

# UNC SYSTEM CAPITAL PROJECT PROCEDURE GUIDANCE

		ACTIVITY	PROJECT DOLLAR THRESHOLD <sup>1</sup>					Constituent Institutions with Additional Delegated Capital Authority \$750,000 to \$2,000,000		
			Less than \$100,000 <sup>3</sup>	\$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 \$600,000 or less							
		Emergency Projects	Not applicable							
	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	
		Capital Code/Item #	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>UNCSCO establishes in IBIS</li> <li>University establishes related financial system entries (Fund/Center, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>UNCSCO establishes in IBIS</li> <li>University establishes related financial system entries (Fund/Center, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>UNCSCO establishes in IBIS</li> <li>University establishes related financial system entries (Fund/Center, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>UNCSCO establishes in IBIS</li> <li>University establishes related financial system entries (Fund/Center, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>UNCSCO establishes in IBIS</li> <li>University establishes related financial system entries (Fund/Center, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>UNCSCO establishes in IBIS</li> <li>University establishes related financial system entries (Fund/Center, etc.)</li> </ul>		
	NON-APPROPRIATED	Capital Project Authority (Non-appropriated Sources Only)	University	BOT authorization <sup>4</sup>		BOT authorization <sup>4</sup>		<ul style="list-style-type: none"> <li>Submit to UNCSCO for BOG authorization</li> <li>CI-1 and OC-25 required</li> </ul>	<ul style="list-style-type: none"> <li>Submit to UNCSCO for BOG authorization</li> <li>CI-1 and OC-25 required</li> </ul>	<ul style="list-style-type: none"> <li>BOT authorization (cannot be further delegated)</li> <li>Submit CI-1 and OC-25 to UNCSCO</li> </ul>
		Capital Code/Item #	Not applicable	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>University establishes related financial system entries (IBIS, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>University establishes related financial system entries (IBIS, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>University establishes related financial system entries (IBIS, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>University establishes related financial system entries (IBIS, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>UNCSCO establishes in Interscope</li> <li>University establishes related financial system entries (IBIS, etc.)</li> </ul>	As required by project dollar threshold	
		Advanced Planning	<ul style="list-style-type: none"> <li>BOT authorization (cannot be further delegated)</li> <li>Submit CI-1 and OC-25 to UNCSCO</li> </ul>	<ul style="list-style-type: none"> <li>BOT authorization (cannot be further delegated)</li> <li>Submit CI-1 and OC-25 to UNCSCO</li> </ul>	<ul style="list-style-type: none"> <li>BOT authorization (cannot be further delegated)</li> <li>Submit CI-1 and OC-25 to UNCSCO</li> </ul>	<ul style="list-style-type: none"> <li>BOT authorization (cannot be further delegated)</li> <li>Submit CI-1 and OC-25 to UNCSCO</li> </ul>	<ul style="list-style-type: none"> <li>BOT authorization (cannot be further delegated)</li> <li>Submit CI-1 and OC-25 to UNCSCO</li> </ul>	<ul style="list-style-type: none"> <li>BOT authorization (cannot be further delegated)</li> <li>Submit CI-1 and OC-25 to UNCSCO</li> </ul>	<ul style="list-style-type: none"> <li>BOT authorization (cannot be further delegated)</li> <li>Submit CI-1 and OC-25 to UNCSCO</li> </ul>	
	DESIGN	Designer Selection (Refer to G.S. 133-1.1)	Open-end agreement or Direct selection	Open-end agreement or Direct selection	Public advertisement		Public advertisement		As required by project dollar threshold	
		Approval of Selection	BOT		BOT		BOT		BOT	
		Designer's Contract	<ul style="list-style-type: none"> <li>University negotiates</li> <li>University executes</li> </ul>	<ul style="list-style-type: none"> <li>University negotiates</li> <li>University executes</li> </ul>	<ul style="list-style-type: none"> <li>University negotiates</li> <li>University executes</li> </ul>	<ul style="list-style-type: none"> <li>University negotiates</li> <li>University executes, copy to UNCSCO and SCO</li> </ul>	<ul style="list-style-type: none"> <li>SCO negotiates</li> <li>University executes, copy to UNCSCO and SCO</li> </ul>	<ul style="list-style-type: none"> <li>University negotiates</li> <li>University executes, copy to UNCSCO and SCO</li> </ul>		
Reporting/Recording		University records in Interscope		University records in Interscope		University records in Interscope		As required by project dollar threshold		
