

**Higher Education Capital Project Funding FY21
MAJOR PROJECT CAPITAL REQUEST FORM**

PART A – GENERAL INFORMATION

Objective: Provide pertinent identifying project information.

A.1 Institution Name & Primary Address

A.2 Contact Information

Name:

Telephone:

Email:

A.3 Project Name and Location

(if different from institution primary address)

A.4 Total Project Cost (TPC)

A.5 Amount (\$) Requested from DCAMM:

A.6 Existing Building(s) Impacted

If applicable, list the names of the buildings being impacted by the project

A.7 Project Type (select all that apply)

Renovation

Replacement

New #

Demolition

PART B – EXECUTIVE SUMMARY

Objective: Provide a one-page succinct summary of the project, including project goals and impacts.

B.1 Executive Summary (maximum 5,000 characters (approximately 770 words))

Provide a narrative summary to describe the project and the project's impact on student success and its value proposition to the institution, to the broader community and to the Commonwealth of Massachusetts. Include:

- A brief (1-3 sentence) description of the project
- short- and long-term project objectives in alignment with the Commonwealth Priorities
- a description of the specific need for this project – including limitations of any existing spaces, leasing or funding arrangements.

(This is a summary narrative; more specific and detailed information will be requested in the following sections).

PART C – PROJECT SCOPE

Objective: Provide specific project information regarding the proposed project size, space type and program.

C.1 Summary Project Gross Square Foot (GSF) information

	TOTAL GSF* Total work area	GSF of Programmatic Renovation**	Additional Comments (Ex.: How GSF breaks out for different buildings, brief description...etc.)
Renovation GSF	GSF	GSF	
New Construction GSF	GSF	GSF	
Demolition GSF	GSF	GSF	

* **Total GSF:** the total gross area of the building impacted, including areas where only infrastructure or envelope work is being conducted, and where no programmatic changes will occur.

** **GSF of Programmatic Renovation:** the total gross area of the project resulting in programmatic change and or modernization.

PART D – BUILDING CONDITION IMPACT

Objective: Identify Critical Repairs being addressed by the proposed project.

Note: Identified critical repairs projects may also be requested through the separate critical repairs (deferred maintenance) funding process. Should the major project be funded, the critical repairs being addressed will be funded through the allocation for the major project, and DCAMM will prioritize another project for critical repair funding based on the priority level and categorization for all projects in CAMIS.

D.1 Critical Repairs - CAMIS

For the facility(ies) impacted by this project proposal, run and download information from the CAMIS Report entitled “Major Project Capital Request – Deferred Maintenance”.

For each building, summarize in the below table TOTAL \$ Need and TOTAL \$ Addressed by the proposed projects for the specified timeframes. \$ should reflect only those projects identified as DCAMM Project Type “DM – Deferred Maintenance” or “DM – ADA”.

Building Name	Project Type	Timeframe	TOTAL \$ Need Identified	TOTAL \$ Addressed by Proposed Project
	DM	A		
	DM-ADA*	A		
	DM	B		
	DM	C		
	DM	A		
	DM-ADA*	A		
	DM	B		
	DM	C		
	DM	A		
	DM-ADA*	A		
	DM	B		
	DM	C		
TOTAL (Calculated Field)				

* DM-ADA Projects in CAMIS are all Timeframe A

D.2 Critical Repairs – Other (Maximum 1,650 characters (approximately 250 words))

Please note below any additional building condition issues that will be addressed by the proposed project.

D.3 Commonwealth Requirements (maximum 3,300 characters (approximately 500 words))

Describe below how the project will address the following Commonwealth Requirements:

- ADA minimum compliance requirements (parking, entry, toilet rooms, circulation, signage...etc.)
- ADA program access for people with disabilities (specifically for theaters and lecture halls)
- Energy efficiency
- Sustainability
- Climate Resilience

PART E – PROJECT PROGRAM IMPACT

Objective: Describe the impact of the programmatic changes on student capacity, student success, space-use and state-wide needs.

