



New Mexico State University

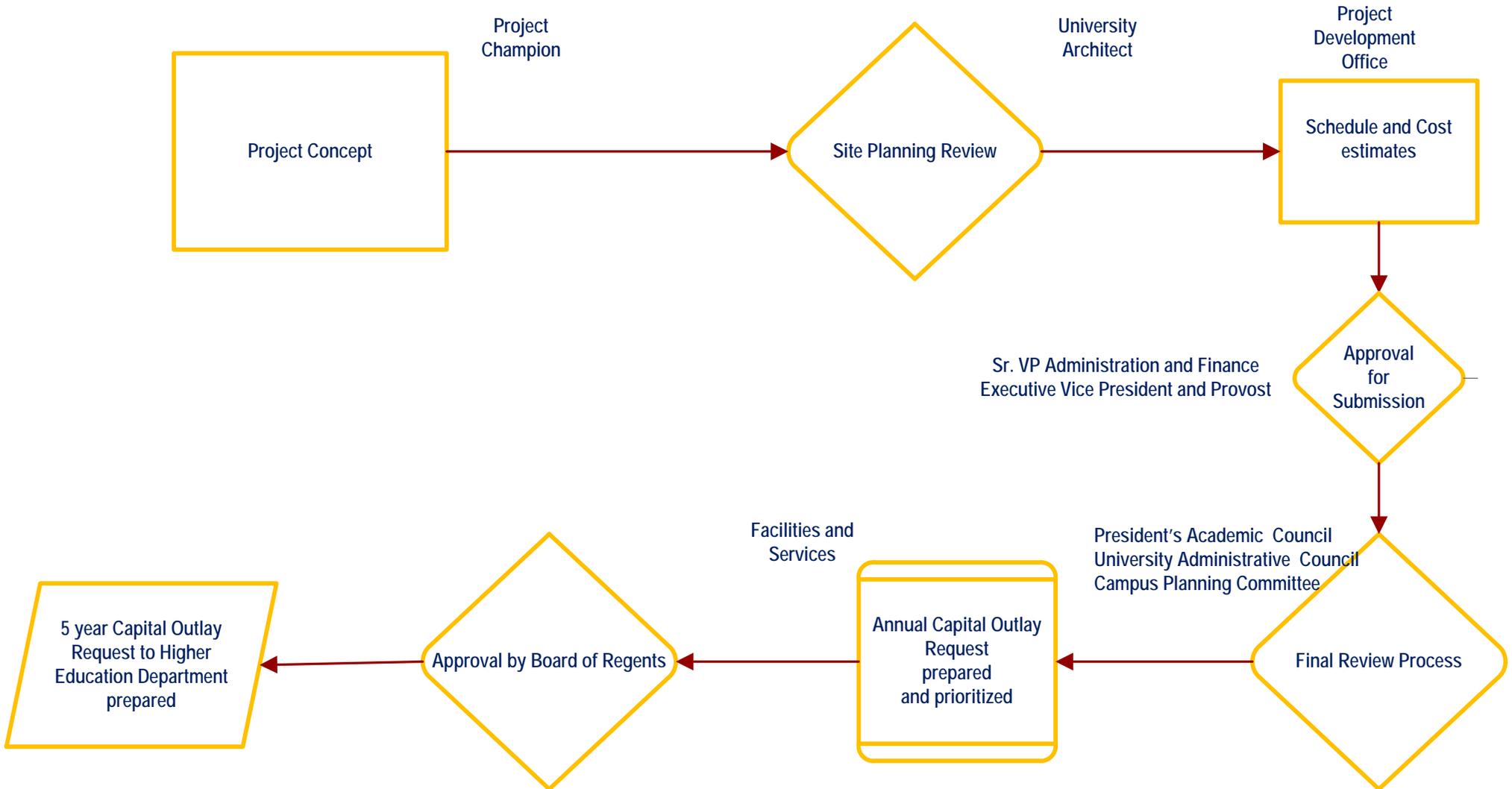
Capital Project Proposal Form

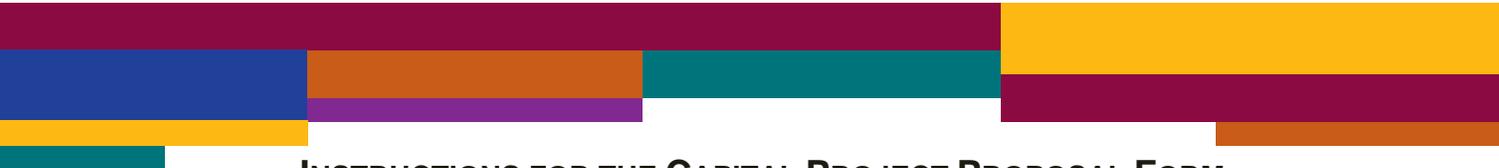
CAPITAL PROJECT PROCESS AT NEW MEXICO STATE UNIVERSITY



Facilities and Services Capital Request Flowchart

11/12/2014





INSTRUCTIONS FOR THE CAPITAL PROJECT PROPOSAL FORM

PROJECT DESCRIPTION AND REQUEST

This section shall be completed by the Project Requestor and Champion.

A capital project begins as a concept when a faculty, staff, chair, dean, or other university stakeholder (Project Champion) believes that current facilities are not sufficient to meet program requirements and new or renovated facilities will provide a solution. If the cost of the project is expected to be in excess of \$500,000, the concept must be vetted by the Dean, Director, or the Vice-President of the college or unit. If the Dean, Director, or the Vice-President believes the capital project concept to be worthy of university consideration, they may be asked to present the concept to the President's Academic Council for preliminary approval. A capital project proposal may request planning funds.

Identify the Project by Name, Location, and Proposed Scope of Work. Check the boxes identifying the associated impacts it will have to the building and/or campus. Prepare and include all "Attachments" to the Request Form.

-  **Justification:** Provide a written description identifying the purpose of the project. Please include information which will specifically address the Needs (why this project is proposed), the Justifications (why is this project the appropriate solution), and the Impacts (who it affects and how it affects them). Please identify all the positive and negative components of the project. A Justification is required to be submitted for proper review and prioritization of the project.
-  **Business Plan:** Provide a copy of pertinent sections of the Departmental or Divisional Business Plan, or a supporting business plan that specifically addresses the financial impact of the project.
-  **Supporting Data:** Include supporting data if available to support the project.
