

# Capital Project Request

## 20## - ## Biennium

**Agency**

University of Wisconsin

**Institution**

Enter Your Institution

**Facility ID**

285-0X-####X

**Facility Name**

Enter Facility Name

**Project ID**

UWSA will complete

**Project Title**

Facility Name/Area/System Type of Work

**Priority**

Enter overall institution priority, regardless of funding source and/or project type

**Project Type**

AFTER SELECTING THE APPROPRIATE PROJECT TYPE HERE, PLEASE BE SURE TO COMPLETE ALL CORRESPONDING & COLORCODED SECTIONS THROUGHOUT THE REQUEST FORM.

All Agency
  Instructional
  Minor
  Major
  UW Managed

Double-click on a checkbox to open the Check Box Form Field Options dialog box to change the state of the checkbox.

The Capital Project Request template handles all five (5) types of capital project requests noted above, but not all sections of the template apply to each type of project request. Please notice the compartmentalized and colored row above. This same compartmental layout and color scheme is used in throughout the template to indicate which sections should be completed for specific project types. If a color is not shown just below the **Section Title**, then that template section is not required for that specific project request type.

**Audience:** Author must assume reader has no knowledge of campus, building(s), facilities, utilities, organization, or project intent. The completed Capital Project Request (CPR) form will be posted on the web to advertise for each project. The CPR form must completely, concisely, and accurately describe all aspects of the project and its intent to each of the following audience groups: (a) University of Wisconsin System Board of Regents, (b) State of Wisconsin Building Commission, (c) Division of Facilities Development and Management, (d) Architectural/Engineering/Planning consultants, and (e) Construction Contractors.

**Project Intent**

Complete this section for all five (5) types of project requests.

Author should provide a short paragraph (2-5 sentences maximum) describing main scope(s) of work and intended accomplishment(s). Consider this section to be the Executive Summary for the entire project request. What is the intended scope of work (i.e. new construction, remodeling, renovation, repair, planning, feasibility study, etc.)? What does this project expect to accomplish? What is/are the primary issue(s) this project solution will resolve?

**Project Description and Scope**

Complete this section for all five (5) types of project requests. For **Major Projects** and **UW Managed Projects** that are similar in scope and scale to the Major Projects, the square footage and cost estimate table information is directly applied to the formulas to calculate points for Question #'s 22 and 23.

<b>Demolition:</b>	0	ASF	0	GSF	\$	0
<b>Renovation:</b>	0	ASF	0	GSF	\$	0
<b>New Construction:</b>	0	ASF	0	GSF	\$	0
<b>Project Total:</b>	0	<b>ASF</b>	0	<b>GSF</b>	\$	0

Cost values (far right column) should reflect construction costs only.

Author must include all anticipated or known aspects of project scope in this section (repair/replace/renovate, demolition, restore, install, provide, study, programming, master planning, environmental assessment, etc.). Do not assume because the author understands what types of work are involved and/or what the expectations are for design or project work, the audience will equally understand if it is not articulated in the **Project Description and Scope** narrative. This section should indicate if replacement in-kind is desired vs. some alteration (i.e. increased or reduced capacity, improved maintainability, increased energy efficiency, change of style or material selection, etc.) to existing condition; or whether the designer is to make a recommendation or determination. If design alternatives or options are known or sought, life cycle analysis should be provided where appropriate.

Abbreviations or acronyms should be written in full the first time the reference appears in the document, with the abbreviation or acronym in parentheses following the full reference. Thereafter, the abbreviation/acronym may be used. This section should be limited to summarizing the physical and organizational aspects of the proposed project. What are the space implications?

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What types of spaces are included in the proposed scope of work? Which departments benefit from the proposed scope of work? The **Project Description and Scope** should NOT include justification or background/history of the project. Sample detail points to include in **Project Description and Scope**:

