



THE
**UNIVERSITY OF
NORTH CAROLINA
SYSTEM**

CAPITAL PROJECT ORIENTATION

April 10, 2018
Center for School Leadership Development
140 Friday Center Drive, Room 128

University of North Carolina System
Chapel Hill, North Carolina



Capital Project Orientation
University of North Carolina System
Center for School Leadership Development Building, Room 128
140 Friday Center Drive
Chapel Hill, NC

9:00 a.m.	Welcome and Introductions	
	What capital project questions do you have that you want addressed today?	
	Capital Project Overview	
	The Budget Process	(Section 1)
	Key References – Page 4, Page 104	
	The Capital Project Process	(Section 2)
	The Players	(Section 3)
10:30 am	Break	
10:45 am	The Rules of the Game (General Statutes)	(Section 4)
	Budget and Scope (OC-25)	(Section 5)
	Designer Selection and Contracting	(Section 6)
	Key Reference – Page 157	
	Designer Selection Case Studies	
	Construction Prequalifying, Bidding, and Award	(Section 7)
	Key Reference – Page 196	
12:00 noon	Lunch (To be provided)	
	Questions and discussion continue during lunch	
	Design and Bidding Case Studies	
	Construction Manager at Risk	(Section 8)
	Performance Contracting	(Section 8)
	Design-Build/Bridging	(Section 8)



	Public Private Partnership	(Section 8)
	Informals	(Section 8)
	Historically Underutilized Businesses (HUB)	(Section 9)
	Construction Administration Change Orders, Retainage	(Section 10)
2:45 p.m.	Break	
3:00 p.m.	Construction Administration Case Studies	
	Building Commissioning Claims, Disputes, Mediation	(Section 10)
	Project Completion, Final Inspections, Evaluations	(Section 11)
	Close-out	(Section 11)
	Getting the Big Picture, Getting Help	
	Miscellaneous/What ifs	(Section 12)
	Contacts	(Section 13)
	Web Sites	(Section 13)
	Forms	(Section 14)
5:00 p.m.	Adjourn	

Section 1

The Budget Process

Definitions

General Statue 143C, known as the "State Budget Act" includes definitions and information related to capital improvement activities. For ease of reference, the statutes are repeated within the Office of State Budget and Management's "North Carolina Budget Manual."

Definitions from the statue include:

"Capital improvement. – A term that includes real property acquisition, new construction or rehabilitation of existing facilities, and repairs and renovations." Please note that there is no reference to dollar values in this statutory definition. Reference GS143C-1-1 (d) (5).

"Increase the scope. – With respect to a capital improvement project, either increasing the square footage of a capital improvement project by more than ten percent (10%) of the amount authorized or programming new functions into the project." Reference GS143C-1-1 (d) (16a).

Note that at one time the budget was treated as the limiting factor on the project and so became the de facto definition of scope. Provided that the project's completion remained within total budget, square footage or programmatic functions could be added. That is no longer the case as clearly indicated in the citation from statute noted above.

"State funds. – Any moneys including federal funds deposited in the State treasury except moneys deposited in a trust fund or agency fund as described in G.S. 143C-1-3." Reference GS143C-1-1 (d) (25).

G.S. 143C-1-3 includes: "(1) Capital Projects Funds. – Accounts for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds or in trust funds for individuals, private organizations, or other governments. Capital outlays financed from general obligation bond proceeds should be accounted for through a capital projects fund."

See also General Statue 116, Higher Education, especially GS116-36.1 which includes:

"(d) Trust funds are subject to the oversight of the State Auditor pursuant to Article 5A of Chapter 147 of the General Statutes but are not subject to the provisions of the State Budget Act except for capital improvements projects which shall be authorized and executed in accordance with G.S. 143C-8-8 and G.S. 143C-8-9,"

Capital Improvement Funding Categories (Reference Section 3.10.4 of the OSBM Manual 1-2018)

- Appropriations/Bonds –funding authorized by legislation with funds provided by the State for specific projects.
- COPS – funding authorized by legislation with funds provided by borrowing under a "Certificates of Participation" (COPS) debt mechanism. COPS funding may be for specific large projects or for specific repairs and renovations.
- Repairs and Renovations – funding authorized by legislation with funds provided by the State based on availability and/or willingness to borrow for this purpose. While there has been much discussion over a number of years regarding the amount of funding necessary to maintain the current use of existing facilities, generally in the range of 1.5 to 3% of current replacement value, funding has not been available at this level. The distribution of funds designated for repairs and renovations is made to the campuses based on action of the Board of Governors. Session Law 2017-57 Section 36.5 (d) requires:

"In making campus allocations of funds allocated to the Board of Governors of The University of North Carolina in subsection (a) of this section, the Board of Governors shall negatively weight the availability of non-State resources and carryforward funds available for repair and renovations and shall include information about the manner in which this subsection was compiled within any report submitted pursuant to G.S. 143C-4-3(d)."

- Self-liquidating – funding authorized by legislation for specific projects with funds provided from debt where proceeds generated from the sale of goods or services, such as Housing, Bookstore, Dining, Athletics, Parking, etc. are used to retire the debt. The term "self-liquidating" is generally used to refer to debt which will be retired from proceeds, rather than cash proceeds from sales.
- Non-General – funds that are not from State appropriated or debt sources, such as cash-on-hand from the sale of goods or services as noted above, donations, gifts, grants, insurance, federal funds, etc. In some cases, more specific terminology may be used to specify the source of the non-general funds (for example "Grants" or a named grant such as "Monsanto Grant"). Funds permitted to be carried forward into a subsequent fiscal year (University 2.5% Management Flexibility Carry Forward, G.S. 116-30.3) are currently considered non-general funds.
- Operating – In general, operating funds are not permitted to be transferred into capital accounts. However, campuses may make expenditures for repairs, maintenance and equipment purchases less than \$100,000 as needed or between \$100,000 and \$300,000 with permission in advance from the Capital Section of OSBM or using carry forward funds also with advance permission (reference Sections 3.10.2 and 3.10.3 of OSBM's "North Carolina Budget Manual").

Capital Improvement Project Administration, Bidding, and Award Thresholds

Capital project authority is required for projects whose budgets are \$300,000 or more. The "project" budget includes the design, construction, contingency, and all associated costs of completing the intended construction. This total project budget is the relevant threshold for determining if capital project authority is needed, which body is the awarding authority (State Construction, UNC System Office, or the local campus), as well as the project's administrative oversight (State Construction or the local campus). While the total project budget is the relevant benchmark for determining the appropriate administrative level for processing, the selection of bidding type is based only on the anticipated construction cost. A construction cost under \$500,000 could be bid informally, while one in excess of \$500,000 must be bid formally. Care must be taken when near a bidding limit to avoid the use of informal bidding with a formal bid amount the result at bid-opening which then cannot be awarded.

- <\$500,000 – "Informal" construction bidding - Projects with an anticipated *construction cost* under \$500,000 require some form of competition in order to contract for construction, but do not require formal bidding as described in G.S. 143-129. Construction contracts under \$30,000 may be awarded without competitive processes. The local campus is the awarding authority for these projects. The State Construction Office is responsible for project review for compliance with the North Carolina Building Code and electrical inspections, regardless of project or bidding thresholds, or award authority.

"Formal" projects (both of the following categories are formal projects)

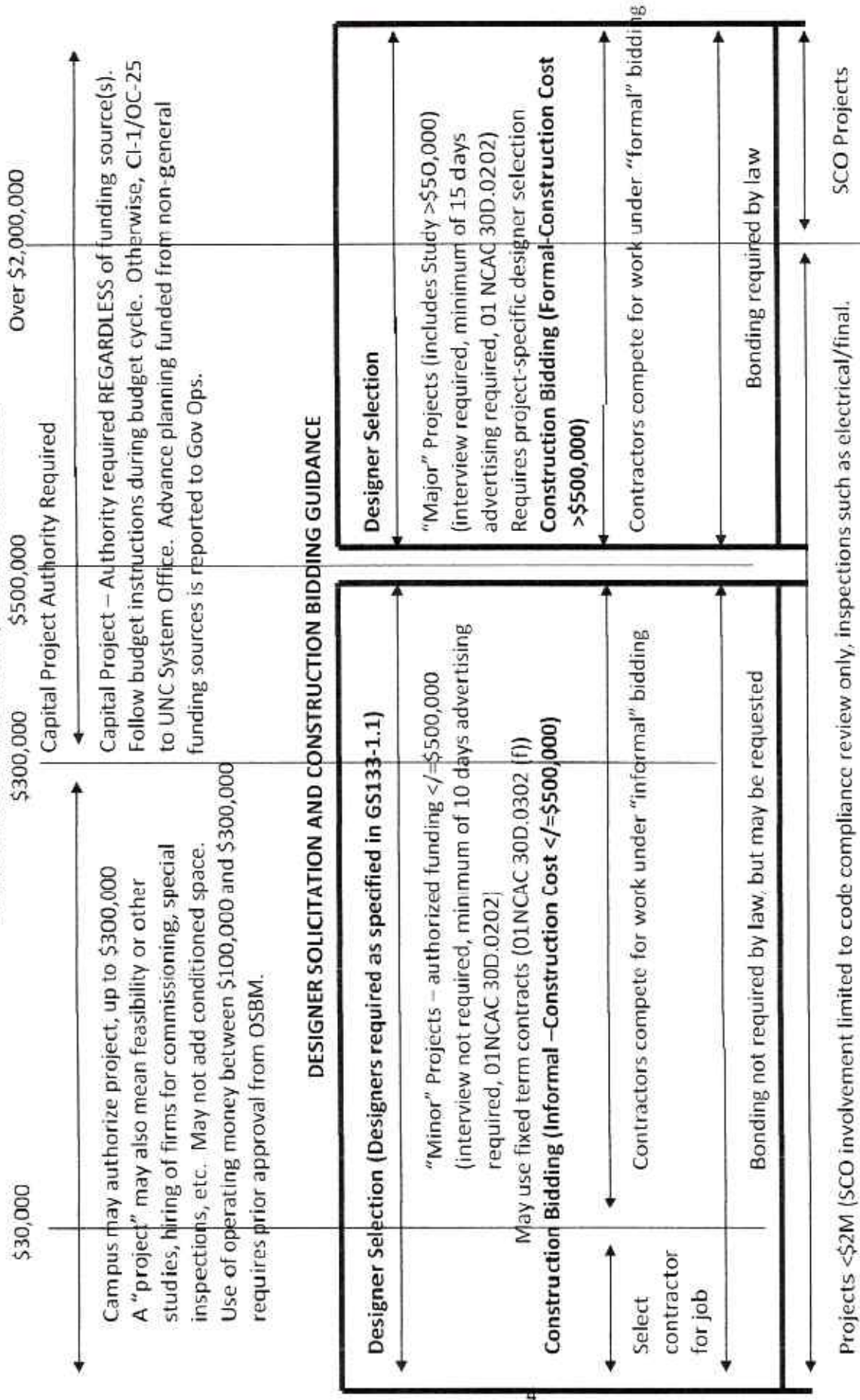
- Between \$500,000 anticipated *construction cost* and \$2,000,000 total project cost– These projects are frequently referred to as "Download" projects, based on legislation first passed in 1997 that downloaded responsibility for projects to the UNC System who further delegated responsibility to the institutional level. Campus delegation is based on specific criteria for personnel responsible for project execution (reference "UNC Design and Construction Guidelines, Attachment 1, Board of Governors

Minimum Criteria and Procedures for Delegation"). The UNC System is the awarding authority. State Construction has responsibility for code compliance review, electrical inspections, and final inspection.

- $\geq \$2,000,000$ *total project cost*– These projects require State Construction Office involvement, including design contract negotiation, technical reviews for constructability, maintainability, building code compliance and compliance with other statutes such as energy/sustainability. State Construction is the awarding authority, monitors project progress, performs electrical inspections, final inspection and acceptance.

A graphical representation of the categories to further aid in understanding follows.

CAPITAL PROJECT AUTHORITY/ACTION THRESHOLDS



Notes:

1. Project authority is based on the overall project budget, including design, construction, contingency, etc. Obtaining capital authority and awarding authority is based on overall project budget, as is designer advertisement thresholds. Construction bidding thresholds are based on project *construction cost* alone.
2. Land acquisition is, itself, a capital project.
3. See separate procedures for "Emergency" project designation.



THE UNIVERSITY OF NORTH CAROLINA SYSTEM

Other Capital Project Authorization Considerations

Only two entities, the NC General Assembly and the UNC Board of Governors, can authorize a capital improvement project for the University of North Carolina System. The UNC Board of Governors can only authorize a capital improvement project if the project uses non-general funds (i.e. receipts, student housing receipts, gifts, other non-general fund revenues, etc.) for its planning, construction, and operation (GS 143C-8-12).

Public-Private Partnerships (P3)

When a UNC institution uses non-general funds to pay a P3 development partner for the costs of a capital improvement project, this is a State non-appropriated capital improvement project and must be authorized by the Board of Governors before any agreement obligating the State is executed. However, a ground-lease may be used as described in item 1 below, which is then subject to Board action under leasing authority rather than capital project authorization.

Foundations

Many UNC system campuses have private foundations which are closely aligned with the activities of the institution and are legal entities in their own right, separate and apart from the campus. At the same time, to many members of the public which we serve, these foundations are indistinguishable from the institutions themselves. Complex real estate and other financial relationships further add confusion to how these projects should be handled regarding capital authorization. The establishment of this written policy is intended to clarify the nature of some specific project activities in this arena.

What is a "Foundation" capital project? – A foundation project involves a ground lease of a specified campus-owned property or a space lease of specific campus-owned building areas. The mere use of foundation funds as a source of funding for a capital project does not make that project a "Foundation" type project. Foundation funding is, by definition, non-general fund money (i.e. funds not on deposit with the State Treasurer which are considered State funds as soon as they are deposited – ref GS 143C-1-1 (d) (25)).

Foundation Project Characteristics

1. Ground or space lease to a foundation (or other entity such as may be involved in Centennial Campus designations).

2. Foundation holds, administers, and manages any/all contracts for the project, as well as necessary insurance specific to the relevant lease.
3. University employees are not involved in negotiating design contracts, construction bidding, construction administration, or any other aspect of project execution, although they may review and provide feed-back to the Foundation entity for the purposes of protecting the University's interests.
4. Campus Trustees may be made aware of and approve project design, particularly where a ground lease with construction of a new building is expected.
5. State Construction Office (SCO) review is per their published policies. See "Privately Funded Design Exemptions" and "Roles & Responsibilities of Privately Funded Projects," which includes the following statement: "All projects constructed for the use of the State or any State institution, regardless of land, ground, or other lease arrangements, shall be submitted to SCO for code review and approval." Because all projects requiring SCO review must be entered in the Interscope system, the campus will establish the necessary record for that purpose.
6. Completed project may revert to the University at some specified future date according to the conditions of the ground lease or be gifted at completion of the project per the space lease.
7. Consult with the UNC System Office regarding whether it is in the best interest of the campus to request authority/support of the project from the Board of Governors.

Capital Projects Involving Foundation Funds

Capital projects which include foundation funding but do not meet the criteria outlined in items 1-3 above, are campus capital projects which are required to follow all appropriate steps in the capital project process such as appropriate authorization by the Board of Governors, competitive selection processes for designers and contractors, construction monitoring by the appropriate authority, whether the campus or State Construction offices, good faith efforts and HUB participation reporting.

3/12/2018

[Home](#) [Companies](#) [New](#) [FCAP](#) [\\$](#) [Authorizations](#) [Programs](#) [Funds Change Request](#) [My Account](#) [Reports](#) [Data](#) [Forms](#) [Help](#)

[Action](#) [Cross](#)

Authorization #: 2887 - East Carolina University - Main Campus - Replacement Condensate Line Between Manholes MH-2 and MH-8

Authorization Information

Department: Educational Institutions (Universities)

Agency: East Carolina University

Fiscal Year: 2017 - 2018

Title: Main Campus - Replacement Condensate Line

Status: Active

Legislative Authorization: No

Budget Code: 41736

Budget Item: 304

NCAS Center:

Agency Funding Code:

Authorized Date: 12/12/2017

Total Authorized: \$1,450,000.00

Authorized Purpose: Approved by BOG on 12/12/17

Is From Capital: False

Authorization Item Summary						Commitments	
Score		Original Authorized Amount	Approved Changes	Pending Changes	Proposed Authorization Amount	Current Allocated Amount	Assigned To Projects Available To Assign
1	General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Non-General Fund	\$1,450,000.00	\$0.00	\$0.00	\$1,450,000.00	\$1,450,000.00	\$0.00
3	Non-State Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	RRR General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	RRR State Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	State Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Cycle Overview

Elections – Fall (November) of even-numbered years Term of Office – 2 years
 Elected Officials – Take office the following January and may only commit State appropriations for a two-year period and so develop the budget on this basis, a biennial budget. Borrowed funds (such as COPS) may involve commitments beyond this two-year period, but the legislature still addresses these requirements within a biennial budget cycle. The Board of Governors has budget approval responsibility for UNC and so has to submit budgets to meet the legislature's schedule. The Governor's Office must approve the budget before the legislature takes action on it.

Time Frame	Board/UNC System Office	Legislature/Governor
Fall Even-Numbered Years (Ex. Sept 2018)	Issues "Budget Memorandums" to compile biennial budget request (See example which follows from 2016 for 2017-19 biennium)	
November Even Numbered Years (Ex. Nov 2018)		Elections
December Even Numbered Years (Ex. Dec 2018)	Board approves UNC biennial budget request for submission	Governor approves State budget request for January submission to legislature
January Odd Numbered Years (Ex. Jan 2019)		Legislature convenes "long" session to consider budget and other matters
Feb – July Odd Numbered Years (can run longer than July)		Legislative Budget Hearings
July (or later) Odd Numbered Years		Legislature authorizes the biennial budget (i.e. 2019-21), which is subsequently "certified" by OSBM (Budget #1). Funding is not authorized and available until OSBM certification.
May Even Numbered Years (Ex. May 2018)	Issues call for short session requests, usually due Jan even numbered years. (See example which follows)	Legislature convenes "short session" to make adjustments to second year of biennial budget among other matters. Budget is subsequently "certified" (Budget #2) by OSBM.
July (or later) All Years		Legislature authorizes capital and R&R funding, if any, as part of its budget process for both the long and short sessions. OSBM subsequently certifies.
August/September (or later) All Years	Board allocates authorized R&R funds to campuses	

After the budget is “certified” by the Office of State Budget and Management, code and item numbers are assigned and established in Interscope by the UNC System Office. To identify funding that has been authorized prior to budget certification, check the appropriate legislation (usually a Session Law of the form “Year Appropriations Act”), which can be found under Session Laws on the North Carolina General Assembly’s web site at <http://www.ncleg.net/>.

Additional reference information-

Code/Item Numbers have logic built into the coding structure as indicated in the following example: 41634-301

4 indicates a capital budget item. This number is always the same.

16 indicates the fiscal year the item was established. In this example, fiscal year 2016-17.

34 is a two-digit code that identifies the institution.

The item number is a sequential number that always begins with 301 for each campus in the particular budget year involved. R&R funded items begin with item 320, while performance contracting is 370. There are now some exceptions to the standard numbering schema for codes, specifically some COPS-funded projects and some residence hall fire safety projects.

Additional steps that must be taken in order to start expending capital funds include the establishment of a “Center” for processing transactions through the State’s financial system. The assignment of this number is usually made by the campus budget office and is requested through OSBM’s “IBIS” Integrated Budget Information System. The last two digits of the “Center” number are synonymous with the last two digits of the item number. Please check authorizations established in Interscope before submitting Center requests in IBIS to ensure that the numbers match.

MDT
3/20/2018

Budget Cycle Overview

Elections – Fall (November) of even-numbered years Term of Office – 2 years
 Elected Officials – Take office the following January and may only commit State appropriations for a two-year period and so develop the budget on this basis, a biennial budget. Borrowed funds (such as COPS) may involve commitments beyond this two-year period, but the legislature still addresses these requirements within a biennial budget cycle. The Board of Governors has budget approval responsibility for UNC and so has to submit budgets to meet the legislature's schedule. The Governor's Office must approve the budget before the legislature takes action on it.

Time Frame	Board/UNC System Office	Legislature/Governor
Fall Even-Numbered Years (Ex. Sept 2018)	Issues "Budget Memorandums" to compile biennial budget request (See example which follows from 2016 for 2017-19 biennium)	
November Even Numbered Years (Ex. Nov 2018)		Elections
December Even Numbered Years (Ex. Dec 2018)	Board approves UNC biennial budget request for submission	Governor approves State budget request for January submission to legislature
January Odd Numbered Years (Ex. Jan 2019)		Legislature convenes "long" session to consider budget and other matters
Feb – July Odd Numbered Years (can run longer than July)		Legislative Budget Hearings
July (or later) Odd Numbered Years		Legislature authorizes the biennial budget (i.e. 2019-21), which is subsequently "certified" by OSBM (Budget #1). Funding is not authorized and available until OSBM certification.
May Even Numbered Years (Ex. May 2018)	Issues call for short session requests , usually due Jan even numbered years. (See example)	Legislature convenes "short session" to make adjustments to second year of biennial budget among other matters. Budget is subsequently "certified" (Budget #2) by OSBM.
July (or later) All Years		Legislature authorizes capital and R&R funding, if any, as part of its budget process for both the long and short sessions. OSBM subsequently certifies.
August/September (or later) All Years	Board allocates authorized R&R funds to campuses which must prepare annual list of specific R&R projects . (See example)	

After the budget is “certified” by the Office of State Budget and Management, code and item numbers are assigned and established in Interscope by the UNC System Office. To identify funding that has been authorized prior to budget certification, check the appropriate legislation (usually a Session Law of the form “Year Appropriations Act”), which can be found under Session Laws on the North Carolina General Assembly’s web site at <http://www.ncleg.net/>.

Additional reference information-

Code/Item Numbers have logic built into the coding structure as indicated in the following example: 41634-301

4 indicates a capital budget item. This number is always the same.

16 indicates the fiscal year the item was established. In this example, fiscal year 2016-17.

34 is a two-digit code that identifies the institution.

The item number is a sequential number that always begins with 301 for each campus in the particular budget year involved. R&R funded items begin with item 320, while performance contracting is 370. There are now some exceptions to the standard numbering schema for codes, specifically some COPS-funded projects and some residence hall fire safety projects.

Additional steps that must be taken in order to start expending capital funds include the establishment of a “Center” for processing transactions through the State’s financial system. The assignment of this number is usually made by the campus budget office and is requested through OSBM’s “IBIS” Integrated Budget Information System. The last two digits of the “Center” number are synonymous with the last two digits of the item number. Please check authorizations established in Interscope before submitting Center requests in IBIS to ensure that the numbers match.

MDT
3/20/2018

Biennial Budget Request

Miriam Tripp

From: avcfac-bounces@lists.northcarolina.edu on behalf of Jeanine Rose
<JRose@northcarolina.edu>
Sent: Thursday, October 20, 2016 2:48 PM
To: avcfac@lists.northcarolina.edu
Cc: arihodes@uncfsu.edu; John Fessler; William Barlow; Sandra Redmond; Bingham L. Roenigk; McMullen, Timothy F.; Fields, John; Jonathan M. Clark; Debra Murphy; kempad@appstate.edu; Matt Ketchum; Shon Burch-Crispin; ken_pearce@uncg.edu; 'MKonishi'; k_pearce@uncg.edu; Lilley, Donna; Guerrier, Jerry Ulysses; Stephen Atkinson; Burns-Vann, Tracey H; Tammy Putz; Covington, Garry
Subject: [AVCfac] FW: 2017-19 Budget Memorandum - Number 2: Preparation of the 2017-19 Capital Budget Priorities
Attachments: Budget Memo #2 Capital Budget Priorities.pdf; Attachment 1 2017-23 Appropriated Capital Template.xls; Attachment 2 2017-23 Non-Appropriated Capital Template.xls; Attachment 3 2015-21 Six Year Appropriated.xls; Attachment 5 2015-21 Six Year Repairs Renovations.xls; 2017-19 Building Reserve Model Instructions 10-6-16.docx; 2017-19 Building Reserve Renovation Template 10-6-16.xlsx; 2017-19 Building Reserve Template Final 10-6-16.xlsx; ATT00001.c

Good afternoon –

[On behalf of Jonathan Pruitt:](#)

Please see the attached **Budget Memo #2** with corresponding attachments regarding the **2017-19 Capital Budget Priorities**.

Please email your submissions to back me (jrose@northcarolina.edu) and Will (wjohnson@northcarolina.edu) by the required submittal dates.

If you have any questions regarding this request, please contact Will at (919) 962-4611 or by email at wjohnson@northcarolina.edu.

Thanks!

Jeanine

Jeanine Rose
UNC System HUB & Capital Budget Coordinator
UNC General Administration
919-962-4608 (Tel)
919-843-2081 (Fax)
E-mail: jrose@northcarolina.edu

From: Angelisa L Riggsbee

Sent: Thursday, October 20, 2016 11:30 AM

To: gary.park@unchealth.unc.edu; Ann Zomerfeld (azomerfe@uncfsu.edu); Anna Medley (anna.medley@unc.edu); ASU-Sheri Everts (evertssn@appstate.edu); Banks, Lucretia R. (lrbanks@ecsu.edu); Chelsey Burke (cburke@unca.edu); Claire Collins (chcollins@wcu.edu); Corlis Sellers (sellerscl@wssu.edu); danielsc@ecu.edu; Dawn Antonucci; ECSU; ECU-Cecil Stanton (cpstaton@ecu.edu); Erin Baker (bakere@unca.edu); FSU-James Anderson (janderson@uncfsu.edu); Gavit, Carolyn (gavitc@uncw.edu); Joyce Millwee (jamillwe@ncat.edu); Kelly Harris; Laura Campbell (laura.campbell@ncssm.edu); Leonie Kruger; Lindsay Recchie (larecchi@ncsu.edu); Marla Locklear (marla.locklear@uncp.edu); NCA&T-Harold Martin (hmartin@ncat.edu); NCCU-Debra Saunders-White (debra.saunders-white@nccu.edu); NCSSM-Todd Roberts (roberts@ncssm.edu); NCSU-Randy Woodson (randy_woodson@ncsu.edu); Sanders, Gwendolyn; Shari Dunn (shari.dunn@uncc.edu); UNCA-Mary Grant (mgrant@unca.edu); UNC-CH-Carol Folt (carol.folt@unc.edu); UNCC-Philip Dubois (pdubois@uncc.edu); UNCG-Franklin Gilliam (fgilliam@uncg.edu); UNCP-Robin Cummings (robin.cummings@uncp.edu); UNC-SA-Lindsay Bierman (biermanl@unca.edu); UNCW-Jose Sartarelli (sartarellij@uncw.edu); WCU-David Belcher (dbelcher@wcu.edu); WSSU-Elwood Robinson (robinsonel@wssu.edu); Zelda Stanfield (zstanfield@nccu.edu)

Cc: Margaret Spellings; Meredith B. Didier; unccos@lists.northcarolina.edu; cfo@lists.northcarolina.edu; chris.ellington@unchealth.unc.edu; Minda L. Watkins; Grace T Rountree; angela.tulloch@unchealth.unc.edu; Eve T. Rutherford; William C. Johnson; Jonathan C. Pruitt; Jeanine Rose; Junius J. Gonzales; Tracy W. Hall; Debbie R. Robertson; mark.bondo@osbm.nc.gov

Subject: 2017-19 Budget Memorandum - Number 2: Preparation of the 2017-19 Capital Budget Priorities

Sent on Behalf of Jonathan Pruitt, Senior Vice President for Finance and Budget:

Please see the attached 2017-19 Budget Memo #2 Capital Budget Priorities and attachments.

Best Regards,

Angelisa L. Riggsbee

Executive Assistant to the Senior Vice President for Finance & Budget (CFO)

University of North Carolina General Administration

C.D. Spangler Building | P.O. Box 2688 | Chapel Hill NC 27515-2688

919-962-4607



Constituent Universities

Appalachian State University

Baylor University

Brigham Young University

California State University

Central Michigan University

Eastern Michigan University

Florida State University

Georgia State University

Indiana University

Michigan State University

North Carolina State University

Ohio State University

Pennsylvania State University

University of Illinois

University of Michigan

University of North Carolina

University of Wisconsin

University of Wyoming

Western Michigan University

Western State University

Western University

Western Washington University

Western Wisconsin University

October 19, 2016

2017-19 BUDGET MEMORANDUM – Number 2

TO: The Chancellors
President, UNC Hospitals

FROM: Jonathan Pruitt



SUBJECT: Preparation of the 2017-19 Capital Budget Priorities

This budget memorandum is the second and final budget memorandum for the 2017-19 biennium and provides instructions for the preparation of the 2017-19 Budget Priorities for *Capital Improvements Projects*, whether funded from appropriated or non appropriated sources.

This memorandum requests information to support the three areas of the University's Capital Budget Priorities: state appropriated capital projects, non-appropriated capital projects and state appropriated repair and renovation projects.

Appropriated Capital Improvements Projects (Six-Year Plan)

Submittal Date: on or before November 2, 2016

For your 2017-23 Six-Year Appropriated Capital Improvements Plan, we ask that you update and revise your 2015-21 plan (Attachment 3). Allowed changes to your plan include deleting, adding or revising projects to reflect changing priorities. The total dollar amount of your request must be consistent with the total dollar amount of your 2015-21 request.

If a new project is added please complete and submit the appropriated capital template (Attachment 1) for project details and a building operating reserve model (attached) that will provide an estimate of operating impact.

Due to the significant new capital projects funded through the Connect NC 2015 bond program, we ask that your request for a new appropriated capital improvement project will be limited to a total of two priority projects in FY 2017-18 or FY 2018-19.

Constituent High School

Charlotte-Mecklenburg Schools

Clayton County Schools

Concord-Cabarrus Schools

Cornelius-Leasburg Schools

Non-Appropriated Capital Improvements Projects (Six-Year Plan)
Submittal Date: on or before November 2, 2016

For your 2017-23 Six-Year Non-Appropriated Capital Improvements Plan, we ask that you update and revise your 2015-21 plan (Attachment 4). Allowed changes to your plan include deleting, adding, or revising projects to reflect authorized projects or changing priorities. The total dollar amount of your request must be consistent with the total dollar amount of your 2015-21 request.

If a new project is added, please complete and submit the non-appropriated capital template (Attachment 2) and a building operating reserve model (attached).

Repairs and Renovations Projects (Six-Year Plan)
Submittal Date: on or before November 9, 2016

For your 2017-23 Six-Year Repairs and Renovations Plan, we ask that you update and revise your 2015-21 plan by entering your data directly into the Excel worksheet (Attachment 5). Allowed changes to your plan include deleting, adding, or revising projects to reflect funded projects or different priorities. The total dollar amount of your request must be consistent with the total dollar amount of your 2015-21 request.

Please prioritize the projects within each project type. This will help us aggregate data for a University-wide summary. As required by G.S. 143C-3-3(c), please provide the associated FCAP ASSET NUMBER and DEFICIENCY NUMBER for each proposed project. Understanding that your proposed project might align with a number of FCAP items, please include, in rank order, as many major FCAP items as you feel appropriate. If the proposed project has not been identified by the FCAP visitation team, please supply your rationale for completing this project in front of identified projects.

If a new project is added, please identify it under the appropriate G.S. 143C-4-3 "type of project" (see below). Please add the "type of project" if not used in the 2015-21 plan.

G.S. 143C-4-3 (b) states:

Use of Funds – The funds in the Repairs and Renovations Reserve Account shall be used only for the repair and renovation of State facilities and related infrastructure that are supported from the General Fund. Funds from the Repairs and Renovations Reserve Account shall be used only for the following types of projects:

- (1) Roof repairs and replacements;
- (2) Structural repairs;
- (3) Repairs and renovations to meet federal and State standards;
- (4) Repairs to or installation of new electrical, plumbing, and heating, ventilating, and air-conditioning systems;
- (5) Improvements to meet the requirements of the Americans with Disabilities Act, 42 U.S.C. § 12101, et seq., as amended;

- (6) Improvements to meet fire safety needs;
- (7) Improvements to existing facilities for energy efficiency;
- (8) Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks;
- (9) Improvements and renovations to improve use of existing space;
- (10) Historical restoration;
- (11) Improvements to roads, walks, drives, utilities infrastructure; and
- (12) Drainage and landscape improvements;
- (13) Demolition.

Funds from the Repairs and Renovations Reserve Account shall not be used for new construction or the expansion of the building area (sq. ft.) of an existing facility unless required in order to comply with federal or State codes or standards.

Repairs and Renovations Projects – Targeted Buildings/Demolition Buildings
Submittal Date: on or before November 9, 2016

Please refer to your FCAP report from the State Construction Office. Identify FCAP projects in appropriation-supported buildings that meet the following criteria for complete building (targeted) renovation or building demolition and replacement:

- The correction of multiple building deficiencies requires that the building be vacated to accomplish the renovation.
- The renovation cost is between 35% and 65% of the estimated replacement cost (ERC) for targeted renovation and over 65% of the ERC for demolition and replacement.
- The total cost of the required renovations is over \$2.5 million dollars.

Please prioritize the projects within each project type (targeted and demolition). This will help us aggregate data for a University-wide summary. Individual FCAP deficiencies that are combined to identify targeted and demolition projects may remain a priority as a Repairs and Renovations Project at your discretion, as they are not mutually exclusive.

Consideration should be given to leveraging targeted and demolition priorities that support a space backfill plan and/or reallocation of space in light of the capital improvement projects funded by the Connect NC Bond Act of 2015.

If you have any questions regarding this request, please contact William Johnson at (919) 962-4611 or by email at wjohnson@northcarolina.edu.

Please email your submissions to Jeanine Rose (jrose@northcarolina.edu) and William Johnson (wjohnson@northcarolina.edu).

MEMO TO: Chancellors
Page Four
October 19, 2016

Thank you for your assistance.

Attachments:

- Att. 1: 2017-23 Six-Year Appropriated Projects Template
- Att. 2: 2017-23 Six-Year Non-Appropriated Projects Template
- Att. 3: 2015-21 Six-Year Appropriated Capital Improvements Projects
- Att. 4: 2015-21 Six-Year Non-Appropriated Capital Improvements Projects
- Att. 5: 2015-21 Six-Year Repair and Renovations Priorities Projects
Building Reserve Model (three files: instructions, operating reserve model,
renovation reserve model)

cc: President Spellings
Chief of Staff Meredith B. Didier
Chiefs of Staff
Chief Academic Officers
Chief Finance Officers
Chief Facilities Officers
Capital Project Coordinators
Mr. Mark Bondo, OSBM
Assoc. Vice President Will Johnson

**Six-Year Appropriated Capital Improvements Projects Plan
2017-18 through 2022-23**

Institution Name: (Institution Name)

Project #1 (Prioritized):

Proposed Project Title:

Estimated Total Cost (\$):

0

Design Cost:

0

Construction Cost:

0

Contingency Cost:

0

Escalation Cost:

0

Infrastructure Cost:

0

Land Acquisition Cost:

0

Estimated Schedule:

(MM/DD/YYYY)

Designer Start

Construction Start

Construction Complete

Occupancy

First Full Year Operating

Cost (\$):

Description:

Justification:

Project #2 (Prioritized):

Proposed Project Title:

Estimated Total Cost (\$):

0

Design Cost:

0

Construction Cost:

0

Contingency Cost:

0

Escalation Cost:

0

Infrastructure Cost:

0

Land Acquisition Cost:

0

Estimated Schedule:

(MM/DD/YYYY)

Designer Start

Construction Start

Construction Complete

Occupancy

First Full Year Operating

Cost (\$):

Description:

Justification:

**Six Year Non-Appropriated Capital Improvements Projects Plan
2017-18 through 2022-23**

Institution Name:

(Institution Name)

Project #1 (Prioritized):

Proposed Project Title:

Estimated Total Cost (\$):

0

Design Cost:

0

Construction Cost:

0

Contingency Cost:

0

Estimated Schedule:

(MM/DD/YYYY)

Designer Start

Construction Start

Construction Complete

Occupancy

Source of Funds:

Estimated Indebtedness (\$):

Amount of any needed Debt

Service Fee (\$)

Required Student Fee Process

Completed on (MM/YYYY):

Description:

Justification:

Project #2 (Prioritized):

Proposed Project Title:

Estimated Total Cost (\$):

0

Design Cost:

0

Construction Cost:

0

Contingency Cost:

0

Estimated Schedule:

(MM/DD/YYYY)

Designer Start

Construction Start

Construction Complete

Occupancy

Source of Funds:

Estimated Indebtedness (\$):

Amount of any needed Debt

Service Fee (\$)

Attachment 3

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six-Year General Fund Capital Improvements Project Listing

Priority	Institution/Project	Request	Previously Authorized	Funding Plan					
				2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Appalachian State University									
1	College of Health Sciences	74,507,033	5,000,000	15,000,000	45,300,000	9,207,033			
2	Arts and Sciences Building and Existing Space Improvements	48,630,000			2,890,000	5,000,000	33,000,000	7,750,000	
3	Sanford Hall and College of Education Annex - Comprehensive Renovation and Modernization	23,116,000				2,000,000	5,500,000	9,500,000	6,116,000
4	Kerr Scott Katherine Harper Hall Renovation and Improvement	53,800,000					4,500,000	19,300,000	30,000,000
5	Research Institute for Energy Environment and Economics	32,000,000					3,200,000	24,800,000	4,000,000
6	Broyhill Music Center Renovation and Expansion	6,596,000							6,596,000
East Carolina University									
1	Life Sciences and Biotechnology Building/Howell Sciences Renovation	196,985,000			9,849,250	9,849,250	80,000,000	80,000,000	17,286,500
2	Academic Building A	113,354,798				5,667,740	5,667,740	70,000,000	32,019,318
3	School of Medicine Expansion and Renovations	150,000,000						7,500,000	142,500,000
4	New Performing Arts Building	95,500,000							95,500,000
5	School of Public Health Building	8,009,000							8,009,000
6	Land Acquisition	10,000,000							10,000,000
7	Utility Infrastructure, Academic Support, Phase II	21,000,000							21,000,000
8	IT Infrastructure Upgrade, Phase II	10,000,000							10,000,000
9	New Facilities Services Space	12,200,000							12,200,000
10	Health and Human Performance Addition	13,600,000							13,600,000
11	Austin Building - Comprehensive Modernization	15,500,000							15,500,000
12	Graham Building - Comprehensive Modernization	7,100,000							7,100,000
13	Ragsdale Hall - Comprehensive Modernization	15,000,000							15,000,000
14	Fletcher Music Center - Comprehensive Modernization	11,800,000							11,800,000
15	Spelman Building - Comprehensive Modernization	5,300,000							5,300,000
16	Whitard Building - Comprehensive Modernization	6,100,000							6,100,000
17	Brewster Building A, B, C and D Wings - Comprehensive Modernization	19,200,000							19,200,000
18	Rawl Building - Comprehensive Modernization	13,000,000							13,000,000

Attachment 3

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six-Year General Fund Capital Improvements Project Listing

Priority	Institution/Project	Request	Previously Authorized	Funding Plan					
				2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
19	Rivers Building - Comprehensive Modernization	11,900,000							11,900,000
20	Brody Medical Science Building - Comprehensive Modernization	31,700,000							31,700,000
21	Health Affairs - Life Sciences Building Comprehensive Modernization	2,300,000							2,300,000
22	Biotechnology Building - Comprehensive Modernization	3,300,000							3,300,000
23	McGinnis Theatre - Comprehensive Modernization	5,100,000							5,100,000
24	Willis Building - Comprehensive Modernization	2,900,000							2,900,000
25	Wright Annex - Comprehensive Modernization	5,800,000							5,800,000
26	Wright Auditorium - Comprehensive Modernization	3,500,000							3,500,000
27	Minges Academic Space Modernization	4,200,000							4,200,000
28	New Lab Space	83,700,000							83,700,000
29	Physical Education Space	32,300,000							32,300,000
30	New Library and Study Space Requirements, Phase II	23,400,000							23,400,000
31	Upgrades to Hazardous Storage	2,100,000							2,100,000
32	Replacement of 22 Telecommunication Urbans	4,400,000							4,400,000
33	Data Network Infrastructure Upgrade and Development	5,900,000							5,900,000
34	Main Campus Utility Infrastructure, Academic Support, Phase III	27,000,000							27,000,000
Elizabeth City State University				16,117,000					
1	School of Aviation	16,117,000							
2	Land Purchase - College Street	950,000							
3	Electrical Infrastructure Replacement	1,750,000							
4	G R Little Library Replacement	29,160,000			29,160,000				
5	New School of Business and Economics	21,600,000				21,600,000			
6	Lester Hall Comprehensive Modernization	4,000,000				4,000,000			
7	Storm Drainage Infrastructure Improvements	1,512,000					1,512,000		
8	Heating, Ventilation and Air Conditioning Renovations, Campus-wide	2,052,000						2,052,000	
9	Moore Hall Comprehensive Modernization	8,532,000							8,532,000

Attachment 3

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six-Year General Fund Capital Improvements Project Listing

Priority	Institution/Project	Request	Previously Authorized	Funding Plan						
			2015-16	2016-17	2017-18	2018-19	2019-20	2020-21		
Fayetteville State University										
1	Technology Enhanced STEM Teacher Education Complex	40,103,012		4,010,301	36,092,711					
2	Storm Water and Sewer Management - Infrastructure Improvements	7,930,094				7,930,094				
3	Lyons Science Building - Comprehensive Renovation	10,616,373					10,616,373			
4	New Humanities and Social Science Classroom Building	33,894,855						33,894,855		
5	W. T. Brown Entrance and Pedestrian Circulation Project	2,690,861								2,690,861
North Carolina A&T State University										
1	New College of Engineering Facility	104,374,000		10,437,400	93,936,600					
2	Life and Health Science Building	44,835,100			4,150,030	40,685,070	4,140,000	37,260,000		
3	Agricultural Research Building	41,400,000						17,500,500		
4	Enrollment Management - One Stop Center	17,500,500						22,224,000		
5	Data Center	22,224,000								33,350,000
6	New Performing Arts Center	33,350,000								32,100,000
7	Convocation Center	32,100,000								11,228,760
8	Marteena Hall Comprehensive Renovation	11,228,760								8,602,200
9	Price Hall Renovation	8,602,200								17,025,200
10	McNair Hall Comprehensive Modernization	17,025,200								6,133,320
11	Fort Research Building Renovation	6,133,320								18,097,560
12	Carver Hall Comprehensive Modernization	18,097,560								9,187,560
13	Webb Animal Science Renovation	9,187,560								2,801,520
14	Benbow Hall Renovation	2,801,520								1,128,600
15	Sockwell Hall - Renovation	1,128,600								11,047,320
16	Moore Gymnasium Comprehensive Modernization	11,047,320								7,776,000
17	Hodgin Hall Comprehensive Modernization	7,776,000								9,657,360
18	Frazier Hall Renovation and Expansion	9,657,360								7,553,520
19	Hines Hall Conversion	7,553,520								12,100,000
20	Land Acquisition	12,100,000								4,177,440
21	Technology Infrastructure Improvements	4,177,440								

Attachment 3
THE UNIVERSITY OF NORTH CAROLINA
2015-21 Six-Year General Fund Capital Improvements Project Listing

Priority	Institution/Project	Request	Previously Authorized	Funding Plan					
				2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
22	New Campus Police Facility	5,420,000							5,420,000
North Carolina Central University									
1	Turner Law School - Expansion	10,000,000		10,000,000					
2	New - Library Facility	48,750,000		48,750,000					
3	Fine Arts Building - Comprehensive Renovation	8,454,000		8,454,000					
4	New - Performing and Visual Arts Center	32,798,000		32,798,000					
5	New - School of Business	36,000,000		36,000,000					
6	Farrison Newton Communications Building - Addition	20,000,000		20,000,000					
7	Hubbard-Totten Building and Lee Biology Building - Combined Renovation	10,000,000		10,000,000					
8	Taylor Education Building - Comprehensive Renovation	7,500,000		7,500,000					
9	New - Science Building	44,500,000		44,500,000					
10	New - College of Behavioral and Social Sciences - Multipurpose Classroom Building	35,000,000		35,000,000					
11	New - Student Services, Classrooms and Assembly Buildings	89,100,000				89,100,000			
12	Julius L. Chambers Biomedical Biotechnical Research Institute - Expansion	23,000,000				23,000,000			
13	New - Facilities Services and Warehouse Building	10,000,000				10,000,000			
14	Hoxey Administration Building - Renovation	12,000,000				12,000,000			
15	L.T. Walker P.E. Complex - Comprehensive Renovation	21,000,000					21,000,000		
16	Land Acquisition	12,000,000					12,000,000		
17	New - Band Rehearsal Space	10,000,000					10,000,000		
North Carolina State University									
1	Engineering Building Oval	77,000,000		7,000,000	7,000,000	63,000,000			
2	Science Commons Building	53,000,000		2,300,000	3,000,000	31,800,000	15,900,000		
3	Plant Sciences Building	53,400,000		8,000,000	8,000,000	37,400,000			
4	Broughton Hall Renovation and Addition (Chemistry)	117,900,000			5,895,000	5,895,000	70,740,000	35,370,000	
5	Dabney Hall Renovation	57,800,000				2,890,000	2,890,000	34,680,000	
6	Page Hall Renovation	10,000,000							17,340,000
									10,000,000

Attachment 3

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six-Year General Fund Capital Improvements Project Listing

Priority	Institution/Project	Request	Previously Authorized	Funding Plan					
				2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
7	Mann Hall Renovation and Addition	41,400,000							41,400,000
8	Gardner Hall Renovation and Addition	60,000,000							60,000,000
9	Williams Hall Renovation	42,000,000							42,000,000
10	Daniels Hall Renovation, Phase II	15,000,000							15,000,000
11	Polk Hall Renovation, Phase II	20,500,000							20,500,000
12	Data Center III, Centennial Biomedical Campus	19,600,000							19,600,000
13	CVM Education Building	103,500,000							103,500,000
14	Management Teaching Facility	70,000,000							70,000,000
15	Poe Hall Renovation	30,500,000							30,500,000
16	Design Teaching Facility	65,000,000							65,000,000
17	Joyner Visitor Center Addition	9,200,000							9,200,000
18	Hillsborough Building Renovation	15,000,000							15,000,000
19	Engineering Building North	113,000,000							113,000,000
20	Burlington Labs Renovation	22,600,000							22,600,000
21	Teaching and Research Building (Hodges Site)	44,000,000							44,000,000
22	Facilities Services Building (Centennial Campus)	10,000,000							10,000,000
						33,900,000			
1	University of North Carolina at Asheville								
	Replace Carmichael Hall and University Lecture Hall	33,900,000							
2	Renovation and Addition to Owen Hall	15,150,000					15,150,000		
3	Health and Fitness Justice Center Renovation	15,000,000					15,000,000		
4	Lipinsky Hall Modernization	12,355,200						12,355,200	
5	Phillips Hall Modernization	4,492,800						4,492,800	
6	Carol Bell Theatre Modernization	3,368,477						3,368,477	
7	Robinson Hall Modernization	7,862,400						7,862,400	
8	Construction and Repair of Safety Lighting and Sidewalks, campus-wide	4,004,000							4,004,000
9	Improvements to Rhoades Property	3,000,000							3,000,000
10	New Living and Learning Center	15,000,000							15,000,000
11	New Administration Building	10,877,592							10,877,592

Attachment 3
THE UNIVERSITY OF NORTH CAROLINA
2015-21 Six-Year General Fund Capital Improvements Project Listing

Priority	Institution/Project	Request	Previously Authorized	Funding Plan					
				2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
12	Repairs to University Heights and Campus Drive	1,950,000							1,950,000
13	Redesign of Main Entrance to Campus	2,080,000							2,080,000
14	Storm Drainage System	1,576,973							1,576,973
15	Parking Infrastructure Expansion	3,930,077							3,930,077
16	Warehouse, Comprehensive Modernization	520,000							520,000
1	University of North Carolina at Chapel Hill								
1	Medical Education Building - Berryhill Replacement	70,600,000		7,060,000	42,360,000	21,180,000			
2	Wilson Hall Annex Adv. Planning and Construction	2,000,000		200,000	1,800,000				
3	Comprehensive Renovations to Academic Buildings, Phase I	22,125,000		2,212,500	19,912,500				
4	Comprehensive Renovations - DLAM	22,000,000		2,200,000	19,800,000				
5	Science Complex, Phase III	196,700,000		0	19,670,000	118,020,000	59,010,000		
6	Comprehensive Renovations to Academic Buildings, Phase II	232,461,000		0	23,246,100	139,476,600	69,738,300		
7	Campus Infrastructure Projects	34,600,000		3,460,000	31,140,000				
8	Campus Temperature Controls and Energy Efficiency	15,000,000		0	1,500,000	13,500,000			
9	Comprehensive Renovations to Academic Buildings, Phase III	190,167,000		0	19,016,700	114,100,200	57,050,100		
10	Life Science Innovation Center	36,000,000		0	3,600,000	32,400,000			
11	Global Language and Literature Building - Advanced Planning	2,500,000		0	2,500,000				
12	AHEC Building Project - Southern Regional	8,500,000				850,000	7,650,000		
1	University of North Carolina at Charlotte								
1	Science Building	126,383,375		12,638,337	37,915,014	37,915,012	37,915,012		
2	Burson Building Modernization and Expansion	76,000,000		7,600,000	22,800,000	22,800,000	22,800,000		
3	Arts and Humanities Building	102,790,000		10,279,000	23,127,750	23,127,750	23,127,750	23,127,750	
4	Physical Plant Complex	36,591,000				3,659,100	16,465,950	16,465,950	
5	Student Academic Success and Retention Center	94,700,000						9,470,000	85,230,000
6	Atkins Library Expansion and Modernization	49,805,000						4,980,500	44,824,500
7	Reese Building Modernization	26,522,000						2,652,200	23,869,800
8	Storrs College of Architecture Expansion	40,000,000							40,000,000

Attachment 3
THE UNIVERSITY OF NORTH CAROLINA
2015-21 Six-Year General Fund Capital Improvements Project Listing

Priority	Institution/Project	Request	Previously Authorized	Funding Plan					
				2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
9	Colvard Building Modernization	9,243,000							9,243,000
10	Friday Building Modernization	23,192,000							23,192,000
11	Computing and Informatics Building	46,800,000							46,800,000
12	Engineering Innovation Hall	46,800,000							46,800,000
13	Smith and Cameron Applied Research Building Modernizations	24,720,000							24,720,000
14	Center City Classroom II	98,500,000							98,500,000
15	Land Acquisition	19,130,000							19,130,000
University of North Carolina at Greensboro									
1	Nursing and Instructional Building	131,332,000		13,133,200	78,799,200	39,399,600			
2	Library Addition/Renovation and Data Center	123,763,000				12,376,300	55,693,350	55,693,350	
3	Eberhart Building Renovation	39,040,000						39,040,000	
4	Moore Building Renovation	17,982,000						17,982,000	
5	Student Services Building	52,680,000						52,680,000	
6	Steam Pipe Infrastructure	67,440,000							67,440,000
7	South Chiller Plant, Phase II	25,337,000							25,337,000
8	Land	15,000,000							15,000,000
University of North Carolina at Pembroke									
1	West Hall - Comprehensive Rehabilitation	10,000,000				10,000,000			
2	School of Business	34,550,680				3,455,068	31,095,612	35,670,000	17,835,000
3	Information Commons Building	59,450,000					5,945,000	8,000,000	
4	Livemore Library - Comprehensive Renovation	8,000,000							
5	Faculty Office Building	5,003,000							5,003,000
6	Joint Classroom/Office Building with Sandhills Community College	5,114,000							5,114,000
7	Old Main Building, Dial Humanities Building, and Education Building	24,940,000							24,940,000
8	Givens Performing Arts Center Modernization and Addition	8,552,000							8,552,000
9	Regional Center Expansion	6,050,000							6,050,000
10	Lumbee Hall Modernization	3,994,000							3,994,000

Attachment 3

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six-Year General Fund Capital Improvements Project Listing

Priority	Institution/Project	Request	Previously Authorized	Funding Plan					
				2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
11	Chavis Center Modernization	5,762,500							5,762,500
12	Locklear Hall Expansion	5,654,000							5,654,000
1	University of North Carolina at Wilmington								
2	Allied Health/Human Sciences and Nursing Facility	70,882,635			42,529,581	21,264,790			
3	Randall Library Renovation and Expansion	69,624,876			41,774,926	20,887,462			
4	Science Building (STEM)	33,542,995			30,188,695				
5	DeLoach Hall Modernization	16,136,218			14,522,596				
6	Cultural Arts Building Expansion(Film Studies, King Hall)	15,695,256			14,125,730				
7	MARBIONC	15,750,000							
8	Trask Complex Renovation and Expansion	56,642,308				5,664,231	33,985,385	16,992,692	
9	Bear Hall Modernization	18,283,394				1,828,339	16,455,055		
10	Morton Hall Modernization	17,019,520				1,701,952	15,317,568		
11	Alderman Hall Modernization	12,755,530				1,275,553	11,479,977		
12	Cameron Hall Modernization	25,343,507				2,534,351	22,809,156		
13	Aquaculture Facility @ Center for Marine Science	5,683,350						568,335	5,115,015
14	Academic Classroom Building - UNCW/CCCC	28,278,114						2,827,811	25,450,303
15	Infrastructure Improvements	15,153,138						1,615,313	14,537,825
	Arts and Sciences Building	33,950,967						3,395,097	30,555,870
1	University of North Carolina School of the Arts								
2	Stevens Center Renovation and Addition	65,100,000		6,510,000		26,040,000	26,040,000		
3	Adaptive Theater Building	86,600,000		8,860,000		38,970,000	38,970,000		
4	Film COE, Phase II - Post Production/Graduate Facility and Renovations	38,400,000				3,840,000	34,560,000		
5	Undergraduate Residence Hall	49,000,000					4,900,000	44,100,000	
6	Campus Utility Infrastructure Improvements	19,900,000						19,900,000	
7	School of Music Academic Building	34,500,000						34,500,000	
8	Gray/Workplace/Demile Comprehensive Modernization	37,000,000						37,000,000	
	Administration Building	19,900,000							19,900,000

Attachment 3

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six-Year General Fund Capital Improvements Project Listing

Priority	Institution/Project	Request	Previously Authorized	Funding Plan				
				2015-16	2016-17	2017-18	2018-19	2019-20
9	Design and Production Comprehensive Modernization and Addition	32,200,000						32,200,000
10	School of Drama	28,300,000						28,300,000
11	Land Acquisition	10,000,000						10,000,000
Western Carolina University								
1	Science /STEM Facility	120,981,300			120,981,300			
2	Energy Production Facility	37,908,800			37,908,800			
3	Moore Building Replacement	25,793,600				25,793,600		
4	Belk Building Renovation and Addition	59,025,200					59,025,200	
5	Fine and Performing Arts Addition	14,516,500						14,516,500
Winston Salem State University								
1	Restore the Core, Phase II - Hauser Hall for Music (State Component)	6,000,000		6,000,000				
2	Restore the Core, Phase II - Physical Plant for Arts +Design Studies (State Component)	6,000,000		6,000,000				
3	Sciences Building	56,688,000	3,312,000	53,376,000				
4	Utilities Infrastructure Improvement	8,800,000			8,800,000			
5	Restore the Core, Phase III - Pegrain Renovation	10,000,000			1,000,000	9,000,000		
6	Restore the Core, Phase III - EllerHall Renovation	14,500,000			1,500,000	13,000,000		
7	Restore the Core, Phase III - Classroom Hall	20,000,000				2,000,000	18,000,000	
North Carolina School of Science and Mathematics								
1	Discovery Center's - Reynolds East Living/Learning Residence Hall	8,000,000		8,000,000				
2	Discovery Center's - Classrooms, Labs, Library, and Dining Facilities	42,000,000		42,000,000				
3	Academic Laboratories Equipment	192,000		192,000				
4	Reynolds Academic Building Improvements	614,000		614,000				
5	I/V Studio Improvements	225,000		225,000				
6	Student Transportation Vehicles	120,000		120,000				
7	Student Dormitory Furniture Replacement	250,000		250,000				
8	Plant Facilities Equipment	75,000		75,000				

Attachment 3

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six-Year General Fund Capital Improvements Project Listing

Priority	Institution/Project	Request	Previously Authorized	Funding Plan					
				2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
9	Network Accessibility Improvements	100,000			100,000				
10	IVC Studio Improvements	150,000			150,000				
11	Student Dormitory Furniture Replacement	375,000			375,000				
12	IVC Studio Improvements	150,000				150,000			
13	Student Dormitory Furniture Replacement	15,000				15,000			
14	Library and Media Center Furniture	22,800					22,800		
15	Bryan Science Laboratory Renovations	3,000,000					3,000,000		
16	Global Classroom Renovation and Transformation	150,000					150,000		
17	Renovations to Music Wing and ETC Auditorium	150,000					150,000		
18	Renovations to Academic Classrooms and Offices	690,000					690,000		
UNC Center for Public Television									
1	Translator Site Generators	322,000		322,000					
2	DTV Equipment Replacement - Aged Out	10,000,000		2,500,000	2,500,000	2,500,000	2,500,000		
The North Carolina Arboretum									
1	Natural Products Research, Development and Innovations Laboratory	7,368,276		3,359,518	4,008,558				
2	Amphitheater Renovations	1,794,870		1,178,906	615,964				
Highlands Biological Station									
1	New Residence Facility	2,892,938		2,892,938					
Coastal Studies Institute (Supplement)									
1	Coastal Studies Institute Project Completion (Auditorium, Teaching Facilities, Housing and Operational Facilities)	9,402,632		50,000	9,352,632				
Totals		7,064,384,784	8,312,000	430,353,400	1,055,054,737	1,183,649,095	985,362,328	871,087,730	2,530,565,494

Attachment 4

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six Year Non-General Fund Capital Improvements Project Listing

	Request	Funding Plan				
		2015-16	2016-17	2017-18	2018-19	2019-20 2020-21
Priority: Appalachian State University						
1 Winkler Residence Hall Replacement - Supplement	12,033,000	5,033,000	7,000,000			
2 Steam Distribution System Major Repairs	6,800,000	1,800,000	3,000,000	2,000,000		
3 East Hall Replacement/Renovation	25,000,000		4,000,000	10,000,000	11,000,000	
4 Athletic Fitness Center and Indoor Practice Courts	6,000,000		500,000	4,500,000	1,000,000	
5 Justice Hall Renovation	16,000,000				3,200,000	12,800,000
6 Parking Deck	5,000,000				500,000	4,500,000
7 Field Hockey Fieldhouse	2,000,000					1,000,000
8 Mixed Use Development (Res Hall/Commercial)	16,000,000					13,500,000
9 Stadium Addition	35,667,000					2,500,000 35,657,000
Priority: East Carolina University						
1 Residence Halls Renovations	60,000,000		6,000,000	15,850,000	29,750,000	7,400,000
2 Tennis Court Repairs/Replacement	5,000,000		500,000	4,500,000		
3 Student Services Facility at East Campus (w/500 structured parking spaces)	27,100,000		1,355,000	20,000,000	5,745,000	
4 Jones Hall Renovations	3,950,000		200,000	650,000	3,100,000	
5 Jones Galley Renovations	1,425,000	75,000			100,000	1,250,000
6 Dowdy Ficklen Stadium Press Box Renovation and Expansion	50,000,000		300,000	3,400,000	20,000,000	26,300,000
7 Mendenhall Student Center Renovation	14,410,000			500,000	600,000	5,764,000
8 Student Health Services Expansion	2,900,000					963,000
9 Main Campus Police, Environmental Health & Safety, and Parking and Transportation Facility	10,000,000			660,000	6,000,000	3,340,000
10 Alumni Center (w/100 structured parking spaces)	15,570,000				680,000	8,910,000
11 Student Recreation Center and Wellness Expansion	20,801,706					800,000
12 Craft Lab (Construction Management Department)	3,900,000			298,000	2,145,000	1,457,000
Priority: Elizabeth City State University						
1 Housing Complex Demolition and Replacement	26,500,000				26,500,000	10,600,000
2 Sports Complex	10,500,000					
Priority: Fayetteville State University						
1 Student Health and Wellness Center - New Construction	16,000,000	1,400,000	14,600,000			
2 Vance Hall Demolition	2,000,000			2,000,000	2,700,000	27,300,000
3 Residence Hall - New Construction	30,000,000					
4 Bryant Hall Demolition	2,000,000					2,000,000

Attachment 4

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six Year Non-General Fund Capital Improvements Project Listing

	Request	Funding Plan				
		2015-16	2016-17	2017-18	2018-19	2019-20 2020-21
Priority: North Carolina A&T State University						
1 New Ag Pavilion	4,500,000		4,500,000			
2 New William Dining Addition	5,100,000					
3 New Athletic Complex	10,750,000					
4 Residence Hall Improvements	3,000,000					
5 New Parking Deck	8,000,000					
6 New Baseball Stadium	3,950,000					
Priority: North Carolina Central University						
1 New Student Union Building	56,891,000		56,891,000			
2 New Student Health Services Center, Phase I	6,767,000	6,767,000				
3 New Alston Avenue Parking Garage	17,200,000		17,200,000			
Priority: North Carolina State University						
1 Engineering Building Oval and Campus Infrastructure	77,000,000	77,000,000				
2 Plant Sciences Research Building	106,800,000		106,800,000			
3 Carmichael Addition	51,400,000		51,400,000			
4 Center for Leadership and Entrepreneurship	18,000,000			18,000,000		
5 Energy Conservation Project (Multiple Buildings)	13,000,000			13,000,000		
6 Fountain Dining Renovation	6,000,000				6,000,000	
7 Partners 4	30,000,000					
8 Centennial Campus Tenant Upfits	6,000,000					
Priority: University of North Carolina at Asheville						
1 New Residence Hall	25,600,000					
2 Parking Infrastructure Enhancements	2,900,000					
3 Highsmith Student Center Renovations/Balroom	3,000,000			3,000,000		
Priority: The University of North Carolina at Chapel Hill						
1 Medical Education Building - Berryhill Replacement	20,000,000		20,000,000			
2 Wilson Hall Annex - Advance Planning and Construction	25,000,000		25,000,000			
3 Power Generation and Chilled Water Plants at the Manning Steam Plant	90,000,000	65,000,000	25,000,000			
4 New Herbarium Building at the Botanical Garden (Feasibility Study)	250,000		250,000			
5 Improvements to Main Campus Dining Facilities	4,500,000		4,500,000			
6 Beard Hall Comprehensive Renovation	20,000,000		20,000,000			
7 New Track and Field Venue	10,000,000		10,000,000			

Attachment 4

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six Year Non-General Fund Capital Improvements Project Listing

	Request	Funding Plan				
		2015-16	2016-17	2017-18	2018-19	2019-20 2020-21
8 Parker, Teague and Avery Residence Halls HVAC and Window Replacements - Advance Planning	1,500,000				1,500,000	
9 Everette, Lewis and Stacy Residence Halls HVAC and Window Replacements	4,500,000			4,500,000		
10 Replacement - Campus Health Services & New 800-Car Parking Deck	96,600,000			96,600,000		
11 Collaborative Science Building - Carolina North	95,680,000				95,680,000	
12 Infrastructure - Carolina North	17,450,000				17,450,000	
13 Felzer Field - Soccer and Lacrosse Venue	40,000,000				40,000,000	
14 Lineberger Cancer Research Center - Building Addition	40,000,000		1,500,000		40,000,000	
15 Hooker Fields, Field and Light Replacement	1,500,000					
16 Student Recreation Center/Felzer Renovation & Expansion and Renovation - Advance Planning	1,000,000				1,000,000	
17 Brauer Hall Renovation for Enrollment Growth	8,000,000				8,000,000	
18 Renovate Bowman Gray Indoor Pool	14,000,000				14,000,000	
19 Renovate Kassing Outdoor Pool	4,000,000				4,000,000	
20 Construct Outdoor Education Center	10,000,000				10,000,000	
21 Student Union - Phase II, Lower Level Renovation	5,000,000				5,000,000	
22 Jackson Circle Parking Deck - Addition of 1,000 Car Parking Deck	32,000,000				32,000,000	
23 Campus Infrastructure - Extend RCW from South Road to Cogeneration	5,000,000					5,000,000
24 Parker Residence Hall HVAC, Plumbing, and Window Replacements	5,100,000					5,100,000
25 Student Union - Roof Replacement	750,000					750,000
26 University Lake Boat House, Renovation of Existing Boat House, Lockers/Restrooms & Pier Enhancements	3,000,000					3,000,000
27 Teague Residence Hall HVAC, Plumbing, and Window Replacements	5,300,000					5,300,000
28 Avery Residence Hall HVAC, Plumbing, and Window Replacements	5,800,000					5,800,000
29 AHEC Building Project - Southern Regional	3,500,000		3,500,000			
Priority: University of North Carolina at Charlotte						
1 Outdoor Event Shelter	1,200,000		1,200,000			
2 Hawthorn Hall Renovations	11,750,000	1,175,000	7,050,000	3,525,000		
3 Moore Hall Renovations	21,850,000	2,185,000	13,110,000	6,555,000		
4 Scott Hall Renovations	22,500,000		2,250,000	13,500,000	6,750,000	
5 University Advancement Annex	2,000,000		2,000,000			
6 Witherspoon Hall Renovations	16,750,000		1,675,000	10,050,000	5,025,000	
7 Student Counseling Center	5,000,000		500,000	4,500,000		
8 RDH Renovation	9,000,000		900,000	5,400,000	2,700,000	
9 Cone Center Renovation	33,000,000				3,300,000	
10 Cedar Hall Renovation	3,500,000					9,900,000
11 Sycamore Hall Renovation	3,500,000					350,000
12 Hickory Hall Renovation	3,500,000					350,000

Attachment 4

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six Year Non-General Fund Capital Improvements Project Listing

	Request	Funding Plan				
		2015-16	2016-17	2017-18	2018-19	2019-20
13	Health and Wellness Center			6,762,911	40,577,464	20,288,731
Priority: University of North Carolina at Greensboro						
1	1510 Walker Avenue Renovations	6,762,000				
2	Moore Strong Fire Alarm Replacement	1,373,000				
3	Renovation to Cone Residence Hall		13,700,000			
4	Spartan Village Acquisition, Phase II	49,000,000		49,000,000		
5	Ragsdale Mendenhall Residence Hall Renovation	10,300,000		10,300,000		
6	Student Recreational Fields	5,000,000			5,000,000	
7	Elliott University Center Expansion	60,000,000				60,000,000
8	Soccer Field and Drainage Replacement	1,500,000				1,500,000
Priority: University of North Carolina at Pembroke						
1	Renovate Existing Bathrooms - Belk Hall	500,000				
2	Football Stadium Expansion		6,500,000			
3	New Intramural Fields	3,000,000		3,000,000		
4	Relocate Tennis Courts	900,000			900,000	
5	New Baseball Stadium	6,500,000			6,500,000	
6	New Softball Stadium	1,800,000				1,800,000
7	Soccer Field House and Public Toilets	4,000,000				4,000,000
Priority: University of North Carolina School of the Arts						
1	Moore and Sanford Halls Renovation		427,000			
2	Student Commons Renovation		367,000			
3	Center Stage Apartments Fire Alarm Renovation		449,000			
4	Residence Hall A-F Renovation		279,000			
5	Wellness Center Renovation		431,000			
Priority: University of North Carolina at Wilmington						
1	SRC Walton Drive Facility Improvements (Gazebo, Tennis, Fields, Storage, Lighting, etc.)	5,000,000				
2	Campus Dining Expansion (HUB)	7,000,000				
3	Athletic Soccer Stadium Renovation and Expansion	5,000,000				
4	Athletic Facility Comprehensive Renovations	3,000,000		500,000	500,000	500,000
5	Athletic Softball and Baseball Hitting Facility	1,800,000		1,500,000		
6	Parking Lot Renovations and Expansions	300,000		300,000		300,000
7	Freshmen Dormitory - 400 beds	38,000,000		17,100,000	17,100,000	
8	Parking Deck II - 400 Space	7,500,000		750,000		

Attachment 4

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six Year Non-General Fund Capital Improvements Project Listing

	Request	Funding Plan				
		2015-16	2016-17	2017-18	2018-19	2019-20
9	Athletic Track Renovation and Expansion		750,000	2,750,000		
10	Athletic Tennis Center Renovation and Expansion		500,000	3,000,000		
11	Dining Facilities R&R		750,000	1,000,000	750,000	
12	Athletic Baseball Stadium Renovation and Expansion			1,000,000	9,000,000	
13	Basketball Excellence Center				600,000	5,400,000
14	Housing Repairs and Renovations, Phase III				500,000	2,250,000
15	Fisher University Union Dining Renovation and Expansion					500,000
16	Parking Deck III - 400-Spaces (Pre-Planning)					800,000
Western Carolina University						
1	Buchanan Residence Hall Renovation & Addition	4,703,243	14,109,745	14,109,745	14,109,745	
2	Parking Deck Facility	8,000,143	24,004,730	24,004,728	24,004,728	
3	Indoor Practice Facility		1,110,258	4,996,210	4,996,211	
4	Albright Benton HVAC		2,995,296	2,995,266		
Winston Salem State University						
1	Restore the Core, Phase II - Hauser Hall for Music	6,000,000				
2	Restore the Core, Phase II - Physical Plant for Arts and Design Studies	9,000,000				
3	New Residence Hall - (Music Focus)			28,000,000		
4	Moore Hall Demolition		2,000,000			
5	Athletics Renovations					7,500,000
6	Atkins Residence Hall - Complete Renovation				10,000,000	
7	Business Services Renovations					7,500,000
8	Wilson Residence Hall - Complete Renovation					6,000,000
Total		199,823,391	501,428,009	419,923,860	559,292,148	277,001,731
						184,982,706

Attachment 5

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six-Year Repairs and Renovations Priorities Project Listing

Appalachian State University	41,785,093
Roof repairs and replacements	2,147,000
Structural repairs	6,200,000
Repairs and renovations to meet federal and state standards	3,765,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	4,573,089
Improvements to meet the requirements of the Americans with Disabilities Act	3,290,000
Improvements to meet fire safety needs	2,350,000
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	250,000
Improvements and renovations to improve use of existing space	9,745,000
Improvements to roads, walks, drives, utilities infrastructure	9,084,804
Drainage and landscape improvements	380,200
East Carolina University	78,925,400
Roof repairs and replacements	4,377,200
Structural repairs	8,144,100
Repairs and renovations to meet federal and state standards	161,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	27,490,900
Improvements to meet the requirements of the Americans with Disabilities Act	4,958,000
Improvements to meet fire safety needs	11,226,000
Improvements to existing facilities for energy efficiency	3,545,000
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	733,500
Improvements and renovations to improve use of existing space	3,148,200
Historical restoration	500,000
Improvements to roads, walks, drives, utilities infrastructure	12,885,700
Drainage and landscape improvements	1,755,800
Elizabeth City State University	45,149,179
Roof repairs and replacements	1,390,200
Structural repairs	2,557,084
Repairs and renovations to meet federal and state standards	75,600
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	303,500
Improvements to meet the requirements of the Americans with Disabilities Act	840,000
Improvements to meet fire safety needs	2,101,000
Improvements to existing facilities for energy efficiency	1,857,600
Improvements and renovations to improve use of existing space	30,638,200
Improvements to roads, walks, drives, utilities infrastructure	4,851,500
Drainage and landscape improvements	634,495

Attachment 5

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six-Year Repairs and Renovations Priorities Project Listing

Fayetteville State University	29,896,500
Roof repairs and replacements	1,945,000
Structural repairs	531,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	4,040,000
Improvements to meet the requirements of the Americans with Disabilities Act	1,850,000
Improvements to meet fire safety needs	1,956,000
Improvements to existing facilities for energy efficiency	1,550,000
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	675,000
Improvements and renovations to improve use of existing space	11,103,000
Improvements to roads, walks, drives, utilities infrastructure	3,011,500
Drainage and landscape improvements	3,235,000
North Carolina A&T State University	90,854,799
Roof repairs and replacements	2,580,300
Structural repairs	2,169,500
Repairs and renovations to meet federal and state standards	12,810,998
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	29,023,500
Improvements to meet the requirements of the Americans with Disabilities Act	913,300
Improvements to meet fire safety needs	5,105,200
Improvements to existing facilities for energy efficiency	4,865,500
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	701,700
Improvements and renovations to improve use of existing space	24,405,801
Historical restoration	607,000
Improvements to roads, walks, drives, utilities, infrastructure	7,380,000
Drainage and landscape improvements	292,000
North Carolina Central University	8,134,000
Roof repairs and replacements	462,000
Structural repairs	1,483,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	675,000
Improvements to meet the requirements of the Americans with Disabilities Act	585,000
Improvements to meet fire safety needs	249,000
Improvements to existing facilities for energy efficiency	60,000
Improvements and renovations to improve use of existing space	3,150,000
Improvements to roads, walks, drives, utilities infrastructure	590,000
Drainage and landscape improvements	880,000

Attachment 5

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six-Year Repairs and Renovations Priorities Project Listing

North Carolina State University	171,900,000
Roof repairs and replacements	11,285,408
Structural repairs	6,700,000
Repairs and renovations to meet federal and state standards	3,366,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	56,213,172
Improvements to meet the requirements of the Americans with Disabilities Act	1,875,000
Improvements to meet fire safety needs	9,100,000
Improvements to existing facilities for energy efficiency	17,773,000
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	2,485,000
Improvements and renovations to improve use of existing space	28,018,140
Historical restoration	232,080
Improvements to roads, walks, drives, utilities infrastructure	33,310,000
Drainage and landscape improvements	1,542,200
The University of North Carolina at Asheville	52,082,500
Roof repairs and replacements	508,500
Structural repairs	1,474,100
Repairs and renovations to meet federal and State standards	1,005,400
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	5,204,700
Improvements to meet the requirements of the Americans with Disabilities Act	1,161,000
Improvements to meet fire safety needs	622,000
Improvements to existing facilities for energy efficiency	607,000
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	100,000
Improvements and renovations to improve use of existing space	37,091,800
Improvements to roads, walks, drives, utilities infrastructure	3,138,000
Drainage and landscape improvements	1,170,000
The University of North Carolina at Chapel Hill	169,932,048
Roof repairs and replacements	17,910,000
Structural repairs	23,555,300
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	30,605,500
Improvements to meet the Requirements of the Americans with Disabilities Act	5,083,100
Improvements to meet fire safety needs	52,201,848
Improvements to existing facilities for energy efficiency	18,543,800
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	3,032,500
Improvements to roads, walks, drives, utilities infrastructure	19,000,000

Attachment 5

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six-Year Repairs and Renovations Priorities Project Listing

The University of North Carolina at Charlotte	111,418,844
Roof repairs and replacements	1,617,700
Structural repairs	399,000
Repairs and renovations to meet federal and state standards	1,872,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	4,278,000
Improvements to meet the requirements of the Americans with Disabilities Act	497,167
Improvements to meet fire safety needs	2,024,000
Improvements to existing facilities for energy efficiency	12,267,500
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	28,600
Improvements and renovations to improve use of existing space	23,376,688
Improvements to roads, walks, drives, utilities infrastructure	61,550,189
Drainage and landscape improvements	3,508,000
The University of North Carolina at Greensboro	76,388,200
Roof repairs and replacements	4,762,200
Structural repairs	1,445,000
Repairs and renovations to meet federal and state standards	600,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	16,775,000
Improvements to meet the requirements of the Americans with Disabilities Act	7,335,000
Improvements to meet fire safety needs	16,464,000
Improvements to existing facilities for energy efficiency	4,375,000
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	180,000
Improvements and renovations to improve use of existing space	4,760,000
Historical restoration	1,800,000
Improvements to roads, walks, drives, utilities infrastructure	17,092,000
Drainage and landscape improvements	800,000
The University of North Carolina at Pembroke	23,358,700
Roof repairs and replacements	486,000
Structural repairs	200,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	7,872,400
Improvements to meet the requirements of the Americans with Disabilities Act	3,500,000
Improvements to meet fire safety needs	596,000
Improvements to existing facilities for energy efficiency	2,244,300
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	350,000
Improvements and renovations to improve use of existing space	4,640,000
Historical restoration	750,000
Improvements to roads, walks, drives, utilities infrastructure	1,570,000
Drainage and landscape improvements	1,150,000

Attachment 5

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six-Year Repairs and Renovations Priorities Project Listing

The University of North Carolina at Wilmington	33,275,300
Roof repairs and replacements	2,637,000
Structural repairs	4,193,000
Repairs and renovations to meet federal and state standards	1,250,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	10,496,000
Improvements to meet the requirements of the Americans with Disabilities Act	1,950,300
Improvements to meet fire safety needs	2,256,000
Improvements to existing facilities for energy efficiency	4,200,000
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	650,000
Improvements and renovations to improve use of existing space	1,141,000
Historical restoration	75,000
Improvements to roads, walks, drives, utilities infrastructure	3,572,000
Drainage and landscape improvements	855,000
University of North Carolina School of the Arts	36,452,000
Roof repairs and replacements	1,389,000
Structural repairs	1,462,000
Repairs and renovations to meet federal and state standards	106,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	2,802,000
Improvements to meet the requirements of the Americans with Disabilities Act	1,777,000
Improvements to meet fire safety needs	3,643,000
Improvements to existing facilities for energy efficiency	2,203,000
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	115,000
Improvements and renovations to improve use of existing space	15,037,000
Improvements to roads, walks, drives, utilities infrastructure	4,763,000
Drainage and landscape improvements	3,155,000
Western Carolina University	42,150,700
Roof repairs and replacements	626,500
Structural repairs	15,333,800
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	2,494,200
Improvements to meet the requirements of the Americans with Disabilities Act	1,826,600
Improvements to meet fire safety needs	3,355,100
Improvements to existing facilities for energy efficiency	406,900
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	151,600
Improvements and renovations to improve use of existing space	8,262,100
Improvements to roads, walks, drives, utilities infrastructure	9,308,100
Drainage and landscape improvements	385,800

Attachment 5

THE UNIVERSITY OF NORTH CAROLINA

2015-21 Six-Year Repairs and Renovations Priorities Project Listing

Winston-Salem State University	39,938,000
Roof repairs and replacements	2,100,000
Structural repairs	2,492,000
Repairs and renovations to meet federal and state standards	1,985,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	7,240,000
Improvements to meet the requirements of the Americans with Disabilities Act	3,760,000
Improvements to meet fire safety needs	1,379,000
Improvements to existing facilities for energy efficiency	3,275,000
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	450,000
Improvements and renovations to improve use of existing space	10,325,000
Historical restoration	445,000
Improvements to roads, walks, drives, utilities infrastructure	5,767,000
Drainage and landscape improvements	720,000
UNC Center for Public Television	12,970,000
Roof repairs and replacements	550,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	11,267,000
Improvements to meet fire safety needs	430,000
Improvements to existing facilities for energy efficiency	69,000
Improvements and renovations to improve use of existing space	250,000
Improvements to roads, walks, drives, utilities infrastructure	404,000
The North Carolina Arboretum	3,837,500
Roof repairs and replacements	75,000
Structural repairs	45,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	110,000
Improvements to meet fire safety needs	140,000
Improvements to existing facilities for energy efficiency	375,000
Improvements and renovations to improve use of existing space	1,342,500
Improvements to roads, walks, drives, utilities infrastructure	1,750,000
Highlands Biological Station	1,061,200
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	235,000
Improvements to meet the requirements of the Americans with Disabilities Act	31,400
Improvements and renovations to improve use of existing space	702,000
Improvements to existing facilities for energy efficiency	92,800

Attachment 5
THE UNIVERSITY OF NORTH CAROLINA
2015-21 Six-Year Repairs and Renovations Priorities Project Listing

North Carolina School of Science and Mathematics	43,698,000
Roof repairs and replacements	2,072,000
Structural repairs	1,468,000
Repairs and renovations to meet federal and state standards	1,775,000
Repairs to or installation of new electrical, plumbing and heating, ventilating, and air-conditioning systems	5,786,000
Improvements to meet the requirements of the Americans with Disabilities Act	301,000
Improvements to meet fire safety needs	4,180,000
Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks	3,244,000
Improvements to existing facilities for energy efficiency	3,741,000
Improvements and renovations to improve use of existing space	17,932,000
Improvements to roads, walks, drives, utilities infrastructure	3,199,000
Total	1,113,207,962

UNC System
Building Reserve Model
Instructions – Page 1 Worksheet
2017-2019

2017-19 changes are highlighted in yellow.

