

All Agency Project Request

2009-11 Biennium

Audience:

Author must assume reader has no knowledge of campus, building(s), organization, or project intent. The completed All Agency Project Request (AAPR) form will be posted on the web to advertise for each project. The AAPR form must completely, concisely, and accurately describe all aspects of the project and its intent to the audience groups listed below.

- University of Wisconsin System Administration
- Division of State Facilities & State Building Commission (Governor and legislators)
- Architectural/Engineering/Planning Firms and Contractors

Agency

University of Wisconsin

Institution

Enter your institution's name here.

Building No.

285-0X-8888X

Building Name

Enter the project location's building or site utility name(s) here. For multi-building requests, please list each unique Building No. and Building Name in this section.

Project No.

(CPB staff will request a project number from DSF and complete this field.)

Project Title

Project title should be simple, concise, accurate, and descriptive. Capital Accounting Project Information System and WisBuild's "Project Title" field truncates at 30 characters. Abbreviated or shortened building name and type of work are typical. Typical Project Title formatting is as follows...**Building Name System Name Work Type**. For multi-building requests, individual building names may be listed after the project title and enclosed in parentheses.

Useful Project Scope & Justification Background Information:

- Building No. and Building Name for each building included in project (multiple building projects)
- Building GSF and number of floors for each building included in project
- Building type (classroom, dry lab, wet lab, offices, etc.) and/or building departments affected by project scope
- Building/Wing original year of construction

Project Intent

Author should provide brief description (2-3 sentences maximum) of the overall project intent. What is this project solution intending to accomplish? What is/are the primary issue(s) this project solution will resolve?

Project Description

Author must include all anticipated or known aspects of project scope in this section (repair/replace/renovate, demo, restore, install, provide, study, programming, master planning, environmental assessment, etc.). Do not assume because the author understands what types of work are involved and/or what the expectations are for design or project work, the audience will equally understand if it is not articulated in the Project Description narrative. Project Description should indicate if replacement in kind is desired vs. some alteration (i.e. increased or reduced capacity, improved maintainability, increased energy efficiency, change of style or material selection, etc.) to existing condition; or whether the designer is to make a recommendation or determination.

Requests for Project Scope increases should limit the description narrative to describe only those details or items different than the original approval. Requests for Project Budget increases due to...

- recent bid results
- recent consultant estimates
- unforeseen conditions

...do not require a unique AAPR form completed and submitted by the institution to secure approval(s). The institution must inform CPB staff which of the above reasons apply to the increase request and the total budget increase required. CPB staff will prepare the request documentation necessary to secure the approval(s).

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Sample detail points to include in Project Description:

- quantity w/ unit of measure (i.e. ASF, GSF, LF, SF, Each, CFM, HP, KVA)
- size or typical size
- equipment/assembly/system name or description
- type (materials, style, function, etc.)
- special design considerations to match existing campus standards
- special design considerations to accomplish work (i.e. exterior work on 7-8th stories)
- type of work involved (renovate, repair, replace, dispose, new installation, etc.)
- location(s)...single vs. multiple vs. selected campus area(s)
- descriptive vs. prescriptive...fully describe intent and work required, but do not design solution
- special A/E services required (i.e. studies/evaluations to determine design solution, comparative design solutions)
Note: do not recommend specific A/E firm
- replace in kind vs. upsize or downsize (current capacity/load vs. intended or design capacity/load)
- hazardous materials/environmental survey (WALMS) completed?
- associated demolition work (door or window assemblies, partition walls, rough openings, ceiling systems, etc.)
- associated HVAC/mechanical work (testing/balancing, ventilation upgrades, ductwork modifications, etc.)

Sample detail points to include in Project Description: (continued)

- associated electrical and/or telecommunications work (service upgrade, equipment replacement, etc.)
- associated plumbing work (increasing pipe sizes, equipment replacement, creating loop system, etc.)
- associated structural, egress, or fire protection work (adding sprinkler system, lintel changes/additions, etc.)
- associated site improvement/civil engineering work (pavement and/or landscaping repair/replacement after utility work, WEPA/environmental investigations, erosion control, etc.)
- associated acoustical, audio/visual, and/or other specialty work (classroom/auditorium acoustic design and instructional technology equipment, etc.)
- seasonal work and/or work limited by use of or access to project area (include phasing plans)
- deliverables other than record documents (program copies, studies, master plans, analysis report, etc.)
- other factors or complexities not apparent w/o a site visit

The project description should NOT include justification or background/history of the project. Abbreviations or acronyms should be written in full the first time the reference appears in the document, with the abbreviation or acronym in parentheses following the full reference. Thereafter, the abbreviation/acronym may be used.

Consultant Requirements

Consultants should have specific expertise and experience in the design and coordination of **(GENERAL DESCRIPTION OF DISCIPLINES AND SPECIALITIES RELATED TO THIS SPECIFIC PROJECT REQUEST)** as part of a design team. Work includes site surveys, acquiring field data, and verifying as-built conditions to assure accurate development of design and bidding documents, and production of necessary design and bidding documents. Consultants should indicate specific projects from past experience (including size, cost, and completion date) in their letter of interest and when known, include proposed consulting partners and specialty consultants.