- quantity w/ unit of measure (i.e. ASF, GSF, LF, SF, Each, CFM, HP, KVA)
- size or typical unit size (i.e. doors, windows, casework, light fixtures, ceiling tile, etc.)
- equipment/assembly/system name or description
- type (materials, style, function, etc.)
- special design considerations to match existing campus standards
- special design considerations to address historical structures
- special design considerations to accomplish work (i.e. exterior work on 7-8th stories)
- type of work involved (renovate, repair, replace, dispose, new installation, etc.)
- location(s)...single vs. multiple vs. selected campus area(s)
- descriptive vs. prescriptive...fully describe intent and work required, but do not design solution
- replace in-kind vs. upsize or downsize (current capacity/load vs. intended or design capacity/load)
- hazardous materials/environmental survey (WALMS) completed?
- associated demolition work (door or window assemblies, partition walls, rough openings, ceiling systems, etc.)
- associated HVAC/mechanical work (testing/balancing, ventilation upgrades, ductwork modifications, etc.)
- associated electrical and/or telecommunications work (service upgrade, equipment replacement, etc.)
- associated plumbing work (increasing pipe sizes, equipment replacement, creating loop system, etc.)
- associated structural, egress, or fire protection work (adding sprinkler system, lintel changes/additions, etc.)
- associated site improvement/civil engineering work (pavement and/or landscaping repair/replacement after utility work, WEPA/environmental investigations, erosion control, etc.)
- associated acoustical, audio/visual, and/or other specialty work (classroom/auditorium acoustic design and instructional technology equipment, etc.)
- seasonal work and/or work limited by use of or access to project area (include phasing plans)
- deliverables other than record documents (program copies, studies, master plans, analysis report, etc.)
- other factors or complexities not apparent w/o a site visit

### **Background**

Complete this section only for **Major Projects** and **UW Managed Projects** that are similar in scope and scale to the Major Projects.

Author should provide information on the facility history and statistics (pertinent and significant building naming history, historical significance, ASF/GSF figures, year of construction, current and historical use, departments and programs served) and the capital plan implications (planning issues being addressed, previous action and/or description of phased project approach, project sequence implications, etc.).

### **Analysis of Need and Project Justification**

Complete this section for all five (5) types of project requests.

Author should include all aspects of the project justification and context in this section, including physical and organizational implications. Do not assume because the author understands why the specific project scope is being requested, the audience will equally understand if it is not articulated in the **Analysis of Need and Project Justification** narrative. Project justification should indicate what issue(s) is(are) intended to be resolved, how the issue(s) impact current operations, and why the issue(s) resolution cannot be deferred. Describe how the proposed scope of work benefits the institution, departments, and/or programs. Sample detail points to include in **Analysis of Need and Project Justification**:

- life/health/safety and environmental concerns
- age of equipment/assembly/system
- condition assessment and/or performance evaluation
- repair history and/or operational costs (labor, materials, and utilities)
- relationship to campus long range plan (sequence, "long term" solution, etc.)

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- relationship to other ongoing work in same project area
- required by revised/new building code standards (*please note, most codes are not retroactive*)
- capacity/size restriction issues
- some background information is appropriate, but is not substitute for reason to do project
- anticipated losses or benefits (gifts or grants funding, research data, productivity, etc.)
- for project budget increases, indicate recent bids or budget estimates have exceeded authorized project budget and provide explanation for why the project budget increase is necessary

### Alternatives

UW Managed Projects = Major Projects

Complete this section only for **Major Projects** and **UW Managed Projects** that are similar in scope and scale to the Major Projects.

*Author should describe other project solution(s) considered and evaluated during the planning process prior to determining the proposed 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) solutions.*

### Consultant Requirements

UW Managed Projects = All Agency Projects

Complete this section only for **All Agency Projects, Instructional Space Projects, Minor Projects,** and **UW Managed Projects** that are similar in scope and scale to the All Agency Projects.

*Consultants should have specific expertise and experience in the design and coordination of (GENERAL DESCRIPTION OF DISCIPLINES AND SPECIALITIES RELATED TO THIS SPECIFIC PROJECT REQUEST) as part of a design team. Work includes site surveys, acquiring field data, and verifying as-built conditions to assure accurate development of design and bidding documents, and production of necessary design and bidding documents. Consultants should indicate specific projects from past experience (including size, cost, and completion date) in their letter of interest and when known, include proposed consulting partners and specialty consultants. Include special A/E services required (i.e. studies/evaluations to determine design solution, comparative or phased design solutions, desired deliverables, etc.). **Note: DO NOT recommend a specific A/E firm.***

### Project Budget

### Funding Sources

Complete this section for all five (5) types of project requests. Be sure the **Total Budget Estimate** and the **Total Funding Sources** values match for construction projects.

