## I. PROJECT SUMMARY

1. **Sponsor (Faculty/Department)**
   - Name:
   - Tub Code:

2a. **Project Title (Type of Work, Faculty, Dept, Bldg, Floor)**

2b. **Building Address**

3. **Project Capital Budget $**

4. **Date Submitted**

5. **Date Received by CAPS**

6. **CAPS Project No.**

7. **Project Type**

8. **Class**

9. **Bldg No.**

10. **Root**

## II. DESCRIPTION

### A. PROJECT DESCRIPTION

1. Please describe project if different from the Project Proposal or previous Construction Authorization:

2. Please explain the reason for changes in scope, cost, or schedule from the Project Proposal (or previous Construction Authorization):

3. Note potential risks to the successful completion of the Project:

## B. PROJECT SQUARE FOOTAGE

<table>
<thead>
<tr>
<th></th>
<th>New/Addition</th>
<th>Renewal/All Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Gross Square Footage (GSF)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Net Assignable Square Feet (NASF) - New/Addition only</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Percentage of NASF used for federally sponsored research activity: __%__

## C. PROJECT SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Programming/Feasibility</th>
<th>Design</th>
<th>Bid/Negotiate</th>
<th>Construction</th>
<th>Occupancy</th>
<th>Close Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day / Month / Year:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## III. APPROVALS

1. **Project Manager**
   - Date

2. **Client Executive**
   - Date

3. **Faculty**
   - Date

4. **Budget & Financial Planning**
   - Date

5. **Treasury Management**
   - Date

6. **Fixed Asset Accounting**
   - Date

7. **VP Administration**
   - Date

8. **VP Finance**
   - Date

9. **Corporation (Projects ≥ $5 million)**
   - Date
### IV. PROJECT CAPITAL BUDGET (Capital costs and Infrastructure Fee only)

<table>
<thead>
<tr>
<th>Object Codes</th>
<th>Hard Costs</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1250-1251), (1256-1265), (1268-74)</td>
<td>Building Construction</td>
<td>$</td>
</tr>
<tr>
<td>(1254-1255), (1400)</td>
<td>Site Preparation</td>
<td>$</td>
</tr>
<tr>
<td>(1510-1513)</td>
<td>Environmental Remediation</td>
<td>$</td>
</tr>
<tr>
<td>(1266-1267)</td>
<td>Fixed Equipment/Furnishings</td>
<td>$</td>
</tr>
<tr>
<td>(1410-1419)</td>
<td>Moveable Equipment/Furnishings</td>
<td>$</td>
</tr>
<tr>
<td>(1420-1425)</td>
<td>Architect/Engineer Fee</td>
<td>$</td>
</tr>
<tr>
<td>(1545-1546)</td>
<td>Project Management Supervision</td>
<td>$</td>
</tr>
<tr>
<td>(1477-1479), (1481, 1483)</td>
<td>University Fees (Excluding CAPS fee)</td>
<td>$</td>
</tr>
<tr>
<td>1480</td>
<td>Linkage, Pilot</td>
<td>$</td>
</tr>
<tr>
<td>1252</td>
<td>Site Utilities New</td>
<td>$</td>
</tr>
<tr>
<td>1253</td>
<td>Utility Relocation</td>
<td>$</td>
</tr>
<tr>
<td>1570</td>
<td>Chilled Water Connection Fee</td>
<td>$</td>
</tr>
<tr>
<td>1571</td>
<td>Utility Connection</td>
<td>$</td>
</tr>
</tbody>
</table>

**Soft Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architect/Engineer Fee</td>
<td>$</td>
</tr>
<tr>
<td>Project Management Supervision</td>
<td>$</td>
</tr>
<tr>
<td>University Fees (Excluding CAPS fee)</td>
<td>$</td>
</tr>
<tr>
<td>Linkage, Pilot</td>
<td>$</td>
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<td>Chilled Water Connection Fee</td>
<td>$</td>
</tr>
<tr>
<td>Utility Connection</td>
<td>$</td>
</tr>
</tbody>
</table>

**Other:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTINGENCY</td>
<td>$</td>
</tr>
</tbody>
</table>

**SUBTOTAL**

**TOTAL**

### V. PROJECT COST ALLOCATIONS AND OTHER PROJECT-RELATED COSTS

<table>
<thead>
<tr>
<th>New/Additional</th>
<th>Renewal</th>
<th>Safety/Regulatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>(S/GSF)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>New/Additional</td>
<td>Moving</td>
<td>$</td>
</tr>
<tr>
<td>Renewal/All Other</td>
<td>Relocation</td>
<td>$</td>
</tr>
<tr>
<td>Safety/Regulatory</td>
<td>Dedication</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
<td>Total</td>
</tr>
</tbody>
</table>

### VI. FUNDING & ACCOUNTING (Project Capital Budget Only)

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**10. Source of Debt Service Payment (e.g. “unrestricted, undesignated – 000001,” etc.)*

* Although operating funds will be adequate to pay debt service, this source will be used for accounting purposes.
VII. CONTRACTED PROJECT TEAM

Answer all questions below. If the answer is “No,” please explain under “Additional Information” in part VIII. 6, below.

A. ARCHITECTS/CONSULTANTS

1. a. Was the architect or engineer competitively selected? If yes, list finalists below, including firm selected. If no, please explain under Additional Information in part VIII. 6, below.
   - [ ] Yes
   - [ ] No

   [Architects (list selected firm first)]

   [Engineers (list selected firm first)]

   b. Will architect or engineer provide CAD drawings? If no, please explain:
   - [ ] Yes
   - [ ] No

   c. Have the architects and/or engineers been informed that they must adhere to the University’s CAD guidelines for production and delivery of CAD drawings to the University? If no, please explain:
   - [ ] Yes
   - [ ] No

2. Did Central Engineering review drawings and specifications (required for projects over $500,000)?
   - [ ] Yes
   - [ ] No

3. Have project drawings been stamped by an architect or engineer?
   - [ ] Yes
   - [ ] No

B. CONTRACTORS

1. Was the general contracting job competitively bid? If yes, list the three lowest bids below and indicate whether each bidder is union or non-union. If no, please explain under “Additional Information” in part VIII. 6, below.
   - [ ] Yes
   - [ ] No

   [Company (list selected contractor first)]

   [Bid]
   [Union]
   [Non-Union]

2a. Will a University contract be used?
   - [ ] Yes
   - [ ] No

2b. If no, what contract will be used (and why)?
- [ ] Yes

2c. Has the Office of General Counsel approved?
- [ ] Yes

3a. Have you consulted the Office of Labor Relations?
- [ ] Yes

3b. Will the project be under the Project Labor Agreement?
- [ ] Yes

C. OTHER CONSULTANTS

1a. Name:

1b. Name:

VIII. PROJECT INFORMATION

1. Has a building permit been issued?
- [ ] Yes

2. If required, have licenses for operation of proposed activities been obtained?
- [ ] Yes

3. Have the following public approvals been received if required?
- [ ] MAAB variances
- [ ] Local/State Historic approvals
- [ ] Zoning Relief
- [ ] MEPA

4. Does the site contain asbestos?
   - [ ] Yes, complete 4a. If no, proceed to 5.

4a. Will the asbestos be removed?
- [ ] Yes

4b. If no, state how you intend to eliminate its effects:
- [ ] Yes

5. Does this project comply with applicable environmental codes and regulations (i.e., water/floodplain; sewage; storm water; hazardous waste; lead UFFI; air discharge)? If no, please explain.
- [ ] Yes

6. Additional Information: