

## 51.01 Capital Planning

Revised [February 9, 2017](#) (MO -2017)  
Next Scheduled Review: February 9, 2022  
Click to view [Revision History](#).



---

### Policy Statement

---

Capital projects identified by members of The Texas A&M University System (system) are compiled into the five-year capital plan which also identifies available resources for project funding or debt repayment.

---

### Reason for Policy

---

Capital needs shall be determined as part of a long-term planning process to identify new construction, repairs, renovations, rehabilitation of existing facilities, real property acquisitions and other capital projects.

---

### Procedures and Responsibilities

---

#### 1. APPROVAL OF CAPITAL PLAN

- 1.1 Each fiscal year the Board of Regents (board) will approve the capital plan for the next five years.
- 1.2 Projects not included on the approved capital plan will be presented to the board as exceptions.
- 1.3 Board approval shall constitute approval for initiation of all projects on the capital plan and of funding sources identified on the capital plan. The fiscal year designation of a project on the capital plan can be changed with the approval of the chancellor and the chair of the Committee on Buildings and Physical Plant as long as funding is identified and the Program of Requirements (POR) is completed.
- 1.4 Projects funded by tuition revenue bonds, other state funds and gift funds are automatically added to the capital plan with the chancellor's and the chair of the Committee on Buildings and Physical Plant's approval once the funding is identified and the POR is completed.

- 1.5 Board approval authorizes the appropriation of up to 10% of the planning amount for the first fiscal year's proposed projects for pre-construction activities as defined in System Policy 51.04, *Delegations of Authority on Construction Projects*.

## 2. CAPITAL PLAN PROJECTS

### 2.1 Capital projects are defined as:

- (a) New construction of buildings, facilities or other permanent improvements with scopes of \$4,000,000 or more.
- (b) Additions to buildings, facilities or other permanent improvements with scopes of \$4,000,000 or more.
- (c) Repair, renovation or rehabilitation of existing buildings, facilities or other permanent improvements with scopes of \$4,000,000 or more.
- (d) Improved real property acquisitions with a value more than \$1,000,000.
- (e) Projects or acquisitions funded using Permanent University Fund (PUF) and/or Revenue Financing System (RFS) debt proceeds.

### 2.2 For each project to be included on the capital plan, the following information will be provided by the member.

- (a) Name of project.
- (b) Description of project.
- (c) If new construction or addition, assignable net square feet, educational and general net square feet and gross square feet of space needed and justification for space need.
- (d) If repair, renovation or rehabilitation, existing assignable net square feet, educational and general net square feet and gross square feet of space.
- (e) Project impacts on infrastructure.
- (f) Project planning amount.
- (g) Fiscal year in which project design will be initiated.
- (h) Source of funds for project.
  - (1) If RFS debt proceeds, debt repayment source must be identified.
  - (2) If cash-funded, source of funds must be identified.
  - (3) PUF shall not be identified as the source of funds for a project until a commitment has been made by the chancellor.
  - (4) Tuition revenue bonds (TRB) shall not be identified as a funding source for a project until authorized by the legislature.

- 2.3 For each auxiliary project included in the first two fiscal years on the capital plan, a pro forma financial statement is required and shall address capital cost, operating cost and maintenance cost for the first five years of occupancy.
- 2.4 All privately funded projects, while not on the capital plan, shall provide all applicable information in Section 2.2, a pro forma financial statement and an analysis performed by the System Offices comparing the project to system project delivery.
- 2.5 All pre-planning and planning studies for new construction, additions, and repair, renovation or rehabilitation capital projects may be administered by the Office of Facilities Planning & Construction (FPC).

### 3. MASTER PLANS

All members are required to have a master plan which is consistent with projects in the capital plan. The master plans shall be periodically reviewed by the member and updated when necessary. Master plans and updates shall be consistent with the member's development strategy and be submitted to the board for review. Master plans and updates may be administered by FPC.

### 4. LIFE CYCLE COST ANALYSIS

A life cycle cost analysis (LCCA) will be developed by the FPC or member (project administrator) during the design for building projects on the capital plan. The LCCA will identify alternatives for materials and design in order to optimize the operating, maintenance and initial costs.

### 5. GENERAL PROJECT REQUIREMENTS

- 5.1 All facilities designed and constructed within the system shall comply with all applicable state and federal laws and regulations.
- 5.2 A POR or statement of work (SOW) shall be prepared prior to a major construction project, as defined in Policy 51.04, being included on the capital plan for initiation in the next fiscal year or submitted as an addition to the capital plan for the current fiscal year. The POR or SOW may be prepared by FPC. The POR or SOW must be approved by the member chief executive officer (CEO) or designee. Changes to the POR or SOW during the design and construction process that involve function, budget or architectural appearance shall also be approved by the CEO or designee. The member may appropriate funds for the preparation of the POR or SOW.

The POR shall identify existing furnishings and equipment that are to be reused and new furnishings and equipment that will be required as part of the project. The CEO's approval of the POR shall constitute compliance with System Policy 51.05, *Furnishing and Equipping New and Renovated Buildings*.

- 5.3 Contract administration of all design and construction projects is required. Contract administrators shall verify compliance by all parties with contract requirements and

certify that all parts of the contract(s) are completed prior to project close-out and/or occupancy.

A database will be maintained by the project administrator to track all projects on the capital plan through design and construction and to assure compliance with project requirements.

- 5.4 Appropriate environmental surveys/evaluations shall be conducted on all construction projects. All required provisions shall be incorporated in the design and required abatement/mitigation performed and/or clearances obtained.
- 5.5 A performance bond for the full construction amount underwritten by surety companies authorized to conduct business in the state of Texas is required on all projects over \$100,000. A payment bond for the full construction amount underwritten by surety companies authorized to conduct business in the state of Texas is required on all projects over \$25,000. Both payment and performance bonds must be on forms approved by the Office of the Attorney General and maintained by FPC.
- 5.6 Advertising for procurement relating to construction projects within the system includes print and electronic forms of media publication.

All requests for bids or requests for competitive sealed proposals for the construction, repair, renovation or rehabilitation of permanent improvements, and for movable furnishings and/or movable equipment shall be advertised by methods that provide the best value to the system.

- 5.7 The completion of all construction projects shall include the training of respective member personnel in the operation and maintenance of facility systems before transfer of the facility. The completion of all construction projects shall include a recommended maintenance schedule. The member shall be required to have sufficient staffing to maintain its facilities and provide annual training of maintenance personnel in the operation and maintenance of its facilities.

---

## **Related Statutes, Policies, or Requirements**

---

[Tex. Gov't Code Ch. 2253](#)

[Tex. Educ. Code § 51.9335](#)

[System Policy 51.04, Delegations of Authority on Construction Projects](#)

[System Policy 51.05, Furnishing and Equipping New and Renovated Buildings](#)

---

## **Member Rule Requirements**

---

A rule is not required to supplement this policy.

---

## **Contact Office**

---

System Office of Facilities Planning & Construction  
(979) 458-7000