-  **Sketches / Drawings:** If a concept of the desired layout, appearance, or project is available, please include a copy of this information. Sketches and drawings are optional for the initial submission but may be required later.

Submit the form and attachments to the University Architect. The submission must be approved by the appropriate Dean or Vice President.

PROJECT PROPOSAL SITE PLANNING

This section shall be completed by the Project Champion and the University Architect.

The University Architect shall verify that the Project complies with the NMSU Master Plan and shall provide a brief description of the site. If the Project is in compliance with the NMSU Master Plan, it is then forwarded to Project Development in Facilities and Services for preliminary estimates.

Submit the form and attachments to the Executive Director of Project Development.





PROJECT PROPOSED SCHEDULE AND ESTIMATED FINANCIAL DATA

These sections shall be completed by the Project Development Office.

The estimated project schedule shall be identified, and the Executive Director of Project Development and Engineering shall verify that the schedule is realistic. The estimated financial data shall also be prepared and the Associate Vice President of Facilities will confirm that the proposed costs are reasonable and accurate. The AVP of Facilities will review with the Administration for further action and/or inclusion into Capital Outlay or University Capital Plans.

Submit the form and attachments to the Senior Vice President for Administration and Finance.

APPROVALS

The Senior Vice President for Administration and Finance and the Executive Vice-President and Provost will review for submission as a capital outlay project. The Associate Vice-President for Facilities and Services or designee shall then submit to the President's Academic Council, the University Administrative Council, and the Campus Planning Committee for their recommendations and / or approval. The Project Champion may be requested to furnish additional information or to be present at any of the presentations. The project proposal may be denied, deferred, or added to the Capital Outlay Request.



