

UNC SYSTEM CAPITAL PROJECT PROCEDURE GUIDANCE									Constituent Institutions with Additional Delegated Capital Authority	
		ACTIVITY	PROJECT DOLLAR THRESHOLD ¹							
			Less than \$100,000 ³	\$100,000 to \$499,999	\$500,000 to \$749,999		\$750,000 to \$4,000,000	More than \$4,000,000		
AUTHORIZATION	APPROPRIATED/ NON-APPROPRIATED	Chancellor's \$600K	Chancellors may authorize repair and renovation projects less than \$600,000 in 13 allowable categories with funds available to the institution.							
			Not applicable	• Submit Chancellor's approval with request for Code/Item number to UNCSCO • Submit UNC Capital Project Form to UNCSCO for projects with estimated budgets of \$500,000 or more • University establishes in IBIS • University establishes financial sytem entries (Budget Fund, IBIS budget, etc.)						
		Emergency Projects	Not applicable	• Chancellor submits emergency declaration to President describing the emergency need, project scope, estimated cost, proposed funding source and project schedule. • President reviews and upon approval, notifies constituent institution, SCO and OSBM. • Capital code and item are established similar to appropriated projects. • BOT approval of designer selection is not required under an approved emergency declaration.						
	APPROPRIATED	Capital Project Authority (General Fund Sources Only, Cash or Debt)	Authorized by Legislative Action	Authorized by Legislative Action	Authorized by Legislative Action		Authorized by Legislative Action	Authorized by Legislative Action	Authorized by Legislative Action	
		Capital Code/Item #	• UNCSCO establishes in Interscope • University establishes related financial system entries (Budget Fund, IBIS budget, etc.)	• UNCSCO establishes in Interscope • University establishes related financial system entries (Budget Fund, IBIS budget, etc.)	• UNCSCO establishes in Interscope • University establishes related financial system entries (Budget Fund, IBIS budget, etc.)		• UNCSCO establishes in Interscope • University establishes related financial system entries (Budget Fund, IBIS budget, etc.)	• UNCSCO establishes in Interscope • University establishes related financial system entries (Budget Fund, IBIS budget, etc.)		
	NON-APPROPRIATED	Capital Project Authority (Non-appropriated Sources Only)	University	• BOT authorization ⁴	• BOT authorization ⁴ • Submit UNC Capital Project Form to UNCSCO	THRESHOLD FOR BOARD OF GOVERNORS APPROVAL W/O ADDITIONAL DELEGATED CAPITAL AUTHORITY	• Submit to UNCSCO for BOG authorization • UNC Capital Project Form required	• Submit to UNCSCO for BOG authorization • UNC Capital Project Form required	• BOT authorization (cannot be further delegated) • Submit UNC Capital Project Form to UNCSCO	
		Capital Code/Item #	Not applicable	• UNCSCO establishes in Interscope • University establishes related financial system entries (IBIS, etc.)	• UNCSCO establishes in Interscope • University establishes related financial system entries (IBIS, etc.)		• UNCSCO establishes in Interscope • University establishes related financial system entries (IBIS, etc.)	• UNCSCO establishes in Interscope • University establishes related financial system entries (IBIS, etc.)	As required by project dollar threshold	
		Advanced Planning	• BOT authorization (cannot be further delegated) • Submit UNC Capital Project Form to UNCSCO	• BOT authorization (cannot be further delegated) • Submit UNC Capital Project Form to UNCSCO	• BOT authorization (cannot be further delegated) • Submit UNC Capital Project Form to UNCSCO		• BOT authorization (cannot be further delegated) • Submit UNC Capital Project Form to UNCSCO	• BOT authorization (cannot be further delegated) • Submit UNC Capital Project Form to UNCSCO	• BOT authorization (cannot be further delegated) • Submit UNC Capital Project Form to UNCSCO	
ADMINISTRATION	DESIGN	Designer Selection (Refer to G.S. 133-1.1)	Open-end agreement or Direct selection	Open-end agreement or Direct selection	Public advertisement	THRESHOLD FOR BOARD OF GOVERNORS APPROVAL W/O ADDITIONAL DELEGATED CAPITAL AUTHORITY	Public advertisement	Public advertisement	As required by project dollar threshold	
		Approval of Selection	BOT	BOT	BOT		BOT	BOT		
		Designer's Contract	• University negotiates • University executes	• University negotiates • University executes	• University negotiates • University executes		• University negotiates • University executes, copy to UNCSCO and SCO	• SCO negotiates • University executes, copy to UNCSCO and SCO		
		Reporting/Recording	University records in Interscope	University records in Interscope	University records in Interscope		University records in Interscope	SCO records in Interscope	As required by project dollar threshold	
		Plan Review and Approval	• SCO code review, as applicable • SCO electrical inspections required	• SCO code review, as applicable • SCO electrical inspections required	• SCO code review, as applicable • SCO electrical inspections required		• SCO code review, as applicable • SCO electrical inspections required	Full SCO oversight	• SCO code review, as applicable • SCO electrical inspections required	
