Re: 2008-09 Small Capital Improvements Program

I am calling for project proposals from academic and administrative units for the 2008-09 Small Capital Improvements Program. Small capital improvements are defined as new construction or renovation, including fixed equipment, estimated to cost between $20,000 and approximately $1,000,000. Priority will be given to projects that meet the following criteria:

- Accommodate new faculty hires.
- Improve instructional space.
- Correct critical code or regulatory compliance deficiencies.
- Address urgent deferred maintenance problems.

For each project proposal, please complete the attached form providing information about the project scope, justification, and the estimated cost. Multiple proposals must be ranked in priority order by each unit. Given the State budget situation, available funding for this year’s program is likely to be significantly less than in previous years, so units are encouraged to submit only their top priority projects for consideration. Submittals can include projects proposed, but not funded in previous cycles, but should not include projects intended to augment Major Capital Improvement Projects that are in design or construction.

If your unit has received a Small Capital Improvement award in previous years for a proposed scope of work still in process, please complete the attached Project Status Form for each active project. This completed form should be submitted along with your proposals for this year’s Small Capital Improvement Program.

Units are strongly encouraged to work with Facilities Management if assistance is needed in defining the project scope or estimating cost. Please feel free to contact Jill Baker in Facilities Management at x49365 or jhbaker@uci.edu. Requests to Facilities Management may be made at any time, but must be initiated no later than February 29, 2008 in order to be completed within the time frame of this program submittal.
Completed proposals must be submitted for consideration by **June 2, 2008**. A committee comprised of faculty and staff will review proposals and make funding recommendations. I will be making funding decisions once I have the committee’s recommendations and the 2008-09 University budget has been finalized.

Please direct project proposals along with any questions to Janet Mason, Director of Capital Planning, 750 University Tower, Zot 4535.

Michael R. Gottfredson  
Executive Vice Chancellor and Provost

Attachments

C:  
Associate Executive Vice Chancellor M. Arias  
Project Planner J. Baker  
Senior Associate Dean D. Cunningham  
Facilities Manager J. Dillon  
Associate Vice Chancellor D. Dooros  
Acting Facilities Manager M. Ephrem  
Interim Associate Chancellor D. Geocaris  
Director M. Gomez  
Assistant Vice Chancellor J. Hay  
Associate Athletic Director P. Hope  
Chief Administrative Officer C. Jun  
Assistant Director S. Larson  
Associate Vice Chancellor R. Lynch  
Associate Vice Chancellor P. Macias  
Director J. Mason  
Associate Vice Chancellor F. Meyskens  
Associate Executive Vice Chancellor D. Tomcheck  
Associate Vice Chancellor M. Warner  
Associate Dean J. Wogan  
Assistant Deans
SMALL CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY FORM

INSTRUCTIONS:

- An electronic copy of this form can be obtained on the Capital Planning website (http://www.pb.uci.edu/offices/cp.html) or contacting Capital Planning at ext. 7660.
- Facilities Management should be contacted at ext. 1533 if assistance is needed in defining the project scope and/or estimating project costs.
- Prepare a separate form for each project requested.
- Round project costs to the nearest $100.
- Do not include costs for moveable furniture or equipment.
- Forms must be signed by the appropriate Dean, Director or Vice Chancellor.
- Forms must indicate priority among projects requested; only one project per priority number will be accepted.
- Transmit 11 double-sided, 3-hole punch copies of each proposal to Capital Planning.
- Zot Code #4535.
- All oversized pages must be folded to 8.5x11’’ and all undersized pages should be copied on an 8.5x11” piece of paper.
- Do NOT staple proposals, please use paper or binder clips.

1. School/Department: ___________________________ Priority #: ________

2. Project Name: ________________________________

3. School/Department Contact: ________________________________

4. Provide a detailed narrative justification for the proposed project clearly identifying the programmatic benefits. Include any background information that will assist in evaluating the project.

5. Provide a detailed description of the proposed scope of work. Provide any graphic material(s) that will assist in evaluating the project (i.e., floorplans, diagrams, photos, etc.). Include specific information related to utility requirements and/or site work.

6. Provide any cost studies that were performed based on project requirements. If cost studies were not undertaken, explain how the proposed budget was established?
7. **Provide a proposed project budget as detailed below:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>$__________</td>
</tr>
<tr>
<td>Fees, Plans, Supervision</td>
<td>__________</td>
</tr>
<tr>
<td>Special Items</td>
<td>__________</td>
</tr>
<tr>
<td>Contingency</td>
<td>__________</td>
</tr>
<tr>
<td><strong>Total Project</strong></td>
<td>$__________</td>
</tr>
</tbody>
</table>

8. **Explain the project funding plan (i.e. matching funds, gifts, grants, etc.).**

Approved: __________________________ Date: ________________

Dean/Director/Vice Chancellor
SMALL CAPITAL IMPROVEMENT PROGRAM
PROJECT STATUS FORM

INSTRUCTIONS:
• An electronic copy of this form can be obtained on the Capital Planning website (http://www.pb.uci.edu/offices/cp.html) or contacting Capital Planning at ext. 7660.
• Prepare a separate statement for each project.
• Transmit 11 double-sided, 3-hole punch copies of each Project Status Form to Capital Planning (Zot Code #4535)

School/Department:

School/Department Contact Name & Phone:

1. Project Name:

2. Project Award Year and Amount:

3. Provide a brief statement on the current status of the project, including an anticipated completion date and an explanation of any significant delays.

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