

**UNC SYSTEM CAPITAL PROJECT PROCEDURE GUIDANCE**  
FOR CAPITAL PROJECTS FROM NON-GENERAL FUND SOURCES

Effective July 1, 2019

ACTIVITY	PROJECT DOLLAR THRESHOLD*							
	Up to \$30,000	>\$30,000 to \$300,000**	>\$300,000 to \$500,000**	>\$500,000 to \$750,000**	>\$750,000 to \$1,000,000**	>\$1,000,000 to \$2,000,000**	>\$2,000,000**	
<b>AUTHORIZATION</b>	<b>Capital Project Authority (Non-general Fund Sources Only)</b>	University	University	<ul style="list-style-type: none"> <li>BOT authorization</li> <li>Submit CI-1 and OC-25 to UNCSCO</li> </ul>	<ul style="list-style-type: none"> <li>BOT authorization</li> <li>Submit CI-1 and OC-25 to UNCSCO</li> </ul>	<ul style="list-style-type: none"> <li>Submit to UNCSCO for BOG authorization</li> <li>Delegated authority institutions, BOT may authorize</li> <li>CI-1 and OC-25 required</li> </ul>	<ul style="list-style-type: none"> <li>Submit to UNCSCO for BOG authorization</li> <li>CI-1 and OC-25 required</li> </ul>	<ul style="list-style-type: none"> <li>Submit to UNCSCO for BOG authorization</li> <li>CI-1 and OC-25 required</li> </ul>
	<b>Capital Code/Item #</b>	Not applicable	Not applicable	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>University establishes related financial system entries (IBIS, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>University establishes related financial system entries (IBIS, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>University establishes related financial system entries (IBIS, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope upon BOG approval</li> <li>University establishes related financial system entries (IBIS, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope upon BOG approval</li> <li>University establishes related financial system entries (IBIS, etc.)</li> </ul>
	<b>Primavera Schedule</b>	Not applicable	Not applicable	Not applicable	Not applicable	Required prior to advertising for designer selection	Required prior to advertising for designer selection	Required prior to advertising for designer selection
<b>DESIGN</b>	<b>Designer Selection (Refer to G.S. 133-1.1)</b>	Open-end agreement or Direct selection	Open-end agreement or Direct selection	Open-end agreement or Direct selection	Public advertisement	Public advertisement	Public advertisement	Public advertisement
	<b>Approval of Selection</b>	BOT	BOT	BOT	BOT	BOT	BOT	BOT
	<b>Designer's Contract</b>	<ul style="list-style-type: none"> <li>University negotiates</li> <li>University executes</li> </ul>	<ul style="list-style-type: none"> <li>University negotiates</li> <li>University executes</li> </ul>	<ul style="list-style-type: none"> <li>University negotiates</li> <li>University executes</li> </ul>	<ul style="list-style-type: none"> <li>University negotiates</li> <li>University executes</li> </ul>	<ul style="list-style-type: none"> <li>University negotiates</li> <li>University executes</li> </ul>	<ul style="list-style-type: none"> <li>University negotiates</li> <li>University executes</li> </ul>	<ul style="list-style-type: none"> <li>SCO negotiates</li> <li>University executes, copy to SCO</li> </ul>
	<b>Reporting/Recording</b>	Not applicable	University records in Interscope	University records in Interscope	University records in Interscope	University records in Interscope	University records in Interscope	SCO records in Interscope
	<b>Plan Review and Approval</b>	<ul style="list-style-type: none"> <li>SCO code review, as applicable</li> <li>SCO electrical inspections required</li> </ul>	<ul style="list-style-type: none"> <li>SCO code review, as applicable</li> <li>SCO electrical inspections required</li> </ul>	<ul style="list-style-type: none"> <li>SCO code review, as applicable</li> <li>SCO electrical inspections required</li> </ul>	<ul style="list-style-type: none"> <li>SCO code review, as applicable</li> <li>SCO electrical inspections required</li> </ul>	<ul style="list-style-type: none"> <li>SCO code review, as applicable</li> <li>SCO electrical inspections required</li> </ul>	<ul style="list-style-type: none"> <li>SCO code review, as applicable</li> <li>SCO electrical inspections required</li> </ul>	Full SCO oversight
<b>CONSTRUCTION</b>	<b>Bidding</b>	<ul style="list-style-type: none"> <li>University may directly select contractor</li> <li>Good practice may include informal competition</li> </ul>	<ul style="list-style-type: none"> <li>University informally solicits competitive bids</li> <li>Public bidding not required</li> </ul>	<ul style="list-style-type: none"> <li>University informally solicits competitive bids</li> <li>Public bidding not required</li> </ul>	<ul style="list-style-type: none"> <li>University solicits competitive bids</li> <li>Formal solicitation for estimated construction cost ≤\$500,000</li> <li>Formal solicitation for estimated construction cost &gt;\$500,000</li> <li>Public bidding required per G.S. 143-129</li> </ul>	<ul style="list-style-type: none"> <li>University solicits competitive bids</li> <li>Formal solicitation for estimated construction cost &gt;\$500,000</li> <li>Public bidding required per G.S. 143-129</li> </ul>	<ul style="list-style-type: none"> <li>University solicits competitive bids</li> <li>Formal solicitation for estimated construction cost &gt;\$500,000</li> <li>Public bidding required per G.S. 143-129</li> </ul>	<ul style="list-style-type: none"> <li>University solicits competitive bids</li> <li>Formal solicitation for estimated construction cost &gt;\$500,000</li> <li>Public bidding required per G.S. 143-129</li> </ul>
