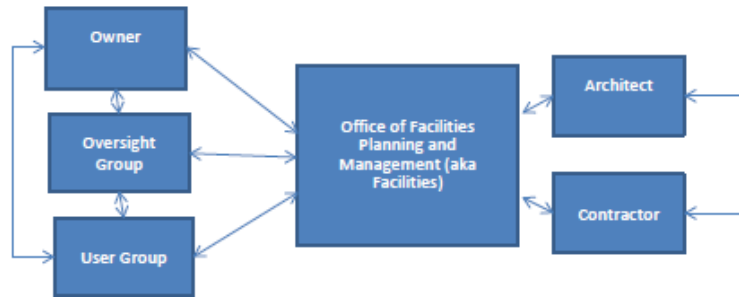


Capital Projects Roles and Responsibilities
 For projects with budgets of \$2,000,000 or greater

Group/Individual	Role/Responsibility	Meeting Frequency
Construction Project Coordinating Committee (CPCC)	Oversee and coordinate all capital activities	As needed
Oversight Committee	Approve architect selection	As needed and called by the Chair of the Oversight Committee
	Approve contractor selection	
	Resolve scope, budget and similar issues that arise during project	
	Determine type of/level of environmental certification	
	Determine whether campus standards are to be applied to project	
	Determine whether project will placed on the central plant system for utilities	
User Group	Define program of the project	As needed but at least monthly
	Advise Office of Facilities Planning and Management (aka Facilities) on the program needs of the project and then Facilities will coordinate the development of the formal program with the design team	
	Establish sub-committees as necessary for specific portions of the project	
Project Manager	Official communication channel between architect, contractor, owner and owner's representatives on all issues related to the project	As needed
	Resolve all technical issues related to the project with input from the user group/ on programmatic issues	
	Communicate with user group and or program expert on issues involving program	
	Manage and oversee schedule and budget	
	Review all documents relating to the project	
Vice President for Business and Finance (VPBF)	Review all documents related to project	As needed
	Vice Chair of the Oversight Committee	
	Advise President on various issues related to the project	
Vice President for Executive Affairs (VPEA)	Chairs Oversight Committee and President's representative	As needed
	Advise President on progress of projects	
	Inform President of issues arising during the project	



Capital Projects Process



Benefits

1. Provides clear communication internally among SMU entities and between SMU and the Architects and Contractors.
2. Ensures most efficient use of resources and avoids time delays due to communications confusion.
3. Ensures the most effective negotiating is occurring and that the best prices are being realized.
4. Puts those with the expertise in direct contact with the Architect and Contractors, and allows the Owner and User Group to provide and receive input through the assigned Project Manager to/from the necessary external parties.

** It is understood that the CPCC is the guiding committee for all capital projects on campus.



Oversight Committee Guidelines and Process

Revised February 16, 2015

Capital construction projects will be administered by an Oversight Committee meeting the following criteria:

1. Have a total project value of \$2M or more
2. Be in agreement with the University's Campus Master Plan
3. Not be considered an infrastructure, utility, or grounds project
4. May include a donor funding source

At any time, the President of the University may request the formation of an Oversight Committee which may not fully meet the parameters as indicated above.

Oversight Committees are established once a need for a major renovation and/or expansion of an existing building or the construction of a new building is identified. The President approves each project prior to the establishment of an Oversight Committee. Oversight Committees are advisory to the President.

Each Oversight Committee has five to eight members. For all Oversight Committees, the Vice President for Executive Affairs serves as the Chair, and the Vice President for Business and Finance serves as the Vice Chair. The Associate Vice President for the Office of Facilities Planning and Management is a member of all Oversight Committees. The "owner" of the project (Vice President, Dean, Athletic Director, etc., or his/her designee) is a member of the Oversight Committee. Other members include the Provost (when applicable), the Vice President for Development and External Affairs or his/her designee, and the Chair of the User Group Committee. All members of the Oversight Committee are eligible to cast votes.

The Oversight Committee's responsibilities are as follows:

- To review and approve the Feasibility/Conceptual Study for a capital construction project. A Feasibility/Conceptual Study includes, at a minimum, the conceptual design and layout of the project, the preliminary conceptual budget estimate, and the preliminary conceptual project schedule. Once approved by the Oversight Committee, a presentation is made to the President for confirmation the project is approved to proceed.
- To approve the Architect who will provide design services once the Feasibility/Conceptual Study has been approved by the Oversight Committee. The Oversight Committee will interview prior to its approval a short list of candidate firms recommended by SMU's Office of Facilities Planning and Management.
- To approve the General Contractor or Construction Manager who will provide construction services for the project. On occasion, the Oversight Committee may interview prior to its approval a short list of candidate firms recommended by SMU's Office of Facilities Planning and Management.
- To approve the Schematic Design Drawings as prepared and presented by the Architect for presentation to the President for final approval of the design.



- To meet periodically to ensure the budget approved for the project is in compliance with established funding levels. The Associate Vice President of SMU's Office of Facilities Planning and Management will report when requested or when necessary the status of the project's budget, scope of work, and project schedule should these be in conflict from what was originally approved by the Oversight Committee, and the Associate Vice President of SMU's Office of Facilities Planning and Management will make recommendations for corrective measures for the Oversight Committee's consideration and approval. If there are potential or significant cost overruns beyond what the project's approved budget can manage, the Oversight Committee, in consultation with the President, will determine if additional funding is available. If additional funding is not available, the Committee will instruct the Associate Vice President of SMU's Office of Facilities Planning and Management work with the Architect to make design changes which will cause the project to meet its originally approved budget. This process may, also, require the User Group Committee to consider a reduction in scope.
- To review the interior design concept including finishes, materials, and colors as prepared and presented by the Architect prior to final approval by the President.
- To maintain a liaison with the User Group Committee. When necessary, the Chair of the User Group Committee may be called upon to report to the Oversight Committee on matters related to decisions made by its committee.
- To meet on issues not listed above which may require Oversight Committee input and/or approval.

