Project Proposal Form – Estimation Required

Purpose: This form is designed to improve data gathering for projects that may require estimation. Please fill out this form with as much detail as currently available for your project. Send this back to Phoenix Planning and Operations (POP), and you will receive follow-up with next steps.

Timeline: Gathering an estimate can take a significant amount of time. Please keep in mind that the campus does not have access to all resources, and when necessary, must coordinate with the City of Phoenix. POP will work to complete your project as soon as possible and inform you of updates as they arrive.

Request: Upon receiving a Maintenance Connection ticket, a subject matter expert will review to determine the best routing for completing the work. This can take up to 2 weeks.

Estimate: POP will request professional review, drawings, estimates, and determine scope of work. The timing for this will be dependent on the project needs and any findings from a feasibility review.

> **Please note:** At times, estimates and quotes incur fees that must be paid as part of the project, regardless of decision to move forward. Some projects may require input from Risk Management, or subject matter experts from the Disability Resource Center.

Funding: Once estimates received; POP cannot begin a project until funding is confirmed. A UA Financial Account Number must be sent to Facilities to begin the project. Once funding is secured, you will be able to begin coordination of your project. The timeline for the actual work will come from the estimates and scope set during this process.

Name of Requestor		Director of Operations or Finance Contact	
Date of Request		Building Number	
Contact Email		Room Number(s)	
Contact Phone Number		Work Order # (Original MC Ticket)	
Department			

Request Description

Please provide the general request info here.

Justification

Please provide justification for your request.

1. **Life Cycle** = The project is being requested due to aged infrastructure and/or equipment that needs replacement or refurbishment.
   a. Ex: New fume hood is larger and would require modifications to counter, wall, and exhaust duct.
2. **Master Development Plan** = The University has a clear and defined schedule to renovate or otherwise modify the space or use to accommodate growth or other requirements of the Master Plan.
   a. Ex: Every 10 years the labs are upgraded to meet new code and research standards.
3. **Operational Adjustment** = The University or it's designee has requested a change in operational capacity whereby the infrastructure needs modification.
   a. Ex: Dr. Wildcat has demonstrated the need to have a door installed so he can transfer specimens between labs to reduce exposure times.
4. **Life Safety Requirement** = The activity taking place no longer meets safety requirements or the use of space requires changes to the regulatory requirement for the area.
   a. Ex: A new piece of equipment being installed would block the fire sprinkler head.
5. **Revenue Driven** = University has authorized a tenant improvement project due to additional financial resources being made available.
   a. Ex: Lecture rooms were approved for modular wall installation due to changes in instructional programming.
6. **Other**

Please provide a brief description on why this project is being pursued utilizing a justification from above.

Funding/Finance

Does your department have funding for this project? Please provide any information on the preliminary budget. Please be aware that a final budget will be contingent on a professional estimate when required.

Project Type: Construction or Remodel?

Will this project require new construction or be a remodel to an existing space?

Equipment

Will this project require equipment which needs to be moved or hooked-up to resources (electrical, water, gas)? Please send any technical specifications along with this document.

Space Rights

Have you ensured that you have space rights to the proposed area? Do you need to coordinate with neighbors to complete this project?

Research projects may require review by the Research Office and Assistant Dean of Research approval. Projects in academic and administrative areas may also require approval from respective leadership.

Please list any departments or units that would be impacted by this project.