Plan Review and Approval		<ul style="list-style-type: none"> <li>SCO code review, as applicable</li> <li>SCO electrical inspections required</li> </ul>	<ul style="list-style-type: none"> <li>SCO code review, as applicable</li> <li>SCO electrical inspections required</li> </ul>	<ul style="list-style-type: none"> <li>SCO code review, as applicable</li> <li>SCO electrical inspections required</li> </ul>	<ul style="list-style-type: none"> <li>SCO code review, as applicable</li> <li>SCO electrical inspections required</li> </ul>	<ul style="list-style-type: none"> <li>SCO code review, as applicable</li> <li>SCO electrical inspections required</li> </ul>	<ul style="list-style-type: none"> <li>SCO code review, as applicable</li> <li>SCO electrical inspections required</li> </ul>	<ul style="list-style-type: none"> <li>SCO code review, as applicable</li> <li>SCO electrical inspections required</li> </ul>		
ADMINISTRATION	CONSTRUCTION	Bidding	<ul style="list-style-type: none"> <li>University may directly select contractor</li> <li>Good practice may include informal competition</li> <li>Consider opportunities to directly select HUB firms</li> </ul>	<ul style="list-style-type: none"> <li>University informally solicits competitive bids</li> <li>Public bidding not required</li> <li>Institutions are strongly encouraged to invite HUB firms to respond to informal solicitations</li> </ul>	<ul style="list-style-type: none"> <li>University solicits competitive bids</li> <li>Informal solicitation for estimated <b>construction cost</b> less than \$500,000; if \$500,000 or more, use formal solicitation</li> <li>Public bidding required per G.S. 143-129</li> <li>Institutions are strongly encouraged to solicit HUB bidders</li> </ul>	<ul style="list-style-type: none"> <li>University solicits competitive bids</li> <li>Formal solicitation for estimated <b>construction cost</b> \$500,000 or more</li> <li>Public bidding required per G.S. 143-129</li> <li>Institutions are strongly encouraged to solicit HUB bidders</li> </ul>	<ul style="list-style-type: none"> <li>University solicits competitive bids</li> <li>Formal solicitation for estimated <b>construction cost</b> \$500,000 or more</li> <li>Public bidding required per G.S. 143-129</li> <li>Institutions are strongly encouraged to solicit HUB bidders</li> </ul>	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	<ul style="list-style-type: none"> <li>SCO awards</li> <li>University executes, copy to SCO</li> </ul>	University		
		HUB Participation Reporting <sup>2</sup>	Not required	University	University	University	<ul style="list-style-type: none"> <li>SCO makes entries at award</li> <li>University maintains current entries</li> <li>University updates at final acceptance</li> </ul>	University		
		Change Order (CO) Processing	<ul style="list-style-type: none"> <li>University authorizes/approves</li> <li>University executes in writing</li> <li>Recording in Interscope is not required</li> </ul>	<ul style="list-style-type: none"> <li>University authorizes/approves</li> <li>University executes in writing</li> <li>University records in Interscope, manual entry</li> </ul>	<ul style="list-style-type: none"> <li>CO initiated in Interscope</li> <li>University authorizes/approves in Interscope</li> <li>UNCSCO authorizes/approves in Interscope</li> <li>CO documents maintained in Interscope</li> </ul>	<ul style="list-style-type: none"> <li>CO initiated in Interscope</li> <li>University authorizes/approves in Interscope</li> <li>UNCSCO authorizes/approves in Interscope</li> <li>CO documents maintained in Interscope</li> </ul>	<ul style="list-style-type: none"> <li>CO initiated in Interscope</li> <li>University authorizes/approves in Interscope</li> <li>SCO authorizes/approves in Interscope</li> <li>CO documents maintained in Interscope</li> </ul>	<ul style="list-style-type: none"> <li>CO initiated in Interscope</li> <li>University authorizes/approves in Interscope</li> <li>CO documents maintained in Interscope</li> </ul>		
		Final Inspection	If designer is engaged, designer certification is required	If designer is engaged, designer certification is required	<ul style="list-style-type: none"> <li>Designer's certification required</li> <li>Notify SCO of scheduled final inspection</li> </ul>	<ul style="list-style-type: none"> <li>Designer's certification required</li> <li>Notify SCO of scheduled final inspection</li> </ul>	<ul style="list-style-type: none"> <li>Designer's certification required</li> <li>SCO final inspection required</li> </ul>	As required by project dollar threshold		

THRESHOLD FOR BOARD OF GOVERNORS APPROVAL W/O ADDITIONAL DELEGATED CAPITAL AUTHORITY

<sup>1</sup> 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.

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

<sup>3</sup> S.L. 2022-74, Section 40.9.(b). modified G.S. 143-131 increased the dollar threshold for requiring informal bidding for contracts for construction or repair work 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.

<sup>4</sup> 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