

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 5080

**PAGE** 1 of 4

**PROCEDURE TITLE:** Capital Planning

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64 AND 1013

**BASED ON POLICY:** V-4 Funds for Construction of Facilities  
V-5 Planning and Construction of Facilities and Property Acquisitions  
V-13 Processes and Standards for Facilities Operations  
V-40 Miami Dade College Art in Public Places Program

**EFFECTIVE DATE:** October 11, 2005

**LAST REVISION DATE:** June 30, 2023

**LAST REVIEW DATE:** ~~June 30, 2023~~; March 15, 2024

The purpose of this procedure is to establish an administrative process to request construction services. Construction services (new construction, remodeling, renovation, site work, major maintenance & related studies) align with the College's current Educational Plant Survey, Capital Improvement Program (CIP) and available funding.

## **A. Educational Plant Survey**

Construction service needs are identified for each Campus/Center in the College's Educational Plant Survey. Remodeling (changing the use/rearranging the space), renovation, and site work is identified by the specific room number and/or site area at the College Campus/Center. New construction needs are identified by space category &/or academic program space need. At least every five years, the College submits its Educational Plant Survey to the State Board of Education for approval. Survey amendments are submitted as needed.

## **B. Capital Improvement Program (CIP)**

The Capital Improvement Program (CIP) is the College's Capital Outlay Master Plan and combines Educational Plant Survey needs into specific capital projects. Each year the College submits its revised CIP to the State Board of Education. This comprehensive report identifies the College's capital project needs for a five to ten year period. It describes new construction, remodeling, renovation, site work & major maintenance projects, estimated costs, and years for which funding is requested in priority order. The CIP is the basis for the College's annual request for State PECO (Public Educational Capital Outlay) funds as well as other capital outlay funds.

### Preparation of the Capital Improvement Program (CIP)

Facilities Management coordinates the annual preparation of the Capital Improvement Program (due to the State the first week of August). College-wide project priorities in each category (site/land acquisition, new construction, remodeling & renovation) are developed from Campus & District area project priorities and the CIP is approved by the College's District Board of Trustees.


1. Historical data and projections are received from State [Sept. – Oct.].
  - a. Florida Community College System (FCCS) future 3-year Capital Outlay funding recommendations.
  - b. Capital Outlay funds appropriated at previous State Legislative session.
  - c. FCCS CO-FTE projections (by site).
2. Campuses & District areas assess capital needs and develop prioritized projects by category (site/land acquisition, new construction, remodeling, renovation, site work & major maintenance) [Nov. – Dec.].
  - a. College Center capital needs are combined with related Campus needs.
  - b. Building systems/infrastructure & site capital needs are assessed, combined into projects & prioritized by Facilities Management.
  - c. The College's Strategic Plan & Campus Master Plans are considered in needs assessment.
3. Campus & District areas review recommended capital projects and develop initial college-wide priorities [Jan. – Feb.].
  - a. Facilities Management reviews Campus & District area recommended capital projects and add related building systems/infrastructure & site capital needs.
  - b. Campus & District areas provide Facilities Management with preliminary Educational Specifications for each project.
  - c. Facilities Management prepares cost estimate for each project.
  - d. Facilities Management drafts preliminary college-wide CIP
4. Executive Committee and the President endorses preliminary college-wide CIP.[Mar.- Apr.]
  - a. Campuses, District areas & Facilities Management present appropriate project recommendations to Executive Committee and College President.
  - b. Executive Committee and College President endorse college-wide CIP priorities.
5. College President & District Board of Trustees approve final college-wide CIP, which is submitted to State [May – June.]
  - a. Previous year's CIP is approved by Florida Legislature (funds appropriated).
  - b. Revisions to preliminary CIP are made (based on funds recently appropriated by legislature).
  - c. College President approves final college-wide CIP.
  - d. Facilities Management prepares any required Survey Amendments to match final CIP.
  - e. District Board of Trustees approves final college-wide CIP & related Survey Amendments.
  - f. Facilities Management submits CIP to State Board of Education.

**C. Funding Allocation**

BOT approved final college-wide CIP is shared with Business Affairs so the appropriate fund sources are setup in college systems.

**D. Project Creation**

Facilities Management implements BOT approved final college-wide CIP in college systems.

	03/15/2024
<b>PRESIDENT</b>	<b>DATE</b>