- I. Purpose: This model is designed to establish a funding baseline for operation and maintenance of new buildings, additions, and renovations for UNC Institutions. The model uses a select group of parameters that are predictive and representative of the overall resource requirements of new and renovated buildings. The model is a simplification of the actual O&M Budget (i.e. multiple trades and career bands are represented by a single representative title and the OSHR market rate). All required input should be reasonably available in advance of construction to allow an accurate forecast of future budget needs.

System information, such as salary rate and position titles are part of the model. Project specific information, such as project GSF and University specific input such as utility cost per GSF must be provided as inputs to the model. There is an expectation that budget flexibility is afforded to each of the Universities to adjust the results of the model to meet the needs of different maintenance operations.

The application of this model within the State budgetary process has changed as a result of Session Law 2014-100. What was previously known as the "Continuation" Budget is now referred to as the "Base" Budget and there have been changes in what is permitted to be requested. New requests for M&O funding for projects opening during the 2017-19 biennium will be considered by OSBM under the Change/Expansion budget. *Campuses requesting funds should submit a completed model for each project to Will Johnson by October 21, 2016.* (wjohnson@northcarolina.edu)

- II. Overall principles: Entry is needed only in blue cells. All pink cells are one-time costs, i.e. initial supplies. Green cells are institutional benchmarks set by the UNC General Administration. Individual institutions should not modify the spreadsheet other than entry into the blue cells. OSBM requires justification for each cost listed in blue cells. In special cases, where additional items need to be requested, Institutions should provide a comprehensive list to support the request, for example tools, other motorized equipment, etc. and highlight the effected cell in the spreadsheet.

- III. Related Links: Interscope
<http://www.interscope.nc.gov/Interscope/Logon.aspx>

UNC System
Building Reserve Model
Instructions – Page 1 Worksheet
2017-2019

that do not provide a CI code should provide further explanation in the blue box at the end of the template.

- Col F Row 9 Item: Insert CI Code as indicated in **Interscope** as shown in the screen shot above.
- Col E Row 10 Date Constr. Authorized Insert date project budget was authorized by OSBM, as indicated in **Interscope**.
- Col E Row 11 Est. Completion Date Insert expected date of substantial completion of the project.
- Col J Row 10 Construction Cost Insert the capital project authority from **Interscope**.
- Col J Row 11 Fund Release Date Insert the date the first year funds need to be released in order to meet the Institution's operating and maintenance protocol. Funds may be released 30, 60, or 90 days prior to beneficial occupancy or substantial completion. Specific justification for the requested fund release date is required in the "Project Description and Explanation of Special Operating Requirements" section at the bottom of page two of the model. In general, the explanation will be the lead time for ordering materials and equipment and the time required to establish, recruit, and train staff. The maximum time for early release of funds is 90 days, but cannot be before the beginning of the fiscal year. For example, if the completion date is August 30th, then early funds release cannot occur before July 1st of that fiscal year.
- Col D Row 12 Building Type: Insert building type that correlates to building use. Enter a 1, 2, or 3 based on the following chart:

Type	Type Description
1	Administrative, Academic, Classroom
2	Lab/Clinic
3	Animal Holding/Intensive Lab

Model default is type 1.

- Col J:R Row 13 Number of Months: Insert number of months for each of the next five years based on the expected beneficial occupancy date.

	J	K	L	M	N	C	P	G	R
13	12		12		12		12		12
14	Annual		Annual		Annual		Annual		Annual
15	Budget		Budget		Budget		Budget		Budget
16	2015-16		2016-17		2017-18		2018-19		2019-20

UNC System
Building Reserve Model
Instructions – Page 1 Worksheet
2017-2019

NOTE: The number of months is based the substantial completion date not the early funds release date requested. Column J represents the first year of the biennium and Column L is the second year. The last three years are used for long range planning.

Col D Row 14 Number of Smart Classrooms: Include the number of smart rooms in the project. A “smart room” is defined as a room with integrated information technology with audio-visual, computer, and other technology. The IT Network Technician staff indicated in cell C26 is for maintaining, not operating the equipment in the smart room.

Col D Row 15 Number of Floors: Include the number floors in the project.

Staffing and Fringe Benefits (fringe benefits updated to 16-17 rates)

The Environmental Health and Safety (EHS) Technician Journey has been updated to EHS Professional Journey.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
16	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
17	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
18	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
19	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
20	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
21	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
22	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
23	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
24	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
25	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
26	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
27	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
28	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
29	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
30	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
31	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
32	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
33	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000
34	Building	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000	100000

There is no input required for the staffing area of the spreadsheet.

These positions are intended to be a reasonable representation of position needs for a new or renovated facility. Budget flexibility should be used to meet the institution specific needs.

The factors that drive the staffing FTE's are the Building Type, GSF, and number of smart classrooms as shown in column E above.

The factors that determine the position market rate and band are based upon University System benchmarks and will be updated by the UNC General Administration prior to distributing the Model. **These factors should not be modified by individual Institutions.** For reference purposes, these are located in Columns X through AD to the right of the staffing calculations as shown below:

1																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

UNC System
Building Reserve Model
Instructions – Page 1 Worksheet
2017-2019

Supplies

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
26	1100-20000	Training Supplies			1.00				NA	1,417	0	0	0	0	0	0	0	0
27		Initial Supplies			0.10	0.00				17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000
28		Regular Supplies								16,417	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000
29		Subtotal																
42	1100-11000	Repair Supplies			1.00				NA	7,000	0	0	0	0	0	0	0	0
43		Initial Repair Supplies			0.00	0.00				87,000	87,000	87,000	87,000	87,000	87,000	87,000	87,000	87,000
44		Regular Supplies																
45	1100-11000	Other Supplies							NA	8,379	0	0	0	0	0	0	0	0
46		Initial Police Supplies	Yes		0.00	0.00				957	957	957	957	957	957	957	957	957
47		Police Supplies			0.10	0.00				13,600	13,600	13,600	13,600	13,600	13,600	13,600	13,600	13,600
48		IT Supplies (Infrastructure)								0	0	0	0	0	0	0	0	0
49		IT Supplies (Classroom Support)			0.10	0.00				0	0	0	0	0	0	0	0	0
50		Subtotal								118,705	182,087	182,087	182,087	182,087	182,087	182,087	182,087	182,087

There is no input required for the supplies area of the spreadsheet, except initial police supplies.

Both recurring and non-recurring supplies are generated by the Building Reserve Model. All cells highlighted in pink are non-recurring items. The cost per unit (GSF, Month, Officer, or Classroom) is defined by using Institutional benchmarks and will be provided by the UNC General Administration. These factors should not be changed by individual schools.

Housekeeping Supplies, Repair Supplies, and IT Supplies for Infrastructure are generated by multiplying pre-determined factors by the GSF of the building. The initial supplies are equal to one-month of annual supplies for all with the exception of IT (Infrastructure) where initial supplies are not funded. The spreadsheet will place the initial supplies in the correct year based on the number of months entered.

Police Supplies are generated by using the number of Officers multiplied by the pre-determined cost for initial and recurring supplies as shown in Column E. Initial police supplies include police uniforms. **Start-up police supply costs are increased to reflect the addition of body cameras. Select "Yes" if the institution outfits officers with body cameras. If institution does not outfit offices with body cameras, select "No."**

IT supplies for Classroom Support is generated based on the number of smart classrooms and other smart rooms. This section should be used for rooms with integrated information technology with audio-visual, computer, and other technology.

Utilities and Communications

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
				DESCRIPTION					2017-18	2018-19	2019-20	2020-21	2021-22				
18	Subtotal																
52	1100-53230			Fee													
54		Utilities	1.00	5323F					0	0	0	0	0				
55		Utilities Stormwater	100.000	5323F	Intervenor Paved				0	0	0	0	0				
56		Subtotal							0	0	0	0	0				
57	1100-53230	Communications		0.148 5323F					14,800	14,800	14,800	14,800	14,800				

Utility Cost/GSF Calculation By Building Type		
Building Type	Factor	Calculation
1-Administrative/Academic/Classroom	1	Average Cost * GSF*1
2-Lab/Clinic	1.45	Average Cost * GSF*1.45
3-Animal Holding/Intensive Lab	2.9	Average Cost * GSF*2.9

As with the Utility Factor, only Institutions with extensive metering in place should use a different calculated cost per type of building. If a University specific value by type of building is used, then the utility factor is 1.0. The basis for using a University specific rate by type of building should be explained in row 96 of the model.

Col E Row 55	Utilities: Stormwater Cost: Insert institution specific cost per impervious square foot. Please ensure the stormwater cost is not included in any current utility costs represented
--------------	---

UNC System
Building Reserve Model
Instructions – Page 1 Worksheet
2017-2019

in row 54 of the model to avoid duplicate requests. The cost basis should be explained in row 97 of the model.

Col E Row 55

No entry is needed for communications. The factor is based on institutional benchmarks and will be updated by the UNC General Administration.

Moving Costs

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
15	SUBHEAD			DESCRIPTION					2017-18	2018-19	2019-20	2020-21	2021-22				
55	1100-51000	Moving Costs			Est.				NR	0	0	0	0	0			

Col E Row 60

Moving Costs are a non-recurring institution specific cost that should be estimated for individual buildings. Factors that should be considered includes the number of moves needed, (i.e. moving departments out to a temporary location, then moving departments back) and type of materials being moved (HAZMAT and specialized scientific equipment may result in higher costs).

Maintenance Contracts

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
15	SUBHEAD			DESCRIPTION					2017-18	2018-19	2019-20	2020-21	2021-22				
63	1100-51000	Elev Maint (E63 Elev.)			Est.				0	0	0	0	0				
64		Pest Control			Est.				0	0	0	0	0				
65		Refuse Removal			Est.				0	0	0	0	0				
66		Uniforms of New Employees			Est.				0	0	0	0	0				
67		Security			Est.				0	0	0	0	0				
68		Controls/Chairs			Est.				0	0	0	0	0				
70		Subtotal			Est.				0	0	0	0	0				

Col D: E Row 63

Elevator Maintenance: Enter the number of elevators (D63) Enter projected per elevator contract cost of elevator maintenance (E63).

Col E Row 64:65

Pest Control and Refuse Removal: Enter projected contract cost for Pest and Refuse removal for this building.

Col E Row 66

Uniforms: Enter the projected contract cost per uniform. The number of employees will fill in D66 based upon the sum of the FTE's funded for Building Environmental Service Technician (BEST) and Building Environmental Service Supervisor (BESS), Facilities Maintenance

UNC System
Building Reserve Model
Instructions – Page 1 Worksheet
2017-2019

Technician Mechanical (FMTM), and Facilities Maintenance Technician Trades (FMTT).

The uniform cost for Police Officers is included in the supplies for that position (See supplies area). It is assumed in the model that IT positions do not wear uniforms.

Col E Row 67 **Security:** Institution specific maintenance contracts for security. If maintenance of security systems is provided with in house staff, include estimated cost of providing these services for this project. Recurring cost for leased police vehicles is requested in this section.

Col E Row 68 **Controls/Chillers:** Institution specific costs related to maintenance contracts for Controls, Chillers, and Fire Alarms.

Insurance

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
15	SUB-HEAD			DESCRIPTION	Est				2017-18	2018-19	2019-20	2020-21	2021-22				
73	1180-532000	Real Property	0		Est				0	0	0	0	0				0
74	1180-532000	Vehicle	0		Est				0	0	0	0	0				0
75		SUBTOTAL							0	0	0	0	0				0

Col E Row 73 **Real Property Insurance:** Insert rate from Institution's Insurance and Risk Management Department or NC Department of Insurance for property insurance for this type of building.

Col D Row 74 **No entry is needed in this cell.** The number of vehicles is automatically determined by entry into cell D78, see Vehicles and Other Equipment below.

Col E Row 74 **Vehicle Insurance:** Enter estimated liability insurance rate from Institution's Insurance and Risk Management Department or NC Department of Insurance.

Vehicles and Other Equipment

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
16	SUB-HEAD			DESCRIPTION	Est				2017-18	2018-19	2019-20	2020-21	2021-22				
76	1180-534000	Vehicles			Est				NR	0	0	0	0	0	0	0	0
77	1180-534000	Other Equipment			1/3 EST 5/77 EQP/TID (see page 2)				NR	118,000	0	0	0	0	0	0	0
80		Other Equipment			0 All 1-40 or Basis Page 2				NR	0	0	0	0	0	0	0	0

Col D Row 78 Enter number of pick-up trucks and vans requested.

UNC System
Building Reserve Model
Instructions – Page 1 Worksheet
2017-2019

- Col E Row 78 Enter estimated state contract cost per vehicle (including tax, title, and tag costs).
- Col E Row 79 **No entry is needed in this cell.** Other equipment is standardized to include typical start-up equipment for a new building as shown in the table below from Page 2 of the spreadsheet. Equipment is provided per FTE, per building, and based on square footage. Detailed information concerning these costs is listed in Attachment B.
- Col E Row 80 Project specific Other Equipment will vary based on the specific needs of the building and institution. Examples of items that may be included in the “Other Equipment (Project Specific)” section are: the upfit of the police vehicle, which will vary based on the institutions’ policing strategy and the purchase of a lift to access atrium light fixtures.

Project Description and Explanation of Special Operating Requirements

90	Project Description and Explanation of Special Operating Requirements (YOU MUST PROVIDE THE INFORMATION HIGHLIGHTED IN BLUE)
91	Describe project as completely as possible - A general description of the project and what activities will take place in the building.
92	For example, instruction, gymnasium/athletics, etc.
93	What is the source of funds for the building?
94	For example, 1999 appropriation, Year 2000 Bond Issue
95	Explain each of the following calculations:
96	Utilities per square foot
97	Stormwater per impervious square foot
98	The funds needed for moving costs
99	Maintenance contracts - the basis for your figures?
100	Insurance costs for real property and vehicles
101	The number and type of vehicles for the project - why these are needed
102	Fund release date - provide detailed explanation
103	Basis for renovation requirements per instructions
104	Other equipment requests - what/why?

Describe the project, the source of funds, and explain calculations as described in the section on Rows 90:104 of the main building reserve spreadsheet.

The information requested in this section is very important and must be completed. Otherwise, OSBM will need to do a separate follow up to request the information. If a project is a component of a larger and/or a phase of a multi-phase project, you must include information about the entire project on Row 92.

UNC System
Building Reserve Model
Instructions – Page 2 Worksheet
2017-2019

Purpose: Summarize operating reserve in a format that is useful to OSBM.

V. Entry into Form (Worksheet Tab labeled Page 2):

Schedule of construction, repair, etc. requested

	A	B	C	D
1	<i>In the space provided below, provide the following information:</i>			
3	5 Schedule of construction, repair, etc. requested.			
4				
5	Date for Engaging Architect			
6	Beginning Construction Date			
7	Construction Completion Date		01/00/00	
8	Occupation Date			

Col C Row 5 **Date for Engaging Architect:** Enter the estimated date for engaging the architect for this project from the Interscope program or obtain the date from your institutional contact.

Col C Row 6 **Beginning Construction Date:** Enter the estimated Beginning Construction date for this project.

Col C Row 7 **Construction Completion Date:** Date is fed from Main Building Reserve spreadsheet, Col E Row 11.

Col C Row 8 **Occupation Date:** Enter the estimated occupation date for this project.

UNC System
Building Reserve Model
Instructions – Page 2 Worksheet
2017-2019

Operating Costs

	A	B	C	D	E	F	G
1	<i>In the space provided below, provide the following information:</i>						
3	5. Schedule of construction, repair, etc. requested.						
5	Date for Engaging Architect						
6	Beginning Construction Date						
7	Construction Completion Date		01/00/00				
8	Occupation Date						
10	6. Operating costs:						
11			1st Year of	2nd Year of	3rd Year of	4th Year of	5th Year of
12			Operation	Operation	Operation	Operation	Operation
13			2017-18	2018-19	2019-20	2020-21	2021-22
14	Staff (additional annual cost)		678,689	678,689	678,689	678,689	678,689
15	(Include # of additional employees)		14	14	14	14	14
17	Maintenance (additional annual costs)		94,900	87,600	87,600	87,600	87,600
19	Other Operating (additional annual costs)		53,323	46,287	46,287	46,287	46,287
21	Special Equipment/Furnishings <u>Not</u>						
22	Included in Construction Request		118,697	0	0	0	0
24	Total Requirements		945,609	812,576	812,576	812,576	812,576
26	Less Receipts (1180-43XXX)						
28	Appropriation		945,609	812,576	812,576	812,576	812,576

Data for the summary of the operating costs is fed from the Main Building Operating Reserve worksheet. Entry is needed only if your institution expects to receive other receipts for this building. (Col C:G Row 26)

Statement rate increase

	A	B	C	D	E	F	G	H	I
31	7. If operation is supported from receipts, give current level of receipts, increase in rates, if necessary (from ____ to ____), and								
32	any restrictions on the use of these receipts by federal or state law.								

Provide old and new rates if operation is supported by receipts.

UNC System
Building Reserve Model
Instructions – Page 2 Worksheet
2017-2019

Other Equipment

A	B	C	D	E
34	Standardized Other Equipment	Total FTE/GSF	Unit Amount	Total Amount
35	Equipment \$ Per FMTM	4	\$8,020	\$32,078
36	Equipment \$ Per BEST	5.6	\$5,920	\$33,151
37	Equipment \$ Per FMTT	1.8	\$3,059	\$5,506
38	Equipment \$ Per Building		\$25,004	\$25,004
39	Trash Cans (large) Per 7,500 GSF	7,500	\$146	\$1,947
40	Recycling Bins Per 25,000 GSF	25,000	\$310	\$1,240
41	Floor Burnisher Per 50,000 GSF	50,000	\$7,478	\$14,956
42	Dumpsters/Test Instruments Per 75,000 GSF	75,000	\$3,651	\$4,868
43	Total to Page 1			\$118,750
44				
45	Other Equipment (Project Specific)	Quantity	Unit Amount	Total Amount
46				
47				
48				
49	Total to Page 1			\$0

A detailed list of standardized other equipment is provided in Attachment B.

Other Equipment (Project Specific) will vary based on the specific needs of the building and institution. Examples of items that may be included in the “Other Equipment (Project Specific)” section are: the upfit of the police vehicle, which will vary based on the institutions’ policing strategy and the purchase of a lift to access atrium light fixtures.

UNC System
Building Reserve Model
Instructions - Renovations
2017-19

Renovations:

Note: OSMB requires specific justification and back-up documentation for any increased and/or new operating costs resulting from a renovation project by line item on the model. Renovations are defined as comprehensive in nature, and should include replacement and/or addition of major building systems, HVAC, Controls, Plumbing, Electrical, etc. If a derelict, not occupied prior to the renovation, space will be converted to usable general educational space, please utilize the new building reserve model. The option for requesting a Fit and Finish renovation was removed from the 2009-2011 biennium.

The renovation model is a separate spreadsheet. Please use the renovation model as follows:

- Col B Row 8: Enter **RENOVATION** in all caps after the project title to differentiate the use of the model for a renovation.
- Col B Row 85: It is very important to clearly explain the required entries as noted in the instructions in the "Project Description and Explanation of Special Operating Requirements" section:
- The expression "No Change" in these instructions means that the renovation model operates exactly as the basic model for new construction in terms of the results generated and the input required by the model.
- Any model entry not specifically addressed in the instructions in this section uses the standard model instructions for that entry.
- Use project **total GSF** that is being renovated.
- **Smart Classrooms**, use the number of net new rooms (could be all, some, or none). A smart room should include integrated information technology with audio-visual, computer, and other technology.

Building Environmental Service Technician (BEST).

J:6 Choose Yes, if the building needs additional housekeepers due to a change in building type (admin converted to lab, storage converted to office) or for other reasons. Choose "No" if no additional housekeepers are required after the renovation.

L:6 If "Yes" was entered in J:6, then enter the percentage of housekeepers needed for the renovated building as a percentage of the total of housekeepers calculated by the basic model for new construction. Enter this information (as a decimal number, for example, to reflect 50%, enter 0.5). This percentage should be the net new amount needed after the renovation is completed.

- **Building Environmental Service Supervisor**, no change, driven by adjusted number of housekeepers.
- **Facility Maintenance Technician Mechanical**, no change, entry is prorated based on the renovation type.

UNC System
Building Reserve Model
Instructions - Renovations
2017-19

- **Public Safety, EH&S, and IT Infrastructure.** No entry needed, 50% of full value is calculated.
- **Facilities Maintenance Technician Trades.** No entry needed, 60% is used.
- **Shift Differential, Social Security, State Retirement, and Medical Insurance,** no change, values driven by adjusted Staff numbers.
- **Housekeeping Initial Supplies,** No entry needed, zero is the default entry.
- **Housekeeping Regular Supplies,** No entry needed, pro-rated amount is calculated based on the percentage entered in L:6. If "No" is entered into J:6, then supplies will not be calculated.
- **Repair Initial Supplies,** no entry needed, zero is the default entry.
- **Repair Regular Supplies,** No entry needed, 60% is used.
- **Other Supplies,** no change, model calculates based on adjustments above.
- **Utilities.**

J:8 Choose "Yes" if the renovated building was in your cost basis for the next base budget (15-16). In this case, utility increases will be received through the standard utility base budget request.

Choose, "No" if the building was offline in the entire base year (15-16). The utility cost will be then calculated the same as a new building.

Choose "Partial" if the building was online for part of the base year (15-16) and enter the number of months the building was offline in L:8. The utility budget request will be calculated to include only the partial year portion which is not part of the institutions total utility base budget request.

- **Communications.**
 - L:9** Choose "Yes" if the communication systems were replaced during the renovation. The costs will be calculated the same as a new building.
 - Choose "No" if the communication systems were not replaced. Zero is entered.
- **Moving Costs,** no change, based on estimate.
- **Maintenance Contracts:**
 - Elevators,** use number of additional elevators.
 - Pest Control,** zero out or explain entry.
 - Refuse Removal,** zero out or explain entry.
 - Uniforms,** no change.
 - Security,** net new for additional systems.

UNC System
Building Reserve Model
Instructions - Renovations
2017-19

Controls/Chillers/Fire Safety, net new cost to for additional systems.

- **Insurance:**
 Real Property, zero out or explain,
 Vehicles, no change.
- **Vehicles**, no change.
- **Other Equipment**, no change.

Special instructions:

Consolidation of Small Spaces:

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	The University of North Carolina												Institution:					
2	2009-2011 Operating Reserves																	
3	Continuation Budget																	
4													Attachment:					
5	CP 02-10-06																	
6	0100 General Institutional Support																	
7	Dodge Code												2500 Small Space 1					
8	0100 - 8302 Reserve for Maintenance and Operating of												2500 Small Space 2					
9	Generic Building												5000 Small Space 2					
10	C1 Code												1000 Total Small Space					
11	Item												11,000 SSF					

For consolidating groups of small spaces, list space designations and GSF beginning in Col N Row 4. Do not mix new and renovations in the list. Insert the sum in Col G Row 8 and proceed with model. Group only buildings of the same type together.

Partial Year Activation in 2nd Year of Biennium:

Projects with a partial second year activation require an additional reserve submission in the next biennium. Remove the one-time costs. The University should then add a line below the reserve total to subtract out the prior year allocation. The remainder is the net budget increase needed to support the buildings recurring operation.

UNC System
Building Reserve Model
Instructions – Attachment A
2017-2019

Budget Codes by Institution

Budget Code	Institution
16010	UNC General Administration, Operating
16011	UNC Institutional Programs
16012	UNC-GA Related Educational Programs
16020	UNC-Chapel Hill, Academic Affairs
16021	UNC-Chapel Hill, Health Affairs
16022	UNC-Chapel Hill, AHEC
16030	North Carolina State University
16031	NCSU Agricultural Research Service
16032	NCSU Cooperative Extension Service
16040	UNC Greensboro
16050	UNC Charlotte
16055	UNC Asheville
16060	UNC Wilmington
16065	East Carolina University, Academic Affairs
16066	East Carolina University, Health Affairs
16070	North Carolina A&T State University
16075	Western Carolina University
16080	Appalachian State University
16082	UNC Pembroke
16084	Winston-Salem State University
16086	Elizabeth City State University
16088	Fayetteville State University
16090	North Carolina Central University
16092	Univ. of North Carolina School of the Arts
16094	N.C. School of Science & Mathematics
16095	UNC Hospitals at Chapel Hill

UNC System
Building Reserve Model
Instructions – Attachment B
2017-2019

Standardized Other Equipment

Fac. Maint Tech - Mech	1.000	Enter Number from Bldg Reserve
(Maintenance Mech IV)	\$1,339	Mechanic Tool Set
	\$792	Mechanic tool chest
	\$305	Cordless Drill, 1/2", 18 volt
	\$219	Cordless Jigsaw, 18 volt
	\$350	1/2" Standard Socket Set
	\$1,000	Tool Set, trade specific, i.e. HVAC
	\$275	Ladder, 24 foot aluminum extension
	\$176	Ladder, 12 foot aluminum extension
	\$159	Ladder, 6 foot step
	\$243	Ladder Rack for Maintenance Vehicle
	\$251	Truck Tool Box
	\$407	Leak Detector, electronic
	\$133	Infrared Thermometer
	\$425	Saw, Reciprocating, battery powered
	\$487	Air Compressor, Portable
	\$335	Refrigerant gauges/manifold
	\$187	Meter, Electrical Test
	\$115	Hand Truck
	\$91	Gloves, Electrical
	\$305	Protective Equipment, Safety
	\$103	Cords, Extension (3)
	\$322	2-Way Radio
	=====	
	\$8,020	Total Equip Maintenance Mechanic

Fac. Maint, Tech - Trades	1.0	Enter Number from Bldg Reserve
(General Utility Worker)	\$548	Basic Hand Tool package
	\$272	Gas Powered String Weed Trimmer
	\$395	Gas Powered Sidewalk Edger
	\$335	Gas Powered Shruberry/Tree Pruner
	\$462	Gas Powered Back Pack Blower
	\$591	Mower, 21" Self Propelled
	\$183	10 Gallon Sprayer for insecticides/herbicides
	\$183	Protective Equipment, Safety
	\$91	Gas Can, Safety
	=====	
	3,059	Total Equip Groundsworker

UNC System
Building Reserve Model
Instructions – Attachment B
2017-2019

Bldg Envir Svcs Tech	1.000	Enter Number from Bldg Reserve
(Housekeeper)	\$635	Vacuum Cleaner 18" Commercial
	\$199	Custodial Cart, Commercial
	\$354	Vacuum, cannister w/attachments
	\$416	Vacuum, back pack for stairs
	\$1,936	Auto Scrubber, 14" for restrooms/tight sp
	\$113	Step Ladder, 6 foot
	\$150	Step Ladder, 8 foot
	\$1,156	Steam Cleaning (Vapor) Machine
	\$436	Window Washing Pole w/detergent dispe
	\$98	Fan, Carpet Drying
	\$178	Brute Container & dolley
	\$61	Bucket, Mop, Commercial
	\$103	Protective Equipment, Safety
	\$85	Mopping supplies
	=====	
	\$5,920	Total Equip Housekeeper

Base Equipment per Building		
Recycling Bins	\$310	One per 25,000 GSF
Dumpster, Recycling	\$1,095	One per 75,000 GSF
Dumpster	\$1,095	One per 75,000 GSF
Velometer, TSI, measures air	\$1,461	One per 75,000 GSF
	\$3,651	Total Equip per 75,000 GSF
Burnisher, Battery powered	\$ 7,478	One per 50,000 GSF
Trash cans (large)	\$146	One per 7,500 GSF
Wet Vacuum	\$ 639	One per building
Scrubber (Large)	\$ 5,357	One per building
Carpet Extractor	\$ 2,563	12-gallon w/ Attachments
Entrance mats	\$ 2,633	12 per building (6 interior, 6 exterior)
Person Lift, Extension	\$ 5,235	One per building
Mower, 48"	\$ 6,452	One per building
Push Vac, 10 HP	\$ 1,114	One per building
Pressure Washer	\$ 1,011	One per building
	\$ 25,004	Total per building

The University of North Carolina			Institution:		Attachment		#
2017-19 Operating Reserves Continuation Budget			MASTER		CP 10-8-16		
1180 General Institutional Support			1180 - 71XX Reserve for Maintenance and Operating of		100,000		GSF
Budget Code			###				
Generic Building			Item		Construction Cost		
C.I. Code			Adm/Acad/Classroom		Fund Release Date		
Date Const. Authorized			1				
Est. Substantial Completion Date			1				
Building Type							
Number of Months Budgeted							
Number of Smart Classrooms							
Number of Floors							
SUBHEAD			DESCRIPTION				
1180-531210			SHRA Reg. Salaries				
			Factor (1 LE per		Staff		Rate
			13,000 GSF		5.56		25,000
			12 Hkpr.		0.46		32,703
			25,000 GSF		4.00		42,485
			100,000 GSF		1.00		44,740
			300,000 GSF		0.33		58,963
			250,000 GSF		0.40		70,475
			15 CLS		0.00		64,135
			57,000 GSF		1.75		30,844
			10.00 %		13.51		
			7.65 %				
			16.12 %				
			5.659 ea				
			1 Mth.				
			0.170 \$/GSF				
							NR

The University of North Carolina 2017-2019 Operating Reserves Continuation Budget			MASTER RENOVATION CP 10-6-16			Institution:		Attachment		##				
1180 General Institutional Support			####			Hsk		No		0		Percentage HSK needed		
Budget Code			1180 - 71XX Reserve for Maintenance and Operating of			Utilities		Yes		0		Number of Months offline for utilities		
Generic Building RENOVATION			Item:			Communications		No						
C.I. Code			1			Construction Cost								
Date Const. Authorized			Adm/Acad/Classroom			Fund Release Date								
Est. Substantial Completion Date			6											
Building Type			1											
Number of Months Budgeted			5											
Number of Smart Classrooms			1											
Number of Floors														
SUBHEAD														
1180-531210 SHRA Reg. Salaries														
DESCRIPTION														
			Factor (FTE per)			Staff			Staff			Rate		
			16,000			GSF			0.00			25,000		
			12			Hskpr			0.00			32,703		
			25,000			GSF			2.40			42,485		
			100,000			GSF			0.50			44,740		
			300,000			GSF			0.17			53,963		
			250,000			GSF			0.20			70,475		
			15			CLS			0.40			64,135		
			57,000			GSF			1.05			30,844		
Subtotal									4.72			4.8		
1180-531430 Shift Differential			10.00 %											
1180-531510 Social Security			7.65 %											
1180-531520 State Retirement			16.12 %											
1180-531560 Medical Insurance			5,659 ea											
1180-533000 Hskng. Supplies			1 Mth											
			0.000 \$/GSF											
Regular Supplies														
Subtotal														
1180-533000 Repair Supplies														
			1 Mth											
Regular Supplies			0.526 \$/GSF											
Other Supplies														
1180-533000 Initial Police Supplies			Yes			9,378 \$/Officer			NR			0		
						887 \$/Officer			444			444		
Police Supplies						0.068 \$/GSF			6,800			5,800		
IT Supplies (Infrastructure)						2,774 \$/ Classroom			16,645			16,645		
IT Supplies (Clsm. Support)									81,138			76,449		
Subtotal									4,689			0		
1180-532200 Utilities			Fctr.			0 \$/GSF			0			0		
			1.00			\$/ SF Impervious Pavement			0			0		
Utilities: Stormwater			100,000						52,560			52,560		
Subtotal														
1180-532000 Communications			0.000 \$/GSF											
Moving Costs														
1180-535000 Elev. Maint. (# of Elev.)			0			Est.			NR			0		
1180-532000 Pest Control						Est. @			0			0		
						Est.			0			0		
Refuse Removal						Est.			0			0		
Uniforms (# of New Employees)			3.5			Est. @			0			0		

Short Session Request

Miriam Tripp

From: avcfac-bounces@lists.northcarolina.edu on behalf of Jeanine Rose
<JRose@northcarolina.edu>
Sent: Friday, January 19, 2018 1:52 PM
To: avcfac@lists.northcarolina.edu
Subject: [AVCfac] Reminder: MEMO: 2018 Appropriated and Non-Appropriated Capital Projects
Attachments: MEMO 2018 Appropriated and Non-Appropriated Capital Projects.pdf; 2018 Appropriated Capital Template (Att. 1).xls; 2017-19 Building Reserve Model Instructions (Att. 2a).docx; 2017-19 Building Reserve Template Final (Att. 2b).xlsx; 2018 Non-Appropriated Capital Project Template (Att. 3).xls; 2018 UNC SL Project Form (Att. 4).docx; OC-25_2018 (Att. 5).xls; ATT00001.c; ATT00001.c

Importance: High

All – just a quick reminder, 2018 Appropriated and Non-Appropriated Capital Projects information is due by **TODAY, January 19, 2018.**

Please email your submissions to me at jrose@northcarolina.edu and Will at wjohnson@northcarolina.edu.

If you have any questions regarding this request, please contact Will at (919) 962-4611.

Thanks!

Jeanine

Jeanine Rose
UNC System Capital Budget & HUB Coordinator
UNC General Administration
919-962-4608 (Tel)
919-843-2081 (Fax)
E-mail: jrose@northcarolina.edu

From: cfo-bounces@lists.northcarolina.edu [mailto:cfo-bounces@lists.northcarolina.edu] **On Behalf Of** Angelisa L Riggsbee
Sent: Thursday, December 21, 2017 11:39 AM
To: cfo@lists.northcarolina.edu
Cc: Akura Anderson; mark.bondo@osbm.nc.gov; Andrew P. Kelly; Andrew G. Moretz; Minda L. Watkins; Kevin D. Howell; Margaret Spellings; Meredith B. Didier
Subject: [CFO] MEMO: 2018 Appropriated and Non-Appropriated Capital Projects

On behalf of Dr. Rick Whitfield, Interim Senior Vice President and Chief Financial Officer:

Please see attached a memo and attachments regarding 2018 Appropriate and Non-Appropriated Projects.

It is requested that all project information be submitted on or before **January 19, 2018**, to Jeanine Rose at jrose@northcarolina.edu and William Johnson at wjohnson@northcarolina.edu.

If you have any questions regarding this request, please contact William Johnson at (919) 962-4611 or by email.

Best Regards,

Angellisa L. Riggsbee

Executive Assistant to the Interim Senior Vice President and Chief Financial Officer

University of North Carolina General Administration

C.D. Spangler Building | P.O. Box 2688 | Chapel Hill NC 27515-2688

919-962-4607 | ariggsbee@northcarolina.edu



Rick N. Whitfield, Ed.D, MBA
Interim Senior Vice President and Chief Financial Officer
Phone: 919.974.2000 | Email: rwhitfield@unc.edu

Constituent Universities

Appalachian
State University

East Carolina
University

Elizabeth City
State University

Fayetteville State
University

North Carolina
Agricultural and
Technical State
University

North Carolina
Central University

North Carolina
State University
at Raleigh

University of
North Carolina
at Asheville

University of
North Carolina
at Chapel Hill

University of
North Carolina
at Charlotte

University of
North Carolina
at Greensboro

University of
North Carolina
at Pembroke

University of
North Carolina
at Wilmington

University of
North Carolina
School of the Arts

Western Carolina
University

Winston-Salem
State University

Constituent High School

North Carolina
School of Science
and Mathematics

An Equal Opportunity
Affirmative Action Employer

December 20, 2017

MEMORANDUM

TO: Chief Finance Officers
Chief Facilities Officers

FROM: Rick N. Whitfield



SUBJECT: 2018 Request for Projects Funded from Appropriated and Non-Appropriated
Sources -- **Submittal Date: January 19, 2018**

This memorandum requests information to support two areas of capital priorities in preparation for the 2018 Session of the General Assembly: state appropriated capital projects and non-appropriated capital projects that require long-term debt. We plan to review these two capital project areas prior to the Board of Governors' meeting on March 23, 2018.

Appropriated Capital Improvement Projects

Due to the significant new capital projects funded through the Connect NC 2015 bond program, we ask that your request for new appropriated capital improvement projects be limited to a total of two priority projects for authorization and funding by the General Assembly.

For each project requested, please submit:

1. A completed 2018 *Appropriated Capital Template*
2. A completed 2017-2019 *Building Operating Reserve Model*

Non-Appropriated Capital Improvement Projects

Please submit capital improvements projects or project increases to be funded from non-appropriated sources. Proposed projects should have one or more of the following characteristics:

- The project will be under construction prior to June 30, 2018.
- The project will be financed through previously approved student fees, special fund receipts, gifts, grants, or other non-appropriated sources.
- The project will be financed by issuing long-term debt.
- The project justification provides compelling connections of the University's new Strategic Plan, *Higher Expectations*, and the efficient use of existing space.

MEMO from Rick N. Whitfield
Page Two
December 20, 2017

Each proposed project will be assessed on the basis of its need and relation to the Campus Master Plan, benefits and costs to students, and ability of the campus to pay for the project without a negative impact on the institution's credit ratings or financial integrity. It is important to note that only the most critical projects will move forward.

For each project requested, please submit:

1. A completed 2018 *Non-Appropriated Capital Project Template*
2. A completed *OC-25 (certified or non-certified)*
3. A completed 2018 *UNC Self-Liquidating Project Form*

For projects requiring indebtedness supported by a student debt service fee, please indicate when the Board of Governors' required fee-setting process was or is planned to be completed.

If you have any questions regarding this request, please contact William Johnson at (919) 962-4611 or by email at wjohnson@northcarolina.edu.

Please email your submissions on or before January 19, 2018 to Jeanine Rose (jrose@northcarolina.edu) and William Johnson (wjohnson@northcarolina.edu).

Thank you for your assistance.

Attachments:

- Att. 1: 2018 Appropriated Capital Template
- Att. 2: 2017-2019 Building Operating Reserve Model (two files: instructions, operating reserve model)
- Att. 3: 2018 Non-Appropriated Capital Project Template
- Att. 4: 2018 UNC Self-Liquidating Project Form
- Att. 5: OC-25 Form

cc: President Margaret Spellings
Chief of Staff Meredith B. Didier
Mr. Mark Bondo, OSBM
Vice President Nathan Knuffman
Associate Vice President William Johnson

Annual List of Specific R&R projects

Miriam Tripp

From: avcfac-bounces@lists.northcarolina.edu on behalf of Jeanine Rose
<JRose@northcarolina.edu>
Sent: Tuesday, October 18, 2016 12:31 PM
To: avcfac@lists.northcarolina.edu; budget@lists.northcarolina.edu
Cc: 'MKonishi'; anhodges@uncfsu.edu; John Fessler; William Barlow; Stephen Atkinson;
Sandra Redmond; kempad@appstate.edu; Bingham L. Roenigk; Burns-Vann,
Tracey H; McMullen, Timothy F.; Fields, John; Tammy Putz; Matt Ketchum;
Lilley, Donna; Jonathan M. Clark; Shon Burch-Crispin; ken_pearce@uncg.edu; Covington,
Garry; Debra Murphy
Subject: [AVCfac] Request for 2016-17 Repairs and Renovation Projects - DUE 10/28/16
Attachments: Memo 2016-17 R&R Project Request.pdf; 2016-17 Repairs and Renovations
Allocations.pdf; OSBM Memo FY16-17 R&R Requests.pdf; 2016
_RR_SummaryProjectList.xlsx; 2016_RR_WorksheetIII.xlsx; ATT00001.c
Importance: High

Good afternoon –

On behalf of Will Johnson, please see the attached memo with corresponding attachments regarding the Request for 2016-17 Repairs and Renovations Projects.

Please email your 2016 R&R Summary List, 2016 R&R Request Worksheets , OC25's and pertinent FCAP form submissions to me (jrose@northcarolina.edu) with a copy to Will (wjohnson@northcarolina.edu) on or before **October 28, 2016**.

If you have any questions regarding this request, please contact Will Johnson at (919) 962-4611 or by email at wjohnson@northcarolina.edu.

Thanks!

Jeanine

Jeanine Rose
UNC System HUB & Capital Budget Coordinator
UNC General Administration
919-962-4608 (Tel)
919-843-2081 (Fax)
E-mail: jrose@northcarolina.edu

Constituent Universities

Appalachian
State University

East Carolina
University

Elizabeth City
State University

Fayetteville State
University

North Carolina
Agricultural and
Technical State
University

North Carolina
Central University

North Carolina
State University
at Raleigh

University of
North Carolina
at Asheville

University of
North Carolina
at Chapel Hill

University of
North Carolina
at Charlotte

University of
North Carolina
at Greensboro

University of
North Carolina
at Pembroke

University of
North Carolina
at Wilmington

University of
North Carolina
School of the Arts

Western Carolina
University

Winston-Salem
State University

Constituent High School

North Carolina
School of Science
and Mathematics

An Equal Opportunity/
Affirmative Action Employer

Will Johnson, Architect

**Associate Vice President for Finance
and Capital Planning
University of North Carolina,
General Administration**

Office: 919.962.4611

Mobile: 919.201.2829

Email: wjohnson@northcarolina.edu

October 18, 2016

TO: UNC Chief Facilities Officers
UNC Budget Officers

FROM: Will Johnson, 
Associate Vice President for Finance and Capital Planning

SUBJECT: Request for 2016-17 Repairs and Renovation Projects
Due by 10/28/16

The University of North Carolina's Board of Governors approved on October 14, 2016 the recommended allocations of UNC's share of funds appropriated to the 2016-17 Reserve for Repairs and Renovations (R&R). The approved 2016-17 R&R allocations are shown in the attached "2016-17 Repairs and Renovations Allocations" document.

To prepare our unified list of projects for the President's required consultation with the Joint Legislative Commission on Governmental Operations and in response to the Office of State Budget and Management Memorandum dated August 19, 2016, we are providing the following instructions.

As the starting point for your 2016-17 R&R projects list, you should work from your previously submitted "Proposed 2015-21 Six-Year Repairs and Renovations Priorities Plan" list and apply the appropriate allocation for your institution in a priority ranking.

Please give special attention to the OSBM 'Instructions for Submitting Requests for the FY 2016 Repair & Renovations Reserve', specifically 'Required Documents', 'General Instructions', 'Completing the R&R Summary List Form' and 'Completing the Repair and Renovation Request Worksheet'.

Please email your 2016 R&R Summary List, 2016 R&R Request Worksheet, OC25 and pertinent FCAP form submissions to Jeanine Rose (jrose@northcarolina.edu) with a copy to me (wjohnson@northcarolina.edu) on or before **October 28, 2016**.

If you have any questions regarding this request, please contact Will Johnson at (919) 962-4611 or by email at wjohnson@northcarolina.edu.

Thank you.

cc: Attachments

2016-17 Capital Improvements Allocations

A. 2016-17 Allocations from the Reserve for Repairs and Renovations ^A

For fiscal year 2016-17, the 2016 General Assembly appropriated \$81,400,000 to the statewide Reserve for Repairs and Renovations. Eight (8) specific capital projects for other state agencies were earmarked at a value of \$13,923,000, to be deducted from the \$81,400,000. This yields a net Reserve for Repairs and Renovations equal to \$67,477,000, of which \$33,738,500 (one-half) is allocated to the Board of Governors, as shown below.

It is recommended that the following allocations be made from the Reserve for Repairs and Renovations. It is also recommended that Chancellors identify specific projects, consistent with any applicable rules and regulations, to be financed from the institutional allocations and present those projects to the President who shall report to the Joint Legislative Commission on Governmental Operations, as required by legislation.

It is recommended that allocations may be transferred as needed among projects within an institution upon request through existing approval processes. It is also recommended that the President be authorized to make further allocations from the reserve.

2016-17 Allocations - Reserve for Repairs and Renovations ^A	Amount
Appalachian State University	\$ 2,291,453
East Carolina University	3,813,019
Elizabeth City State University	702,749
Fayetteville State University	674,770
North Carolina A&T State University	1,777,450
North Carolina Central University	1,498,710
North Carolina State University	6,971,067
The University of North Carolina at Asheville	897,723
The University of North Carolina at Chapel Hill	5,570,915
The University of North Carolina at Charlotte	889,677
The University of North Carolina at Greensboro	2,472,004
The University of North Carolina at Pembroke	674,770
The University of North Carolina at Wilmington	1,185,683
The University of North Carolina School of the Arts	674,770
Western Carolina University	1,408,422
Winston-Salem State University	885,778
North Carolina School of Science and Mathematics	674,770
The University of North Carolina General Administration	674,770
TOTAL ALLOCATIONS	\$33,738,500

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

Introduction

The Office of State Budget and Management (OSBM) prepares the Budget Manual for the State of North Carolina for use by state departments, agencies and institutions in the preparation and administration of their budgets. The Manual is a guide to state departments and agencies in discharging their duties under applicable laws and regulations. It is the responsibility of department heads and their fiscal staffs to acquaint themselves with the Manual.

The Manual is divided into the following major sections (linked titles are directed to the online version of the Budget Manual; pages numbers link within the document):

1. State Budget Act	(online only)
2. Budget Development	3
3. Budget Execution	21
4. Fiscal Policies and Regulations	64
5. Travel Policies and Regulations	79
6. Personnel Policies	106
7. Rule Analysis	125
8. Reporting	138
9. Municipal Population Estimates	145
10. Glossary	152
11. Recent Changes	159
12. Master Index	(online only)

There are several features that should facilitate referencing and navigating throughout the Manual. First, there is a Table of Contents ([online](#) / [pdf](#)) at the beginning and an index at the end of each section that will assist users with quick referencing. Second, specific General Statute citations are referenced throughout the Manual and the online version includes direct links to the appropriate General Statute. An online [Master Index](#) is also provided. A third feature, also in the online version, is the inclusion of direct links to other sites for useful information and documents.

All revisions, supplements and deletions to the Manual will be issued through the State Budget Director. Departmental officials and their staffs should maintain a current version of the Manual that will be updated online periodically by OSBM. The header at the top of each page in the Manual reflects the effective date of this version of the Manual and the date of the most recent updates to this version. A list of changes is included in the Recent Changes ([online](#) / [pdf](#)) section.

Any exceptions to the rules, regulations, or guidelines stated in the Budget Manual, except those exceptions expressly delegated, must be approved by OSBM. These policies may be superseded by OSBM directives or agency policies as long as they conform to the basic principles of the State Budget Manual.

An [OSBM staff directory](#) and lists of memos and other publications are available on OSBM's [website](#).

Questions, comments, or suggestions concerning the Budget Manual may be sent to Budget-Manual-OSBM@osbm.nc.gov or you can call 919-807-4700. Periodically, OSBM will revise the Budget Manual to reflect policy and procedure changes and to make the Budget Manual more user-friendly.

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

State Budget Act

The State Budget Act is available on the [North Carolina General Assembly website](#). For brevity in this print friendly version of the State Budget Manual, the Act is not included here.

Chapter 143C.

State Budget Act.

Article 1.

General Provisions.

§ 143C-1-1. Purpose and definitions.

- (a) Title of Chapter. - This Chapter is the "State Budget Act" and may be cited by that name.
- (b) The provisions of this Chapter shall apply to every State agency, unless specifically exempted herein, and to every non-State entity that receives or expends any State funds. No State agency or non-State entity shall expend any State funds except in accordance with an act of appropriation and the requirements of this Chapter. The provisions of Chapter 120 of the General Statutes shall continue to apply to the General Assembly and to control its expenditures and in the event of a conflict with this Chapter, the provisions of Chapter 120 of the General Statutes shall control. Nothing in this Chapter abrogates or diminishes the inherent power of the legislative, executive, or judicial branch.
- (c) Purpose. - This Chapter establishes procedures for the following:
 - (1) Preparing the recommended State budget.
 - (2) Enacting the State budget.
 - (3) Administering the State budget.
- (d) Definitions. - The following definitions apply in this Chapter:
 - (1) Appropriation. - An enactment by the General Assembly authorizing the withdrawal of money from the State treasury. An enactment by the General Assembly that authorizes, specifies, or otherwise provides that funds may be used for a particular purpose is not an appropriation.
 - (1a) Authorized budget. - The certified budget with changes authorized by the Director of the Budget through authority granted in G.S. 143C-6-4 or other statutes.
 - (1b) Availability. - The total anticipated cash available within a fund for appropriation purposes, including unreserved fund balance and all revenue and receipts anticipated in a fiscal year.
 - (1c) Base Budget. - That part of the recommended State budget that provides the baseline for the next biennium. The base budget for each State agency shall be the authorized budget for that agency with adjustments only for the following:
 - a. Annualization of programs and positions.
 - b. Reductions to adjust for items funded with nonrecurring funds during the prior fiscal biennium.
 - c. Increases to adjust for nonrecurring reductions during the prior fiscal biennium.
 - d. Adjustments for federal payroll tax changes.
 - e. Rate increases in accordance with the terms of existing leases of real property.
 - f. Adjustments to receipt projections, made in accordance with G.S. 143C-3-5(b)(2)c.
 - g. Reconciliation of intragovernmental and intergovernmental transfers.
 - (2) Biennium. - The two fiscal years beginning on July 1 of each odd-numbered year and ending on June 30 of the next odd-numbered year.
 - (3) Budget. - A plan to provide and spend money for specified programs, functions, activities, or objects during a fiscal year.
 - (4) Budget year. - The fiscal year for which a budget is proposed and enacted.
 - (5) Capital improvement. - A term that includes real property acquisition, new construction

or rehabilitation of existing facilities, and repairs and renovations.

- (6) Capital Improvements Appropriations Act. - An act of the General Assembly containing appropriations for one or more capital improvement projects.
- (7) Certified budget. - The budget as enacted by the General Assembly including adjustments made for (i) distributions to State agencies from statewide reserves appropriated by the General Assembly, (ii) distributions of reserves appropriated to a specific agency by the General Assembly, and (iii) organizational or budget changes mandated by the General Assembly.
- (7a) Repealed by Session Laws 2014-100, s. 6.4(a), effective July 1, 2014, and applicable beginning with the recommended State budget of the 2015-2017 fiscal biennium.
- (8) Controller. - The Office of the State Controller.
- (9) Current Operations Appropriations Act. - An act of the General Assembly estimating revenue availability for and appropriating money for the current operations of State government during one or more budget years.
- (10) Departmental receipt. - Fees, licenses, federal funds, grants, fines, penalties, tuition, and other similar collections or credits generated by State agencies in the course of performing their governmental functions that are applied to the cost of a program administered by the State agency or transferred to the Civil Penalty and Forfeiture Fund pursuant to G.S. 115C-457.1, and that are not defined as tax proceeds or nontax revenues. Departmental receipts may include moneys transferred into a fiscal year from a prior fiscal year.
- (11) Director. - The Director of the Budget, who is the Governor.
- (12) Encumbrance. - A financial obligation created by a purchase order, contract, salary commitment, unearned or prepaid collections for services provided by the State, or other legally binding agreement.
- (13) Fiscal period. - A fiscal biennium beginning in odd-numbered years or the first or second fiscal year within a fiscal biennium.
- (14) Fiscal year. - The annual period beginning July 1 and ending on the following June 30.
- (15) Fund. - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other resources, together with all related liabilities and residual equities or balances, and changes therein, for the purpose of carrying on stated programs, activities, and objectives of State government.
- (16) General Fund Operating Budget. - The sum of all appropriations from the General Fund for a fiscal year, except appropriations for (i) capital improvements, including repairs and renovations, and (ii) one-time expenditures due to natural disasters or other emergencies shall not be included.
- (16a) Increase the scope. - With respect to a capital improvement project, either increasing the square footage of a capital improvement project by more than ten percent (10%) of the amount authorized or programming new functions into the project.
- (17) Information technology. - As defined in G.S. 143B-1320.
- (18) Non-State entity. - Any of the following that is not a State agency: an individual, a firm, a partnership, an association, a county, a corporation, or any other organization or group acting as a unit. The term includes a unit of local government and public authority.
- (19) Nontax revenue. - Revenue that is not a tax proceed or a departmental receipt and that is required by statute to be credited to a fund.
- (20) Object or line item. - An expenditure or receipt in a recommended or enacted budget

that is designated in the Budget Code Structure of the North Carolina Accounting System Uniform Chart of Accounts prescribed by the Office of the State Controller.

- (21) Performance information. - The organizational structure, agency activity statements, performance indicators, and analyses of program efficiency and effectiveness.
- (22) Public authority. - A municipal corporation that is not a unit of local government or a local governmental authority, board, commission, council, or agency that (i) is not a municipal corporation and (ii) operates on an area, regional, or multiunit basis, and the budgeting and accounting systems of which are not fully a part of the budgeting and accounting systems of a unit of local government.
- (23) Purpose or program. - A group of objects or line items for support of a specific activity outlined in a recommended or enacted budget that is designated by a nine-digit fund code in accordance with the Budget Code Structure of the North Carolina Accounting System Uniform Chart of Accounts prescribed by the Office of the State Controller.
- (24) State agency. - A unit of the executive, legislative, or judicial branch of State government, such as a department, an institution, a division, a commission, a board, a council, or The University of North Carolina. The term does not include a unit of local government or a public authority.
- (25) State funds. - Any moneys including federal funds deposited in the State treasury except moneys deposited in a trust fund or agency fund as described in G.S. 143C-1-3.
- (26) State resources. - All financial and nonfinancial assets of the State.
- (27) State revenue. - An increase, other than interfund transfers and debt issue proceeds, in the financial assets of any State governmental or proprietary fund.
- (28) Statutory appropriation. - An appropriation that authorizes the withdrawal of funds from the State treasury during fiscal years extending beyond the current fiscal biennium, without further act of the General Assembly.
- (29) Unit of local government. - A municipal corporation that has the power to levy taxes, including a consolidated city-county, as defined by G.S. 160B-2(1), and all boards, agencies, commissions, authorities, and institutions thereof that are not municipal corporations.
- (30) Unreserved fund balance. - The available cash balance effective June 30 after excluding documented encumbrances, unearned revenue, statutory requirements, and other legal obligations to a fund's cash balance as determined by the State Controller. Beginning unreserved fund balance equals ending unreserved fund balance from the prior fiscal year. (2006-66, s. 6.19(h); 2006-203, s. 3; 2006-221, s. 3A; 2006-259, s. 40(h); 2007-393, s. 2; 2010-31, s. 30.8; 2013-360, s. 6.12(a), (b), (h), (i); 2014-100, s. 6.4(a), (b); 2015-241, s. 7A.4(z).)

§ 143C-1-2. Appropriations: constitutional requirement; reversions.

(a) Appropriation Required to Withdraw State Funds From the State Treasury. - In accordance with Section 7 of Article V of the North Carolina Constitution, no money shall be drawn from the State treasury but in consequence of appropriations made by law. A law enacted by the General Assembly that authorizes the expenditure of money from the State treasury is an appropriation; however, an enactment by the General Assembly that authorizes, specifies, or otherwise provides that funds may be used for a particular purpose is not an appropriation.

(b) Reversions. - Unless otherwise provided by law, at the end of the fiscal year the unexpended, unencumbered balance of an appropriation reverts to the fund from which the appropriation was made; except that (i) an appropriation to the General Assembly shall not revert unless otherwise provided by the

Article 8.

Budgeting Capital Improvement Projects.

§ 143C-8-1. Legislative intent; purpose.

(a) **Legislative Intent.** – The General Assembly recognizes the need to establish a comprehensive process for capital improvement planning and budgeting that is fully integrated with State financial planning and debt management.

(b) **Capital Improvement Planning and Budgeting Process.** – The capital improvement planning and budgeting process shall include the following elements:

- (1) A database of facilities owned by State agencies, maintained pursuant to G.S. 143-341(4).
- (2) Criteria used to evaluate capital improvement needs.
- (3) A six-year capital improvement needs estimate.
- (4) A six-year capital improvements plan.
- (5) Recommendations for capital improvements set forth in the Recommended State Budget as specified in G.S. 143C-3-5.

(c) **Office of State Budget and Management to Manage Planning Process.** – The Office of State Budget and Management has responsibility for management of the capital improvement planning process. The Director of the Budget may assign to any State agency or institution such duties and responsibilities as may, in the Director's judgment, be necessary to the successful administration of the capital improvement planning process. (1997-443, s. 34.9; 2000-140, s. 93.1(a); 2001-424, s. 12.2(b); 2006-203, s. 3; 2016-119, s. 2(c).)

§ 143C-8-2: Repealed by Session Laws 2016-119, s. 2(b), effective July 28, 2016.

§ 143C-8-3. Capital improvement needs criteria.

(a) **Criteria.** – The Office of State Budget and Management shall develop a weighted list of factors that may be used to evaluate the need for capital improvement projects. The list shall include all of the following:

- (1) Preservation, adequacy and use of existing facilities.
- (2) Health and safety considerations.
- (3) Operational efficiencies.
- (4) Projected demand for governmental services.

(b) **Reporting.** – The Office of State Budget and Management shall include the following in each six-year capital improvement plan submitted to the General Assembly pursuant to G.S. 143C-8-5:

- (1) The list of factors developed pursuant to subsection (a) of this section.
- (2) The most recent results of applying the factors developed pursuant to subsection (a) of this section to capital funds requests from State agencies: (1997-443, s. 34.9; 2000-140, s. 93.1(a); 2001-424, s. 12.2(b); 2006-203, s. 3; 2016-94, s. 37.7(j).)

§ 143C-8-4. Agency capital improvement needs estimates.

(a) **Needs Estimate Required.** – On or before September 1 of each even-numbered year, each State agency shall submit to the Office of State Budget and Management and to the Division of Fiscal Research a six-year capital improvement needs estimate. This estimate shall

describe the agency's anticipated capital needs for each year of the six-year planning period. Capital improvement needs estimates shall be shown in two parts.

(b) Repairs and Renovations Needs Estimate. – The first part of the capital improvement needs estimates shall include only requirements for repairs and renovations necessary to maintain the existing use of existing facilities. Each proposed repair and renovation expenditure shall be justified by reference to the Facilities Condition Assessment Program operated by the Office of State Construction.

(c) Real Property and New Construction or Facility Rehabilitation Needs Estimate. – The second part of the capital improvement needs estimates shall include only proposals for real property acquisition and projects involving construction of new facilities or rehabilitation of existing facilities to accommodate uses for which the existing facilities were not originally designed. Each project included in this part shall be justified by reference to the needs evaluation criteria established by the Office of State Budget and Management pursuant to G.S. 143C-8-3 and shall include the information required by G.S. 143C-3-3(d)(5).

For capital projects of The University of North Carolina and its constituent institutions, the Office of State Budget and Management shall utilize the needs evaluation information approved by the Board of Governors of The University of North Carolina developed pursuant to G.S. 116-11(9) and shall include the information required by G.S. 143C-3-3(d)(5). (1997-443, s. 34.9; 2000-140, s. 93.1(a); 2001-424, s. 12.2(b); 2006-203, s. 3; 2016-94, s. 37.7(f).)

§ 143C-8-5. Six-year capital improvements plan.

(a) General. – The State capital improvement plan shall address the long-term capital improvement needs of all State government agencies and shall incorporate all capital projects, however financed, proposed to meet those needs, except that transportation infrastructure projects shall be excluded. On or before December 31 of each even-numbered year, the Director of the Budget shall prepare and transmit to the General Assembly a six-year capital improvement plan. When preparing the plan, the Director of the Budget shall consider the capital improvement needs estimates submitted by State agencies as required in G.S. 143C-8-4. The plan shall be prepared in two parts.

(b) Repair and Renovations Requirements. – The first part of the capital improvement plan shall set forth repair and renovations requirements that, in the judgment of the Director of the Budget, should be met within each year of the six-year planning period to protect and preserve existing capital improvement facilities. The plan shall identify individual projects in priority order by State agency and shall specify the means of financing.

(c) Real Property Acquisition, New Construction, or Facility Rehabilitations. – The second part of the capital improvement plan shall set forth an integrated schedule for real property acquisition, new construction, or rehabilitation of existing facilities that, in the judgment of the Director of the Budget, should be initiated within each year of the six-year planning period. The plan shall contain for each project (i) estimates of real property acquisition, and construction or rehabilitation costs, (ii) a means of financing the project, (iii) an estimated schedule for the completion of the project, and (iv) an estimate of maintenance and operating costs, including personnel, for the project, covering the first five years of operation. Where the means of financing would involve direct or indirect debt service obligations, a schedule of those obligations shall be presented. (1997-443, s. 34.9; 2006-203, s. 3; 2016-94, s. 37.7(g).)

§ 143C-8-6. Recommendations for capital improvements set forth in the Recommended State Budget.

(a) **Budget Director's Recommendations.** – The Director of the Budget shall recommend expenditures for repairs and renovations of existing facilities, and real property acquisition, new construction, or rehabilitation of existing facilities in the Recommended State Budget in accordance with G.S. 143C-3-5.

(b) **Repairs and Renovations in the Recommended State Budget.** – The Recommended State Budget shall contain for repairs and renovations of existing facilities: (i) the amount recommended for each State agency, (ii) a summary of the recommendations by project type, and (iii) the means of financing.

(c) **Repairs and Renovations in the Budget Support Document.** – The Budget Support Document shall contain for each repair and renovation project recommended in accordance with subsection (b) of this section: (i) a project description and justification, (ii) a detailed cost estimate, (iii) an estimated schedule for the completion of the project, and (iv) an explanation of the means of financing.

(d) **Other Capital Projects in the Recommended State Budget.** – The Recommended State Budget shall contain for each capital project involving real property acquisition, new construction, building area (sq. ft.) expansions, or the rehabilitation of existing facilities to accommodate new or expanded uses: (i) a project description and statement of need, (ii) an estimate of acquisition and construction or rehabilitation costs, and (iii) a means of financing the project.

(e) **Other Capital Projects in the Budget Support Document.** – The Budget Support Document shall contain for each capital project recommended in accordance with subsection (d) of this section: (i) a detailed project description and justification, (ii) a detailed estimate of acquisition, planning, design, site development, construction, contingency and other related costs, (iii) an estimated schedule of cash flow requirements over the life of the project, (iv) an estimated schedule for the completion of the project, (v) an estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation, and (vi) an explanation of the means of financing.

(f) **All Recommended Capital Projects.** – The Director of the Budget shall ensure that recommendations in the Recommended State Budget for repairs and renovations of existing facilities, real property acquisition, new construction, or rehabilitation of existing facilities include all of the following information:

- (1) An estimate of maintenance and operating costs, including personnel, for the project, covering the first five years of operation. If no increase in these expenditures is anticipated because the recommended project would replace an existing facility, then the level of expenditures for the previous five years of operation shall be included instead.
- (2) A recommended funding source for the operating costs identified pursuant to subdivision (1) of this subsection. (2006-203, s. 3; 2007-117, s. 5(b); 2010-96, s. 17; 2016-94, s. 37.7(h).)

§ 143C-8-7. When a State agency may begin a capital improvement project.

No State agency may expend funds for the construction or renovation of any capital improvement project except as needed to comply with this Article or otherwise authorized by the General Assembly. Funds that become available by gifts, excess patient receipts above those

budgeted at the University of North Carolina Hospitals at Chapel Hill, federal or private grants, receipts becoming a part of special funds by act of the General Assembly, or any other funds available to a State agency or institution may be utilized for advanced planning through the working drawing phase of capital improvement projects, upon approval of the Director of the Budget. (2006-203, s. 3.)

§ 143C-8-8. When a State agency may increase the cost of a capital improvement project.

Upon the request of the administration of a State agency, the Director of the Budget may, when in the Director's opinion it is in the best interest of the State to do so, increase the cost of a capital improvement project. Provided, however, that if the Director of the Budget increases the cost of a project, the Director shall report that action to the Joint Legislative Commission on Governmental Operations at its next meeting. The increase may be funded from gifts, federal or private grants, special fund receipts, excess patient receipts above those budgeted at the University of North Carolina Hospitals at Chapel Hill, or direct capital improvement appropriations to that department or institution. (2006-203, s. 3.)

§ 143C-8-9. When a State agency may change the scope of a capital improvement project.

A State agency may increase the scope of a capital improvement project only if the General Assembly authorizes the increase. A State agency may decrease the scope of a capital improvement project if the Director authorizes the decrease. To obtain the Director's authorization for a decrease in the scope of a capital improvement project, a State agency shall submit its request to the Director in writing and shall state the reason for the request. (2006-203, s. 3.)

§ 143C-8-10. Project Reserve Account.

(a) Project Reserve Account. – There is established a Project Reserve Account. When a construction contract is entered for a capital improvement project for which the General Assembly has enacted an appropriation, the appropriation is encumbered for the project's costs of real property acquisition, planning, design, site development, construction, contingencies, and other related costs. If the amount appropriated for the project exceeds the amount encumbered, the excess shall be credited to the Project Reserve Account, unless otherwise required by law. The Director may authorize funds in the Account to be used for any of the following:

- (1) An emergency repair and renovation project at a State facility.
- (2) The award of a project contract when bids for the contract exceed the amount appropriated for it if the project was designed within the scope intended by the appropriation and if the Director finds that all means to award the contract within the appropriation were reasonably attempted.
- (3) A reversion to the principal fund from which revenue was appropriated for a project when the amount encumbered for the project is less than the amount appropriated.

(b) Reporting Requirement. – Whenever the Director authorizes the use of funds from the Project Reserve Account, the Director shall report the action to the Joint Legislative Commission on Governmental Operations at its next meeting. (2006-203, s. 3; 2007-117, s. 6.)

§ 143C-8-11. Reversion of appropriation; lapse of project authorization; transfer of funds remaining after project completion.

(a) **Reversion of Appropriation.** – A State agency shall begin the planning of or the construction of an authorized capital improvement project during the fiscal year in which the funds are appropriated. If it does not, the Director may credit the appropriation to the Project Reserve Account, unless otherwise required by law. If the Director does not credit the appropriation to the Project Reserve Account, the appropriation shall revert to the principal fund from which it was appropriated. The Director may, for good cause, allow a State agency to take up to an additional 12 months to take the actions required by this subsection.

