

POLICY: 3.4.5

Capital Planning and Construction

Revised:

Last Reviewed: May 15, 2025

Adopted: September 5, 2024



POLICY:

1. Facilities Master Planning

Each Technical College System of Georgia (TCSG) institution shall develop and maintain a Facilities Master Plan for campus development in consultation with the TCSG chief facilities officer. Institution presidents shall ensure that a current copy of the institution's master plan is on file at the System Office. The TCSG chief facilities officer shall periodically inform the State Board of institution planning efforts, including campus master planning. Each TCSG institution Facilities Master Plan shall be developed in accordance with procedures established under the direction of the TCSG chief facilities officer.

Professional Services: Master planning for campus development combines short- and long-range focus; integrates multiple facilities, systems, and functions; and is typically comprehensive in scope. Institutions shall utilize qualified professionals for master planning related activities. In most cases, effective master planning requires the assistance of consultants. Institutions procuring consulting services for master planning related activities shall obtain prior approval from the TCSG chief facilities officer.

2. Space Management and Planning

[RESERVED]

3. Capital Outlay Planning

The TCSG State Board shall annually adopt a Capital Outlay Plan upon the recommendation of the Commissioner with the goal of meeting comprehensive system needs within the context of funding availability. Project evaluation is informed by system and institution strategic plans, facility condition and space utilization data, institution master plans, and other factors. The capital outlay plan provides a foundation for TCSG's annual State capital budget request. The TCSG chief facilities officer shall make periodic requests to institutions to provide new and updated capital plan proposals and related information.

4. Capital Project Review, Procurement, and Delivery

A. Project Consultation and Review

TCSG Institutions are encouraged to request review and consultation from the Office of Capital Planning and Facilities (OCPF) for capital projects with a total project cost exceeding \$750,000. Such consultation may include review and recommendations for scope development, procurement, budget development, and regulatory considerations. Such review is for advisement purposes and shall not supersede or preclude review by

or compliance with any government entity with regard to procurement, building codes, life safety, accessibility requirements, or regulatory compliance.

B. Project Procurement and Delivery

TCSG and Institutions shall use appropriate construction procurement and delivery methods in accordance with the Georgia State Construction Manual and current industry practices.

Professional consulting services related to new construction, renovation and infrastructure projects, including but not limited to architects, engineers, landscape architects, interior designers, program managers, and facilities master planners, shall be procured in accordance with the Georgia State Construction Manual and applicable Georgia procurement laws.

C. The TCSG chief facilities officer is responsible for developing procedures and guidelines related to this section.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties

O.C.G.A. § 50-22-XX – Managerial Control over Acquisition of Professional Services

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