

# Major Capital Project Request for Provost-Reporting Units

## For Projects Estimated at Over \$5M

### Instructions

Please complete each of the sections, including the original question with your answers. Please ensure to keep the original sequencing, section, and question numbers in your response. If you would like an editable copy of the questions contact [space.planning@umich.edu](mailto:space.planning@umich.edu).

Campus-wide planning requires a deep understanding of current facility needs, issues, and impacts to your unit, as well as an understanding of the potential future project, its goals, and how it would address the key issues. We appreciate the thoughtful and comprehensive information you provide. If you are unable to answer a specific question at this time, please indicate that and the reason why.

### Deadline

Please submit your major capital project request by September 15, 2023.

### Executive Summary as Cover Page

Once you have completed all sections below, please provide a one-page executive summary of your major capital project request that highlights:

- Key issues or challenges with your current facility
- Brief summary of your proposed solution, vision, and opportunities
- How your request aligns with the U-M priorities and best practices
- Key supporting data or metrics, if helpful

*Please visit [this page](#) for more detailed guidance on planning for capital projects.*

#### **Notes on Square Footage Figures**

When referencing square footage in your request, always identify the type being referenced:

- Net Assignable Square Footage (NASF) – The total number of occupiable square feet in a building that can be assigned to, or is available to be assigned to a department for a specific use (such as research, instruction, or administration). This is the figure often used for a unit’s assigned spaces within a building.
- Gross Square Footage (GSF) – The total square footage in the building, which includes net assignable and non-assignable square feet. This is used most often when referencing a building’s total square footage. Additionally, rentable square footage in a leased space most closely equates to gross square footage

# Major Capital Project Requests Submission Questions

**Unit name:**

**Name of capital project request:**

**Date submitted:**

## 1) Vision, Opportunities, & Needs

Please describe the need for this major capital project request. Address all the questions below:

- a. Please describe your need for pursuing this capital project request at this time. Describe your vision and aspirations for it, reputational impact for your unit, reputational impact for the university, and so on.
- b. What are the opportunities or other key goals that this major capital project request would address? Please list and rank the items (starting with most important) and provide a general description.
- c. What are the key issues or facilities challenges your request seeks to address? Please list and rank the items (starting with most important) and provide a general description.
- d. How has your unit worked around the existing space challenges to date? (Refer to section 6 and additional related data requested.)
- e. How is this request responsive to projected trends for your unit or the field? How has post-pandemic work influenced this request?
- f. Provide any other factors (internal or external) that drive you to pursue a major capital project request at this time.

## 2) Proposed Solution, Impact, & Stakeholders

- a. Please provide a more detailed vision of the future space you're hoping to create. What would be built? What would be renovated? What types of spaces would you create and how would it support your unit?
- b. How much of your vision is tied to your existing facility? Could you comment on how other areas of campus (i.e., other building sites) could help your unit address this capital request?
- c. Who would be impacted and how? Please be specific about your various stakeholders. (Refer to section 7 and additional related data requested.)
- d. Describe the potential project's effects on campus cross-unit collaboration, both enhancements and possible negative considerations.
- e. What are the repercussions and/or risks if this major capital project request did not move forward?
- f. To help better understand the scale of your request, please share your thoughts on the actual size in net assignable square feet for this solution. How much net assignable square feet do you estimate would need to be built new or renovated? (Refer to section 6 for additional related data requested.)
- g. Is this solution based on any formal studies? If so, please describe how it is informing this request? (Refer to section 6 and additional data request.)

## 3) Alignment with U-M Priorities & Best Practices

- a. What impact would the potential project described above have on the following U-M priorities and best practices? Please make sure to comment on each applicable item below.
  - o Create spaces to support faculty development and retention, world-class teaching and learning environments, and our research infrastructure.
  - o Create a positive environment for student life, including spaces to enhance student resources,

- wellness, and mental health.
  - Support the arts, innovation, and creative engagement
  - Create spaces that foster and support equity, inclusivity, and diversity
  - Support facilities by building, renovating, and maintaining necessary infrastructure and keeping sustainability at the forefront.
  - Support operational excellence and resource stewardship.
- b. For the above priorities, please indicate which of the list is the primary priority which your project would address.

#### 4) Timeline & Other Factors

- a. Please describe any factors that impact when this potential project needs to be completed.
- b. Describe the temporary or swing space your unit would need to manage this potential project. Include on-campus space and/or off-campus leased spaces and note if the figures represent net assignable sq ft or gross sq ft.
- c. Do you foresee any risks if this project were approved? If so, what are they and how would they be mitigated?
- d. Will you vacate any space as a result of this potential project? Include on-campus space and off-campus leased spaces and note if the figures represent net assignable sq ft or gross sq ft.

#### 5) Funding, Operations, & Cost Containment Impact

- a. Please provide your unit's overall estimate for cost for this potential project, if available. How was this figure determined? Please reference any studies that informed the estimate. Include separate estimates of needed swing space or enabling projects, if known.
- b. Describe how the potential project would be funded (e.g., unit reserves, gifts, requesting central resources) and existing status of any efforts related to these items.
- c. How might the potential project impact the operating costs of your unit and the university? If there is an increase how will your unit support that additional cost? Please list potential operating costs, such as space/facilities/utilities costs, building operating expenses, unique space and equipment operating and maintenance expenses, new unit-level support staff, etc.
- d. How would this potential project ultimately support your unit's and the university's cost savings and cost containment efforts?

#### 6) Current State, Space History, & Peer Benchmarking

Please provide the following information (in table format).

- a. List of all spaces/buildings impacted by the potential project. Include building name, age, floors involved, estimated net assignable sq ft, % of unit's overall sq ft.
- b. List of relevant completed projects that relate to addressing the needs of this capital project request to date. This could include construction, reconfiguration, densification (furniture), etc. Include project name, date, general description of the project, cost and funding sources.
- c. List of relevant formal or informal studies you have pursued regarding this space. Include study name, date, general description of the study, area addressed, cost, and status.
- d. List of peer institutions as it relates to the scope of this potential project. Provide a brief overview of those institutions' facilities and the significance these facilities have had on your potential project.

## 7) Supporting Data & Photos

- a. To better understand the needs of your unit and this major capital request, please include 5 year trend data that are applicable to your capital project request *in table format* and a commentary on how this affects your capital project request. *You may choose to use a longer trend period, if important to your request.*

Example data includes: Staff and faculty FTE headcount; student enrollment by level; figures for other stakeholders or building users, such as patients or visitors; research expenditures; student credit hours; classroom utilization data; square footage history; and so on.

Example table:

	20XX	20XX	20XX	20XX	20XX	5 Yr % Change	Impact on Request
Total square footage*							
Graduate enrollment (Fall)							
Undergraduate enrollment (Fall)							
Faculty count (primary appt)							
Regular staff count							
Other stakeholder figures (row for each)							
Research expenditures							

\**Total Square Footage: Please note if the total is net assignable sq ft, gross sq ft, or a combination of the two.*

- b. Please provide any additional data or information relevant to this major capital project request. Examples include: square footage by function by building/location; faculty/student/staff counts and percentage across unit campus locations; excerpts of specific relevant items in any accreditation reports, strategic reviews.
- c. Please include photos of the issues and needs outlined in this request.