(b) **Lapse of Project Authorization.** – Authorizations for capital improvement projects shall lapse if any of the following occur: (i) the appropriation for a capital improvement project reverts, (ii) the construction of a project does not begin during the first two fiscal years in which funds are appropriated, or (iii) the Director redirects funds appropriated for a capital improvement project in accordance with G.S. 143C-6-2. The Director may, for good cause, allow a State agency to take up to an additional 12 months to begin construction of a project; however, if the Director approves an extension of time under this subsection and construction of the project has not begun by the end of the extension, the authorization for the project shall lapse.

(c) **Funds Remaining After Project Completion.** – The State Controller shall transfer any balance of State funds appropriated for a capital project that remains unspent and unencumbered two years after completion of the project in accordance with this section. If applicable law requires a particular disposition of the funds, then the transfer shall be made in accordance with that requirement. Otherwise, the transfer shall be made in accordance with the following requirements:

- (1) If the funds were initially allocated from the Reserve for Repairs and Renovations, then the funds shall be transferred to that Reserve.
- (2) All other funds shall be transferred to the Project Reserve Account created by G.S. 143C-8-10. (2006-203, s. 3; 2014-100, s. 36.14.)

§ 143C-8-12. Capital improvement projects from sources other than the General Fund.

(a) **University Projects.** – Notwithstanding any other provision of this Chapter, the Board of Governors of The University of North Carolina may approve any of the following:

- (1) Expenditures to plan a capital improvement project of The University of North Carolina, the planning for which is to be funded entirely with non-General Fund money.
- (2) Expenditures for a capital improvement project of The University of North Carolina that is to be funded and operated entirely with non-General Fund money.
- (3) A change in the scope of any previously approved capital improvement project of The University of North Carolina provided that both the project and change in scope are funded entirely with non-General Fund money.

(b) **Carryforward Funds.** – For purposes of this section, the term "non-General Fund money" includes funds carried forward from one fiscal year to another pursuant to G.S. 116-30.3 and G.S. 116-30.3B. These funds shall only be used for projects listed in G.S. 143C-4-3(b).

(c) **National Guard Projects.** – Notwithstanding any other provision of this Chapter, the North Carolina National Guard may approve expenditures for a capital project of the North Carolina National Guard if (i) the project will be funded entirely with federal funds and (ii) any operating costs associated with the project will be paid entirely with federal funds.

(d) Reporting. – The Board of Governors and the National Guard shall report any expenditure made pursuant to this section to the Office of State Budget and Management and to the Joint Legislative Commission on Governmental Operations. (2006-203, s. 3; 2011-145, s. 30.10(a); 2014-100, ss. 36.5, 36.8(a).)

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

The State of North Carolina operates under a biennial (two-year) budget, with annual updates to the second year of the enacted budget. Further, according to the Constitution, total expenditures of the State for the fiscal period covered by the budget shall not exceed the total of receipts during that fiscal period and the surplus remaining in the State Treasury at the beginning of the period. Thus, the budget enacted by the General Assembly must be balanced and must include two fiscal years beginning on July 1 of each odd-numbered year (G.S. 143C-4-1).

North Carolina's Constitution (Article II, Sec. 11(1)) requires a session of the General Assembly in odd-numbered years. In 1973 the General Assembly began having annual sessions, meeting in short (reconvened) sessions in even-numbered years to adjust the biennial budget enacted during the previous long session.

2.3 General Requirements of State Budgeting

2.3.1 Information to Support State Budgeting

State agencies and non-state agencies (defined in G.S. 143C-1-1(d)(24) and (d)(18)) are required to submit to the Director any information requested about their activities or fiscal affairs in the form and at the time required by the Director (G.S. 143C-2-1(b)). The Director of the Budget is also charged with coordination of efforts to gather and analyze a variety of data that supports state budgeting (G.S. 143C-2-2).

2.3.2 All Agencies Included in Budget

All state agencies are included in the Governor's recommended state budget. The legislative and judicial branches are required to provide to the Director an estimate of financial needs for the upcoming fiscal period (G.S. 143C-3-1 and G.S. 143C-3-2), and all other state agencies are required to submit budget requests for the upcoming fiscal period (G.S. 143C-3-3). All are required to submit information in accordance with the schedule prescribed by the Governor and using the uniform accounting classifications (chart of accounts) adopted by the State Controller. Budget requests are submitted in accordance with detailed budget instructions that are issued biennially by OSBM.

2.3.3 University of North Carolina Unified Request

The Board of Governors of the University of North Carolina is required to submit to the Governor a unified budget request for all of the constituent institutions (G.S. 143C-3-3(b)). This request shall include requests for repairs and renovations funds, capital funds, and information technology. The continuation portion of the unified request shall be divided by budget code and may be submitted separately from the remainder of the request, at the direction of the Board of Governors.

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

The specific purpose/program codes created for the UNC system pursuant to G.S. 116-35, 116-36, 116-36.1, 116-36.2, 116-36.4, 116-36.5, 116-36.6, 116-37, 116-44.4, 116-68, 116-220, and 116-235 are exempt from budget development requirements, with the exception of requirements related to Article 8 concerning Capital, of Chapter 143C of the General Statutes. These funds shall be governed and accounted for by those statutes unless a conflict arises with Article 8, then Article 8 should be followed.

2.3.4 Non-State Entities

Non-state entities requesting state funds are required to submit budget requests to the Director or a designated agency, pursuant to G.S. 143C-3-4. If an agency is designated to receive such requests, the agency must evaluate the request and forward its evaluation to the Director in accordance with procedures established by the Director.

2.3.5 Governmental and Proprietary Funds Included in Budget

Pursuant to G.S. 143C-3-5(d), the Governor's recommended state budget includes recommended expenditures of state funds from all Governmental and Proprietary funds. These (and other) fund types are defined in G.S. 143C-1-3. Funds of the University of North Carolina which are exempted in G.S. 143C-1-3(c) shall not be included.

2.3.6 Block Grant Plans

Pursuant to G.S. 143C-7-2, the Secretary of each agency that receives and administers federal block grant funds must prepare and submit to the Director of the budget the agency's block grant plan. Plans are required annually. The Director establishes a time and procedure for submitting plans, and is required to submit them to the General Assembly not later than:

- February 28 in odd-numbered years.
- April 30 in even-numbered years.

Since block grant plans are prepared and approved annually, whereas the recommended state budget is prepared, submitted and approved on a biennial basis, the procedures and timelines for submitting block grant plans to the Director of the budget are typically handled outside of the biennial budget instructions, often through memorandum to the department heads and chief fiscal officers of state agencies.

2.4 Role of the Office of State Budget and Management (OSBM)

The role and function of OSBM in budget development is to define the budget process and to prepare and present the Governor's budget recommendations. In creating this financial plan, which reflects the priorities of the State and balances needs with available resources, OSBM considers a number of factors that impact the budget. OSBM provides technical assistance and

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

- Information Technology.

(In addition to the Appropriations Committee, budget bills are referred to the Finance Committee and committees on Pensions and Retirement. The budget bills may be referred to these committees before or after the Appropriations Committee meetings. The Finance Committee is responsible for developing tax recommendations and revenue proposals and considers their impact on ensuring sufficient financing for the State's programs. The House and Senate each have a committee that deals with pensions and retirement and will debate any changes to state retirement rates proposed in the budget bills.)

Traditionally each legislative chamber reviews each component of the Governor's Recommended Budget including the base, change, and capital improvement budgets. The final appropriation package is based on the recommended base budget plus adjustments (increases or decreases) approved by the General Assembly. The appropriation package is presented in appropriation bill(s) and an accompanying committee report to the House and Senate. If the House and Senate adopt different versions of the appropriation bill, a conference committee is appointed to negotiate the differences. The revised appropriation bill is then presented to the House and Senate for ratification.

G.S. 143C-5 spells out the legislative rules for enactment of the State budget. The General Assembly is required to approve the Current Operations Appropriations Act by June 15 in odd-numbered years (long session), and by June 30 in even-numbered years (short session). G.S. 143C-5-4 describes the procedures in the event that the General Assembly fails to enact a budget by these dates.

Typically, the legislative review and approval process results in a budget that reflects a combination of the Governor's budget recommendations and legislative priorities for funding. The Governor of North Carolina has the authority to veto the legislatively approved budget.

2.6 Components of the Recommended State Budget

The State budget is made up of funds used to operate existing or new government programs and funds for capital improvements. In developing the Governor's recommended state budget, the budget (and the development process) is considered in three parts: development of the base budget, the change budget, and the capital improvements budget. All are constructed using the North Carolina Accounting System Uniform Chart of Accounts and each has unique elements and information requirements. Budget instructions fully explain the steps for development of each component. Below is summary explanation of each component.

2.6.1 Base Budget

The base budget is the part of the State budget necessary to continue the current level of services when adjusted for mandated rate increases such as Social Security, annualization of programs

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

and operation of new facilities, annualization of salaries, and automatic rate increases for existing facility leases. The Worksheet I should also reflect the removal of nonrecurring items and include the correct level of receipt-supported activities.

The base budget is prepared jointly by the budget analyst and appropriate agency personnel. A printout called the Worksheet I is the starting point for the development process. This worksheet is generated from the Integrated Budget Information System (IBIS). The Worksheet I includes prior year actual expenditures, current year certified and authorized budgets, and recommended adjustments for the biennium under request. The budget is constructed in line-item detail using the Uniform Chart of Accounts.

2.6.2 Change Budget

The change budget refers to the establishment of new and/or pilot programs and the expansion of existing programs and salary increases and/or benefits for teachers and state employees. The expansion request also may include:

- Enrollment adjustments for public schools, community colleges, and the University of North Carolina.
- Inflationary adjustments to categories of ongoing operational expense (for example, utilities and information technology contracts).
- Programs previously supported by federal and/or private grants that have expired.
- Increases to support additional persons being served by a state program and/or higher per capita cost to provide that service.
- Major (nonrecurring) equipment (other than replacement, which is typically a continuation budget adjustment).

The change budget is prepared by the agency on a form called the Worksheet II. The Worksheet II is available in IBIS.

During this phase of budgeting, agencies may make recommendations and/or the Governor may explore options to realign funding, identify efficiencies and/or eliminate funding for certain programs, resulting in budget reductions.

2.6.3 Strategic Planning

Strategic planning is a key part of the budget development process and is a required part of all agencies' budget submissions. As directed by G.S. 143C-3-5, the Governor is required to develop budget recommendations for the upcoming biennium that include not only recommended expenditure requirements and funding sources, but also performance information for agencies. Strategic plans should clearly align with agency budget requests and provide performance information to support the agency's budget priorities.

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

process. The Governor is required in G.S. 143C-3-5(b)(4) to submit, as part of the Budget Support Document, the biennial State Information Technology Plan (described in G.S. 143B-1330(b)) for consistency in facilitating the goals outlined in the Recommended State Budget.

2.6.5 Requirements for IT Budget Requests

In addition to providing the requisite information in Worksheet II forms, pursuant to G.S. 143C-3-3(e), agencies other than the General Assembly and the Administrative Office of the Courts requesting significant state resources for the purpose of acquiring or maintaining information technology must provide the following:

- A statement of need for IT and related resources, including expected improvements to program or business operations, and a review and evaluation of that statement by the State Chief Information Officer (CIO).
- A statement of requirements for state resources and an evaluation of that statement by the State CIO that takes into consideration the State's current technology, the opportunities for technology sharing, the requirements of Article 15 of Chapter 143B of the General Statutes, and any other factors relevant to the analysis, and in cases of an acquisition, an explanation of the method by which the acquisition is to be financed.
- A statement by the State CIO providing viable alternatives, if any, for effectively and economically meeting the agency's needs in an economical and efficient manner. A statement setting forth the requirements for State resources, together with an evaluation of those requirements, including expected improvements to programmatic or business operations by the Secretary that takes into consideration the State's current technology, the opportunities for technology sharing, the requirements of the General Statutes, and any other factors relevant to the analysis. For acquisitions, an explanation of the method by which the acquisition will be financed.

2.6.6 Capital Improvement Budget

Capital improvements are defined as real property acquisitions, new construction, rehabilitation of existing facilities, and repairs and renovations (G.S. 143C-1-1). These types of expenditures are accounted for in the capital budget code of a department or institution.

The establishment of a capital improvement project requires approval of the General Assembly regardless of funding source. Requests to establish capital projects must be submitted through the biennial capital budget process.

In the following circumstances, the Director of the Budget may authorize capital improvement projects outside of the biennial budget process:

- To address an emergency that threatens public health and safety;
- For a state agency advance planning project;

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

- For a university or National Guard project funded entirely from non-General Fund sources and after reporting to the Joint Legislative Commission on Governmental Operations.

2.6.7 Capital Improvement Needs Estimate (Budget Requests)

The capital budget development process begins when state agencies and the University Board of Governors submit their six-year needs estimates to the Director of the Budget by September 1 of even-numbered years G.S. 143C-8-4. Needs estimates are submitted using Worksheet III (the first year of the six-year needs estimate is considered an agency's official request). Transportation infrastructure is not included in this process. Detailed procedures for submitting Worksheet III are outlined in the biennial budget instructions provided by OSBM.

Capital improvement needs estimates are requested in two parts: Repair and Renovations and New Capital Projects. New Capital Projects include new construction, land acquisitions, and major rehabilitation of existing facilities. (G.S. 143C-3-3).

2.6.8 Repair and Renovation Requests must include:

- A description of current deficiencies (FCAP) and proposed corrections with a review and evaluation of that proposal prepared by the Department of Administration;
- An estimate of project costs;
- A certification of project feasibility by the Department of Administration as described in G.S. 143-341 (OC-25); and
- An identification of any receipts available to support the project.

2.6.9 New Capital Project Requests must include:

- An estimate of space needs and other physical requirements with a review and evaluation of that estimate prepared by the Department of Administration;
- An estimate of project costs and cash flow requirements approved by the Department of Administration;
- A certification of project feasibility by the Department of Administration as described in G.S. 143-341 (OC-25);
- An identification of any receipts available to support the project;
- An estimate of maintenance and operating costs, including personnel, for the first five years of operation; and
- An estimate of revenues to be derived from the project for the first five years of operation.

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

2.6.10 Six-Year Capital Improvement Plan

On or before December 31 of even-numbered years, the Director of the Budget is required to transmit a six-year capital improvement plan to the General Assembly (G.S. 143C-8-5). The agencies' Needs Assessments are used to develop the Capital Improvement Plan which schedules the State's long-term capital expenditures recommends a financing plan, and integrates debt management principals. Capital projects are prioritized based on capital improvement needs criteria that includes but is not limited to (i) preservation, adequacy and use of existing facilities, (ii) health and safety considerations, (iii) operational efficiencies, and (iv) projected demand for governmental services (G.S. 143C-8-3).

Like the Needs Assessment, the Capital Improvement Plan is prepared in two parts. The Repair and Renovations part of the Capital Improvement Plan must identify projects in priority order by State agency and shall specify the means of financing. The New Capital Projects part of the capital plan must contain (i) estimates of real property acquisition, construction, or rehabilitation costs; (ii) means of financing; (iii) an estimated schedule to complete the project; and (iv) a schedule of any debt service obligations.

2.6.11 Capital Budget

The Director of the Budget recommends capital improvement expenditures for the upcoming fiscal year in the Capital Budget. Capital projects recommended in the first year of the six-year Capital Improvement Plan are known as the Recommended Capital Budget and require additional supporting information in a Budget Support Document (G.S. 143C-8-6). Required information for Repairs and Renovation requests and New Capital Projects requests includes the following:

Repairs and Renovations

- Project description and justification;
- Detailed cost estimate;
- Estimated cash flow schedule over the life of the project;
- Estimated construction schedule through completion;
- Identified means of financing;
- Estimated maintenance and operating costs, including personnel, for the first five years of operation (if there is no increase in expenditures because the recommended project would replace an existing building, then the level of expenditures for the previous five years of operation shall be included).

New Capital Projects

- Statement of need;

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

- Detailed cost estimate to include acquisition, planning, design, site development, construction, contingency, and other related costs;
- Estimated maintenance and operating costs, including personnel, for the first five years of operation;
- Estimated revenues derived from the project for the first five years of operation.

2.6.12 Short Session Capital Budget Development

The six-year Capital Improvement Plan is updated after the Regular Session of the General Assembly to reflect actual capital authorizations. Agencies are invited to submit Worksheet IIIs for emergency capital needs that have emerged since the development of the capital plan. These Worksheet IIIs and the capital plan developed for the Regular Session are used to develop the Recommended Capital Budget for the Short Session of the General Assembly.

2.7 Transition from Ratified to Certified Budget

G.S. 143C-1-1 defines Certified Budget as the budget as enacted by the General Assembly including adjustments made for (i) distributions to State agencies from statewide reserves appropriated by the General Assembly, (ii) distributions of reserves appropriated to a specific agency by the General Assembly, and (iii) organizational or budget changes directed by the General Assembly but left to the Director to carry out.

Once the General Assembly enacts the budget and it is signed into law by the Governor, it becomes the spending plan for the State, against which actual revenue collections and expenditures are monitored.

The budget ratified by the General Assembly is certified to each agency by OSBM. The Certified Budget is prepared on the Integrated Budget Information System (IBIS) and is issued to the agency. When the budget is an operating budget, a Certified Budget (BD 307) is issued. When the capital budget is certified, a Capital Improvement Certified Budget (BD 306) is issued. Information from the Integrated Budget Information System (IBIS) is transferred automatically to the North Carolina Accounting System (NCAS).

2.8 Systems Supporting the Budget

2.8.1 North Carolina Integrated Budget Information System

The North Carolina Integrated Budget Information System (NC IBIS) is a centralized, web-based system for North Carolina state government budgeting and performance management. IBIS provides a common workspace environment for state agencies and OSBM to perform budget planning, development and execution activities.

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

both the authorized and certified budgets using its statutory authority and/or acting on behalf of the Governor under the Governor's Constitutional role and authority as Director of the Budget.

3.5.2 Authorizations for Budget Adjustments

When the budget is certified on Form BD 307, the agency must set up a certified and an identical authorized budget. As budget revisions are processed during the fiscal year, authorized changes to departmental budgets can be illustrated by comparing the certified and authorized budget.

G.S. 143C-6-4 outlines the appropriate circumstances when a department or agency may, upon approval of the Director of the Budget, exceed the certified amount for a line item by adjusting the authorized budget. Additionally, this statute specifies the limits placed on making transfers among line items and funds (purpose or programs).

3.5.3 Budget Authority Prior to Expenditure of Funds

Budget revisions must be requested and approved prior to any commitment and/or expenditure that would exceed the amount budgeted. Agencies should not overspend the authorized budget, and monthly expenditure reports should show no overexpended accounts. Pursuant to G.S. 143C-6-8, purchase orders, contracts, salary commitments, and any other financial obligations by State agencies shall be subject to the availability of appropriated funds. OSBM will not consider any commitment as a determinant in the review of budget revisions.

For State agencies and universities with internal systems, all budget revisions must be approved before they may be entered into an agency's or university's internal system. If the revision is entered without approval, the agency or university may be required to re-open the month the posting occurred and re-certify the month-end BD 701. State agencies and universities shall not make direct entries into NCAS as a way to correct a budget revision that was not posted correctly.

3.5.4 Changes to Expend All Available Funds

According to G.S. 143C-6-2(a) appropriations are maximum and conditional and can only be accessed and used by a State agency and the UNC system when the funds are available on a statewide basis and are sufficient to support the use. Budget revisions are not allowed for the sole purpose of making it possible to expend all receipts and appropriations.

3.5.5 The University of North Carolina Management Flexibility Revisions (G.S. 116-30.2, G.S. 116-14(b1), and G.S. 116-30.3)

Universities or NCSSM designated as special responsibility constituent institutions (SRCI) pursuant to G.S. 116-30.1 and the UNC System President are permitted by statute to move funds within a budget code at the discretion of the Chancellor or the President via a type 14 budget

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

revision. These are known as internal or "management flexibility" revisions. The UNC System is allowed to process any internal revisions under the parameters of Article 1 of Chapter 116 of the General Statutes. These statutes provide management flexibility in the movement of budget and use of funds.

Budget flexibility revisions in the university system must conform to the SRCI guidelines found in the UNC Policy Manual published by UNC-General Administration (UNC-GA). All budget codes within the UNC system are required to enter a type 14 budget revision in OSBM's budget revision system to align the code's internal and OSBM's official system. This revision is required to be done no less than once a quarter.

Universities or NCSSM designated as special responsibility constituent institutions (SRCI) pursuant to G.S. 116-30.1 and the UNC System President are permitted by statute to carry forward up to two and one-half percent (2 ½ %) of the unexpended fiscal year-end General Fund appropriation (also known as "management flexibility carry forward").

Universities may not budget or adjust receipts, distribute reserves, transfer appropriation to another budget code, or process any action that would have an impact on the certified budget through a flexibility revision as these actions must be approved by OSBM. OSBM or UNC-General Administration can provide additional information.

3.5.6 Two-Year Revisions

Budget revisions prepared in the first year of a biennium and of a continuing nature should budget funds for both years. The two-year revision procedure applies to some position actions, adjustment of salary funds (excluding lapsed salaries), and some non-salary revisions. If the budget revision is designated "Recurring" in the code section, it will automatically be included in the base budget (Worksheet I).

3.5.7 Repeat Revisions

Budget revisions that continue actions from the second year to a new biennium are called repeat revisions. Repeat revisions are of a continuing nature and apply to some position actions, permanent salary adjustments, and several other expenditure accounts. Repeat budget revisions will have notation marking them as repeat budget revisions and will be automatically loaded into the Integrated Budget Information System for use in the new biennium. Repeat revisions completed after the base budget (Worksheet I) is finalized should be repeated until it is included in the base budget for the next biennium.

3.5.8 Budget Revision Review

Departments and agencies should review all revisions annually to ensure that revisions are repeated or included in the development of the base budget as needed. See Budget Instructions

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

- the methodology and supporting documentation for computing the proposed rate or fee change;
- the cost to provide the service compared to the anticipated revenue from the rate or fee change;
- an estimate of the fiscal impact for each DIT customer; and
- a market rate comparison of the fee or rate change from a minimum of three sources.

3.10 Capital Improvement Budget Policies and Procedures

3.10.1 Repairs and Renovations Reserve Account

The Repairs and Renovations Reserve is a restricted reserve in the General Fund. The State Controller shall reserve to the Repairs and Renovations Reserve Account one-fourth (1/4th) of any unreserved fund balance as determined on a cash basis, remaining in the General Fund (G.S.143C-4-3).

The funds in the Repairs and Renovations Reserve Account will be used only for the repair and renovation of State facilities and related infrastructure that are supported from the General Fund (G.S. 143C-4-3). Funds from the Repairs and Renovations Reserve Account can be used only for the following types of projects:

- roof repairs and replacements;
- structural repairs;
- repairs and renovations to meet federal and state standards;
- repairs to electrical, plumbing, heating, ventilating and air-conditioning systems;
- improvements to meet requirements of the Americans with Disabilities Act;
- improvements to meet fire safety needs;
- improvements to existing facilities for energy efficiency;
- improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks;
- improvements and renovations to improve use of existing space;
- historical restoration;
- improvements to roads, walks, drives, and utilities infrastructure;
- drainage and landscape improvements;
- demolition.

Funds from the Repairs and Renovations Reserve Account cannot be used for new construction or result in additional square footage of an existing facility unless required in order to comply with federal or State codes or standards.

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

Departments requesting funds from the Repairs and Renovations Reserve must submit an application to OSBM, in a form and manner requested by OSBM. Universities submit requests to and follow procedures established by the Board of Governors.

The projects requested by Departments should be listed in priority order. For each project, complete the Repair and Renovation Request Worksheet and attach a copy of an approved Cost Estimate (OC-25). Copies of cost estimates (OC-25) previously prepared during the budget preparation process may be submitted if the estimated cost is still accurate. Projects without an approved cost estimate will not be eligible for funding. Only projects supported from general fund appropriations are eligible for funding from the Reserve.

NOTE: Information concerning the Facilities Condition Assessment Program (F-CAP) reports, energy efficiency improvements, and impact to the operating budget must be provided on the worksheet before a project can be considered for funding.

An example of the Repair and Renovations Request Worksheet can be found in the Library Section of the OSBM website.

3.10.2 Capital Defined

"Capital improvement projects" are defined as real property acquisitions, new construction, rehabilitation of existing facilities, and repairs and renovations (G.S. 143C-1-1). These types of expenditures are accounted for in the capital budget code of a department or institution.

The establishment of a capital improvement project requires approval of the General Assembly, regardless of funding source. Requests to establish capital projects must be submitted through the biennial capital budget process.

In the following circumstances, the Director of the Budget may authorize capital improvement projects outside of the biennial budget process:

- to address an emergency that threatens public health and safety;
- for a state agency advance planning project;
- for a university project funded entirely from non-General Fund sources and after consultation with the Joint Legislative Commission on Governmental Operations.

The transfer of funds between capital and operating budgets is prohibited. However, departments are allowed to make expenditures in their operating budget for repairs, maintenance and equipment purchases less than \$100,000. Expenditures for repairs, maintenance, and equipment purchases between \$100,000 and \$300,000 may be allowed in the operating budget provided proper budget approval has been obtained from the Capital Section of OSBM. These types of expenditures allowed in the operating budget are not intended to provide supplemental funds for a formal capital project and shall only be used for individual repair and maintenance projects or

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

equipment purchases. The expenditure of funds from the operating or the capital budget for capital improvement projects is subject to laws governing review of plans and specifications, selection of architects, and public bid for construction projects. Contact the Office of State Construction for a copy of the North Carolina Construction Manual.

3.10.3 University 2.5% Management Flexibility Carry Forward (G.S. 116-30.3)

One exception may be allowed to the restriction that funds cannot be transferred between the capital and operating budgets. The Director of the Budget may grant requests from the Universities to transfer carry forward funds to a capital project under the following criteria:

- The Director of the Budget may establish a new capital project from carry forward funds after consulting with Governmental Operations;
- The Director of the Budget may authorize the use of carry forward funds to increase the cost of an existing capital project.

3.10.4 Establishment of Capital Improvement Projects

Capital improvement projects can be funded from several different sources:

- the General Fund;
- the Highway Fund;
- the Reserve for Repairs and Renovations;
- gifts or grants, including federal funds;
- income from the provision of services, such as dormitory receipts, parking receipts, health services receipts, recreation fees, and other sources of income;
- overhead receipts and trust funds;
- insurance proceeds;
- revenue bonds approved by the General Assembly, with debt service provided from income such as dormitory receipts, parking receipts, and other sources of income;
- general obligation bonds approved by the General Assembly and a vote of the people, with debt service provided from the General Fund and secured by the full faith and credit of the taxing authority of the State;
- legislative bonds approved by the General Assembly and limited to an amount not to exceed two-thirds of the amount of debt retired during the previous biennium, with debt service provided from the General Fund and secured by the full faith and credit of the taxing authority of the State;
- limited obligation bonds approved by the General Assembly without a vote of the people, with debt service provided from the General Fund and secured by a security interest in the facility financed or other, similar real property. Certificates of Participation (COPs) is an example of this type of funding.

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

3.10.5 Project Cost Increase

A state agency may increase the cost of a capital project after the approval of the Director of the Budget (G.S. 143C-8-8). The increase will be reported to the Joint Legislative Commission on Governmental Operations at the next meeting. The increase may be funded by:

- gifts;
- federal or private grants;
- special fund receipts;
- direct capital improvement appropriations to that agency.

3.10.6 Project Scope Increase

A state agency may increase the scope of a capital project only if the General Assembly authorized the increase (G.S. 143C-8-9). The State agency may decrease the scope of a capital project with a written request and approval by the Director of the Budget. The Director of the Budget may increase the scope of a university project funded entirely from non-General Fund sources after consultation with the Joint Legislative Commission on Governmental Operations (G.S. 143C-8-12).

3.10.7 Project Reserve Account

The Project Reserve Account is a reserve account in the capital project fund. If the amount of appropriation exceeds the amount encumbered for real property acquisition, planning, design, site development, construction, contingencies, and other related costs, the excess will be credited to the Project Reserve Account (G.S. 143C-8-10). Use of these funds will be reported to the Joint Legislative Commission on Governmental Operations.

Funds in this account can be used for:

- emergency Repair and Renovations projects;
- project bids that have exceeded the amount appropriated when the original scope has not increased.

3.10.8 Reversion of Appropriation

A State Agency or institution should begin the planning or the construction of an authorized capital improvement project during the fiscal year in which funds are appropriated. OSBM can allow a state agency or institution to take up to an additional 12 months to begin construction depending on the circumstances. For any project not begun in this time frame, OSBM shall credit the funds to the Project Reserve Account (G.S. 143C-8-11).

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

If the following actions occur, authorizations for capital improvements projects shall lapse, unless granted an extension of up to an additional 12 months:

- the construction of a project does not begin during the first two fiscal years in which funds are appropriated.
- OSBM redirects funds appropriated for a capital improvement project in accordance with G.S. 143C-6-2

Procedures for requesting a capital improvement project as a part of the Governor's recommended budget to the General Assembly are outlined in the biennial budget instructions.

For university projects, capital improvement requests are submitted from the University Board of Governors, in accordance with biennial budget instructions, as part of the Governor's budget recommendation to the General Assembly.

3.10.9 Advanced Planning

Pursuant to G.S. 143C-8-7, a State Agency or institution may use non-general funds such as gifts, federal or private grants, excess receipts budgeted to the University of North Carolina Hospitals at Chapel Hill or other receipts for advanced planning through the working drawing phase of capital improvement projects, upon approval of the Director of the Budget. However, university requests cannot be authorized by the Director of the Budget until reported to the Joint Legislative Commission on Governmental Operations.

3.10.10 Force Account Construction

An agency may desire to use its own personnel for labor in the capital project of some construction projects. This process is termed "force account construction" and OSBM has statutory authority to approve this procedure when the total cost of a project, including all indirect costs of labor, services, materials, supplies and equipment, does not exceed \$125,000. OSBM also has statutory authority to approve force account construction for projects without limitation to the project cost as long as labor costs do not exceed \$50,000 (G.S. 143-135).

3.10.11 Establishment of Capital Improvement Funds

After either the General Assembly or the Governor authorizes a new capital improvement project, OSBM will notify the agency either with:

- a Capital Improvement Certification;
- a letter (Governor's Authorization).

**STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT**

Effective Date January 1, 2018

Updated January 19, 2018

The Capital Improvement Certification (BD 306) is used when a new project is authorized by the General Assembly, and will identify the project, the fiscal scope, and the capital improvement code.

For capital projects that have been authorized by the Governor, OSBM will notify the agency by letter. This letter will identify the:

- name of the project;
- fiscal scope of the project;
- capital improvement code where the project is to be established.

To establish a project, OSBM will certify the new capital project using the Integrated Budget Information System. In order to complete the Capital certification process, the agency will use IBIS to submit a new center (project) request to establish a new project fund. The fund or item number will be assigned by the agency or by UNC-General Administration for the member institutions. OSBM will certify the budget in that new center in the Contingency Reserve account and the Capital Improvement Certification (BD 306) will show the certified amount. Agencies will enter the project into NCAS. OSBM will send the Capital Improvement Certification report (BD306) to the Office of the State Controller for entry in the Cash Management Control System (CMCS). After the budget is certified, a budget revision is required to realign funds from the Contingency Reserve account into the proper expenditure accounts after design and construction contracts have been awarded.

3.10.12 Capital Improvement Allotments

Capital improvement allotments refer to specific projects that are permanent and do not revert at the end of a quarter or fiscal year as do current operations allotments. No funds may be expended for a capital project without an approved allotment.

After a budget has been established for a capital project the agency should take the necessary steps to select a designer. This selection is coordinated with the Office of State Construction and the State Building Commission. Once the designer has been approved, the agency should submit the first allotment request for the project. This allotment should request the entire design fee for the project as approved by the Office of State Construction.

Unless the authority to do so has been delegated by law to an agency, after construction bids are received on a project, the Office of State Construction will review the bids and certify the low bids of qualified contractors. The Office of State Construction will then issue a letter to the agency head approving the award of construction contracts. This award letter also details the approved design fee, the construction contingency and available funds for movable equipment. Before the letter of award is released, it is presented to the State Budget Director for approval of the availability of funds. At this point, the agency will initiate the second allotment request for the project. This allotment will distribute into object lines the funds for all construction contracts,

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

the balance of the construction contingency and the movable equipment as reflected on the award letter. When OSBM approves the allotment, the funds will be available for expenditure on the construction contracts and movable equipment.

3.10.13 General Fund Supported Debt Procedures/Guidelines

- All funds from the sale of the General Fund-supported debt must be spent or obligated within three years from the date of sale - preferably within two years.
- All funds must be spent within three days after the Trustee deposits the funds with the State Treasurer.
- All vendors must be set up to receive electronic payments (exceptions must be approved by OSC).
- Funds will only be drawn down from the Trustee bi-weekly.
- Funds may only be requisitioned for actual invoiced expenses.
- Any funds not expended and all refunds of expenditures must be immediately returned to the Trustee.
- Funds cannot be used to reimburse other projects or expenses unless written permission is granted from OSBM. The proposed reimbursement expenditures must be included in the Reimbursement Resolution authorized by the Department of State Treasurer.
- The proceeds from General Fund-supported debt are tax-exempt. In order to maintain the tax-exempt status, private uses of facilities funded from General Fund-supported debt are greatly restricted as long as the debt is outstanding. Private use is any direct or indirect use in a trade or business that is carried on by any person or entity other than governmental units, however, use as a member of the general public is not considered private use for this purpose.
- It is the State's policy that proceeds from General Fund-supported debt cannot be used to compensate or support the salaries of in-house facilities staff or other state employees for services related to completing the projects.
- Copies of all invoices must be kept for six years after the debt is repaid. For example, if the General Fund-supported debt has a 20 year amortization, all records of invoices must be kept on file for 26 years.
- Each agency must prepare a budget revision to establish the total authorized budget for the approved projects.
- Allotments will be submitted with each requisition and only the amount of the requisition will be allotted.
- Agency budget codes have been set up by OSBM, but the individual project codes must be set up by each agency.
- At the beginning of every quarter, agencies must provide OSBM with an updated cash flow model for each project.

The process for the requisition of funds and the payment of invoices is as follows:

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

- Agencies shall receive invoices from vendors and certify that these invoices are due and payable.
 - **Monday:** Agencies must submit their request for requisition of funds on the Monday of the week of the disbursements to OSBM.
 - **Tuesday:** OSBM reviews requisition requests and notifies the Trustee of needed funds by submitting the "Form of Requisition."
 - **Wednesday:** The Trustee will wire funds to the Department of State Treasurer on Wednesday for deposit in an OSBM budget code.
 - **Wednesday:** OSBM will remit a Funds Request Worksheet to OSC.
 - **Thursday:** OSC records a Journal Entry and allocates a wire transfer to agency budget codes (4XXXX).
 - **Thursday:** OSC will approve requisitions from agencies and release funds.
 - **Thursday:** Agencies will send electronic payments to vendors for approved invoiced expenses.

3.10.14 Closing-Out Capital Improvement Projects

After final payments have been made for construction and design contracts, and all movable equipment purchases have been completed, the project is ready to be closed. It is the responsibility of the agency budget officer to review all active capital projects periodically and immediately close those that are complete. The procedures to be followed in closing a project are outlined as follows:

Projects funded via direct appropriation from the General Assembly:

- The agency will move any remaining balances to a line item entitled "Transfer to Budget Code 19973."
- Once the funds have been moved to the transfer line, the agency is to submit an allotment for the Transfer to General Fund. Upon receipt of the approved allotment, a check is issued payable to the State Treasurer and submitted to the State Controller.

Projects funded via transfer from the Reserve for Repairs and Renovations:

- The agency will submit a budget revision decreasing the agency budget and transferring the appropriation to 4XX02. The XX included in the budget revision should be the corresponding digits to identify the budget year that the budget revision would occur.
- Remaining Repair and Renovation balances may be transferred after approval from OSBM to Repair and Renovation projects that experience cost overruns in other years.

STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT

Effective Date January 1, 2018

Updated January 19, 2018

Projects funded via self-liquidating sources:

- If a balance is shown on the monthly report in the unexpended balance of allotments account for the completed project, an allotment should be submitted reverting the balance to an unallotted status.
- After the project balance is reverted to the unallotted status, a budget revision is to be submitted reducing the budget to an amount equal to actual expenditures with a corresponding reduction in the receipt line-item.
- If the receipts have previously been deposited, a refund of receipts should be completed transferring the receipt back to its original source.

3.11 Contingency and Emergency Fund

3.11.1 Procedures Relating to Requests for Contingency and Emergency Funds

Pursuant to G.S. 143C-4-4 the Contingency and Emergency (C&E) Fund is established within the General Fund. The General Assembly shall appropriate a specific amount to this fund in the Current Appropriations Act or other appropriations bills. Notwithstanding any other provision of law, funds appropriated to the C&E Fund may be used only for expenditures required by a court or Industrial Commission order, to respond to events as authorized under G.S. 166A-19.40(a) of the Emergency Management Act, or for other statutorily authorized purposes or other contingencies and emergencies. A State agency may request an allocation from the C&E Fund by submitting a letter to the Director and providing any information required by the Director. If the Director approves the request, the Director shall present the request, together with a recommendation to Council of State for its approval. If the Council of State approves the request, the Director shall report on the request at the next scheduled meeting of the Joint Legislative Commission on Governmental Operations.

3.11.2 Method of Allocation from the Contingency and Emergency Fund

Upon receiving the Council of State's approval of a request for funds, OSBM will notify the State agency. The agency shall then submit a "Type 11" budget revision to OSBM for approval showing an increase in total requirements and a corresponding increase in appropriation by transfer from the C&E Fund (Budget Code 19001).

After review and approval by OSBM, a journal entry will be prepared by OSBM and submitted to the Office of State Controller (OSC) and the State Treasurer (DST). This journal entry will be posted to the Cash Management System by OSC and the Core Banking System by DST.

Strategies for Successful Capital Project Management between Capital Project Management, Budget, and Accounting

It is absolutely essential that units within each institution that have job responsibilities for capital project management, budgeting, and accounting, communicate clearly and regularly regarding project activities, including the following key areas:

- Capital Project Management and Budget need to agree on the code/item number under which they will manage the project, where multiple funding authority, sometimes over several years, will be brought together. Multiple funding sources should always be collected under a single code/item for project management where the law and Office of State Budget practices permit. The code/item number and amounts reported in Interscope must match those reported in the financial systems.
- Where multiple funding sources may not be combined (for example COPS), the funding sources must be brought under a single program within Interscope, appropriately directed to the project. Again, these separate funding sources recorded in Interscope should continue to match the accounts and amounts reported in financial systems.
- At the outset of a project, Capital Project Management needs to communicate to Budget what budget structure needs will be, in consultation with Budget representatives who can provide information on the codes they have available for budget structure, the flexibility and/or limitations of structuring in certain ways, etc. Is budget established under design, construction, contingency categories or a greater number of specific lines?
- Budget needs to process payment approvals consistent with the agreed upon use of the code/item and budget structure.
- Accounting must have identified financial accounting system numbers that Budget and Capital Project Management know are associated with the project and they must ensure that payments are drawn from the appropriate accounts.
- Each organization must routinely maintain the information systems which feed the process: Interscope, Primavera (as applicable), Banner, Peoplesoft, any internal systems such as AIM, etc. and make certain that systems are kept appropriately reconciled/in-sync. For example, a funds transfer transaction in Interscope should have the appropriate BD-606 processed via IBIS to keep the financial information aligned between the systems.
- Each organization must regularly review current financial reports, such as the monthly BD-725, to ensure that any errors are identified soon after their occurrence and may be righted before the trail to identify and resolve the error becomes difficult to follow or staff turnover makes it more challenging.
- Each organization must communicate with the others when changes to the game plan may be necessitated. For example, if it was agreed that one source of funds would be expended first and that needs to be changed because financing for that source must be delayed, all parties need to be made aware of this change and its impact on the plan. If Capital Management anticipates a substantial change order that will require a restructuring of the budget or simply an awareness that this money will be used and unavailable for other purposes, that should be communicated.
- Capital Project Management must enhance its knowledge of and access to information in the budget process so that its staff can knowledgeably discuss financial issues with Budget and Accounting staff. Similarly, Budget and Accounting staff must enhance knowledge of and access to information on capital project processes and procedures.

**STATE OF NORTH CAROLINA
BUDGET MANUAL
OFFICE OF STATE BUDGET AND MANAGEMENT**

Effective Date January 1, 2018

Updated January 19, 2018

3.4.4 Expenditure Accounts

The following major account groups for expenditure/object of expenditure/line item (53 XXXX) are recognized, as defined by OSC:

- 1XXX - Personal Services (salaries and benefits) -- Expenditures incurred for services rendered by permanent and temporary employees and the related fringe benefits. Special employee awards and settlements, as well as compensation to board members, are also included in this expenditure group. For general government agencies, the funding source should dictate which category (Undesignated, Appropriated or Receipts) should be used to record these expenditures. Undesignated should be used when a cost allocation process allocates the expenditures to the appropriate funding source designation. For universities, this allocation is not required.
- 2XXX - Purchased Services -- Expenditures incurred for services required to ensure the ongoing operation of State government facilities and government services. These services may be provided by external commercial firms, other state agencies, and/or other divisions within the same organization. Services provided within the State entity paid through a state payroll system would not be charged to this account group (e.g., Dual Employment-Account 1450). Also included in this account group are reimbursements for travel costs related to official State business.
- 3XXX - Supplies -- Expenditures incurred for the purchase of supplies or materials expected to be consumed within the normal course of operating a department, facility or institution and which are generally recurring in nature. This account group should exclude purchases of tangible items which are more properly classified in the Property, Plant and Equipment group.
- 4XXX - Property, Plant, and Equipment -- This account class includes payments for acquiring legal ownership to real property, to construct additions to buildings, and to furnish buildings with equipment, furniture, furnishings and machinery. Equipment should possess both of the following characteristics: it is not consumable or expendable and has an expected useful life of longer than one year. This property may require entry into the fixed asset system if the capitalization criteria are met.
- 5XXX - Other Expenses and Adjustments -- Expenditures incurred for other miscellaneous operational costs such as legal or permit costs, pension payments, debt service, depreciation/amortization and other financial report adjustments.
- 6XXX - Aid and Public Assistance -- Allocations or distributions of funds to direct recipients, providers or other agencies for some designated program, assistance or special project.
- 7XXX - Agency Reserves -- This account group includes agency reserves, which are defined as budgetary appropriations that are not available for disbursement until transferred to budgeted expenditure accounts. Actual expenditures should not be posted to the 537XXX accounts; these accounts should only be used for budget purposes to post to the related 737XXX and 787XXX budgetary accounts.

Capital Project and Property Activities at the UNC System Office

Item	What	Submit To	Content	What Happens Next at UNC SO	Who does what at UNC SO	
CAPITAL	1 Award Letter Requests Between \$500,000 and \$2M (Remember projects over \$2M SCO is the awarding authority and requests go to them. The campus is the awarding authority for contracts under \$500,000)	Will Johnson (wjohnson@northcarolina.edu) Jeanine Rose (jrose@northcarolina.edu) Gordon Lutherford (glutherf@northcarolina.edu)	Submit electronically including award request letter addressed to Will, certified bid tabulation, and MBE documentation with HUB Coordinator's certification.	Verification of budget per Interscope, certification by OSBM, check bid tab, check for HUB certification and participation. Future reporting based on Interscope entries.	Jeanine checks budget, requests OSBM certification. Gordon and Jeanine check bid tab and HUB. Jeanine prepares standard award letter and submits to Will for signature. Distributes executed copy electronically to all shown on the submitting email, uploads copy to Interscope. Gordon or Miriam are backup.	
	2 Advance Planning Requests - Only non-general fund planned, constructed, maintained and operated projects may be approved by the Board of Governors. Approval of requests is subject to the Board's meeting schedule.	Will Johnson (wjohnson@northcarolina.edu) Jeanine Rose (jrose@northcarolina.edu)	Submit e-mail request with completed CI-1 form describing the project, fund source(s), and anticipated schedule, including proposed timeframe for requesting full construction authority. Include cost estimate on an OC-25*.	Review nature, cost, and fund source(s) of proposed project. Prepare write-up for next Board meeting. After approval, establish authorization code/item in Interscope for advance planning and reply to all shown on the submitting e-mail for notification. Add to list of approved projects for routine advance planning requests for routine report to OSBM and Gov Ops following next BOG meeting. Future reporting based on Interscope entries.	Will reviews and follows-up with campus on any questions, identifies and discusses any concerns within UNC SO, prepares Board item. ** Jeanine establishes code/item number in Interscope following Board action, notifies campus, adds to reporting list on shared drive, and reports accordingly. Will distributes list of Board actions via email to campuses.	
	3 Capital Project Requests					
	3.1 Will For Biennial Budget Process	Follow budget submission instructions as issued by the UNC System Office for Capital, R&R, change/expansion, and self-liquidating budgets.				
3.2 Outside Biennial Budget Process (Only projects planned, constructed, maintained and operated with non-general fund monies may be approved at the campus level)	3.2A Projects with a budget under \$500,000 may be approved at the campus level	Will Johnson (wjohnson@northcarolina.edu) Jeanine Rose (jrose@northcarolina.edu)	Submit e-mail request with completed CI-1 form describing the project, fund source(s), and anticipated schedule. Include cost estimate on an OC-25* * These projects currently require Board approval, although consideration is being given to increasing the threshold limit.	Review nature, cost, and fund source(s) of proposed project. Prepare write-up for next Board meeting. After approval, establish authorization code/item in Interscope and reply to all shown on the submitting e-mail for notification. Add to list of approved projects for routine report to OSBM and Gov Ops following next BOG meeting. Future reporting based on Interscope entries.	Will reviews and follows-up with campus on any questions, identifies and discusses any concerns within UNC SO, prepares Board item. ** Jeanine establishes code/item number following Board action, notifies campus, adds to reporting list on shared drive, and reports accordingly. Will distributes list of Board actions via email to campuses.	
3.2C Greater than \$500,000		Will Johnson (wjohnson@northcarolina.edu) and Jeanine Rose (jrose@northcarolina.edu)	Submit e-mail request with completed CI-1 form describing the project, fund source(s), and anticipated schedule. Include cost estimate on an OC-25* * If construction funding is being requested following an earlier advance planning request, the request should include an OC-25 approved by the State Construction Office. These projects currently require Board approval, although consideration is being given to increasing the threshold limit.	Review nature, cost, and fund source(s) of proposed project. Prepare write-up for next Board meeting. After approval, establish authorization code/item in Interscope and reply to all shown on the submitting e-mail for notification. Add to list of approved projects for routine report to OSBM and Gov Ops following next BOG meeting. Future reporting based on Interscope entries.	Will reviews and follows-up with campus on any questions, identifies and discusses any concerns within UNC SO, prepares Board item. ** Jeanine establishes code/item number following Board action, notifies campus, adds to reporting list on shared drive, and reports accordingly. Will distributes list of Board actions via email to campuses.	
4 Interscope Fund Change Requests		Interscope approver(s) by submitting the transaction in the system. Jeanine Rose is UNC SO approver. Will or Miriam are backup. NOTE: Project increases require capital authorization by the Board and follow the Board request processes outlined above.	Interscope impact is reviewed on accounts and programs involved. UNC SO approval triggers a system e-mail to OSBM for approval and auto-rectification is issued back to campus as each approval occurs. Campus must process BOG to reflect interscope change in the State's financial system as appropriate. NOTE: Increases are processed for Board approval as described above.	Jeanine reviews, follows up, approves or denies via the fund change function in Interscope. Miriam is backup. NOTE: Following Board approval of an increase, campus initiates appropriate Interscope request, noting in explanation the Board's approval and date.		
PROPERTY	5 Land Transactions including leases, easements, acquisition/disposition	Will Johnson (wjohnson@northcarolina.edu)	Submit e-mail request with property details, scope, and summary of Millennial Campus mission statement and compliance with N.C. statutes. Approval by campus Board of Trustees is a prerequisite for the request.	Review of proposal by UNC System Office team: General Counsel, CFO, VP Finance, AWP Finance and Capital Planning. UNC SO team will schedule a campus site visit and meeting with Chancellor, CFO, AWP Facilities, General Counsel, Property Officer, Development Officer to review request.	Recommendation by UNC SO team to UNC President follows, if approved by President, Board item requesting Millennial Campus designation placed on agenda for next scheduled Board meeting.	
6 Requests for Millennial Campus Designation and/or expansion of existing Millennial Campuses		Will Johnson (wjohnson@northcarolina.edu)				

*The OC-25 cost estimate does not require approval by the State Construction Office, except as noted.

**Deadline for items to be on the Board agenda is 60 days of the previous Board meeting. Meetings are scheduled approximately every 6 weeks. The schedule is posted at <https://www.northcarolina.edu/apps/boag/index.php>

UNC Board of Governors

Information Submittal Deadlines for BOG Agenda

Capital Authority and Property Matters

19-March-18

Required Date of Submittals		Date of Board Meeting
Friday, January 26, 2018	for	Friday, March 23, 2018
Friday, April 13, 2018	for	Friday, May 25, 2018
Friday, May 25, 2018	for	Friday, July 27, 2018
Friday, July 27, 2018	for	Friday, September 14, 2018
Friday, September 14, 2018	for	Friday, November 9, 2018
Friday, November 9, 2018	for	Friday, December 14, 2018
Friday, December 14, 2018	for	Friday, January 25, 2019
Friday, January 25, 2019	for	Friday, March 22, 2019
Friday, March 22, 2019	for	Friday, May 24, 2019

NOTE: ALL DEADLINES ARE FIRM ! SUBMITTALS RECEIVED AFTER 5:00 PM WILL NOT BE ACCEPTED AND WILL REQUIRE ON-TIME RE-SUBMITTAL TO BE CONSIDERED FOR THE NEXT BOARD MEETING.

AGENDA ITEM

A-3. Capital Improvement Projects – ASU, ECU, NCSU, UNC-CH, UNCW,
and UNCSAWill Johnson

- Situation:** Six UNC institutions have requested a total of thirteen capital improvement projects: three projects for advance planning, six new projects for authority, and four projects for increased authorization.
- Background:** The Board of Governors may authorize capital construction projects and advance planning projects at UNC institutions using available funds.
- Assessment:** ASU, ECU, NCSU, UNC-CH, UNCW, and UNCSA have requested projects that meet the statutory requirements and it is recommended that the Board of Governors approve the projects and their methods of funding. It is further recommended that these projects be reported to the Office of State Budget and Management as non-appropriated projects that do not require any additional debt or burden on state appropriations.
- Action:** This item requires a vote by the committee, with a vote by the full Board of Governors through the consent agenda.

Capital Improvement Projects – ASU, ECU, NCSU, UNC-CH, UNCW and UNCSA

ISSUE OVERVIEW

UNC institutions are required to request authority from the Board of Governors to proceed with non-appropriated capital projects using available funds (non-general funds). Non-appropriated capital projects are funded by the institution and include the construction, repair, or renovation of facilities such as residence halls, dining facilities, research buildings, athletic facilities, and student health buildings.

Six UNC institutions have requested a total of thirteen capital improvement projects: three projects for advance planning, six new projects for authority, and four projects for increased authorization.

I. ADVANCE PLANNING

Institution/Project Title		Total Project Cost (\$)	Previous Authorization (\$)	Requested Authorization (\$)	Funding Source
Appalachian State University					
1.	Wey Hall – Interior Renovations (\$2,000,000)	\$200,000	-	\$200,000	Carry-forward
<i>ASU Subtotal</i>		<i>\$200,000</i>	<i>\$0</i>	<i>\$200,000</i>	
East Carolina University					
2.	Biology Greenhouse (\$5,000,412)	\$140,000	-	\$140,000	F&A
3.	Main Campus – New Medium Voltage Electrical POD 3 (\$8,580,008)	\$50,000	-	\$50,000	Carry-forward
<i>ECU Subtotal</i>		<i>\$190,000</i>	<i>\$0</i>	<i>\$190,000</i>	

II. NEW PROJECTS

Institution/Project Title		Total Project Cost (\$)	Previous Authorization (\$)	Requested Authorization (\$)	Funding Source
East Carolina University					
4.	Building 43 Renovation-Phase 1	\$6,999,998	-	\$6,999,998	Carry-forward (36%) /F&A (29%) Gifts (35%)
5.	Leo Jenkins Cancer Center-Sprinkler 1st Floor	\$374,975	-	\$374,975	Carry-forward
<i>ECU Subtotal</i>		<i>\$7,374,973</i>	<i>\$0</i>	<i>\$7,374,973</i>	
North Carolina Central University					
6.	Outdoor Track Resurfacing	\$550,000	-	\$550,000	F&A (33%)/ Student Activity Fees (33%)/ Athletic Receipts (34%)
<i>NCCU Subtotal</i>		<i>\$550,000</i>	<i>\$0</i>	<i>\$550,000</i>	

Institution/Project Title		Total Project Cost (\$)	Previous Authorization (\$)	Requested Authorization (\$)	Funding Source
North Carolina State University					
7.	Academic Success Center at DH Hill Library	\$14,234,213	\$700,000	\$13,534,213	Carry-forward (76%) / F&A (24%)
8.	Site Enhancement – Avent Ferry Complex Buildings E&F	\$400,000	-	\$400,000	Housing Receipts
<i>NCSU Subtotal</i>		<i>\$14,634,213</i>	<i>\$700,000</i>	<i>\$13,934,213</i>	
University of North Carolina Wilmington					
9.	Data Center Rack, HVAC, and UPS Upgrades	\$791,833	-	\$791,833	Education and Technology Fees
<i>UNCW Subtotal</i>		<i>\$791,833</i>	<i>\$0</i>	<i>\$791,833</i>	

III. INCREASED AUTHORIZATION

Institution/Project Title		Total Project Cost (\$)	Previous Authorization (\$)	Requested Authorization (\$)	Funding Source
Appalachian State University					
10.	Wey Hall Air Handling Unit Repair/Replacement	\$350,000	\$275,000	\$75,000	Energy Savings Carry-forward
<i>ASU Subtotal</i>		<i>\$350,000</i>	<i>\$275,000</i>	<i>\$75,000</i>	
North Carolina State University					
11.	Dabney Hall Lab Exhaust Upgrades – Phase 1	\$4,513,965	\$1,923,965	\$2,590,000	F&A (25%)/R&R (72%)/Energy Savings Carry-forward (3%)
<i>NCSU Subtotal</i>		<i>\$4,513,965</i>	<i>\$1,923,965</i>	<i>\$2,590,000</i>	
University of North Carolina at Chapel Hill					
12.	Everett, Lewis & Stacy Window Replacement & HVAC Improvements	\$5,771,866	\$4,500,000	\$1,271,866	Housing Receipts
<i>UNC-CH Subtotal</i>		<i>\$5,771,866</i>	<i>\$4,500,000</i>	<i>\$1,271,866</i>	
University of North Carolina School of the Arts					
13.	Performance Place Renovations	\$8,760,000	\$7,900,000	\$860,000	Carry-forward
<i>UNCSA Subtotal</i>		<i>\$8,760,000</i>	<i>\$7,900,000</i>	<i>\$860,000</i>	
Grand Total		\$43,136,850	\$15,298,965	\$27,837,885	

RECOMMENDATION

All projects and associated funding sources are in compliance with G.S. 143C-8-12 (State Budget Act).

It is recommended that these projects be authorized and reported to the Office of State Budget and Management as non-appropriated projects that do not require any additional debt or burden on state appropriations.

Authorization #: 3041 - East Carolina University - Biology Greenhouse Authorization

Action Close

Authorization Information

Department: Educational Institutions (Universities)

Agency: East Carolina University

Fiscal Year: 2017 - 2018

Title: Biology Greenhouse

Status: Active

Legislative Authorization: No

Funding Information

Budget Code: 41736

Budget Item: 307

NCAS Center:

Agency Funding Code: AP

Authorized Date: 3/23/2018

Total Authorized: \$140,000.00

Authorized Purpose: Advance Planning Approved by BOG on 3/23/18.

Is From Capital: False

Authorization Items Summary

Source	Critical Authorized Amount	Approved Changes	Pending Changes	Program Modification	Audit Trail - Authorized	Approved Amount	Current Allocated Amount	Assigned To Projects Available To Assign	Comments
1 General Fund	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	
2 Non-General Fund	\$140,000.00	\$0.00	\$0.00			\$140,000.00	\$0.00	\$140,000.00	
3 Non-State Debt	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	
R&R General Fund	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	
R&R State Debt	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	
5 State Debt	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	

Authorization #: 3041 - East Carolina University - Biology Greenhouse

Action Close

Authorization Information

Department: Educational Institutions (Universities)
Agency: East Carolina University
Fiscal Year: 2017 - 2018
Title: Biology Greenhouse
Status: Active

Legislative Authorization: No

Funding Information

Budget Code: 41738
Budget Item: 307
NCAS Center
Agency Funding Code: AP
Authorized Date: 03/21/2018
Total Authorized: \$140,000.00
Authorized Purpose: Advance Planning Approved by BOG on 3/23/18.
Is From Capital: False

Authorization Item Summary Application Item Data Program Allocation Auto-Tail - Authorized Auto-Tail - Allocated Approvals Comments

Source	Org. C-IC	Current Authorization (Orig + Aged Changes)	Pending Changes	Available To Allocate	Program ID	Agency	Program Name	Original Allocated Amount	Approved Pending Changes	Available to Assign	Assigned to Projects
General Fund	41736-307	\$ 0.00	\$ 0.00	\$ 0.00	18829	East Carolina University	Biology Greenhouse	\$ 140,000.00	\$ 0.00	\$ 140,000.00	\$ 0.00
Non-General Fund	41736-307	\$ 140,000.00	\$ 0.00	\$ 0.00							
Add Allocation											
Non-State Debt	41736-307	\$ 0.00	\$ 0.00	\$ 0.00							
R&B General Fund	41736-307	\$ 0.00	\$ 0.00	\$ 0.00							
R&B State Debt	41736-307	\$ 0.00	\$ 0.00	\$ 0.00							
State Debt	41736-307	\$ 0.00	\$ 0.00	\$ 0.00							

SL No.	Project ID	Agency Project Code	Project Title	Status	Estimated Cost	Estimated Need	Hub Only
--------	------------	---------------------	---------------	--------	----------------	----------------	----------

Uploads		Consultants	Program Managers	
Deleted?	Date	Type	File Name	Description

3/27/2018 2:53:33 PM

InterscopePlus 20180321 Copyright © 2018 - State of North Carolina - Department of Administration - State Construction Office

Report a Problem

Transfer Request #: 624

Transaction: Increase/Decrease: Remarks: Increase in authority as approved at January 26, 2018 BOG meeting. Source of funding is CVM Trust Funds.

Amount: \$600,000.00

Status: **Approved**

Institution / Agency: NC State University

Authorization: [41524-336 - Therionomology Facility at Ryeck Creek Equine Farm](#)Program: [13632 - Therionomology Facility at Ryeck Creek Equine Farm](#)

Authorized Funds

	Before	Pending	Transfers	This Request	After	Original C-14	Allocated Before	Pending Changes	This Request	Allocated After	Currently Assigned
Total Authorized	\$2,400,000.00	\$0.00	\$0.00	\$600,000.00	\$3,000,000.00	41524-336	\$0.00	\$0.00	\$600,000.00	\$300,000.00	\$300,000.00
Avail to Assign	\$600,000.00	\$0.00	\$0.00	\$600,000.00	\$0.00	41624-333	\$2,170,000.00	\$0.00	\$0.00	\$2,170,000.00	\$2,170,000.00

Funds Allocated

Source	Original C-14	Allocated Before	Pending Changes	This Request	Allocated After	Currently Assigned
NGF	41524-336	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00
NGF	41624-333	\$2,170,000.00	\$0.00	\$0.00	\$2,170,000.00	\$2,170,000.00

Workflow

(Current workflow step is highlighted)

STEP	Action	Actor	Role	Organization	Approver	Completed On	Allocated On	Expiration	Comments
1	CREATE	N	AGENCY	NC State University	Kerstalan	1/29/2018	1/29/2018	Created	
2	SUBMIT	N	AGENCY	NC State University	Kerstalan	1/29/2018	1/29/2018	Pending	
3	APPROVE	N	AGENCY	NC State University	Bockorn	1/29/2018	1/29/2018	Pending	
4	APPROVE	N	DEPARTMENT	Education Initiatives (Universities)	Bockorn	1/29/2018	1/29/2018	Pending	
5	APPROVE	N	OSBM	State Budget and Management	reconco	1/30/2018	1/30/2018	Approved	

Comments

3/27/2018 1:07:17 PM

InterscopePlus 20180321 Copyright © 2018 - State of North Carolina Department of Administration - State Construction Office

Report a Problem

Standard Operating Procedure for Establishment of Capital Code/Item Numbers Involving "Carry Forward"

2.5% Carry Forward (G.S. – Capital authority is to be requested following the customary thresholds applicable for all capital projects (i.e. \$300,000) with the funding source being identified as carry-forward. Authority is obtained through the established capital approval process involving submission to the Board of Governors including the completion and submission of a CI-1 form and OC-25 cost estimate to Will Johnson (Associate Vice President for Finance and Capital Planning).

A capital code/item number is established under existing practices for that process, following Board approval, and subsequently entered in the Interscope system. Contact Jeanine Rose, (UNC System Capital Budget & HUB Coordinator) if you have any questions.

Of course, if smaller capital projects from this funding source are not anticipated to be completed prior to fiscal year-end, June 30, and so require capitalization in order to ensure fund availability for completion, the UNC System Office (Jeanine Rose) may be contacted in order to establish a capital code/item number in cooperation and communication with the Office of State Budget and Management (OSBM) and the campus Budget Office.

Once a capital code/item number is determined, the appropriate authorization and program will be established within Interscope. An Interscope "Carry Forward Program" will be established for each campus annually, as needed, under which all of that year's authorizations will be allocated. Program titles will follow a model that includes the year and the words carry forward as in "2016 Carry Forward" as a program title. The "Agency Funding Code" field on the authorization will reflect the label "CF" to flag these items as carry forward as an aid to any future reporting.

In 2015-16, there was both a "first 2.5%" and a "second 2.5%" carry forward balance that was permitted for a total of 5%, but this was not continued in fiscal year 2016-17 and beyond. UNC legislative priorities for 2018 include a request to restore this flexibility. Current carry forward authority requires all projects using carry forward funding, whether under GS116-30.3 Reversions or 116-30-3B Energy Conservation Savings to be "Repairs and Renovations" in nature (G.S. 143C-4-3).

MDT
4/2/2018

Section 2

The Capital Project Process

§ 133-1.1. Certain buildings involving public funds to be designed, etc., by architect or engineer.

(a) In the interest of public health, safety and economy, every officer, board, department, or commission charged with the duty of approving plans and specifications or awarding or entering into contracts involving the expenditure of public funds in excess of:

- (1) Three hundred thousand dollars (\$300,000) for the repair of public buildings where such repair does not include major structural change in framing or foundation support systems, or five hundred thousand dollars (\$500,000) for the repair of public buildings by The University of North Carolina or its constituent institutions where such repair does not include major structural change in framing or foundation support systems.
 - (1a) One hundred thousand dollars (\$100,000) for the repair of public buildings affecting life safety systems.
 - (2) One hundred thirty-five thousand dollars (\$135,000) for the repair of public buildings where such repair includes major structural change in framing or foundation support systems, or
 - (3) One hundred thirty-five thousand dollars (\$135,000) for the construction of, or additions to, public buildings or State-owned and operated utilities; shall require that such plans and specifications be prepared by a registered architect, in accordance with the provisions of Chapter 83A of the General Statutes, or by a registered engineer, in accordance with the provisions of Chapter 89C of the General Statutes, or by both architect and engineer, particularly qualified by training and experience for the type of work involved, and that the North Carolina seal of such architect or engineer together with the name and address of such architect or engineer, or both, be placed on all these plans and specifications.
- (b) (1) On all projects requiring the services of an architect, an architect shall conduct frequent and regular inspections or such inspections as required by contract and shall issue a signed and sealed certificate of compliance to the awarding authority that:
- a. The inspections of the construction, repairs or installations have been conducted with the degree of care and professional skill and judgment ordinarily exercised by a member of that profession; and
 - b. To the best of his knowledge and in the professional opinion of the architect, the contractor has fulfilled the obligations of such plans, specifications, and contract.
- (2) On all projects requiring the services of an engineer, an engineer shall conduct frequent and regular inspections or such inspections as required by contract and shall issue a signed and sealed certificate of compliance to the awarding authority that:
- a. The inspections of the construction, repairs, or installations have been conducted with the degree of care and professional skill and judgment ordinarily exercised by a member of that profession; and
 - b. To the best of his knowledge and in the professional opinion of the engineer, the contractor has fulfilled the obligations of such plans, specifications, and contract.
- (3) No certificate of compliance shall be issued until the architect and/or engineer is satisfied that the contractor has fulfilled the obligations of such plans, specifications, and contract.

(c) The following shall be excepted from the requirements of subsection (a) of this section:

- (1) Dwellings and outbuildings in connection therewith, such as barns and private garages.
- (2) Apartment buildings used exclusively as the residence of not more than two families.
- (3) Buildings used for agricultural purposes other than schools or assembly halls which are not within the limits of a city or an incorporated village.
- (4) Temporary buildings or sheds used exclusively for construction purposes, not exceeding 20 feet in any direction, and not used for living quarters.
- (5) Pre-engineered garages, sheds, and workshops up to 5,000 square feet used exclusively by city, county, public school, or State employees for purposes related to their employment. For pre-engineered garages, sheds, and workshops constructed pursuant to this subdivision, there shall be a minimum separation of these structures from other buildings or property lines of 30 feet.

(d) On projects on which no registered architect or engineer is required pursuant to the provisions of this section, the governing board or awarding authority shall require a certificate of compliance with the State Building Code from the city or county inspector for the specific trade or trades involved or from a registered architect or engineer, except that the provisions of this subsection shall not apply to projects where any of the following apply:

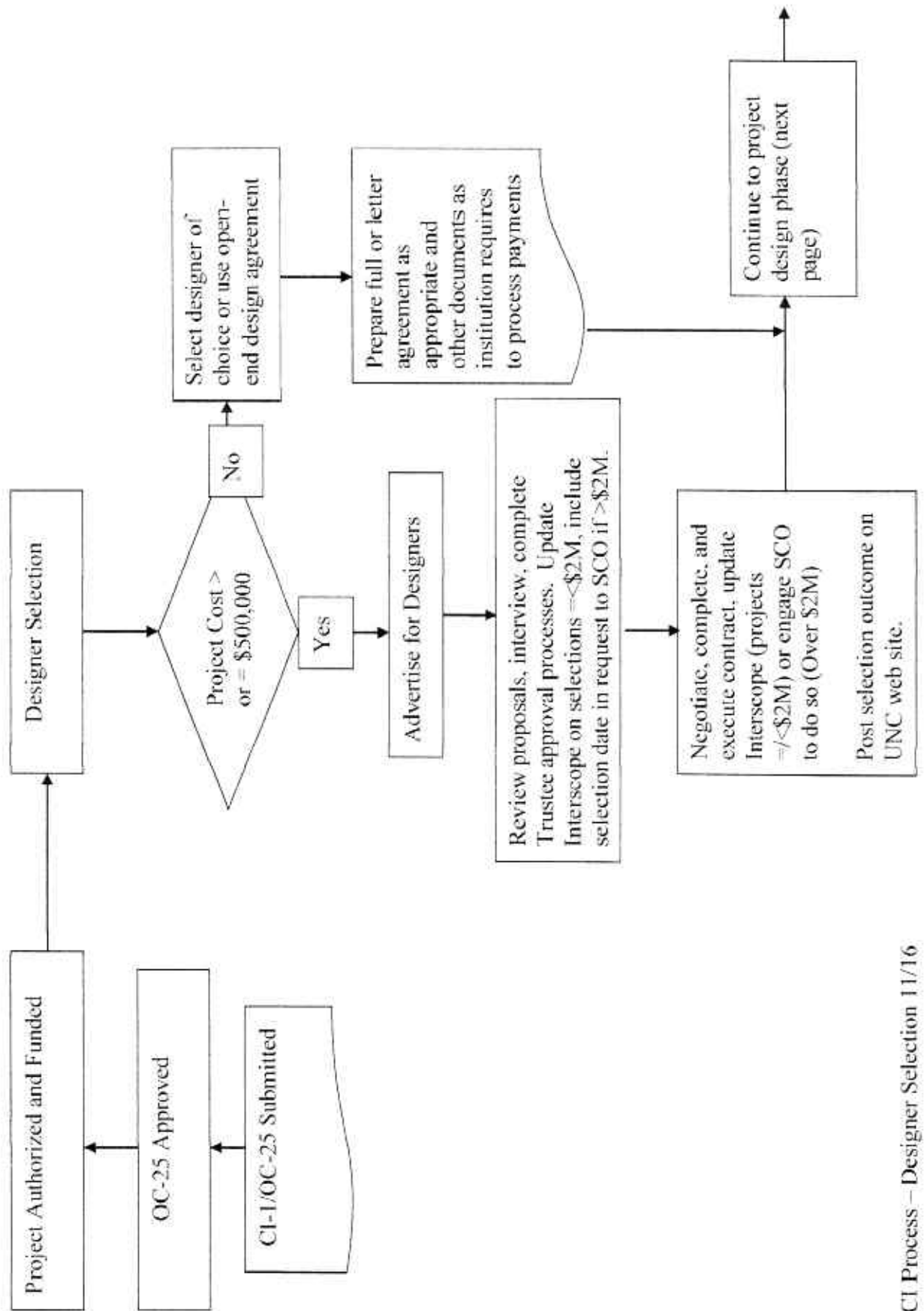
- (1) The plans and specifications are approved by the Department of Administration, Division of State Construction, and the completed project is inspected by the Division of State Construction and the State Electrical Inspector.
- (2) The project is exempt from the State Building Code.
- (3) The project has a total projected cost of less than \$100,000 and does not alter life safety systems.

(e) All plans and specifications for public buildings of any kind shall be identified by the name and address of the author thereof.

(f) Neither the designer nor the contractor involved shall receive his final payment until the required certificate of compliance shall have been received by the awarding authority.

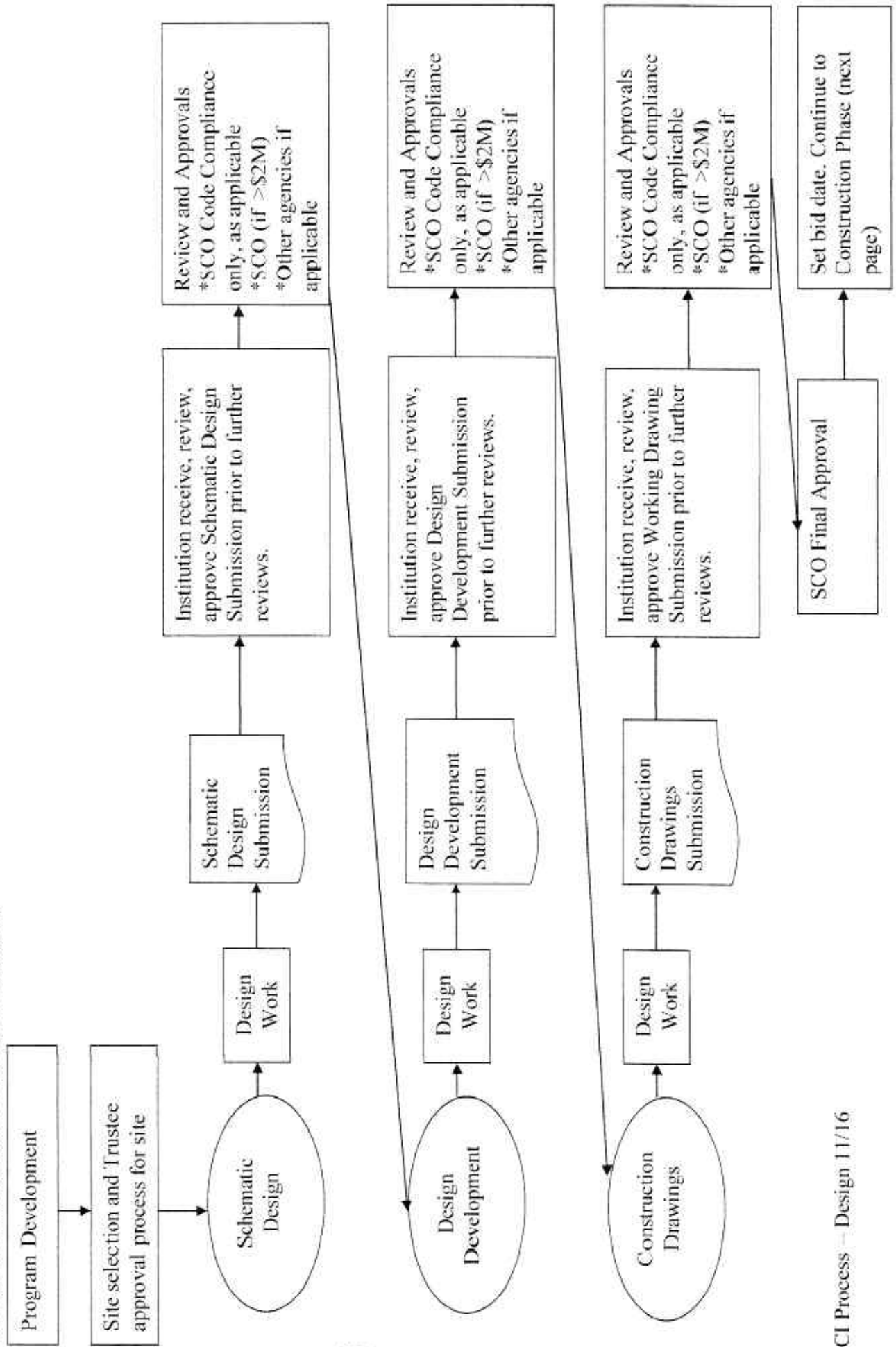
(g) On all facilities which are covered by this Article, other than those listed in subsection (c) of this section and which require any job-installed finishes, the plans and specifications shall include the color schedule. (1953, c. 1339; 1957, c. 994; 1963, c. 752; 1973, c. 1414, s. 2; 1979, c. 891; 1981, c. 687; 1983 (Reg. Sess., 1984), c. 970, s. 1; 1989, c. 24; 1997-412, s. 11; 1998-212, s. 11.8(e); 2001-496, ss. 6, 8(e); 2003-305, s. 1; 2005-300, s. 1; 2007-322, s. 1.)

