



Facilities Management Initial Project Planning Feasibility & Design Form California State University, Sacramento

A. Project Description

| | | |
|---|--|------------------|
| Project Manager: | Date: | |
| Project Title: | Customer Budget: | |
| Project Brief Scope: | | |
| Building Name / Abbreviation: | Suggested A/E or Contractor for Feasibility: | |
| Amount Requested for Feasibility Study: | Feasibility Start Date: | Feasibility End: |

B. Requestor Information

| | |
|----------|-------------|
| Name: | Phone: |
| Email: | |
| College: | Department: |

C. Funding Source: Chartstring/Speedtype

| | | | | |
|---|---------------------|----------------------|------------------|--------------|
| Speedtype / Chartstring for Feasibility Study: | | | | |
| Funding Source / Chartstring for Full Project (if known): | | | | |
| Full Project Funding Source (if known): | | | | |
| UBAC/President | Chancellor's Office | Department/ Division | Central Reserves | Self-Support |



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D. Requestor Approvals

| | |
|------------------------------|---------|
| Department Contact: | |
| Print Name: | |
| Email: | Phone#: |
| Program Center/AVP/Director: | |
| Print Name: | |
| Signature: | Date: |

E. Facilities Management Approving Authority:

| | |
|---|-------|
| Victor Takahashi, Director, Planning, Design & Construction | |
| Signature: | Date: |

F. Additional Comments:

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|--|
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|--|

OPTIONS TO SUBMIT FORM:

Email signed form to (preferred) to Facilities Administration: smcguire@csus.edu.

Mail to: Facilities Management, Attn: Administration, Campus Zip 6002.

Revised: 10/15/18



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FORM INSTRUCTIONS:

Projects are requested via a Facilities Management AIM work order, email, Project Planning Feasibility (PPF) Form or a Chancellor's Office allocation order.

If a permit or architect is required, the requestor is assigned a Project Manager.

PROJECT MANAGER (PM)

- Initiates PPF form, filling in **SECTION A**
- Emails to requestor to complete, along with a feasibility proposal, copying Facilities Administration at smcguire@csus.edu.

REQUESTOR

- Fills in **SECTION B-D** authorizing project planning and feasibility.
- Submits signed form via email to Facilities Administration: smcguire@csus.edu or via mail to Facilities Management, Attn: Administration, Campus Zip 6002.

FACILITIES ADMINISTRATION

- Obtains Facilities Approving Authority signature in **SECTION E**.
- Emails final signed form to Project Manager and Planning Analyst and requests a requisition to proceed with the feasibility study contract.

WHEN THE FEASIBILITY STUDY IS COMPLETE

- The PM / Estimator prepares a 2-7 or cost estimate including all soft costs and contingency.
- The PM / Estimator and requestor agree on scope, schedule and budget.

IF THE PROJECT IS APPROVED TO MOVE TO DESIGN AND CONSTRUCTION

- For projects estimated to exceed \$100,000, a signed Project Approval Form is required.
- The project will be scheduled by the Facilities Management approving authority based on resource availability and campus priorities.