Budget Estimate line items should be copied from the Project Budget Worksheet's **PBW\_Summary** tab to assure accurate and consistent calculations.

Construction:	\$	0		GFSB: \$	0
Hazardous Materials:	\$	0		PRSB: \$	0
<b>Total Construction:</b>	<b>\$</b>	<input style="width: 50px;" type="text" value="0"/>		Cash: \$	0
Design Fees (Basic): 8.00%	\$	0		Gifts: \$	0
Design Fees (Other): 2.00%	\$	0		Grants: \$	0
<b>Total Design Fees:</b>	<b>\$</b>	<input style="width: 50px;" type="text" value="0"/>		BTF: \$	0
Contingency: 15.00%	\$	0	Other (Please Describe):	\$	0
Management Fees: 4.00%	\$	0	Other (Please Describe):	\$	0
Furnishings/Fixtures/Eqpt: 0.00%	\$	0	Other (Please Describe):	\$	0
<b>Total Budget Estimate:</b>	<b>\$</b>	<input style="width: 50px;" type="text" value="0"/>	<b>Total Funding Sources:</b>	<b>\$</b>	<input style="width: 50px;" type="text" value="0"/>

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### Funding Source Checklist

Yes      No

Complete this section for all five (5) types of project requests, as applicable.

- A. If this project includes Gifts and/or Grants funding sources, are there any conditions, limitations, requirements, or restrictions on that funding in terms of schedule, budget, or program?**
- B. If this project includes Program Supported Borrowing (PRSB) or Program Revenue Cash funding sources, are there any pending approvals required for segregated fee increases that impact the proposed funding sources for this project request? If so, please detail those pending approvals here.**

X

### Project Schedule

### Project Contact (Institution)

Complete this section for all five (5) types of project requests.

A/E Selection:	Mmm YYYY	Contact Name:	X
Design Report (35% or 75%):	Mmm YYYY	Contact Email:	<X@X>
Approval:	Mmm YYYY	Contact Phone:	X
Bid Opening:	Mmm YYYY		
Start Project:	Mmm YYYY		
Substantial Completion:	Mmm YYYY		
Project Close Out:	Mmm YYYY		

75% Design Report is required for Major Projects, 35% Design Report is the default for All Agency, Instructional Space, and Minor Facilities Renewal projects.

### Previous Action

UWSA completes      UWSA completes

UWSA completes      UWSA completes

### Fee and Rate Impact(s)

Complete this section only for **Minor Projects, Major Projects, and UW Managed Projects** that are similar in scope and scale to the Major Projects.

Fiscal Year	Project Fee Impact				Description
	Increment			Total	
YYYY to YYYY	\$	0	\$	0	Describe/list segregated fee and/or rate 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. Please also include method and date the segregated fee increase was approved.
YYYY to YYYY	\$	0	\$	0	
YYYY to YYYY	\$	0	\$	0	
YYYY to YYYY	\$	0	\$	0	
YYYY to YYYY	\$	0	\$	0	

	FY##	FY##	FY##	FY##	FY##	FY##	FY##	FY##	FY##	FY##	FY##	FY##
Item #1 Name	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Item #2 Name	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>INCREASE SUMMARY</b>												
Increase in \$	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Increase in %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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### Impact on Operating Budget

### Description

Complete this section for all five (5) types of project requests. All information below..whether it shows and increase, decrease, or no change..must be supported by the logic and supporting data used to derive the figures shown.

	<u>FTE</u>	<u>Cost</u>	
Custodial Staff:	0.00	\$ 0	It is estimated that an additional \$### will be required annually to support the completion of this project for staffing, supplies and expenses, and energy bills. Adequate and appropriate operational budget sources have been identified and internally allocated/committed to support this proposed project.
Maintenance Staff:	0.00	\$ 0	
Academic/Program Staff:	0.00	\$ 0	
Annual Debt Service:	PR	\$ 0	It is estimated that approximately \$### will be required for temporary relocation costs (faculty/staff moves, trailers, off-site storage, temporary facilities and/or utilities, etc.) associated with the proposed scope and duration of work.
Supplies & Expenses:		\$ 0	
Utility Bills:		\$ 0	
<b>New Annual Costs:</b>	<b>0.00</b>	<b>\$ 0</b>	
<b>One Time Project Costs:</b>		<b>\$ 0</b>	
<b>Reimbursable Costs:</b>		<b>\$ 0</b>	It is estimated that approximately \$### (90% of Design Fee estimate for Major Projects, 50% of Design Fee Estimate for All Agency, Instructional, and Minor Projects) will be required at a minimum to fund planning and design efforts prior to seeking BOR and SBC construction authority.