CAPITAL PROJECT PROCESS DESIGNER SELECTION PHASE

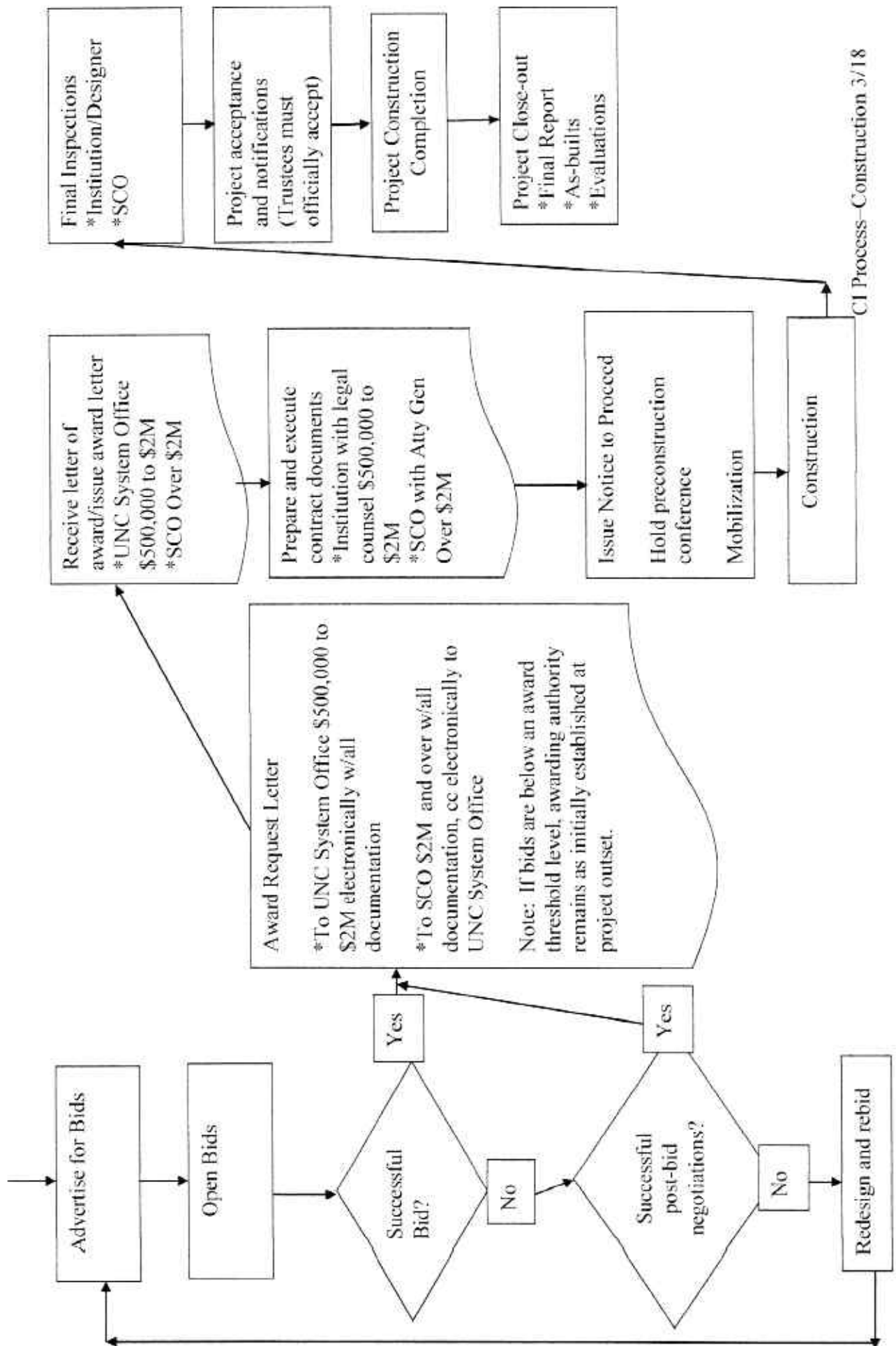


CAPITAL PROJECT PROCESS PROJECT DESIGN PHASE**

**The nature and complexity of the project may permit different submissions for review, such as a combined SD/DD for example. Consult with SCO to confirm alternative submission strategies.



CAPITAL PROJECT PROCESS CONSTRUCTION PHASE



Section 3

The Players

The Players

Chancellors

- Emergency declarations
(Reference NC Administrative Code 01 NCAC 30D.0302 and UNC System Office Emergency Procedures)

Trustees

- Selection of architects or engineers
- Selection of CM at Risk firms
- Selection of Energy Service Companies for Performance Contracts
- Approval of building sites
- Approval of plans and specifications
- Final acceptance of completed projects
- Maintaining a master plan (five-year cycle)
- Real property leases with annual rent less than \$50,000 (trustees or chancellors)
(Reference UNC Policy Manual 600.1.1.1[G] and The Code, Appendix 1)

Board of Governors

- Administration of design and construction of capital improvement projects <\$2,000,000 (delegated to campuses)
- Capital project approval above \$300,000. President's delegated authority is below \$500,000, but wording of the delegation infers Board action so all are currently being reviewed by the Board.
- R&R allocations and projects list
- Performance contract project authorization and financing approval
- Real property acquisitions for periods of 10 years or less and dispositions of 99 years or less by easement, lease, or rental agreement on specified campuses: Centennial, Horace Williams, Millennial, or Kannapolis (Session Law 2014-100 Section 36.7)
(Reference G.S. 116, UNC Policy Manual 600.1)

UNC President

- Real property leases between \$50,000 and \$350,000 in annual rental for terms of up to five years
- Acquisition of real property by lease provided the term is not more than 10 years
- Acquisition or disposition of real property for amounts between \$50,000 and \$500,000
(Reference UNC Policy Manual 200.6)

Council of State

- Interest in land other than leases of limited dollar value/term, such as easements, acquisition or disposition, as noted above, including demolition
- Leases above delegation values noted above
- Approval of performance contract scope, term, and financing

Joint Legislative Commission on Governmental Operations (known as "Gov Ops")

- Notified of allocation project list for Repairs and Renovations
- Receives legislatively mandated reports such as HUB participation (G.S. 143-128.3) and capital projects over \$100,000 (Session Law 2017-57)

- Notified of non-general fund advance planning requests between biennial budget cycle submissions

Joint Legislative Oversight Committee on Capital Improvements

- Receives legislatively mandated reports on the NC Connect Bond (Session Law 2015-280)

Office of State Budget and Management

- Certifies budget availability for capital project awards over \$500,000
- Budget analysis and execution
- Authorizes budget revisions within limitations
(Reference GS 143C Executive Budget Act)

State Construction Office

- Examines and approves all plans and specifications prior to award and all changes after contract award (\$2M and over for UNC projects)
- Examines and approves all plans as to North Carolina building code compliance, regardless of project dollar value. State Building Code “authority having jurisdiction” over University projects
- Final inspections for code compliance in State-owned buildings, whether download (\leq \$2M) or subject to SCO oversight (over \$2M) projects
- Electrical inspections in State-owned buildings
- Schedules a “stakeholders” meeting within three weeks of designer selection to define the terms of a memorandum of understanding (G.S. 143-135.26(2)). This meeting may be omitted if the institution requests
- Prepares preliminary studies and cost estimates in preparation for appropriation requests (i.e. OC-25s)
- Supervises the letting of all contracts for design, construction, or renovation of all State buildings (Over \$2M for UNC projects)
- Supervises and inspects all work done and materials used in construction or renovation of all State buildings (\$2M and over for UNC projects)
- Approves work for acceptance (\$2M and over for UNC projects)
- Requires the use of existing plans and specifications where feasible
- Provides written allocation of tax deduction under Section 179D of the tax code (slated to expire 12/31/2017, extension was filed in the US Senate)
- Director is Secretary of the State Building Commission
(Reference G.S. 143-341)

Department of Insurance/Office of the State Fire Marshall

- Insuring capital properties
- Annual fire safety inspections
(Reference G.S. 58)

Department of Labor

- Elevators
- Pressure Vessels
(Reference G.S. 95)

State Property Office

- Acquiring/Disposing of real property
- Property leases
- State property inventory

North Carolina Department of Environmental Quality (DEQ)

- Enforcing environmental laws
- Permitting, including storm water permitting
- Performance contracting processes are spearheaded by the Utilities Saving Initiative group (formerly the State Energy Office) within DEQ

State Environmental Review Clearinghouse

- Managing the NC Environmental Review Process

State Purchase and Contract Division

- Acquiring equipment, materials, and supplies for all agencies, including printing, rentals, leases and services
- Establishing and enforcing purchase specifications
- Inspecting and testing of products, delegated to UNC President for certain commodities
(Reference G.S. 143-49)

State Department of Transportation

- Encroachment agreements
- Other agreements, as appropriate, involving capital projects

Other State Agencies May be Involved

Local Municipality

- Zoning, including Special Use Permits
- Roadways
- Utilities

THE UNC POLICY MANUAL

[The UNC Policy Manual](#) [The Policy Manual](#) [Chapter 600](#)

Chapter 600

- [600.1](#)
Real Property
- [600.2](#)
Endowments and Other Funds
- [600.3](#)
Special Responsibility Constituent Institutions
- [600.4](#)
Debt Collection
- [600.5](#)
Other Financial and Real Property Matters
- [600.6](#)
Environmental Policies

IN THIS SECTION

- [Board of Governors](#)
- [President](#)
- [Leadership and Organizational Structure](#)
- [System Offices](#)
- [UNC Policy Manual and Code](#)
- [Campus Boards of Trustees](#)
- [Staff Assembly](#)
- [Faculty Assembly](#)
- [Councils and Working Groups](#)

[The UNC Policy Manual](#)

[The Policy Manual](#)

[Chapter 600](#)

Chapter 600

600.1

Real Property

600.1.1

Design, Construction, and Financing of Capital Improvement Projects

600.1.1.1[G]

Guidelines on the Delegation of Authority to Execute Construction Contracts

600.1.2

Selection of Bond Counsel

600.1.3

Leasing and Acquisition of Real Property Authority

600.1.3.1

Policy on Acquisition and Disposition of Real Property by Lease

600.1.3.1[R]

Regulations for Acquisition and Disposition of Real Property by Lease

600.1.4[R]

Regulations on Required Clearances for Real Property Transactions

600.1.5

Equal Access in Construction Contracting

600.2

Endowments and Other Funds

600.3

Special Responsibility Constituent Institutions

600.4

Debt Collection

600.5

IN THIS SECTION

[Board of Governors](#)

[President](#)

[Leadership and Organizational Structure](#)

[System Offices](#)

[UNC Policy Manual and Code](#)

[Campus Boards of Trustees](#)

[Staff Assembly](#)

[Faculty Assembly](#)

[Councils and Working Groups](#)

[The UNC Policy Manual](#)

[The Policy Manual](#)

[Chapter 600](#)

Chapter 600

600.1

Real Property

600.2

Endowments and Other Funds

600.3

Special Responsibility Constituent Institutions

600.4

Debt Collection

600.5

Other Financial and Real Property Matters

600.5.1

Institutional Vending Facilities

600.5.1.1[G]

Guidelines on Institutional Vending Facilities

600.5.2

Replacement of Lost Securities

600.5.3[R]

Regulations on Receipt and Expenditure of Revenue from Collegiate License Plates

600.5.4

Contracts to Obtain the Services of a Consultant

600.5.5[G]

Guidelines on the Delegation of Certain Contractual Authority at UNC General Administration

600.6

Environmental Policies

600.6.1

The University of North Carolina Policy of Sustainability

600.6.2[R]

IN THIS SECTION

[Board of Governors](#)

[President](#)

[Leadership and Organizational Structure](#)

[System Offices](#)

[UNC Policy Manual and Code](#)

[Campus Boards of Trustees](#)

[Staff Assembly](#)

[Faculty Assembly](#)

[Councils and Working Groups](#)

Design, Construction and Financing of Capital Improvement Projects

A. The 1997 Session of the General Assembly delegated to the Board of Governors the authority for the administration of design and construction of certain capital improvement projects. This delegation limit was increased to projects estimated at \$2,000,000 or less by the 2002 Session of the General Assembly. The board was also authorized to delegate that authority to constituent institutions of the University of North Carolina if an institution is qualified under procedures developed in consultation with the director of the Budget and the State Building Commission. Pursuant to this authority, regulations entitled "The University of North Carolina Design and Construction Guidelines" were implemented to provide assistance to the constituent institutions in the administration of the design and construction of capital improvement projects. Copies of the guidelines may be obtained at UNC General Administration.

B. The Board of Governors must approve all capital improvement projects that are projected to cost more than \$500,000¹ except as noted in D. below. Capital improvement projects which are projected to cost between \$300,000 and \$500,000 must be approved by the president. Projects below \$300,000 may be approved by the campus. The president will provide notice of projects that the president intends to approve under this provision to the members of the Committee on Budget and Finance at least one week prior to authorizing the project; and

C. After the long term financing of a capital improvement project has been approved in accordance with statutory requirements, the president may approve interim financing or bank loans as a means of short term financing. The president shall report any such actions to the Committee on Budget and Finance at its next meeting.

D. ~~The Chancellor of a campus may approve a project for alteration, renovation, maintenance or repair work on a campus facility up to one million dollars (\$1,000,000) using appropriated operating funds. (Such a project is not considered a capital improvement but must be accomplished under the rules governing capital improvement projects.) The funds designated for such a project will remain available beyond the current fiscal year in order to complete the project, provided that it is under construction by June 30.~~

Rescinded by legislation in 2014

¹Pursuant to NCGS §116-11(13), and notwithstanding *The Code* or any other Board of Governors policy, the Board of Governors has delegated certain authorities to the President of the University. See Policy 200.6, *Delegation Authority to the President of the University*, adopted 11/13/06.

Guidelines on the Delegation of Authority to Execute Construction Contracts

The "Delegations of Duty and Authority to Boards of Trustees," adopted by the Board of Governors and set forth in the Appendix to *The Code*, specified in Section VI that each Board of Trustees would exercise authority (subject to any policies of the Board of Governors or any requirements of State law) with respect to selection of architects, approval of building sites, approval of plans and specifications and final acceptance of completed capital construction projects. The responsibility for execution of construction contracts was not addressed in that delegation, however, and therefore that function is presently a responsibility of the President, within the terms of the budget-execution functions assigned by *The Code*. As of December 18, 1972, the President has delegated to each chancellor the authority and responsibility for execution of construction contracts, in conjunction with the performance by the Board of Trustees of its enumerated responsibilities.

[This is a rewrite of Administrative Memorandum #8.]

D. Chancellor Selection

In the event of a vacancy in the chancellorship, the board of trustees shall establish, in consultation with the president, a search committee composed of representatives of the board of trustees, the faculty, the student body, staff, the alumni, and such other representatives of campus constituencies as may be appropriate. Upon the establishment of the search committee, the chair of the board of trustees, in consultation with the president shall establish a budget and identify staff for the committee.

The search committee, through the chair of the board of trustees, shall make a preliminary report to the president when the committee is preparing a schedule of initial interviews. At the completion of the campus interview process, the search committee shall recommend a slate of three candidates to the trustees for consideration.

The board of trustees, following receipt of the report of the search committee, shall recommend at least three names for consideration by the president in designating a nominee for the chancellorship, for approval by the Board of Governors.

II. ACADEMIC PROGRAM

The board of trustees shall be responsible for ensuring the institution's compliance with the educational, research, and public service roles assigned to it by the Board of Governors, either by express directive or by promulgated long-range plans of the Board of Governors.

III. ACADEMIC DEGREES AND GRADING

Subject to authorization by the Board of Governors of the nature and general content of specific degree programs which may be offered by an institution, each institution shall determine whether an individual student shall be entitled to receipt of a particular degree. Each institution also shall determine what grade a student will be assigned in a particular course. No appeal from any of these decisions or any other academic determination is allowable to the president or to the Board of Governors.

IV. HONORARY DEGREES, AWARDS AND DISTINCTIONS

The board of trustees shall be responsible for approving the names of all individuals on whom it is proposed that an honorary degree or other honorary or memorial distinction be conferred by the institution, subject to such policies as may be established by the Board of Governors.

V. BUDGET ADMINISTRATION

The board of trustees shall advise the chancellor with respect to the development of budget estimates for the institution and with respect to the execution and administration of the budget of the constituent institution, as approved by the General Assembly and the Board of Governors.

VI. PROPERTY AND BUILDINGS

The board of trustees of a constituent institution shall be responsible, subject to policies of the Board of Governors and all legal requirements relative to the construction of state-owned buildings, for the following matters concerning campus capital construction projects which have been approved by the Board of Governors and authorized by the state of North Carolina: (1) the selection of architects or engineers for buildings and improvements requiring such professional services; (2) the approval of building sites; (3) the approval of plans and specifications; and (4) the final acceptance of all completed buildings and projects.

The board of trustees shall be responsible to the Board of Governors for preparing and maintaining a master plan for the physical development of the institution, consistent with the total academic and service mission of the institution as defined and approved by the Board of Governors.

Any proposal involving the acquisition or disposition by an institution of any interest in real property shall be recommended by the board of trustees to and must be approved by the Board of Governors; provided, that

(a) if the proposal involves an interest in real property which is valued at less than \$50,000, the board of trustees may authorize such transaction and proceed to obtain the necessary approvals from appropriate state officials and agencies, without first obtaining the approval of the Board of Governors;

(b) if the proposal involves an interest in real property, the president may approve or execute leases with a value higher than \$50,000 up to \$150,000, and may approve or execute contracts to acquire real property with a value higher than \$50,000 up to \$250,000, without first obtaining approval of the Board of Governors; and

(c) and the Board of Governors, under circumstances which it considers appropriate and following notice from it to the board of trustees, may take action necessary to effect the acquisition or disposition of an interest in real property which is related to or which affects the institution, without receipt of a recommendation from the board of trustees.¹⁸

VII. ENDOWMENTS AND TRUST FUNDS

Subject to applicable provisions of state law and to such terms and conditions as may be prescribed from time to time by the Board of Governors, each board of trustees shall be responsible for the preservation, maintenance, and management of all properties, both real and personal, funds and other things of value which, either separately or in combination, constitute all or any part of the authorized endowment or trust funds, either currently in existence or to be established in the future, for the benefit of the individual constituent institution. [See G.S. 116-11(2); 116-12; 116-36; 116-36.1; 116-36.2; 116-36.3]

VIII. ADMISSIONS

Subject to such enrollment levels and minimum general criteria for admission as may be established for a constituent institution by the Board of Governors, each constituent institution of the University of North Carolina shall establish admissions policies and resolve individual admission questions for all schools and divisions within the institution. No appeal concerning an individual admission case shall lie beyond the institutional board of trustees.

IX. TUITION, FEES AND DEPOSITS

A. General Authority of Boards of Trustees

The boards of trustees of the constituent institutions other than the board of the North Carolina School of Science and Mathematics shall cause to be collected from each student, at the beginning of each semester, quarter, or term, such tuition, fees, and other amounts necessary to pay other expenses for the term, as have been approved by the Board of Governors. [See G.S. 116-11(7) and G.S. 116-143]

B. Tuition and Fee Deposits

Each board of trustees shall require the payment of such advance deposits, at such times and under such conditions as it determines are appropriate or as may be required by state law or by the Board

¹⁸By resolution adopted November 13, 1981, the Board of Governors elaborated upon this provision concerning the acquisition and disposition of interest in real estate. The resolution says, among other things, that the value of an interest in real estate shall, with respect to a lease, be deemed the annual rental thereof. Further, the resolution expressly authorizes the board of trustees to delegate to their respective chancellors the power to authorize for the institutions the acquisition or disposition by lease of institutions the acquisition or disposition by lease or interests in real estate valued at less than \$25,000, subject to any necessary approval from state officials and agencies.

Delegation of Authority to the President

I. Pursuant to N.C.G.S. §116-11(13) and other North Carolina law as referenced herein, and notwithstanding *The Code* or any other Board of Governors policy,¹ the Board of Governors delegates the following authorities to the president of the University:

A. Human Resources

1. Authority to establish and administer a human resources program for employees exempt from the State Human Resources Act (N.C.G.S. Chapter 126).

a. "Human resources program" shall include such personnel actions related to the establishment of positions and the administration of salary ranges; recruitment, appointments, salaries, and salary adjustments; promotion and tenure; leave programs; performance management; non-faculty discontinuation, discipline, and discharge; and non-faculty grievance and appeals processes (§300.1.1, §300.1.2, and §300.2.1).

b. The president may approve management flexibility plans for Special Responsibility Constituent Institutions and may delegate limited authority for human resources actions to constituent institutions that are not authorized as Special Responsibility Constituent Institutions (§600.3.4).

c. Notwithstanding the above provisions, unless otherwise delegated:

(1) The Board of Governors shall retain authority over the appointments and compensation for the president, for the chancellors of the constituent institutions, for the chief executive officer of the UNC Health Care System, and for the UNC-TV executive director and general manager. (§300.1.1, *The Code* §500, N.C.G.S. §116-37(c), *The Code* §900, N.C.G.S. §116-37.1(c), and §1200.1).

(2) The Board of Governors shall retain authority over certain contract terms for athletic directors and head coaches of the constituent institutions (§1100.3).

(3) The president shall consult with the Board's Committee on Personnel and Tenure on appointments and compensation for the senior officers of the UNC General Administration who report directly to the president.

¹ The Secretary of the University is authorized to annotate the referenced policies and regulations to cross-reference these delegations.

(4) The Board of Governors shall retain authority over adjustments to base salary for permanent faculty and for employees exempt from the State Human Resources Act when the proposed amount (1) exceeds the established salary range or (2) exceeds twenty-five percent (25%) and twenty-five thousand dollars (\$25,000) of the compensation in effect at the end of the last fiscal year.²

2. Authority to approve all actions relating to the administration of the Optional Retirement Program (N.C.G.S. §135-5.1) and the Phased Retirement Program (§300.7.2).

3. The president shall report in writing on actions taken under the authority of these delegations to the appropriate committee of the Board of Governors no less than annually, or as otherwise requested by the chair of the Board of Governors or the chair of the Committee on Personnel and Tenure.

B. Governance

1. The authority to approve the initiation of a lawsuit in the name of the University if the action is for monetary relief and the amount in controversy is less than \$250,000. (§200.5)

2. The authority to settle potential or pending litigation by or against a constituent institution or the University of North Carolina, if the settlement is solely for monetary relief and the amount the University is to pay pursuant to the settlement is less than \$250,000 or, if the University is to receive a payment, the amount the University claimed is less than \$250,000. (§200.5)

3. Authority to approve the political activities of employees of the University who are candidates for or serving in public office (§300.5.1).

C. Reports

The authority to approve and submit any report the University or the Board of Governors is required to submit to the General Assembly, the State Board of Education or any other State or federal agency or officer.

D. Real Property

1. Except as authorized by b. below, authority to approve leases with at least \$50,000³ but less than \$350,000 annual rental for a term of up to five years, subject to approval by the Department of Administration and the Governor and Council of State (§§600.1.3 and 600.1.4[R]).

2. Authority to approve the acquisition or disposition of real property by lease without the approval of the Department of Administration, the Governor and Council of

² The Board approved further authority delineations at the April 2015 meeting, see "Resolution to Delegate Limited Authority for Approval of Salary Adjustments to the President," and reaffirmed in March 2016 "Resolution of the Board of Governors Review and Approval of Proposed Salary Adjustments."

³ Note that leases with annual rent less than \$50,000 may be approved by the boards of trustees or the chancellors without further approval by the Board of Governors or the president. See Regulation §600.1.4[R].

State if the lease is for a term of not more than 10 years. The president's authority may be exercised in the president's discretion on behalf of General Administration, University affiliates or the constituent institutions. (N.C.G.S. §116-31.12, and §600.1.3.1 and 600.1.3.1[R]).

3. Authority to approve acquisition or disposition of an interest in real property, other than a lease, for an amount of at least \$50,000 but less than \$500,000 (§600.1.3 and §600.1.4[R]).

4. Authority to approve capital improvement projects that are projected to cost \$500,000 or less. The president must provide notice of projects the president intends to approve under this provision to the Committee on Budget and Finance at least one week prior to authorizing the project. (§600.1.1).

E. Institutional Trust Funds

Authority to delegate to the chancellors management of institutional trust funds (§600.2.4 and §600.2.4.1).

II. The president will report all actions taken under the authority of the delegations in sections I.B. through I.E. to the appropriate committee of the Board of Governors either in writing before the next regular meeting of the Board of Governors or at the next regular meeting of the Board of Governors.

III. These delegations will remain in effect unless and until the Board of Governors rescinds them in whole or in part.

Section 4

The Rules of the Game
(General Statutes)

Selected Statutes related to Capital Project Processes

G.S. 143C State Budget Act

G.S. 143C-4-3 Repairs and Renovations Reserve Account

G.S. 143C-6-7 Compliance with Chapter and appropriation acts (funds to be expended as legislation authorizes, violation is misdemeanor)

G.S. 143C-8-1 (and following)— Budgeting Capital Improvement Projects - See State Budget Manual for complete list and text of statutes.

G.S. 143C-8-7 – When a State agency may begin a capital improvement project.

G.S. 143C-8-8 – When a State agency may increase the cost of a capital improvement project.

G.S. 143C-8-9 – When a State agency may change the scope of a capital improvement project.

G.S. 143C-8-11 – Reversion of appropriation and lapse of project authorization.

- Projects shall start planning or construction during the fiscal year in which funds are appropriated
- Appropriations may revert if not started on time
- May allow 12-month extension on request
- Project authorization lapses if appropriation reverts as above or construction doesn't begin within two fiscal years
- Funds remaining unspent and unencumbered two years after project completion will be transferred either to the Reserve for Repairs and Renovations or the Project Reserve Account established under GS143C-8-10. (Per Session Law 2014-100, Section 36-14)

G.S. 143C-8-12 – University system capital improvement projects from sources that are not General Fund sources: approval of new project or change in scope of existing project.

- The Board of Governors may authorize planning, expenditures, or increase in scope for projects planned, constructed and operated from non-general fund sources. Expenditures made for projects so authorized are to be reported to OSBM and the Joint Legislative Commission on Governmental Operations.

G.S. 143C-10-1 Misdemeanor for failure to comply with expenditures as authorized

G.S. 143 – State Departments, Institutions, and Commissions

G.S. 143-48-Article 3 Purchase and Contracts

- State policy in promoting the use of small, minority, physically handicapped and women contractors in purchasing goods and services

G.S. 143-48.4 and G.S. 143-128.4 Statewide Uniform Certification of Historically Underutilized Businesses

G.S. 143-128.2 Minority business participation goals

- State policy in promoting the use of minority businesses in building projects

G.S. 143-Article 3D (G.S. 143-64.31 and following) – Procurement of A/E and Construction Manager at Risk Services

- Not based on bid prices, negotiated
- Under 500,000 for UNC exempt from procedure

G.S. 143-64. 01 (and following) – Surplus Property

G.S. 143-128 – Public contracts

G.S. 143-128.1A - Design-Build

G.S. 143-128.1B – Design-Build-Bridging

G.S. 143-128.1C – Public-Private Partnerships

G.S. 143-129 – Public bids

- Advertising
- Opening and award
- Bonds

G.S. 143-129.1 – Bid withdrawal

G.S. 143-131 – Informal bids (\$30,000 threshold)

G.S. 143-132 – Minimum number of bids for public contract (three bids)

G.S. 143-133 – No evasion permitted (no splitting projects)

G.S. 143-133.1 – Failure to meet reporting requirements on CMR, Design-Build, and PPP prohibits use of these delivery methods

G.S. 143-134.1 – Interest on final payments/Retainage Requirements

- 1% per month after 45 days
- No delay in payment because of another prime

- Subs must be paid in 7 days
- Retainage on subs same as prime

G.S. 143-134.2 – Actions by contractor on behalf of subcontractor

G.S. 143-134.3 – No damage for delay cause

G.S. 143-135 – Force account limits

- (\$200,000 for UNC or total cost of labor <\$100,000; \$125,000/\$50,000 for State Agencies, \$500,000/\$200,000 for State “subdivisions”)

G.S. 143-135.1 – Local inspections (State building exempt from county/municipal requirements)

G.S. 143-135.3 – Claims

G.S. 143-135.5 – Disadvantaged contractors

G.S. 143-135.7 – Safety officers

G.S. 143-135.8 – Prequalification – See also G.S. 143-128.1 re: CMR sub prequalifications.

G.S. 143-Article 8B (G.S. 143-135.25 and following) – State Building Commission

G.S. 143-135.27 and G.S. 143C-1-1(d)(5) – Definition of a Capital Improvement Project

G.S. 143-136 (and following) – Building Code Council and Building Code

G.S. 143-341 – Department of Administration Act

- Powers and duties of State Construction Office

G.S. 83A – Architects

G.S. 87 - Contractors

G.S. 89C – Engineers and Land Surveyors

G.S. 133 – Public Works

G.S. 133-1.1 – When an architect/engineer is required

- Employment of architects
- Certain buildings involved in public funds
- Drawing of plans by material supplier
- Competitive Items (preferred brand alternates)
- Violation results in license withdrawn for a period of 1 year
- Governmental agency definition

- Civil damages
- Perjury, punishment

G.S. 133-23 – Regulation of Contractors for Public Works

G.S. 133-3 – Specifications to carry competitive items; substitution of materials (i.e. Preferred Alternates)

G.S. 133-32 – Gifts and favors regulated

G.S. 116 – Higher Education

G.S. 116-30.3 - Reversions (2.5% carry-forward)

G.S. 116-30.3B – Energy conservation savings (energy carry-forward)

G.S. 116-31.11 – Power of Board regarding Capital Improvements (“Download”)

G.S. 116-198.34 – General powers of Board of Governors

G.S. 44A-26 – Performance and payment bonds

- When required
- Who can issue
- Form

G.S. 160A-392 – Part applicable to buildings constructed by State (State land not in overlay or special district without Council of State approval)

Energy Legislation

G.S. 142-60 and following – State Energy Conservation Finance Act

- Debt financing for installation of energy conservation measures
- Payment of debt from savings
- Maximum term of 20 years

G.S. 143-64.10 through 17 - Article 3B – Conservation of Energy, Water, and Other Utilities in Government Facilities

- Life cycle cost analysis

G.S. 143-129.4 Guaranteed Energy Savings Contracts

G.S. 143-135.35 through 40 – Article 8C – Performance Standards for Sustainable, Energy Efficient Public Buildings

- Energy and water conservation reduction goals
- Energy efficient and water conservation design
- Commissioning

- Measurement and verification

G.S. 116-30.3B – Energy conservation savings (energy carry forward)

G.S. 113B – North Carolina Energy Policy Act of 1975

G.S. 146-23.2 Purchase of buildings constructed or renovated to energy-efficient standard

NC Administrative Code 41B – Guaranteed Energy Savings Contracts (outlines procedures)

4/2018

§ 143C-6-7. Compliance with Chapter and appropriations acts by State agencies.

(a) Compliance With Chapter and Appropriations Acts. – Except as otherwise provided by law, all expenditures of State funds by a State agency shall be made in compliance with the State budget as enacted by the General Assembly and certified by the Director. If the Director finds that a State agency has spent or encumbered State funds for an unauthorized purpose, the Director shall take appropriate administrative action to ensure that no further irregularities occur and shall report to the Attorney General any facts that pertain to an apparent violation of a penal statute or an apparent instance of malfeasance, misfeasance, or nonfeasance by a person.

(b) Repayment of Funds Spent for an Unauthorized Purpose. – In addition to the provisions of subsection (a) of this section, if the Director finds that a State agency violated this section, the Director shall withhold any future allocations for the unauthorized purpose and shall also withhold future allocations to the Department in an amount equal to the funds unlawfully spent. (2006-203, s. 3.)

Article 10.

Penalties.

§ 143C-10-1. Offenses for violation of Chapter.

(a) Class 1 misdemeanor. – It is a Class 1 misdemeanor for a person to knowingly and willfully do any one or more of the following:

- (1) Withdraw funds from the State treasury for any purpose not authorized by an act of appropriation.
- (2) Approve any fraudulent, erroneous, or otherwise invalid claim or bill to be paid from an appropriation.
- (3) Make a written statement, give a certificate, issue a report, or utter a document required by this Chapter, any portion of which is false.
- (4) Fail or refuse to perform a duty imposed by this Chapter.

(b) Class A1 misdemeanor. – It is a Class A1 misdemeanor for a person to make a false statement in violation of G.S. 143C-6-23(c).

(c) Forfeiture of Office or Employment. – An appointed officer or employee of the State or an officer or employee of a political subdivision of the State, whether elected or appointed, forfeits his office or employment upon conviction of an offense under this section. An elected officer of the State is subject to impeachment for committing any of the offenses specified in this section. (2006-203, s. 3.)

§ 143C-8-12. Capital improvement projects from sources other than the General Fund.

(a) University Projects. – Notwithstanding any other provision of this Chapter, the Board of Governors of The University of North Carolina may approve any of the following:

- (1) Expenditures to plan a capital improvement project of The University of North Carolina, the planning for which is to be funded entirely with non-General Fund money.
- (2) Expenditures for a capital improvement project of The University of North Carolina that is to be funded and operated entirely with non-General Fund money.
- (3) A change in the scope of any previously approved capital improvement project of The University of North Carolina provided that both the project and change in scope are funded entirely with non-General Fund money.

(b) Carryforward Funds. – For purposes of this section, the term "non-General Fund money" includes funds carried forward from one fiscal year to another pursuant to G.S. 116-30.3 and G.S. 116-30.3B. These funds shall only be used for projects listed in G.S. 143C-4-3(b).

(c) National Guard Projects. – Notwithstanding any other provision of this Chapter, the North Carolina National Guard may approve expenditures for a capital project of the North Carolina National Guard if (i) the project will be funded entirely with federal funds and (ii) any operating costs associated with the project will be paid entirely with federal funds.

(d) Reporting. – The Board of Governors and the National Guard shall report any expenditure made pursuant to this section to the Office of State Budget and Management and to the Joint Legislative Commission on Governmental Operations. (2006-203, s. 3; 2011-145, s. 30.10(a); 2014-100, ss. 36.5, 36.8(a).)

§ 116-30.3. Reversions.

(a) Of the General Fund current operations appropriations credit balance remaining at the end of each fiscal year in each of the budget codes listed in this subsection, any amount of the General Fund appropriation for that budget code for that fiscal year (i) may be carried forward to the next fiscal year in that budget code, (ii) is appropriated in that budget code, and (iii) may be used for any of the purposes set out in subsection (f) of this section. However, the amount carried forward in each budget code under this subsection shall not exceed two and one-half percent (2.5%) of the General Fund appropriation in that budget code. The Director of the Budget, under the authority set forth in G.S. 143C-6-2, shall establish the General Fund current operations credit balance remaining in each budget code.

The budget codes that may carry forward a General Fund current operations appropriations credit balance remaining at the end of each fiscal year pursuant to this section are the budget codes for each of the following:

- (1) Each special responsibility constituent institution.
- (2) The Area Health Education Centers of the University of North Carolina at Chapel Hill.
- (3) General Administration Budget Code 16010.
- (b) Repealed by Session Laws 1998-212, s. 11(b).
- (c) Repealed by Session Laws 1998-212, s. 11(a).
- (d) Repealed by Session Laws 1998-212, s. 11(b).
- (e) Repealed by Session Laws 2014-100, s. 11.17(a), effective July 1, 2014.
- (f) Funds carried forward pursuant to subsection (a) of this section may be used for one-time expenditures, provided, however, that the expenditures shall not impose additional financial obligations on the State and shall not be used to support positions. (1991, c. 689, s. 206.2(a); 1993 (Reg. Sess., 1994), c. 591, s. 10(a); 1995, c. 507, s. 15.16; 1997-443, s. 10.19; 1998-212, s. 11(a), (b); 1999-237, s. 10.14(a); 2006-203, s. 43; 2014-100, s. 11.17(a).)

§ 116-30.3B. Energy conservation savings.

(a) In addition to the funds carried forward under G.S. 116-30.3, the General Fund current operations appropriations credit balance remaining at the end of each fiscal year for utilities of a constituent institution that is energy savings realized from implementing an energy conservation measure shall be carried forward by the institution to the next fiscal year. Sixty percent (60%) of the energy savings realized shall be utilized for energy conservation measures by that institution. The use of funds under this section shall be limited to onetime capital and operating expenditures that will not impose additional financial obligations on the State. The Director of the Budget, under the authority set forth in G.S. 143C-6-2, shall establish the General Fund current operations credit balance remaining in each budget code of each institution.

(b) It is the intent of the General Assembly that appropriations to the Board of Governors on behalf of a constituent institution not be reduced as a result of the institution's realization of energy savings. Instead, the General Assembly intends that the amount of appropriations be determined as if no energy savings had been realized. The Director of the Budget shall not decrease the recommended base budget requirements for utilities for constituent institutions by the amount of energy savings realized from implementing energy conservation measures, including savings achieved through a guaranteed energy savings contract.

(c) Constituent institutions shall submit annual reports on the use of funds authorized pursuant to this section as required under G.S. 143-64.12.

(d) As used in this section, "energy savings," "guaranteed energy savings contract," and "energy conservation measure" have the same meaning as in G.S. 143-64.17, (2010-196, s. 1; 2011-145, s. 9.6D(c); 2014-100, s. 6.4(e).)

Article 3D.

Procurement of Architectural, Engineering, and Surveying Services.

§ 143-64.31. Declaration of public policy.

(a) It is the public policy of this State and all public subdivisions and Local Governmental Units thereof, except in cases of special emergency involving the health and safety of the people or their property, to announce all requirements for architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. Selection of a firm under this Article shall include the use of good faith efforts by the public entity to notify minority firms of the opportunity to submit qualifications for consideration by the public entity.

(a1) A resident firm providing architectural, engineering, surveying, construction management at risk services, design-build services, or public-private partnership construction services shall be granted a preference over a nonresident firm, in the same manner, on the same basis, and to the extent that a preference is granted in awarding contracts for these services by the other state to its resident firms over firms resident in the State of North Carolina. For purposes of this section, a resident firm is a firm that has paid unemployment taxes or income taxes in North Carolina and whose principal place of business is located in this State.

(b) Recodified as G.S. 143-133.1(a) by Session Laws 2014-42, s. 3, effective October 1, 2014, and applicable to contracts awarded on or after that date.

(c) Recodified as G.S. 143-133.1(b) by Session Laws 2014-42, s. 3, effective October 1, 2014, and applicable to contracts awarded on or after that date.

(d) Recodified as G.S. 143-133.1(c) by Session Laws 2014-42, s. 3, effective October 1, 2014, and applicable to contracts awarded on or after that date.

(e) For purposes of this Article, the definition in G.S. 143-128.1B and G.S. 143-128.1C shall apply.

(f) Except as provided in this subsection, no work product or design may be solicited, submitted, or considered as part of the selection process under this Article; and no costs or fees, other than unit price information, may be solicited, submitted, or considered as part of the selection process under this Article. Examples of prior completed work may be solicited, submitted, and considered when determining demonstrated competence and qualification of professional services; and discussion of concepts or approaches to the project, including impact on project schedules, is encouraged. (1987, c. 102, s. 1; 1989, c. 230, s. 2; 2001-496, s. 1; 2006-210, s. 1; 2013-401, s. 1; 2014-42, ss. 3, 4.)

§ 143-64.34. Exemption of certain projects.

State capital improvement projects under the jurisdiction of the State Building Commission, capital improvement projects of The University of North Carolina, and community college capital improvement projects, where the estimated expenditure of public money is less than five hundred thousand dollars (\$500,000), are exempt from the provisions of this Article. (1987, c. 102, s. 3.1; c. 830, s. 78(a); 1997-314, s. 1; 1997-412, s. 5; 2001-496, ss. 8(b), 8(c); 2005-300, s. 1; 2005-370, s. 1; 2007-322, s. 2; 2007-446, s. 7.)

§ 143-135. Limitation of application of Article.

(a) Except for the provisions of G.S. 143-129 requiring bids for the purchase of apparatus, supplies, materials or equipment, this Article shall not apply to any of the following:

- (1) Construction or repair work undertaken by the State (i) when the work is performed by duly elected officers or agents using force account qualified labor on the permanent payroll of the agency concerned and (ii) when either the total cost of the project, including without limitation all direct and indirect costs of labor, services, materials, supplies and equipment, does not exceed one hundred twenty-five thousand dollars (\$125,000) or the total cost of labor on the project does not exceed fifty thousand dollars (\$50,000).
- (2) Construction or repair work undertaken by a subdivision of the State (i) when the work is performed by duly elected officers or agents using force account qualified labor on the permanent payroll of the agency concerned and (ii) when either the total cost of the project, including without limitation all direct and indirect costs of labor, services, materials, supplies and equipment, does not exceed five hundred thousand dollars (\$500,000) or the total cost of labor on the project does not exceed two hundred thousand dollars (\$200,000).
- (3) Construction or repair work undertaken by The University of North Carolina and its constituent institutions (i) when the work is performed by duly elected officers or agents using force account qualified labor on the permanent payroll of the university and (ii) when either the total cost of the project, including, without limitation, all direct and indirect costs of labor, services, materials, supplies, and equipment, does not exceed two hundred thousand dollars (\$200,000) or the total cost of labor on the project does not exceed one hundred thousand dollars (\$100,000).

(b) The force account work undertaken pursuant to this section shall be subject to the approval of the Director of the Budget in the case of State agencies, of the responsible commission, council, or board in the case of subdivisions of the State. Complete and accurate records of the entire cost of such work, including without limitation, all direct and indirect costs of labor, services, materials, supplies and equipment performed and furnished in the prosecution and completion thereof, shall be maintained by such agency, commission, council or board for the inspection by the general public. Construction or repair work undertaken pursuant to this section shall not be divided for the purposes of evading the provisions of this Article. (1933, c. 552, ss. 1, 2; 1949, c. 1137, s. 2; 1951, c. 1104, s. 6; 1967, c. 860; 1975, c. 292, ss. 1, 2; c. 879, s. 46; 1979, 2nd Sess., c. 1248; 1981, c. 860, s. 13; 1995, c. 274, s. 1; 2007-322, s. 5; 2015-276, s. 6.)

Chapter 87.

Contractors.

Article 1.

General Contractors.

§ 87-1. "General contractor" defined; exceptions.

(a) For the purpose of this Article any person or firm or corporation who for a fixed price, commission, fee, or wage, undertakes to bid upon or to construct or who undertakes to superintend or manage, on his own behalf or for any person, firm, or corporation that is not licensed as a general contractor pursuant to this Article, the construction of any building, highway, public utilities, grading or any improvement or structure where the cost of the undertaking is thirty thousand dollars (\$30,000) or more, or undertakes to erect a North Carolina labeled manufactured modular building meeting the North Carolina State Building Code, shall be deemed to be a "general contractor" engaged in the business of general contracting in the State of North Carolina.

(b) This section shall not apply to the following:

- (1) Persons, firms, or corporations furnishing or erecting industrial equipment, power plant equipment, radial brick chimneys, and monuments.
- (2) Any person, firm, or corporation who constructs or alters a building on land owned by that person, firm, or corporation provided (i) the building is intended solely for occupancy by that person and his family, firm, or corporation after completion; and (ii) the person, firm, or corporation complies with G.S. 87-14. If the building is not occupied solely by the person and his family, firm, or corporation for at least 12 months following completion, it shall be presumed that the person, firm, or corporation did not intend the building solely for occupancy by that person and his family, firm, or corporation.
- (3) Any person engaged in the business of farming who constructs or alters a building on land owned by that person and used in the business of farming, when the building is intended for use by that person after completion. (1925, c. 318, s. 1; 1931, c. 62, s. 1; 1937, c. 429, s. 1; 1949, c. 936; 1953, c. 810; 1971, c. 246, s. 1; 1975, c. 279, s. 1; 1981, c. 783, s. 1; 1989, c. 109, s. 1; c. 653, s. 1; 1991 (Reg. Sess., 1992), c. 840, s. 1; 2011-376, s. 1.)

§ 87-14. Regulations as to issue of building permits.

(a) Any person, firm, or corporation, upon making application to the building inspector or such other authority of any incorporated city, town, or county in North Carolina charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, grading, or any improvement or structure where the cost thereof is to be thirty thousand dollars (\$30,000) or more, shall, before being entitled to the issuance of a permit, satisfy the following:

- (1) Furnish satisfactory proof to the inspector or authority that the person seeking the permit or another person contracting to superintend or manage the construction is duly licensed under the terms of this Article to carry out or superintend the construction or is exempt from licensure under G.S. 87-1(b). If an applicant claims an exemption from licensure pursuant to G.S. 87-1(b)(2), the applicant for the building permit shall execute a verified affidavit attesting to the following:

- a. That the person is the owner of the property on which the building is being constructed or, in the case of a firm or corporation, is legally authorized to act on behalf of the firm or corporation.
- b. That the person will personally superintend and manage all aspects of the construction of the building and that the duty will not be delegated to any other person not duly licensed under the terms of this Article.
- c. That the person will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes.

The building inspector or other authority shall transmit a copy of the affidavit to the Board, who shall verify that the applicant was validly entitled to claim the exemption under G.S. 87-1(b)(2). If the Board determines that the applicant was not entitled to claim the exemption under G.S. 87-1(b)(2), the building permit shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

- (2) Furnish proof that the person has in effect Workers' Compensation insurance as required by Chapter 97 of the General Statutes.
- (3) Any person, firm, or corporation, upon making application to the building inspector or such other authority of any incorporated city, town, or county in North Carolina charged with the duty of issuing building permits pursuant to G.S. 160A-417(a)(1) or G.S. 153A-357(a)(1) for any improvements for which the combined cost is to be thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the owner occupies as a residence, or for the addition of an accessory building or accessory structure as defined in the North Carolina Uniform Residential Building Code, the use of which is incidental to that residential dwelling unit, shall be required to provide to the building inspector or other authority the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a).

(b) It shall be unlawful for the building inspector or other authority to issue or allow the issuance of a building permit pursuant to this section unless and until the applicant has furnished evidence that the applicant is either exempt from the provisions of this Article and, if

applicable, fully complied with the provisions of subdivision (a)(1) of this section, or is duly licensed under this Article to carry out or superintend the work for which permit has been applied; and further, that the applicant has in effect Workers' Compensation insurance as required by Chapter 97 of the General Statutes. Any building inspector or other authority who is subject to and violates the terms of this section shall be guilty of a Class 3 misdemeanor and subject only to a fine of not more than fifty dollars (\$50.00). (1925, c. 318, s. 13; 1931, c. 62, s. 4; 1937, c. 429, s. 7; 1949, c. 934; 1953, c. 809; 1969, c. 1063, s. 6; 1971, c. 246, s. 4; 1981, c. 783, s. 2; 1989, c. 109, s. 2; 1991 (Reg. Sess., 1992), c. 840, s. 2; 1993, c. 539, s. 603; 1994, Ex. Sess., c. 24, s. 14(c); 2011-376, s. 2; 2012-158, s. 4; 2013-117, s. 4.)

MBE Requirements (GS 143-128 (f)) – The State has a 10% goal for minority participation in State projects. MBE Guidelines and Affidavit forms are described in the project manual which also provides MBE program information and instructions for MBE Forms. Department of Administration HUB website has additional HUB program information, as well as listing HUB certified MBE firms.

G. Bids Under or Over Formal Threshold:

Should the low bid in a formal project be <\$500,000 the formal award process would still apply. If a project is bid as a formal project, it cannot be changed and awarded as an informal one.

Section 604 Formal Bidding Methods and Contracting

The State under GS 143-128 has required, since the 1930's, that public construction contracts be competitively bid in at least 4 subdivisions or branches of work – General, Plumbing, HVAC and Electrical contracts. Separate plans and specifications are required, and the Designer shall identify the scope of work required for each category in the specifications and on the drawings. There have been occasions when Elevators, Fire Protection Systems, Communications Systems and other Specialty Construction have been separate prime contracts as well but not required by statute. With changes effective January 1, 2002, multiple bidding and contracting methods were allowed, dollar thresholds for contracts, bonds, and professional licenses were raised, owner preferred alternates were revised, and MBE requirements and procedures strengthened. Following are the 4 major methods of bidding and contracting public work currently available for public entities.

1. Single Prime Contracting:

A single prime bid and contract with the Owner is permitted for any construction contracts of any dollar amount. GS 143-128 requires a single prime bidder to identify on the proposal form the sub-contractors selected for the subdivisions or branches of work for (1) General construction, (2) HVAC, (3) Plumbing, and (4) Electrical. The sub's license number is not required by statute but may be requested. The subcontractor bid quote to the prime bidder shall not be requested.

The single prime contractor whose bid is accepted shall not substitute any person as subcontractor in the place of the subcontractor listed in the original bid, except by permission of the Owner and in accordance with the statute. (See the Proposal Form format for listing of subcontractors.)

Under GS 87-1, a contractor that superintends or manages construction of any building, highway, public utility, grading, structure or improvement shall be deemed a "general contractor" and shall be so licensed. A 2004 revision to GS 87-1.1 allows a PM or E contractor under GS 87 to contract directly (as single prime) with a public Owner and subcontract to other contractors provided the total general construction work does not exceed 25% of the total construction costs. (See GS 87-1 and NCLB GC Rules 0200-0210.)

2. Separate Prime Contracting:

Separate prime bids and contracts are still an option for the Owner. GS 143-128 has established the basic subdivisions of work as General, Plumbing, HVAC, and Electrical contracts. The Owner signs separate prime construction contracts with each subdivision contractor. Project documents shall have "separate specifications and drawings" prepared for each subdivision. The Owner shall designate one contractor, typically the General or the

§ 116-198.34. General powers of Board of Governors.

The Board may exercise any one or more of the following powers:

- (1) To determine the location and character of any project or projects, and to acquire, construct, and provide the same, and to maintain, repair, and operate, and to enter into contracts for the management, lease, use, or operation of all or any portion of any project or projects and any existing facilities.
- (2) To issue revenue bonds as hereinafter provided to pay all or any part of the cost of any project or projects, and to fund or refund the same.
- (3) To fix and revise from time to time and charge and collect rates, fees, rents, and charges for the use of, and for the services furnished by, all or any portion of any project or projects.
- (4) To establish and enforce, and to agree through any resolution or trust agreement authorizing or securing bonds under this Article to make and enforce, rules and regulations for the use of and services rendered by any project or projects and any existing facilities, to provide for the maximum use of any project or projects and any existing facilities.
- (5) To acquire, hold, lease, and dispose of real and personal property in the exercise of its powers and the performance of its duties hereunder and to lease all or any part of any project or projects and any existing facilities upon such terms and conditions as the Board determines, subject to the provisions of G.S. 143-341 and Chapter 146 of the General Statutes.

Notwithstanding G.S. 143-341 and Chapter 146 of the General Statutes, an acquisition for a period of 10 years or less or a disposition of 99 years or less by easement, lease, or rental agreement of real property or space in any building on the Centennial Campus, on the Horace Williams Campus, on a Millennial Campus, or on a Kannapolis Research Campus shall not require the approval of the Governor and the Council of State. The Board shall report the acquisitions or dispositions described in this paragraph of this subdivision to the Department of Administration for inclusion in the inventory maintained by Department pursuant to G.S. 143-341(4)a. and b. and the information regarding those transactions that is required by G.S. 143-341(4)a. and b. All other acquisitions and dispositions made under this subdivision for a period in excess of the terms described in this paragraph of this subdivision are subject to the provisions of G.S. 143-341 and Chapter 146 of the General Statutes.

- (6) To employ consulting engineers, architects, attorneys, accountants, construction and financial experts, superintendents, managers, and such other employees and agents as may be necessary in its judgment in connection with any project or projects and existing facilities, and to fix their compensation.
- (7) To make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under this Article.
- (8) To receive and accept from any federal, State, or other public agency and any private agency, person or other entity donations, loans, grants, aid, or contributions of any money, property, labor, or other things of value for any project or projects, and to agree to apply and use the same in accordance with the terms and conditions under which the same are provided.

- (8a) To designate the real property and appurtenant facilities to be included as part of the Centennial Campus, the Horace Williams Campus, or a Millennial Campus.
- (8b) Acting on recommendation made by the President of The University of North Carolina after consultation by the President with the Chancellor and the Board of Trustees of a constituent institution, to designate real property held by, or to be acquired by, a constituent institution as a "Millennial Campus" of the institution. That designation shall be based on an express finding by the Board of Governors that the institution desiring to create a "Millennial Campus" has the administrative and fiscal capability to create and maintain such a campus and provided further, that the Board of Governors has found that the creation of the constituent institution's "Millennial Campus" will enhance the institution's research, teaching, and service missions as well as enhance the economic development of the region served by the institution. Upon formal request by the constituent institutions, the Board of Governors may authorize two or more constituent institutions which meet the requirements of this section to create a joint Millennial Campus.
- (9) To do all acts and things necessary or convenient to carry out the powers granted by this Article. (1987, c. 336, s. 1; 1998-159, s. 3; 1999-234, s. 5; 2000-177, s. 6; 2012-142, s. 9.10(b); 2013-360, ss. 11.10(a), (b); 2013-363, s. 3.12; 2014-100, ss. 36.7(a), (b).)

§ 143-133.1. Reporting.

(a) Governmental entities that contract with a construction manager at risk, design-builder, or private developer under a public-private partnership shall report to the Secretary of Administration the following information on all projects where a construction manager at risk, design-builder, or private developer under a public-private partnership is utilized:

- (1) A detailed explanation of the reason why the particular construction manager at risk, design-builder, or private developer was selected.
- (2) The terms of the contract with the construction manager at risk, design-builder, or private developer.
- (3) A list of all other firms considered but not selected as the construction manager at risk, design-builder, or private developer.
- (4) A report on the form of bidding utilized by the construction manager at risk, design-builder, or private developer on the project.
- (5) A detailed explanation of why the particular delivery method was used in lieu of the delivery methods identified in G.S. 143-128(a1) subdivisions (1) through (3) and the anticipated benefits to the public entity from using the particular delivery method.

(b) The Secretary of Administration shall adopt rules to implement the provisions of this section, including the format and frequency of reporting.

(c) A governmental entity letting a contract pursuant to any of the delivery methods identified in subdivisions (a1)(4), (a1)(6), (a1)(7), or (a1)(8) of G.S. 143-128 shall submit the report required by this section no later than 12 months from the date the governmental entity takes beneficial occupancy of the project. In the event that the governmental entity fails to do so, the governmental entity shall be prohibited from utilizing subdivisions (a1)(4), (a1)(6), (a1)(7), or (a1)(8) of G.S. 143-128 until such time as the governmental entity completes the reporting requirement under this section. Contracts entered into in violation of this prohibition shall not be deemed ultra vires and shall remain valid and fully enforceable. Any person, corporation or entity, however, which has submitted a bid or response to a request for proposals on any construction project previously advertised by the governmental entity shall be entitled to obtain an injunction against the governmental entity compelling the governmental entity to comply with the reporting requirements of this section and from commencing or continuing a project let in violation of this subdivision until such time as the governmental entity has complied with the reporting requirements of this section. The plaintiff in such cases shall not be entitled to recover monetary damages caused by the governmental entity's failure to comply with this reporting requirements section, and neither the plaintiff nor the defendant shall be allowed to recover attorneys fees except as otherwise allowed by G.S. 1A-11 or G.S. 6-21.5. An action seeking the injunctive relief allowed by this subdivision must be filed within four years from the date that the governmental entity took beneficial occupancy of the project for which the report remains due.

(d) For purposes of this section, the term "governmental entity" shall have the same meaning as in G.S. 143-128.1B(a)(6). (2014-42, ss. 3, 5.)

Section 5

Budget and Scope
(OC-25)

1. Complete the Cost Estimate Description section
2. Complete the Detailed Estimated Cost Breakdowns section by downloading and completing the OC-25 Worksheet using the link that is provided
3. Attach the completed OC-25 Worksheet using Upload Supporting Documentation button
4. Enter the final TOTAL ESTIMATED PROJECT COSTS from LINE 32 on the OC-25 Worksheet
5. Use Action -> Save to record the Cost Estimate
6. Use Action -> Submit to submit the Cost Estimate for review and approval

Cost Estimate Description

Cost Estimate #: 6460

Biennium End: 2019

Department: Educational Institutions (Universities)

Agency: — Select Agency —

Title:

City or Location:

Description: (Attach additional data as necessary to include need, size, function of improvements as well as master plan. Verify if compliance with GS 143-435.36 - 143-435.42, Sustainable Energy Efficient Buildings is required.)

Cost Estimate Class: Code Compliance

Construction Type: Undetermined

Status: Active

Submitted By:

Submitted:

Approved By:

Approved:

153

Detailed Estimated Cost Breakdowns

Revision: 3

1. Download and complete the [Proposed Repair & Renovation Or Capital Improvement Project Worksheet \(OC-25\)](#)

2. Upload the completed Worksheet and any supporting documentation

3. Enter the Total:

DESCRIPTION	FILE NAME	UPLOADED BY	DATE
-------------	-----------	-------------	------

Other Estimated Costs

Calculate using: Percentage Total

DESIGN FEE:

PRECONSTRUCTION COSTS:

COMMISSIONING:

SPECIAL INSPECTIONS/MATERIALS:

SUSTAINABILITY:

ADVANCE PLANNING:

- 0% (% of Estimated Construction Costs)
- 0% (% of Estimated Construction Costs [1% for CM@Risk])
- 0% (0.5% simple; 1.0% moderate; 1.5% complex)
- 0% (1.25% estimated)
- 0% (3% LEED Gold, 2% LEED Silver)
- (% of Estimated Construction Costs - Includes programming, feasibility, analysis)

CONTINGENCIES:

 0% 0% (% of Estimated Construction Cost (3% New or 5% R&R))

0

ESTIMATED COSTS: (Estimated Construction Costs + Design Fee + Preconstruction Costs + Commissioning + Special + Sustainability + Advance Planning + Contingencies)

ESCALATION COST INCREASE: (Total of Estimated Construction Costs X Escalation %) (From Est. Date to mid-point of construction) = 0 months General: 0-5 months > 0.00 ▼

Total Estimated Project Cost

TOTAL ESTIMATED PROJECT COSTS [Note: Rounded to the nearest \$1000] - (Estimated Costs + Escalation Cost Increase) :

0

* Attach basis and justification for estimate. Include description, quantities, units, special features, similar cost on recent projects, etc.

** Include items such as grading, roads, walks, parking, etc.

*** Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing buildings, water, gas, electrical or other utility service.

4/2/2018 3:16:12 PM

InterscopePlus 20150321 Copyright © 2015 - State of North Carolina : Department of Administration : State Construction Office

Reason a Problem

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNIUM 2015 - 2017

Form OC-25
(Rev 09/16)

DEPARTMENT and DIVISION: _____ DATE: _____
PROJECT IDENTIFICATION: _____
PROJECT CITY or LOCATION: _____
PROJECT DESCRIPTION & JUSTIFICATION: (Attach add'l data as necessary to indicate need, size, function of improvements as well as a master plan.) _____

(Definitions/explanations are provided on pg 2 to assist in completion of this form.)

CURRENT ESTIMATED CONSTRUCTION COST

	QTY	UNIT	COST PER UNIT	TOTAL
A. Land Requirement				\$0
B. Site Preparation				
1. Demolition				\$0
2. Site Work				\$0
C. Construction				
1. Utility Services				\$0
2. Building Construction (new space)				\$0
3. Building Construction (existing)				\$0
4. Plumbing (new space)				\$0
5. HVAC (new space)				\$0
6. Electrical (Includes TV & Radio Studio)				\$0
7. Fire Suppression and Alarm Systems				\$0
8. Telephone, Data, Video				\$0
9. Associated Construction Costs				\$0
10. Other: _____				\$0
D. Equipment				
1. Fixed				\$0
2. Moveable				\$0
Total Cost of Work	Enter this total in InterSCOPE on Line 3: "Enter the Total"			\$0

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNIUM 2015 - 2017

Form OC-25
(Rev 09/16)

DEFINITIONS OR EXPLANATIONS

(Items not listed below are presumed to be self-explanatory. Questions may be directed to the State Construction Office.)

Item on Form	Definition/Explanation
CURRENT ESTIMATED CONSTRUCTION COST	Attach basis and justification for estimate. Include description, quantities, units, special
A. Land Requirement	Includes purchase and acquisition costs (title search, filing fees, other legal fees, etc.)
B. 1. Demolition	Includes but may not be limited to lead and/or asbestos testing and removal, building or interior space demolition in whole or part.

B. 2. Site Work	Includes but may not be limited to grading, excavating, poor soils and/or rock removal, utilities relocation, roads, walks, parking, streambank repairs, stormwater management, retaining walls, rainwater harvesting systems, landscaping.
C. 1. Utility Services	Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing buildings, water, gas, electrical or other utility service.
C. 9. Associated Construction Costs	Includes but may not be limited to construction fire alarm testing, utility shut downs, utilities, signage, security, displaced parking, staging, lock cores, keys, State Construction Office charges.
C. 10. Other	List other significant sources of cost not included elsewhere. Additional lines may be added if needed.
PRECONSTRUCTION COSTS	Includes but may not be limited to land surveys, lead/asbestos surveys, environmental assessments, copying, postage, costs of print advertising, and destructive testing. For CM at Risk, preconstruction costs are consistent with the requirements of the preconstruction services agreement.
CONTINGENCIES	Unanticipated or unforeseen conditions including but not limited to design error and omissions, concealed site conditions, utility conflicts, and extended overhead resulting from weather or other delay.

Section 6

Designer Selection and Contracting

DESIGNER SELECTION

FIXED TERM (OPEN END) CONTRACTS* PROJECTS LESS THAN \$500,000	REGULAR CONTRACTS PROJECTS BETWEEN \$500,000 and \$2,000,000 (DOWNLOAD PROJECTS)	REGULAR CONTRACTS PROJECTS OVER \$2,000,000
<ul style="list-style-type: none"> -Select for one year with option for a second year. No limit on individual project fee or cumulative fees. 	<ul style="list-style-type: none"> -Project Specific Selection (may also be most appropriate for some projects under \$500,000) 	<ul style="list-style-type: none"> -Project Specific Selection
<ul style="list-style-type: none"> -Advertise on UNC SO Web Site** a minimum of 10 days (no minimum for responses) - Specify number of firms to be selected in each area (Arch, ME, EE, etc.) 	<ul style="list-style-type: none"> -Advertise on UNC SO Web Site** a minimum of 10 days for under \$500,000, 15 days for over \$500,000, 21 days maximum (minimum of 3 responses required) 	<ul style="list-style-type: none"> -Advertise on UNC SO Web Site** a minimum of 15 days, 21 preferred (minimum of 3 responses required)
<ul style="list-style-type: none"> -Establish pre-selection/selection committee -No Interview Required (but is an option) 	<ul style="list-style-type: none"> -Establish pre-selection/selection committee -No Interview Required under \$500,000 (but is an option) 	<ul style="list-style-type: none"> -Establish pre-selection/selection committee -Shortlist 3 to 6 firms and Interview. Send three firms in priority order to Board of Trustees
<ul style="list-style-type: none"> -Final Selection made by Institution Board of Trustees.*** Make Interscope entry. 	<ul style="list-style-type: none"> -Final Selection made by Institution Board of Trustees.*** Make Interscope entry. 	<ul style="list-style-type: none"> -Final Selection made by Institution Board of Trustees***
<ul style="list-style-type: none"> -Letter to unsuccessful firms thanking them for their interest & informing them of the firm selected 	<ul style="list-style-type: none"> -Letter to unsuccessful firms thanking them for their interest & informing them of the firm selected 	<ul style="list-style-type: none"> -Letter to unsuccessful firms thanking them for their interest & informing them of the firm selected
<ul style="list-style-type: none"> -Letter Agreement to Designer from Institution with fees to be negotiated by the institution on a per project basis. 	<ul style="list-style-type: none"> -Standard Design Agreement fees and terms of contract negotiated and prepared by the institution. 	<ul style="list-style-type: none"> -Letter to the State Construction Office requesting negotiation and preparation of standard design agreement, copy to designer, and UNC SO. Include designer selection date so that SCO may make Interscope entry.
<ul style="list-style-type: none"> -Post selection on UNC SO Web Site 	<ul style="list-style-type: none"> -Post selection on UNC SO Web Site 	<ul style="list-style-type: none"> -Post selection on UNC SO Web Site

*Designers for projects less than \$500,000 may be selected directly without advertisement.

Fixed term (open end) contracts must be advertised.

**When posted on the UNC SO web site the advertisement will also appear on the State Construction Office web site.

***Final selection of designers may, at some funding level, be delegated by the Board of Trustees to the campus administration. If delegated, the selection must be reported to the Board and shown as approved in the Board minutes.

-Emergency Designer Selection - See Attachment 03 of UNC Design & Construction Guidelines and separate UNC Emergency Project Process dated 3-27-2018.

GR21(rev 4/2018)

Attachment 3

DESIGNER SELECTION PROCEDURES FOR THE UNIVERSITY OF NORTH CAROLINA AND ITS CONSTITUENT INSTITUTIONS

Purpose: The North Carolina Administrative Code (NCAC), Title 01, Subchapter 30D Section .0300 – Selection of Designers or Consultants, .0304 states that the UNC system shall establish its own procedures for final designer or consultant selection. The University is required to file its procedures with the State Building Commission (SBC) for approval. The purpose of this document is to comply with that requirement. This document is intended to provide procedures which complement, not replace, the SBC designer selection policy and, accordingly, should only be used in conjunction with that policy.

The following procedures are unique to the UNC System:

1. Each Board of Trustees of a constituent institution of the University of North Carolina, by delegation from the Board of Governors has been assigned the authority for:
 - a. Selection of architects or engineers for buildings and improvements requiring such professional services.
 - b. Approval of building sites.
 - c. Approval of plans and specifications.
 - d. Final acceptance of all completed buildings and projects.
 - e. Preparing and maintaining a master plan for the institution.
2. The requirement for the State Construction Office representation on all University pre-selection committees is waived by 01NCAC 30D.0304.

3. According to 01 NCAC 30D.0301, all designers or consultants shall file design qualifications information (Federal Standard Form 330 and other supporting material) with the State Construction Office prior to being considered by the pre-selection committee. Designer qualification information is filed directly with the constituent institutions of The University when application is made for designer selection for a specific project.
4. GS 116-31.11 delegates the duties of the Department of Administration and the Office of State Construction to the University of North Carolina with respect to the design, construction, or renovation of buildings, utilities, and other property developments of The University of North Carolina requiring the estimated expenditure of public money of two million dollars (\$2,000,000) or less.

The University of North Carolina Procedures: All State Building Commission prescribed policies for designer selection as outlined in the NCAC Subchapter 30D apply to constituent institutions of The University of North Carolina with the following clarifications and modifications:

Definitions

1. **“Capital Projects Coordinator”** means the individual authorized by each funded constituent institution of The University to coordinate each assigned capital improvement project and related matters with the various interested departments at the institution and with the State Construction Office and other State reviewing agencies where applicable. The individual so designated for purposes of these rules in this Subchapter may have other titles within the institution but shall carry out the duties assigned herein to the Capital Projects Coordinator. Whenever the Capital Projects Coordinator is referenced herein, it shall be understood to

include a designated assistant or representative. Where possible, the Capital Projects Coordinator shall be a licensed architect or engineer. The Capital Projects Coordinator shall be an employee of the institution.

2. **“Designer”** means any individual, firm, partnership, corporation, association or other legal entity licensed and permitted by law to practice architecture, engineering, or landscape architecture in the State of North Carolina.
3. **“Contact Person”** means the person named in the public advertisement who shall be the Capital Projects Coordinator or his/her designee.
4. **“Funded Agency”** means the constituent institution that is named in the legislation appropriating funds or where such funds have been allocated to a constituent institution by The University of North Carolina General Administration for the design and/or construction project.
5. **“Major Projects”** means those capital improvement projects whose authorized funding or estimated cost is greater than \$500,000 or a planning study activity whose funding is greater than \$50,000.
6. **“Minor Projects”** means those capital improvement projects whose authorized funding or estimated cost is \$500,000 or less or a planning or study activity whose authorized funding is \$50,000 or less. Minor projects may also include a grouping of small non-specified or anticipated projects whose aggregate total falls within the minor project cost limitations.
7. **“Download Projects”** means those capital improvement projects with a total cost of two million dollars (\$2,000,000) or less.
8. **“Professional Services”** means those services within the scope of the practice of architecture, engineering, or landscape architecture as defined by the public laws of North Carolina.

9. **“Open End-Fixed Term Contracts”** – The University of North Carolina and its constituent institutions may require the services of designer(s) or consultant(s) for small projects on a routine basis. In such cases, designer(s) or consultant(s) for annual contracts will be selected in accordance with the procedures described for minor projects. This does not preclude an institution’s use of designer selection procedures specified for major projects if it elects to do so. The term of these contracts will be as outlined in 01 NCAC 30D.0302 (f).

Procedures

Public Announcement: Constituent institutions of The University of North Carolina will submit a request for announcement of the need for professional services through the established web application for such postings on the UNC web site through which the announcement will also be posted to the State’s Interactive Purchasing System (IPS). A contact person, normally the institutional Capital Projects Coordinator or his/her designee, will be named in the public announcement. The advertisement time shall be as outlined in 01 NCAC 30D.0202.

Selection

General Procedure for All Projects: The general procedure for all projects shall be as outlined in 01 NCAC 30D.0302(b) except that the pre-selection priority list shall remain confidential at the institution until the final selection is made by the Board of Trustees.

Minor Projects: The pre-selection committee for minor projects shall consist of at least two members, one of which is the primary or alternate Capital Projects Coordinator. The second member should be a representative from the using department of the institution. A third member (a licensed architect or engineer) is required if the Capital Projects Coordinator is not so licensed. The pre-selection committee shall review individual designer evaluations held by the State Construction Office referring to their Interscope system for designer references. The constituent

institutions of the University shall be responsible for final designer selection and will conduct fee negotiations.

Major Projects: The pre-selection committee make-up will be as specified for the minor projects above except that the committee will include a minimum of three members, one of whom shall be a licensed architect or engineer. The pre-selection committee shall review individual designer evaluations held by the State Construction Office and refer to the University's "CAPSTAT" capital status system for designer references. Procedures as prescribed for major projects as outlined in 01 NCAC 30D.0302 including interview of firms, will be used by the institution.

Emergency Projects: The State Building Commission designer selection procedures make provision for waiver of the normal selection rules when immediate design services are required to correct a situation of an emergency nature. All provisions as outlined in 01 NCAC 30D.0302(e) will apply to The University and its constituent institutions, except that the required report of the written description of the condition and rationale for employing emergency design services will be filed by the Chancellor of the constituent institution with UNC-General Administration for presentation to the next regularly scheduled meeting of the State Building Commission.

