

PROCEDURE: 3.4.5p4

Capital Project Administration

Revised:

Last Reviewed:

Adopted: September 21, 2026



1. Purpose

This procedure establishes administrative requirements governing the planning, review, procurement, and administration of capital projects in accordance with State Board Policy 3.4.5.

2. Applicability

This procedure applies to all Technical College System of Georgia (TCSG) technical colleges undertaking capital projects on real property owned or controlled by the State of Georgia, regardless of the source of funding.

3. Definitions

Capital Project: A project involving the planning, design, construction, renovation, alteration, repair, replacement, expansion, demolition, or improvement of facilities or infrastructure on real property owned or controlled by the State of Georgia.

Chief Facilities Officer: The TCSG chief facilities officer or designee.

Georgia State Financing and Investment Commission (GSFIC): The state agency responsible for management, oversight, and code review of certain public construction projects as authorized by Georgia law.

Office of Capital Planning and Facilities (OCPF): The TCSG office responsible for administration of capital planning, facilities management, and capital project oversight.

Total Project Cost (TPC): The total anticipated cost of a capital project, regardless of funding source, including, as applicable, planning, programming, design, professional services, permitting, testing, utility connection fees, demolition, construction, owner contingency, furniture, fixtures and equipment (FF&E), commissioning, technology infrastructure, and other project-related costs.

4. Projects Requiring OCPF Review

Institutions shall submit proposed capital projects to OCPF for review prior to initiating procurement for design or construction services when:

- a) The Total Project Cost (TPC) is \$750,000 or greater, regardless of the source of funding;
- b) The institution is requesting or seeking funding from TCSG Major Repair and Rehabilitation (MRR) reserves, General Obligation Bond funds (including bond redirections), or any federal, state, regional, county, municipal, or other public grant or

funding program, including SPLOST funds;

- c) Capital projects undertaken by or through an institution's affiliated foundation for the benefit of the institution, where the completed project or improvement is intended to be conveyed, transferred, or otherwise accepted by the State for the institution's use. Such projects shall be submitted to OCPF for review prior to the commitment of funds by the institution.
- d) The project includes donated or in-kind construction, installation, or professional services performed by a third party;
- e) The project requires, or the institution requests, project management services from GSFIC or Design Review Group (DRG) review;
- f) The Total Project Cost exceeds \$125,000 and the primary purpose of the project is to address ADA accessibility improvements;
- g) The Total Project Cost exceeds \$125,000 and the project results in a net increase in gross square footage; or
- h) The institution requests, or the Chief Facilities Officer requires, review because of the project's complexity, risk, or potential impact on institutional or system facilities.

5. Project Submission

Institutions shall submit projects requiring OCPF review using the process established by the Chief Facilities Officer. Submissions shall include sufficient information to describe the proposed project, identify the estimated Total Project Cost, funding sources, project justification, anticipated schedule, and other information necessary for OCPF to evaluate the project. The Chief Facilities Officer may establish or revise submission forms, required documentation, and electronic submission methods as necessary to support efficient project administration.

6. Project Review

OCPF shall review submitted projects for consistency with State Board policy, system priorities, applicable laws and regulations, funding considerations, procurement requirements, and sound capital planning practices. OCPF review may include consultation with the institution and coordination with TCSG Procurement, GSFIC, and other stakeholders, as appropriate. OCPF shall acknowledge complete submissions and, whenever practicable, provide an initial response or request for additional information within ten (10) business days. OCPF recommendations are advisory unless otherwise required by law, State Board policy, or applicable governmental requirements.

7. Procurement

Institutions shall procure professional services and construction services in accordance with the Georgia State Construction Manual, applicable Georgia procurement laws, the rules and regulations of the Georgia Department of Administrative Services (DOAS), and TCSG procurement policies and procedures.

Contracts requiring approval by the TCSG State Board pursuant to applicable DOAS rules and regulations, including applicable contract value thresholds, shall be submitted for State Board approval prior to execution.

OCPF may provide consultation regarding procurement strategy, project delivery methods, contract approvals, and coordination with TCSG Procurement, GSFIC, or other governmental agencies, as appropriate.

8. Exceptions

The Chief Facilities Officer may approve exceptions to this procedure when determined to be in the best interest of TCSG or necessary to address emergency conditions, statutory requirements, or other circumstances warranting administrative flexibility.