Complete the following three sections only for **Instructional Space Projects**.

### Location and Scheduled Instruction Information

Space or Room ID:	X	X	X	X	X	X	X
Instructional Space Type:	C, L, or S	C, L, or S	C, L, or S	C, L, or S	C, L, or S	C, L, or S	C, L, or S
Scheduled Hours/Week:	0	0	0	0	0	0	0

C = Classroom L = Laboratory S = Studio

### Flooring and Furnishings Description

	<u>ASF</u>	<u>Stations</u>	<u>ASF/Station</u>	<u>Tiered</u>	<u>FS</u>	<u>FT</u>	<u>MT</u>	<u>TC</u>
<b>Existing:</b>	0	0	0/Station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proposed:</b>	0	0	0/Station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FS = Fixed Seating FT = Fixed Tables MT = Movable Tables TC = Tablet Arm Chairs

Double-click on a checkbox to open the Check Box Form Field Options dialog box to change the state of the checkbox.

### Technology

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 3+</u>	<u>AL</u>	<u>DL</u>
<b>Existing:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proposed:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AL = Active Learning DL = Distance Learning

Double-click on a checkbox to open the Check Box Form Field Options dialog box to change the state of the checkbox.

*Level 1: Basic classroom containing chalkboard or markerboard; projection screen; overhead projector; lighting fixtures switched in groups; darkening shades; voice and data connections; podium, cart or lectern. These rooms are "portable ready" implying that any combination of portable equipment could be brought into the room.*

*Level 1: Basic classroom containing chalkboard or markerboard; projection screen; overhead projector; lighting fixtures switched in groups; darkening shades; voice and data connections; podium, cart or lectern. These rooms are "portable ready" implying that any combination of portable equipment could be brought into the room.*

*Level 1: Basic classroom containing chalkboard or markerboard; projection screen; overhead projector; lighting fixtures switched in groups; darkening shades; voice and data connections; podium, cart or lectern. These rooms are "portable ready" implying that any combination of portable equipment could be brought into the room.*

*Level 2: Classroom with all the features of Level 1 plus traditional instructional technology, such as VCR, TV, sound system, DVD player, CD player, etc. Room lighting shall be appropriate for note-taking during video presentations.*

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### Project Scope Consideration Checklist

Yes      No

Complete this section only for **All Agency Projects, Instructional Space Projects, and UW Managed Projects** that are similar in scope and scale to the All Agency Projects.

1. **Will the building or area impacted by the project be occupied during construction? If yes, explain how the occupants will be accommodated during construction.**

*(Where applicable)* All project work will be coordinated through campus physical plant staff to minimize disruptions to daily operations and activities.

2. **Is this project request an extension of another authorized project? If so, provide the project #...**

*(Where applicable)* Please indicate Project ID and a brief description of what that project represents and/or how it relates to the proposed scope of work.

3. **Are hazardous materials involved? If yes, what materials are involved and how will they be handled?**

Required hazardous materials abatement [ENTER TYPES AND QUANTITIES OF MATERIALS HERE] has been included in the estimated project schedule and project budget. - **OR** - Hazardous materials abatement is not anticipated on this project.

4. **Will the project impact the utility systems in the building and cause disruptions? If yes, to what extent?**

X

5. **Will the project impact the heating plant, primary electrical system, or utility capacities supplying the building? If yes, to what extent?**

X

6. **Are other projects or work occurring within this project's work area? If yes, provide the project # and/or description of the other work in the project scope.**

X

7. **Have you identified the WEPA designation of the project, Type I, Type II, Type III?**

Type I or II or III.

8. **Is the facility listed on a historic register (*federal or state*), or is the facility listed by the Wisconsin Historical Society as a building of potential historic significance? If yes, describe here.**

*(Where applicable)* [ENTER BUILDING NAME(S) HERE] is/are listed by the Wisconsin Historical Society as (a) building(s) of historical significance. - **OR** - [BUILDING NAME(S)] is/are listed as eligible for the National Register of Historic Places and contributing to an historic district. Please also include the WI Architectural Index reference number, if available.