Open End-Fixed Term Contracts: Session Law 2007-446 results in this information being outdated. See the interim guidelines at the end of this document for information regarding the use of open end-fixed term contracts; limits are no longer applicable. Designers selected for open end-fixed term design agreements shall be selected using procedures prescribed for minor projects unless the institution opts to use the procedures for designer selection for major projects. In no case will multiple open-end design agreements be combined to design sub-portions of a

single capital project in such a manner that the combination of the multiple agreements would provide design of the entire project, as a capital project requires a designer-of-record for the entire facility

The practice of an institution employing simultaneous multiple open-end agreements with the same firm, while not ruled out by these procedures, is strongly discouraged and should be undertaken only when there is justification to do so. The use of open-end agreements for relatively small projects is to allow competition for this work from a wide range of designers, including very small firms. Institutions should enter into open-end agreements with the number of firms and in the specialties only to meet a workload that is reasonably anticipated. Open-end design agreements are not intended to be used to provide preliminary planning on a project with the consideration that the open-end agreement can be increased by contract modification to provide full design service on a project. It is critical that the types of services to be undertaken by open-end design agreement fall within the parameters defined in the public advertisement for open-end design services.

Fee Negotiations

Download Projects (including minor projects and major projects \$2,000,000 and less): The constituent institution is responsible for fee negotiations. Fee negotiations will be supervised and signed by a licensed design or construction professional.

Major Projects above \$2,000,000: Upon final selection of a designer by a constituent institution Board of Trustees, the Capital Projects Coordinator will provide written notification directly to the State Construction Office of the selected firm for project design and will include the names of the final three firms considered for selection. When the constituent institution initiates a request to the State Construction Office for preparation of a contract and fee

negotiation with a selected design firm, the institution shall indicate that the designer selection was made in accordance with the procedures prescribed by the State Building Commission (including procedures adopted by the State Building Commission for The University of North Carolina). Further, the fee negotiation request shall include a statement of scope for the requested design services and any other special stipulations, including schedule.

Emergency Projects: The constituent institution is responsible for fee negotiations. Fee negotiations will be supervised and signed by a licensed design or construction professional.

Open-End Fixed Term Contracts: The basic design agreement delineating unit costs (cost per hour, etc.) is negotiated at the institutional (campus) level. Further, negotiation of a specific fee for individual projects under the open-end fixed term design agreement is also negotiated at the institutional (campus) level. Either type of fee negotiation is to be conducted by one person or group of persons which includes supervision and signature by a licensed design or construction professional.

Reporting

The institutions conducting fee negotiations will report the outcome of the negotiations via the Interscope system, where it will be consolidated for reporting to the State Building Commission at least annually, but customarily for the Commission's regularly scheduled meetings. The report will include a listing of all projects for which fee negotiations have been conducted at the institutional level; the designer of record, project budget, fee, and other explanatory data as appropriate. In addition, the top three designers considered, in priority order, will be listed in an electronic posting on The University web site, based on the submission of the selection information via a web application accessed by the selecting institution.

**UNC Designer Selection Procedures for Projects <\$500,000
(Interim Guidance Pending State Building Commission Procedure Development)**

The following designer selection procedures apply only to projects less than \$500,000 funded on or after July 1, 2007 in keeping with legislation under Session Law 2007-446 (HB 73). Designers for projects requiring the estimated expenditure of public money less than \$500,000 may be directly selected under the guidance of qualified campus staff involving at least a licensed architect or engineer and Capital Projects Coordinator (may be one person if both qualifications are met in a single individual). Selection may be made without public advertising or interview, but should continue to be based on qualifications and selection criteria currently in use in the approved selection process. The campus is responsible for fee negotiation and contract execution, using the appropriate design agreement for “download” projects (“Standard Form of Agreement Between Owner and Designer – Capital Projects Costing Less than \$2,000,000”).

Campuses should continue to adhere to their internal procedures regarding the level of involvement of their respective Boards of Trustees. If their board currently approves all designer selections, those made under this process should also be approved. If the board has delegated some authority to the Chancellor or staff, that delegation should continue to be followed. Compliance with these internal approvals should continue to be documented in whatever fashion has been customary at each campus (usually Board minutes where their approval is required). In addition, designer selections should continue to be posted in CAPSTAT as they occur and on the UNC web site.

The use of “Fixed Term” or “Open-End” design agreements is no longer required for projects under any specified dollar threshold. However, there may be some advantage in continuing to use these arrangements for projects under \$500,000. The use of an open-end agreement permits the related use of a letter agreement instead of the full standard design agreement. In addition, the use of these agreements reinforces the State’s commitment to soliciting competition for all work, which has been the foundation of the State’s procurement system, whether for goods and services or construction, since the 1930’s. Further, it provides an opportunity for many firms to be tested on small projects as a stepping-stone to consideration for future, larger campus projects. If campuses wish to establish open-end agreements for projects up to \$500,000, they may do so by following the customary advertising and designer selection processes. Open-end agreements are not subject to any limitations on the fee for a single project or for cumulative fees paid to a single firm for the duration of the agreement. Open-end agreements may be solicited for a one-year period, a one-year period with the option to extend to a second year, or a two-year period. After two years, a new solicitation and resulting selections should be made.

Projects consisting of design-related services such as materials testing, special inspections, commissioning, geotechnical services, surveying, and the like may be advertised based on the size of these services, as defined by approximate cost, rather than the cost or budget of the overall project to which they may be related.

While this legislation increased flexibility in that it both raised the limit for informal projects and reduced the red-tape required to select a designer for them, it comes with a responsibility to use that flexibility wisely. Selections should be made with great care to avoid any semblance of

undue influence in selection or criticism of work being concentrated among too small a group of firms. Fees should be appropriate for the anticipated work.

The State Building Commission is expected to address the development of revised procedures in the future. In the meantime, please use this outline for guidance and test all of your selection decisions based on their ability to withstand public scrutiny; are they fair, are they logical, are they consistent, are they defensible?

Questions should be directed to Will Johnson (wjohnson@northcarolina.edu, 919-962-4611), Gordon Rutherford (gordonr@northcarolina.edu, 919-962-0462) or Miriam Tripp (mdtripp@northcarolina.edu, 919-933-6392).

UNC System Web Site Advertisements Submission Information

Solicitations for designers, construction bids, and CM at Risk firms are to be posted on the UNC system web site as part of our effort to ensure the broadest range of participation possible in our projects. In addition, the prequalifying of contractors, solicitation of bid packages from prequalified contractors, and the posting of public meeting notices in compliance with the revised General Statute 133-3 are to be posted in this forum. Advertisements placed on the UNC site are passed to the State's Interactive Purchasing System (IPS) to be posted there as well, with no additional action required by users at the institution/affiliate. The IPS system has a mechanism to issue nightly e-mail notifications to registered vendors who identify the categories they are interested in bidding on.

The vendor community is expecting ALL of our work (appropriate to current procedures and dollar limits) to be advertised on the UNC site. Placement of advertisements should allow sufficient lead-time for response and participation in any pre-bid conferences. Each institution is responsible for ensuring compliance with minimum advertising time frames specified in the State Construction manual. In addition, both the UNC and the State of North Carolina "Minority Business Participation Guidelines and Forms" require that the State HUB Office be notified of competitive bidding opportunities 21 days prior to bid opening. Since the State web site is the mechanism that provides this advance notification, via daily review by HUB Office staff, ads must be posted 21 days prior to scheduled opening.

Note that solicitations for design or construction can only be released for authorized projects. Appropriate legislative or State Budget Office authority must be in hand before posting ads and is verified based on projects listed in Interscope. Further, Primavera project schedules are required for projects in excess of \$500,000 and the existence of schedules is verified in the system before ads are posted. Finally, don't forget that the outcome of the designer selection process must be posted including the selected designer, amount of the contract, and the first and second runners-up.

The web address from which all types of postings may be entered is:
<http://www.northcarolina.edu/info/vendors/opportunities.htm>. Log in and password are the same as those you use to log into your campus computer every day.

- 1. To solicit the services of designers,** enter information in the fields shown under the category for designer solicitations. When you have completed the entries and are satisfied they are correct, click on "submit" and the request will appear for approval at the UNC System Office and then be posted.

All of the submission categories function in this same way. Note that "Tab" should be used to move from one field to another. When "Return" is pressed, the system assumes the advertisement is being submitted and you may generate numerous incomplete advertisements in this way. Budget amounts should be entered without commas, dollar signs, or other punctuation or the amount will appear in the ad only up to the point where a comma, etc. is entered. Commas will be automatically inserted as part of the format the advertisement takes on when it is posted. Also, solicitation closing/bid opening dates must not be on weekends or holidays, including federal holidays when the U.S. mail is

not delivered. The State's IPS system will not permit posting of advertisements with these dates. If you do not receive a confirmation message indicating that the ad has been submitted, it has not processed successfully and you should try again and/or request assistance (mdtripp@northcarolina.edu or jrose@northcarolina.edu). Postings are generally made within one business day, but on occasion may be as long as two or three. Please allow sufficient lead time for posting to be completed and still meet required times to closing dates.

2. **To bid construction projects**, enter information in the fields shown under the category for construction bid solicitations. Please clearly indicate if the pre-bid conference is mandatory. This is important in how the advertisement appears when it is passed over to the State IPS system, as that site has a separate field for mandatory site visits. Also, be sure to make an appropriate entry in the minutes column for pre-bid and bid opening times. If this field is left blank, no time will appear in the final advertisement, even if you had entered an hour in that time column. Both a mailing address where bids may be mailed or delivered and a physical bid opening location, if different from the mailing address, must be provided.
3. **To prequalify construction firms**, enter information in the fields shown under construction prequalifying solicitations. While prequalifying is required to prequalify subcontractors under the CM at Risk construction method, prequalifying may be used for any project. You will save yourself a number of inquiries if you can include information such as a web site where prequalifying packages may be obtained.
4. **To bid packages involving prequalified construction firms**, enter information under bid package solicitations from prequalified firms. You may list the number, title, and package information in the appropriate field without having to do a separate advertisement for each package, provided they are being opened on the same date and time. Separate ads are necessary to reflect openings at different times or dates and times. To improve readability of the resulting advertisement, please use punctuation between information on different packages. Carriage returns which may appear on screen, will not carry over to the final posting when the ad is submitted, making punctuation essential. Otherwise, the text appears as an ongoing string of information and becomes very difficult to read. The list of prequalified firms or a web site that lists them so that subs know who they may contact must be included. Both a mailing address where bids may be mailed or delivered and a physical bid opening location, if different from the mailing address, must be provided.
5. **To solicit the services of a CM at Risk firm**, enter information under Construction Manager at Risk Solicitations. Like prequalifying of construction firms, you will save yourself a number of inquiries if you can include information such as a web site to access the submission package or other details of what you expect to see submitted in response to this solicitation.
6. **To advertise a public meeting in compliance with GS 133-3**, enter information under Public Meeting Notices under GS 133-3. Similar to the bid packages for prequalified firms, the field to list items being considered is a large text field so that you have the flexibility to list numerous items, but punctuation helps make it more readable. It is

feasible to include a number of items and projects in a single meeting without posting separate notices for each under consideration. However, the space available for project name is limited. Current rules require that the specific items being considered be listed (such as Simplex fire alarms, LCN closers, etc.), not just the project for which brand name alternates are being considered.

7. **To post the outcome of a designer selection** after executing a contract, enter information in the fields shown under approved design contracts. Note that the contract fee must be posted so this entry cannot be made until after the contract is negotiated. However, Interscope entries should be made identifying the designer selected and selection date as soon as possible and are generally made prior to posting the outcome on the web site.

Open-ended selections may be posted by indicating in the title that entries are in “no order” and then listing the selected firms. If more firms are being contracted than space allows, simply list the additional firms on another form.

8. **Other advertisements (design-build, design-build bridging, public-private partnership)** – Public notice is required for design-build, design-build bridging, and public-private partnership opportunities as specified in statute (G.S. 143-128.1A, B, and C). While there are currently no separately identified categories for these projects in the advertisement web application, use of both the designer and construction bid solicitation categories should cover the prospective target markets. Submit advertisements in both design and construction categories for posting. Public-private partnerships are only required to be advertised in a newspaper local to the county where the project is located, but ads may be submitted on the web if desired.

Advertisements are archived reasonably promptly (usually next working day) after their closing/opening dates. If you have an unsuccessful bid opening and need to readvertise or if you know before the opening date that you want an extension, the ad can be edited in lieu of submitting a new entry by notifying Miriam Tripp via e-mail at mdtripp@northcarolina.edu before the ad is archived. The State’s IPS system automatically deletes postings as of their opening date so any rebid or extension that is made in the UNC web site has to be re-posted at that site. This is done for you based on your request in the UNC web posting.

While you cannot retrieve and edit ads once you have submitted them, they can be edited at the UNC System Office if necessary. Again, e-mail Miriam Tripp to identify the advertisement and the needed corrections.

Finally, if you wish to print a copy of your advertisement either as you have submitted it for posting or as it appears in its final copy, clicking on the printer icon will provide a “printer-friendly” version for your printing. Submitted copy, if lengthy, will not print completely from this submission screen, but a complete printing may be obtained from the final posted copy.

As the UNC system grows, each campus grows. To help facilitate that growth or to just keep up with the latest design or construction news, submit a new project below or subscribe to any of the RSS feeds below to get the latest news.

Designer Solicitations (4)

Approved Design Contracts (0)

Construction Bids (15)

Construction Solicitations to Prequalify

Contractors (5)

Construction Bid Solicitations from Prequalified

Contractors (4)

Construction Manager-at-Risk Solicitations (2)

Public Meeting Notices under GS 133-3 (1)

Projected Bond Program Bidding Opportunities - 1-2018 Update

IN THIS SECTION

[Board of Governors](#)

[President](#)

[Leadership and Organizational Structure](#)

[System Offices](#)

[Academic Affairs](#)

[Finance and Budget](#)

[Staff](#)

[Capital Design and Construction](#)

[Chart of Accounts](#)

[Financial Analyses](#)

[Financial Statement Audit Reports](#)

[Tuition and Fees](#)

[UNC Procurement](#)

**Submit a New Project
(Designer Solicitations)**

**IN THIS
SECTION**

* Institution

[Board of
Governors](#)

Institution
URL for
Additional
Information
about this
Project
(Optional)

* Project
Name

Type of
Services

Project
Manager

[Budget](#)

Phone
Number

() - Ext.

* Contact
Email

[Design and
Construction](#)

Closing
Date

[Chart of
Accounts](#)

Project
Budget

\$

One-Two Sentences

[Financial
Statement](#)

Project
Description

Designer Solicitations

Full Details

Institution	UNC Charlotte
Institution URL for Additional Information about this Project (Optional)	http://facilities.uncc.edu/advertisements
Project Name	Atkins Air Handler
Type of Services	Architectural/Engineering
Project Manager	Elizabeth Frere
Phone Number	(704) 687-0558
Contact Email	efrere@uncc.edu
Closing Date	04/19/2018
Project Budget	\$ 1,600,000
Project Description	One-Two Sentences The work will include overhaul of the built-up penthouse air handling unit including the installation of variable frequency drives, dehumidification control, pre-heat and economizer controls, re-piping steam humidifiers, and digital controls. Terminal boxes will be replaced and DDC controls added.
Submit Letters of Interest and Current SF-330 to:	(Contact Person, Name of Institution & Address) University of North Carolina at Charlotte Joyce Clay Capital Projects Facilities Management 9201 University City Boulevard Charlotte, N.C. 28223-0001 Or hand delivered to: Attn: Joyce Clay Facilities Management/Police Building, 2nd Floor - Capital Projects 9151 Cameron Blvd. (Building #55 on the campus map) Campus Maps http://facilities.uncc.edu/maps

In order to offer architectural or engineering services in response to this solicitation, the proposer must be licensed in the State of North Carolina.

01 NCAC 30D .0303 SELECTING CRITERIA

In selecting the three firms to be presented to the SBC, the pre-selection committee should take into consideration such factors as:

- (1) Specialized or appropriate expertise in the type of project.
- (2) *Past performance on similar projects.*
- (3) Adequate staff and proposed design or consultant team for the project.
- (4) Current workload and State projects awarded.
- (5) Proposed design approach for the project including design team and consultants.
- (6) Recent experience with project costs and schedules.
- (7) Construction administration capabilities.
- (8) Proximity to and familiarity with the area where project is located.
- (9) Record of successfully completed projects without major legal or technical problems.
- (10) Other factors that may be appropriate for the project.

History Note: Authority G.S. 143-135.25; 143-135.26;

Eff. January 1, 1988;

Amended Eff. May 1, 1990.

UNC uses these criteria and adds HUB participation on the design team/consultants as an additional factor.

Evaluations Search

Department:
 Agency:
 Final Rating:
 Project Completion:
 Due Date:
 Hub Only?:

Firm Type?:
 Firm Name:
 Construction Status:
 Version#:

Project Sequence#:
 Evaluation#:

EVALUATION #	FIRM NAME	TYPE	DEPARTMENT	AGENCY	SCO ID	PROJECT	GRADE	RATING	STATUS	CONSTRUCTION STATUS	FINAL ACCEPTN
11358	RMF Engineering, Inc, P.C.	D	Educational Institutions	East Carolina University	16-14124-01A	Austin Building - Replace Sectionalizing Switch			PENDING	Complete	8/15/2017
11290	RMF Engineering, Inc, P.C.	D	Educational Institutions	East Carolina University	16-14193-01A	Replace Chiller Water Service and Repair HVAC			PENDING	Under Construction	
10912	RMF Engineering, Inc, P.C.	D	Educational Institutions	NC State University	16-16273-01A	Steam Phase 8B - Dabney Hall leg	3.8	ACCEPTABLE	COMPLETE	Complete	8/8/2017
10931	RMF Engineering, Inc, P.C.	D	Educational Institutions	Winston-Salem State	16-14388-01A	Physical Plant Thermal Infrastructure			PENDING	Approved for Bid	
11295	RMF Engineering, Inc, P.C.	D	Educational Institutions	NC State University	16-15444-01A	Dabney HVAC Renovations			PENDING	Complete	
12451	RMF Engineering, Inc, P.C.	D	Educational Institutions	NC State University	16-15444-02A	Dabney HVAC Renovations			PENDING	Under Design	
10952	RMF Engineering, Inc, P.C.	D	Educational Institutions	NC A & T State University	16-15456-01A	IBC Lab 07 Upgrade for Spectrometry Equipment	4.3	ACCEPTABLE	PENDING	Complete	
13223	RMF Engineering, Inc, P.C.	D	Educational Institutions	UNC Wilmington	16-15505-03A	Allied Health Building			PENDING	Under Design	
12701	RMF Engineering, Inc, P.C.	D	Educational Institutions	UNC Charlotte	16-15656-03A	Facilities Operations/Parking Services Complex			PENDING	Under Design	
11266	RMF Engineering, Inc, P.C.	D	Administrative	State Construction Office	16-15672-01A	District Cooled Water Loop - Building Isolation			PENDING	Under Construction	
12019	RMF Engineering, Inc, P.C.	D	Educational Institutions	NC State University	16-15945-01A	Centennial Campus Utility Infrastructure			PENDING	Under Design	
11430	RMF Engineering, Inc, P.C.	D	Educational Institutions	NC A & T State University	16-16028-01A	Seaboard Hall HVAC Replacement	4.4	ACCEPTABLE	COMPLETE	Complete	
11497	RMF Engineering, Inc, P.C.	D	Educational Institutions	Winston-Salem State	16-16061-01A	Steam and condensate MH-27 to Nausser			PENDING	Approved for Bid	
11635	RMF Engineering, Inc, P.C.	D	Educational Institutions	NC A & T State University	16-16189-01A	Corbett Sports Center Control Room AC			PENDING	Review Only	
11294	RMF Engineering, Inc, P.C.	D	Educational Institutions	NC A & T State University	16-16428-01A	1020 Windtower AHU Replacement	4.3	ACCEPTABLE	PENDING	Approved for Bid	
11293	RMF Engineering, Inc, P.C.	D	Educational Institutions	NC A & T State University	16-16446-01A	Berbow Hall Sensory Lab HVAC Repair	4.4	ACCEPTABLE	PENDING	Complete	1/2/2009

4 page(s) 1 2 3 4

4/3/2018 11:17:12 AM

InterscopePlus 20180321 Copyright © 2018 - State of North Carolina - Department of Administration - State Construction Office

Report a Problem

Month Date, Year

Mr. Ryan Scruggs
State Construction Office
1307 Mail Service Center
Raleigh, NC 27699-1307
STATE COURIER: 56-02-01

SUBJECT: Project Name
Interscope Project #, Code Item

Dear Mr. Scruggs:

This letter is to request your assistance in negotiating a design contract for (description, include any special requirements and as much detailed information as appropriate).

The (name of institution) University Trustees have selected (name of design firm) to provide design services for the above referenced project. The SF-330 on this firm is enclosed. This project was advertised and the designer was selected on (date). All procedures concerning solicitation and selection as required by the State Building Commission have been followed. The firms selected in priority order are:
(list firms)

The total anticipated project scope is \$(amount) (see attached OC-25). Funding for this project will be from (funding source). We have had preliminary discussions with the designer concerning scope, our expectations concerning services to be provided, and project schedule and suggest the following:

(enter budget breakdown and schedule - Be sure to list and clearly identify reserves for fixed equipment and furnishings and any other amounts not available to the architect for construction of the project. These amounts should not be included in the designer's contract. Identify any special provisions to be included in Article 14, such as professional liability insurance, special use permitting with the local municipality, etc.)

Please contact (name) at (phone number) with any questions on the scope of work. Thank you for your assistance.

Sincerely,

(Name)
Capital Projects Coordinator

Enclosures: OC-25
SF-330 (name of firm)

Design Fees Basic

- 1 Architect
- 2 MEP
- 3 Structural
- 4 Civil
- 5 Landscape
- 6 Estimating
- 7 Code-required signage (should be in fee above)
10-month warranty inspection

BASIC SERVICES TOTAL**Level 1 Additional Services**

- 1 Phasing Premium
- 2 AV
- 3 IT Systems
- 4 Security coordination
- 5 Acoustics
- 6 Hazmat design

LEVEL 1 TOTAL**Level 2 Additional Services**

- 1 Furniture and loose equipment
- 2 Specialized Equipment Development (such as Simulation Equipment Development to SD)
- 3 Specialized signage selection, specification, and/or design
- 4 Other??

LEVEL 2 TOTAL

Month Date, Year

Mr. Ryan Scruggs
State Construction Office
1307 Mail Service Center
Raleigh, NC 27699-1307
STATE COURIER: 56-02-01

Subject: Project Name
SCO ID#, Code Item

Dear Mr. Scruggs:

Attached is a letter from [\(name of designer\)](#) requesting a design contract amendment on the above project. We have reviewed this proposal and found it to be reasonable. Please review and if you concur, draft an amendment to the design contract.

Please let me know if you have any questions. Thank you for your assistance in negotiating this design contract amendment.

Sincerely,

(Name)
Capital Projects Coordinator

Month Date, Year

Mr(s). First Name Last Name

Company Name

Address

Address

City, State ZIP Code

RE: (University)
Open-ended Design Agreement for «Type» Services

Dear Mr(s). Last Name:

Enclosed please find two copies of the Open-ended Design Agreement for «Type» Services between (Company Name) and (University). By signing this document, you are agreeing to the terms of the agreement and the procedures for executing a design contract. If your firm is able to guarantee emergency service after normal business hours, please sign the Optional Agreement for Increased Level of Service.

An orientation meeting will be held on (Date) at (Time), in (Place). During this meeting, you will receive more specific instructions and guidelines on how to conduct business with (University).

All correspondence and other contacts with (University) concerning the terms of the agreement should be coordinated through (Contact Person's name and title).

Please sign each copy of the agreement indicating your acceptance and forward both to (Contact Person's name and delivery information as needed). The representative for (University) will then sign each copy and return one to your firm.

Sincerely,

Name

Title

Enclosures (Open-ended contract)

Date

Mr. Project Manager
University
Address
Address
City, State ZIP Code

RE: Project Name

Dear Mr. Project Manager:

Name of firm is pleased to submit this proposal to perform type of services for the above referenced project under our open-ended design services agreement.

The scope of work, schedule, and proposed fee are as follows:

SCOPE OF WORK:

SCHEDULE:

PROPOSED FEE:

The cost to provide the above referenced services is \$.

We appreciate the opportunity to submit this proposal/contract for your review and approval. If you find this acceptable, please have each of the enclosed copies executed and return one copy to our office.

Sincerely,

Designer Contact

ACCEPTED:

University

Design Firm Name

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

O-E PROJECT (11/2016)

Excerpted from SCO Manual, applicable to State agencies:

Section 203 Emergency Projects

Emergency situations are addressed in Administrative Code NCAC 30D.0302(e) for Special Procedures for Emergency Projects and reads as follows:

On occasion, emergency design or consultation services may be required for restoration or correction of a facility condition which by its nature poses a hazard to persons or property, or when an emergency exists. Should this situation occur, in all likelihood there will not be sufficient time to follow the normal procedures described in this Rule. The Capital Projects Coordinator on these occasions may declare an emergency, notify the State Construction Office and then obtain the services of a designer or consultant for consultation or design of the corrective action. In all cases, such uses of these emergency powers shall involve a written description of the condition and rationale for employing this special authority signed by the head of the agency and presented to the SBC at its next normal meeting. Timeliness for obligation of funds or other non-hazardous or non-emergency situations do not constitute sufficient grounds for invoking this special authority.

See next page for process applicable to Universities. Note that the need to declare an emergency and *hire a designer under such a declaration does not eliminate the requirement for competitive bidding for the resulting project.* At the same time, dangerous conditions associated with the emergency require making a site immediately safe and secure and can often be handled quickly either with informal bidding or at a level (<\$30,000) where bidding is not required.

University of North Carolina Emergency Project Process

1. The President of the University of North Carolina receives an Emergency Declaration Notice from the Chancellor of the UNC institution declaring the need for an emergency capital project.
2. UNC System Office forwards an electronic copy of the Emergency Declaration Notice to the North Carolina Office of State Budget and Management (OSBM) to the attention of the capital budget analyst to whom the relevant UNC institution is assigned, with a copy to the Assistant State Budget Officer leading OSBM's capital section.
3. UNC System Office establishes a capital project in the UNC capital projects information system (currently Interscope+), assigning a code and project number with the guidance of the institution, and an initial budget of \$1.
4. Concurrently, the institution contacts the appropriate OSBM capital budget analyst and, if necessary, its OSBM operating budget analyst, to identify and agree on the funding plan, including all sources of funds, to be used to pay for the project.
5. Once OSBM has approved the project and the funding plan, the UNC institution initiates the necessary UNC capital projects information system (currently Interscope+) transaction or transactions to request the fund transfers needed to implement the approved funding plan.
6. Once all transactions are approved in the capital projects information system (currently Interscope+), the institution processes the necessary BD606's to reflect fund availability per the agreed upon plan.
7. Once funding is in place for the capital project, OSBM will report the approved emergency capital project's estimated scope, cost, funding plan, and schedule to the Joint Legislative Commission on Governmental Operations on behalf of UNC.
8. Concurrently, UNC System Office will notify the UNC Board of Governors, the N.C. State Building Commission, and the N.C. Department of Administration's State Construction Office of the UNC institution's need for an emergency capital project.

REVIEW RESPONSIBILITY

UNDER \$500,000	\$500,000 TO \$2,000,000	OVER \$2,000,000
-State Clearinghouse review not likely to apply because of size & scope of projects	-By the State Clearinghouse in compliance with The Environmental Policy Act of North Carolina (if applicable)	-By the State Clearinghouse in compliance with The Environmental Policy Act of North Carolina (if applicable)
-By Institution for program, project phasing, campus design standards, staging areas, pedestrian & vehicular safety, parking, tree protection & other special requirements	-By Institution for program, project phasing, campus design standards, staging areas, pedestrian & vehicular safety, parking, tree protection & other special requirements	-By Institution for program, project phasing, campus design standards, staging areas, pedestrian & vehicular safety, parking, tree protection & other special requirements
-By Institution for project technical requirements (no technical A/E review by State Construction Office)	-By Institution for project technical requirements (no technical A/E review by State Construction Office)	-By Institution for project technical requirements in addition to technical A/E review by State Construction Office
-By State Construction Office for Code Compliance & Fire Safety	-By State Construction Office for Code Compliance & Fire Safety	-By State Construction Office for Code Compliance & Fire Safety
-By Department of Labor for Elevators & Boilers & Pressure Vessels	-By Department of Labor for Elevators & Boilers & Pressure Vessels	-By Department of Labor for Elevators & Boilers & Pressure Vessels
-By Division of Facility Services for Patient Care	-By Division of Facility Services for Patient Care	-By Division of Facility Services for Patient Care
-By Division of Health Services for food, water, wastewater, solid waste	-By Division of Health Services for food, water, wastewater, solid waste	-By Division of Health Services for food, water, wastewater, solid waste
-By Division of Archives & History for properties on the National Register	-By Division of Archives & History for properties on the National Register	-By Division of Archives & History for properties on the National Register
-By Division of Environmental Management for storm water, sewer system, etc.	-By Division of Environmental Management for storm water, sewer system, etc.	-By Division of Environmental Management for storm water, sewer system, etc.
-By Division of Land Resources for land disturbance of more than one acre	-By Division of Land Resources for land disturbance of more than one acre	-By Division of Land Resources for land disturbance of more than one acre

Refer to the State Construction Manual Chapter 400 for a complete list of reviewing agencies.

GR22 (rev 11/2016)

SCO Plan Reviews Guidance for Small UNC "Download" Projects

SCO is the building code enforcement authority for UNC projects, regardless of project dollar value. At the same time, there are many activities that do not involve building code issues and so may be excluded from SCO review. Examples include, but may not be limited to:

1. Lamp replacement – Changing out lamps and ballasts, such as T12 lamps with magnetic ballasts to T8 lamps with electronic ballasts, while continuing to use the existing light fixture.
2. Like-in-kind replacement – Changing a product out for a new one if the new one is of like kind, such as VFD to VFD, but NOT constant speed drive to VFD motors.
3. Retro-commissioning – Changing controls and programs NOT involving construction.
4. Piping repairs – Repairs to hot water and chilled water piping if NO new routing is involved.
5. Occupancy sensors – Installation of occupancy sensors when NO new switches or wiring is involved.
6. Programmable thermostats – Installation of programmable thermostats replacing existing thermostats.
7. Exit sign replacement – Replacing existing exit signs with LED types when NO additional signs or relocations are involved.
8. Switch relocation – Relocating switches provided NO new ones are added to existing circuits.
9. Replacement flooring – Replacing existing flooring with new, like flooring. Like flooring must be comparable in fire rating/certification and accessibility characteristics.
10. Replacement ceilings – Ceiling tile replacement with new, like tile. Replacement must be comparable in fire rating/certification.
11. Replacement seating – Replacing existing seating with new, like seating of the same dimensions, provided NO changes in seating numbers or locations are involved.
12. Painting.
13. Bathroom partitions – Replacing or repairing existing bathroom partitions with no reconfiguration of space. Replacement partitions must have the same physical characteristics.
14. Shingle roofing – Repair or replacement of shingle roofing, provided no structural elements are involved.
15. Door hardware – Replacing existing door hardware, provided no change in locking functionality or practices such as electronic card access or delayed release are involved. Replacing existing with ADA compliant hardware, such as push bars.

For those download projects that require SCO review, requirements may be satisfied for some with only a narrative description, while others require more documentation or full, sealed construction documents. A seal is required for UNC projects exceeding \$500,000 and for smaller projects involving structural or foundation support system changes or life safety systems. See General Statute 133-1.1 for seal requirements.

A narrative description, alone, is sufficient for projects such as:

1. A lighting retro-fit project involving a large number of lights or buildings.
2. A change in cfm air flow. The narrative must describe how the change meets the current ASHRAE standards for air exchange.
3. Emergency repairs to boilers, chillers, transformers, etc. - An emergency declaration letter is required from the institution's Chancellor to identify such an emergency for immediate repair. Subsequent capital projects to more permanently address the needs will require appropriate project documentation.

Documentation, but not necessarily construction documents, will be needed for projects such as:

1. Changing light fixture types, such as 400 watt metal halide to T5.
2. Changing motor types, such as constant to variable speed drive.
3. The addition of a building automation system.
4. Any addition of equipment that involves new wiring or circuits.
5. Any change in electrical equipment or motors (smaller to larger or vice versa) requiring different wiring or over current protection.
6. Minor changes to wall partitions (non-load bearing) that do not affect required egress.

To determine the nature of review and documentation required for a specific project, prepare a brief description of the project and include a recommendation regarding SCO review and documentation level. Submit the description to ~~Latif Kaid~~ (latif.kaid@doa.nc.gov; 919-807-4095) for a determination. Based on this determination, instructions will be provided regarding how to proceed. Questions may be directed to ~~Latif~~.

Farouk Zaman

farouk.zaman@doa.nc.gov

919-807-4095



State Construction Office Plan Review and Inspection of Non-State Funded Projects

Jurisdiction:

In August 2009, Senate Bill (SB) 425 was enacted which added the responsibility and jurisdiction for code compliance and electrical inspections of State and University projects to the State Construction Office (SCO). These responsibilities are not limited by the amount or source of funding. All State and University projects which construct, alter, renovate or add to State buildings or property, or are affected by any of the North Carolina Building Codes shall be submitted for code review and approval prior to the start of construction.

Privately Funded Projects on State Owned Land:

All projects constructed for the use of the State or any State institution, regardless of land, ground, or other lease arrangements, shall be submitted to SCO for code review and approval. For all Agency projects and University projects more than \$2 Million in total construction cost, reviews for energy efficiency (SB668), and State Construction guidelines will also be performed. SCO will inspect, observe and assist with construction administration; however, no contractual matters and/or change orders will be reviewed or processed. Acceptance of the project at completion will be subject to a complete SCO Final Inspection with all life safety issues tested.

Privately Funded Projects on Private Land:

All projects constructed by private funds on private land for use by the State or any State institution, or connected to the State's utilities, shall be reviewed for energy efficiency and published State Construction guidelines as posted on the SCO web site (www.nc-sco.com). Permitting and code compliance will be by the local authority having jurisdiction. SCO will not be involved in contractual matters or construction administration. A complete facility assessment and inspection shall be conducted if and when the building is donated and/or purchased by the State.

Privately Funded Projects on Community College Land:

All privately funded projects \$500,000 or larger, constructed on Community College land shall be submitted to the State Construction Office for review for energy efficiency and State Construction guidelines. Permitting and code reviews are still required to be conducted by the local authority having jurisdiction. SCO will inspect, observe and assist with construction administration. Acceptance of the project at completion will be subject to a complete SCO Final Inspection with all life safety issues tested and the local authority having jurisdiction's certificate of occupancy in place.

Minimum Standards for Residential Projects (see note below)

COMPONENTS	BASE	POSSIBLE UPGRADE	NOTES
Structural Framing Systems	Any structural framing meeting the NC Building Codes	Steel with metal studs	Careful consideration should be observed about the use of Masonry shafts due to incompatibility
Exterior Cladding	Brick veneer with cast stone trim	NA	
Exterior Cladding	Reduce Curtainwall to storefront/steel frame.		Main entrance only
Roofing System Slope	30 Year asphalt shingle	Metal/Slate	
Roofing System Low Slope	20 Year Single Ply	30 Year Build-Up Roof	
Interior Wall Systems	Regular 5/8" drywall	Impact Resistance Drywall	
Doors and Frames	Closet doors only six panel residential. All others solid core	Solid core wood doors at entrances and bedrooms Closet & bathroom doors solid core / six panel residential	
Windows	Vinyl	Aluminum	
Cabinetry	Residential Grade	Finish	
Fireproofing	To be per NBC, no exceptions		
Fire Sprinkler System	NFPA 13R (up to 4 story building)	NFPA 13 Light Hazard	Must use NFPA 13 in all common use areas
Waste Piping	PVC pipe	Cast Iron	Must use cast iron on all waste verticals & under building elbows/horizontals
Site Waste Piping	PVC pipe	NA	Must use cast iron or steel sleeves under vehicle traffic area
Water Distribution	CPVC or PEX	Copper	PVC not allowed
Toilet Type	Tank Type	Power assisted flush	

Minimum Standards for Residential Projects (see note below)

COMPONENTS	BASE	POSSIBLE UPGRADE	NOTES
Hot Water Distribution	Individual Electric water heaters	NA	Must meet the 30% energy mandate for whole building
Mechanical Systems	PT/AC	Four Pipe Fan Coil	
Telecom & Low-voltage wiring	plenum rated wiring		Where plenum ceiling exists only, supported in accordance w/ NEC
Electrical Wiring	MC Cable, 1/2", up to #12 AWG Solid copper w/ ground	EMT	Must use EMT in all common use areas
Fire Alarm	Plenum rated wiring	Red MC Cable	Can use as specified in University Guidelines
Service Feeders	Aluminum Feeders > #1 AWG	Copper	
Main Distribution Panel	Load-center Panels	Copper Bus, Bolt-on Breakers	
Transformers	Aluminum Feeders	Copper	
Note: Apply only to privately funded projects such as Foundation projects and single family dwelling such as Chancellors' residences and Park Rangers residences.			

APPENDIX B

2012 BUILDING CODE SUMMARY FOR ALL COMMERCIAL PROJECTS

(EXCEPT ONE- AND TWO-FAMILY DWELLINGS AND TOWNHOUSES)

(Reproduce the following data on the building plans sheet 1 or 2)

Name of Project: _____

Address: _____ Zip Code: _____

Proposed Use: _____

Owner/Authorized Agent: _____ Phone # () - _____ E-Mail: _____

Owned By: ☐ City/County ☐ Private ☐ State

Code Enforcement Jurisdiction: ☐ City ☐ County ☐ State

LEAD DESIGN PROFESSIONAL:

DESIGNER	FIRM	NAME	LICENSE #	TELEPHONE #	E-MAIL
Architectural	_____	_____	_____	() _____	_____
Civil	_____	_____	_____	() _____	_____
Electrical	_____	_____	_____	() _____	_____
Fire Alarm	_____	_____	_____	() _____	_____
Plumbing	_____	_____	_____	() _____	_____
Mechanical	_____	_____	_____	() _____	_____
Sprinkler-Standpipe	_____	_____	_____	() _____	_____
Structural	_____	_____	_____	() _____	_____
Retaining Walls >5' High	_____	_____	_____	() _____	_____
Other	_____	_____	_____	() _____	_____

2012 EDITION OF NC CODE FOR: ☐ New Construction ☐ Addition ☐ Upfit

EXISTING: ☐ Reconstruction ☐ Alteration ☐ Repair ☐ Renovation

CONSTRUCTED: (date) _____ ORIGINAL USE(S) (Ch. 3): _____

RENOVATED: (date) _____ CURRENT USE(S) (Ch. 3): _____

PROPOSED USE(S) (Ch. 3): _____

BUILDING DATA

Construction Type: ☐ I-A ☐ II-A ☐ III-A ☐ IV ☐ V-A

(check all that apply) ☐ I-B ☐ II-B ☐ III-B ☐ V-B

Sprinklers: ☐ No ☐ Partial ☐ Yes ☐ NFPA 13 ☐ NFPA 13R ☐ NFPA 13D

Standpipes: ☐ No ☐ Yes Class ☐ I ☐ II ☐ III ☐ Wet ☐ Dry

Fire District: ☐ No ☐ Yes (Primary) Flood Hazard Area: ☐ No ☐ Yes

Building Height: (feet) _____

Gross Building Area:

Floor	Existing (sq ft)	New (sq ft)	Subtotal
6th Floor	_____	_____	_____
5th Floor	_____	_____	_____
4th Floor	_____	_____	_____
3rd Floor	_____	_____	_____
2nd Floor	_____	_____	_____
Mezzanine	_____	_____	_____
1st Floor	_____	_____	_____
Basement	_____	_____	_____
TOTAL	_____	_____	_____

ALLOWABLE AREA

Occupancy:

- Assembly ☐ A-1 ☐ A-2 ☐ A-3 ☐ A-4 ☐ A-5
 Business ☐
 Educational ☐
 Factory ☐ F-1 Moderate ☐ F-2 Low
 Hazardous ☐ H-1 Detonate ☐ H-2 Deflagrate ☐ H-3 Combust ☐ H-4 Health ☐ H-5 HPM
 Institutional ☐ I-1 ☐ I-2 ☐ I-3 ☐ I-4
 I-3 Condition ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
 Mercantile ☐
 Residential ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4
 Storage ☐ S-1 Moderate ☐ S-2 Low ☐ High-piled
 ☐ Parking Garage ☐ Open ☐ Enclosed ☐ Repair Garage
 Utility and
 Miscellaneous ☐

Accessory Occupancies:

- Assembly ☐ A-1 ☐ A-2 ☐ A-3 ☐ A-4 ☐ A-5
 Business ☐
 Educational ☐
 Factory ☐ F-1 Moderate ☐ F-2 Low
 Hazardous ☐ H-1 Detonate ☐ H-2 Deflagrate ☐ H-3 Combust ☐ H-4 Health ☐ H-5 HPM
 Institutional ☐ I-1 ☐ I-2 ☐ I-3 ☐ I-4
 I-3 Condition ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
 Mercantile ☐
 Residential ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4
 Storage ☐ S-1 Moderate ☐ S-2 Low ☐ High-piled
 ☐ Parking Garage ☐ Open ☐ Enclosed ☐ Repair Garage
 Utility and
 Miscellaneous ☐

Accessory Occupancies:

- ☐ Furnace room where any piece of equipment is over 400,000 Btu per hour input
☐ Rooms with boilers where the largest piece of equipment is over 15 psi and 10 horsepower
☐ Refrigerant machine room
☐ Hydrogen cutoff rooms, not classified as Group H
☐ Incinerator rooms
☐ Paint shops, not classified as Group H, located in occupancies other than Group F
☐ Laboratories and vocational shops, not classified as Group H, located in a Group E or I-2 occupancy
☐ Laundry rooms over 100 square feet
☐ Group I-3 cells equipped with padded surfaces
☐ Group I-2 waste and linen collection rooms
☐ Waste and linen collection rooms over 100 square feet
☐ Stationary storage battery systems having a liquid electrolyte capacity of more than 50 gallons, or a lithium-ion capacity of 1,000 pounds used for facility standby power, emergency power or uninterrupted power supplies
☐ Rooms containing fire pumps
☐ Group I-2 storage rooms over 100 square feet
☐ Group I-2 commercial kitchens
☐ Group I-2 laundries equal to or less than 100 square feet
☐ Group I-2 rooms or spaces that contain fuel-fired heating equipment

Special
Uses:

- ☐ 402 ☐ 403 ☐ 404 ☐ 405 ☐ 406 ☐ 407 ☐ 408 ☐ 409 ☐ 410 ☐ 411 ☐ 412 ☐ 413 ☐ 414 ☐ 415 ☐ 416 ☐ 417
☐ 418 ☐ 419 ☐ 420 ☐ 421 ☐ 422 ☐ 423 ☐ 424 ☐ 425 ☐ 426 ☐ 427

Special Provisions:

- ☐ 509.2 ☐ 509.3 ☐ 509.4 ☐ 509.5 ☐ 509.6 ☐ 509.7 ☐ 509.8 ☐ 509.9

continued

ALLOWABLE AREA—cont'd

Mixed Occupancy: ☐ No ☐ Yes Separation: _____ Hr Exception: _____

☐ Incidental Use Separation (508.2.5)

This separation is not exempt as a Nonseparated Use (see exceptions).

☐ Nonseparated Use (508.3.2)

The required type of construction for the building shall be determined by applying the height and area limitations for each of the applicable occupancies to the entire building. The most restrictive type of construction, so determined, shall apply to the entire building.

☐ Separated Use (508.3.3) - See below for area calculations.

For each story, the area of the occupancy shall be such that the sum of the ratios of the actual floor area of each use divided by the allowable floor area for each use shall not exceed 1.

$$\frac{\text{Actual Area of Occupancy A}}{\text{Allowable Area of Occupancy A}} + \frac{\text{Actual Area of Occupancy B}}{\text{Allowable Area of Occupancy B}} \leq 1$$

$$\underline{\hspace{2cm}} + \underline{\hspace{2cm}} + \dots = \underline{\hspace{2cm}} \leq 1.00$$

STORY NO.	DESCRIPTION AND USE	(A) BLDG AREA PER STORY (ACTUAL)	(B) TABLE 503 ⁵ AREA	(C) AREA FOR FRONTAGE INCREASE ¹	(D) AREA FOR SPRINKLER INCREASE ²	(E) ALLOWABLE AREA OR UNLIMITED ³	(F) MAXIMUM BUILDING AREA ⁴

1. Frontage area increases from Section 506.2 are computed thus:

a. Perimeter which fronts a public way or open space having 20 feet minimum width = _____ (P')

b. Total Building Perimeter = _____ (P)

c. Ratio (P'/P) = _____ (P'/P)

d. W' = Minimum width of public way = _____ (W')

e. Percent of frontage increase $I_f = 100 [P'/P - 0.25] \times W/30 = \underline{\hspace{2cm}} (\%)$

2. The sprinkler increase per Section 506.3 is as follows:

a. Multi-story building $I_s = 200$ percent

b. Single story building $I_s = 300$ percent

3. Unlimited area applicable under conditions of Section 507.

4. Maximum Building Area = total number of stories in the building $\times E$ (506.4).

5. The maximum area of open parking garages must comply with Table 406.3.5. The maximum area of air traffic control towers must comply with Table 412.1.2.

ALLOWABLE HEIGHT

	ALLOWABLE (TABLE 503)	INCREASE FOR SPRINKLERS	SHOWN ON PLANS	CODE REFERENCE
Type of Construction	Type _____		Type _____	
Building Height in Feet		Feet = $H + 20' =$ _____		
Building Height in Stories		Stories + 1 = _____		

FIRE PROTECTION REQUIREMENTS

BUILDING ELEMENT	FIRE SEPARATION DISTANCE (FEET)	RATING		DETAIL # AND SHEET #	DESIGN # FOR RATED ASSEMBLY	DESIGN # FOR RATED PENETRATION	DESIGN # FOR RATED JOINTS
		REQ'D	PROVIDED (W/ REDUCTION) *				
Structural Frame Including columns, girders, trusses							
Bearing Walls							
Exterior							
North							
East							
West							
South							
Interior							
Nonbearing walls and partitions							
Exterior walls							
North							
East							
West							
South							
Interior walls and partitions							
Floor Construction Including supporting beams and joists							
Roof Construction Including supporting beams and joists							
Shaft Enclosures — Exit							
Shaft Enclosures — Other							
Corridor Separation							
Occupancy Separation							
Party/Fire Wall Separation							
Smoke Barrier Separation							
Tenant Separation							
Incidental Use Separation							

* Indicate section number permitting reduction

LIFE SAFETY SYSTEM REQUIREMENTS

Emergency Lighting: ☐ No ☐ Yes
 Exit Signs: ☐ No ☐ Yes
 Fire Alarm: ☐ No ☐ Yes
 Smoke Detection Systems: ☐ No ☐ Yes ☐ Partial _____
 Panic Hardware: ☐ No ☐ Yes

LIFE SAFETY PLAN REQUIREMENTS

Life Safety Plan Sheet #: _____

- ☐ Fire and/or smoke rated wall locations (Chapter 7)
☐ Assumed and real property line locations
☐ Exterior wall opening area with respect to distance to assumed property lines (705.8)
☐ Existing structures within 30 feet of the proposed building
☐ Occupancy types for each area as it relates to occupant load calculation (Table 1004.1.1)
☐ Occupant loads for each area
☐ Exit access travel distances (1016)
☐ Common path of travel distances (1014.3 & 1028.8)
☐ Dead end lengths (1018.4)
☐ Clear exit widths for each exit door
☐ Maximum calculated occupant load capacity each exit door can accommodate based on egress width (1005.1)
☐ Actual occupant load for each exit door
☐ A separate schematic plan indicating where fire rated floor/ceiling and/or roof structure is provided for purposes of occupancy separation
☐ Location of doors with panic hardware (1008.1.10)
☐ Location of doors with delayed egress locks and the amount of delay (1008.1.9.7)
☐ Location of doors with electromagnetic egress locks (1008.1.9.8)
☐ Location of doors equipped with hold-open devices
☐ Location of emergency escape windows (1029)
☐ The square footage of each fire area (902)
☐ The square footage of each smoke compartment (407.4)
☐ Note any code exceptions or table notes that may have been utilized regarding the items above

ACCESSIBLE DWELLING UNITS
(SECTION 1107)

TOTAL UNITS	ACCESSIBLE UNITS REQUIRED	ACCESSIBLE UNITS PROVIDED	TYPE A UNITS REQUIRED	TYPE A UNITS PROVIDED	TYPE B UNITS REQUIRED	TYPE B UNITS PROVIDED	TOTAL ACCESSIBLE UNITS PROVIDED

ACCESSIBILITY PARKING
(SECTION 1106)

LOT OR PARKING AREA	TOTAL # OF PARKING SPACES		# OF ACCESSIBLE SPACES PROVIDED			TOTAL # ACCESSIBLE PROVIDED
	REQUIRED	PROVIDED	REGULAR WITH 5' ACCESS AISLE	VAN SPACES WITH		
				132" ACCESS AISLE	8' ACCESS AISLE	
TOTAL						

STRUCTURAL DESIGN

DESIGN LOADS:

Importance Factors: Wind (I_W) _____
 Snow (I_S) _____
 Seismic (I_E) _____

Live Loads: Roof _____ psf
 Mezzanine _____ psf
 Floor _____ psf

Ground Snow Load: _____ psf

Wind Load: Basic Wind Speed _____ mph (ASCE-7)
 Exposure Category _____
 Wind Base Shears (for MWFRS) $V_x =$ _____ $V_y =$ _____

SEISMIC DESIGN CATEGORY:

Provide the following Seismic Design Parameters:

Occupancy Category (Table 1604.5) I II III IV

Spectral Response Acceleration S_S _____ %g S_1 _____ %g

Site Classification (Table 1613.5.2) ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F
 Data Source: ☐ Field Test ☐ Presumptive ☐ Historical Data

Basic structural system (check one)
☐ Bearing Wall ☐ Dual w/Special Moment Frame
☐ Building Frame ☐ Dual w/Intermediate R/C or Special Steel
☐ Moment Frame ☐ Inverted Pendulum

Seismic base shear: $V_x =$ _____ $V_y =$ _____

Analysis Procedure: ☐ Simplified ☐ Equivalent Lateral Force ☐ Dynamic

Architectural, Mechanical, Components anchored? ☐ Yes ☐ No

LATERAL DESIGN CONTROL: ☐ Earthquake ☐ Wind

SOIL BEARING CAPACITIES:

Field Test (provide copy of test report) _____ psf

Presumptive Bearing capacity _____ psf

Pile size, type, and capacity _____

SPECIAL INSPECTIONS REQUIRED: ☐ Yes ☐ NoPLUMBING FIXTURE REQUIREMENTS
(TABLE 2902.1)

USE		WATERCLOSETS		URINALS	LAVATORIES		SHOWERS/ TUBS	DRINKING FOUNTAINS	
		MALE	FEMALE		MALE	FEMALE		REGULAR	ACCESSIBLE
SPACE	EXISTING								
	NEW								
	REQUIRED								

SPECIAL APPROVALS

Special approval: (Local Jurisdiction, Department of Insurance, OSC, DPI, DHHS, ICC, etc., describe below)

ENERGY SUMMARY

ENERGY REQUIREMENTS:

The following data shall be considered minimum and any special attribute required to meet the energy code shall also be provided. Each Designer shall furnish the required portions of the project information for the plan data sheet. If performance method, state the annual energy cost for the standard reference design versus the annual energy cost for the proposed design.

Climate Zone: ☐ 3 ☐ 4 ☐ 5

Method of Compliance:

- ☐ Prescriptive (Energy Code)
☐ Performance (Energy Code)
☐ Prescriptive (ASHRAE 90.1)
☐ Performance (ASHRAE 90.1)

THERMAL ENVELOPE

Roof/ceiling Assembly (each assembly)

Description of assembly: _____
 U-Value of total assembly: _____
 R-Value of insulation: _____
 Skylights in each assembly: _____
 U-Value of skylight: _____
 total square footage of skylights in each assembly: _____

Exterior Walls (each assembly)

Description of assembly: _____
 U-Value of total assembly: _____
 R-Value of insulation: _____
 Openings (windows or doors with glazing)
 U-Value of assembly: _____
 Solar heat gain coefficient: _____
 projection factor: _____
 Door R-Values: _____

Walls below grade (each assembly)

Description of assembly: _____
 U-Value of total assembly: _____
 R-Value of insulation: _____

Floors over unconditioned space (each assembly)

Description of assembly: _____
 U-Value of total assembly: _____
 R-Value of insulation: _____

Floors slab on grade

Description of assembly: _____
 U-Value of total assembly: _____
 R-Value of insulation: _____
 Horizontal/vertical requirement: _____
 slab heated: _____

MECHANICAL SUMMARY

MECHANICAL SYSTEMS, SERVICE SYSTEMS AND EQUIPMENT

Thermal Zone

winter dry bulb: _____
 summer dry bulb: _____

Interior design conditions

winter dry bulb: _____
 summer dry bulb: _____
 relative humidity: _____

Building heating load: _____

Building cooling load: _____

Mechanical Space Conditioning System**Unitary**

description of unit: _____
 heating efficiency: _____
 cooling efficiency: _____
 size category of unit: _____

Boiler

Size category. If oversized, state reason: _____

Chiller

Size category. If oversized, state reason: _____

List equipment efficiencies: _____

ELECTRICAL SUMMARY

ELECTRICAL SYSTEM AND EQUIPMENT

Method of Compliance:

Energy Code: ☐ Prescriptive ☐ Performance

ASHRAE 90.1: ☐ Prescriptive ☐ Performance

Lighting schedule (each fixture type)

lamp type required in fixture
 number of lamps in fixture
 ballast type used in the fixture
 number of ballasts in fixture
 total wattage per fixture
 total interior wattage specified vs. allowed (whole building or space by space)
 total exterior wattage specified vs. allowed

Additional Prescriptive Compliance

- ☐ 506.2.1 More Efficient Mechanical Equipment
- ☐ 506.2.2 Reduced Lighting Power Density
- ☐ 506.2.3 Energy Recovery Ventilation Systems
- ☐ 506.2.4 Higher Efficiency Service Water Heating
- ☐ 506.2.5 On-site Supply of Renewable Energy
- ☐ 506.2.6 Automatic Daylighting Control Systems

Section 7

Construction Prequalifying,
Bidding and Award

BIDDING AND AWARD

UNDER \$500,000

-Single prime or multi-prime bidders may be prequalified*, but not subcontractors.

-No Formal Advertisement but hold open for 10 calendar days

-No Bonding Requirements under \$500,000, but may be requested at University discretion

-Informal Bid Opening (receipt of 3 bids is not required to open, but for the advantage of competitive bids at least 3 should be solicited)

-Institution the Awarding Authority Use approved informal general conditions, contract forms

-Institution establishes award procedure & standard contract documents (copies of bid tabs, HUB data, award letter & contract should be on file) See SCO web for standard informal contract.

-Institution adopts HUB Plan & establishes HUB guidelines for bid data

-Institution collects & reports HUB data in Interscope system

-Designer (or institution) prepares contract for execution

-Contract is approved by Institution's Attorney as to form

\$500,000 TO \$2,000,000

-Single prime or multi-prime bidders may be prequalified*, but not subcontractors. See CM at Risk for bidding & award of first tier subcontracts under this delivery method.

-Formal Advertisement - advertise for a minimum of 15 (required) calendar days (21 preferred) in newspaper and on UNC-GA web site(a minimum of 7 calendar days required for rebid)**

-Bid, Performance and Payment Bond Required

-Formal Bid Opening -announce bidding closed, ask three questions (minimum three bids to open on initial bid opening attempt)

-UNC System Office the Awarding Authority Use standard download terms and conditions and contract forms.

-Award request forwarded electronically to Associate Vice President for Finance and Capital Planning (Will Johnson) with copies of bid tabulation & HUB documentation

-Use HUB guidelines & affidavits as found on the UNC System Office Web Site

-Institution collects & reports HUB data in Interscope system

-Designer (or institution) prepares contract for execution upon receipt of award authorization

-Contract is approved by Institution's Attorney as to form

OVER \$2,000,000

-Single prime or multi-prime bidders may be prequalified*, but not subcontractors. See CM at Risk for bidding & award of first tier subcontracts under this delivery method.

-Formal Advertisement - advertise for a minimum of 15 (required) calendar days (21 preferred) in newspaper and on UNC-GA web site(a minimum of 7 calendar days required for rebid)**

-Bid, Performance and Payment Bond Required

-Formal Bid Opening -announce bidding closed, ask three questions (minimum three bids to open on initial bid opening attempt)

-State Construction Office the Awarding Authority Use standard SCO general conditions and contract forms.

-Award request forwarded to State Construction Office (electronic copy to Will Johnson)

-Use HUB guidelines & affidavits as found on the State Construction Office Web Site

-SCO collects and records HUB data at award in Interscope system. Institution updates HUB participation in Interscope as needed, and finalizes at completion.

-Designer (or institution) prepares contract for execution upon receipt of award authorization

-Once fully executed, the contract is forwarded by the Institution to the State Construction Office for approval by the Office of the Attorney General.

***All prequalification applications should use the prequalification form & instructions approved by the State Building Commission.**

These forms are posted on the SCO web site, but must be down loaded and altered by the owner to fit requirements of the specific project in question.

****When posted on the UNC System Office web site the advertisement will also appear on the State Interactive Purchasing (IPS) web site.**

GR20 (rev. 4/2018)

USE SHORT FORM TO SAVE ADVERTISING EXPENSES

ADVERTISEMENT FOR BIDS

Sealed proposals will be received until _____ on _____,
(time) (date)

in _____, for the construction of
(location)

(project)

at which time and place bids will be opened and read.

Complete plans and specifications for this project can be obtained from

(designer name and address, plan service name and address, etc.)

during normal office hours after _____.
(date)

Plan Deposit _____
(\$ amount)

The state reserves the unqualified right to reject any and all proposals.

Signed: _____
(Owner)

(This is a format only and must be edited for the specific project)

-----Edit or delete all portions in red or italics -----

This format should NOT BE USED as a newspaper notice unless preferred alternates are being considered. The open meeting for preferred alternates may be held separately or in conjunction with the project pre-bid meeting. The pre-bid meeting should be held no later than 14 days prior to project bid date. Newspaper ads should not be "extravagant" to conserve Owner contingency for program.

NOTICE TO BIDDERS

Sealed proposals will be received by the (Agency, Institution, Department, Board) in (City) NC, in the office of (designated person) (mailable address) & (bid opening location/room #) up to 3:00 pm (Date), 20 and immediately thereafter publicly opened and read for the furnishing of labor, material and equipment entering into the construction of

----- (Name of Project)-----

----- (Brief Description of Scope)-----

Bids will be received for Contract type --(single prime) - (separate prime) - (dual bidding*) -- and if separate prime use only: (General, Plumbing, Mechanical and Electrical). All proposals shall be lump sum.

**Note: Dual bidding requires separate prime bids be received, but not opened, (1) one hour prior to receiving single prime bids. Upon receipt of single prime bids, all bids will be opened and read. See SBC Guidelines for opening.*

Pre-Bid Meeting

An open pre-bid meeting will be held for all interested bidders on (Date -- Time -- Public Location). The meeting will address project specific questions, issues, bidding procedures and bid forms. *(Include any other information as necessary to facilitate bidders understanding of the work.*

(Delete the following section if preferred brand alternates are NOT being considered.)

The meeting is also to identify preferred brand alternates and their performance standards that the owner will consider for approval on this project.

In accordance with General Statute GS 133-3, Specifications may list one or more preferred brands as an alternate to the base bid in limited circumstances. Specifications containing a preferred brand alternate under this section must identify the performance standards that support the preference. Performance standards for the preference must be approved in advance by the owner in an open meeting. Any alternate approved by the owner shall be approved only where (i) the preferred alternate will provide cost savings, maintain or improve the functioning of any process or system affected by the preferred item or items, or both, and (ii) a justification identifying these criteria is made available in writing to the public.

In accordance with GS133-3 and SCO procedures the following preferred brand items are being considered as Alternates by the owner for this project:

A, B, C, D, E, etc.

Justification of any approvals will be made available to the public in writing no later than seven (7) days prior to bid date.

Complete plans, specifications and contract documents will be open for inspection in the offices of (Owner and the Designer) and in the plan rooms of the Associated General Contractors, Carolinas Branch, (City) in the local North Carolina offices of McGraw-Hill Dodge Corporation, and in the Eastern Regional Office of Reed Construction Data in Norcross, GA and in Minority Plan Rooms in *----(Edit list below)----*

Designers should verify minority plan room information prior to issuing documents.

Hispanic Contractors Association of the Carolinas (HCAC) in Winston-Salem, Charlotte and Raleigh Areas – 877-227-1680

*Projects within the following counties: **Buncombe, Haywood, Henderson, Jackson, Madison and Swain** shall have bid documents (Plans and Specifications) submitted to the Cherokee Business Development Center, PO Box 1200, Ginger Lynn Welch Complex, 810 Acguoni Road, Cherokee, NC 28719, Phone: 828-497-1666, FAX: 828-497-1665.*

*Projects within the following counties: **Durham, Person, Orange, Chatham and Wake** shall have bid documents submitted to: NCIMED Plan & Resource Center, 114 West Parrish Street, 6th Floor, Durham, NC 27701, 919-956-8889 or 919-287-3036*

*Projects within the following counties: **Mecklenburg, Cabarrus, Iredell, Union, Gaston, Anson, Rowan and Lincoln** shall have bid documents submitted to: Metrolina Minority Contractors Association, 3124 W. Trade Street, Unit A, Charlotte, NC 28202. Ph. 704-332-5746 Fax: 704-332-5990*

Projects in the Greenville/Eastern NC areas shall have documents submitted to: East Coast Digital – Minority Plan Room Provider 703 SE Greenville Blvd, Greenville, NC 27858, 252-758-1616

or may be obtained by those qualified as prime bidders, upon deposit of _____ dollars (\$ _____) in cash or certified check. The full plan deposit will be returned to those bidders provided all documents are returned in good, usable condition within ten (10) days after the bid date.

If a contractor is bidding under the dual system both as a single prime contractor and as a separate prime contractor, he must submit the bids on separate forms and in separate envelopes. Bidders should clearly indicate on the outside of the bid envelope which contract(s) they are bidding.

NOTE: The bidder shall include with the bid proposal the form *Identification of Minority Business Participation* identifying the minority business participation it will use on the project and shall include either *Affidavit A* or *Affidavit B* as applicable. Forms and instructions are included within the Proposal Form in the bid documents. Failure to complete these forms is grounds for rejection of the bid. (GS143-128.2c Effective 1/1/2002.)

All contractors are hereby notified that they must have proper license as required under the state laws governing their respective trades.

General contractors are notified that Chapter 87, Article 1, General Statutes of North Carolina, will be observed in receiving and awarding general contracts. General contractors submitting bids on this project must have license classification for _____
(set forth the license classification required by the NC General Contractors Licensing Board under G.S. 87-1)

NOTE--SINGLE PRIME CONTRACTS: Under GS 87-1, a contractor that superintends or manages construction of any building, highway, public utility, grading, structure or improvement shall be deemed a "general contractor" and shall be so licensed. Therefore a single prime project that involves other trades will require the single prime contractor to hold a proper General Contractors license. **EXCEPT:** On public buildings being bid single prime, where the total value of the general construction does not exceed 25% of the total construction value, contractors under GS87- Arts 2 and 4 (Plumbing, Mechanical & Electrical) may bid and contract directly with the Owner as the SINGLE PRIME CONTRACTOR and may subcontract to other properly licensed trades. GS87-1.1- Rules .0210

In the case of separate prime or dual bidding use the following statement:

Plumbing, Mechanical and Electrical prime contractors are notified that General Statutes Chapter 87, Articles 2 & 4, will be observed in receiving and awarding plumbing, mechanical and electrical contracts.

Each proposal shall be accompanied by a cash deposit or a certified check drawn on some bank or trust company, insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than five percent (5%) of the proposal, or in lieu thereof a bidder may offer a SCO-Notice To Bidders 2010 (Updated Dec. 2010)

bid bond of five percent (5%) of the bid executed by a surety company licensed under the laws of North Carolina to execute the contract in accordance with the bid bond. Said deposit shall be retained by the owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten days after the award or to give satisfactory surety as required by law.

A performance bond and a payment bond will be required for one hundred percent (100%) of the contract price.

Payment will be made based on ninety-five percent (95%) of monthly estimates and final payment made upon completion and acceptance of work.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 30 days.

The owner reserves the right to reject any or all bids and to waive informalities.

Designer:

(Name)

(Address)

(Phone)

Owner:

(Agency/Institution)

USE OF PREFERRED ALTERNATES

§ 133-3. Specifications to carry competitive items; substitution of materials.

All architects, engineers, designers, or draftsmen, when providing design services, or writing specifications, directly or indirectly, for materials to be used in any city, county or State work, shall specify in their plans the required performance and design characteristics of such materials. However, when it is impossible or impractical to specify the required performance and design characteristics for such materials, then the architect, engineer, designer or draftsman may use a brand name specification so long as they cite three or more examples of items of equal design or equivalent design, which would establish an acceptable range for items of equal or equivalent design. The specifications shall state clearly that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to bidders the general style, type, character and quality of product desired; and that equivalent products will be acceptable. Where it is impossible to specify performance and design characteristics for such materials and impossible to cite three or more items due to the fact that there are not that many items of similar or equivalent design in competition, then as many items as are available shall be cited. On all city, county or State works, the maximum interchangeability and compatibility of cited items shall be required. The brand of product used on a city, county or State work shall not limit competitive bidding on future works. **Specifications may list one or more preferred brands as an alternate to the base bid in limited circumstances. Specifications containing a preferred brand alternate under this section must identify the performance standards that support the preference.** Performance standards for the preference must be approved in advance by the owner in an open meeting. Any alternate approved by the owner shall be approved only where (i) **the preferred alternate will provide cost savings, maintain or improve the functioning of any process or system affected by the preferred item or items, or both,** and (ii) a justification identifying these criteria is made available in writing to the public. Substitution of materials, items, or equipment of equal or equivalent design shall be submitted to the architect or engineer for approval or disapproval; such approval or disapproval shall be made by the architect or engineer prior to the opening of bids. The purpose of this statute is to mandate and encourage free and open competition on public contracts. (1933, c. 66, s. 3; 1951, c. 1104, s. 5; 1993, c. 334, s. 7.1; 2002-107, s. 5; 2002-159, s. 64(c).)

North Carolina General Statute 133-3 (shown above) requires bidding competition for materials used on construction projects but does allow the specification of brand specific items on a limited basis to be bid as preferred alternates (see highlighted lines above).

Such preferred alternates should be limited to equipment and components of building control systems, fire alarm systems, energy management systems, building security systems (including door hardware), and central utility systems. Overuse of preferred alternates may trigger legislative action that would eliminate the ability to bid brand specific items.

Appearance & color, while important, are not performance standards which makes it very difficult to justify such things as paint colors, brick, etc. If a particular item must match an existing element, color or texture, it is sufficient to specify that as a requirement and let brands compete against that requirement.

There may be a few instances when a facility is being constructed for lease to a national chain (such as Chick-fil-e, MacDonalds, Hardees, etc) that contract obligations make it necessary to match the décor specified by that national chain. In those cases a preferred alternate is not necessary. The specific item(s) may simply be required in the body of the project specifications.

State Construction Office
Recommended Procedures for Compliance with GS 133-3
Effective on projects advertised for bids on or after January 1, 2003

1. For all city, county, state and other public entities whose building projects are subject to Article 8 of Chapter 143 of the General Statutes, the architects and engineers shall prepare specifications in accordance with the latest provisions of GS133-3 which provides for free and open competition on public contracts.
2. The specifications shall contain a performance specification or name at least three brands of equal or equivalent design characteristics. If the designer or owner prefers a particular brand of product or material then such brand shall be bid as an alternate to the three items of equal or equivalent design in the base bid, one of which may be the preferred brand.
3. The designer's specifications for the preferred brand alternate must also identify the performance standards that support the preference.
4. The owner shall publish a Notice to Bidders in a newspaper having statewide circulation and an appropriate public website announcing an *open meeting* for presentation of the performance standards. The notice shall be published no later than 7 days prior to the meeting and 14 days prior to bid opening and shall include the date, time and public place for the meeting. The notice shall include a listing of the preferred item(s) to be presented.
5. The *open meeting* may be held separately or in conjunction with the project pre-bid meeting provided the meeting occurs no later than 14 days prior to the bid opening to allow time for public comment and issuance of any addenda no later than 7 days prior to the bid opening.
6. A designated official of the owner will conduct the meeting. The designer will present information to the owner in support of the preferred product alternate and include written documentation. The owner should allow time at the meeting for input from interested parties and those who have requested in advance to comment on the preferred alternate. The owner may consider comments at the meeting and/or written comments provided in advance in approving or disapproving the preferred brand alternate.
7. Where alternates are approved at the meeting, the owner shall provide justification in a written statement made available to the public, the criteria used to support the approval. GS133-3 lists the only criteria as *cost savings or to maintain or improve the function of any process or system affected by the preferred product or both*. The justification shall be published no later than 7 days prior to the bid opening date.
8. The owner will maintain all documentation as part of the project file consistent with the public records requirements of the State of North Carolina

DODGE Lead Center

My Account Pricing Dodge Global Network DodgePro Mobile Why Dodge

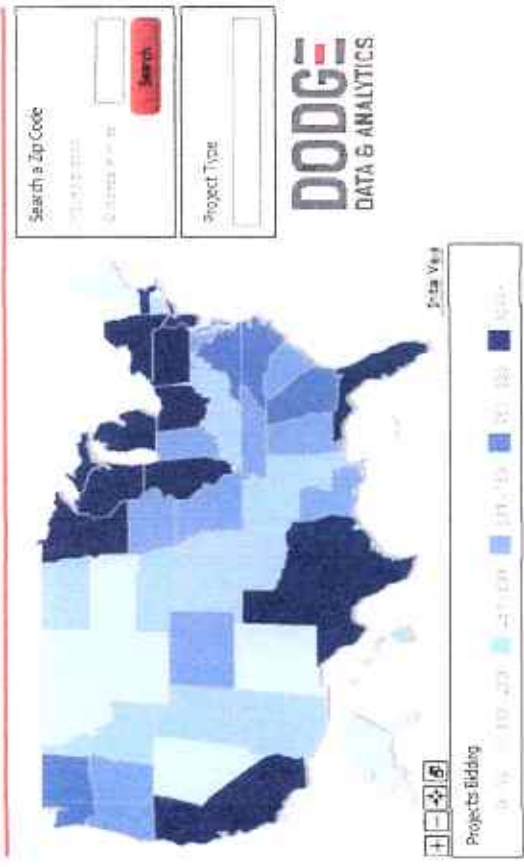
Sign In
CLICK TO CHAT
1-877-989-5753

Search 🔍 Search Tips

All Project Types

Select a State Search keyword or Dodge #

Find Construction Projects and Building Plans in Your Area



IPS

interactive purchasing system

State of North Carolina
Interactive Purchasing System

Solicitations by Category

To view or print the bid document, click on the bid number below. Any subsequent addenda will also be available via this Web site. If an addendum has been issued, it will be located directly under the bid being modified and will be designated as an addendum. Solicitations for Statewide Term Contracts are in **RED**. Solicitations for Agency Specific Term Contracts are in **GREEN** and Solicitations for Recovery Funds are in **BLUE**.

It is the bidders responsibility to insure that all addenda have been reviewed and, if need be printed, signed, and returned.

WHO SHOULD BE CONTACTED? If you are having difficulty retrieving a solicitation document, or the document is incomplete, click on the code or number listed in the **HELP** column to obtain assistance. This will bring up a new screen that will show the person to contact to help you retrieve the document. If, however, you have a question concerning the details of a solicitation, contact the purchaser listed in the solicitation document.

