

UNC SYSTEM CAPITAL PROJECT PROCEDURE GUIDANCE
FOR CAPITAL PROJECTS FROM NON-GENERAL FUND SOURCES

Effective July 1, 2019; Updated November 10, 2020

	ACTIVITY	PROJECT DOLLAR THRESHOLD*						
		Up to \$30,000	>\$30,000 to \$300,000**	>\$300,000 to \$500,000**	>\$500,000 to \$750,000**	>\$750,000 to \$1,000,000**	>\$1,000,000 to \$2,000,000**	>\$2,000,000**
AUTHORIZATION	Capital Project Authority (Non-general Fund Sources Only)	University	University	• BOT authorization, except the chancellor may authorize repair and renovation projects \$600,000 or less • Submit CI-1 and OC-25 to UNCSCO	• BOT authorization, except the chancellor may authorize repair and renovation projects \$600,000 or less • Submit CI-1 and OC-25 to UNCSCO	• Submit to UNCSCO for BOG authorization • Delegated authority institutions, BOT may authorize • CI-1 and OC-25 required	• Submit to UNCSCO for BOG authorization • CI-1 and OC-25 required	• Submit to UNCSCO for BOG authorization • CI-1 and OC-25 required
	Capital Code/Item #	Not applicable	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 upon BOG approval • University establishes related financial system entries (IBIS, etc.)	• UNCSCO establishes in Interscope upon BOG approval • University establishes related financial system entries (IBIS, etc.)	• UNCSCO establishes in Interscope upon BOG approval • University establishes related financial system entries (IBIS, etc.)
	Primavera Schedule	Not applicable	Not applicable	Not applicable	Not applicable	Required prior to advertising for designer selection	Required prior to advertising for designer selection	Required prior to advertising for designer selection
DESIGN	Designer Selection (Refer to G.S. 133-1.1)	Open-end agreement or Direct selection	Open-end agreement or Direct selection	Open-end agreement or Direct selection	Public advertisement	Public advertisement	Public advertisement	Public advertisement
	Approval of Selection	BOT	BOT	BOT	BOT	BOT	BOT	BOT
	Designer's Contract	• University negotiates • University executes	• University negotiates • University executes	• University negotiates • University executes	• University negotiates • University executes	• University negotiates • University executes	• University negotiates • University executes	• SCO negotiates • University executes, copy to SCO
	Reporting/Recording	Not applicable	University records in Interscope	University records in Interscope	University records in Interscope	University records in Interscope	University records in Interscope	SCO records in Interscope
	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	• 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
CONSTRUCTION	Bidding	• University may directly select contractor • Good practice may include informal competition	• University informally solicits competitive bids • Public bidding not required	• University informally solicits competitive bids • Public bidding not required	• University solicits competitive bids • Informal solicitation for estimated construction cost ≤\$500,000 • Formal solicitation for estimated construction cost >\$500,000 • Public bidding required per G.S. 143-129	• University solicits competitive bids • Formal solicitation for estimated construction cost >\$500,000 • Public bidding required per G.S. 143-129	• University solicits competitive bids • Formal solicitation for estimated construction cost >\$500,000 • Public bidding required per G.S. 143-129	• University solicits competitive bids • Formal solicitation for estimated construction cost >\$500,000 • Public bidding required per G.S. 143-129
	Forms for Bid Documents	Not applicable	Template SCO informal contract format, notice to bidders, and general conditions, supplemented w/ institution-specific requirements	Template SCO informal contract format, notice to bidders, and general conditions, supplemented w/ institution-specific requirements	UNC System formal contract template, notice to bidders, and general conditions	UNC System formal contract template, notice to bidders, and general conditions	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
	Bonding Requirement	Not applicable	Not required by law, University can require	Not required by law, University can require	Required on formal bid solicitations (>\$500,000)	Required on formal bid solicitations (>\$500,000)	Required	Required
	Contract Awarding Authority	University	University	University	UNCSCO	UNCSCO	UNCSCO	SCO
	Form of Contract	Informal	Informal	Informal	Informal or UNC System formal according to bid type	Informal or UNC System formal according to bid type	UNC System formal	SCO State of North Carolina formal
	Reporting/Recording Contract	Not required	University	University	University	University	University	• SCO awards • University executes, copy to SCO
	HUB Participation Reporting	Not required	University	University	University	University	University	• SCO makes entries at award • University maintains current entries • University updates at final acceptance
	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	• University authorizes/approves • University executes in writing • University records in Interscope, manual entry	• CO initiated in Interscope • University authorizes/approves in Interscope • CO documents maintained in Interscope	• CO initiated in Interscope • University authorizes/approves in Interscope • CO documents maintained in Interscope	• CO initiated in Interscope • University 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
Final Inspection	If designer is engaged, designer certification is required	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 • Notify SCO of scheduled final inspection	• Designer's certification required • SCO final inspection required	

THRESHOLD FOR BOARD OF GOVERNORS' APPROVAL

*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.

**All construction contracts over \$30,000 must be entered in Interscope with HUB participation reported in compliance with G.S. 143-131.

ACRONYMS: BOG - Board of Governors

BOT - University Board of Trustees

SCO - State Construction Office

UNCSCO - UNC System Office