9. **Are other studies, testing or investigations required to confirm the scope or existing conditions? If yes, describe here.**

X

10. **Will the construction work be limited to a particular season or window of opportunity? If yes, explain the limitations and provide proposed resolution.**

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*(Where applicable) Project work is seasonal. Preferred project work schedule should be limited to late spring, summer, and/or early fall months if possible. – OR – Project work is seasonal. Preferred project work schedule should be limited to late fall, winter, and/or early spring months if possible.*

11. **Will the project improve, decrease, or increase the function and costs of facilities operational and maintenance budget and the work load? If yes, to what extent?**

*(Where applicable) Completion of this project will decrease operational maintenance costs.*

12. **Are there known code or health and safety concerns? If yes, identify and indicate if the correction or compliance measure was included in the budget estimate, or indicate plans for correcting the work.**

*(Where applicable) Indicate if a Notice of Violation from an Authority Having Jurisdiction has been received and which code section is in question. If Risk Management has identified an injury or lawsuit risk that an upgrade to a more current standard might resolve, please respond accordingly...*

13. **Are there potential energy or water usage reduction grants, rebates or incentives for which the project may qualify (i.e. Focus on Energy <<http://www.focusonenergy.com/>> or the local utility provider)? If yes, describe here.**

X

14. **If this an energy project, indicate and describe the simple payback on state funding sources in years and the expected energy reduction here.**

*(Where applicable) The implementation of the energy conservation opportunities identified in this request will result in an anticipated annual energy cost savings of approximately \$###,### with a simple payback of approximately ##.# years. This is below the state energy fund simple payback requirement of 16 years or a 20-year payback with repayment at a 5.25% bond rate and a 3% inflation rate.*

The following questions and responses relate directly to the Major Projects Evaluation Criteria approved by the Board of Regents. Authors should provide detailed narrative responses as to how the proposed project solution addresses those criteria.

*For each of the responses below, where appropriate, please cite document title, date of publication, and specific page numbers and/or ranges where further detail can be reviewed if needed for each supporting document referenced by the author. It is the author's responsibility to summarize the most pertinent and salient arguments and details from campus master plans, feasibility studies, pre-design documents/reports, etc. in the responses crafted below. The responses below are not intended to be complete regurgitations of those lengthy document references and source material, nor text simply copied and pasted into the response field from those lengthy documents. The author is expected to summarize, in their own words, the best case and justification possible from the institution's point of view in the responses below.*

### Capital Project Prerequisite Considerations

**Yes**      **No**

*Complete this section only for Major Projects and UW Managed Projects that are similar in scope and scale to the Enumerated/Major Projects.*

15. **EVIDENCE OF PLANNING: Has this proposed intent and basic scope been previously identified in a master plan, capital plan, or other planning document (facility condition assessment, pre-design/feasibility study, space use study, project priority & sequence chart, etc.)? If yes, please summarize the most pertinent details.**

*Please indicate Project ID, date of final document, and a brief description of how the previous documentation supports the proposed scope of work and project intent.*

16. **INSTITUTIONAL READINESS: Does the institution have the ability and capacity to execute and manage the proposed scope of work within the context of the proposed six-year capital plan and in or by the proposed**

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**biennium of work? Has a professional consultant developed a feasibility study and/or pre-design for the proposed project? Has temporary surge space been identified and a temporary relocation plan developed? Have adequate and appropriate operational resources been identified and documented to operate and maintain the resulting capital asset(s)? If yes, please summarize the most pertinent details.**

*Please indicate Project ID, date of final document, and a brief description of how the previous documentation supports the proposed scope of work and project intent. Please describe how and where temporary relocation plans will be implemented for the proposed project scope and schedule. If no temporary relocation plans are anticipated or required for the proposed scope of work, please explain why. Please describe how the institution has reserved adequate and appropriate operational resources to implement the proposed scope of work and maintain the asset after project completion.*

17. **INFRASTRUCTURE IMPACT: Have site and utility infrastructure impacts for this proposed scope of work been assessed, and have the other projects necessary to support this proposed scope of work been requested or implemented in time to support this request? If yes, please summarize the most pertinent details.**