	CONSTRUCTION	Bidding	• University may directly select contractor • Good practice may include informal competition • Consider opportunities to directly select HUB firms	• University informally solicits competitive bids • Public bidding not required • Institutions are strongly encouraged to invite HUB firms to respond to informal solicitations	• University solicits competitive bids • Informal solicitation for estimated construction cost less than \$500,000; if \$500,000 or more, use formal solicitation • Public bidding required per G.S. 143-129 • Institutions are strongly encouraged to solicit HUB bidders		• University solicits competitive bids • Formal solicitation for estimated construction cost \$500,000 or more • Public bidding required per G.S. 143-129 • Institutions are strongly encouraged to solicit HUB bidders	• University solicits competitive bids • Formal solicitation for estimated construction cost \$500,000 or more • Public bidding required per G.S. 143-129 • Institutions are strongly encouraged to solicit HUB bidders	As required by project dollar threshold	
		Forms for Bid Documents	Not applicable	Template SCO informal contract format, notice to bidders, and general conditions, supplemented w/ institution-specific requirements	Depending on bid type, informal template or UNC System formal contract template, notice to bidders, and general conditions		Depending on bid type, informal template or UNC System formal contract template, notice to bidders, and general conditions	SCO State of North Carolina formal contract template, notice to bidders, and general conditions	As required by project dollar threshold	
		Bonding Requirement	Not applicable	Not required by law, University can require	Required on formal bid solicitations (\$500,000 or more)		Required on formal bid solicitations (\$500,000 or more)	Required	As required by project dollar threshold	
		Contract Awarding Authority	University	University	UNCSCO		UNCSCO	SCO	University	
		Form of Contract	Informal	Informal	Informal or UNC System formal, according to bid type		Informal or UNC System formal, according to bid type	SCO State of North Carolina formal	Informal or UNC System formal, according to bid type	
		Reporting/Recording Contract	Not required	University	University		University	• SCO awards • University executes, copy to SCO	University	
		HUB Participation Reporting ²	Not required	University	University		University	• SCO makes entries at award • University maintains current entries • University updates at final acceptance	University	
		Change Order (CO) Processing	• University authorizes/approves • University executes in writing • Recording in Interscope is not required	• University authorizes/approves • University executes in writing • University records in Interscope, manual entry	• CO initiated in Interscope • University authorizes/approves in Interscope • UNCSCO authorizes/approves in Interscope • CO documents maintained in Interscope		• CO initiated in Interscope • University authorizes/approves in Interscope • UNCSCO authorizes/approves in Interscope • CO documents maintained in Interscope	• CO initiated in Interscope • University authorizes/approves in Interscope • SCO authorizes/approves in Interscope • CO documents maintained in Interscope	• CO initiated in Interscope • University authorizes/approves in Interscope • CO documents maintained in Interscope	
		Final Inspection	If designer is engaged, designer certification is required	If designer is engaged, designer certification is required	• Designer's certification required • Notify SCO of scheduled final inspection		• Designer's certification required • Notify SCO of scheduled final inspection	• Designer's certification required • SCO final inspection required	As required by project dollar threshold	

¹ Project authority thresholds are based on the overall project budget, including design, construction, contingency, etc. Contract awarding authority follows initial project authority level. Construction bidding thresholds are based on project **construction cost** alone.

² All construction contracts over \$100,000 must be entered in Interscope with HUB participation reported in compliance with G.S. 143-131.

³ S.L. 2022-74, Section 40.9.(b). modified G.S. 143-131 and increased the informal bidding dollar threshold for construction or repair contracts involving the expenditure of public money from \$30,000 to \$100,000 for the University of North Carolina and its constituent institutions. Constituent institutions are strongly encouraged to maximize HUB participation for all contracts. including direct select and informally bid awards.

⁴ The Boards of Trustees may further delegate capital project approval less than \$750,000 to BOT committees, the chancellor, or chancellor's designee as appropriate. Provide a copy of the BOT's formal delegation to the UNC System Office-Capital Planning and Finance Division.

ACRONYMS:

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