

The University of Wisconsin System
2011-13 Biennium
MAJOR PROJECT REQUEST GUIDE

Audience: Author must assume reader has no knowledge of campus, building(s), organization, or project intent. The completed Major Project Request must completely, concisely, and accurately describe all aspects of the project and its intent to the audience groups listed below.

- UW System Administration
- Division of State Facilities
- State Building Commission (Governor and legislators)
- Architectural/Engineering/Planning Firms and Contractors

This guide provides instructions for suggested content in “*Major Project Request*” and “*Major Project Summary Description*” documents.

1. Project Title: Project title should be simple, concise, accurate, and descriptive. Use building name, utility system name, or site improvement name to start project title.

EXAMPLE: Nobody U. Know Hall Addition and Renovation

Institution: University of Wisconsin – [ENTER YOUR INSTITUTION HERE]

<u>Estimated Cost:</u>	\$	0	General Fund Supported Borrowing
		0	Program Revenue Supported Borrowing
		0	Building Trust Funds
		0	Gift/Grant Funds
		0	Program Revenue - Cash
	\$	0	Total

2. Project Description and Scope: Include the following details in this narrative, as applicable...

SPACE IMPLICATIONS

- **ASF/GSF:** describe/list ASF/GSF implications for demolished/razed space, new construction, and/or remodeled/renovated space included in this project scope
- **Departments/Programs:** describe/list departments and/or programs with space impacted by this project scope
- **Space Types:** describe/list the various space types included in this project scope (*a summary space tabulation may also be useful here*)

PHYSICAL DEVELOPMENT IMPLICATIONS

- **Building Code:** describe building code items addressed through project scope and include description of anticipated work
- **Building Systems:** describe building systems impacted through project scope and include description of anticipated work
- **Design Standards:** describe design standard items addressed through project scope and include description of anticipated work
- **Health, Safety, and Environmental Protection:** describe health, safety, and environmental protection items addressed through project scope and include description of anticipated work
- **Site Development/Improvement:** describe site development/improvement areas impacted through project scope and include description of anticipated work
- **Utility Systems:** describe utility system(s) impacted by project scope and include LF of utility system(s) extension(s), relocation(s), renovation(s), and/or replacement(s)

3. **Background:** Include the following details in this narrative, as applicable...

BUILDING HISTORY AND STATISTICS

- **Building Naming:** describe significant and pertinent building naming history
- **Historical Significance:** describe building(s) included in project scope that have historical significance, either individually or as part of an historic district
- **Statistics:** ASF/GSF, Year of Construction
- **Use:** describe the original and historical building uses and programs served, describe the current building use and programs served

PLAN IMPLICATIONS

- **Project Intent:** describe what this project intends to accomplish and how it relates to other parts of the Campus Physical Development Plan
- **Planning Issues:** describe the main planning issues this project addresses
- **Project History:** describe any previous actions or phases this project has already completed or started
- **Project Sequence:** describe the criticality of project sequence this project has relative to the rest of the Campus Physical Development Plan

4. **Analysis of Need:** Include the following details in this narrative, as applicable...

PROGRAM IMPLICATIONS

- **Collaboration:** describe how this project impacts inter-institutional and/or interdisciplinary programs
- **Functionality:** describe how this project improves functionality and/or provides new and required functionality
- **Innovation:** describe how this project implements innovative and new program delivery methods
- **Operational Impact:** describe how this project improves efficiencies
- **Outreach/Regional Development:** describe how this project impacts outreach and/or regional development programs
- **Research:** describe how this project improves research and/or provides new and required research space and/or technology
- **Space Need:** describe how this project addresses unmet space needs
- **Space Utilization:** describe how this project addresses underutilized and/or unrequired space utilization

PHYSICAL DEVELOPMENT IMPLICATIONS

- **Building Code:** describe project area(s) currently in violation of applicable building code(s)
- **Building Systems:** provide condition assessment and capacity/loading assessment of building system(s) relative to project scope
- **Design Standards:** describe project area(s) currently not meeting applicable program and/or space design standard(s)
- **Health, Safety, and Environmental Protection:** describe project area(s) currently impacted by health and safety and/or environmental protection concern(s)
- **Site Development/Improvement:** provide condition assessment and/or capacity/loading assessment of site development/improvement area(s) relative to project scope
- **Utility Systems:** provide condition assessment and capacity/loading assessment of utility system(s) relative to project scope

5. **Alternatives:** Describe other project solution(s) considered and evaluated during the planning process prior to determining this project solution was the most appropriate and/or viable option. Please also include the reason(s) for not pursuing the alternative project solutions(s), any complications and/or problematic aspects inherent in the alternative solution(s) considered, and/or previous and unsuccessful examples of implemented alternative solutions.

6. Schedule:

Program Approval	Month YYYY
A/E Selection	Month YYYY
Design Report Approval	Month YYYY
Bid Date	Month YYYY
Start Demolition	Month YYYY
Start Construction	Month YYYY
Substantial Completion	Month YYYY
Final Completion	Month YYYY

7. Project Delivery: At the present time, it is anticipated that the standard state project delivery process will be used.

- OR -

The university may later request the use of alternative delivery methods that would be advantageous to the university and the state.

- OR -

At the present time it is anticipated that a Construction Manager-At-Risk (non-performing) delivery method will be used.

- OR -

The combination of [INSERT REASON #1 HERE], [INSERT REASON #2 HERE], and [INSERT REASON #3 HERE] will require an unusual amount of coordination and project control. Construction-manager-at-risk is a delivery method that would offer a single point of responsibility and better coordination than the traditional state project delivery method. Consequently, a waiver of §16.855 under §13.48(19) will be sought to allow for construction-manager-at-risk project delivery.

- OR -

An accelerated construction schedule is proposed in order to meet the need to have this project completed by [INSERT TARGET MONTH OR SEMESTER HERE] of 20[###]. Because of better coordination and a single point of responsibility, single-prime bidding is a delivery method that is more effective at achieving accelerated schedules than multiple-prime delivery. Accordingly, a waiver of §16.855 under §13.48(19) will be sought to allow for single-prime bidding.

8. Estimated Costs:

a. Project Budget Summary:

Budget Item	%	Cost
Construction		\$ 0
A/E Design Fees	6.00	0
Other Fees	0.00	0
DSF Management Fees	4.00	0
Contingency	7.00	0
Movable & Special Equipment		0
Percent for Arts	0.25	0
Total Project		\$ 0

b. Impact on Operating Budget:

Operational Item	FTE		Cost
Utilities		\$	0
Custodial Staff	0.00		0
Maintenance Staff	0.00		0
Total Project	0.00	\$	0

c. Fee Impact: Describe/list segregated fee increases required to support this project request. Please include description of phased implementation, per year increases, detail any year by year differences, and describe the fee term duration.

Fiscal Year		Annual Fee
20## - ##	\$	0
20## - ##	\$	0
20## - ##	\$	0
20## - ##	\$	0
20## - ##	\$	0

9. **Previous Action:**

MM/DD/YYYY [INSERT PREVIOUS ACTION PARAGRAPH HERE]
 Resolution #####