

Capital Project Protocol

All Capital project budget requests approved by the General Assembly, and State Building Commission (SBC) must adhere to the following steps:

- **Capital projects:**
 - The University of Tennessee (UT), designated as a State Procurement Agency (SPA) by the SBC, administers capital projects greater than \$100,000.
 - Office of Capital Projects (OCP), Facilities Planning (FP) oversees and manages capital projects from the beginning through completion.
 - OCP FP is responsible for administrating all agreements with designers and contractors for each project. Any direction or instruction regarding the project must come from OCP FP.
 - OCP FP fully engages campus representatives in progress meetings, design modifications, budget changes, etc. so that all are informed and collectively participate.
 - OCP FP project manager is assigned to oversee and administer all aspects of the capital project.
- **Designer Agreements:**
 - Designers are solicited and selected in accordance with the previously approved SBC owner/designer agreement policy and in accordance with the Office of State Architect (OSA) designer selection policy.
 - All designer agreements are reviewed and signed by the OSA prior to execution.
 - Designer agreements are approved by the SBC Executive Sub-Committee and administered by the OCP.
 - Designer Additional Services must be approved by the OSA and reported to the SBC.
- **Construction Contracts:**
 - Construction contractors are selected in accordance with previously approved SBC construction procurement policy.
 - All construction contracts are reviewed and signed by the OSA prior to execution.
 - Alternative delivery methods require SBC approval.
 - Construction change orders must be approved by the OSA and reported to the SBC.
- **Project Revisions:**
 - Capital project revisions in scope, cost estimate, funding sources, and project cancelations require SBC approval.
 - OCP oversees and submits project revisions to the SBC.