E.1 Summary Programmatic Change (maximum 3,300 characters (approximately 500 words))

Describe below the programmatic impact of the project on student seats / capacity in classroom, laboratory and studio spaces.

E.2 Space Use (maximum 3300 characters (approximately 500 words))

Respond to the following questions as they apply:

- How is the building or project space currently being used?
- Is the space suitable for its current use? If not, why not?
- How will renewal of this space (or new space) maximize utilization of the space?
- How will the new space use improve student equity, access and success?

Where possible, include space utilization quantitative data specific to the project building(s) (including source of information), as it applies to the program.

DCAMM Space Guidelines for Academic Space Allocation (NASF):

Please note these are guidelines only; they represent a starting point, not a definitive requirement.

CLASSROOMS	Utilization:	67% of scheduling window (typically +/- 40 hrs.)
	Occupancy:	67% of available seats, overall average of classes
LABORATORIES	Utilization:	50% of scheduling window (including set up & breakdown)
	Occupancy:	80% of available seats; overall average of classes

E.4 State and Regional Labor Market Information (maximum 4000 characters (approximately 600 words))

Describe the extent to which the program aligns to and/or addresses training and employment gaps as defined by the Regional Workforce Skills Planning Initiative Regional Blueprints. For information see: <https://www.mass.gov/service-details/view-your-regions-blueprint>. Describe alignment to priority industry sectors and high demand occupations.

- Identify workforce / economic development needs specifically addressed by this project.
- Identify the source(s) of information that document the ability of programs impacted by the proposed project to close skill gaps in high need occupations.

E.5 Student Opportunity, Equity & Success (maximum 3300 char. (approx. 500 words))

Describe how the proposed capital project:

- impacts student access, equity and success.
- addresses the campus strategic goals.
- addresses the MA Public Higher Education System strategic priorities.

E.6 Efficiencies in Program Delivery (Maximum 3300 characters (approximately 500 words))

Describe any efforts to maximize use of flexible or innovative program delivery models that enhance student and program impact. Examples include:

- collaboration/partnership with organization and/or institution (shared space, shared instruction, etc.)
- alternative teaching methods (e.g. Flipped classroom, makerspace, project based, etc.)
- alternative delivery methods (online learning, hybrid program delivery, etc.)

If the proposal does not address alternative program delivery models, explain why and whether alternatives were considered.

PART F – COLLABORATIONS & PARTNERSHIPS

Objective: Describe collaborations and partnerships that are contributing to and/or being strengthened by the proposed capital project. Partnerships / collaborations can be between and among other academic institutions and/or with outside public/private partners.

F.1 Impact on collaborations and partnerships (Maximum 3300 characters (approximately 500 words))

Identify collaborations and partnerships that relate directly to the proposed project and that are both contributing to, and being strengthened by, the proposed capital project. Include:

- Facility or space sharing agreements or collaborations and describe how these collaborations and partnerships impact the proposed project in terms of program access, project size, and space utilization and efficiency.
- Programmatic collaborations that directly impact program delivery and describe how each partnership/collaboration impacts enrollment, student equity, access, and success.

PART G - PROJECT IMPLEMENTATION & SCHEDULE

Objective: Describe project phasing required and estimated schedule

G.1 Anticipated occupancy (and use) date (assume a July 15, 2020 project start date)

G.2 Swing space (maximum 3300 char. (approx. 500 words))

Describe how the implementation plan will address swing space/program needs during construction

G.3 Estimated Project Schedule

Indicate a preliminary project schedule assuming funding in FY21 below. Include all enabling projects, designer selection (if applicable), design, bidding and construction.

Project Tasks	Estimated Time (Months)	Remarks
DSB Ad / Designer Selection (If through DCAMM – 3 months)		
Study & Schematic Design		
Design		
Bidding (If through DCAMM – 3 months)		
Construction (including enabling & backfill projects)		

G.4 Construction - Project Components

If applicable, identify below major project components required for project completion. List:

- Enabling projects (including program relocation/swing space);
- The proposed major capital project (including all phases of design through construction);
- Backfill projects required for full completion of the project.