Construction Services

Bid Number	Description	Date Issued	Bid Opening Date	Bid Opening Time	Help
287-16-14355-02CPQ	UNC-C-Science Bldg-Early Pkg 2- Regional Util Plant, Data Ctr, & Site Prequalifying subcontractors under CM at Risk project	3/23/2018	5/18/2018	5:00 PM ET	287-
487-Jail-Central-Roof-Ph1	Mecklenburg County Jail Central Partial Roof Replacement Mandatory Conf/Site Visit: 04/10/2018 Any questions contact Herb.Sprott@MecklenburgCountyNC.gov	3/29/2018	5/1/2018	02:00 PM ET	487-
SCO-16-12993-01A	MCDOT BLADEN Cnty - Gravity Sewer, Force Main, Lift Station A Pre-Bid Meeting will be held on 4/17/2018 at 10:00 am	3/23/2018	5/1/2018	02:00 PM ET	SCO-
SCO-17-17776-01A	MCDOT Columbus Cnty Maint. Fac Gravity Sewer, Force Main & Lift Sta. A Pre-Bid Meeting will be held on 4/17/2018 at 10:00 am	3/23/2018	5/1/2018	02:00 PM ET	SCO-
287-18-18757-01CMR	ASU - End Zone Facility CM at Risk Soliciting CM at Risk firms for new construction project	3/27/2018	4/27/2018	5:00 PM ET	287-
109-17-17098-02A	ADVERTISEMENT FOR BIDS-HEALTH SCIENCES BUILDING Mandatory Conf/Site Visit: 04/12/2018	3/29/2018	4/26/2018	03:00 PM ET	109-
487-2018-SoCoLibraryCMRisk	RFQ for CM@Risk Services at South County Regional Library Contact Becky.Miller@mecklenburgcountync.gov for full RFQ.	4/2/2018	4/26/2018	10:00 AM ET	487-
SCO-14-11260-01A	DOT-Transportation General-Orange County Storage Shed-Division 7 A MANDATORY Pre-Bid Meeting will be held on 04/11/18 at 10am	3/28/2018	4/26/2018	03:00 PM ET	SCO-
SCO-17-17233-01B	NC-DMVA-The Seaboard Building-Improvements & Renovations A pre-bid mtg will be held for all interested bidders on 4/10/18 @11am	3/27/2018	4/26/2018	03:00 PM ET	SCO-
133-2018-CMR2391	Construction Manager at Risk - Ashe Campus Classroom and Lab Project Mandatory Conf/Site Visit: 04/11/2018	3/26/2018	4/25/2018	2:00 PM ET	133-

BID OPENING PROCEDURES

At the appointed hour for opening bids, declare the bidding closed and ask the following questions:

1. Have all addenda been received?
2. Was anyone denied the right to bid?
3. Are there any objections to proceeding with opening bids?

In the event there is an objection,

1. Attempt to satisfy the objection
2. Obtain complete information regarding the objection and proceed with bid opening under protest (to be resolved later by the proper authority)
3. Postpone the bid opening to allow for the objection to be satisfied, or
4. Rule the objection as informal and proceed with the opening of bids (fully document the objection and the ruling)

All bids shall be read aloud, including the name of bidder, license number, bid security, base bid, alternates, unit prices (if they influence the determination of low bidder or if requested), and any other pertinent information.

Any bid qualifications shall be read and duly noted, such as completion requirements or substitutions.

The designer shall provide a tabulation form for use in recording bids. The form will include space for recording license number, bid security, base bid, and alternates.

Lack of appropriate HUB forms should be considered an informality at the time of bid opening.

DO NOT READ BIDS IF:

1. They are not signed
2. There is no bid bond
3. There is no Affidavit A or B

Month Date, Year

Mr. Will Johnson
Associate Vice President-Finance and Capital Planning
UNC-General Administration
P.O. Box 2688
Chapel Hill, NC 27515-2688

Subject: {Project # and Title as shown in Interscope}

Code	Item	Funds Assigned to Project	General Fund Y/N
4XXXX	3XX	\$ Amount	Type of funding
<i>(list and total if more than one source, total should match total amount and sources assigned to the project)</i>			

Dear Mr. Johnson:

Name (University) received bids for the subject project on (date). A certified bid tabulation is attached. The bids as received are within the funds authorized and assigned for the subject project and support contract award recommended as follows:

General Contract (Single-prime or repeat format for each trade if multi-prime)

Contractor Name

City, State

Base Bid	\$
Alternate (list alternates and amounts)	\$
Total Construction Contract	\$

Projects to Date

Current General Contract Award \$(repeat total from above)

Previous Contracts

Design Contract	\$
Programming Contract	\$

*(list any previous contracts and dollar amounts such as programming or previous
construction packages which are part of this project, expanding this section as needed)*

Total Project Cost	\$(sum this section)	\$(same sum at left)
--------------------	----------------------	----------------------

Identified Anticipated Cost

Construction Testing	\$
Special Inspections	\$
Commissioning	\$
Furnishings and Equipment	\$

*(list any known additional items/delete any of the examples not applicable, adjusting this section as
needed)*

\$(sum section)	\$(sum above w/amt at left)
-----------------	--------------------------------

Mr. Will Johnson

Date

Page 2

Reserve for Planned Expenses

Reserve for Future Phases \$

Construction Contingency (3% new/5% renovation) \$

Total Project Funds Assigned

\$ (sum from above
plus reserve and
contingency at left).
This amt should
equal total assigned
as listed at the
beginning of the
letter.

Sincerely,

Name

Title

Attachments: Bid Tabulation
Designer's Recommendation for Award
Low Bid Contractor Proposal
MBE Documentation
UNC HUB Certification

cc: List as appropriate to your institution
Project manager
Budget representative
HUB Coordinator

(Award letter for Single-prime/Multi-prime projects over \$2,000,000)

Month Date, Year

(Director's Name)

State Construction Office
1307 Mail Service Center
Raleigh, NC 27699-1307
STATE COURIER: 56-02-01

Subject: (SCO ID Project # and Title as shown in Interscope)

Code	Item	Funds Authorized for Project	General Fund Y/N
4XXXX	3XX	\$ Amount	Type of funding
(list and total if more than one source, total should match total amount and sources assigned to the project)			

Dear Mr. (Director's Name):

Name (University) received bids for the subject project on (date). A certified bid tabulation is attached. The bids as received are within the funds authorized and assigned for the subject project and support contract award recommended as follows:

General Contract (Single-prime or repeat format for each trade if multi-prime)

Contractor Name

City, State

Base Bid	\$
Alternate (list alternates and amounts)	\$
Total Construction Contract	\$

Projects to Date

Current General Contract Award \$(repeat total from above)

Previous Contracts

Design Contract	\$
Programming Contract	\$

(list any previous contracts and dollar amounts such as programming or previous project
construction packages which are part of this project, expanding this section as needed)

Total Project Cost	\$(sum this section)	\$(same sum at left)
--------------------	----------------------	----------------------

Identified Anticipated Cost

Construction Contingency (3% new/5% renovation)	\$
Construction Testing	\$
Special Inspections	\$
Commissioning	\$
Furnishings and Equipment	\$

(list any known additional items/delete any of the examples not applicable, adjusting this section as
needed)

\$(sum section)	\$(sum above w/amt at left)
-----------------	--------------------------------

Mr. (Director's Name)

Date

Page 2

Reserve for Planned Expenses

(Prior OSBM approval required for release)

Reserve for Future Packages

\$

Total Project Authorization

\$ (sum from above
plus reserve at left)
This amt should
equal total assigned
as listed at the
beginning of the
letter.

Sincerely,

Name

Title

Attachments: Bid Tabulation
Designer's Recommendation for Award
Low Bid Contractor Proposal
MBE Documentation

cc: Will Johnson (w/attachments)
List as appropriate to your institution
Project manager
Budget representative
HUB Coordinator

UNC HUB Certification

(Form to be Submitted by Institution with Award Request Letter)

Institution _____

Project Name _____

Minority Participation – Total and by Category (%) _____

Minority categories: Black/African-American (**B**), Hispanic (**H**), Asian-American (**A**), American Indian (**I**), Caucasian Female (**F**), Socially and Economically Disadvantaged (**D**), Total (**T**)

Please check the boxes that apply and provide a copy of the affidavit(s).

- ☐ **Affidavit A** The apparent low bidder has provided Affidavit A (Listing of the Good Faith Effort).
- ☐ **Affidavit B** The apparent low bidder has provided Affidavit B (Intent to Perform Contract with Own Workforce). Documentation of effort to utilize minority business suppliers must be provided with Affidavit B.
- ☐ **Affidavit C** The apparent low bidder has provided Affidavit C (Portion of the Work to be Performed by Minority Firms).
- ☐ **Affidavit D** The apparent low bidder has provided Affidavit D (Good Faith Efforts). Documentation of Good Faith Effort must be provided with Affidavit D.

Please check the appropriate boxes and complete the portion that applies:

- ☐ The apparent low bidder has indicated that he/she has performed _____ out of the 10 "Good Faith Efforts" and has provided supporting documentation.
- ☐ I have reviewed the documentation and concur that sufficient effort has been expended to award the contract.
- ☐ The Institution has notified minority businesses that have requested notices from the public entity in accordance with G.S. 143-128.2

Comments:

Documentation provided by the contractor supporting his/her "Good Faith Effort" must be submitted with the award request letter.

Date: _____ Signature: _____

Name (Printed): _____

Title: HUB Coordinator

(Award letter for CM at Risk projects over \$2,000,000)

Month Date, Year

Mr. (Director's Name)
State Construction Office
1307 Mail Service Center
Raleigh, NC 27699-1307
STATE COURIER: 56-02-01

Subject: (SCO ID Project # and Title as shown in Interscope)

Code	Item	Funds Authorized for Project	General Fund Y/N
4XXXX	3XX	\$ Amount	Type of funding
(list and total if more than one source, total should match total amount and sources assigned to the project)			

Dear Mr. (Director's Name):

Name (University) has received and accepted a guaranteed maximum price proposal for the subject project dated (date), copy attached. The proposal is within the funds authorized and assigned for the subject project and is consistent with the following contract award recommendation:

General Management Contract

Contractor Name

City, State

Cost of the Work	\$
CM Fee and General Conditions	\$
Bonds and Insurance	\$
CM Construction Contingency	\$
Total General Construction Management Contract	\$

Projects to Date

Current Construction Management Award \$(repeat total from above)

Previous Contracts

Design Contract	\$
CM Pre-Construction Fee	\$
Programming Contract	\$
Early Site Package	\$

(list any previous contracts and dollar amounts such as programming or previous project construction packages which are part of this project, expanding this section as needed)

Total Project Cost	\$(sum this section)	\$(same from at left)
--------------------	----------------------	-----------------------

Identified Anticipated Cost

Construction Contingency (3% new/5% renovation)	\$
Additional GMP Phases	\$
Special Inspections	\$
Commissioning	\$
Furnishings and Equipment	\$

(list any known additional items/delete any of the examples not applicable, adjusting this section as needed)

\$(sum section)	\$(sum above w/amt at left)
-----------------	--------------------------------

Mr. (Director's Name)

Date

Page 2

Reserve for Planned Expenses

(Prior OSBM approval required for release)

Reserve for Future Phases

\$

Total Project Authorization

\$(sum from above
plus reserve at left)
This amt should
equal total assigned
as listed at the
beginning of the
letter.

Sincerely,

Name

Title

Attachments: GMP Proposal

cc: Will Johnson (w/attachments)
List as appropriate to your institution
Project manager
Budget representative
HUB Coordinator

State of North Carolina Prequalification Policy

A. **Governing Law (Session Law 2014-42)**

This policy is in effect for all prequalifications on State of NC work, including single prime project delivery and construction manager at risk first-tier subcontractors. G.S. 143-135.8(b)(2) requires the governmental entity to "adopt an objective prequalification policy applicable to all construction or repair work prior to the advertisement of the contract for which the governmental entity intends to prequalify bidders." This policy satisfies this requirement for State agencies and universities and the community colleges.

B. **Requirements for Prequalification Criteria Form and Assessment**

1. Uniform, consistent, and transparent in its application to all bidders.
2. All bidders who meet the prequalification criteria to be prequalified are allowed to bid on the construction or repair work project.
3. Criteria must be rationally related to construction or repair work.
4. The bidder is not required to have been previously awarded a construction or repair project by the governmental entity.
5. Bidders are permitted to submit history or experience with projects of similar size, scope, or complexity
6. Assessment process of prequalification is stated in this policy.
7. A process for a denied bidder to protest is stated below in this policy.
8. A process for notifying a denied prequalified bidder is stated below in this policy.

C. **Review of Application**

1. **Prequalification Committee** – The owner and/or construction manager shall agree upon the members of the prequalification committee. The Prequalification Official (For State Agencies, the Director of State Construction; for Universities, the Chief Financial Officer (CFO) of the University Campus for projects under \$500,000, between \$500,000 and \$2,000,000 the Associate Vice President for Finance and Capital Planning with University of North Carolina – General Administration, for projects over \$2,000,000 the Director of State Construction; and for Community Colleges, under \$500,000 the Director of Administrative and Facility Services with Community Colleges System Office and over \$500,000 the Director of State Construction) shall not be on the prequalification committee. The prequalification committee will review prequalification applications submitted by the firms and will determine each firm's prequalification eligibility for the project.
2. **Review of Application** – The prequalification committee shall use the objective assessment process form developed by the State Construction Office. The prequalification committee shall approve or deny the applications in accordance with the prequalification criteria and scoring system based upon the applicants' initial response to the Owning Agency's solicitation for qualified bidders. With the possible protests and appeals on prequalification and the times associated with responses, the owner should have the advertisement for prequalification out to potential applicants at least two (2) months prior to actual bid date.
3. **Notice of Decision** – All firms that submitted applications for prequalification shall be promptly notified of the prequalification committee's decision, including the reason for denial, via e-mail. Notice shall be provided prior to the opening of bids for the project and with sufficient time for the firm to appeal the denial of prequalification.
4. **Informal Meeting** - Upon denial, the applicant may request an informal meeting with the owner's representative and/or construction manager to receive feedback and suggestions for

State of North Carolina Prequalification Policy

improvement. The Owner's representative and/or construction manager shall hold a feedback session for the applicants who do not appeal the decision within 2 weeks of the request.

5. Firms wishing to appeal the decision shall follow the appeals process described below.

D. Appeals Procedure

1. The firm may appeal the denial of Prequalification as noted below.
 - a. **Initial Protest** – A firm denied prequalification may protest the prequalification committee's decision by filing a written appeal via hand-delivery or e-mail to the applicable prequalification committee within three (3) business days of emailed notice that the firm has been denied prequalification. The written appeal shall clearly articulate the reasons why the firm is contesting the denial (i.e., explains how the firm satisfied all required criteria for prequalification in the government's solicitation in their initial response) and attach all documents supporting the firm's position. The prequalification committee may contact the firm regarding the information provided prior to ruling on the protest. The Prequalification Committee should review the written protest within five (5) business days. If the prequalification committee is satisfied that the firm should be prequalified, the firm shall be notified that it is prequalified to bid on the project and allowed to participate in the bid process. If the prequalification committee upholds its denial, the firm shall be notified in writing via e-mail.
 - b. **Appeal** – Within three (3) business days of the owner's emailed notice of the Prequalification Committee's written protest decision, the denied prequalified firm may appeal the prequalification committee's decision, in writing, via hand-delivery or e-mail, to the Prequalification Official (see C.1 above). The Prequalification Official should review the appeal within five (5) business days. In the event the Prequalification Official is unable to review in a timely manner, he/she may designate a representative that is not a member of the prequalification committee to handle the appeal.
 - c. **Decision on Appeal** – The decision of the Prequalification Official or Representative on the appeal shall be final, and the firm shall be promptly notified of the decision.
 - d. **General Rules for Protests and Appeals** – Firms submitting prequalification applications shall be provided an e-mail address for the communication with the owner and/or construction manager during the protest and appeal process. The firm shall provide at least two e-mail addresses for use by the owner and/or construction manager in communicating with the firm. In the event the Prequalification Official or Representative is unable to render a decision on either the initial protest or the appeal prior to the bid date, the firm shall be allowed to submit a bid on the project subject to a final decision on the protest or appeal. If the firm's bid is opened prior to a final decision on the protest or appeal and the bid is not the lowest monetary bid for the project, the appeal shall be terminated and rendered moot. Bids received from firms who have been ruled disqualified to bid shall not be opened. A firm's failure to comply with any requirements of the protest and appeals procedures of this section shall result in the firm's protest or appeal being terminated and rendered moot.

Section 8

Selected Construction Contract Types

CM at Risk

Performance Contracting

Design-Build/Bridging

Public-Private Partnership

Informal Contracts

CONSTRUCTION MANAGEMENT AT RISK

The 2001 session of the State Legislature authorized the use of Construction Management at Risk (CM at Risk) as an acceptable construction delivery method for public projects. The following is an outline of the procedures used when this construction delivery method is selected.

Selection of CM at Risk as the Construction Delivery Method

CM at Risk is generally selected for larger, more complex projects above \$10 million; however, more recent experience has demonstrated advantages of this delivery system for projects as small as \$2 million. Complex construction, critical schedules and/or sensitive renovations may benefit from CM at Risk. There is much to be said for involving the construction profession in the design process in reviewing constructability issues, providing cost estimates and developing realistic construction schedules, but the main advantage is the opportunity to select the contractor with a qualification based process rather than by low bid. The decision to select the desired construction delivery method rests with the Campus.

Selection of a Construction Manager

The procedure for selecting a construction manager (as approved by the State Building Commission) is posted on the UNC System Office web site. This process involves advertising for the service; receiving and reviewing proposals (which should be in the form of the Request for Proposals (RFP) found on the SCO web site under the heading "Construction Manager at Risk (CMAR) Forms at <http://ncadmin.nc.gov/businesses/construction/forms-documents>); short listing and interviewing selected firms; and making a final selection. This selection process parallels the designer selection process with final selection made by the Campus Board of Trustees.

A Construction Manager may be selected and put to work at any time during the project design; however, the most benefit to the project will be received with early selection. As major design decisions are made past completion of the schematic design phase the value of input from the Construction Manager will be diminished.

Once the final selection of a Construction Manager is made, the State Construction Office (SCO) is notified and requested to negotiate and prepare a Pre-Construction Phase Services contract for execution by the Construction Manager and the Campus.

CM at Risk Contracts

During the progress of the project the Construction Manager & Campus will execute two separate contracts. The State Construction Office is the awarding authority for each of these contracts. The first contract will cover Pre-construction Phase Services as outlined in Section II, paragraph G of the RFP. These services will conclude with the preparation (by the CM at Risk) and acceptance (by the campus & SCO) of the Guaranteed Maximum Price (GMP) for delivery of the project. This GMP will be presented as either a pre-bid GMP (Final GMP) or post-bid GMP.

(Preliminary GMP). As suggested by the titles, a preliminary GMP is subject to adjustment after the bids are received while the final GMP is a fixed price.

The second contract will incorporate the GMP and cover the Construction Phase Services outlined in Section II, paragraph H of the RFP. When the GMP is finalized, a letter requesting award will be sent to the State Construction Office. This letter should be formatted as shown in the sample award letter request. The letter should clearly state if the GMP is a Final GMP or Preliminary GMP. The State Construction Office will then issue an award letter authorizing the Project Designer (or Campus) to prepare the contract documents for execution. **(Make sure that the Construction Phase Services (GMP) contract is executed and approved by the State Construction Office and Office of the Attorney General prior to the advertisement and receipt of first tier sub-contract bids!)**

Principal Trade & Specialty Contracts (First tier Sub-contracts)

Each CM at Risk project will have a minimum of five first tier sub-contracts: General Construction, Plumbing, Mechanical, Fire Protection and Electrical. More often there will be many more first tier sub-contracts as the CM at Risk will create contract packages to fit the local market. The CM at Risk must also comply with provision of GS 143-128 with regard to opportunities for minority owned contractor participation.

Once the first tier sub-contract packages are identified, the CM at Risk will proceed to prequalify bidders for these packages. The desire to prequalify will be publically advertised in the same manner as construction bids. All firms expressing an interest in the project should be asked to submit their qualifications on the standard prequalification form approved by the State Building Commission as prepared by the CM at Risk for the specific project in question. **(Do not instruct potential bidders to use the prequalification form directly downloaded from the State Construction Office web site as that form will not be prepared for the specific project in question!).** A minimum of three prospective bidders must be prequalified for each package, but better practice is to prequalify at least five or six.

Advertising & Receipt of Bids by the CM at Risk

The Campus shall require the CM at Risk to submit its plan for compliance with G.S 143-128.2 for approval prior to soliciting bids.

The CM at Risk acts as the fiduciary of the Campus in the handling and opening of first-tier subcontract bids. Bids will be advertised, received and opened in the same manner as bids for any state owned project. The bid opening will be conducted in a public venue and all bids opened in public. A minimum of three bids is required for each first tier subcontract package at the initial bid opening.

There are no State of North Carolina imposed bonding requirements. Bonding is at the discretion of the CM at Risk, but request that bonding threshold be set as high as possible. The campus should request that the CM at Risk not require a bid bond.

The CM at Risk will analyze bids to verify scope, then award contracts to the lowest responsible, responsive bidder. The Campus will issue a Notice to Proceed to the CM at Risk to begin construction work on the project.

Self-Performance or work by a CM at Risk

A CM at Risk may perform a portion of the work only if (i) bidding produces no responsible, responsive bidder for that portion of the work, the lowest responsible, responsive bidder will not execute a contract for the bid portion of the work, or the subcontractor defaults and a prequalified replacement cannot be obtained in a timely manner, and (ii) the Campus approves of the CM at Risk performance of the work.

Procedures During Construction

The procedures for the CM at Risk during construction are similar to those for any contracting method except in two instances: 1) the CM at Risk will assume the responsibility from the Designer for scheduling and recording minutes of the monthly meetings, and 2) handling changes in the work the cost for which is within of the Guaranteed Maximum Price. Changes in the work that are funded by the CM Contingency or Project Reserve that is part of the GMP contract must be documented in the same manner as a Change Order and authorized in writing by the Project Designer and Campus as a Field Change.

Project Closeout

Procedures for project closeout for a CM at Risk contract are essentially the same as for other contracting methods. The primary difference is the need to adjust the GMP to reflect the actual dollars spent on the construction remembering that any funds remaining in the CM Contingency and/or Project Reserve revert to the Campus at the completion of the project.

CONSTRUCTION MANAGER-AT-RISK SELECTION PROCEDURES

(Adopted by the State Building Commission on 2/26/02)

GENERAL PROVISIONS

AUTHORITY

The State Building Commission, hereinafter referred to as SBC, is a statutory body, empowered by public law (G.S. 143-135.26) to perform a multiplicity of duties with regard to the State's capital facilities development and management program. In the specific area of State capital improvement project construction manager-at-risk selection, the SBC is empowered to adopt rules establishing standard procedures and criteria to assure that the construction manager-at-risk selected for each State capital improvement project has the qualifications and experience necessary for that capital improvement project. The SBC is responsible and accountable for the final selection of the construction manager-at-risk. The exceptions are the University of North Carolina and the General Assembly which shall be responsible and accountable for the final selection of construction manager-at-risk for capital projects in which they are the funded agencies.

POLICY

It is the policy of the SBC to select construction manager-at-risk for State capital improvement projects as defined in G.S. 143-128.1, based on criteria contained herein and to make available to every firm, duly licensed as a general contractor in the State of North Carolina, the opportunity to be considered for providing construction management-at-risk services for those departments and agencies under its jurisdiction. It is also the policy of the SBC to select a construction manager-at-risk for State capital improvement project who is in compliance with the minority business participation requirements as prescribed in G.S. 143-128.2. The SBC considers that the selection of competent construction manager-at-risk is vital to providing the State of North Carolina with the best and most appropriate facilities consistent with authorized funds. These procedures are intended to provide a basis for the fair and uniform selection of construction managers-at-risk. The construction manager-at-risk shall use standard form of contract for the owner, construction manager-at-risk, and first-tier subcontractor authorized by the SBC.

DEFINITIONS

For purposes of this subchapter, the following definitions shall apply:

1. **Capital Projects Coordinator** means the individual authorized by each funded agency to coordinate all capital improvement projects and related matters with the State Construction Office and to represent that agency on all matter presented to the SBC. The individual so designated for purposes of these rules may have other titles within his agency but shall carry out the duties assigned herein to the capital projects coordinator. Whenever the capital projects coordinator is referenced herein, it shall be understood to include a designated assistant or representative.
2. **Construction Manager-at-Risk** means a person, corporation, or entity that provides construction management at risk services.
3. **Construction Management-at-Risk Services** means services provided by a person, corporation, or entity that (i) provides construction management services for a project throughout the preconstruction and construction phases, (ii) who is licensed as a general contractor, and (iii) who guarantees the cost of the project.

4. **First-Tier Subcontractor** means a subcontractor who contracts directly with the Construction Manager-at-Risk.
5. **Contact person** means the person named in the public advertisement who shall be the Capital Projects Coordinator or his/her designee.
6. **Funded agency** means the department, agency, authority or office that is named in the legislation appropriating funds for the design and/or construction project.
7. **Using agency** means the subdivision of the funded agency for whose use the project is to be provided. If the funded agency is so subdivided for administrative control, the using agency would be a division, geographically self-contained facility, campus or similar body, as determined by the administrative head of the funded agency.
8. **Minority Business** means: (a) in which at least fifty-one percent (51%) is owned by one or more minority persons, or in the case of corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and (b) of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.
9. **Socially and economically disadvantaged individual** means the same as defined in 15 U.S.C. 637.

PROJECT DESCRIPTION

It shall be the responsibility of each Capital Projects Coordinator to provide the State Construction Office with a written description of the construction management-at-risk services desired, the program or scope of work, schedule requirements, amount of authorized funds and other appropriate information for each project requiring construction management-at-risk services. This information should be provided to the State Construction Office for publication on *State Construction Office website*. The Capital Projects Coordinators is responsible for prompt initiation of the Construction Manager-at-Risk selection process and shall make his/her best effort to enable the completion of the selection process within 60 days of the date of the above notification.

PUBLIC ANNOUNCEMENT

Based upon project information furnished by a Capital Projects Coordinator, the State Construction Office shall publish an announcement of the need for construction management-at-risk services, a designated contact person in the using agency and the closing date on the *State Construction Office website*. Public announcement is required prior to Construction Manager-at-Risk selection.

The closing date for being considered for construction management-at-risk services shall be minimum of 21 days from date of publication on the *State Construction Office website*.

Responses to RFP for each project must be received by the Capital Project Coordinator prior to a firm's being considered for construction management-at-risk services.

CONSTRUCTION MANAGER-AT-RISK QUALIFICATIONS

All firms desiring to provide construction management-at-risk services shall submit all information required in the Request for Proposal (RFP) for the owner's review and evaluation. Firms shall be required to submit evidence of compliance with the minimum requirements of the RFP.

CM AT RISK SELECTION

Each firm shall meet the minimum requirements of the RFP prior to being considered by the selection committee as one of the firms most qualified to perform construction manager-at-risk services. Failure of any firm to furnish all necessary information in the RFP shall disqualify response.

PRE-SELECTION COMMITTEE

A pre-selection committee shall be established for all projects requiring construction management-at-risk services. The pre-selection committee shall consist of at least the capital projects coordinator, a representative of the using agency and one representative from the State Construction Office. At least one member of all pre-selection committees shall be a licensed design or construction professional.

The pre-selection committee shall review the requirements of a specific project and the qualification of all firms expressing interest in that project and shall select from that list not more than six nor less than three firms to be interviewed and evaluated. The pre-selection committee shall interview each of the selected firms, evaluate each firm interviewed, and rank in order three firms. The capital projects coordinator shall state in his submission that the established rules for public announcement and selection have been followed or shall state full particulars if exceptions have been taken.

SELECTING CRITERIA

In selecting the three firms to be presented to the SBC, the pre-selection committee should take into consideration in the evaluation of the Proposals such factors as:

- (1) Workload that is fully able to accommodate the addition of this project.
- (2) Record of successfully completed projects of similar scope without major legal or technical problems.
- (3) Previous experience with the Owner, a good working relationship with Owner representatives, have completed projects in a timely manner and have performed an acceptable quality of work.
- (4) Key personnel that have appropriate experience and qualifications.
- (5) Relevant and easily understood graphic or tabular presentations.
- (6) Completion of CM-at-Risk projects in which there was little differences between the GMP and final cost.
- (7) Projects that were completed on or ahead of schedule.
- (8) Recent experience with project costs and schedules.
- (9) Construction administration capabilities.
- (10) Proximity to and familiarity with the area where the project is located.
- (11) Quality of compliance plan for minority business participation as required by G.S. 143-128.2.
- (12) Other factors that may be appropriate for the project.

CONSTRUCTION MANAGER-AT-RISK SELECTION FOR UNC SYSTEM PROJECTS

In selecting Construction Manager-at-Risk for its projects, the UNC system shall comply with the policies and selection procedures outlined herein, except that: (1) the pre-selection committees need not include a representative of the State Construction Office, and (2) the final selection of Construction Manager-at-Risk shall be made by the Board of Trustees of the funded institution.

CONSTRUCTION MANAGER-AT-RISK SELECTION FOR OTHER THAN UNC SYSTEM PROJECTS

Upon receipt of a letter from the capital projects coordinator listing three firms in priority order along with recommendations and selection information, as requested by the SBC, the secretary of SBC, upon determination that all information has been submitted, will place the request for consideration on the agenda for the next SBC meeting.

The capital projects coordinator shall make a report to the SBC outlining the procedures that were followed and justification for the priority list of three firms. Upon a determination by the SBC that the standard procedures and criteria have been properly followed, the SBC will:

- (1) Affirm the selection of the firms in the priority order recommended by the state or agency, or
- (2) Select the firms in a different priority order from that recommended by the funded agency and give justification for such selection; or
- (3) Request a new priority list and give justification for such request.

CONTRACT NEGOTIATION

After the three have been notified of the selection action by the SBC or the University of North Carolina, a representative from the State Construction Office, the capital projects coordinator, and a representative from the using agency will discuss with the selected construction manager-at-risk appropriate services and information about the project.

The State Construction Office will request in writing a detailed fee proposal from the selected Construction Manager-at-Risk. The State Construction Office in coordination with the capital projects coordinator and the using agency will attempt to negotiate a fair and equitable fee consistent with the project program and the professional services required for the specific project. In the event a fee cannot be agreed upon, the State Construction Office shall terminate the negotiations and shall repeat the notification and negotiation process with the next ranked firm on the selection list. In the event a fee cannot be agreed upon with the second-ranked Construction Manager-at-Risk, the process will be repeated with the third-ranked Construction Manager-at-Risk. If a fee still cannot be agreed upon, the SBC shall review the history of negotiations and make appropriate determinations including program adjustments so as to lead to a negotiated contract with one of the original three firms selected. Such renegotiation with the firms shall be carried out in the original selection order, or call will be made for the capital projects coordinator to submit another list of three firms in priority order to the SBC or to the UNC system. The negotiation process will continue until a fee has been determined that is agreed to by the State Construction Office, the using agency and the Construction Manager-at-Risk.

Following execution of the contract, the State Construction Office will publish on the State Construction Office website, the list of three firms selected in priority order, the firm to be contracted with, and the fee negotiated.

Construction Manager At Risk (CMAR) Forms

- [CMR Contract Checklist](#)
- [Advertisement](#)
- [RFP Data Sheet](#)
- [Prequalification for First –Tier Subcontractors under CM at Risk](#)
 - [CMR First Tier-Prequalification Matrix](#)
 - [Sample form of Parent Company Guarantee](#)
 - [Sample Surety Letter](#)
 - [Sample of Certificate of Insurance](#)
- [Qualifications Questionnaire](#)
- [Section I Proposals, Evaluation, Selection and Award](#)
- [Section II General Provisions](#)
- [Section III The General Conditions of the Contract, Form OC-15/CM](#)
- [Appendix A. Form of Contract - Pre-Construction Services](#)
- [Appendix B. Form of Contract - Preliminary Guaranteed Maximum Price](#)
- [Appendix C. Form of Contract - Fixed Guaranteed Maximum Price](#)
- [Appendix D. Performance & Payment Bond Forms](#)
- [Appendix E. Preliminary Design Information Packet](#)
- [Appendix F. HUB Plan](#)
- [Appendix G. RFP Affidavits](#)
- [Appendix H. Rules Implementing Mediated Settlement](#)

**BIDDING AND AWARD FOR
CM AT RISK FIRST TIER CONTRACTS**

As a portion of the Construction Management Fee	As a portion of The Cost of the Work
<p>Option 1 - Work packages under \$30,000 - Negotiate a price with a selected subcontractor</p> <p>Option 2 - Work packages under \$500,000 - Solicit informal bids from pre-selected subcontractors</p> <ul style="list-style-type: none"> - No formal advertisement but hold open for ten calendar days - No state imposed bonding requirements - Informal bid opening (receipt of three bids not required to open but suggest at least three bids be solicited) - CM reviews bids & awards to the lowest responsible, responsive bidder <p>Option 3 - Work packages over \$500,000 - treat same as those packages bid under The Cost of The Work</p>	<p>Subcontractors must be prequalified using the form and instructions approved by the State Building Commission (Forms from the State Construction web site should be modified by the CM for the specific project)</p> <p>Use the UNC System Office web site to solicit interest in addition to ad in a newspaper with statewide circulation</p> <p>CM will review prequalification applications and select those firms qualified to bid with input from the campus</p> <p>Formal advertisement in newspaper and on UNC web site. Advertise for a minimum of 21 calendar days (a minimum of 7 days required for rebid)</p> <p>No state imposed bonding requirements</p> <p>Bids to be opened in a public venue</p> <p>Formal bid opening - announce bidding closed, ask three standard questions. Minimum of three bids required to open on the initial bid opening attempt</p> <p>CM reviews bids and awards to the lowest responsible, responsive bidder.</p> <p>CM reports award results to the owner.</p>

Guidance for the use of “Add Alternates” and Change Orders under CM at Risk

March 12, 2018

In an effort to ensure success on bid-package opening day(s), add alternates are often used as a means of budget control and preferred alternates are used to obtain brand-specific solutions requiring overriding compatibility. At the same time, alternates may also be used as a means of identifying pricing for desired scope changes. When used under the CM at Risk project delivery method, planning and clarity is needed to determine when the use of these tools results in the need for a change order and how these changes may affect the CM's fees and general conditions compensation. The information below is provided as clarifying guidance.

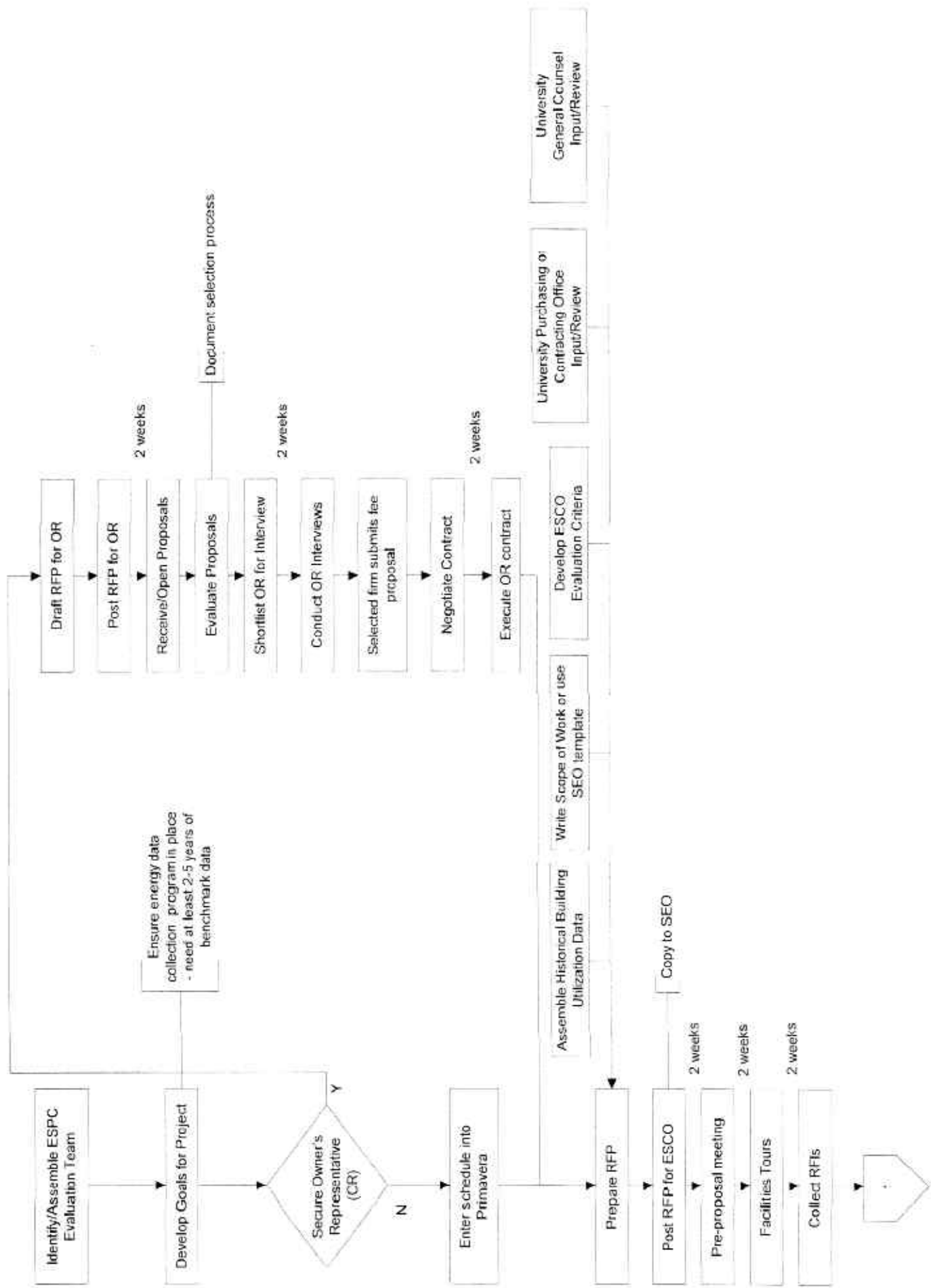
Note that the CM should have been actively engaged in the planning process, aware of preferred alternates, and the cost-of-the-work priced based on this intimate project knowledge. CM contracts signed prior to final CD approval or with significant outstanding review issues are inherently risky. The CM knows and understands these risks at the time chosen to execute a contract. Neither of these circumstances should be used as a basis to modify fees and general conditions amounts reflected in executed contracts. At the same time, Owners must discontinue consideration of significant scope changes at the point where CM's are under contract and packages are being bid-out. The process of reconciling budgets at each design submission should have resolved these development options prior to this stage. Compliance with capital project authority as granted for specific projects must be followed.

CMR Contract Stage	Package Bid-out Conditions	Action
PGMP/GMP	Bid-outs open under the cost-of-the-work Package bid-outs are within the cost-of-the-work specified by contract, including any/all alternates whether for budget control or “wish list” additional scope. Preferred alternates are included among those opening within cost-of-the-work.	No change order needed. All pricing is within existing contract. No changes in CM fees or general conditions. Under PGMP, a true-up is required to finalize the cost-of-the-work as part of the final GMP contract.
PGMP/GMP	Bid-outs open over the cost-of-the-work Packages that come in over the estimated cost-of-the-work must be examined and negotiated to reduce cost. Packages whose work was in the original scope, alternates intended to ensure budget could be met, or preferred brand alternates	Any “savings” between bid-outs and the cost-of-the-work becomes “Owner’s Reserve” which remains part of the owner’s project authority and budget for his use. Under PGMP, a true-up is required to finalize the cost-of-the-work as part of the final GMP contract, reflecting the additional funding the owner may bring to bear on the project. No additional fees/general conditions except for

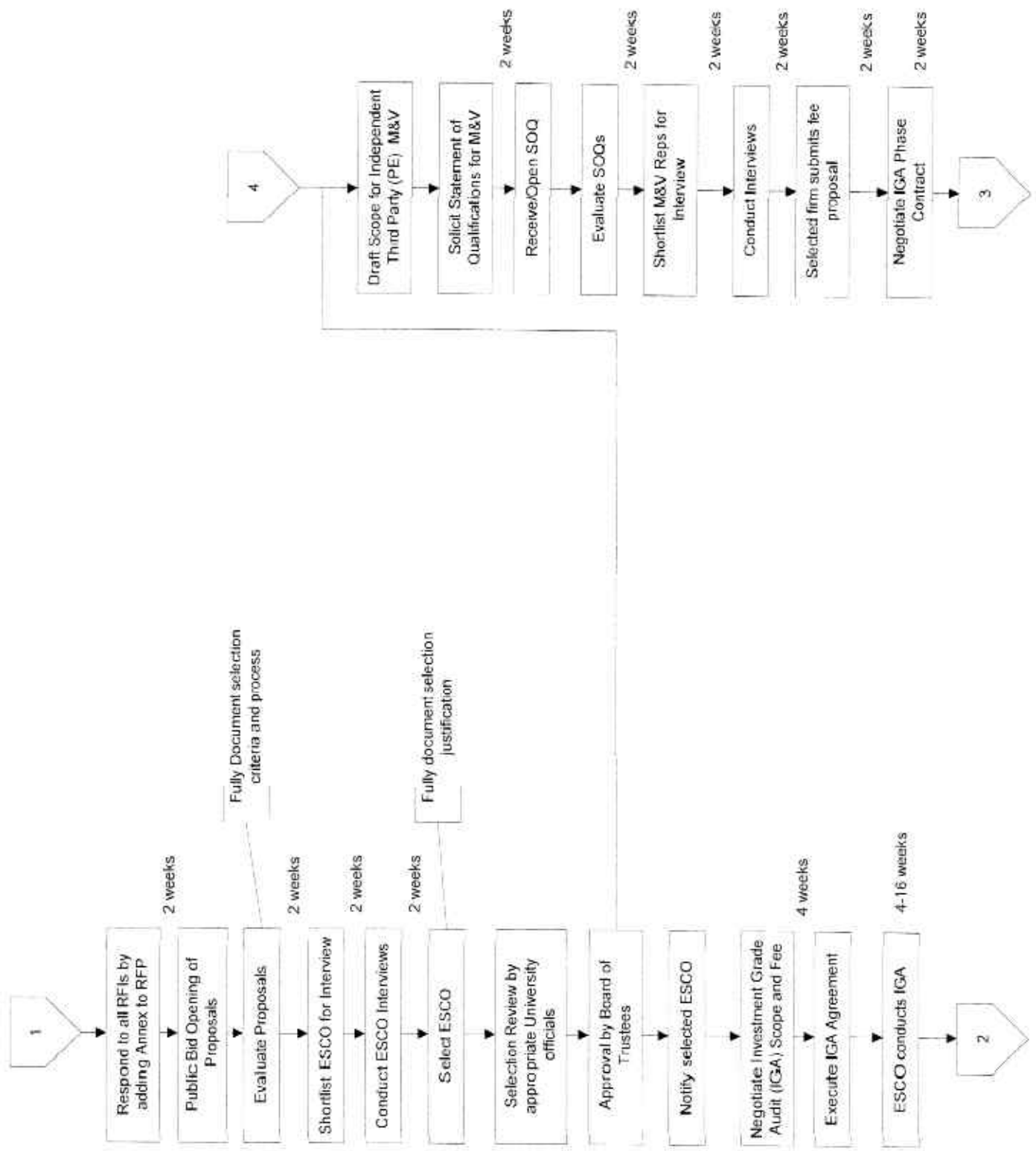
	<p>should be covered in the contract amount for the cost-of-the-work.</p> <p>The owner and CM engage in the effort to address how the project may be executed within budget with the intent to hold the CM accountable for his "guarantee" to deliver the project on budget. No penalty for changes initiated by the owner (owner and CM treated fairly).</p> <p>If market costs exceed the estimate and the owner is willing and able (appropriately authorized) to bring more money to the project, the CM is not due additional fees and general conditions because the cost estimate was exceeded.</p> <p>If the cost overrun has resulted from owner-based scope changes, not included in the contract cost-of-the-work, the contractor's fees and general conditions should reflect appropriate compensation.</p> <p>Resolving these questions requires that packages and/or alternates be clearly identified regarding which were covered in the original scope, which are included as budget control options to ensure bid-day success, and which are owner scope increases; all required to be determined if a modification is justified for the CM's compensation.</p>	<p>increases resulting from owner scope change as negotiated between the owner and CM.</p> <p>Under GMP, a change order is required that reflects any additional funding the owner may bring to bear on the project and addresses any changes in fees and general conditions as appropriate, based on the reason for the increase in the cost-of-the-work.</p> <p>Owner-based changes in scope may result in changes to the CM's fees/general conditions, as negotiated between the owner and CM.</p>
--	--	---

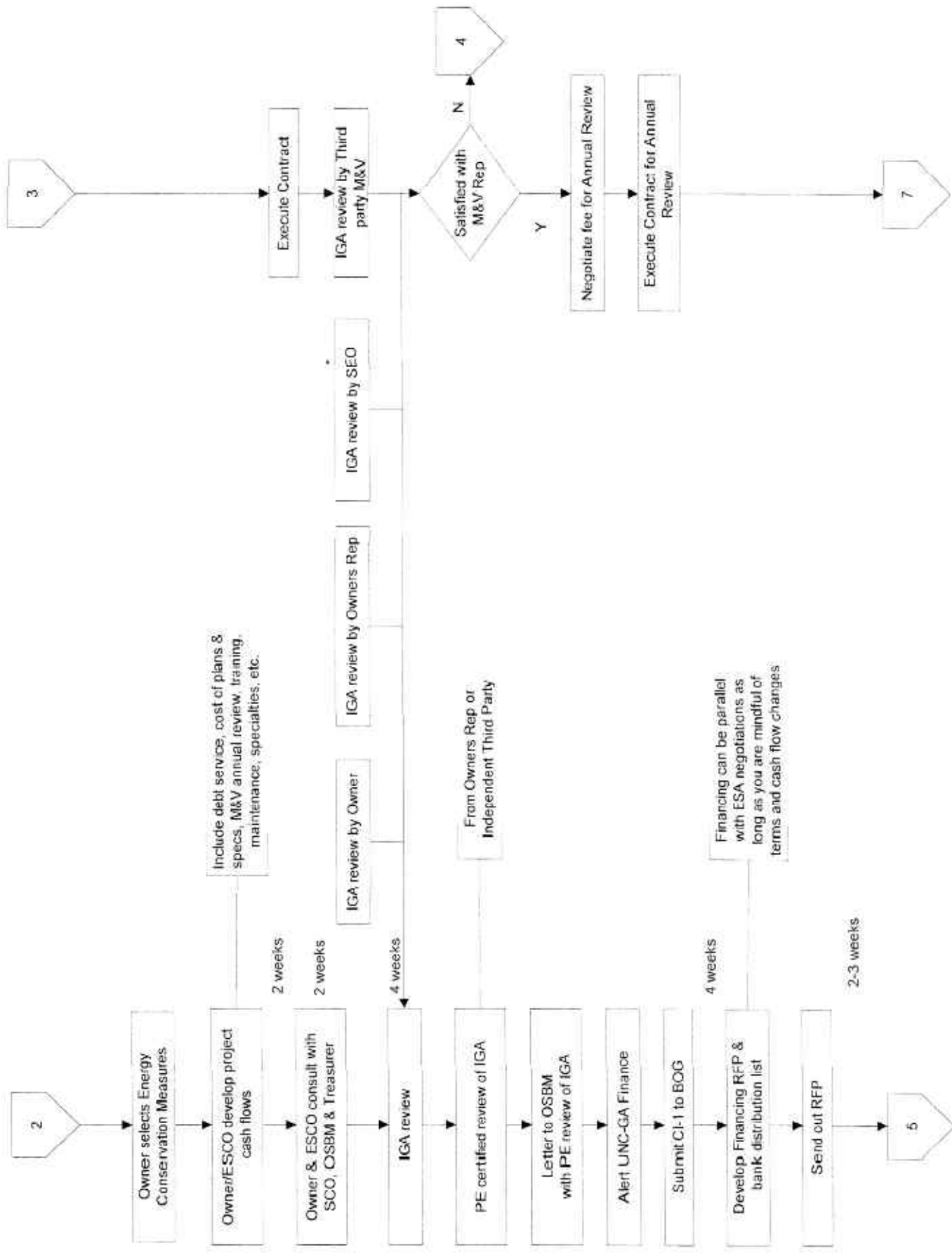
MDT/WCI
3/13/2018

Energy Performance Contract Flow Chart

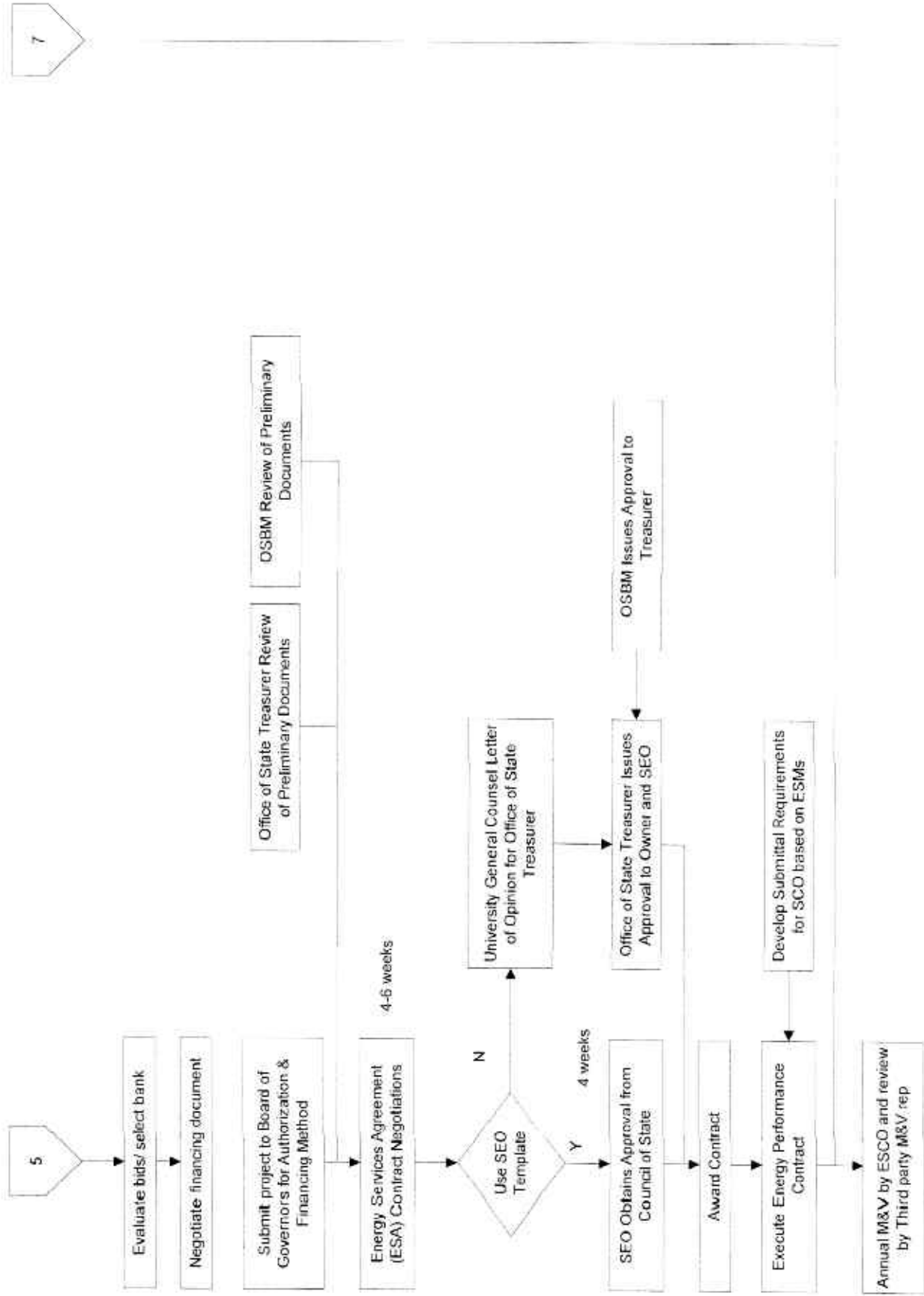


Energy Performance Contract Flow Chart





Energy Performance Contract Flow Chart



PERFORMANCE CONTRACTING APPLICATION and PROJECT SCOPE

Date: _____

Name of Agency or University: _____

Division: _____

Department: _____

Contact Person _____ Title _____

Phone _____ Fax _____ Email _____

Address of Building or Complex: _____

Building Name: _____

Total Floors: _____

Building Age: _____ - Built in: _____ - Addition: _____ - Age: _____

Number of Buildings: _____

Building Operator: _____ Phone: _____

Building Engineer: _____ Phone: _____

Building Manager: _____ Phone: _____

Building Type: (Dorm, Office, Classroom) _____

Building Total Square Footage: _____ sq. ft.

Additions/Renovations: _____

Describe Renovations: _____

Operating Schedule: Daily: _____ Weekend: _____

Electric Meter for Building: _____

Gas Meter for Building: _____

Water Meter for Building: _____

Steam Meter for Building: _____

Chilled Water Meter for Building: _____

Issues to be Addressed by Performance Contract

(Include a short description of proposed project. Including problems to be addressed and technologies/equipment that may be required)

Special Needs or Circumstances

(May include critical temperature or humidity needs, security precautions, building availability, etc.)

Please email to : len.hoey@ncdenr.gov
Len Hoey
Director, Utilities Saving Initiative
Dept of Environmental Quality
219 W. Jones St.
1340 Mail Service Center
Raleigh, NC 27699-1340
Phone 919-707-9250

Design-Build (GS143-128.1A)
Design-Build Bridging (GS143-128.1B)
and Public Private Partnership (GS143-128.1C)
Construction Delivery Method Solicitation Processes

Design-Build - G.S. 143-128.1A

- Public notice
- Qualifications-based selection process, consistent with Article 3D (Procurement of Architectural, Engineering, and Surveying Services)
- Rank order the three most highly qualified proposals
- If three not received, re-solicit, if still not three, begin negotiations with the highest-ranked
- *May* invite some or all responders to interview (G.S. 143-128.1A.(d))
- Selected firm must outline strategy for compliance with Article 8 (Public Contracts) for open contractor and subcontractor selection, HUB participation
- Performance and payment bond required

Design-Build-Bridging – G.S. 143-128.1B - 35% documents (when not a full-time staff member of the governmental entity)

- Public notice
- Qualifications-based selections process (Article 3D)
- Selected firm may NOT participate nor provide design input into subsequent proposal for design-build services

Design-Build Services – G.S. 143-128.1B (Following Bridging)

- Public notice
- Group ranking (not ordinal) of the top three, based on qualifications
- If three not received, re-solicit, if still not three, proceed with selection
- Selection based on the lowest responsive, responsible bidder's cumulative amount of fees per subdivision (d)(10) which specifies a. the design-builder's price for general conditions, b. proposed fee for general construction services, and, c. fee for design services among the top group (This is essentially a two-step evaluation where qualifications are judged first, then price.)
- First-tier subcontractor work will be bid (subdivision (f))
- Performance and payment bond required

Public-Private Partnerships – G.S. 143-128.1C

- Public notice required in newspaper having general circulation within the county in which the governmental entity is located
- Qualifications-based packages reviewed, governmental entity negotiates with one or more developers

- Terms of proposed contract advertised in a newspaper having general circulation within the county in which the governmental entity is located 30 days prior to entering into the development contract.
- If entity is a public body under Article 33C, contract shall be considered in an open meeting, with notice published the same as initial advertisement
- A public-private partnership using design-build project delivery method follows the provisions of G.S. 143-128.1A, described above
- Private developer may self-perform only if a previously engaged contractor defaults or governmental entity approves the private developer to perform the work
- Developer and its contractors shall make a good-faith effort to comply with GS 143-182.2 and .4 to recruit and select small business entities (subdivision (e)). Note that this overrides (c) (6) which *may* make the private developer responsible.
- Public-private partnership contracts do not apply to relationships between UNC institutions and their "foundations" (subdivision (m))

MDT
1/29/2018

Section 511

Electronic Submittal Requirements

State Construction Office is currently accepting Electronic submittal for Plan Review on a limited trial basis. The following project types can be submitted electronically:

1. University Download project less than \$2 million for Code Review Only.
2. Small projects such as informal.
3. Other projects requiring "Code Only" reviews.

These electronic submittals should be a maximum of 30-MG per project submittal broken down into three PDF files as follows:

1. Cover letter, transmittal, brief narration of project, overall cost estimate, contact information (emails, phones numbers), meeting minutes, etc.
2. Specification: "Searchable PDF" file is required.
3. Drawings:
 - a. All drawings to be in one PDF file.
 - b. Maximum number of drawings per file: 20

Additional information for specifications and drawings include seal of the design firm and designer on the specification and on each drawing sheet. See Chapter 500 Design Guidelines in the State Construction Manual.

Electronic submittals should be emailed to our General Email address at scoreview@doa.nc.gov. Your email subject should indicate this as a "REVIEW SUBMITTAL."

CHAPTER 600

Construction Contracts and Bidding

Section 601

Formal & Informal Contract Definitions

[GS 143-128](#) and [129](#) govern construction contracting for public work in North Carolina. The terms formal and informal are not clearly established in the statutes except to prescribe dollar limit classifications for public contracting and bidding. The total construction contracting value is used to determine if a project is informal or formal. The current threshold is \$500,000, above which projects are formal, and below informal. This classification impacts how the project construction documents and contracts are written and organized as well as the method and procedures for bidding and award of a public project.

A project may not be subdivided or phased with the purpose or the intent to evade the formal contract requirements, according to [GS143-133](#).

Section 602 Informal Contracts, Bidding Procedures & Award

- A. An SCO [Informal Contract](#) format is available on the [SCO Website](#). It is a simplified and condensed form with a Notice to Bidders, abbreviated OC-15 General Conditions of the Contract, a Supplementary General Conditions page for Designer edits and a simplified combination proposal and contract form. An Informal Contract in no way implies that plans and specifications may be less than fully developed or inadequately describe the work to be done. Constituent institutions of the UNC system may use the SCO format or develop their own.
- B. On projects where construction cost will be less than \$500,000, a public advertisement, bid bonds, performance bonds and payment bonds are not required but may be included if the Owner desires.
- C. The receipt of three (3) bids is not required to open bids. But, for the advantages of competitive bids, at least three (3) bids should be solicited. Bids may be faxed or sent electronically to the Owner.
- D. If the low bid exceeds \$500,000, then, if reasonable and practical, the bid may be negotiated below \$500,000 for an award of an informal contract, by reducing the project scope or the bid value. If this is impractical or unreasonable to do, then the project shall be re-bid under the formal contract process.
- E. MBE requirements and 10% goal also apply on informal contracts BUT the Owner has the responsibility to make a good faith effort to solicit minority bids and to attain the goal. ([GS 143-131 \(b\)](#)). Documentation and data on MBE participation is required for informal projects and must be reported annually to the Department of Administration – HUB Office. A reporting form is available on the [HUB website](#) (HUBSCO).

Section 603 Formal Contracts Bidding Procedures & Award

[GS143-129](#) establishes considerable requirements for the public bidding process and is the basis for many of the rules and forms created for this most important part of the capital construction process. Statutory rules and procedures are intended to be fair and equitable to all parties participating in the process, as well as providing good stewardship in the use of public funds.

When all regulatory reviews have been completed and approvals have been obtained for formal projects, the project is ready for advertisement and bidding. The Designer and Owner, in consultation with the State Construction Office-Design Review Section, shall establish a bid date. Constituent institutions of the UNC system establish bid dates for their projects less than \$2M.

The documents, forms and formats to be used and edited for projects under the jurisdiction of the SCO are as described under Chapter 500. For Construction Document review all forms shall be edited as required for the specific project complete, and ready for bidding except for the bid date. Forms are available in electronic format in MSWord (doc) or Acrobat (pdf) under [Forms on the SCO website](#). Construction bidding involves.

A. Advertisement:

Section 9

Historically Underutilized Businesses
(HUB)

Equal Access In Construction Contracting

It is the policy of The University of North Carolina to provide businesses owned by minority persons equal access and opportunity to participate fully in all aspects of the University construction program; to prohibit discrimination against businesses on the basis of race, color, national origin, or gender; to promote and encourage full and open competition; and to promote equal access to contracting opportunities among the various contractors and vendors that do business with the University. Minority persons are defined in North Carolina General Statutes 143-128.

GUIDELINES FOR RECRUITMENT AND SELECTION OF MINORITY BUSINESSES FOR PARTICIPATION IN STATE CONSTRUCTION CONTRACTS

In accordance with G.S. 143-128.2 (effective January 1, 2002) these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, and alternative contracting methods, on State construction projects in the amount of \$300,000 or more. The legislation provides that the State shall have a verifiable ten percent (10%) goal for participation by minority businesses in the total value of work for each project for which a contract or contracts are awarded. These requirements are published to accomplish that end.

SECTION A: INTENT

It is the intent of these guidelines that the State of North Carolina, as awarding authority for construction projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper and reasonable to achieve the statutory goal of ten percent (10%) for participation by minority businesses in each construction project as mandated by GS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

SECTION B: DEFINITIONS

1. Minority - a person who is a citizen or lawful permanent resident of the United States and who is:
 - a. Black, that is, a person having origins in any of the black racial groups in Africa;
 - b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
 - c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands;
 - d. American Indian, that is, a person having origins in any of the original peoples of North America; or
 - e. Female
2. Minority Business - means a business:
 - a. In which at least fifty-one percent (51%) is owned by one or more minority persons, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
 - b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.
3. Socially and economically disadvantaged individual - means the same as defined in 15 U.S.C. 637. "Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities". "Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged".
4. Public Entity - means State and all public subdivisions and local governmental units.
5. Owner - The State of North Carolina, through the Agency/Institution named in the contract.
6. Designer - Any person, firm, partnership, or corporation, which has contracted with the State of North Carolina to perform architectural or engineering work.
7. Bidder - Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.

8. Contract - A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials or services, including construction, and obligating the buyer to pay for them.
9. Contractor - Any person, firm, partnership, corporation, association, or joint venture which has contracted with the State of North Carolina to perform construction work or repair.
10. Subcontractor - A firm under contract with the prime contractor or construction manager at risk for supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in his subcontract.

SECTION C: RESPONSIBILITIES

1. Office for Historically Underutilized Businesses, Department of Administration (hereinafter referred to as HUB Office).

The HUB Office has established a program, which allows interested persons or businesses qualifying as a minority business under G.S. 143-128.2, to obtain certification in the State of North Carolina procurement system. The information provided by the minority businesses will be used by the HUB Office to:

- a. Identify those areas of work for which there are minority businesses, as requested.
- b. Make available to interested parties a list of prospective minority business contractors and subcontractors.
- c. Assist in the determination of technical assistance needed by minority business contractors.

In addition to being responsible for the certification/verification of minority businesses that want to participate in the State construction program, the HUB Office will:

- (1) Maintain a current list of minority businesses. The list shall include the areas of work in which each minority business is interested.
- (2) Inform minority businesses on how to identify and obtain contracting and subcontracting opportunities through the State Construction Office and other public entities.
- (3) Inform minority businesses of the contracting and subcontracting process for public construction building projects.
- (4) Work with the North Carolina trade and professional organizations to improve the ability of minority businesses to compete in the State construction projects.
- (5) The HUB Office also oversees the minority business program by:
 - a. Monitoring compliance with the program requirements.
 - b. Assisting in the implementation of training and technical assistance programs.
 - c. Identifying and implementing outreach efforts to increase the utilization of minority businesses.
 - d. Reporting the results of minority business utilization to the Secretary of the Department of Administration, the Governor, and the General Assembly.

2. State Construction Office

The State Construction Office will be responsible for the following:

- a. Furnish to the HUB Office a minimum of twenty-one days prior to the bid opening the following:
 - (1) Project description and location;
 - (2) Locations where bidding documents may be reviewed;
 - (3) Name of a representative of the owner who can be contacted during the advertising period to advise who the prospective bidders are;
 - (4) Date, time and location of the bid opening.
 - (5) Date, time and location of prebid conference, if scheduled.
- b. Attending scheduled prebid conference, if necessary, to clarify requirements of the general statutes regarding minority-business participation, including the bidders' responsibilities.

- c. Reviewing the apparent low bidders' statutory compliance with the requirements listed in the proposal, that must be complied with, if the bid is to be considered as responsive, prior to award of contracts. The State reserves the right to reject any or all bids and to waive informalities.
- d. Reviewing of minority business requirements at Preconstruction conference.
- e. Monitoring of contractors' compliance with minority business requirements in the contract documents during construction.
- f. Provide statistical data and required reports to the HUB Office.
- g. Resolve any protest and disputes arising after implementation of the plan, in conjunction with the HUB Office.

3. Owner

Before awarding a contract, owner shall do the following:

- a. Develop and implement a minority business participation outreach plan to identify minority businesses that can perform public building projects and to implement outreach efforts to encourage minority business participation in these projects to include education, recruitment, and interaction between minority businesses and non-minority businesses.
- b. Attend the scheduled prebid conference.
- c. At least 10 days prior to the scheduled day of bid opening, notify minority businesses that have requested notices from the public entity for public construction or repair work and minority businesses that otherwise indicated to the Office for Historically Underutilized Businesses an interest in the type of work being bid or the potential contracting opportunities listed in the proposal. The notification shall include the following:
 - 1. A description of the work for which the bid is being solicited.
 - 2. The date, time, and location where bids are to be submitted.
 - 3. The name of the individual within the owner's organization who will be available to answer questions about the project.
 - 4. Where bid documents may be reviewed.
 - 5. Any special requirements that may exist.
- d. Utilize other media, as appropriate, likely to inform potential minority businesses of the bid being sought.
- e. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
- f. Review, jointly with the designer, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing good faith efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award to the State Construction Office.
- g. Evaluate documentation to determine good faith effort has been achieved for minority business utilization prior to recommendation of award to State Construction Office.
- h. Review prime contractors' pay applications for compliance with minority business utilization commitments prior to payment.
- i. Make documentation showing evidence of implementation of Owner's responsibilities available for review by State Construction Office and HUB Office, upon request

4. Designer

Under the single-prime bidding, separate prime bidding, construction manager at risk, or alternative contracting method, the designer will:

- a. Attend the scheduled prebid conference to explain minority business requirements to the prospective bidders.
- b. Assist the owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
- c. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
- d. Review jointly with the owner, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with

- corresponding total dollar value of the bid and affidavit listing Good Faith Efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award.
- c. During construction phase of the project, review "MBE Documentation for Contract Payment" – (Appendix E) for compliance with minority business utilization commitments. Submit Appendix E form with monthly pay applications to the owner and forward copies to the State Construction Office.
 - f. Make documentation showing evidence of implementation of Designer's responsibilities available for review by State Construction Office and HUB Office, upon request.
5. Prime Contractor(s), CM at Risk, and Its First-Tier Subcontractors
Under the single-prime bidding, the separate-prime bidding, construction manager at risk and alternative contracting methods, contractor(s) will:
- a. Attend the scheduled prebid conference.
 - b. Identify or determine those work areas of a subcontract where minority businesses may have an interest in performing subcontract work.
 - c. At least ten (10) days prior to the scheduled day of bid opening, notify minority businesses of potential subcontracting opportunities listed in the proposal. The notification will include the following:
 - (1) A description of the work for which the subbid is being solicited.
 - (2) The date, time and location where subbids are to be submitted.
 - (3) The name of the individual within the company who will be available to answer questions about the project.
 - (4) Where bid documents may be reviewed.
 - (5) Any special requirements that may exist, such as insurance, licenses, bonds and financial arrangements.
- If there are more than three (3) minority businesses in the general locality of the project who offer similar contracting or subcontracting services in the specific trade, the contractor(s) shall notify three (3), but may contact more, if the contractor(s) so desires.
- d. During the bidding process, comply with the contractor(s) requirements listed in the proposal for minority participation.
 - e. Identify on the bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit listing good faith efforts as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).
 - f. Make documentation showing evidence of implementation of PM, CM-at-Risk and First-Tier Subcontractor responsibilities available for review by State Construction Office and HUB Office, upon request.
 - g. Upon being named the apparent low bidder, the Bidder shall provide one of the following: (1) an affidavit (Affidavit C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal; (2) if the percentage is not equal to the applicable goal, then documentation of all good faith efforts taken to meet the goal. Failure to comply with these requirements is grounds for rejection of the bid and award to the next lowest responsible and responsive bidder.
 - h. The contractor(s) shall identify the name(s) of minority business subcontractor(s) and corresponding dollar amount of work on the schedule of values. The schedule of values shall be provided as required in Article 31 of the General Conditions of the Contract to facilitate payments to the subcontractors.
 - i. The contractor(s) shall submit with each monthly pay request(s) and final payment(s), "MBE Documentation for Contract Payment" – (Appendix E), for designer's review.
 - j. During the construction of a project, at any time, if it becomes necessary to replace a minority business subcontractor, immediately advise the owner, State Construction Office, and the Director of the HUB Office in writing, of the circumstances involved. The prime contractor shall make a good faith effort to replace a minority business subcontractor with another minority business subcontractor.

- k. If during the construction of a project additional subcontracting opportunities become available, make a good faith effort to solicit subbids from minority businesses.
- l. It is the intent of these requirements apply to all contractors performing as prime contractor and first tier subcontractor under construction manager at risk on state projects.

6. Minority Business Responsibilities

While minority businesses are not required to become certified in order to participate in the State construction projects, it is recommended that they become certified and should take advantage of the appropriate technical assistance that is made available. In addition, minority businesses who are contacted by owners or bidders must respond promptly whether or not they wish to submit a bid.

SECTION 4: DISPUTE PROCEDURES

It is the policy of this state that disputes that involves a person's rights, duties or privileges, should be settled through informal procedures. To that end, minority business disputes arising under these guidelines should be resolved as governed under G.S. 143-128(g).

SECTION 5: These guidelines shall apply upon promulgation on state construction projects. Copies of these guidelines may be obtained from the Department of Administration, State Construction Office, (physical address) 301 North Wilmington Street, Suite 450, NC Education Building, Raleigh, North Carolina, 27601-2827, (mail address) 1307 Mail Service Center, Raleigh, North Carolina, 27699-1307, phone (919) 807-4100, Website: www.nc-sco.com

SECTION 6: In addition to these guidelines, there will be issued with each construction bid package provisions for contractual compliance providing minority business participation in the state construction program.

MINORITY BUSINESS CONTRACT PROVISIONS (CONSTRUCTION)

APPLICATION:

The **Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts** are hereby made a part of these contract documents. These guidelines shall apply to all contractors regardless of ownership. Copies of these guidelines may be obtained from the Department of Administration, State Construction Office, (physical address) 301 North Wilmington Street, Suite 450, NC Education Building, Raleigh, North Carolina, 27601-2827, (mail address) 1307 Mail Service Center, Raleigh, North Carolina, 27699-1307, phone (919) 807-4100, Website: <http://www.nc-sco.com>

MINORITY BUSINESS SUBCONTRACT GOALS:

The goals for participation by minority firms as subcontractors on this project have been set at 10%.

The bidder must identify on its bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit (Affidavit A) listing good faith efforts or affidavit (Affidavit B) of self-performance of work, if the bidder will perform work under contract by its own workforce, as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).

The lowest responsible, responsive bidder must provide Affidavit C, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal.

OR

Provide Affidavit D, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, **with documentation of Good Faith Effort, if the percentage is not equal to the applicable goal.**

OR

Provide Affidavit B, which includes sufficient information for the State to determine that the bidder does not customarily subcontract work on this type project.

The above information must be provided as required. Failure to submit these documents is grounds for rejection of the bid.

MINIMUM COMPLIANCE REQUIREMENTS:

All written statements, affidavits or intentions made by the Bidder shall become a part of the agreement between the Contractor and the State for performance of this contract. Failure to comply with any of these statements, affidavits or intentions, or with the minority business Guidelines shall constitute a breach of the contract. A finding by the State that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the State whether to terminate the contract for breach.

In determining whether a contractor has made Good Faith Efforts, the State will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts. Good Faith Efforts include:

- (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
- (2) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.
- (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation.
- (4) Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- (5) Attending any prebid meetings scheduled by the public owner.
- (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
- (7) Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- (8) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

APPENDIX E

MBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

Pay Application #: _____ Period: _____

The following is a list of payments made to Minority Business Enterprises on this project for the above-mentioned period.

MBE FIRM NAME	* INDICATE TYPE OF MBE	AMOUNT PAID THIS MONTH	TOTAL PAYMENTS TO DATE	TOTAL AMOUNT COMMITTED

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A), American Indian (I), Female (F), Social and Economically Disadvantage (D)

Date: _____ Approved/Certified By: _____
Name

Title

Signature

SUBMIT WITH EACH PAY REQUEST & FINAL PAYMENT

State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of _____

(Name of Bidder)

Affidavit of _____

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☐ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ **2 – (10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☐ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☐ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ **6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ **7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ **10 – (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____
 Subscribed and sworn to before me this _____ day of _____ 20____
 Notary Public _____
 My commission expires _____

**State of North Carolina --AFFIDAVIT B-- Intent to Perform Contract
with Own Workforce.**

County of _____

Affidavit of _____

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____

_____ contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public: _____

My commission expires _____

State of North Carolina - AFFIDAVIT C - Portion of the Work to be Performed by HUB Certified/Minority Businesses

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.

This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of _____ I do hereby certify that on the _____
(Name of Bidder)

Project ID# _____ (Project Name) Amount of Bid \$ _____

I will expend a minimum of _____ % of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. Attach additional sheets if required

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

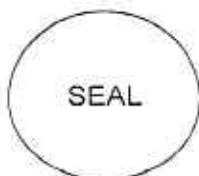
*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____



Signature: _____

Title: _____

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

State of North Carolina

AFFIDAVIT D – Good Faith Efforts

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 10% participation by HUB Certified/ minority business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of _____ I do hereby certify that on the
(Name of Bidder)

Project ID# _____ (Project Name) Amount of Bid \$ _____

I will expend a minimum of _____ % of the total dollar amount of the contract with HUB certified/ minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

UNC HUB Certification

(Form to be Submitted by Institution with Award Request Letter)

Institution _____

Project Name _____

Minority Participation – Total and by Category (%) _____

Minority categories: Black/African-American (**B**), Hispanic (**H**), Asian-American (**A**), American Indian (**I**), Caucasian Female (**F**), Socially and Economically Disadvantaged (**D**), Total (**T**)

Please check the boxes that apply and provide a copy of the affidavit(s).

