January 28, 2015

DEANS
VICE CHANCELLORS
VICE PROVOST JUDY STEPAN-NORRIS
ASSOCIATE VICE CHANCELLOR D. ROODE
UNIVERSITY LIBRARIAN LORELAI TANJI
DIRECTOR MICHAEL IZZI

RE: Small Capital Improvement Program for 2015-16; Proposals Due May 29, 2015

I am pleased to inform you that we will once again be considering projects for funding in 2015-16 through the Small Capital Improvement Program. Projects submitted for consideration should meet the following criteria:

- Accommodate new faculty hires
- Improve instructional space
- Correct critical life-safety deficiencies

Please use the attached Project Summary Form for submitting your proposals. Detailed instructions for submitting proposals are included on the form. Contact the following people as appropriate for assistance in coordinating project proposals:

- If units have a particular life-safety concern that should be considered, contact Scott Bourdon (extension 4-5539 or sbourdon@uci.edu), as Environmental Health & Safety will submit a consolidated, prioritized list of life-safety projects.
- For security-related projects, please coordinate proposals with Jerry Nearhoof (extension 4-2781 or gnearhoo@uci.edu) in Facilities Management to ensure consistency with the new comprehensive Security Master Plan that is scheduled for completion this summer.
- For all other projects, units are encouraged to work with Facilities Management if assistance is needed in defining the project scope or estimating cost. Please contact Allen Shiroma (extension 4-2183 or ashiroma@uci.edu) or Kyoko Adachi (extension 4-9520 or kadachi@uci.edu) by March 2 to request Facilities’ services.

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

Completed proposals must be submitted for consideration by May 29, 2015. A committee comprised of faculty and staff will review proposals and make funding recommendations. Funding decisions will be based on the committee’s recommendations and finalized faculty recruitments.
January 28, 2015
Page 2

Please transmit a PDF file of your project proposals to Jeanne Doig in Capital Planning (jmdoig@uci.edu; extension 4-7313). Contact Jeanne or Janet Mason, Director of Capital Planning, (extension 4-7668 or jcmason@uci.edu) if you have any questions about the program or process.

Sincerely,

[Signature]
Michael P. Clark
Interim Provost and Executive Vice Chancellor

Attachments

C: Deputy Director S. Bourdon
   Chair R. Chamberlin
   J. Doig
   Associate Vice Chancellor D. Dooros
   Director S. Golub
   Assistance Vice Chancellor M. Gomez
   Director J. Goodwin
   Interim Director E. A. Holman
   Director G. Jue
   Director G.P. Li
   Associate Vice Chancellor R. Lynch
   Associate Vice Chancellor P. Macias
   Director J. Mason
   J. Nearhoof
   Chair D. Ogunseitan
   Director N. Price
   Assistant Vice Chancellor L. Rahn
   Interim Associate Executive Vice Chancellor H. Rau
   Assistant Director A. Shiroma
   Associate Vice Chancellor M. Warner
   Assistant Deans
   Facilities Managers
2015-16 SMALL CAPITAL IMPROVEMENT PROGRAM
PROJECT SUMMARY FORM

INSTRUCTIONS:

- Small capital improvements are defined as new construction or renovation, including fixed equipment, estimated to cost between $20,000 and $1,000,000.
- Facilities Management should be contacted (Allen Shiroma at ext. 4-2183 or Kyoko Adachi at ext. 4-9520) by March 2, 2015, if assistance is needed in defining the project scope and/or estimating project costs. Requests received after March 2 may not be completed in time for submittal.
- For life-safety concerns, contact Scott Bourdon (extension 4-5539 or sbourdon@uci.edu), as Environmental Health & Safety will submit a consolidated, prioritized list of life-safety projects.
- For security-related projects, coordinate proposals with Jerry Nearhoof (ext. 4-2781 or gnearhoo@uci.edu) to ensure consistency with the campus Security Master Plan.
- Prepare a separate form for each project requested.
- Round project costs to the nearest $100.
- Do not include costs for movable furniture or equipment.
- Forms must be signed by the appropriate Dean, Director or Vice Chancellor.
- Forms must indicate priority among projects requested; please include only one project per priority number.
- Transmit one searchable PDF file with bookmarks for each proposal to jmdoig@uci.edu. Electronic files can be transmitted via e-mail attachment or a link to webfiles or other file storage site.
- Contact Jeanne Doig (ext. 4-7313 or jmdoig@uci.edu) if you have questions about file content or format.

1. School/Department: ____________________________ Priority #: __________

2. Project Name: ________________________________

3. School/Department Contact: ____________________

4. Has this project been submitted before? ____________________________

   If yes, when was it submitted? ____________________________

5. Provide a detailed narrative justification for the proposed project clearly identifying the need. Include specific information about the faculty hire that the project will accommodate (e.g., name, status of recruitment, anticipated start date, etc.). Include any other background information that will assist in evaluating the project.

6. Provide a detailed description of the proposed scope of work. This should include a summary of what the project will accomplish rather than simply a list of work to be undertaken. Provide any graphic material(s) that will assist in evaluating the project (i.e., floorplans, diagrams, photos, etc.).
7. Provide any cost studies that were performed based on project requirements. If cost studies were not undertaken, explain how the proposed budget was established.

8. Provide a proposed project budget as detailed below:

   Construction $__________
   Fees, Plans, Supervision
   Special Items
   Contingency
   Total Project $__________

9. 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:

- Prepare a separate statement for each active project; multiple projects may be reported on the same form.
- Include a PDF copy of each Project Status Form in your 2015-16 Small Cap Program submittal.

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.