Project Components	ASF of swing space required (if applicable)	Estimated Total Construction Cost of Phase (ECC)	Time to complete construction (months)

PART H – PROJECT BUDGET & BUSINESS CASE

Objective: Describe the funding for the capital project and consider the impact of the proposed capital project on operating and maintenance budgets and understand the financial assumptions regarding the impact of the proposed capital project on enrollment, retention and institutional budget.

H.1 Total Estimated Project Cost

Indicate ECC and TPC for project

Project Cost	Amount (\$)	Remarks
Total Estimated Construction Cost (ECC*)		
TOTAL PROJECT COST (TPC) (DCAMM projects use TPC = 1.45 x ECC)**		

** ECC to include escalation contingency to mid-point of construction assuming July 2021 start date*

*** The TPC includes planning and design fees, cost of furnishings and equipment, cost of any additional consultants required (access, environmental, envelope, commissioning, etc.), contingencies, and various management costs. A 40% markup is the standard markup used by DCAMM at this stage of a project.*

H.2 Total funding:

Identify the \$ amount being requested from DCAMM and indicate what other sources of funding are being used for this project. Under “Timing and Constraints” describe whether these are matching funds, grants, loans or gifts and clarify timing and other constraints on the funding \$.

Confirm timing constraints of financial commitment. Please note: all \$ (including fundraising \$ that have not yet been committed) must be committed and confirmed prior to completion of Study/Schematic Design Certification.

If the IHE is providing funding to support completion of the project, indicate amount and timing of confirming the availability of cash resources of institution. If the IHE has secured private sector funding to support completion of the project, indicate the name of the provider (s) amount and timing of the availability of cash resources of institution. Provide a letter from the Trustees confirming a commitment to providing IHE’s resources and indicating the availability of funding timing.

Funding Source	Amount (\$)	Timing & Constraints
DCAMM		
TOTAL FUNDS (calculated field)		Total funds must equal the TPC in H.1

H.3 Potential revenue from sale of state-owned property

If the project involves the potential sale of state-owned property, include the name of the building or asset that will be sold, and the estimated total amount of revenue that would be deposited to the Commonwealth’s General Fund as a result of the sale, pursuant to current state law. While the revenue would not be used directly to fund the project, it could be considered as an offset to the overall cost to the Commonwealth.

Property/Building Name	Amount of Potential Revenue (\$)	Timing & Constraints

H.4 Business Model (maximum 2300 characters (approximately 350 words))

Describe the business model and its impact on the College’s overall financial position, including any changes to the College’s expendable net assets.

H.5 Operational Budget Impact

Provide a financial plan for operations of the renovated/new facility that describes ongoing operational impacts of this project following completion; include any funding mechanism that may be a supplemental source of annual revenues. Where \$ not available, indicate projected % change in the comment field.

	Current Annual \$	Projected Annual \$ (at project completion)	Narrative Comments on anticipated change
Revenue			
Enrollment			
State Funding			
Other			
Total Revenue (calculated field)			
Costs			
Facility Operational Costs			
Utilities			
Maintenance			
Security			
Other			
Institutional Operating Budget			
Staff / salary costs			
Equipment costs			
Lease payments			
Other			
Total Costs (calculated field)			
TOTAL INCOME / (LOSS) (calculated field)			

H.6 Financial Impact (maximum 2300 characters (approximately 350 words))

Describe how the proposed project business model will impact operating efficiency.

Where applicable, indicate briefly how the proposed project will substantially impact operations and efficiencies. Highlight the connection between the proposed capital project and anticipated changes in revenue or costs through increased enrollment, increased retention, expanded program expenses, increased maintenance costs, change in lease payments or other operating budget impacts.