, and maintaining transparency.
 - Objective 1.1: Establish criteria to evaluate and prioritize capital improvement projects.
 - Policy 1.1.1: The University shall establish the criteria by which renovations, new construction, and infrastructure projects are prioritized. All final decisions shall rest with the President and Board of Trustees.
 - Objective 1.2: Implement transparent procedures that engage campus stakeholder participation in prioritizing Capital Projects.
 - Policy 1.2.1: UCF shall investigate and implement a collaborative procedure for creating and updating the 10-Year Schedule of Capital Projects (SCP) in a manner that engages campus stakeholders, including:
 - Inviting Capital Project proposal requests from the UCF Deans and Vice Presidents;
 - Evaluating, estimating, and programming proposed facilities; and
 - Recommending or approving the addition of facilities to the SCP, either by inclusion in the Campus Master Plan Update, or by Minor Amendment.
 - Policy 1.2.2: UCF shall investigate and implement a collaborative procedure for preparing the Capital Improvement Plan (CIP) in a manner that engages campus stakeholders, including:
 - Writing or reviewing Project Narratives
 - Annually prioritizing or recommending project priorities
 - Objective 1.3: Employ designated committees in capital and campus planning efforts.
 - Policy 1.3.1: The Facilities and Infrastructure Committee of the UCF Board of Trustees shall provide review, policy guidance, and strategic oversight of campus master planning activities and other real estate-type activities for both the University and its direct support organizations (DSOs).
 - Policy 1.3.2: The University Master Planning Committee (UMPC) shall review short-range and long-range issues related to land use, facilities planning, and future development of the campus, including protection and preservation of natural resources on the campus. The UMPC shall also review exterior signage, site furniture, public art, and some temporary installations
 - Policy 1.3.3: The Capital Improvement Trust Fund (CITF) Committee shall recommend and prioritize capital projects by requesting CITF funds. The recommendations of the committee shall take effect only after approval by the student body president and the University President, and with final approval by the Board of Trustees.
 - Policy 1.3.4: The University Space Committee (USC) shall evaluate potential impacts to the University from proposed real estate and space initiatives, and ensure that appropriate due diligence is performed prior to any real estate transaction, or assignment of, or modification to, space.

Glossary, in order of appearance

- CPPC – Capital Project Planning Committee
- PD&C – Planning, Design and Construction
- PECO – Public Education Capital Outlay
- CITF – Capital Improvement Trust Fund
- CIP – Capital Improvement Plan
- CMP – Campus Master Plan
- CFO – Chief Financial Officer
- BOT – Board of Trustees
- BOG – Board of Governors
- FIC – Facilities and Infrastructure Committee
- USC – University Space Committee
- UMPC – University Master Plan Committee
- SCP – Schedule of Capital Projects
- DSO – Direct Support Organization

Committee Relationships

COMMITTEE ENGAGEMENT

Capital Project Planning Committee (CPPC)

10 year - Campus Master Plan
5 year - Capital Priorities
1 year - Annual Capital Improvement Plan

University Master Planning Committee (UMPC)

Advisory Committee

Land use, campus aesthetics, public art

University Space Committee (USC)

Advisory Committee

Real estate, space initiatives