- ☐ **Affidavit A** The apparent low bidder has provided Affidavit A (Listing of the Good Faith Effort).
- ☐ **Affidavit B** The apparent low bidder has provided Affidavit B (Intent to Perform Contract with Own Workforce). Documentation of effort to utilize minority business suppliers must be provided with Affidavit B.
- ☐ **Affidavit C** The apparent low bidder has provided Affidavit C (Portion of the Work to be Performed by Minority Firms).
- ☐ **Affidavit D** The apparent low bidder has provided Affidavit D (Good Faith Efforts). Documentation of Good Faith Effort must be provided with Affidavit D.

Please check the appropriate boxes and complete the portion that applies:

- ☐ The apparent low bidder has indicated that he/she has performed _____ out of the 10 "Good Faith Efforts" and has provided supporting documentation.
- ☐ I have reviewed the documentation and concur that sufficient effort has been expended to award the contract.
- ☐ The Institution has notified minority businesses that have requested notices from the public entity in accordance with G.S. 143-128.2

Comments:

Documentation provided by the contractor supporting his/her "Good Faith Effort" must be submitted with the award request letter.

Date: _____ Signature: _____

Name (Printed): _____

Title: HUB Coordinator

GUIDELINES FOR RECRUITMENT AND SELECTION OF MINORITY BUSINESSES FOR PARTICIPATION IN UNIVERSITY OF NORTH CAROLINA CONSTRUCTION CONTRACTS

In accordance with G.S. 143-128.2 (effective January 1, 2002) these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, and alternative contracting methods, on University of North Carolina construction projects in the amount of \$300,000 to \$2,000,000. The legislation provides that the State (University of North Carolina) shall have a verifiable ten percent (10%) goal for participation by minority businesses in the total value of work for each project for which a contract or contracts are awarded. These requirements are published to accomplish that end.

SECTION A: INTENT

It is the intent of these guidelines that the State through The University of North Carolina, as awarding authority for construction projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper and reasonable to achieve the statutory goal of ten percent (10%) for participation by minority businesses in each construction project as mandated by GS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

SECTION B: DEFINITIONS

1. Minority - a person who is a citizen or lawful permanent resident of the United States and who is:
 - a. Black, that is, a person having origins in any of the black racial groups in Africa;
 - b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
 - c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands;
 - d. American Indian, that is, a person having origins in any of the original peoples of North America; or
 - e. Female
2. Minority Business - means a business:
 - a. In which at least fifty-one percent (51%) is owned by one or more minority persons, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
 - b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.
3. Socially and economically disadvantaged individual - means the same as defined in 15 U.S.C. 637. "Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities". "Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged".
4. Public Entity - means State and all public subdivisions and local governmental units.
5. Owner - The State of North Carolina, through the constituent institution named in the contract.
6. Designer - Any person, firm, partnership, or corporation, which has contracted with the State of North Carolina to perform architectural or engineering work.

7. Bidder - Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.
8. Contract - A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials or services, including construction, and obligating the buyer to pay for them.
9. Contractor - Any person, firm, partnership, corporation, association, or joint venture which has contracted with the State of North Carolina to perform construction work or repair.
10. Subcontractor - A firm under contract with the prime contractor or construction manager at risk for supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in his subcontract.

SECTION C: RESPONSIBILITIES

1. Office for Historically Underutilized Businesses, Department of Administration (hereinafter referred to as HUB Office).

The HUB Office has established a program, which allows interested persons or businesses qualifying as a minority business under G.S. 143-128.2, to obtain certification in the State of North Carolina procurement system. The information provided by the minority businesses will be used by the HUB Office to:

- a. Identify those areas of work for which there are minority businesses, as requested.
- b. Make available to interested parties a list of prospective minority business contractors and subcontractors.
- c. Assist in the determination of technical assistance needed by minority business contractors.

In addition to being responsible for the certification/verification of minority businesses that want to participate in the State construction program, the HUB Office will:

- (1) Maintain a current list of minority businesses. The list shall include the areas of work in which each minority business is interested.
- (2) Inform minority businesses on how to identify and obtain contracting and subcontracting opportunities through the University of North Carolina and other public entities.
- (3) Inform minority businesses of the contracting and subcontracting process for public construction building projects.
- (4) Work with the North Carolina trade and professional organizations to improve the ability of minority businesses to compete in the State construction projects.
- (5) The HUB Office also oversees the minority business program by:
 - a. Monitoring compliance with the program requirements.
 - b. Assisting in the implementation of training and technical assistance programs.
 - c. Identifying and implementing outreach efforts to increase the utilization of minority businesses.
 - d. Reporting the results of minority business utilization to the Secretary of the Department of Administration, the Governor, and the General Assembly.

2. The University of North Carolina

The University of North Carolina will be responsible for the following:

- a. Reviewing the apparent low bidders' statutory compliance with the requirements listed in the proposal prior to award of contracts. The State (University of North Carolina) reserves the right to reject any or all bids and to waive informalities.
- b. Monitoring of contractors' compliance with minority business requirements in the contract documents during construction.
- c. Providing statistical data and required reports to the HUB Office.

- d. Resolving any protest and disputes arising after implementation of the plan.
3. Constituent Institutions of The University of North Carolina
Before awarding a contract, constituent institution shall do the following:
 - a. Implement the University of North Carolina HUB plan.
 - b. Attend the scheduled prebid conference.
 - c. At least 10 days prior to the scheduled day of bid opening, notify minority businesses that have requested notices from the public entity for public construction or repair work and minority businesses that otherwise indicated to the Office for Historically Underutilized Businesses an interest in the type of work being bid or the potential contracting opportunities listed in the proposal. The notification shall include the following:
 1. A description of the work for which the bid is being solicited.
 2. The date, time, and location where bids are to be submitted.
 3. The name of the individual within the owner's organization who will be available to answer questions about the project.
 4. Where bid documents may be reviewed.
 5. Any special requirements that may exist.
 - d. Utilize other media, as appropriate, likely to inform potential minority businesses of the bid being sought.
 - e. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
 - f. Review, jointly with the designer, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing good faith efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award to the University of North Carolina.
 - g. Evaluate documentation to determine good faith effort has been achieved for minority business utilization prior to recommendation of award to University of North Carolina.
 - h. Review prime contractors' pay applications for compliance with minority business utilization commitments prior to payment.
 - i. Document evidence of implementation of Owner's responsibilities.
 4. Designer
Under the single-prime bidding, separate prime bidding, construction manager at risk, or alternative contracting method, the designer will:
 - a. Attend the scheduled prebid conference to explain minority business requirements to the prospective bidders.
 - b. Assist the owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
 - c. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
 - d. Review jointly with the owner, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing Good Faith Efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award.
 - e. During construction phase of the project, review "MBE Documentation for Contract Payment" – (Appendix E) for compliance with minority business utilization commitments. Submit Appendix E form with monthly pay applications to the owner and forward copies to the University of North Carolina.
 - f. Make documentation showing evidence of implementation of Designer's responsibilities available for review by University of North Carolina and HUB Office, upon request.

5. Prime Contractor(s), CM at Risk, and Its First-Tier Subcontractors

Under the single-prime bidding, the separate-prime bidding, construction manager at risk and alternative contracting methods, contractor(s) will:

- a. Attend the scheduled prebid conference.
- b. Identify or determine those work areas of a subcontract where minority businesses may have an interest in performing subcontract work.
- c. At least ten (10) days prior to the scheduled day of bid opening, notify minority businesses of potential subcontracting opportunities listed in the proposal. The notification will include the following:
 - (1) A description of the work for which the subbid is being solicited.
 - (2) The date, time and location where subbids are to be submitted.
 - (3) The name of the individual within the company who will be available to answer questions about the project.
 - (4) Where bid documents may be reviewed.
 - (5) Any special requirements that may exist, such as insurance, licenses, bonds and financial arrangements.

If there are more than three (3) minority businesses in the general locality of the project who offer similar contracting or subcontracting services in the specific trade, the contractor(s) shall notify three (3), but may contact more, if the contractor(s) so desires.

- d. During the bidding process, comply with the contractor(s) requirements listed in the proposal for minority participation.
- e. Identify on the bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit listing good faith efforts as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).
- f. Make documentation showing evidence of implementation of PM, CM-at-Risk and First-Tier Subcontractor responsibilities available for review by University of North Carolina and HUB Office, upon request.
- g. Upon being named the apparent low bidder, the Bidder shall provide one of the following: (1) an affidavit (Affidavit C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal; (2) if the percentage is not equal to the applicable goal, then documentation of all good faith efforts taken to meet the goal. Failure to comply with these requirements is grounds for rejection of the bid and award to the next lowest responsible and responsive bidder.
- h. The contractor(s) shall identify the name(s) of minority business subcontractor(s) and corresponding dollar amount of work on the schedule of values. The schedule of values shall be provided as required in Article 31 of the General Conditions of the Contract to facilitate payments to the subcontractors.
- i. The contractor(s) shall submit with each monthly pay request(s) and final payment(s), "MBE Documentation for Contract Payment" – (Appendix E), for designer's review.
- j. During the construction of a project, at any time, if it becomes necessary to replace a minority business subcontractor, immediately advise the owner, University of North Carolina, and the Director of the HUB Office in writing, of the circumstances involved. The prime contractor shall make a good faith effort to replace a minority business subcontractor with another minority business subcontractor.
- k. If during the construction of a project additional subcontracting opportunities become available, make a good faith effort to solicit subbids from minority businesses.
- l. It is the intent of these requirements apply to all contractors performing as prime contractor and first tier subcontractor under construction manager at risk on state projects.

6. Minority Business Responsibilities

While minority businesses are not required to become certified in order to participate in the State construction projects, it is recommended that they become certified and should take advantage of the appropriate technical assistance that is made available. In addition, minority businesses who are contacted by owners or bidders must respond promptly whether or not they wish to submit a bid.

SECTION D: DISPUTE PROCEDURES

It is the policy of this state that disputes that involves a person's rights, duties or privileges, should be settled through informal procedures. To that end, minority business disputes arising under these guidelines should be resolved as governed under G.S. 143-128(g).

SECTION E: These guidelines shall apply upon promulgation on University construction projects. Copies of these guidelines may be obtained from The University of North Carolina, (physical address) 910 Raleigh Road, Chapel Hill North Carolina, 27515, (mail address) PO Box 2688, Chapel Hill, North Carolina, 27515-2688, phone (919) 962-1000, Website:
http://www.northcarolina.edu/info/vendors/UNC_HUB_Guidelines2002_Rev7-10

SECTION F: In addition to these guidelines, there will be issued with each construction bid package provisions for contractual compliance providing MBE participation in State building projects. An explanation of the process follows, titled "MINORITY BUSINESS CONTRACT PROVISIONS (CONSTRUCTION)" along with relevant forms for its implementation ("Identification of Minority Business Participation" form, Affidavits A, B, C, D and Appendix E).

MINORITY BUSINESS CONTRACT PROVISIONS (CONSTRUCTION)

APPLICATION:

The **Guidelines for Recruitment and Selection of Minority Businesses for Participation in University of North Carolina Construction Contracts** are hereby made a part of these contract documents. These guidelines shall apply to all contractors regardless of ownership. Copies of these guidelines may be obtained from The University of North Carolina, (physical address) 910 Raleigh Road, Chapel Hill North Carolina, 27515, (mail address) PO Box 2688, Chapel Hill, North Carolina, 27515-2688, phone (919) 962-1000, Website:

http://www.northcarolina.edu/info/vendors/UNC_HUB_Guidelines2002_Rev 7-10

MINORITY BUSINESS SUBCONTRACT GOALS:

The goals for participation by minority firms as subcontractors on this project have been set at 10%.

The bidder must identify on its bid (by using the "Identification of Minority Business Participation" form provided in the bid document), the minority businesses that will be utilized on the project with corresponding total dollar value of the bid. In addition, the bidder must submit with his/her bid an affidavit (Affidavit A) listing good faith efforts or affidavit (Affidavit B) of self-performance of work, if the bidder will perform work under contract by its own workforce, as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).

The lowest responsible, responsive bidder must provide Affidavit C, if the portion of work to be performed by minority firms is equal to or greater than 10% of the bidder's total contract price. Affidavit C includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, and lists the participating minority firms with the dollar value of their contracts.

OR

Provide Affidavit D, if the portion of work to be performed by minority firms is less than 10% of the bidder's total contract price. Affidavit D includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, lists the participating minority firms with the dollar value of their contracts and includes **documentation of Good Faith Effort.**

OR

Have provided Affidavit B with his/her bid as noted above, which includes sufficient information for the State to determine that the bidder does not customarily subcontract work on this type project.

The above information must be provided as required. Failure to submit these documents is grounds for rejection of the bid.

Summary of required submissions:

(use check boxes to assist in ensuring that all appropriate forms are submitted)

**ALL BIDDERS SUBMIT
WITH THEIR BID:**

- ☐ "Identification of Minority Business Participation" form

AND EITHER

- ☐ Affidavit A – "Listing of Good Faith Efforts"

OR

- ☐ Affidavit B – "Intent to Perform Contract with Own Workforce"
-

**IN ADDITION, THE
APPARENT LOWEST
RESPONSIVE,
RESPONSIBLE BIDDER
SUBMITS (IF HE HAS
NOT SUBMITTED
AFFIDAVIT B):**

- ☐ Affidavit C – "Portion of the Work to be Performed by Minority Firms" if the percentage of work to be performed by minority firms is 10% or more. This form is to be submitted within 72 hours of notification of being low bidder.

OR

- ☐ Affidavit D "Good Faith Efforts" if the percentage of work to be performed by minority firms is less than 10%.

MINIMUM COMPLIANCE REQUIREMENTS:

All written statements, affidavits or intentions made by the Bidder shall become a part of the agreement between the Contractor and the State (University of North Carolina) for performance of this contract. Failure to comply with any of these statements, affidavits or intentions, or with the minority business Guidelines shall constitute a breach of the contract. A finding by the State (The University of North Carolina) that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the State (The University of North Carolina) whether to terminate the contract for breach.

In determining whether a contractor has made Good Faith Efforts, the University of North Carolina will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts. Good Faith Efforts include:

- (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
- (2) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.
- (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation.
- (4) Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- (5) Attending any prebid meetings scheduled by the public owner.
- (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
- (7) Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- (8) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The University of North Carolina - AFFIDAVIT A - Listing of Good Faith Efforts

County of _____

Affidavit of _____

(Name of Bidder)

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☐ 1 - (10 pts) Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ 2 - (10 pts) Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☐ 3 - (15 pts) Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ 4 - (10 pts) Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☐ 5 - (10 pts) Attended prebid meetings scheduled by the public owner.
- ☐ 6 - (20 pts) Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ 7 - (15 pts) Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ 8 - (25 pts) Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ 9 - (20 pts) Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ 10 - (20 pts) Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

**The University of North Carolina --AFFIDAVIT B-- Intent to Perform
Contract with Own Workforce.**

County of _____

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____

_____ contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20

Notary Public _____

My commission expires _____

The University of North Carolina - AFFIDAVIT C - Portion of the Work to be Performed by HUB Certified/Minority Businesses

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit. This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of _____ I do hereby certify that on the _____
(Name of Bidder)

(Project Name)
Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____ % of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____



Signature: _____

Title: _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

University of North Carolina

AFFIDAVIT D – Good Faith Efforts

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 10% participation by HUB Certified/ minority business is not achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of _____ I do hereby certify that on the _____
(Name of Bidder)

(Project Name)
Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with HUB certified/ minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

(Attach additional sheets if required)

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received
- B. Copies of quotes or responses received from each firm responding to the solicitation
- C. A telephone log of follow-up calls to each firm sent a solicitation
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal
- F. Copy of pre-bid roster
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business
- H. Letter detailing reasons for rejection of minority business due to lack of qualification
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

Do not submit with bid Do not submit with bid Do not submit with bid Do not submit with bid
The undersigned hereby certifies that he or she has read the terms of
this commitment and is authorized to bind the bidder to the
commitment herein set forth.

Date: _____ Name of Authorized Officer: _____
Signature: _____
Title: _____



State of _____, County of _____
Subscribed and sworn to before me this _____ day of _____ 20____
Notary Public _____
My commission expires _____

APPENDIX E

MBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

Pay Application #: _____ Period: _____

The following is a list of payments to be made to minority business contractors on this project for the above-mentioned period.

MBE FIRM NAME	* INDICATE TYPE OF MBE	AMOUNT PAID THIS MONTH	TOTAL PAYMENTS TO DATE	TOTAL AMOUNT COMMITTED

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

Date: _____

Approved/Certified By: _____

Name

Title

Signature

Signature certifies that any minority firms not previously verified in the bid/award process have been appropriately verified, services have been rendered, and payment is due as processed.

****THIS DOCUMENT MUST BE SUBMITTED WITH EACH PAY REQUEST & FINAL PAYMENT****

Miriam Tripp

From: Driver, Gregory <gregory.driver@doa.nc.gov>
Sent: Wednesday, July 1, 2015 9:44 AM
To: Register, Cindy; Stephenson, Victor; Kaid, Latif; Yelverton, Kent; Hoff, Luke; Ivers, Chris; Travis, Scott; Williams, Priscilla T; Blake, Mark; Stovall, Bill; Cooney, Mark; dphillips@ncdoj.gov; Kenny Cook
Cc: Miriam Tripp; Driver, Gregory; Gordon H. Rutherford
Subject: Interscope - HUB Reporting
Attachments: GR316 - HUB Data Entry MDT Rev.docx; ATT00001.txt

Good Morning Everyone!

The Interscope revisions have found a few holes in the way we record information. With that said we are trying to clear or "fill" them up as soon as we find them. The below attachment clears up an issue that was discovered concerning the HUB reporting.

Hope this helps,
Greg

Email correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized state official.

HUB RECRUITMENT EFFORTS AND REPORTING FOR STATE AGENCIES, COMMUNITY COLLEGES, AND UNIVERSITIES

For projects with an estimated construction contract value of \$300,000 or greater, the North Carolina General Statutes require that contractors comply with the document "Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts" (State Construction's MBGuidelines 2002) including identification of minority business participation, Affidavits A, B, C, and D, and Appendix E. In order to improve the consistency of recruitment efforts and the quality of data reporting, this same requirement is extended to all projects with an estimated construction contract value of \$100,000 or greater, solicited by State agencies, community colleges, and universities, consistent with practices currently in place for local government or other public entities (GS143-128.2 (a)). These Guidelines and Forms shall be included (not simply referenced) in bid specification documents for all projects with an estimated construction contract value of \$100,000 or greater.

For projects with an estimated construction contract value from \$30,000 to \$100,000, the owner shall be responsible for providing the good faith effort for minority inclusion and shall document this effort on an Affidavit A.

Beginning 7/1/2015, HUB participation reporting in the Interscope Plus system requires recording of the good faith effort whether reported by contractors (\$100,000 and up) or owners (\$30,000 to \$100,000). These entries are made by checking the appropriate blocks on an electronic form that duplicates the good faith effort form (Affidavit A) either submitted by the successful project construction bidder or provided by the owner. All contracts over \$30,000 must be reported in compliance with GS143-131.

Section 10

Construction Administration

(Including change orders, retainage, claims,
disputes, mediation, commissioning)

Program #: 11589 - UMC Greensboro - [41425-303] - Cone Residence Hall Renovation
Project #: 12116 - UMC Greensboro - Cone Residence Hall Renovation
Design #: 15-12116-01 - Clark Nexsen, Inc.
Package: 15-12116-01A - Cone Residence Hall Renovation
Construction Contract #: 15-12116-01A-1 - Harrod and Assoc. Constructors, Inc.
Change Order #: 5

Detail

[Action](#)
[Close](#)

Status

Package Status: Under Construction
Contract Status: Under Construction

Status: Submitted
Status Date: 3/26/2018 11:43:00 AM

Data Received:
Last Update: 3/26/2018 11:43:00 AM

Total Days: 0
Total Amount: \$37,199

Workflow Activity

STEP	ACTION	ACTIVE?	ROLE	FIRM/AGENCY	USER	COMPLETING STEP	COMPLETED ON	ALERTED ON	RESULT	COMMENTS
1	CREATE	N	DESIGNER	Clark Nexsen, Inc.	CLARKNEXSEN		03/15/2018 10:16		Created	
2	SUBMIT	N	DESIGNER	Clark Nexsen, Inc.	CLARKNEXSEN		03/21/2018 16:27	03/21/2018 16:28	Submitted	
3	APPROVE	N	CONTRACTOR	Harrod and Assoc. Constructors, Inc.			03/22/2018 08:08	03/22/2018 08:09	Submitted	
4	APPROVE	N	DESIGNER	Clark Nexsen, Inc.	CLARKNEXSEN		03/22/2018 09:14	03/22/2018 09:16	Submitted	
5	APPROVE	N	OWNER	UMC Greensboro	owner		03/26/2018 11:43	03/26/2018 11:44	Submitted	
6	APPROVE	Y	SCO	St. Construction						

268

Designer Summary

1. Schedule items affected by this change: No
2. Can Contractor mitigate the change without requiring a contract time extension: Y
3. List contractors needing a contract time extension due to this change: N/A
4. Are additional costs incurred by reason of the time extension? (if so, include in items 5&6 below): N

5. Estimated Cost of Change

6. Estimated time extension field cost (\$), if any:

Contractor	Designer
\$37,199	\$37,199

Project Financial Worksheet Summary

Assigned Funds \$10,971,000
 Total Committed: \$10,753,666.53

Available to Commit:

This Change:

Available to Commit After this Change:

[Worksheet Detail](#)

The owner certifies that the project's Assigned Funds are adequate to support this change order: Yes

Description: Seven POCs approved by UMC Greensboro which include costs to the project.

Program #: 12315 - NC Central University - 2015-16 Repair and Renovations
Project #: 16899 - NC Central University - Campus Wide Safe Roof Repairs II
Design #: 17-16899-01 - In-House Design by North Carolina Central University
Package: 17-16899-01A - Campus Wide Safe Roof Repairs II
Construction Contract #: 17-16899-01A-1 - JAM Construction LLC

Construction Contract Detail Bid Items HUB Good-Faith Efforts HLE Participation Change Orders Evaluations Milestones

Change Orders Summary

CONTRACT START	FINANCE ORDERS (Current)	CONTRACT (Current)	CHARGE ORDERS (After Change)	CONTRACT (After Change)	AVAILABLE TO COMMIT (After Change)
17-16899-01A-1	\$12,431	0	0	\$19,393	\$998
Construction Days	17	0	0	0	0
Cost (\$)	\$12,431	0	0	\$19,393	\$998

CHANGE ORDER #	DESCRIPTION	DAYS	AMOUNT
1	Labor/materials to paint fascia clean gutters and replace damaged trim on William Jones, Dent and Fire Arts buildings.	0	\$4,962.00
2		0	0

Comments	Updates	Trace Manager	Text
3/8/2017 2:37:58 PM	Michael Logan	System	Milestones synced from Construction Contract Detail tab on 03/08/2017 by mlogan
3/8/2017 2:37:58 PM	Michael Logan	System	Construction Contract updated on Mar 8 2017 2:37PM by mlogan
3/8/2017 2:37:58 PM	Michael Logan	System	Milestones synced from Construction Contract Detail tab on 03/08/2017 by mlogan
3/8/2017 2:37:58 PM	Michael Logan	System	Construction Contract updated on Mar 8 2017 2:37PM by mlogan
3/8/2017 2:37:58 PM	Michael Logan	System	Milestones synced from Construction Contract Detail tab on 03/08/2017 by mlogan
3/8/2017 2:37:58 PM	Michael Logan	System	Construction Contract updated on Mar 8 2017 2:36PM by mlogan
3/8/2017 2:37:58 PM	Michael Logan	System	Milestones synced from Construction Contract Detail tab on 03/08/2017 by mlogan
3/8/2017 2:37:58 PM	Michael Logan	System	Construction Contract updated on Mar 8 2017 2:36PM by mlogan
3/8/2017 2:37:58 PM	Michael Logan	System	Milestones synced from Construction Contract Detail tab on 03/08/2017 by mlogan
3/8/2017 2:37:58 PM	Michael Logan	System	Construction Contract updated on Mar 8 2017 2:34PM by mlogan
3/8/2017 2:37:58 PM	Michael Logan	System	Milestones synced from Construction Contract Detail tab on 02/15/2017 by mlogan
3/8/2017 2:37:58 PM	Michael Logan	System	Construction Contract updated on Feb 15 2017 11:23AM by mlogan
3/8/2017 2:37:58 PM	Michael Logan	System	Milestones synced from Construction Contract Detail tab on 02/15/2017 by mlogan
3/8/2017 2:37:58 PM	Michael Logan	System	Construction Contract created on Feb 15 2017 11:22AM by mlogan

State Construction Office

Field Order # _____

Project: _____ Location: _____ Project ID: _____

Description of Change: _____

Justification of Change: _____

CONTRACTOR:

A total cost change not to exceed a lump sum cost is \$ _____ or a unit cost of _____ extended using estimated quantities to not exceed is \$ _____. The contractor will need a maximum number of _____ days time extension to the contract. The actual cost, not to exceed stated cost, shall be based on a realistic estimate based on current acceptable market values submitted with change order for approval by designer, owner, and State Construction Office.

DESIGNER:

The quoted price and need for the change are in the best interests of the owner to have the work accomplished. A formal change order will be prepared for contractor's signature within seven (7) days.

OWNING AGENCY:

The owning agency agrees to the change as being in the owner's best interest. Adequate funds are available to pay the cost for the change.

STATE CONSTRUCTION OFFICE:

The State Construction Office approves the request for the change.

SIGNATURES:

Contractor: _____ Date: _____

Designer: _____ Date: _____

Owning Agency: _____ Date: _____

State Construction Office: _____ Date: _____

CONSTRUCTION CONTRACT RETAINAGE

Retainage **IS** payment withheld on work that has been successfully completed and accepted by the designer and owner.

Retainage **IS NOT** payment withheld for defective, incomplete or disputed work that has not been accepted by the designer and owner.

Requirements for retainage on University projects are spelled out in Article 31 of both the State Construction Office General Conditions (Form OC-15) and University of North Carolina General Conditions (Fifth Edition – January 2015).

Article 31.a.3 specifies that five percent (5%) retainage shall be held on payments to the contractor for the value of work done and materials delivered to the site, provided however, that after fifty percent (50%) of the contractor's work **has been satisfactorily completed on schedule, with approval of the owner (and State Construction Office on projects over \$2million dollars) and written consent of the surety**, further requirements for retainage will be waived **ONLY** so long as work continues to be completed satisfactorily and on schedule. This language clearly gives the owner the right to maintain and/or reinstate a 5% retainage after the contract is 50% complete if the contractor fails to perform satisfactorily. Adequate documentation of a contractor's failure to perform should be carefully and accurately prepared and maintained.

Senate Bill 1245 enacted as Session Law 2007-365 amended the laws related to retainage payments on public construction contracts in North Carolina. Under this law, the two major differences for University projects (whether State Construction projects over \$2 million dollars or projects under \$2 million dollars) are:

- 1) No retainage shall be allowed on contracts in which the total project costs are less than one hundred thousand dollars (\$100,000), and
- 2) Retainage on "early finishing trades" (structural steel, piling, caisson, demolition and other trades that may be identified in the original bid documents) may be reduced to five-tenths percent (0.5%) contingent upon the owner's receipt of an approval or certification from the designer that the work performed by the subcontractor is acceptable and in accordance with the contract documents.

The language in Session Law 2007-365 with regard to reinstatement of a 5% retainage after the contract is 50% complete is stronger than the language included in the General Conditions. This language provides that the owner, with written consent of the surety, shall not retain any further retainage from periodic payments due the contractor if the contractor continues to perform satisfactorily **and any nonconforming work identified by the designers or owner has been corrected by the contractor and accepted by the**

designers or owner. If the owner determines the contractor's performance is unsatisfactory, the owner may reinstate retainage for each subsequent periodic payment application up to a maximum of five percent (5%).

Session Law 2007-365 also authorizes the owner to withhold additional retainage after a contract is fifty percent (50%) complete in order to retain two and one-half percent (2.5%) total retainage through completion of the contract. This will allow retainage on payments for change orders that are approved after fifty percent (50%) of the contract is completed.

Session Law 2007-365 provides that a prime contractor may hold retainage on payments to subcontractors under the same terms and conditions that retainage is held by the owner on payments to the prime contractor.

Nothing outlined in Session Law 2007-365 shall prevent an owner from withholding payment to the contractor in addition to the amounts authorized for retainage for unsatisfactory job progress, defective construction not remedied, disputed work, or third-party claims filed against the owner or reasonable evidence that a third-party claim will be filed.

Both the State and University General Conditions and Session Law 2007-365 allow the owner to retain funds toward the end of a contract to secure completion of the project or corrections of any work. The amount retained shall not exceed two and one-half times the estimated value of the work to be completed or corrected. Reduction of retainage must be with consent of the contractor's surety.



BUILDING COMMISSIONING

by the

**Sustainable, Energy Efficient Buildings
Advisory Committee**

in re

**N.C.G.S. 143-135.35 thru 143-135.40
(Senate Bills 668 and 1946)**

1.0 BUILDING COMMISSIONING

North Carolina General Statute 143-135.37(d) requires commissioning of major projects, as follows:

"...The construction contract shall include provisions that require each building component and each energy and water system component to be commissioned, and these provisions shall be included at the earliest phase of the construction process as possible and in no case later than the Schematic Design Phase of the project. Such commissioning shall continue through the initial operation of the building. The project design and construction teams and the public agency shall jointly determine what level of commissioning is appropriate for the size and complexity of the building or its energy and water system components."

1.1 DEFINITION AND SCOPE OF COMMISSIONING

Commissioning is a quality assurance process that verifies and documents that building components and systems operate in accordance to the owner's project requirements and the project design documents. The party responsible for the commissioning process is defined as the *commissioning authority (CxA)*.

For smaller, less complex projects commissioning can be provided under the direction and supervision of the designers when they establish specific start-up tests and documentation, followed by required detailed performance tests and documentation, to be performed by the installers and, then, participate in conducting these tests and evaluating the result. This is typically referred to as *designer-led* commissioning. This level of commissioning is typically acceptable for smaller, simpler facilities.

The best level of commissioning is that performed by an independent, third party CxA. Third party commissioning of major facilities will be necessary if any of the following conditions are satisfied:

1. Buildings greater than 20,000 gsf but less than 40,000 gsf in area, and are complex in nature. Typical building classifications, as defined by the *North Carolina State Building Code*, meeting this criteria are as follows:
 - Group A-1 and A-3 (Auditoriums, gyms, assembly areas, etc)
 - Group B (Educational facilities above the 12th grade, laboratories and data processing centers)
 - Group I-2 and I-3 (Medical and correctional facilities)
 - Group R-2 (Dormitories)
 - Buildings connected to central campus energy plants
2. Buildings that exceed 40,000 gsf in area. However, buildings of the following occupancy classifications, as defined by the *North Carolina State Building Code*, typically do not require this level of commissioning since they have limited energy impact:

Group H-1 through H-5 (High-Hazard Storage Buildings)
Group S-1 and S-2 (Simple Storage Buildings)
Group U (Utility and miscellaneous shelters and structures)

3. Buildings that have central energy plant equipment such as chillers and boilers.
4. Building renovations, as defined by NCGS 143-135.35(6) (renovation costs of greater than 50% of insurance value and larger than 20,000 gsf), to existing buildings that have multiple zone control HVAC systems.

Building commissioning shall include the whole building and, specifically, the following systems:

1. Mechanical systems – including HVAC systems and equipment, building automation systems, laboratory systems, energy recovery and renewable energy systems, and Testing, Adjusting and Balancing (TAB) validation.
2. Electrical systems – including lighting systems and controls, including day lighting, and renewable energy systems.
3. Plumbing systems – including potable hot water systems and rainwater harvesting and/or gray water systems.
4. Irrigation systems – including coverage and controls.

Other systems to consider during the commissioning process include normal, standby and emergency power systems, potable water and booster pump systems, and the building envelope.

During the early design stages of each major facility, preferably during advance planning, but certainly no later than the beginning of the Schematic Design Phase, the design team and the public agency must jointly determine what level of commissioning is appropriate for the size and complexity of the building and/or its energy and water system components. Verification of the project commissioning level and, as applicable, a copy of the third-party commissioning contract, will be required for the Schematic Design submittal to the State Construction Office.

1.2 DESIGNER-LED COMMISSIONING

In the smaller, less complex buildings, designer-led commissioning may be sufficient. In this case, the designer serves as the CxA. In these cases, commissioning of the facility HVAC systems typically represents about 90%+ of the commissioning requirement. Designer-led HVAC commissioning is a process defined by ANSI/ASHRAE Standard 111, *Practices for Measurement, Testing, and Balancing of Heating, Ventilation, Air-Conditioning, and Refrigeration Systems*; ASHRAE Guideline 1.1-2007, *The HVAC&R Technical Requirements for The Commissioning Process*; and ASHRAE Guideline 0-2005, *The Commissioning Process*.

Basically, the designer-led commissioning process begins with the HVAC designer to developing the Basis of Design (BOD) document. The BOD document should be developed during the Schematic Design Phase and updated with the Design Development and Construction Document submittals. A final as-built BOD document must be completed following

building occupancy and the designers must provide training to the owner's operating staff on the BOD document.

The next step, during the Design Development Phase, is developing detailed specifications for TAB requirements, start-up procedures, and functional tests of HVAC components and systems.

In general the designer should at a minimum include the following commissioning processes in the project.

1. Specify and ensure proper start-up of HVAC components and systems, and functional testing to ensure that these components and systems are operating in conformance with the design requirements and the manufacturer's specifications.
2. Monitor the Testing, Adjusting and Balancing (TAB) to ensure that HVAC components and systems are operating at their specified capacities... airflow, water or steam flows, temperatures, etc. and follow proper TAB "set-up" procedures applicable to the designed operation.
3. Witness functional testing by the contractor to ensure components and systems respond to variations in imposed loads, etc. and that the component and system controls are operating properly. The result of function tests is to demonstrate that required environmental conditions are maintained under the full range anticipated load conditions. Functional tests must also prove that fire safety, life safety, and failure/backup interlocks operate as designed.

The installing contractor(s) is then charged with the responsibility for performing the specified test procedures, with witnessing by the designer, and reporting the results to the designers, with certification by all required contracting parties that the results are correct.

1.3 THIRD PARTY COMMISSIONING

If third party commissioning is determined to be necessary, the commissioning authority (CxA) should be retained as early as possible, preferably soon after the designers are selected, and be involved in discussions relating to energy performance and HVAC issues during the pre design phase. In all cases the CxA shall be under contract and involved in the commissioning process no later than the start of the Schematic Design process. The CxA must be an independent party, under contract to the owner and not be affiliated with either the design or construction team on the project.

The CxA must be a registered engineering firm in the State of North Carolina and the owner must select the CxA using a *qualifications based selection process*, similar to that used to retain other engineers. The following is a listing of the basic qualifications that a CxA should exhibit:

1. Has acted as the principal CxA for at least three projects of comparable size, type, and scope, with demonstrated experience in "total building" commissioning, including heating, ventilating, and air-conditioning (HVAC) systems; electrical power and lighting systems; data and communication systems; building envelope; and other specialized building systems.

2. Has extensive experience in the operation and troubleshooting of HVAC systems and components and direct digital control (DDC) systems.
3. Has at least five (5) years field experience in this type of work.
4. Knowledgeable in building operation and maintenance (O&M) and in O&M training; also knowledgeable in testing, adjusting and balancing (TAB) of air and water systems.
5. Knowledgeable in the requirements of the *North Carolina State Building Code* and other codes and standards related to building systems.
6. Experience in energy-efficient equipment design and control strategy optimization.
7. Has direct experience in monitoring and analyzing building systems operation using DDC control systems trending functions and stand-alone data logging.
8. Has excellent verbal and written communication skills. Has experience in writing commissioning specifications, particularly well-defined start-up and functional test procedures.
9. Is highly organized and able to work with designers, contractors, and owners.
10. CxA project members should have a bachelor's degree in mechanical or electrical engineering. However, other technical training, past commissioning and field experience will be considered as a substitute. Certification as a Commissioning Professional or other like commissioning certification and membership in the Building Commissioning Association or similar commissioning organization is desired but not required.

Depending on the complexity of the project, the owner may want to negotiate the contract with the CxA in two parts. Part one of the contract starts at the beginning of design and ends upon completion of the project bidding process. After the scope and costs for the project are finalized, a second part of the contract would then be executed for the construction and occupancy phases of commissioning. The contract with the CxA typically is in the form of a Letter Agreement approved by the State Construction Office.

The Commissioning Process and CxA Responsibilities: In general, the following are the basic requirements for the commissioning process. Refer to ASHRAE Guideline 0-2005, *The Commissioning Process*, and ASHRAE Guideline 1.1-2007, *HVAC&R Technical Requirements for The Commissioning Process* for more detailed information.

1. **Design Phases:** The CxA will help develop the Owner's Project Requirements (OPR) to ensure the OPR is complete and appropriate for the project. The OPR will be maintained and updated throughout the project. The CxA reviews Schematic Design, Design Development and Construction Documents. The CxA will submit to the design team for inclusion in the Design and Construction Documents draft commissioning specifications for the systems to be commissioned. The CxA may provide examples of start up and functional tests typical of those to be used in the project, to help inform potential contractors of the testing assistance required during the construction phase of the project.

2. **Construction Phase:** The CxA efforts will include review of component and equipment submittals by contractors, review of systems to be commissioned, and review the contractor's pre-functional/start-up check lists. The CxA will provide the project's functional testing procedures, validate the TAB effort, and lead functional acceptance testing of commissioned systems. The CxA will also review and approve training agendas, O&M manuals, and project as-built documentation. Functional testing must be completed satisfactorily prior to final acceptance of the project.

3. **Occupancy and Operations Phase:** The CxA will perform opposite seasonal testing, coordinate a 10-month warranty review, and may participate with the owner in collecting building data for the 12-month measurement and verification of energy performance. The CxA will deliver a complete Cx systems manual to the owner.

Designer Commissioning Responsibilities: The design team members will participate in the commissioning team. The designer will be responsible for providing the Basis of Design (BOD) document. The BOD document should be developed and provided during the Schematic Design, and updated with the Design Development and Construction Document submittals. A final as-built BOD document will be completed following building occupancy and the designers will provide training to the owner's operating staff on the BOD document.

Owner Commissioning Responsibilities: To help ensure that the commissioning process is successful requires active participation by the owner in the commissioning process. A representative of the owner who will be involved in the operations and maintenance of the building shall participate in the design, construction and occupancy phases of the commissioning process. The owner's assigned project planning/ design staff and the Capital Project Coordinator will also participate in all commissioning phases.

To ensure the project budget is sufficient to support third party commissioning, it is recommended that the following commissioning cost guidance be incorporated into the budget:

Systems Commissioning:

System(s)	Approximate Commissioning Cost (Percent of Total Systems Cost)
HVAC and Controls	2.0-3.0
Electrical	1.0-2.0
HVAC, Controls, and Electrical	0-1.5

Whole Building Commissioning:

Project Complexity	Approximate Commissioning Cost (Percent of Total Construction Cost)
Simple	0.5
Moderate	1.0
Very	1.5



BUILDING PERFORMANCE VERIFICATION

by the

**Sustainable, Energy Efficient
Buildings Advisory Committee**

in re

**N.C.G.S. 143-135.35 thru 143-135.40
(Senate Bills 668 and 1946)**

1.0. BUILDING PERFORMANCE VERIFICATION

North Carolina General Statute 143-135.37(e) requires performance verification for major projects, as follows:

"In order to be able to monitor the initial cost and the continuing costs of the energy and water systems, a separate meter for each electricity, natural gas, fuel oil, and water utility shall be installed at each building undergoing a major facility construction or renovation project. Each meter shall be installed in accordance with the United States Department of Energy guidelines issued under Section 103 of the Energy Policy Act of 2005 (Pub. L. 109-58, 119 Stat. 594 (2005)).

Starting with the first month of facility operation, the public agency shall compare data obtained from each of these meters by month and by year with the applicable energy-efficiency standard under subsection (b) of this section and the applicable water use standard for the project under subsection (c) of this section and report annually no later than August 1 of each year to the Office of State Construction.... If the average energy use or the average water use over the initial 12-month period of facility operation exceeds the applicable energy-efficiency standard under subsection (b) of this section or exceeds the applicable water use standard under subsection (c) of this section by fifteen percent (15%) or more, the public agency shall investigate the actual energy or water use, determine the cause of the discrepancy, and recommend corrections or modifications to meet the applicable standard."

1.1 SCOPE OF BUILDING PERFORMANCE VERIFICATION

Projects that require building performance verification is defined in North Carolina General Statute 143-135.36. This includes new construction projects where the building is larger than 20,000 gsf of occupied or conditioned space, or renovation projects when the project cost is greater than fifty percent of the insurance value of the building prior to renovations, and the renovated area is larger than 20,000 gsf.

1.2 DESIGNER REQUIREMENTS

During the project design, the designers must locate and specify the requirements for energy supply and water meters that meet the requirements of the legislation. For stand-alone buildings, typically this will mean that the designers must coordinate their systems to ensure that metering supplied by serving utility companies is adequate. For buildings that have energy or water services not provided by a utility or have their energy supply or water provided from a centrally-metered distribution system, the designers must ensure that the required metering is incorporated into the design.

For more complex buildings, sub-metering of specific areas or services of the building may be necessary to ensure accurate verification of the building performance. For example, to ensure that the HVAC systems performance meets design requirements, it may be necessary that the electrical power supply to HVAC systems be segregated and separately metered. Likewise, where day lighting is utilized, the lighting power service must be segregated and separately metered so that other electrical energy use does not

"mask" lighting performance. Likewise, major use of water such as for cooling tower make-up and landscape irrigation must be individually measured.

HVAC, plumbing, and electrical design engineers for the project must coordinate the requirements for both master-metering and sub-metering required and develop a Measurement and Verification (M&V) Plan during the Design Development Phase. The M&V Plan will be updated during the Construction Document Phase. The designers and the CxA will review the M&V Plan and ensure all required building parameters are monitored and measured, and that the buildings' direct digital control (DDC) is capable of trending all required parameters.

1.3 OWNER REQUIREMENTS

During the 12-month measurement and verification period following the completion of construction, the owner will be responsible for collecting and validating all utility metering data and ensure that needed building operational DDC data is collected.

At the completion of the first 12 months of building operations, the owner is required to compare the actual energy and water use data with the energy model results and assumptions. If energy and/or water usage exceeds the model projections by 15% or more, the owner will further investigate and resolve any issues found, or recommend further corrections or modifications to meet the efficiency standards. The results of the comparison (and any additional investigation and modifications) will be documented and shall be sent to the State Construction Office and State Energy Office no later than 60 days following the end of the 12-month measurement and verification period.

should be uploaded into the State Construction Office InterScope database, as a closeout document.

Section 710 Owner Insurance Coverage

The Owner shall notify the State Property Office and Department of Insurance of notice of either Beneficial Occupancy and/or Final Acceptance of a project and complete and submit the "Property Reporting Form (Building Update Form)"

Section 711 Construction Claims

A. Contractor Claims:

The Designer shall be advised of the dispute and, in consultation with the Owner, render a decision. If the Designer's decision is unacceptable to the contractor, the Designer will request that the State Construction Office Project Monitor meet with the contractor and the Designer to attempt to resolve the dispute.

On failing to reach a satisfactory settlement, the claim will proceed in accordance with [GS 143-135.3](#). For University Download projects [GS 116-31.11](#) the Designer will request that UNC-General Administration meet to attempt to resolve the controversy. If it cannot be resolved to the contractor's satisfaction, the decision may be appealed to the State Construction Office.

B. Designer Claims:

The Owner shall be advised by the Designer of the claim and the Owner in consultation with the State Construction Office will render a decision. If the decision is unacceptable to the Designer, and a satisfactory settlement cannot be achieved, the Designer may request an informal hearing with the State Construction Office in accordance with [GS 143-135.3](#).

On failing to reach a satisfactory settlement, the claim will proceed in accordance with [GS 143-135.3](#). For University Download Projects [GS 116-31.11](#) the Designer will request that UNC-General Administration meet to attempt to resolve the controversy. If it cannot be resolved to the Designer's satisfaction, the decision may be appealed to the State Construction Office.

Section 712 Designer Evaluation

The Capital Projects Coordinator is required to follow the procedures established by the State Building Commission, under NCAC-30F, to evaluate the Designer at the completion of the project. Interim evaluation of the Designer is allowed under the State Building Commission rule. Specific requirements and guidelines for entering Designer Evaluations into InterScope are found at: Designer Electronic Evaluations.

Section 713 Contractor Evaluation

The Capital Projects Coordinator is required to follow the procedures established by the State Building Commission, under NCAC-30F to evaluate the contractor at the completion of the project. Interim evaluation of the Contractor is allowed under the State Building Commission rules. Specific

RULES IMPLEMENTING MEDIATED
SETTLEMENT CONFERENCES IN
NORTH CAROLINA PUBLIC CONSTRUCTION PROJECTS

Adopted
February 26, 2002

Table of Rules

Rule

1. Initiating Mediated Settlement Conferences
 - A. Purpose of Mandatory Settlement Conferences.
 - B. Initiating the Dispute Resolution Process.
2. Selection of Mediator
 - A. Selection of Certified Mediator by Agreement of the Parties.
 - B. Nomination and Court Approval of a Non-Certified Mediator.
 - C. Appointment of Mediator by the SCO.
 - D. Mediator Information Directory.
 - E. Disqualification of Mediator.
3. The Mediated Settlement Conference
 - A. Where Conference is to be Held.
 - B. When Conference is to be Held.
 - C. Request to Extend Deadline for Completion.
 - D. Recesses.
 - E. The Mediated Settlement Conference shall not be cause for the Delay of the Construction Project which is the focus of the Dispute.
4. Duties of Parties and Other Participants in Formal Dispute Resolution Process
 - A. Attendance.
 - B. Finalizing Agreement.
 - C. The Mediation Fee shall be paid in accordance with G.S. 143-128(g).
 - D. Failure to Compensate Mediator.
5. Authority and Duties of Mediators
 - A. Authority of Mediator.
 - B. Duties of Mediator.
6. Compensation of the Mediator
 - A. By Agreement.
 - B. By Appointment.
7. Mediator Certification
8. Rule Making
9. Definitions
10. Time Limits

RULE 1. INITIATING MEDIATED SETTLEMENT CONFERENCES

A. Purpose of Mandatory Settlement Conferences. Pursuant to G.S. 143-128(g) 143-135.26(11), these Rules are promulgated to implement a system of settlement events which are designated to focus the parties' attention on settlement rather than on claim preparation and to provide a structured opportunity for settlement negotiations to take place. Nothing herein is intended to limit or prevent the parties from engaging in settlement procedures voluntarily at any time prior to or during commencement of the dispute resolution process.

B. Initiating the Dispute Resolution Process

- 1) Any party to a public construction contract governed by Article 8, Ch. 143 of the General Statutes and identified in G.S. 143-128(g) and who is a party to a dispute arising out of the construction process in which the amount in controversy is at least \$15,000 may submit a written request to the public owner for mediation of the dispute.
- 2) Prior to submission of a written request for mediation to the public owner, the parties requesting mediation,
 - a) If a prime contractor, must have first submitted its claim to the Project Designer for review as set forth in Exhibit A. If the dispute is not resolved through the Project Designer's instructions, then the dispute becomes ripe for mediation in the Formal Dispute Resolution Process, and the party may submit his written request for mediation to the public owner.
 - b) If the party requesting mediation is a subcontractor, it must first have submitted its claim for mediation to the prime contractor with whom it has a contract. If the dispute is not resolved through the Prime Contractor's involvement, then the dispute becomes ripe for mediation in the Formal Dispute Resolution Process, and the party may submit its written request for mediation to the public owner.
 - c) If the party requesting mediation is the Project Designer, then it must first submit its claim to the public owner to resolve. If the dispute is not resolved with the public owner's involvement, then the Project Designer's dispute is ripe for mediation in the Formal Dispute Resolution Process, and the Project Designer may submit its written request to the public owner for mediation.

RULE 2. SELECTION OF MEDIATOR

A. Selection of Certified Mediator by Agreement of the Parties. The parties may select a mediator certified pursuant to the Rules by agreement within 21 days of requesting mediation. The requesting party shall file with the State Construction Office (hereinafter collectively referred to as the "SCO") or public owner if a non-State project a Notice of Selection of Mediator by Agreement within 10 days of the request; however, any party may file the notice. Such notice shall state the name, address and telephone number of the mediator selected; state the rate of compensation of the mediator; state that the mediator and opposing counsel have agreed upon the selection and rate of compensation; and state that the mediator is certified pursuant to these Rules.

- B. **Nomination and Public Owner Approval of a Non-Certified Mediator.** The parties may select a mediator who does not meet the certification requirements of these rules but who, in the opinion of the parties and the SCO or public owner, is otherwise qualified by training or experience to mediate the action.

If the parties select a non-certified mediator, the requesting party shall file with the SCO a Nomination of Non-Certified Mediator within 10 days of the request. Such nomination shall state the name, address and telephone number of the mediator; state the training, experience or other qualifications of the mediator; state the rate of compensation of the mediator; and state that the mediator and opposing counsel have agreed upon the selection and rate of compensation.

The SCO or public owner shall rule on said nomination, shall approve or disapprove of the parties' nomination and shall notify the parties of its decision.

- C. **Appointment of Mediator by the SCO.** If the parties cannot agree upon the selection of a mediator, the party or party's attorney shall so notify the SCO or public owner and request, on behalf of the parties, that the SCO or public owner appoint a mediator. The request for appointment must be filed within 10 days after request to mediate and shall state that the parties have had a full and frank discussion concerning the selection of a mediator and have been unable to agree. The request shall state whether any party prefers a certified attorney mediator, and if so, the SCO or public owner shall appoint a certified attorney mediator. If no preference is expressed, the SCO or public owner may appoint a certified attorney mediator or a certified non-attorney mediator.
- D. **Mediator Information Directory.** To assist the parties in the selection of a mediator by agreement, the parties are free to utilize the list of certified mediators maintained in any county participating in the Superior Court Mediation Settlement Conference Program.
- E. **Disqualification of Mediator.** Any party may request replacement of the mediator by the SCO or public owner for good cause. Nothing in this provision shall preclude mediators from disqualifying themselves.

RULE 3. THE MEDIATED SETTLEMENT CONFERENCE

- A. **Where Conference is to be Held.** Unless all parties and the mediator otherwise agree, the mediated settlement conference shall be held in the county where the project is located. The mediator shall be responsible for reserving a place and making arrangements for the conference and for giving timely notice of the time and location of the conference to all attorneys, unrepresented parties and other persons and entities required to attend.
- B. **When Conference is to be Held.** The deadline for completion of the mediation shall be not less than 30 days nor more than 60 days after the naming of the mediator.
- C. **Request to Extend Deadline for Completion.** A party, or the mediator, may request the SCO or public owner to extend the deadline for completion of the conference. Such request shall state the reasons the extension is sought and

shall be served by the moving party upon the other parties and the mediator. If any party does not consent to the request, said party shall promptly communicate its objection to the SCO or public owner.

The SCO or public owner may grant the request by setting a new deadline for completion of the conference.

- D. **Recesses.** The mediator may recess the conference at any time and may set times for reconvening. If the time for reconvening is set before the conference is recessed, no further notification is required for persons present at the conference.
- E. **The mediated settlement conference shall not be cause for the delay of the construction project which is the focus of the dispute.**

RULE 4. DUTIES OF PARTIES AND OTHER PARTICIPANTS IN FORMAL DISPUTE RESOLUTION PROCESS

- A. **Attendance.**
 - 1) All parties to the dispute originally presented to the Designer or Prime Contractor for initial resolution must attend the mediation. Failure of a party to a construction contract to attend the mediation will result in the public owner's withholding of monthly payment to that party until such party attends the mediation.
 - 2) Attendance shall constitute physical attendance, not by telephone or other electronic means. Any attendee on behalf of a party must have authority from that party to bind it to any agreement reached as a result of the mediation.
 - 3) Attorneys on behalf of parties may attend the mediation but are not required to do so.
 - 4) Sureties or insurance company representatives are not required to attend the mediation unless any monies paid or to be paid as a result of any agreement reached as a result of mediation require their presence or acquiescence. If such agreement or presence is required, then authorized representatives of the surety or insurance company must attend the mediation.
- B. **Finalizing Agreement.** If an agreement is reached in the conference, parties to the agreement shall reduce its terms to writing and sign it along with their counsel.
- C. **The mediation fee shall be paid in accordance with G.S. 143-128(g).**
- D. **Failure to compensate mediator.** Any party's failure to compensate the mediators in accordance with G.S. 143-128(g) shall subject that party to a withholding of said amount of money from the party's monthly payment by the public owner.

Should the public owner fail to compensate the mediator, it shall hereby be subject to a civil cause of action from the mediator for the 1/3 portion of the mediator's total fee as required by G.S. 143-128(g).

RULE 5. AUTHORITY AND DUTIES OF MEDIATORS

A. Authority of Mediator.

- 1) *Control of Conference.* The mediator shall at all times be in control of the conference and the procedures to be followed.
- 2) *Private Consultation.* The mediator may communicate privately with any participant or counsel prior to and during the conference. The fact that private communications have occurred with a participant shall be disclosed to all other participants at the beginning of the conference.
- 3) *Scheduling the Conference.* The mediator shall make a good faith effort to schedule the conference at a time that is convenient with the participants, attorneys and mediator. In the absence of agreement, the mediator shall select the date for the conference.

B. Duties of Mediator.

- 1) The mediator shall define and describe the following at the beginning of the conference:
 - a) The process of mediation;
 - b) The difference between mediation and other forms of conflict resolution;
 - c) The costs of the mediated settlement conference;
 - d) That the mediated settlement conference is not a trial, the mediator is not a judge, and the parties retain their legal rights if they do not reach settlement;
 - e) The circumstances under which the mediator may meet and communicate privately with any of the parties or with any other person;
 - f) Whether and under what conditions communications with the mediator will be held in confidence during the conference;
 - g) The inadmissibility of conduct and statements as provided by G.S. 7A-38.1(1);
 - h) The duties and responsibilities of the mediator and the participants; and
 - i) That any agreement reached will be reached by mutual consent.
- 2) *Disclosure.* The mediator has a duty to be impartial and to advise all participants of any circumstance bearing on possible bias, prejudice or partiality.
- 3) *Declaring Impasse.* It is the duty of the mediator timely to determine that an impasse exists and that the conference should end.
- 4) *Reporting Results of Conference.* The mediator shall report to the SCO or public owner within 10 days of the conference whether or not an agreement was reached by the parties. If an agreement was reached, the report shall state the nature of said agreement. The mediator's report shall inform the SCO or public owner of the absence of any party known to the mediator to have been absent from the mediated settlement conference without permission. The SCO or public owner may require the mediator to provide statistical data for evaluation of the mediated settlement conference program.
- 5) *Scheduling and Holding the Conference.* It is the duty of the mediator to schedule the conference and conduct it prior to the deadline of completion set by the rules. Deadlines for completion of the conference shall be strictly observed by the mediator unless said time limit is changed by a written order of the SCO or public owner.

RULE 6. COMPENSATION OF THE MEDIATOR

- A. **By Agreement.** When the mediator is stipulated by the parties, compensation shall be as agreed upon between the parties and the mediator provided that the provision of G.S. 143-128(g) are observed.
- B. **By Appointment.** When the mediator is appointed by the SCO or public owner, the parties shall compensate the mediator for mediation services at the rate in accordance with the rate charged for Superior Court mediation. The parties shall also pay to the mediator a one-time per case administrative rate in accordance with the rate charged for Superior Court mediation, which is due upon appointment.

RULE 7. MEDIATOR CERTIFICATION.

All mediators certified in the Formal Dispute Resolution Program shall be properly certified in accordance with the rules certifying mediators in Superior Court in North Carolina. * When selecting mediators, the parties may designate a preference for mediators with a background in construction law or public construction contracting. Such requirements, while preferred, are not mandatory under these rules.

All mediators chosen must either demonstrate they are certified in accordance with the Rules Implementing Scheduled Mediated Settlement Conference in Superior Court or must gain the consent of the SCO or public owner to mediate any dispute in accordance with these rules.

* Except when otherwise allowed by the SCO or public owner upon the request of the parties to the mediation.

RULE 8. RULE MAKING

These Rules are subject to amendment by rule making by the State Building Commission.

These Rules are mandated for State projects when the contracting state entity has not otherwise adopted its own dispute resolution provision. These rules are optional for all other projects subject to Article 8, Ch. 143 of the General Statutes.

RULE 9. DEFINITIONS

When the phrase "SCO or public owner" is used in these rules, "SCO" shall apply to state projects, "public owner" shall apply to non-state public projects.

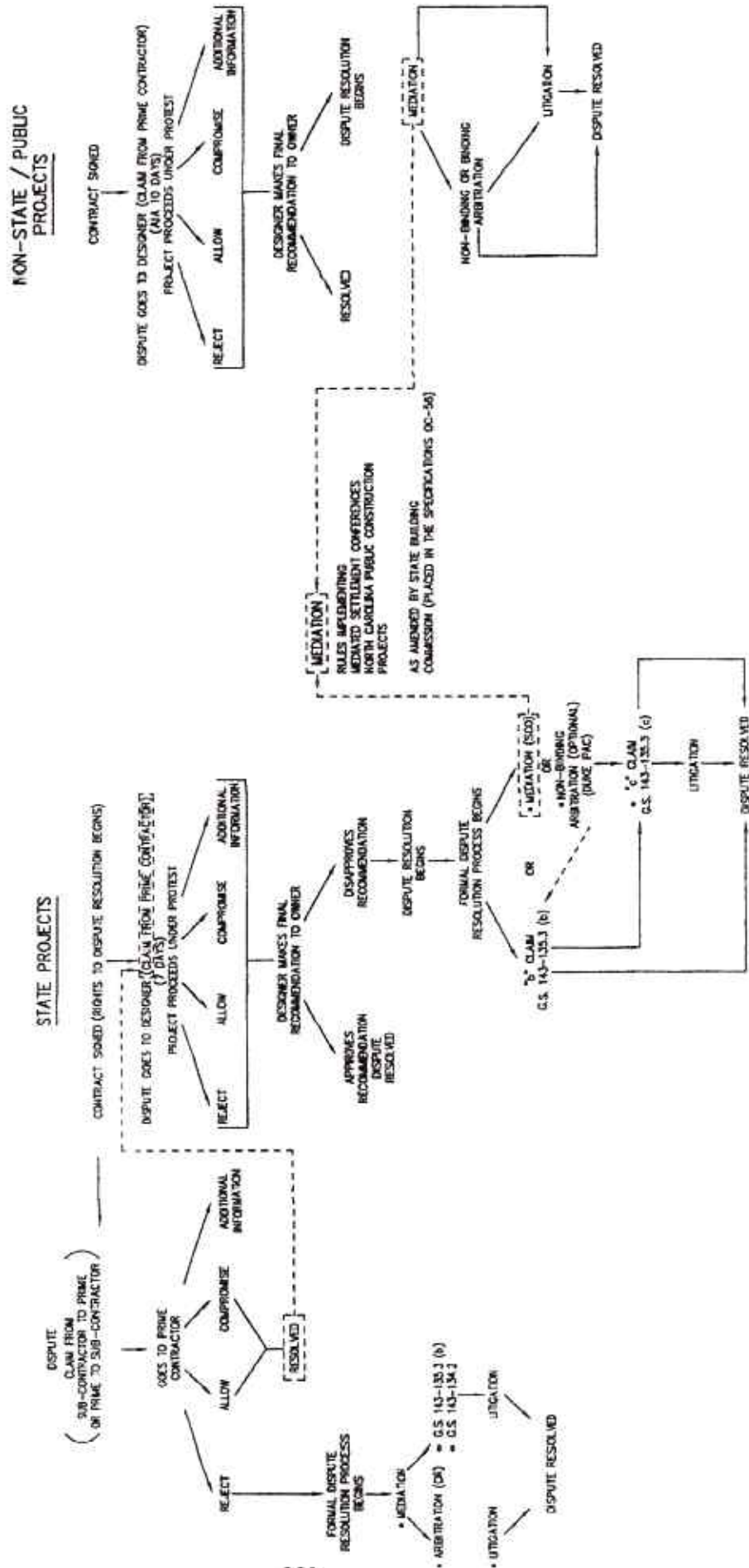
RULE 10. TIME LIMITS

On state contracts, any time limit provided for by these Rules may be waived or extended by the SCO for good cause shown.

On non-state contracts, any time limit provided for by these Rules may be waived or extended by the mediator it appoints for good cause shown. If the mediator has not yet been appointed, the designer of record shall decide all waivers or extensions of time for good cause shown.

Exhibit A

DISPUTE RESOLUTION



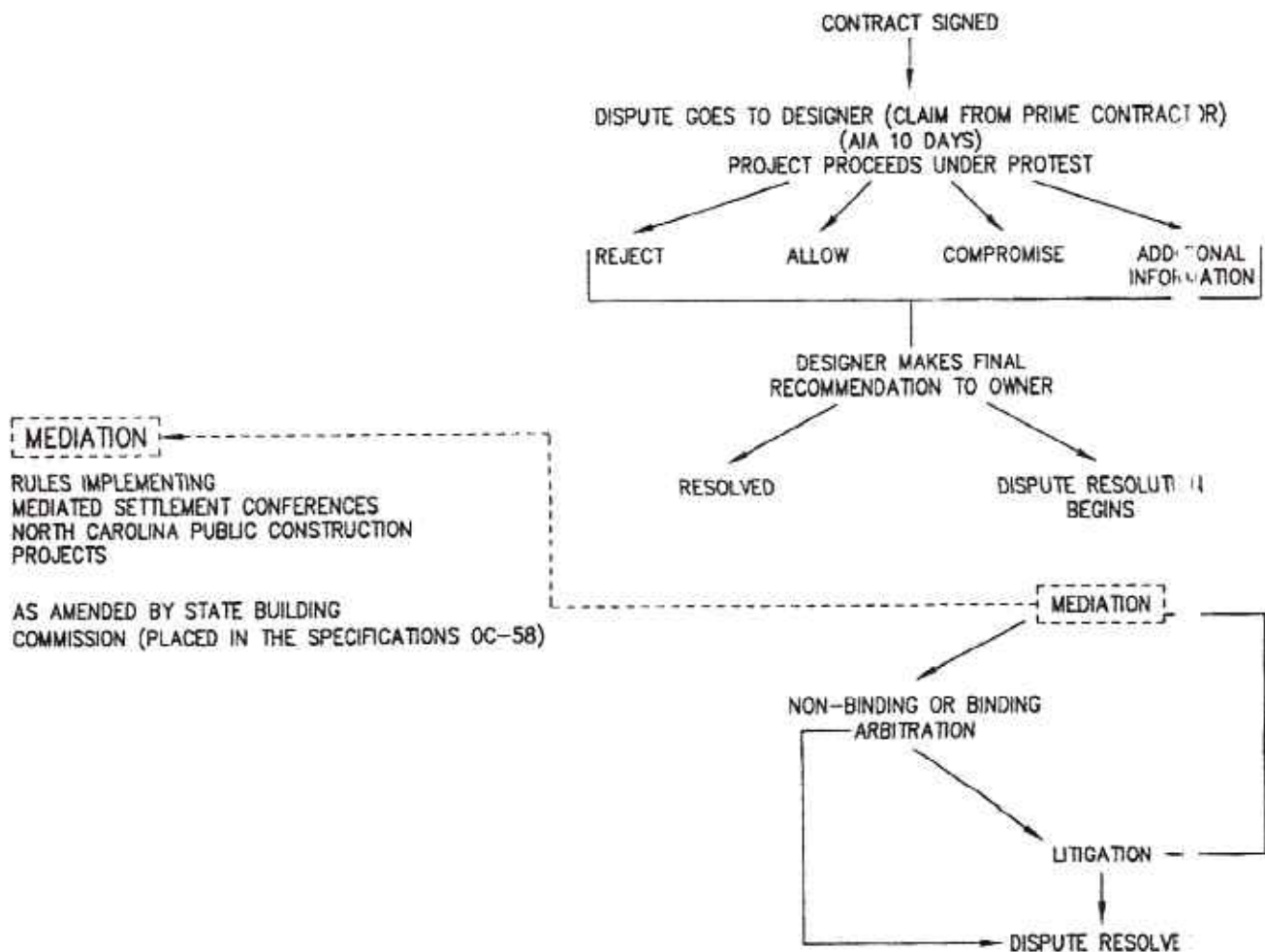
DISPUTE RESOLUTION



Exhibit A

DISPUTE RESOLUTION

NON-STATE / PUBLIC PROJECTS



Section 11

Project Completion

(Including final inspections, evaluations,
and close-out)



North Carolina
State Construction Office

PROJECT APPROVAL AUTHORIZATION
FINAL INSPECTION FOR OWNER OCCUPANCY:

Project: _____

SCO Identification Number: _____ Contract Completion Date: _____

Project Owning Agency: _____

Owning Agency's Requester: _____ Date: _____

Designer's Statement:

_____ (Designer of Project) provides information to the owner and the State Construction Office that the project has been evaluated and field inspected to assure that construction meets contract requirements for final inspection to allow occupancy by the owning agency.

Designer's Representative Signature

Project Description: _____

BACK-UP DATA:
CONTRACTORS' APPROVAL DOCUMENTS:

Contractor's statement of completion with request for designer's inspection: Date _____ N/A ☐

Designer's Pre-final Punch List Inspection with copies provided to the Owning Agency and State Construction Office: Date _____ N/A ☐

Designer provides the Owning Agency and the State Construction Office verification the punchlist has been completed: Date _____ N/A ☐

Scheduled Final Inspection by designer accompanied by the Owning Agency and the State Construction Office Date _____ N/A ☐

SCO (Rev. 02/25/10)



North Carolina
State Construction Office

SCO Electrical Inspection (Certificate of
Electrical Completion):

Date _____ N/A ☐

Certificate of Occupancy by Local Authority
Having Jurisdiction: (Community College)

Date _____ N/A ☐

Installer's Fire Alarm System Record of

Completion (Certification) as required by NFPA 72:

Date _____ N/A ☐

Installer's Sprinkler System Record of Material
and Test Reports as required by:

NFPA 13-(Sprinkler Systems)

Date _____ N/A ☐

NFPA 14-(Standpipe and Hose Systems)

Date _____ N/A ☐

NFPA 20-(Centrifugal Fire Pumps)

Date _____ N/A ☐

NFPA 22-(Water Tanks for Private Fire Protection)

Date _____ N/A ☐

NFPA 24-(Private Fire Service Mains)

Date _____ N/A ☐

Other: SCO Approval Letter Sprinkler System

Date _____ N/A ☐

Designer's Inspection to Assure Life Safety
Construction involving Fire Protection Systems
(Fire Alarm, Sprinkler, etc.), egress, fire
rated walls and egress travel distances are
constructed in accordance with contract
documents:

Date _____ N/A ☐

Dept. of Labor Approval for Elevator:

Date _____ N/A ☐

Dept. of Labor Approval for Boiler & Pressure Vessels:

Date _____ N/A ☐

Engr's. Verification Letter Fire Damper Operation

Date _____ N/A ☐

Health Dept. Inspection and Acceptance for Use:

Date _____ N/A ☐

Domestic Water Test Report and Acceptance for Use:

Date _____ N/A ☐

Laboratory Hood Certification:

Date _____ N/A ☐

Engineer's Approval of Test & Balance Report (TAB)

Date _____ N/A ☐

Engineer's Approval Battery Powered Emer. Devices

Date _____ N/A ☐

Engineer's Approval Emergency Generator Load Test

Date _____ N/A ☐

Engineer's Approval Electrical Svc Grnd Test Rpt

Date _____ N/A ☐

Backflow Preventer Certification

Date _____ N/A ☐

Engineer's Approval Stair/Ramp Survey

Date _____ N/A ☐

Engineer's Approval Site Survey (DENR)

Date _____ N/A ☐



North Carolina
State Construction Office

Metal Building Manufacturer's Warranty	Date _____	N/A <input type="checkbox"/>
Roofing Manufacturer's Warranty	Date _____	N/A <input type="checkbox"/>
Commissioning Engineer's Approval	Date _____	N/A <input type="checkbox"/>
Lightning Protection UL Master Label	Date _____	N/A <input type="checkbox"/>
Special Inspector's Final Report/Resolutions	Date _____	N/A <input type="checkbox"/>
Dept. of Agriculture Approval for Fuel Tanks:	Date _____	N/A <input type="checkbox"/>
Owner's Assumption of Responsibility for Maintenance, Heat, Utilities, and Insurance. Comments: _____	Date _____	N/A <input type="checkbox"/>
Established Date for Guarantees and Warranties. Comments: _____	Date _____	N/A <input type="checkbox"/>
Cancellation of Contractors' Insurance Carriers (Public Liability, Property Damage and Builders' Risk)	Date _____	N/A <input type="checkbox"/>



North Carolina
State Construction Office

Designer's Approval: Date: _____ Signature: _____
SCO Approval: Date: _____ Signature: _____



North Carolina
State Construction Office

PROJECT APPROVAL AUTHORIZATION
PARTIAL UTILIZATION: (BENEFICIAL OCCUPANCY)

Project: _____

SCO Identification Number: _____ Contract Completion Date: _____

Project Owning Agency: _____

Owning Agency's Requester: _____ Date: _____

Designer's Statement:

_____ (Designer of Project) provides information to the owner and the State Construction Office that the project has been evaluated and field inspected to assure that construction meets contract requirements for partial utilization and/or occupancy by the owning agency.

Designer's Representative Signature

Project Description: _____

Project Partial Utilization Description: _____

BACK-UP DATA:
CONTRACTOR'S APPROVAL DOCUMENTS:

General Construction Contractor's Approval:	Date _____	N/A <input type="checkbox"/>
Electrical Construction Contractor's Approval:	Date _____	N/A <input type="checkbox"/>
Mechanical Construction Contractor's Approval:	Date _____	N/A <input type="checkbox"/>
Plumbing Construction Contractor's Approval:	Date _____	N/A <input type="checkbox"/>
Sprinkler Installation Contractor's Approval:	Date _____	N/A <input type="checkbox"/>
Asbestos Removal Contractor's Approval:	Date _____	N/A <input type="checkbox"/>
Other: _____	Date _____	N/A <input type="checkbox"/>
Other: _____	Date _____	N/A <input type="checkbox"/>
Other: _____	Date _____	N/A <input type="checkbox"/>

Certificate of Occupancy by Local Authority Having



**North Carolina
State Construction Office**

Jurisdiction (Community College): _____

Date _____ N/A ☐

Beneficial Occupancy Inspection: _____

Date _____ N/A ☐

Beneficial Occupancy Punch List to be completed: _____

Date _____ N/A ☐

Owner's Assumption of Responsibility for Maintenance,
Heat, Utilities and Insurance.

Comments: _____

Date _____ N/A ☐

Established Date for Guarantees and Warranties.

