



Capital Project Request Information Guide

1. **PROCEDURE:** A project request may be initiated by a department chair, director, or dean. Please see the following Capital Project Request Form. The Capital Project Request Form should be completed electronically as a Word .docx and circulated to all parties by e-mail. The originator of the Capital Project Request Form should save the document using the following: *CPRF_department_date.docx*. The date shall be the signature date of the department chair, director, or dean. If additional information such as equipment sheets, technical data sheets, quotations, plans, etc is to be included it should be attached to the Capital Project Request Form as additional pages or sent in the same e-mail as a PDF. The PDF should be saved as the same title as the Capital Project Request Form.
2. **TIMEFRAME:** The project request timeframe is based on projects being completed by August 1 of the following fiscal year. For example, if approval is received September 30, 2010 from the Senior Vice President of Administration and Finance the project completion date would be targeted for August 1, 2011.
3. **BIDDING PROCEDURE:** If a project is approved for in-house completion and public bidding is required, there is a statutory procedure that must be followed. This includes a project study phase, design phase, public advertisement, public bidding, contractor selection, construction, and final acceptance. All of this takes time and unforeseen delays may occur and the final cost may exceed the approved amount. Each project issue will be treated separately.
4. **PROJECT JUSTIFICATION:** In general, project justification is ranked by the Facilities Department in the following descending order;
 - a. Impact on personnel safety
 - b. Impact on Facility integrity and reliability
 - c. Impact on the processes of teaching and learning
 - d. Code or other regulatory compliance
 - e. Energy conservation
 - f. Consistent with the Capital Master Plan
 - g. Consistent with the Mission of the College
 - h. Aesthetic enhancement
5. Please contact the Facilities Department with any questions and at any point during the process.



Capital Project Request Form

SECTION I. *To be completed by Department Chair, Director, or Dean by April 15 if the projects estimate exceeds \$10,000., or by September 1 if the project estimate is less than \$10,000. Both of these deadlines will allow for project target completion date of September 1 of the following calendar year.*

A. Information

1. Project title:
2. Requesting department:
3. Contact person:
4. Telephone:
5. E-mail:

B. Location of Project

1. Building name:
2. Room number:
3. Occupant:

C. Type of Work: (Mark the categories which apply)

Move/Relocation
Renovation/Reconfiguration
Major repair
Mechanical/Electrical/Plumbing
Site work/Grounds
New equipment Installation
Other

D. Description of Project: (Include background information, nature of problem, and specific requirements. Please be as detailed as possible.)

E. Justification or Reason for the Request: (Include relationship of request to carrying out departmental duties, responsibilities, and mission.)



F. **Preliminary Estimate of Probable Cost**

1. Amount \$
2. Funding sources

G. **Signature of Departmental Chair, Departmental Dean or Departmental Director**

1. Signature:
2. Date:

SECTION II. **Department Vice President Review** *(To be completed by Department Vice President by May 15 if the projects estimate exceeds \$10,000., or by September 30 if the project estimate is less than \$10,000.)*

A. **Comments:**

B. **Signature of Departmental Vice President**

1. Signature:
2. Date:



SECTION III. Facilities Department Review (To be completed by Facilities Office by August 1 if the projects estimate exceeds \$10,000. or 30 days after receipt from the Department VP if the project estimate is less than \$10,000.)

A. Comments and impact to physical facilities/infrastructure/utilities/grounds:

Relationship to Master Plan	Comments:
Life Safety Repair	
Code Required Repair	
Required for Facilities integrity	
ADA Improvement	
CAP impact	
Security improvement	
Deferred Maintenance	

B. Recommended Implementation:

- In House Design and Construct
- In house design and Public Bid Construction
- Refer to DCAM
- Refer to MSCBA

C. Preliminary Schedule (duration times)

1. Study
2. Design
3. Procurement
4. Construction

D. IT Involvement

- Network
- Telephone

E. Project Overall Budget Estimate:

F. Facilities Department Recommendation:

G. Signature of Facilities Departmental Director:

1. Signature:
2. Date:



Section IV A & F Department Senior Vice President Review (To be completed by Senior Vice President by September 15 if the projects estimate exceeds \$10,000., or 30 days after receipt from the Facilities Department if the project estimate is less than \$10,000.)

A. Project Action

Project disapproved

Project deferred

Project approved For

In House

Department of Capital Asset Management (DCAM)

Mass. State Building Authority (MSCBA)

B. Funding Source and Account Assignment:

C. Approved Budget Amount

1. FY____ \$ _____

2. FY____ \$ _____

D. Signature of Senior Vice President for Administration & Finance

1. Signature:

2. Date:

E. Distribution

Finance and Administration Senior Vice President

Requesting Department Vice President

Chief Information Officer

Facilities Director