*Please indicate if the anticipated utility infrastructure scope has been included in the proposed project scope or in a separate Capital Project Request. If the required utility infrastructure is included in a separate Capital Project Request, please indicate for which biennium that request has been proposed.*

### Capital Plan Considerations

**Yes**      **No**

*Complete this section only for Major Projects and UW Managed Projects that are similar in scope and scale to the Enumerated/Major Projects.*

18. **INSTITUTION PRIORITY: Is this project the institution's highest priority Major Capital Project Request for the currently proposed six-year capital plan? If yes, please summarize and explain why.**

*Please explain why the institution has identified and documented this project as the its highest priority Major Capital Project Request for the proposed six-year institutional capital plan.*

19. **PROJECT SEQUENCE: Must this proposed scope of work be completed prior to other sequential projects identified in the proposed six-year capital plan? If yes, please summarize the most pertinent details and explain why.**

X

*For each of the responses below, if the nature of the proposed scope of work does not qualify or logically apply itself to the question posed, please simply reply "Does Not Apply."*

### Physical Development Impacts

*Complete this section only for Major Projects and UW Managed Projects that are similar in scope and scale to the Enumerated/Major Projects.*

20. **CODES, STANDARDS, HEALTH & SAFETY: Describe how the existing vs. proposed facility relates to and resolves demonstrated and documented (a) building code citations, conflicts, or retroactive enforcements; (b) program space physical development and environment standards; and/or (c) health, safety, or protection of the physical and natural environment.**

*Please indicate how the proposed scope of work resolves demonstrated and documented building codes and standards compliance issues and/or health, safety, and environmental issues which would not be resolved through standard design practice and DFD design standards. The proposed scope of work must include extraordinary or non-routine conditions and examples to be resolved. A proposed scope of work that only resolves standard conditions that would typically be addressed through best business and design practices does not qualify. Indicate*



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*if a Notice of Violation from an Authority Having Jurisdiction has been received and which code section is in question. If Risk Management has identified an injury or lawsuit risk that an upgrade to a more current standard might resolve, please respond accordingly...*

21. **CAPITAL MAINTENANCE ELIMINATION or DEFERRAL:** Describe how this project will eliminate or defer current or projected future capital maintenance through demolition of space that is deteriorated, obsolete, or unsuitable for reuse. Please describe the type and quantities of maintenance addressed by the proposed scope of work. Please also include the data and analysis by space type for the ratio of proposed space to be demolished vs. new construction and/or replacement space.

*Please indicate how the proposed scope of work eliminates demonstrated and documented capital maintenance or avoids anticipated future capital maintenance through demolition of space which is deteriorated, obsolete, and/or has no viable reuse.*

22. **CAPITAL RENEWAL:** Describe what type(s) and to what degree(s) existing space will be renovated. Please describe the type and quantities of maintenance addressed by the proposed scope of work. Please also include the comparison budget estimate figures (\$/GSF) for renovated vs. new or replacement program space.

*Proposed scopes of work including only remodeled/renovated space receive full credit. Proposed scopes of work including remodeled/renovated space + new assignable space receive partial credit. Partial credit scoring will be based on cost (\$) ratio of remodeled/renovated space to new space included in the project.*

23. **FACILITY REUSE and NET NEW SQUARE FOOTAGE:** Describe what quantity and type(s) of existing space will be renovated. Please include the comparison space type data and analysis of renovated space vs. new or replacement program space. If this project includes new or replacement program space, please justify that space based on one or more of the following criteria: (a) facility standards and compliance, (b) academic program and/or overall enrollment growth, (c) revenue-based initiatives, and/or (d) effective use of capital and operating resources.

*Please note the response to this question directly relates to the first prerequisite criteria of net new square footage.*

*Proposed scopes of work that include only remodeled/renovated space receive full credit. Proposed scopes of work that include remodeled/renovated space + new assignable space receive partial credit. Partial credit scoring will be based on space (GSF) ratio of remodeled/renovated space to new space included in the project.*

*Any proposed scope of work that includes net new square footage and/or replacement program space must justify that new square footage against one or more of the following categories...*

***Facilities Standards and Compliance:*** Please indicate how the proposed scope of work resolves demonstrated and documented building codes and standards compliance issues and/or health, safety, and environmental issues that would not be resolved through standard design and operating practice (i.e. IBC, NFPA, ADA, AAALAC, HLC, NCAA, TITLE IX, NIH/NSF/NIST, NIRSA, USDA, etc.). The proposed scope of work must include extraordinary or non-routine conditions and examples to be resolved, as documented by a planning study such as: Campus Master or Precinct/College Plan, Facility Condition Assessment, and/or Pre-Design/Feasibility. – **AND/OR** –