A consultant has been previously selected and approved for this project.

Project Justification

Author must include all aspects of the project justification and context in this section (including project area background information). Do not assume because the author understands why the specific project scope is being requested, the audience will equally understand if it is not articulated in the Project Justification narrative. Project Justification should indicate what issue(s) is(are) intended to be resolved, how the issue(s) impact current operations, and why the issue resolution cannot be deferred.

Sample detail points to include in Project Justification:

- life/health/safety and environmental concerns
- age of equipment/assembly/system
- condition assessment and/or performance evaluation
- repair history
- relationship to campus long range plan (sequence, "long term" solution, etc.)
- relationship to other ongoing work in same project area
- required by revised/new building code standards

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- *capacity/size restriction issues*
- *some background information is appropriate, but is not substitute for reason to do project*
- *anticipated losses or benefits (gifts or grants funding, research data, productivity, etc.)*

Requests for Project Scope increases should limit the justification narrative to describe only those details or items different than the original approval.

Project Estimates:

- *develop Project Budget Worksheet or equivalent budget estimate support documentation for all requests as per DSF Administrator and Secretary to the State Building Commission David Helbach's memo dated 08/18/2008.*
- *uniquely identify hazardous materials project budget implications as separate line item*

Project Budget

Construction Cost	\$	
Haz Mats	\$	
Total Construction	\$	
Contingency	15 % \$	
A/E Design Fees	8 % \$	
DFD Mgmt Fees	4 % \$	
Equipment/Other	\$	
	\$	

Budget increases should only include a budget total for the increase amount, NOT the total project budget.

Funding Source

GFSB – <i>[insert appropriate fund category]</i>	\$
PRSB – <i>[insert appropriate fund category]</i>	\$
PR Cash	\$
Gifts	\$
Grants	\$
BTF – Planning	\$
Other -	\$
<i>Be sure Project Budget Total = Funding Source Total</i>	\$

Student Segregated Fee Impact

Describe/list segregated fee increases required to support this project request. Please include description of phased implementation, per year increases, detail any year by year differences, and describe the fee term duration.

Fiscal Year	Annual Fee
20## - ##	\$ 000.00
20## - ##	\$ 000.00
20## - ##	\$ 000.00
20## - ##	\$ 000.00
20## - ##	\$ 000.00

Project Schedule

(MM/YYYY)

SBC Approval	<i>CPB staff will complete this field</i>
A/E Selection	<i>SBC Approval + 1 month minimum</i>
Bid Opening	<i>Incorporate A/E contract signing time, design time, and bid duration</i>
Construction Start	<i>Incorporate construction contract signing time and Institution schedule(s)</i>
Substantial Completion	<i>Best guess relative to scope of work and Institution schedule(s)</i>
Project Close Out	<i>Substantial Completion + 3 months minimum</i>

Project Contact

Contact Name	<i>Enter the most knowledgeable contact for this project.</i>
Email	<i><__@__></i>
Telephone	<i>(__)-__-__x__</i>

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Project Scope Consideration Checklist:

- complete and respond as required...at a minimum, responses for #1, #3, and #7 are required for all requests
- be sure to indicate project schedule impact and hazardous materials types and quantities involved for #3 if answer is "Yes"

Project Scope Consideration Checklist

- | | <u>Y</u> | <u>N</u> |
|--|-------------------------------------|-------------------------------------|
| 1. Will the building or area impacted by the project be occupied or have limited/restricted access during construction? If yes, explain how the occupants will be accommodated during construction.

<i>All project work will be coordinated through campus physical plant staff to minimize disruptions to daily operations and activities.</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Is the project an extension of another authorized project? If so, provide the project #... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Are hazardous materials involved? If yes, what materials are involved and how will they be handled?

<i>Required hazardous materials abatement (ENTER TYPES AND QUANTITIES OF MATERIALS HERE) has been included in the estimated project schedule and project budget. Comprehensive environmental survey inventory data (IS/IS NOT) available on Wisconsin's Asbestos & Lead Management System (WALMS) < http://walms.doa.state.wi.us/ > .</i>
<p style="text-align: center;">- OR -</p> <i>Hazardous materials abatement is not anticipated on this project. Comprehensive environmental survey inventory data (IS/IS NOT) available on Wisconsin's Asbestos & Lead Management System (WALMS) < http://walms.doa.state.wi.us/ > .</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Will the project impact the utility systems in the building and cause disruptions? If yes, to what extent? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Will the project impact on the utility capacities supplying the building? If yes, to what extent? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Will the project impact the heating plant or the primary electrical system supplying the campus or institution? If yes, to what extent? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Have you identified the WEPA designation of the project, Type I, Type II, TypeIII?

<i>Type III.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the project affected by Historic Status? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Are there any other issues affecting the cost or status of this project? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Will the construction work be limited to a particular season or window of opportunity? If yes, explain the limitations and provide proposed resolution.

<i>Project work is seasonal. Preferred project work schedule should be limited to summer months if possible.</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |