

GUIDELINES FOR INITIATING CAPITAL PROJECTS AND SPACE REQUESTS

Although every space project differs in size and scope, in general, we have established these guidelines in order for adequate time be allotted to plan, schedule, design, bid and construct your project, and to secure any needed University or State approvals. Please note that your Department will be responsible for costs related to any initial feasibility studies necessary to determine the scope and preliminary budget of a proposed project. A project funding source MUST be identified as part of the Project Request.

- Minor Project costing up to \$4,900; usually involves one or two trades such as paint, carpet or furniture. Depending on workload these projects may be completed by DMC tradesman, material costs will be funded by the requesting Department.
- Small Projects costing from \$5,000 to \$19,999; usually involves one or two trades such as paint, carpet or furniture, but may sometimes involve modification to HVAC or other building systems. Requests for small projects will be evaluated on a case-by-case basis and scheduled according to the time required and the pending workload.
- Mid-size Projects costing from \$20,000 to \$124,999; usually require outside consultants, a general contractor and/or a construction manager; involve multiple construction trades; and require ordering some long lead items such as doors, mechanical equipment or manufactured items.
- Large Projects costing from \$125,000 to \$499,999; will require outside consultants, a general contractor and/or a construction manager; involve multiple construction trades; and require ordering some long lead items such as doors, mechanical equipment or manufactured items. These projects typically take 12 to 18 months to design and construct.
- Major Projects costing from \$500,000 to \$1,000,000; involve SUNY Capital Project approval, will require outside consultants, a general contractor and/or a construction manager; involve multiple construction trades; and require ordering long lead items such as doors, mechanical equipment or manufactured items. These projects could take 24 to 36 months to design and construct.
- Capital Project costing over \$1,000,000; will involve SUNY Capital Project approval, will require outside consultants, a general contractor and/or a construction manager; involve multiple construction trades; and require ordering long lead items such as doors, mechanical equipment or manufactured items. These projects could take 24 to 36 months to design and construct.

Please fill in all required fields along with the required approvals, this will help us identify the best way to respond. If a question is not applicable to your project, type "NA" into the character field.
Email your completed form to creed@downstate.edu

PROJECT REQUEST FORM FMD-1

The next page contains the FMD-1 form, here is a brief description of what we need to proceed:

- 1.0) Describe Project – This line will be your Project Title.
- 2.0) Requestor Information – We need to know who you are, who you work for and how to contact you.
- 3.0) Project Location – Where is this project happening? Who is currently in the space?
- 4.0) Scope of Work - Let us know what you need, why do you need it? Will some other project effect your project if so, how? If you need to, attach an additional sheet.
- 5.0) Funding and Budget Information – What Account will fund your Project? Who has authorized access to this account? How much funding is available for this project?
- 6.0) Routing of request – Your Senior Staff needs to review and approve this Request.
- 7.0) FM&D Review – Using the information you have provided, FM&D will review your Request, determine its initial feasibility, contact you for any additional information required and deliver you Request to the Executive Vice President (EVP) and Chief Executive Officer (CEO) for their comments.
- 8.0) EVP/CEO Review – Upon review and approval FM&D will assign a Project Manager to your project.

A representative from Facilities Management and Development will contact you regarding your project. If you have a question about a Project Request and don't know who to contact, send an e-mail to: creed@downstate.edu

STATE UNIVERSITY OF NEW YORK
DOWNSSTATE MEDICAL CENTER
FACILITIES MANAGEMENT &
DEVELOPMENT

For construction, renovations and new equipment installations.
This does not include routine maintenance or repairs for which
the FM&D Work Request should be filled out and forwarded to
FM&D in the MOC, Box B-6 or Faxed to 2803

1.0) Describe Project

2.0) Requestor Information

Department: _____

Name: _____ Title: _____

Email: _____ Extension: _____

Please identify the current and proposed spaces for this project. If not known, enter "TBD".

3.0) Project Location

Building Name: _____ Floor Number(s): _____ Room #(s): _____

Current Occupant: _____

4.0) Scope of Work (Describe request in detail, If required attach additional sheet):

4.1) Reason for Request: _____

4.2) Is the initiation of this project contingent upon some other project? Yes: No:

If Yes, please explain:

5.0) Funding and Budget Information

Account Number: _____

Account Authorized
by: _____

Project Cost not to
exceed: _____

6.0) Routing of request:

6.1 Submitted by:

Name	Title	Signature	Date
6.2 Department Administrator (Approval):			

Name	Title	Signature	Date
6.3 V.P./Chairman/Department Head (Approval):			

Name	Title	Signature	Date
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7.0) FM&D Review:

Date Received: _____ Review: _____

Recommended for:

Design: In-House Consultant

Construction: In-House Contractor

8.0) EVP/CEO Review

Name	Title	Signature	Date
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Proceed with Project: Approved Not Approved