***Academic Program and/or Overall Enrollment Growth:*** Please indicate how the proposed scope of work resolves demonstrated space shortages related to Board of Regents approved academic program creation or expansion with the following: 5-year enrollment trends responding to strategic or programmatic needs and a targeted space utilization analysis showing use consistently beyond UWSA standards, and/or evidence that enrollment exceeds original building design capacity. The project request documentation will be accompanied by market studies, operational impact reports, historical enrollment data, and sound financial plans. – **AND/OR** –

***Revenue Based Initiatives:*** Please indicate how the proposed scope of work resolves demonstrated space shortages related to the need of additional residence hall beds, dining capacity, parking, or other student-supported and engagement space and/or community-based initiatives. Project request documentation must include market studies as appropriate and financial analysis, debt service payment schedules, and sound business plans. – **AND/OR** –

***Effective Use of Capital and Operating Resources:*** Please indicate how the proposed scope of work resolves demonstrated insufficient and dysfunctional facilities that are no longer cost effective to operate and maintain. The

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project request documentation provides a Building Condition Assessment demonstrating poor adaptive reuse potential for its intended purpose and a cost to upgrade, renovation and repair that exceeds 75% of replacement cost.

### Programmatic Impacts

Complete this section only for Major Projects and UW Managed Projects that are similar in scope and scale to the Enumerated/Major Projects.

24. **OPERATIONS and OPERATING BUDGET IMPACT:** Describe how consolidation, reorganization, and/or relocation of the existing vs. proposed program space will impact (a) operational efficiency, staffing requirements, accreditation, and/or certification; (b) operating budget estimates, plans, projections, savings, and/or reallocations; and (c) recruitment, retention, and training of faculty, staff, and students. Please also include the pertinent program, data, and budget analysis in your response.

*Please indicate how the proposed scope of work improves operational efficiencies through consolidation, reorganization, and/or relocation and supports sustainability. The proposed scope of work must include one or more of the following items to improve operational efficiency: (a) program space(s) and/or technology specifically designed and/or implemented, and/or (b) remodeling/renovation/relocation with (1) demonstrated operational budget reductions and/or projections as a result of completing this project and/or (2) demonstrated resource reallocation to accommodate any new net square footage constructed.*

25. **SPACE QUALITY, PERFORMANCE, and SUITABILITY:** Describe how the overall quality, performance, and suitability of the existing vs. proposed space impacts the institution's mission, student graduation rate, and intended program delivery and development. Please include the pertinent functional and technological requirements, spatial configurations, and adjacencies in your response.

*Please indicate how the proposed scope of work provides new and/or improved functionality through configuration, relocation, or technology. The proposed scope of work must include one or more of the following items for new and/or improved functionality: (a) program space(s) and/or technology specifically designed and/or implemented and/or (b) remodeling/renovation/relocation.*

26. **SPACE QUANTITY, AVAILABILITY, and CAPACITY:** Describe how the overall quantity, availability, and capacity of existing vs. proposed program space impacts the institution's mission, student graduation rate, and intended program delivery and development. Please include pertinent program and data analysis in your response.

*Please indicate how the proposed scope of work targets and resolves demonstrated space shortages. The proposed scope of work must include one or more of the following items to meet demonstrated space shortages: (a) program space(s) and/or technology specifically designed and/or implemented and/or (b) remodeling/renovation/relocation.*

27. **SPACE UTILIZATION:** Describe how the overall utilization of the existing vs. proposed program space impacts the institution's mission, student graduation rate, and intended program delivery and development. Please include the pertinent details related to (a) surplus, surge, and/or underutilized space; (b) overprescribed and/or utilization rates above space type standards; and/or (c) projected space use for new program space that does not currently exist.

*Please indicate how the proposed scope of work demonstrates improved space utilization and/or makes use of underutilized space. The proposed scope of work must include one or more of the following items to improve space utilization: (a) program space(s) specifically designed to replace underutilized assigned/surplus space with assigned space and/or (b) remodeling/renovation/relocation.*