New Mexico State University

Capital Project Proposal Form

PROJECT DESCRIPTION & REQUEST (to be completing by the requesting department):

Project Title:

Type of Project
(more than one
may apply):

- New Construction (includes additions)
- New Program
- Energy Conservation / Sustainability
- ADA / Safety
- Other (list):

- Program Enhancement
- Repair and Renovation
- Infrastructure

Project Gross Square Feet:

Net New Square Feet:

Primary function of new space:

Project Description and Scope:

Project Request Attachments:

1. Justification Statement (address the Needs, Justifications, and Impacts)
2. Departmental / Divisional Business Plan (if any)
3. Supporting Data / Statistics (if any)
4. Sketches / Drawings / Graphics

Submission:

- Required
- Preferred
- Preferred
- Optional

Included:

- | | |
|-----|----|
| Yes | No |

Project Champion:

Title

Email:

Date:

Signature:

Dean / VP approval:

PROPOSAL SITE PLANNING (to be completed by the University Architect):

Does the location of the project site comply with the institution's campus master plan objectives?

Yes

No

University Architect

Date:

Signature:

PROPOSED SCHEDULE (to be completed by the Project Development and Engineering Office):

Project Component	Start Date	Project Completion Date
Planning / Programming		
Design		
Construction		

Executive Director
Project Development:

Date:

Signature:

ESTIMATED COST / FINANCIAL PLANNING (to be filled out by Facilities and Services):

Estimated Project Costs:

Programming:

Design:

Construction:

Bond Issuance:

Annual Operating:

Estimated Total Costs:

Sources of Project Funding:

Source #1:

Source #2:

Source #3:

Source #4:

Source #5:

Are there matching funds?

Total Funding:

Associate VP of
Facilities:

Date:

Signature:

APPROVAL FOR SUBMISSION AS CAPITAL OUTLAY REQUEST

Sr. VP Administration &
Finance:

Date:

Signature:

Executive Vice
President & Provost:

Date:

Signature:

CONSIDERATION

	Review date:	Approved			Review date:	Approved	
		Yes	No			Yes	No
President's Academic Council:		Yes	No	Campus Planning Committee:		Yes	No
University Administrative Council:		Yes	No	Final Review by Facilities and Services:			
Disposition:				Date:			

Signature:





CAPITAL PROJECT PROPOSAL FORM

Frequently Asked Questions

- ✚ **How is deferred maintenance handled under this process?**
 - All projects that exceed \$500,000 in total project cost will use this process, including those proposed by Facilities and Services. Total project costs include all associated costs incurred to successfully complete the project.

- ✚ **Does this process apply to Athletics and Auxiliaries?**
 - This form and process applies to all projects regardless of the source of funds, although athletics and most auxiliary projects do not flow through the formal New Mexico Higher Education Department capital outlay process at this time. Having a planning process demonstrates good stewardship of our resources and provides for coordinated facilities that meet NMSU standards.

- ✚ **My project is funded by a donor (or other external entity) and cannot wait on the approval process. Are there any exceptions?**
 - Several possible exceptions to this process that we can think of are a large restricted gift, a research grant, or a change in foodservice vendors. In those cases, the form will be completed and submitted to President's Academic Council for approval. An exception to the standard cycle will be permitted but not to the process itself. The project is also still subject to approval from the NMSU Board of Regents, the New Mexico Higher Education Department, and the State Board of Finance as dictated by current statutes and NMSU policy.



✚ Approval is required for projects that exceed \$500,000 but I don't receive the price estimate until after approval is received. This seems like a catch 22, can I ask for the estimate first?

- Facilities and Services will be glad to spend a minimal amount of time helping to develop the information required in the first section. It should be noted that the most important elements are whether or not this would require the addition of new square footage, the justification statement, and how the concept supports the needs of the department and the mission of the university. \$500,000 doesn't buy very much in the way of facilities.

✚ I already have obtained matching funds that I could lose if my project is not approved. How should I show this?

- We added a box in the financial planning section to provide this information. Incidentally, this reminds us of an article that was titled, "*Buildings: The Gifts That Keep on Taking*":

<http://www.appa.org/files/FMArticles/FM%20Mar-Apr07%20-%20Feature%20-%20Rose.pdf>

✚ How "firm" are the deadlines on the timeline?

- The reason that the timeline is important is because of the legislative cycle in New Mexico. This timeline is critical to allow for adequate review by all parties, and missing deadlines will most likely cause deferral of the project to the subsequent year.