

# Instructions for the Project Request Database

Requests for *Repair and Renovation*, *Capital Improvement*, and *Preplanning* projects should be included in the same **Project Request Database Spreadsheet**. Please submit the spreadsheet to the Bureau of Building, Grounds and Real Property Management by May 15, 2024.

**Information:** Enter the information at the top of the page regarding Institution/Agency name, Preparer's Name responsible for the data compilation, Phone, Fax, and E-mail.

## Request Information:

1. **Fiscal Year:** The fiscal years covered by the request are pre-selected and may not be changed. Up to 10 entries per fiscal year may be submitted (regardless of project type)  
Helpful Tips:
  - DO list a project over multiple fiscal years if phased funding is desired (add "Preplan", "PH I", "PH II", etc. to Anticipated Project Titles for such requests).
  - DO NOT repeat the same project in multiple fiscal years on this current spreadsheet as this exaggerates the total value of projects requested.
  - DO NOT "front-load" requests or leave out later fiscal years.
2. **Indicate Request Priority:** List the projects in priority order per fiscal year.
3. **Institution:** List name as it appears for your agency/institution in BRICKS. Please do not include articles or all capital letters. (*i.e. Department of Finance and Administration*)
4. **Anticipated Project Title:** A brief title delineating the project (No more than 50 characters.)
5. **Project Type:** Classification of the project.
  - a. **Repair and Renovation:** Generally, repair and renovation either returns a building to its original condition or updates it to meet current codes and standards. Minor or incidental additions only.
  - b. **Capital Improvements:** All new buildings, major additions, and infrastructure.
  - c. **Preplanning:** Projects for new buildings over \$2,000,000.00 require preplanning per statute. Preplanning is encouraged for renovation projects over \$3,000,000.00
6. **Project Description:** Give a brief description of the project which includes square footage and intended use of the facility. For any project involving a new building, identify if the project is to replace an existing building or buildings of comparable size.
7. **Project Justification:** Give a brief justification of the need for the project. Clearly indicate if a project involves a health, safety, welfare issue or increases risk if work is deferred.
8. **Minor Repair and Renovation:** Check this box if the project requested is for minor repair and renovation, furniture and equipment, or other scope which may be more appropriately funded with appropriated funds rather than bonds. Projects with a 20-year or less, life such as roofing or HVAC repairs would generally meet these criteria.
9. **New Construction:** Check this box if the project requested is for a new building.
10. **Construction Costs:** Give the best-known estimate for construction/renovation costs associated with this project.

11. **Prime Professional Fees:** This field will automatically calculate based on construction cost entered.
12. **Commissioning (Cx) Fees:** This field will automatically calculate based on construction cost entered.
13. **Miscellaneous:** Enter other costs here, not included in other categories.
14. **Furniture & Equipment:** Give the best-known budget for furniture and equipment needs associated with this project.
15. **Telecommunications:** Give the best budget for telecommunications equipment and infrastructure associated with the project.
16. **Contingency:** 5% of construction cost is generally adequate.
17. **Estimated Total Project Budget:** This column will total automatically.
18. **Current Funding:** Enter any previously authorized bonds; federal, local or agency grant; or other funding available to the agency for this project other than the current bond request.
19. **Requested Funding:** Enter the amount of request here. The amount should be the funds requested from the State less current funding.
20. **Estimated Begin/End Dates:** Assuming funding is provided identify estimated dates to begin planning and complete construction.
21. **Impact Fields:** Enter institution/agency cost impact(s) if the project is executed. Repair and renovation project impacts can often be negative for Operation and Maintenance (O&M) and Energy Costs.
22. **Financing:** Enter costs of funding other than cost of debt service for bonds being requested.
23. **Annual Economic Impact:** Enter estimate of positive annual local and/or state economic impact if project is executed above and beyond the amounts expended to construct the project.