	<b>Forms for Bid Documents</b>	Not applicable	Template SCO informal contract format, notice to bidders, and general conditions, supplemented w/ institution-specific requirements	Template SCO informal contract format, notice to bidders, and general conditions, supplemented w/ institution-specific requirements	UNC System formal contract template, notice to bidders, and general conditions	UNC System formal contract template, notice to bidders, and general conditions	UNC System formal contract template, notice to bidders, and general conditions	SCO State of North Carolina formal contract template, notice to bidders, and general conditions
	<b>Bonding Requirement</b>	Not applicable	Not required by law, University can require	Not required by law, University can require	Required on formal bid solicitations (>\$500,000)	Required on formal bid solicitations (>\$500,000)	Required	Required
	<b>Contract Awarding Authority</b>	University	University	University	UNCSCO	UNCSCO	UNCSCO	SCO
	<b>Form of Contract</b>	Informal	Informal	Informal	Informal or UNC System formal according to bid type	Informal or UNC System formal according to bid type	UNC System formal	SCO State of North Carolina formal
	<b>Reporting/Recording Contract</b>	Not required	University	University	University	University	University	<ul style="list-style-type: none"> <li>SCO awards</li> <li>University executes, copy to SCO</li> </ul>
	<b>HUB Participation Reporting</b>	Not required	University	University	University	University	University	<ul style="list-style-type: none"> <li>SCO makes entries at award</li> <li>University maintains current entries</li> <li>University updates at final acceptance</li> </ul>
	<b>Change Order (CO) Processing</b>	<ul style="list-style-type: none"> <li>University authorizes/approves</li> <li>University executes in writing</li> <li>Recording in Interscope is not required</li> </ul>	<ul style="list-style-type: none"> <li>University authorizes/approves</li> <li>University executes in writing</li> <li>University records in Interscope, manual entry</li> </ul>	<ul style="list-style-type: none"> <li>University authorizes/approves</li> <li>University executes in writing</li> <li>University records in Interscope, manual entry</li> </ul>	<ul style="list-style-type: none"> <li>CO initiated in Interscope</li> <li>University authorizes/approves in Interscope</li> <li>CO documents maintained in Interscope</li> </ul>	<ul style="list-style-type: none"> <li>CO initiated in Interscope</li> <li>University authorizes/approves in Interscope</li> <li>CO documents maintained in Interscope</li> </ul>	<ul style="list-style-type: none"> <li>CO initiated in Interscope</li> <li>University authorizes/approves in Interscope</li> <li>CO documents maintained in Interscope</li> </ul>	<ul style="list-style-type: none"> <li>CO initiated in Interscope</li> <li>University authorizes/approves in Interscope</li> <li>SCO authorizes/approves in Interscope</li> <li>CO documents maintained in Interscope</li> </ul>
	<b>Final Inspection</b>	If designer is engaged, designer certification is required	If designer is engaged, designer certification is required	If designer is engaged, designer certification is required	<ul style="list-style-type: none"> <li>Designer's certification required</li> <li>Notify SCO of scheduled final inspection</li> </ul>	<ul style="list-style-type: none"> <li>Designer's certification required</li> <li>Notify SCO of scheduled final inspection</li> </ul>	<ul style="list-style-type: none"> <li>Designer's certification required</li> <li>Notify SCO of scheduled final inspection</li> </ul>	<ul style="list-style-type: none"> <li>Designer's certification required</li> <li>SCO final inspection required</li> </ul>

THRESHOLD FOR BOARD OF GOVERNORS' APPROVAL

\*Project authority thresholds are based on the overall project budget, including design, construction, contingency, etc. Contract awarding authority follows initial project authority level. Construction bidding thresholds are based on project **construction cost** alone.

\*\*All construction contracts over \$30,000 must be entered in Interscope with HUB participation reported in compliance with G.S. 143-131.

ACRONYMS: BOG - Board of Governors      BOT - University Board of Trustees      SCO - State Construction Office      UNCSCO - UNC System Office