

Prepared by the Office of the Vice President Budget and
Finance/Chief Financial Officer
This is a NEW Executive Policy

UNIVERSITY OF HAWAII

EXECUTIVE POLICY -
RESPONSIBILITIES FOR OVERSIGHT AND MANAGEMENT OF CAPITAL
IMPROVEMENT AND REPAIR & MAINTENANCE PROJECTS
FOR PHYSICAL FACILITIES

July 2014

E 10.103 Responsibilities for Oversight and Management of Capital
Improvement and Repair & Maintenance Projects for Physical
Facilities

I. Introduction

Careful and well-coordinated planning, design, repairs & maintenance, renovations and construction of physical facilities of the University of Hawaii are vital in support of the University's statewide mission of education, research and service.

II. Purpose

The purpose of this policy is to clearly identify and assign the critical role of overseeing and managing the planning, design, repairs & maintenance, renovations and construction of physical facilities of the University of Hawaii to ensure responsible stewardship of its obligations and its educational, research, and service missions.

III. Delegation of Authority

The President hereby delegates authority and assigns the responsibility for decision-making to manage the planning, design, repair, maintenance, renovation and construction of physical facilities of the University of Hawaii as follows:

- 1) All campus long range development plan updates shall be the responsibility of the respective unit at the University of Hawaii at Manoa, the University of Hawaii at Hilo, the University of Hawaii at West Oahu or the Community College System as designated by the respective University Chancellor or Vice President for Community Colleges, in coordination with the Office of Capital Improvements at the University of Hawaii System (OCI).
- 2) All new facilities construction projects excluding infrastructure projects shall be the responsibility of OCI.
- 3) All repairs & maintenance and infrastructure projects shall be the responsibility of the respective unit at the University of Hawaii at Manoa, the University of Hawaii at Hilo, the University of Hawaii at West Oahu or the Community College System, as designated by the respective University Chancellor or Vice President for Community Colleges.
- 4) Facilities renovation projects with a projected construction cost of \$5 million or more in total construction costs(excluding planning and design costs), shall be the responsibility of OCI and such projects with construction costs of lesser amounts shall be the responsibility of the respective unit at the University of Hawaii at Manoa, the University of Hawaii at Hilo, the University of Hawaii at West Oahu or the Community College System as designated by the respective University Chancellor or Vice President for Community Colleges.

Infrastructure projects shall be defined as projects related to the design and construction of campus infrastructure, such as drainage systems, water systems, mechanical systems, sewer systems, electrical systems and substations, roadways and parking structures/lots, photovoltaic systems and underground chilled water loop systems.

Where a repair and maintenance project or projects and a renovation project with a projected construction cost of \$5 million or more are within close proximity or within the same building, the respective campus and OCI will mutually agree as to which unit will manage all related projects to ensure effective management of inter-project logistical

issues.

Notwithstanding OCI management of major projects, the responsible unit shall engage the respective campus as an integral member of the respective project team from the beginning of the planning process for the project, prior to procurement of any contracts for design or construction and throughout the construction and acceptance processes. Any exceptions to this policy shall require written justification by the campus or OCI and the review and approval of the President.