

# MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

## Policy and Procedures Manual

SUBJECT: PHYSICAL PLANT

Policy 1003.4 - Capital Improvements Projects

**Adopted: January 14, 1974; Revised: November 22, 2013**

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### I. Board policy:

The following procedures for handling capital improvements at campuses of the Montana University System shall be followed.

### II. Procedures:

#### A. Appointment of Architects and Design Consultants:

1. Campuses shall comply with MCA 18-2-112, and policies and procedures established by the Department of Administration and the Architecture and Engineering Division in procuring the services of architects and design consultants.

B. Each campus shall establish procedures for a project-specific committee to review, interview and recommend consultants in accordance with Architecture and Engineering Division procedures. Campus committees shall be comprised of a representative of the Commissioner of Higher Education or Commissioner's designee, and constituent representatives, including student representation, as appropriate for each project.

#### History:

Item 3-020-R0174, January 14, 1974, as revised July 11, 1977; Item 3-007-R1273, Policy on Building Fees, Montana University System, December 10, 1973, as amended January 16, 1978, January 7, 1980, and November 18, 1999 (Item 104-103-R0999). Revised November 22, 2012, Item 161-101-R1113.