

## Stanford Infrastructure Program

**SUMMARY** This statement describes University policy on infrastructure projects and programs in support of the campus environment that are beneficial to the Stanford community.

### POLICY STATEMENT

Stanford Infrastructure Program (SIP) projects directly support the academic mission of teaching and research, enhance the overall vitality of the institution, improve public safety and service, as well as promote conservation in land use and resources.

All Stanford capital projects that fall within SIP's physical boundaries are assessed an internal fee to support the program. The SIP physical boundary includes campus lands that directly support the academic program and are contiguous to the central campus as shown on the [SIP Applicability Map](#). This generally includes but is not limited to the Stanford lands bounded by Stanford Avenue, Junipero Serra Boulevard, Sand Hill Road, and El Camino Real, as well as the academic reserve portion of the Foothills.

Campus Planning System (SIP-C) and Transportation/Parking Systems (SIP-T) are the two programs which fund projects for the betterment and general support of the University's academic community and its physical plant. SIP-C is managed by the University Architect/Campus Planning and Design office (UA/CPD); SIP-T is managed by Parking & Transportation Services (PT&S) within Land, Buildings and Real Estate (LBRE).

**APPLICABILITY** The projects funded by SIP-C and SIP-T are developed during the annual capital planning process and reflect a 3 to 5 year forecast. The program is subject to provostial review and approval.

Priorities are developed from a project list that is assembled from a variety of sources. The consolidated list is further evaluated by UA/CPD and/or P&TS. Each project and/or program must provide benefits to more than a single user, group, or building and is evaluated against the following general criteria:

- Fulfills a safety and/or security need
- Relates to and supports Stanford's master plan
- Improves the overall quality of the Stanford environment

SIP encompasses the conventional physical infrastructure, other than utilities systems and maintenance, which is typical of a city or county public works program. This includes but is not limited to:

- Circulation such as roads, paths, pedestrian malls
- Construction and/or improvements to campus transit facilities and parking
- Bicycle program support, including travel ways, parking and lockers
- Emergency towers
- Connective elements, including outdoor spaces, lighting, art, signs, furnishings and landscape
- Vegetation management including tree relocation and reforestation
- Pilot projects to study and develop design guidelines related to new outdoor technologies, regulatory requirements and/or campus initiatives
- Construction information signage
- Transportation and parking capital projects

The SIP program also funds the Project Management Resources program.

#### **SIP FEE ASSESSMENT**

A 4.6% SIP fee will be assessed on all [capital projects](#) (as defined by University policy and administered by Capital Accounting) that fall within the SIP boundaries regardless of size and funding source, unless otherwise excluded. This includes new buildings, renovations, capitalized maintenance projects and the Capital Utilities Program. The SIP assessment will be applied to the total cost of a project (excluding the SIP assessment and/or GUP entitlement fees). A fee will be charged monthly based on actual project expense.

**Note:** A maintenance project that has a capitalized component, and is greater than \$50,000 is considered a capital project and will be subject to SIP. Capital projects typically involve non-capital expenditures such as Employee Morale, Moving Expense, and Moveable FFE (furniture, fixtures and equipment) that are subject to the SIP fee assessment. SIP is not assessed when departments elect to implement these non-capital expenditures as a separately scoped and funded departmentally-managed project.

Academic tenants on Welch Road in the City of Palo Alto are assessed 2.3% SIP and are responsible for funding their own parking. Stanford Health Care and Packard Children's Hospital capital projects are assessed SIP at 2.3% per the terms of their agreements with the University.

**EXCLUSIONS**      The following types of projects are exempted from the SIP fee:

- Residential and commercial leaseholds in the Central Campus and foothills
- Projects funded entirely by SIP or GUP entitlement fees
- SIP or GUP funding allocated to a capital project
- Software application programs
- Non-capital projects

**FINANCIAL STRUCTURE**

The assessment percentage will be re-evaluated periodically and amended accordingly by LBRE Finance and Administration in consultation with the Provost.

**AUTHORITY**

The LBRE Vice President has the authority to change or exempt the application of the SIP assessment on any capital project as appropriate.





This policy is approved by the Provost.



# SIP Applicability Map

August 19, 2014

## Legend

-  SIP Area
-  SIP Area located in the City of Palo Alto
-  SIP Area located south of Junipero Serra Boulevard
-  SIP eligible trail, route or roadway

*Palo Alto*

*Menlo Park*