Comments: _____

Date _____ N/A ☐

Consent of Surety: _____

Date _____ N/A ☐

Insurance Company Permitting Occupancy: _____

Date _____ N/A ☐

SCO Electrical Inspection (Certificate of
Electrical Completion): _____

Date _____ N/A ☐

Installer's Fire Alarm System Record of
Completion (Certification) as required by
NFPA 72: _____

Date _____ N/A ☐

Installer's Sprinkler System Material and Test Reports
as required by:

NFPA 13-(Sprinkler Systems)

Date _____ N/A ☐

NFPA 14-(Standpipe and Hose Systems)

Date _____ N/A ☐

NFPA 20-(Centrifugal Fire Pumps)

Date _____ N/A ☐

NFPA 22-(Water Tanks for Private Fire Protection)

Date _____ N/A ☐

NFPA 24-(Private Fire Service Mains)

Date _____ N/A ☐

Other: SCO Approval Letter Sprinkler System

Date _____ N/A ☐

Engineer's Approval of Battery Powered Emerg. Devices

Date _____ N/A ☐

Engineer's Approval Emergency Generator Load Test

Date _____ N/A ☐

Engineer's Approval Electrical Serv Ground Test Report

Date _____ N/A ☐

Dept. of Labor Approval for Elevator:

Date _____ N/A ☐

Dept. of Labor Approval for Boiler & Pressure Vessels:

Date _____ N/A ☐

Dept. of Agriculture Approval for Fuel Tanks:

Date _____ N/A ☐

Health Dept. Inspection and Acceptance for Use:

Date _____ N/A ☐

Domestic Water Test Report and Acceptance for Use:

Date _____ N/A ☐

Laboratory Hood Certification:

Date _____ N/A ☐

Engineer's Approval of Test and Balance Report (TAB)

Date _____ N/A ☐



**North Carolina
State Construction Office**

Engr's. Verification Letter Fire Damper Operation Date _____ N/A ☐

Agreement & Means for Separation of Owner Occupied
Area from Construction Work Area: Date _____ N/A ☐

Designer's Inspection to Assure Life Safety
Construction Involving Fire Protection Systems
(Fire Alarm, Sprinkler, etc.), egress, fire
rated walls and egress travel distances
are constructed in accordance with contract
documents:

Date _____ N/A ☐

Backflow Preventer Certification

Date _____ N/A ☐

Engineer's Approval Stair/Ramp Survey

Date _____ N/A ☐

Engineer's Approval Site Survey (DENR)

Date _____ N/A ☐

Metal Building Manufacturer's Warranty

Date _____ N/A ☐

Roofing Manufacturer's Warranty

Date _____ N/A ☐

Commissioning Engineer's Approval

Date _____ N/A ☐

Lightning Protection UL Master Label

Date _____ N/A ☐

Special Inspector's Final Report/Resolutions

Date _____ N/A ☐

Designer's Approval: Date: _____ Signature: _____

Owning Agency Approval: Date: _____ Signature: _____

SCO Approval: Date: _____ Signature: _____

Rev. (4/23/10)

Evaluation

[Action](#) [Close](#)

Instructions

1. Instructions for completion of this form are outlined in the [State Building Commission Designer and Contractor Evaluation Procedures](#). These procedures should be reviewed prior to completing this evaluation. Additional help is also available via HELP on the main menu bar.
2. Generate and Download the Evaluation Form (MS Excel) for this project.
3. Open the downloaded worksheet in Microsoft Excel and complete the evaluation.
4. Upload the Completed Evaluation Form (MS Excel) [\(WARNING! Uploading a new report replaces the current evaluation.\)](#)
 - o Interscope will automatically load the form.
 - o The Package SCO ID# is validated against the SCO ID# found on the form.
 - o TOTAL SCORE on the form must be greater than 0.
 - o The TOTAL SCORE is recorded in the Report section and the overall Rating is calculated and shown in the Summary section.
 - o The uploaded form is then converted from Excel to PDF format, stored and available in the Report section.
 - o The evaluation is recalculated each time a form is uploaded.
 - o NOTE: The upload button is not available if the evaluation has been completed.
5. Complete the "Report" Section
6. Use Action-> Save to record the evaluation
7. Include any additional comments or Supporting documentation below as appropriate

Project

Evaluation# 12590
State Construction ID# 17-17319-01-A
Department: Educational Institutions (Universities)
Agency: NC State University
Project Title: Penrose Hall Interior Upgrades and Furniture
Owner Contact:
Total Project Commitment: \$172,901.27
Package Title: Penrose Hall Interior Upgrades and Furniture
Description:

Designer

Firm: Dewberry Engineers Inc.
Address: 2610 Wycliff Road, Suite 410
Raleigh, NC 27637
Email: grills@dewberry.com
Contact(s): Jahney Wood (jwood@dewberry.com)
Greg Mills (gmills@dewberry.com)
Justin Rogers (jrogers@dewberry.com)

Summary

Status: **PENDING**
Rating: **ACCEPTABLE**
Final Acceptance: 02/06/2016
Due Date:
Final Report Approved:
Form Version: 2
Completed on:
Last Update: 2/26/2018 3:14:00 PM
Last Updater: ilpuz

Report

Raw Score from Report: 4.3
Report Type: Final
Mark Report Complete?:
Notification of Report sent to Firm:
Mark Report Cancelled?:

Merit Nomination

- If the firm's performance rating on this project is EXCELLENT, an award nomination can be made to the State Building Commission.
- Certificate of Merit nominations are reviewed by the State Construction Office and the State Building Commission and presented at the annual Construction Conference.
- You must attach a nomination letter to this evaluation under the Supporting Documentation tab.
- NOTE: The checkbox will only appear if there is an EXCELLENT rating.

Recommend Firm for Certificate of Merit Award?

Owner Comments

Firm Comments

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
DESIGNER EVALUATION MATRIX

DATE: 2/26/2018 3:00:00 PM
DEPARTMENT: Educational Institutions (Universities)
AGENCY: NC State University
SCO ID#: 17-17319-01A
DESIGNER: Dewberry Engineers Inc.

INSTRUCTIONS:

It is the policy of the State Building Commission to evaluate designers for capital improvement projects as defined in G.S. 143-135.27 based on criteria contained herein. To be timely and useful, designer evaluation data will be accumulated within 30 days of submission of the final report. Prior to completion of the final designer evaluation, the capital projects coordinator shall submit the proposed evaluation to the designer for comment. Comments received from designers shall be considered by the capital projects coordinator. At this stage, the capital projects coordinator shall prepare the final designer evaluation and provide a copy to the designer. This form approved by the State Building Commission shall be used for this purpose. It is imperative that the final designer evaluation be completed and presented to the State Construction Office for all capital projects within 60 days of the final report.

1. COMPLETE ALL HIGHLIGHTED SECTIONS
2. ENTER the TOTAL SCORE on LINE 11 in the DESIGNER EVALUATION in INTERSCOPE
3. RATE EACH CATEGORY USING THE EVALUATION CRITERIA FOUND IN 01 NCAC 30E

USE THE FOLLOWING NUMERICAL SCALE:

- 5 = OUTSTANDING
- 4 = STRONGLY AGREE
- 3 = AGREE
- 2 = DISAGREE
- 1 = STRONGLY DISAGREE
- 0 = NOT APPLICABLE

SCORING SHALL BE KEPT TO ONE DECIMAL PLACE (EXAMPLE: 4.0, 4.1, 4.2)

3. UPLOAD THIS COMPLETED FORM FOR REVIEW

TOTAL SCORE

4.0

Category	Item	Score
1. Programming & Advance Planning	Category Summary	4.0
	1. The Designer assisted the Owner in defining a preliminary Project Budget Schedule that identified milestone design and construction delivery dates	4.0
	2. The Designer provided a detailed space program that identified primary users and spaces, including Facilities Condition Assessment Recommendations	4.0
	3. The Designer included any special requirements relating to regulatory restraints, physical characteristics, historic or environmental issues, site constraints, etc...	4.0
	4. The Designer included any special requirements from the Owner's guidelines for energy conservation, sustainable design and construction, life cycle cost evaluations, hazardous materials, etc...	4.0

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
DESIGNER EVALUATION MATRIX

DATE: 2/26/2018 3:00:00 PM
DEPARTMENT: Educational Institutions (Universities)
AGENCY: NC State University
SCO ID#: 17-17319-01A
DESIGNER: Dewberry Engineers Inc.

2. Schematic Design	Category Summary	4.0
1.	The Designer provided easily understood and well illustrated design concepts that met the Owner's goals, project budget and requirements of the Building Code and program requirements.	4.0
2.	The Designer prepared for and documented project meetings; arranged for site surveys, subsurface investigation and coordinated the work of consultants.	4.0
3.	The Designer worked in cooperation with the Owner to adjust the scope of the project (if required) to meet the limit of the project budget.	4.0
4.	The Designer provided project deliverables required for the SD Phase (SCM Section 306); provided documents of appropriate quality, accuracy and clarity, and secured written approval of the SD phase from the Owner, SCO and DOI (if applicable).	4.0
3. Design Development	Category Summary	4.0
1.	The Design Team worked with the Owner to recommend and incorporate appropriate building systems and conformance with building codes and regulatory requirements.	4.0
2.	The Designer prepared for and documented project meetings and coordinated the work of consultants.	4.0
3.	The Designer worked in cooperation with the Owner to provide alternatives to adjust the scope of the project (if required) to meet the limit of the project budget.	4.0
4.	The Designer provided project deliverables required for the DD Phase (SCM Section 307); provided documents of appropriate quality, accuracy and clarity, and secured written approval of the DD Design phase from the Owner, SCO and DOI.	4.0
4. Construction Documents	Category Summary	4.0
1.	Drawings and specs were coordinated and prepared with clarity and adequate detail to describe the scope of work, quality, conformance to building codes to effectively facilitate bidding and construction.	4.0
2.	The Designer and project team members worked in cooperation with the Owner during this phase to provide added alternatives (of limited number, if required) to adjust the scope of the project and maintain its balance with the project budget.	4.0
3.	The Statement of Probable Cost prepared at this phase came within the budget including the stipulated contingency amount.	4.0
4.	The Designer provided project deliverables required for the CD Phase (SCM Section 308); provided documents of appropriate quality, accuracy, and clarity, and secured written approval of the CD Design phase from the Owner, SCO and DOI.	4.0
5.	The Designer filed documents with the governing authorities having jurisdiction over the project in a professional and timely manner and follow-up was provided to secure written approval of the CD design phase.	4.0

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
DESIGNER EVALUATION MATRIX

DATE: 2/26/2018 3:00:00 PM
DEPARTMENT: Educational Institutions (Universities)
AGENCY: NC State University
SCO ID#: 17-17319-01A
DESIGNER: Dewberry Engineers Inc.

5. Bidding & Negotiations	Category Summary	0.0
1.	Advertising and Notice to Bidders were prepared in compliance with SCO and NC Statute requirements in a timely, cost effective manner.	0.0
2.	The Designer conducted the pre bid meeting with proficiency, answering questions and explaining SCO and NC General Statute requirements.	0.0
3.	Adds were issued in compliance with SCO Manual requirements.	0.0
4.	The Designer worked with the owner to enhance HUB participation and included required HUB Documents.	0.0
5.	The Designer conducted the bid opening in compliance with SCO and NC General Statute requirements.	0.0
6.	The statement of probable construction cost and subsequent lowest qualified and bonafide bids complied with SCO Manual requirements and Article 5 of the Design Contract.	0.0
7.	The Designer prepared bid tabulation and award recommendation documentation in compliance with SCO and NC Statute requirements.	0.0
8.	The Designer worked with the owner and agency having jurisdiction to file contracts and document with the appropriate State agencies and in compliance with SCO and NC Statute requirements.	0.0

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
DESIGNER EVALUATION MATRIX

DATE: 2/26/2018 3:00:00 PM
DEPARTMENT: Educational Institutions (Universities)
AGENCY: NC State University
SCO ID#: 17-17319-01A
DESIGNER: Dewberry Engineers Inc.

6. Construction Administration		Category Summary	0.0
6	1.	The pre-construction conference reviewed SCO requirements and pertinent project specific requirements.	0.0
	2.	Notice to Proceed was issued in a timely manner.	0.0
	3.	Appropriate construction observations to monitor compliance with plans and specifications were provided by Designer or qualified representative of Designer's firm as well as the appropriate Design Consultants per Article 14 of the Contract requirements and SCO manual.	0.0
	4.	Designers and consultants were present at the monthly meetings, prepared Progress Reports, Field Reports and meeting minutes according to requirements of the SCO manual and contract documents.	0.0
	5.	Shop Drawings were reviewed and processed according to SCO manual requirements and contract documents and in a timely manner.	0.0
	6.	Progress payments were reviewed and certified according to the SCO manual requirements and contract documents and in a timely manner.	0.0
	7.	Designer reviewed and issued change orders in accordance with SCO manual requirements and contract documents and in a timely manner.	0.0
	8.	Project communications (i.e. RFIs, Clarifications, Field Orders & Directives, Bulletin Drawings, etc.) were reviewed and processed in an appropriate and responsive manner.	0.0
	9.	Construction Claims were reviewed and processed according to SCO manual requirements and in an appropriate and responsive manner.	0.0
	10.	Designer prepared and completed Partial Utilization; Beneficial Occupancy forms in compliance with SCO requirements and contract documents.	0.0
	11.	Design scheduled and conducted Pre-Final and Final inspection walk through in accordance with SCO manual requirements.	0.0
	12.	Designer certified in writing that punch lists had been completed and/or Owner was notified of any issues of Contractor non-compliance.	0.0
7. Record Documents and Final Report		Category Summary	0.0
7	1.	Designer completed and furnished to the Owner Project Record Documents and final report in accordance with the requirements of the SCO manual.	0.0
	2.	Designer completed and furnished to the Owner required documents for final contractor payment approval.	0.0

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
DESIGNER EVALUATION MATRIX

DATE: 2/26/2018 3:00:00 PM
DEPARTMENT: Educational Institutions (Universities)
AGENCY: NC State University
SCO ID#: 17-17319-01A
DESIGNER: Dewberry Engineers Inc.

8. Other Professional Services	Category Summary	0.0
	1. Each individual consultant worked cooperatively with and positively supported the collective performance of the Design Team.	0.0
	2. The Designer's overall management was effective with respect to the project schedule.	0.0
	3. The Designer's overall management was effective with respect to the project budget.	0.0
	4. Communications with the Capital Project Coordinator and Owner Project Representatives were effective and consistent throughout the project.	0.0
	5. The performance of the A/E team overall was timely and professional.	0.0
	6. In Projects requiring multiple Architectural Firms, each firm within the Team performed their responsibilities in a professional manner.	0.0
	7. In projects requiring CM@R, the designers performed their responsibilities as required for this delivery method in a professional manner.	0.0

Version 2, June 2015

Instructions

1. Instructions for completion of this form are outlined in the [State Building Commission Designer and Contractor Evaluation Procedures](#). These procedures should be reviewed prior to completing this evaluation. Additional help is also available via [HELP](#) on the main menu bar.
2. Generate and Download the Evaluation Form (MS Excel) for this project.
3. Open the downloaded worksheet in Microsoft Excel and complete the evaluation.
4. Upload the Completed Evaluation Form (MS Excel). **(WARNING! Uploading a new report replaces the current evaluation.)**
 - o Interscope will automatically load the form.
 - o The Package SCO ID# is validated against the SCO ID# found on the form.
 - o **TOTAL SCORE** on the form must be greater than 0.
 - o The **TOTAL SCORE** is recorded in the Report section and the overall Rating is calculated and shown in the Summary section.
 - o The uploaded form is then converted from Excel to PDF format, stored and available in the Report section.
 - o The evaluation is recalculated each time a form is uploaded.
 - o **NOTE:** The upload button is not available if the evaluation has been completed.
5. Complete the "Report" Section
6. Use Action-> Save to record the evaluation
7. Include any additional comments or Supporting documentation below as appropriate

Project

Evaluation# 12902
 State Construction ID# 17-17319-01A-1
 Department Educational Institutions (Universities)
 Agency NC State University
 Project Title Primrose Hall Interior Upgrades and Furniture
 Owner Contact
 Total Project Commitment: \$172,901.27
 Package Title: Primrose Hall Interior Upgrades and Furniture
 Description:

Firm: Wentz, H.B. Associates Inc. (7/09)
 Address: PO Box 97362
 Raleigh, NC 27624
 Email:
 Contact(s):

Contractor

Summary

Status: **DUE**
 Rating: **EXCELLENT**
 Final Acceptance: 02/06/2016
 Due Date: 04/09/2018
 Final Report Approved:
 Form Version: 2
 Completed on:
 Last Update: 2/20/2018 3:05:00 PM
 Last Updater: flbulz

Report

Raw Score from Report: 202
 Report Type: Final
 Mark Report Complete?:
 Notification of Report sent to Firm:
 Mark Report Cancelled?:

Merit Nomination

- If the firm's performance rating on this project is EXCELLENT, an award nomination can be made to the State Building Commission.
- Certificate of Merit nominations are reviewed by the State Construction Office and the State Building Commission and presented at the annual Construction Conference.
- You must attach a nomination letter to this evaluation under the Supporting Documentation tab.
- **NOTE:** The checkbox will only appear if there is an EXCELLENT rating.

Recommended Firm for Certificate of Merit Award?:

Owner Comments

Firm Comments

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
CONTRACTOR EVALUATION MATRIX FOR INFORMAL CONSTRUCTION CONTRACTS

DATE: 2/26/2018 2:54:00 PM
DEPARTMENT: Educational Institutions (Universities)
AGENCY: NC State University
SCO ID#: 17-17319-01A-1
CONTRACTOR: Wentz, H.B. Associates Inc. (7/09)

INSTRUCTIONS:

1. COMPLETE ALL SECTIONS HIGHLIGHTED IN YELLOW
2. ENTER the TOTAL SCORE on LINE 11 on the INTERSCOPE EVALUATION FORM
3. RATE EACH CATEGORY USING THE EVALUATION CRITERIA FOUND IN GS NCAC 306
USE THE FOLLOWING NUMERICAL SCALE:
3 = EXCELLENT PERFORMANCE
2 = SATISFACTORY PERFORMANCE
1 = POOR PERFORMANCE
0 = NON PERFORMANCE
3. UPLOAD THIS COMPLETED FORM FOR REVIEW

OVERALL SCORE RANGES

UNACCEPTABLE:	0-150
POOR PERFORMANCE:	151-180
SATISFACTORY PERFORMANCE:	181-275
EXCELLENT PERFORMANCE:	276-300

TOTAL SCORE				292	EXCELLENT		
Question	Evaluation Category	Relative Importance	RATING	SCORE	Administrative Code Requirement	Construction Contract Reference	Comments
1	Did the contractor manage the submittal process for all submittals required by the project specifications, in a timely and effective manner?	8	3	24	NONE	GC Article 5	
2	Did the contractor cooperate with other contractors, the designers and the owner's representative?	10	3	30	NONE	GC Article 8	
3	Did the contractor maintain qualified and effective supervision and personnel at the project site?	10	3	30	NONE	GC Article 8	
4	Did the contractor have a construction quality control plan in place at the site and execute the plan in compliance with contract documents, drawings and specifications?	10	3	30	NONE	GC Articles 5, 8	
5	Did the contractor manage contract changes effectively and efficiently?	8	3	24	NONE	GC Article 13	
6	Did the contractor effectively plan, implement, coordinate and execute the project work in a timely fashion?	10	3	30	NONE	Supplemental General Conditions	
7	Did the contractor close out the project in an effective manner including timely correction of any punchlist items and submission of required "as-built" marked-up construction documents, warranties and other required documentation?	8	3	24	NONE	GC Articles 7, 20	
8	Did the contractor implement the HUB participation contract requirements effectively?	8	2	16	NONE	GC Article 27	
9	Did the contractor manage the construction site including safety, cleanliness, orderliness of the site, logistics and staff decorum?	9	3	27	NONE	GC Articles 10, 18	
10	Did the contractor make payments to subcontractors and suppliers in a timely manner?	9	3	27	NONE	GC Articles 11, 12	
11	Did the contractor process contracts and payment requests submitted in the contract?	10	3	30	NONE	GCs	
Total Relative Value		100					

version 2, Jan 2012

STATE OF NORTH CAROLINA CONSTRUCTION PROJECTS (Modify as appropriate for projects <\$2M)		
CLOSE-OUT CHECK LIST		
11-2016		
Contractual		
	Provision	Form to be Used
I. FINAL INSPECTION PROCESS		
A. Preliminary Inspection		
1 Contractor/CM notifies designer - work complete. 2 Designer conducts preliminary inspection of work. <ul style="list-style-type: none"> a. Designer lists incomplete or faulty work. b. Contractor/CM completes or corrects all such work listed before final inspection. c. Contractor/CM notifies designer - work completed ready for final inspection (See C) Note: Owner/designer/contractor must communicate and work closely together in this process.		
B. Partial Utilization/Beneficial Occupancy		
1 Owner wants to utilize a portion of the project prior to full completion. <ul style="list-style-type: none"> a. Owner must get State Construction Office approval, and, b. Owner must get contractor/CM and surety consent. 2 Designer schedules inspection of portion of project, (see A above and C below for inspection process) 3 Designer certifies that portion of project passes issuing a Certificate of Substantial Completion showing: <ul style="list-style-type: none"> a. date of substantial completion, b. list of items to be completed or corrected before final payment, c. responsibility for maintenance, utilities, insurance for occupied section of project, d. date of warranties, e. consent of surety, f. endorsement from insurance co. permitting occupancy. 4 If only portion of project inspected and determined substantially complete, then <ul style="list-style-type: none"> a. Contractor not necessarily relieved of liquidated damages for project, b. Designer can prorate liquidated damages due to beneficial occupancy, c. Contractor allowed to have access to occupied portion of project to correct work or bring work into compliance. d. Contractor not assessed liquidated damages if whole project is substantially complete. 		
C. Final Inspection		
1 Contractor/CM notifies designer that work is complete/corrected. 2 Designer conducts final inspection of work with appropriate parties present; certifies the following: <ul style="list-style-type: none"> a. Project is completed and accepted, (if so, move to final payment application in II), b. Project is accepted subject to list of discrepancies, (see project accepted subject to "Punch List") c. Project is not complete and final inspection rescheduled for later date (repeat process C). 3 Project is accepted subject to "Punch List" <ul style="list-style-type: none"> a. Contractor/CM complete/correct items in punch list within 30 days of issuance or owner can take over work Contractor/CM, owner, designer meet weekly for punch list tracking and completion. Contractor/CM		
	Art. 25(a) Art. 25(a)	See Project Approval Authorization - Final Inspection for Owner Occupancy to ensure all items are addressed.
	Art. 24(b)	Project Approval Authorization - Partial Utilization (Beneficial Occupancy)
	Art. 24(b) Art. 24(b)	
	Art. 24 C & (d)	
	Art. 25(a) Art. 25 C	Project Approval Authorization - Final Inspection for Owner Occupancy
	Art. 25 C(2) Art. 28 of General Conditions	

STATE OF NORTH CAROLINA CONSTRUCTION PROJECTS (Modify as appropriate for projects <\$2M)		
CLOSE-OUT CHECK LIST 11-2016		
	Contractual Provision	Form to be Used
<p>reviews punchlist and assigns to responsible party.</p> <p>b. Move to final payment process. Section II.</p> <p>4 Significance of date designer accepts work:</p> <p>a. Warranties and guarantee begin to run;</p> <p>b. Contractor's insurance coverage terminates;</p> <p>c. Owner takes over utilities;</p> <p>d. No liquidated damages may be assessed beyond the date of acceptance.</p>	Art25(i)	
III. FINAL PAYMENT PROCESS		
A. Confirm Readiness for Final Payment		
1 Contractor/CM submits application for final payment to Designer.	Art.32	
2 Designer rejects application if:		
a. Work not complete, including punch list and all change orders	Art.26	
b. Faulty work not corrected;	Art.26; Art. 33(a)	
c. Close out documents not provided with application.	Art. 32(f)	Contractor's Affidavit of Payment of Debts and Claims, Contractor's Affidavits of Release of Liens
3 a. Contractor/CM submits appropriate affidavits	Art. 32 (e) (2) and (3)	Certificate of Compliance
b. Contractor/CM submits appropriate completion certificate	Art. 32 (e) (4)	Consent of Surety to Final Payment
c. Contractor/CM submits appropriate surety approval of final payment	Art.32(d)(1)	
B. Review Close Out Documents for Completion	Art.32(d); 33(e)(5)	
1 As-built drawings;		
2 Any required certificate of inspection required by law;		
State Construction Manual, September 2016 Edition, sections 400		
Lists all state agencies having inspections jurisdiction over construction projects.		
Example: Division of Facility Services has inspections jurisdiction over all health care delivery facilities.		
The State Construction Manual may be found at: https://hcdoc.s3.amazonaws.com/s3fs-public/documents/files/SCOCConstructionManual2016%2009-01-2016_2.pdf		
3 Warranty/Guarantee documentation;	Art.32(d)(1)	
4 Operating and Maintenance manuals;	Art.32(d)(1)	
5 Maintenance Agreements;	Art.32(d)(1)	
6 Keys, codes, stock material, etc.;	Art.32(d)(2)	
7 Record of Owner's equip. training;	Art.32(d)(3)	
8 Record of inspections discrepancies if any;	Art.32(d)(4)	
9 Minnity contractor reporting info. and breakdown by contract amounts.	Art.32(e)(1)	App. E, MBE Doc. For Contract Pymt.

STATE OF NORTH CAROLINA CONSTRUCTION PROJECTS (Modify as appropriate for projects <\$2M)			
CLOSE-OUT CHECK LIST			
		11-2016	
		Contractual Provision	Form to be Used
<p>Notes: Contractor/CM to make sure his insurance company(ies) is(are) notified Owner to make sure State is notified regarding insurance Contractor/CM to coordinate with Facilities for building takeover Contractor/CM to coordinate with Facilities for training and maintenance information</p>			
C. Approval of final payments			
1	Architect approves final payment application and transmits to owner for payment when:	Art.32(f)	Final Report Checklist (for designer)
a.	Contractor/CM has successfully completed final inspections process;		
b.	Architect approves certificate of completion and compliance;		Certificate of Compliance
c.	Contractor/CM provides the above applicable close out documents		
2	Owner approves final payment to architect		
	Architect provides applicable close out documents		Final Report Checklist
III. ADDITIONAL REQUIREMENTS/PROCESSES			
A. Internal Notifications			
	Notify institution's Parking, Physical Plant, Insurance Risk Management, Public Safety, Environmental Health and Safety and other offices as appropriate of building occupancy and expectation for their services to commence		Institution's form letters
B. State Property Notifications			
	Complete property forms for submission to State Property Office and DOI Risk Management Office		New Building Update Form V1.2
C. Evaluations			
	Complete and submit designer and contractor evaluation forms		Designer Evaluation Form, Contractor Evaluation Form
D. Space Inventory			
	Complete space inventory forms for submission to NC Higher Education Facilities Inventory		E-mail jrose@northcarolina.edu
E. Close Accounts			
1	Close-out project in Interscope in concert w/SCO as appropriate. Notify Jeanine Rose to close program.		
2	Close related FRS account as appropriate		
3	Close code/item with Office of State Budget and Management		
a.	To close an entire code, review the BD725 to ensure there is no amount in the "Total Unallotted" or "Total Allotment Balance" columns for every project within the code		
b.	Resolve discrepancies between Interscope, NC Accounting System (NCAS)/Banner/Peoplesoft		
c.	Request code closing of OSBM via e-mail to the institution's assigned budget analyst		
IV. CLAIMS PROCESS			
A. Money Withheld from CM for Final Payment			
	1 Architect assesses liquidated damages (Art. 33)	Art.33(a)	

STATE OF NORTH CAROLINA CONSTRUCTION PROJECTS (Modify as appropriate for projects <\$2M)		
CLOSE-OUT CHECK LIST		
11-2016		
	Contractual Provision	Form to be Used
<p>a. formula: no. of days late x rate of LD = owner's delay damages.</p> <p>b. rate of LD cannot be a penalty but must fairly compensate owner for delay.</p> <p>c. no. of days late should be supported by critical path analysis.</p> <p>2 Faulty work and/or punch list work not completed by Contractor/CM</p> <p>3 Work completed by owner or another contractor and balance due to Contractor/CM upon completion.</p> <p>4 Sec. of Admin. determines that subcontractors have not been paid.</p> <p>5 Sec. of Admin. determines that claim has been or will be filed against the Contractor/CM.</p> <p>B. Basis for Claim</p> <p>1 Money is withheld from Contractor/CM during project and not paid as part of final payment</p> <p>2 Extra cost incurred during project which is requested per change order but not paid to Contractor/CM</p> <p>C. Claims Process</p> <p>1 Contractor/CM submits claims to Designer, and if denied, to the Director, Office of State Construction.</p> <p>a. Deadline: Sixty (60) days after final payment or</p> <p>b. Sixty days after Architect notifies Contractor/CM that final payment is all he gets.</p> <p>2 Notices of claims due to extra costs or time extensions must be preserved through prior notice.</p> <p>a. Time extensions</p> <p>b. Extra costs</p> <p>3 Claim is heard by Director, compromised and settled or decided.</p> <p>a. Director decides, and contractor/CM not happy with decision, then</p> <p>b. Contractor/CM files claim <i>de novo</i> with Office of Administrative Hearings, or</p> <p>c. Contractor/CM file a summons and complaint in Superior Court within deadlines given in G.S. 143-135.3.</p>	<p>See contract</p> <p>Art. 33(a)(1) Art. 33(a)(2); Art. 28 & 29 Art. 33(b) Art. 33(b)</p> <p>G.S. 143-135.3; Art. 20 G.S. 143-135.3; Art. 21</p> <p>Art. 20; G.S. 143-135.3</p> <p>Art. 23(e) Art. 19(f), 20(a) G.S. 143-135.3</p>	

Section 12

Miscellaneous/What ifs?

Miscellaneous/What ifs?

Building Committees

Designer's/Professional Insurance

Energy/Sustainability

Hazardous Materials Removal

- Asbestos

- Lead Paint

- Underground Storage Tanks

Insurance Certificate Cancellation Notification Provisions

LEED

Permitting

- Air

- Effluents

- Stormwater

- Wetlands

Prepurchase of Equipment (long lead-time)

Renewable Energy Projects

Sales and Use Tax Reports/Returns

Tent Permits

State Building Commission

Zoning

- Historical Properties

????

PROFESSIONAL LIABILITY INSURANCE

The Designer and his professional consultants as listed in Article 13 of this document (and their replacements and substitutes) agree to provide and maintain professional liability insurance from the date of this document until three (3) years after final completion and acceptance of this project. This insurance shall provide protection from claims arising from errors and omissions in the project plans and specifications made by the Designer, his consultants and/or their employees and shall provide coverage in an amount of not less than \$100,000 per claim for the Designer and for each of his consultants. Certificates of Insurance shall be provided to the Owner upon request.

The University of North Carolina Sustainability Policy

The University of North Carolina ("The University") is committed to leading the State of North Carolina as an environmental steward that endeavors to proactively and effectively manage its impact on energy, water and other natural resources. Further, The University is obligated to ensure full compliance with all applicable local, state, and federal environmental laws and regulations. Therefore, it is the policy of The University's Board of Governors (the "Board") that The University, including General Administration, the constituent institutions, and affiliated entities, shall establish sustainable development and resource management, or "sustainability" as a core value of institutional operations, planning, capital construction, and purchasing practices.

Budgetary constraints, capital improvement and modernization requirements, and training and management needs required to facilitate the implementation of these sustainable practices are limiting factors and, as such, the University's General Administration, in collaboration with the constituent institutions and affiliated entities, shall pursue the appropriate enabling legislation and funding to implement this policy. The Board recognizes that the goals of this policy range from short-term to long-term and adds further emphasis on the importance of the aspirational nature of the highest ideals of sustainability. In addition, the Board values Return on Investment (ROI) as a factor in institutional resource planning and decision making and requires an ROI calculation for any new project.

The Board delegates authority to the President to implement the following sustainable practices to apply to each constituent institution and, when appropriate, General Administration and affiliated entities:

Systematic Integration of Sustainability Principles: Systematically incorporate sustainability throughout the institution by integrating the policy goals into the institution's processes, administration, teaching, research, and engagement. Each constituent institution and affiliated entity and General Administration shall designate an appropriate individual to serve as "Chief Sustainability Officer" to be responsible for implementation of this policy.

Master Planning: Sustainability principles related to infrastructure, natural resources, site development, and community impact shall be incorporated into comprehensive master plans.

Design and Construction: Capital project planning and construction processes shall meet statutory energy and water efficiency requirements and deliver energy, water, and materials efficient buildings and grounds that minimize the impact on and/or enhance the site and provide good indoor environmental quality for occupants.

Operations and Maintenance: The operation and maintenance of buildings and grounds shall meet or exceed statutory requirements to reduce energy and water use, provide excellent air quality and comfort, improve productivity of faculty, staff and students, and minimize materials use. Further, priority shall be given to the purchase and installation of high-efficiency equipment and facilities as part of an ongoing sustainability action plan following life cycle cost guidelines where applicable.

Climate Change Mitigation and Renewable Energy: The University shall develop a plan to become carbon neutral as soon as practicable and by 2050 at the latest, with an ultimate goal of climate neutrality.

Transportation: The University shall develop and implement a comprehensive, multimodal transportation plan designed to reduce carbon emissions and dependency on single occupant vehicles.

Recycling and Waste Management: The University shall develop policies and programs that work toward achieving zero waste and will comply with the provisions of NC General Statute 130A-309.14 regarding recycling and waste management.

Environmentally Preferable Purchasing (EPP): Any purchasing shall, to the extent practicable, improve the environmental performance of its supply chain with consideration given to toxicity, recycled content, energy and water efficiency, rapidly renewable resources, and local production and shall also improve the social performance of its supply chain with consideration given to working conditions and historically underutilized businesses.

The President shall develop and implement best practices, guidelines, and implementation plans necessary to achieve the goals of this policy to the constituent institutions and affiliated entities. This policy shall be reviewed every two (2) years by the President, and any necessary revisions and modifications shall be recommended to the Board for its consideration.

Insurance Certificate – Cancellation Notification Provisions

Many insurance certificates have cancellation notification provisions that conflict with our requirements in the contract General Conditions Article 34. To resolve this conflict in a way acceptable to DOI and SCO, the following wording should be added on the certificate in the block labeled "Description of operations, Vehicles, Exclusions added by endorsements/Special Provisions:"

"Notwithstanding the preprinted cancellation provisions on this form, coverages afforded under the policies will not be cancelled, reduced in amount nor will any coverages be eliminated until at least thirty (30) days after mailing written notice, by certified mail, return receipt requested, to the insured and the owner, of such alteration or cancellation."

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

SAMPLE ENVIRONMENTAL ASSESSMENT & FONSI

Chrys Baggett, Director
State Clearinghouse
North Carolina Department of Administration
116 W. Jones Street
Raleigh, North Carolina 27603-8003

Re: Rams Head Center
(Formerly Named: RamsHead Parking Lot Development)
The University of North Carolina at Chapel Hill
ID# 990440502

Dear Ms. Baggett:

The enclosed statements consist of the Environmental Assessment and FONSI for the construction of the Rams Head Center for The University of North Carolina at Chapel Hill. Sixteen copies are included for your review.

Project Title: Rams Head Center
The University of North Carolina at Chapel Hill
ID# 990440502

Responsible State: The University of North Carolina at Chapel Hill
Ann A. Wu, AIA
Agency: Director, Facilities Planning
Campus Box #1090
Chapel Hill, NC 27599-1090

Richard L. Miller, Ph.D.
Environmental Affairs Manager
Environmental Health and Safety
Campus Box #1650
Chapel Hill, NC 27599-1650

Cooperating Agencies: Division of State Construction
North Carolina Department of Administration

Please contact me if you should require any additional information or clarification.

Sincerely,

Enclosures

ENVIRONMENTAL ASSESSMENT AND FINDING OF NO SIGNIFICANT IMPACT

A. Proposed Project Description:

The proposed project is envisioned as a multi-use facility consisting of a three story parking deck, a grocery store, and a recreation and dining facility housed in two separate structures on top of the parking deck. In addition, the top of the parking deck will also feature a large open landscaped plaza.

The site is located in the center of the Carolina campus, next to the existing Kenan Stadium, just west of Ridge Road. The project site which is now a paved parking lot is located south of Hill Alumni Center, east of Kenan Stadium, north of Morrison Residence Hall and west of Ehringhaus Field. The site slopes steeply up to the south and southwest direction. The slope up to the west and north direction is less steep. This lot is approximately 20 feet below Kenan Field. The slopes surrounding the existing parking lot are moderately wooded to the north and west, and more heavily wooded to the south. There are minimal numbers of trees within the parking lot. The parking lot currently has 398 parking spaces.

As part of this project, Ehringhaus Field, an existing athletic playing field across Ridge Road will be converted to temporary parking facility during the construction of the Rams Head Center. As the Rams Head Center parking deck becomes available, the field will be converted back to an athletic playing field with a stormwater infiltration facility below the playing surface. Ehringhaus Field is bordered by on the north, south and east by a moderately dense number of trees.

The project building site is approximately 4.7 acres. The Ehringhaus Field is 2.6 acres.

B. Purpose and Need for Proposed Project:

The University of North Carolina at Chapel Hill is proposing to build this multi-use facility to alleviate the existing shortage of student dining and recreation facilities on south campus. In addition, anticipated increase in the student housing on south campus will compound the existing problem. As the campus undergoes an increase in development, existing surface parking lots will be converted to building sites and open space. Where site conditions allow, parking will be combined with buildings to replace lost spaces and accommodate minimal growth in parking.

The University of North Carolina is proposing to build a three story parking deck for approximately 700 vehicles. The grocery store will occupy approximately 10,000 square feet of space on the second floor of the parking deck. The 650-seat Dining facility is primarily a single story structure of approximately 26,000 square feet with a separate sports café on the mezzanine of approximately 10,000 square feet. The Recreation facility is a two-story structure of approximately 45,000 square feet. The large open plaza area is approximately 38,000 square feet with a joining smaller plaza of approximately 12,000 square feet.

Ehringhaus Field is located across Ridge Road from the Rams Head Center. The field will be used as a temporary parking facility during the construction of the Rams Head Center. The graveled parking lot with wheel stops will house 219 vehicles. At the time that the field will be converted back to a playing field, a stormwater infiltration bed will be constructed below the field surface and connected to the stream on the south side of the field.

C. Alternatives Analysis

This site was chosen due to its location between student housing on south campus and academic building on north campus. This facility will provide the needed dining and recreation amenities to students living within walking distance of the facility. The campus master plan identified the site as an appropriate location for this type of multi-use facility. Pedestrian bridges to the open plaza created above the parking deck will make the physical connection from the two areas of the campus more accessible.

D. Existing Environmental Characteristics of Project Area:

1. Topography:

The proposed building will be located in the existing Rams Head Parking Lot, which slopes from north to south at 5% grade and west to east at 5% grade. The Ehringhaus Field site is relatively flat except along Ridge Road where a short steep slope is encountered up to the road. The site is located within the Piedmont Physiographic and Geologic Province of North Carolina.

2. Soil:

Geotechnical subsurface explorations of the Rams Head Center have determined that the proposed building can be supported on a shallow foundation system. Considerable amount of unsuitable fill exists on the site and will be removed. Current soils boring indicate fill depth of up to 14' - 6". Boulder fill was also encountered throughout the site. Weathered and partially weathered rock exists about the periphery of the existing parking lot, mostly beneath the wooded slopes. Excavation of this material will be required primary on the north and west slopes, with some excavation occurring on the south slope as well. Some of this excavation may require blasting. Ground water was found to be very high along the bottom of the west and southwest slopes. Springs exist on the south side of the site.

The field exploration program consisted of drilling twelve soil borings drilled to a maximum depth of 33.0 feet below the existing ground surface with Standard Penetration Tests performed at 2.5 foot interval to 10.0 feet deep followed by one at every 5.0 feet interval.

Based on these results, the subsurface materials of the project site can be described as consisting of the following units of soil:

- a. Pavement and Topsoil: The surface material consists of mostly pavement with 2.0 to 4.0 inches of topsoil containing organic soil and roots covering small portion of the site.
- b. Fill: Up to 14.5 feet of sandy-silty soil is found in the general area of Boring B-2, 5, 8 and 11. This same fill soil may exist elsewhere to a deeper depth. Most of the fill is loose and wet and is unsuitable to provide structural support.
- c. Alluvium: Alluvium deposits are not found in the boreholes. However, it may exist in some of the original low areas.
- d. Silty-Sandy Soil: This is the natural soil and is found in all twelve (12) borings. It contains firm to dense, silty-sand, natural residual soils derive from the weathering of the parent rocks. It extends from a few feet to over 15.0 feet below the existing ground surface. Some of the soil in this unit of material may contain boulders at shallow depth.
- e. Weathered Rock: The next unit of subsurface material at the project site is the weathered rock which occurs below the above soil overburden. As indicated in the "Boring Logs", the depth of this very hard material occurs at relatively deep depth in most of the borings except in B-3 where it occurs at 12.2 feet deep at elevation 408.0 MSL.
- f. Partially Weathered Rock and/or Boulders: Some of the weathered rock becomes much harder with depth and is classified as partially weathered rock. For this project, the partially weathered rock is defined as very hard, rock-like material having an N value of 50 blows over one inch or less. The difference between weathered rock and partially weathered rock can be small and may vary erratically from place to place and in depth.
- g. Auger Refusal: Unweathered bedrock or large boulders represented by auger refusal material was encountered in B-1, 2, 3, 5, 6, 7 and 8 at the depth shown on the logs. However, hard rock ledges and/or large boulders may exist in shallower depth elsewhere.

3. Rock Coring: Rock coring was performed in B-3, 5, and 6 by an NQ wireline. The percent recovery and the Rock Quality Designation (RQD) which is a length of all rock cores 4.0 inches or longer divided by the total length of the rock cored are shown on the logs. The results of rock coring indicate that the bedrock is heavily jointed and fractured, especially in the B-5 where the RQD value is only 3%.
4. Groundwater: Groundwater was encountered in the boreholes of B-2, 3, 6 and 9. The water table observed in B-2 and 9 is very high. Some of the soil samples obtained at shallow depths were moist containing the rainwater trapped in the overburden soil layers above the impervious hard soil or weathered rock. Springs probably exist somewhere on site. The overburden soil can become much wetter during the raining season.

3. Land Use:

The site is currently developed as a surface parking lot. Some of the existing underground utility lines will be relocated. A major steam and chilled water line will be routed through the parking deck to complete a planned campus utility loop. The campus is zoned Office Institutional - 4.

4. Wetlands:

No wetlands are identified on this site as documented on digital data obtained from the National Wetlands Inventory Map published by the U.S. Fish and Wildlife Service, range from 2/71 - 12/92.

5. Prime or Unique Agricultural Lands:

The site is zoned Office Institution - 4 and is not designated for agricultural use.

6. Public Lands and Scenic, Recreational, and State Natural Areas:

This project will not impact any public lands, scenic, recreational, or State natural areas.

7. Areas of Archaeological or Historical Value:

The University's records show that there are no archaeological sites in the vicinity of this project.

8. Air Quality:

There are no current sources of emissions or odors associated with the site.

9. Noise Levels:

Current noise level on the site complies with the Town of Chapel Hill Noise Ordinance.

10. Water Resources (Surface Water and Groundwater):

The project site is located in the protected watershed area for Jordan Lake. Jordan Lake has a freshwater designation of Class WS-IV. For purposes of watershed protection review, the University property in the Jordan Lake watershed was divided into property north of US 15-501 Bypass and property south of US 15-501 Bypass. (Watershed Protection Report for the Properties of The University of North Carolina at Chapel Hill, prepared on August 2, 1993.) The proposed site lies in the University property north of the US 15-501 Bypass.

This project will be located on top of the existing RamsHead Parking Lot, which is underlain by a buried tributary of the Meeting of the Waters Creek. Historic campus maps from 1920 show the stream valley that was filled to construct Kenan Stadium and the current parking area. The creek is contained in a reinforced concrete pipe and conveys the drainage from upstream campus area, including approximately 60 acres of impervious building and road area. Additionally, there are springs that are located on the hillside to the south which discharge to a separate, smaller stormwater pipe beneath the parking area. There is also a high water table on the west side of the site as indicated by the core boring samples. Because the project is set in a valley, it will receive the stormwater runoff from the adjacent hillside.

11. Forest Resources:

There are naturally occurring trees that surround the existing parking lot. Existing pine and hardwood trees on the edges of the site and trees that are in the utility corridor (between Kenan Field House and Hill Alumni Center) will be removed. Trees that remain on site will be protected during construction.

12. Shellfish or Fish and their Habitats:

There are no shellfish beds or fish habitats at or near the site.

13. Wildlife and Natural Vegetation:

This site is in the middle of the University campus. There are no known threatened or endangered species in the project area.

E. Predicted Environmental Effects of Projects

1. Topography:

The existing topography will be reworked by the project development.

2. Soils:

Suitable soil that is disturbed or moved during the re-grading of the site will be utilized on site. Soil will not be contaminated by building use or construction process.

3. Land Use:

The land use for the building for the Rams Head Center is consistent with the campus master plan for the University. The land is currently zoned Office Institutional - 4.

4. Wetlands:

There are no jurisdictional wetlands on site to be impacted by project activities.

5. Prime or Unique Agricultural Lands:

The site has not been cleared or developed for agricultural use.

6. Public Lands and Scenic, Recreational, and State Natural Areas:

No public lands, scenic, recreational or state natural areas will be impacted by project activities.

7. Areas of Archaeological or Historical Value:

The University's records show that there are not archaeological site in the vicinity of this project.

8. Air Quality:

This project will not negatively impact the existing air quality.

9. Noise Levels:

This building will comply with the Town of Chapel Hill Noise Ordinance.

10. Water Resources (Surface Water and Groundwater):

As part of the Development Plan approved by the Town of Chapel Hill, the University is taking a proactive approach to stormwater management issue on campus. The University is committed to:

- No increase in the volume of runoff leaving the main campus for all future development projects.
- No increase in the rate of runoff or the quality of non-point source pollutants as a result of new development.
- An overall decrease in the volume of stormwater runoff, the rate of runoff, and the amount of non-point source pollutants leaving the campus as compared to the existing conditions.

As part of the stormwater management, Ehringhaus Field will be converted to a temporary parking facility during the construction of the Rams Head Center. When the building project is completed, a permanent stormwater infiltration bed will be placed under the field, which then will be used for student athletic playing field. In addition, a portions of the existing underground stormwater structure at Ehringhaus Field will be removed and the stormwater routed to the surface and directed into a new stream channel. The stream will flow back into an existing catch basin at the north end of the field. An additional stormwater retention area will be constructed below the open plaza located on top of the parking deck. This stormwater storage structure will retain the water for the plaza's landscape planting material. Cisterns that collect runoff from the rooftops will also supply water to the irrigation system. The erosion

and sediment control for this project will comply with the NC State Regulations for erosion and sediment control. A soil and erosion control permit application will be submitted to NCDENR. This project will be accompanied by measures to mitigate stormwater impacts (quantity and quality) that will result from this development.

11. Forest Resources:

The existing site has some pine and hardwood trees that will be removed. This site is in the heart of the University Campus and is not in a forested area.

12. Shellfish or Fish and their Habitats:

There are not any shellfish beds or fish habitats at or near the site.

13. Wildlife and Natural Vegetation:

This site is in the middle of the University campus. There are no known threatened or endangered species in the project area.

14. Introduction of toxic substances:

No toxic substances will be introduced by project activities.

F. Mitigative Measures:

2. Soil:

Based on the existing soil conditions, the best foundation system is a shallow foundation system. The footings will be supported on either the hard soil or the weathered rock or on new, suitable structural fill.

The project site will be cleared of all existing surface features such as pavement, debris, concrete, topsoil, etc. Any existing fill and backfill will be used only as yard fill. The natural, residual soil and weathered rock to be excavated will be stockpiled or reused as controlled, structural fill. Any clay soil with high plasticity and all boulders larger than 6.0 inches in any dimension will be wasted off site or used only as yard fill.

Dewatering measures such as trenching and sump pump will be installed to keep the construction site dry. The grading operation will not begin until the surface water control measures are installed.

16. Water Resources (Surface Water and Groundwater):

Stormwater drainage from the north side of the Rams Head Center is currently discharged through a series of underground pipes beneath the site. After construction, this water will instead be discharge to the stormwater infiltration bed beneath Ehringhaus Field. This represents approximately 7 acres of drainage area, which will be diverted and managed in addition to the Rams Head Center. The stormwater from the south side of Rams Head Center as well as the stormwater from upstream storm sewer will be intercepted and the foundation drains and groundwater springs, will be diverted to a small, created stream channel in Ehringhaus Field with overflow to the stormwater storage/infiltration bed. This area represents approximately 10 acres of drainage area that will be managed in Ehringhaus Field.

G. References

Not Applicable

H. Exhibits

1. Soil Boring Map
2. Location Map
3. Topographical Map

I. State and Federal Permits Required

1. Soil and Erosion Control Permit from DENR.

Sales and Use Tax Refunds on Capital Projects

- State Controller's Office, Tax Section, receives contractor sales tax statements
- Using contractor sales tax statements, campus prepares form E-585E, "State Agency Claim for Refund – County Sales and Use Taxes" and files quarterly
- Reported sales and use tax amounts are usually allocated back to the counties involved
- If the sales tax was funded from a federal source, such as a contract or grant, form E-585, "Nonprofit and Governmental Entity Claim for Refund – State and County Sales and Use Taxes" is filed and the sales tax refund is credited back to the capital project that originated the expenditure

MDT

8/8/2011

Tent/Membrane Permit

The NC Fire Prevention Code requires tents other membrane structures to be evaluated for fire and life safety with a permit issued prior to an event. For all State-owned property the State Construction Office is responsible for that evaluation and granting of a permit. Upon obtaining satisfactory evidence that the proposed structure will be in accordance with minimum Code requirements, SCO will issue a permit in the form of a signed approval letter/E-mail. Applicants should submit the completed application with required attachments to SCO at least 30 days prior to the event. E-mail to: sco.permits@doa.nc.gov

SECTION I. Event Information

Applicant's Name: _____ Department: _____
 Phone Number: _____ E-Mail Address: _____
 Event Address/Location: _____
 Name/Type of Event: _____
 Set Up Date: _____ Event Date(s) and Time(s): _____

SECTION II. Tent/Membrane Structure Checklist

Indicate if application is for: ☐ Tent or ☐ Membrane Structure

Size of Tent/Membrane Structure _____

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Is tent >400 sq ft, with sides or without sides >700 sq ft? If yes, permit is required.
<input type="checkbox"/>	<input type="checkbox"/>	Is tent/ membrane structure certified as either flame resistant material or treated with flame retardant? (Attach Certificate provided by manufacturer or vendor and material labeled.)
<input type="checkbox"/>	<input type="checkbox"/>	Is this an air supported structure? If yes, additional information is required see the NC Fire Code.
<input type="checkbox"/>	<input type="checkbox"/>	Are 20 ft fire lanes provided to the tent? Is Fire Dept vehicle access provided to within 150 ft of all points on perimeter of the tent/membrane structure?
<input type="checkbox"/>	<input type="checkbox"/>	Is 20 ft separation provided between structure and other tents, membrane structures, lot lines, building lines, parked vehicles, or internal combustion engines? For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the tent.
<input type="checkbox"/>	<input type="checkbox"/>	Does the tent have flaps or sides?
<input type="checkbox"/>	<input type="checkbox"/>	If the tent does have flaps or sides, are there at least two marked exits that are each at least 72" wide? (For occupancies >199 see the NC Fire Code) Are any curtains at exits a color that contrast with the tent, free sliding on a metal support that is a minimum of 80 inches above the floor? Do any curtains at exits completely open so no part obstructs the exit? Are lit exit signs with battery backup provided for tents with flaps or sides?
<input type="checkbox"/>	<input type="checkbox"/>	Are aisles free of obstructions and are the aisle clearances at least 44" provided in public areas?
<input type="checkbox"/>	<input type="checkbox"/>	Is smoking prohibited in tent and NO SMOKING signs posted?
<input type="checkbox"/>	<input type="checkbox"/>	Are open flames and other devices emitting flame, fire, heat or any flammable or combustible liquids, gas charcoal or other cooking devices maintained at least 20 ft away from tent? (This does not include operations such as warming of foods and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard.)
<input type="checkbox"/>	<input type="checkbox"/>	Is all cooking and heating equipment more than 10 ft from exits and combustible material?
<input type="checkbox"/>	<input type="checkbox"/>	Has combustible vegetation been removed to a distance of 30 ft from the area to be occupied by the tent/membrane structure?
<input type="checkbox"/>	<input type="checkbox"/>	Are appropriate restroom accommodations provided for the event? Indicate where: _____
<input type="checkbox"/>	<input type="checkbox"/>	Are accessibility features, including an accessible walking surface, provided to accommodate persons with a disability? Note that grass is NOT an accessible walking surface.
<input type="checkbox"/>	<input type="checkbox"/>	Will tent/membrane structure be maintained in good condition and adequately roped, braced and anchored to withstand the elements of weather and prevent collapsing? Ropes, guy wires, etc. must be readily visible to minimize trip hazard.
<input type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers located within 75 ft of all points within the tent?

SECTION III. ATTACHMENTS

<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Flame Resistance
<input type="checkbox"/>	<input type="checkbox"/>	Indicate occupant load based on following SF per person -5 SF standing, 7 SF seated, or 15 SF seated with tables. If occupant load >50 provide dimensioned floor plan showing seating, tables, exit aisles, exit locations, exit widths and equipment in tent. Occupant Load _____
<input type="checkbox"/>	<input type="checkbox"/>	Dimensioned site plan showing tent location, 20 ft separation from other structures, and Fire Department vehicular access to within 150 ft.

Section 13

Resources

Contact Lists and Web Sites

Contact Lists

UNC System Office	http://www.northcarolina.edu/directories/index.htm
UNC Institutions	
HUB Coordinators	https://www.northcarolina.edu/sites/default/files/hub_coordinators_2018.pdf
Sustainability and Energy Contacts	
SCO Contacts	https://ncadmin.nc.gov/businesses/construction/staff-listing

Web Sites

<u>Organization/Department</u>	<u>Site</u>
Advertisements (for design, construction, etc.)	http://www.northcarolina.edu/apps/finance/vendors/opportunities.htm
American Council of Engineering Companies NC	http://www.acecnc.org
American Institute of Architects NC	http://www.aianc.org
Archaeology	http://www.archaeology.ncdcr.gov
Archives and History	http://www.history.ncdcr.gov
Attorney General's Office	http://www.ncdoj.gov
General Contractors (Carolinas Associated)	http://www.cagc.org
General Statutes	https://www.ncleg.net/gascripts/statutes/Statutes.asp
Historic Preservation Office	http://www.hpo.ncdcr.gov
Interactive Purchasing System	https://www.ips.state.nc.us/IPS/Default.aspx
Interscope North Carolina (State of)	http://www.interscope.nc.gov/Interscope/Logon.aspx http://www.ncgov.com

North Carolina Administrative Code	http://reports.oah.state.nc.us/ncac.asp
North Carolina Building Codes	http://www.ncdoi.com/osfm/Engineering_and_Codes.aspx
Dept of Environmental Quality	https://deq.nc.gov/
Purchase and Contract	http://www.doa.state.nc.us/pandc/index.htm
Session Laws	https://www.ncleg.net/gascripts/EnactedLegislation/ELTOC.pl
State Budget and Management	http://www.osbm.state.nc.us
State Budget Manual	https://ncosbm.s3.amazonaws.com/s3fs-public/documents/files/BudgetManual.pdf
State Environmental Review Clearinghouse	http://www.doa.state.nc.us/clearing/
State Construction	http://www.nc-sco.com/default.aspx
State Construction Manual	http://www.nc-sco.com/scomanual.aspx
State HUB Office	http://www.doa.nc.gov/hub/default.aspx
State Property Office	http://www.doa.state.nc.us/spo/
UNC (system-wide site)	http://www.northcarolina.edu
UNC Capital Forms	http://www.northcarolina.edu/capital-design-and-construction/forms
UNC Design and Construction Guidelines, Capital Project Orientation Manual, etc.	http://www.northcarolina.edu/design-and-construction/policies-procedures-and-general-information
UNC Energy and Sustainability	http://www.northcarolina.edu/?q=special-initiatives/energy-and-sustainability

UNC General Administration Contacts
(Directory at <http://www.northcarolina.edu/directories/index.htm>)

Will Johnson, 919-962-4611, wjohnson@northcarolina.edu

Lindsay Gangl, 919-962-4564, lmgangl@northcarolina.edu

Jeff Hill, 919-962-4569, jdh@northcarolina.edu

Jeanine Rose, 919-962-4608, jrose@northcarolina.edu

Gordon Rutherford, 919-962-0462, gordonr@northcarolina.edu (Tues and Wed)

Miriam Tripp, 919-933-6392, mdtripp@northcarolina.edu (Mornings, Mon-Fri)

UNC Capital Project and Related Contacts as of 3-9-2018

Institution	Name	Title	E-mail	Phone
ASU	Steve Martin	Director, Design and Construction	martinws1@appstate.edu	828-262-4961
ASU	Jeff Pierce	Design and Construction	piercewj@appstate.edu	828-262-6579
ASU	Debra Murphy	Administrative Support	murphyda@appstate.edu	828-262-7195
ECU	Bill Bagnell	Associate Vice Chancellor Director, Engineering and Architectural Services	bagnellw@ecu.edu	252-328-6858
ECU	John Fields		fieldsjo@ecu.edu	252-328-6858
ECSU	Charles Hall	Director, Design and Construction	chhall@ecu.edu	252-335-3961
FSU	Jon Parsons	Interim Associate Vice Chancellor	jparson2@uncfsu.edu	910-672-1403
NCA&T	Andrew Perkins	Vice Chancellor	perkins@ncat.edu	336-285-4551
NCA&T	Bill Barlow	Director, Facilities Planning and Design	barlow@ncat.edu	336-285-4501
NC A&T	Toni Dula Smith/Sabrenia Harris	Administrative Support	tonidula@ncat.edu	336-285-4510
NCCU	Jonathan Peeler	Associate Vice Chancellor	jpeeler1@nccu.edu	919-530-7403
NCCU		Director, Design and Construction		
NCCU	Diane Campbell	Administrative Support	dcampbell@nccu.edu	919-530-6276
NCSSM	Robert Allen	Director of Operations	allenr@ncssm.edu	919-416-2659
NCSSM	Garry Covington	Director of Physical Plant	covington@ncssm.edu	919-416-2667
NCSU	Doug Morton	Associate Vice Chancellor for Facilities	dgmorton@ncsu.edu	919-515-2732
NCSU	Lisa Johnson	University Architect	lisa_johnson@ncsu.edu	919-515-6258
NCSU		Senior Director, Capital Project Management		
NCSU	Cameron Smith		vcsmith@ncsu.edu	919-513-0930
NCSU	Andy Snead	Senior Director, Facilities Services	andy_snead@ncsu.edu	919-513-0374
NCSU	Kathleen Stefanick	Capital Budgeting	kmstefan@ncsu.edu	919-515-8051
UNC-A	David Todd	AVC of Campus Operations	dtodd@unca.edu	828-251-6380
UNC-A	Dan Croisant	Facilities Mechanical Engineer	dcroisan@unca.edu	828-251-6730
UNC-CH	Anna Wu	Associate Vice Chancellor	annaw@fac.unc.edu	919-962-7248
UNC-CH	Greg Driver	Executive Director, Engineering	greg.driver@facilities.unc.edu	919-843-0456
UNC-CH	Sid Stone	Director, Construction Management	ssstone@facilities.unc.edu	919-966-1476

UNC Capital Project and Related Contacts as of 3-9-2018

Institution	Name	Title	E-mail	Phone
UNC-CH	Evan Yassky	Executive Director and Assistant University Architect	evassky@email.unc.edu	919-843-5103
UNC-CH	Cindy Shea	Director, Sustainability Office	cshea@fac.unc.edu	919-843-5251
UNC-CH	Bing Roenigk	Capital Budgeting	broenigk@email.unc.edu	919-962-3002
UNC-C	Phil Jones	Associate Vice Chancellor	pmjones@unc.edu	704-687-0514
UNC-C	Jeanine Bachtel	Interim Director, Facilities Planning and Construction	jbachtel@unc.edu	704-687-0515
UNC-C	Joyce Clay	Administrative Support	jclay@unc.edu	704-687-6280
UNC-G	Jorge Quintal	Associate Vice Chancellor	jquinta@uncg.edu	336-334-5536
UNC-G	Ken Pearce	Director, Facilities Planning	k_pearce@uncg.edu	336-334-5269
UNC-G	Sandra Redmond/Maryann Burditt	Administrative Support	sredmond@uncg.edu	336-334-5536
UNC-P	David Hatch	Interim AVC for Facilities	david.hatch@uncp.edu	910-521-6679
UNC-P	Scott Noble	Director	scott.noble@uncp.edu	910-521-6815
UNC-SA	Chris Boyd	Facilities Management	boydc@uncsa.edu	336-770-3322
UNC-SA	Chris Placco	University Architect	placcoc@uncsa.edu	919-549-7035
UNC-TV	Fred Engel	Sr Director of Technology	fengel@unctv.org	
UNC-W	Mark Morgan	Associate Vice Chancellor for Business Affairs	morganm@uncw.edu	910-962-3719
UNC-W	Rachel Patrick	Director of Architectural and Construction Services	patrickrw@uncw.edu	910-962-3869
WCU	Joe Walker	Associate Vice Chancellor	jwalker@email.wcu.edu	828-227-7441
WCU	Matt Ketchum	Director of Planning, Design, and Construction	mjketchum@email.wcu.edu	828-227-7442
WSSU	Rosalba Ledezma	Associate Vice Chancellor for Facilities	ledezmara@wssu.edu	336-750-2855
WSSU	Tim McMullen	Director, Design and Construction	mcmullenf@wssu.edu	336-750-2882
WSSU	Ron Vanard	University Architect	vanardre@wssu.edu	336-750-2852
WSSU	Christal Coleman	Administrative Support	colemancd@wssu.edu	336-750-2882
NCArboretum	Drake Fowler	Director of Facilities	dfowler@ncarboretum.org	828-665-2492
NCCAT	Laurin Baker		bakerl@nccat.org	
Gateway University				
Research Park (GURP)	John Merrill	Executive Director	johnm@gatewayurp.com	336-375-9232

UNC Capital Project and Related Contacts as of 3-9-2018

Institution	Name	Title	E-mail	Phone
UNCSC	Will Johnson	Associate Vice President for Finance and Capital Planning	wjohnson@northcarolina.edu	919-962-4611
UNCSC	Lindsay Gangl	Space Utilization Research Specialist, Primavera System Coordinator	lmgangl@northcarolina.edu	919-962-4564
UNCSC	Jeanine Rose	Capital Accounting, HUB Program Coordinator	jrose@northcarolina.edu	919-962-4608
UNCSC	Gordon Rutherford	University Architect Emeritus	gordonr@northcarolina.edu	919-962-0462
UNCSC	Miriam Tripp	Special Projects Officer	mdtripp@northcarolina.edu	919-933-6392
UNC-Hospitals	Mel Hurston	Senior Vice President	mhurston@unc.edu	

**THE UNIVERSITY OF NORTH CAROLINA
HUB LIAISON/COORDINATORS CONTACT LIST**

ID	INSTITUTION	HUB LIAISON/ COORDINATOR	TITLE	TELEPHONE NUMBER	EMAIL
ASU	Appalachian State University	Debra Murphy	HUB Coordinator	828-262-7195	murphyda@appstate.edu
ECU	East Carolina University	Kin Aheimer Donna Lilley John Fields	HUB Coordinator Facilities Administration Director of Facilities Eng. & Architect Svcs.	252-328-6358 252-328-2155 252-328-6358	ahelmerk16@ecu.edu lilleyd@ecu.edu fieldsjo@ecu.edu
ECSU	Elizabeth City State University	Charles Hall	Director, Facilities Planning and Design	252-335-3861	chhall@mail.ecsu.edu
FSU	Fayetteville State University	Ashlynn McDougall	Space Analyst HUB Coordinator	910-672-1944	amcdoore@uncfsu.edu
NCA&T	North Carolina A&T State University	James Griffin	HUB Coordinator	336-285-4507	jgriffin@ncat.edu
NCCU	North Carolina Central University	Tracey Burns-Vann	HUB Coordinator	919-530-6895	burnsvann@nccu.edu
NCSU	North Carolina State University	Shon Burch-Crispin Cameron Smith	Capital Project Management Director Capital Project Management	919-513-3172 (Shon) 919-513-0930 (Cameron)	sburch@ncsu.edu vesmith@ncsu.edu
UNCA	University of North Carolina at Asheville	David Todd	AVC for Campus Operations	828-251-6380	dtodd@unca.edu
UNC-CH	University of North Carolina at Chapel Hill	Shanika Baughman	HUB Coordinator	919-843-3241	shanika_baughman@facilities.unc.edu
UNCC	University of North Carolina at Charlotte	Dorothy Vick	HUB Coordinator	704-687-0527	dvick@uncc.edu
UNCG	University of North Carolina at Greensboro	Anthony Phillips	HUB Coordinator	336-256-1069	a_philli@uncg.edu
UNCP	University of North Carolina at Pembroke	Melissa Vance Scott Noble	Capital Project Management Facilities Director	910-521-6815 910-521-6374	melissa_vance@uncp.edu scott.noble@uncp.edu
UNCW	University of North Carolina at Wilmington	Cheryl Sifton	HUB Coordinator	910-962-7597	siftoncd@uncw.edu
UNCSA	University of North Carolina School of the Arts	Mack Wilder	Project Manager	336-770-1350	wilder@uncsa.edu
WCU	Western Carolina University	Matt Ketchum	Dr. Planning, Design & Construction	828-227-7442	miketchum@email.wcu.edu
WSSU	Winston Salem State University	Brenda Fulmore	HUB Coordinator	336-750-5834	bfulmore@wssu.edu
UNC	UNC System	Jeanine Rose Gordon Rutherford	UNC System HUB Coordinator University Architect Emeritus	919 962-4608 (Jeanine) 919-962-0462 (Gordon)	rose@northcarolina.edu gordonr@northcarolina.edu
NCSSM	The North Carolina School of Science and Mathematics	Terry Brown Jeanette Haynes	Operations Purchasing Manager	919-416-2660 (Terry) 919-416-2791 (Jeanette)	browntr@ncssm.edu haynes@ncssm.edu
UNCTV	UNC Center for Public Television	Fred Engel	Sr. Director of Technology	919-549-7035	fenge@unctv.org
NCARB	The North Carolina Arboretum	Drake Fowler	Director of Facilities	828-665-2492	dfowler@ncarboretum.org

Institution	Sustainability Contact			Energy Contact		
	Name	E-mail	Phone	Name	E-mail	Phone
ASU	Lee Ball	ballif@appstate.edu	828-262-8200	Jeff Pierce	piercew@appstate.edu	828-262-6579
ECU	Griff Avin	aving@ecu.edu	252-744-2251	Les Hewlett	hewlett14@ecu.edu	252-744-3427
ECU	Chad Carwein	carweinc15@ecu.edu	252-744-4190	Charles Hall	crhall@mail.ecsu.edu	252-335-3961
ECSU	Scott Bradshaw	sbradshaw@mail.ecsu.edu	252-335-3722			
ECSU	Elizabeth Linney	elinnay@emall.ecsu.edu	252-335-3217			
FSU	Jon Parsons	jparson2@uncfcsu.edu	910-672-1403	Jon Parsons	jparson2@uncfcsu.edu	910-672-1403
FSU	Djibril "DJ" Diop	ddiop@uncfcsu.edu	910-672-1954			
NCA&T	Jacques Pierre	jpierre@ncat.edu	336-285-4514	Jacques Pierre	jpierre@ncat.edu	336-285-4514
NCCU	Jonathan Peeler	jpeeler1@nccu.edu	919-530-7403	Ondin Mihalcescu	o.mihalcescu@nccu.edu	919-530-6302
NCCU	Ondin Mihalcescu	o.mihalcescu@nccu.edu	919-530-6302			
NCCSM	Robert Allen	allenr@nccsm.edu	919-416-2659	Garry Covington	covington@nccsm.edu	919-416-2667
NCCSM	Garry Covington	covington@nccsm.edu	919-416-2667			
NCCSM	Linda Schmalbeck	schmalbeck@nccsm.edu	919-416-2755			
NCSU	Tracy Dixon	tracy_dixon@ncsu.edu	919-513-0211	Erik Hall	ewhall@ncsu.edu	919-513-0142
UNC-A	Sonia Marcus	smarcus@unca.edu	828-251-6627	Dan Croisant	dcroisan@unca.edu	828-251-6730
UNC-CH	Brad Ives	brad.ives@unc.edu	919-962-7243	Greg Driver	greg.driver@facilities.unc.edu	919-843-0456
UNC-CH	Cindy Shea	cpshea@fac.unc.edu	919-843-5251			
UNC-C	Mike Lizotte	mlizotte@unc.edu	704-687-0559	Don Bailey	dbaile34@unc.edu	
UNC-G	Jorge Quintal	j Quintal@uncg.edu	336-334-3496	Dan Durham	dgdurham@uncg.edu	
UNC-G	Shanna Eller	sneller@uncg.edu	336-256-0433			
UNC-GA	Miriam Tripp	mdtripp@northcarolina.edu	919-933-6392	Miriam Tripp	mdtripp@northcarolina.edu	919-933-6392
UNC-P	Jay Blauser	jay.blauser@uncp.edu	910-521-6509	David Hatch	david.hatch@uncp.edu	910-521-6679
UNC-SA	Chris Boyd	boydc@uncsa.edu	336-770-3322	Chris Boyd	boydc@uncsa.edu	336-770-3322
UNC-SA	Jamie Moore	moorej@uncsa.edu	336-770-3325			
UNC-W	Stan Harts	harts@uncw.edu	910-962-3108	Steve Sharpe	sharpes@uncw.edu	910-962-7454
UNC-W	Kat Pohlman	pohlman@uncw.edu	910-962-7258			
WCU	Lauren Bishop	lbishop@wcu.edu	828-227-3562	Lauren Bishop	lbishop@wcu.edu	828-227-3562
WSSU	Rosalba Ledezma	ledozmara@wssu.edu	336-750-3494	Dick Kabis	kabis@wssu.edu	336-750-2870
WSSU	Dick Kabis	kabis@wssu.edu	336-750-2870			
Affiliates						
UNC-TV	Fred Engel	fengel@uncvtv.org	919-549-7035	Fred Engel	fengel@uncvtv.org	919-549-7035
NC Arb	Drake Fowler	dfowler@ncarboretum.org	828-665-2492	Drake Fowler	dfowler@ncarboretum.org	828-665-2492
3/12/2018						

Section 14

Forms

Forms

- 1) CI-1 – Request for Capital Projects - <http://www.northcarolina.edu/capital-design-and-construction/forms>
- 2) OC-25 Project Estimate (Use UNC form unless submitting to SCO for certification) - <http://www.northcarolina.edu/capital-design-and-construction/forms>
If submitting to SCO, use Interscope to submit
<http://www.interscope.nc.gov/Interscope/Logon.aspx>
- 3) State Design Agreement – Projects Over \$2M - https://ncdoa.s3.amazonaws.com/s3fs-public/documents/files/Design_Contract%28Jan-2009%29.pdf
- 4) Supplemental Conditions Division 1 Template (for supplemental conditions to State standard design agreement)- <http://www.northcarolina.edu/capital-design-and-construction/forms>
- 5) UNC Design Agreement – Projects between \$500,000 and \$2M - <http://www.northcarolina.edu/capital-design-and-construction/forms>
- 6) Letter Agreement Format - <http://www.northcarolina.edu/capital-design-and-construction/forms>
- 7) Fixed Term (Open-End) Design Agreement - <http://www.northcarolina.edu/capital-design-and-construction/forms>
- 8) Prequalification Forms (under “Bidding and Contract” “Prequalification”) - See policy, GC prequalification form and rating matrix - <https://ncadmin.nc.gov/businesses/construction/forms-documents> Prequalification forms for CM at Risk, both the form and scoring matrix, are under “Construction Manager at Risk (CMAR) Forms.”
- 9) State General Conditions (OC-15) 24th Edition, January 2013, for Projects Over \$2M (under “Administration & Design Contract” “Requirements and Guidelines”) – <https://ncadmin.nc.gov/businesses/construction/forms-documents>
- 10) State General Conditions under CM at Risk (OC-15CM, January 2013 Release) - See Section III under “Construction Manager at Risk (CMAR Forms)” – <https://ncadmin.nc.gov/businesses/construction/forms-documents>
- 11) UNC General Conditions – Projects between \$500,000 and \$2M (“UNC Instructions to Bidders and General Conditions of the Contract (Contract Terms and Conditions) Rev 1-2015”) - <http://www.northcarolina.edu/capital-design-and-construction/forms>
- 12) Form of Proposal (under “Bidding & Contract Forms” “Proposal Form 2006 (Revised 10/2013)”) - <https://ncadmin.nc.gov/businesses/construction/forms-documents>

- 13) Construction Contract (under "Bidding & Contract Forms" "Construction Contract Forms & Bonds") - <https://ncadmin.nc.gov/businesses/construction/forms-documents>
- 14) Construction Contract Documents Check List (under "Bidding & Contract Forms" "Construction Contract Checklist (Revised 1/1/2017)") - <https://ncadmin.nc.gov/businesses/construction/forms-documents>
- 15) State HUB Forms for Projects over \$2M – (under "Bidding & Contract Forms" "Minority Business Participation Form") - <https://ncadmin.nc.gov/businesses/construction/forms-documents>
- 16) UNC HUB Forms – Projects between \$300,000 and \$2M, including HUB certification form (under "Minority Business Participation Forms" and "UNC HUB Certification for Award (to be submitted with all Requests for Award)") - <http://www.northcarolina.edu/capital-design-and-construction/forms> Note that these forms are now used down to the \$100,000 level.
- 17) Informal Standard Contract and General Conditions (under "Bidding & Contract" "Informal Contract and General Conditions") - <https://ncadmin.nc.gov/businesses/construction/forms-documents>
- 18) State Property Office Property Reporting Form – (select Word version of "State Property Office Forms – Property Reporting Form (Building Update Form)) - <http://ncadmin.nc.gov/document/state-property-office-forms>