

New Capital Project Proposal

Phase Two: Feasibility Study

A formal feasibility study provides detailed information about the project to the University leadership. The study includes specific information regarding the project description, timeline, costs involved, project alternatives, and possible risks. Collaboration with administrative experts, professionals, and key stakeholders during the entire process is critical for project success.

*The project division head should work with Facilities Management, the Office of the University Architect, and other units with expertise relevant to the proposed project to complete the detailed feasibility study outlined below. Staff in these areas will assist the project division head in completing the feasibility study. **Not all of the elements in this form may be relevant to every project, and so should be noted as “not applicable” as recommended by Facilities Management or the University Architect.***

Name (Title) of Initiative _____ **Desired completion date:** _____

Department: _____ **Date submitted:** _____

Division Head Name: _____ **Phone:** _____ **Email:** _____

Other Division Head Contact Name: _____ **Phone:** _____ **Email:** _____

Facilities Contact Name: _____ **Date Reviewed:** _____ **Phone:** _____ **Email:** _____

Architect Contact Name: _____ **Date Reviewed:** _____ **Phone:** _____ **Email:** _____

Controller’s Contact Name: _____ **Date Reviewed:** _____ **Phone:** _____ **Email:** _____

PROJECT SUMMARY

1. Project Description (as described in the Concept Statement):

- a. What is being proposed?
- b. Where is the proposed location?
- c. Who are the potential users?
- d. How does the project align with the University’s Land Use Plan?

2. Program Statement (as described in the Concept Statement):

Identify how this project contributes to the mission of the University and sponsoring Division Head.

3. Proposed Schedule:

Target Start Date: _____ Target Completion Date: _____ Estimated Duration: _____

4. Estimated Cost (refer to section 7 for additional detail):

Estimated Total Financial Cost: \$

FEASIBILITY STUDY DETAILS

1. Project Classification and Principal Staffing

a. Facilities Management has reviewed the above requested project and has classified the project as:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Renovation/Remodel | <input type="checkbox"/> Historical Restoration |
| <input type="checkbox"/> Landscape | <input type="checkbox"/> Site Improvements | <input type="checkbox"/> Utilities Maintenance | <input type="checkbox"/> Life Safety |
| <input type="checkbox"/> Accessibility | <input type="checkbox"/> Demolition | <input type="checkbox"/> Other (Describe): _____ | |

b. The building standard where this project will take place is:

- | | | |
|---|--|--|
| <input type="checkbox"/> Millenium building | <input type="checkbox"/> Legacy building | <input type="checkbox"/> Transitional building |
|---|--|--|

c. The Project can be performed by: In-House Staff Outside Resources (check type below)

Outside resources (if required):

- | | | | |
|-------------------------------------|--|--|--|
| <input type="checkbox"/> Architect | <input type="checkbox"/> Structural Engineer | <input type="checkbox"/> Electrical Engineer | <input type="checkbox"/> Mechanical Engineer |
| <input type="checkbox"/> Contractor | <input type="checkbox"/> Consultant | <input type="checkbox"/> Other (Describe): _____ | |

2. Physical plant / Site analysis: Identify physical plant & site requirements

a. Physical constraints / Master Plan considerations

b. Structure:

i. Location of construction site (include vicinity map)

ii. Structural and physical space requirements (capacity, total square footage, footprint square footage, min/max space standards, etc.)

iii. Hazardous materials (asbestos, lead, chlorine, etc.)

c. Utilities

i. Gas

ii. Electric

iii. Water

iv. Sewer

d. Central plant impacts

i. Chilled water supply

- ii. Steam

- e. Drainage

- f. Parking / Traffic
 - i. Parking & traffic study

 - ii. Pedestrian impacts

 - iii. Right-of-way implications

- g. Information technology, networks and telecommunications:
 - i. Wired and wireless networks (capacity, load patterns in use)

 - ii. Software applications that have central computing impacts

 - iii. Outside access to IT and telecom spaces and fixtures

 - iv. Location relative to or interface with existing infrastructure

 - v. Relocation and disruption issues

3. Other Risks and Impacts:

- a. Land
 - i. Zoning
 - ii. Right of way
 - iii. Type or acquisition of property (purchase new, endowment, or plant fund property)
- b. Life safety and environmental risks (fire, flooding)

- c. Transportation circulation and access
 - i. Emergency access and deliveries
 - ii. Other vehicle access (passenger drop-off, public transportation points, DU Safe Ride, etc.)
 - iii. Other transportation (bicycle and foot traffic)
- d. Physical security

- e. Physical accessibility

- f. Parking
 - i. Estimated capacity needed (occupants & visitors)
 - ii. New parking planned
 - iii. Enhancements to existing parking planned

- iv. Neighborhood parking impacts
- g. Staffing
 - i. Staffing to support building maintenance & repair
 - ii. Relocation or displacement of staff during or due to project
 - iii. Other staffing impacts
- h. Food service
- i. Political and legal
- j. Environmental or ecological issues
- k. Additional potential issues or risks
- l. Non-traditional uses (e.g. summer programs, events, etc.)

4. Compatibility, Fit and Partnership

- a. Compatibility with campus and community neighbors
- b. How does this project fit with adjacent programs? What partnership opportunities have been explored or agreed upon?
- c. How does this project fit with adjacent facilities? What partnership opportunities have been explored or agreed upon?

5. Alternative Solutions:

- a. What alternative solutions have been considered?
- b. Why have these solutions been rejected?

6. Additional Approvals:

- a. What jurisdiction does this project fall under? Denver Other (Describe): _____
- b. Describe any municipal, state, or federal building, site or environmental approvals necessary.
- c. Describe any permits or inspections required.

7. Timeline: (Provide a tentative schedule)

- a. Milestones (schematic design, design development, construction documents, bid, construction, etc.) and completion dates
- b. Major dependencies
- c. Responsible party / parties for each milestone
- d. Risks if timeline not met: include regulatory, compliance, legal and financial risks

8. Project Budget: Provide the total estimated amount to be contributed by each entity for the following categories:

a. Project Costs / Funding Uses:

<u>Project Costs / Funding Uses</u>	<u>Estimated Cost</u>
Site Development	
Alley Vacation	\$
Utilities	\$
Hazardous Materials	\$
Demolition	\$
Survey/Zoning	\$
Soils Report	\$
Land	\$
SUBTOTAL	\$
Design and Administration	
Architect of Record	\$
Reimbursable	\$
Add Service (GC redesign)	\$
University Architect	\$
Project Management	\$
Project Management/Owner	\$
Special Consultants	\$
Office Expenses	\$
Professional Fees	\$
SUBTOTAL	\$
Building Costs	
General Contractor	\$
Owner Costs	\$
SUBTOTAL	\$
Furniture, Fixtures, and Equipment	
Purchases	\$
Installation	\$
SUBTOTAL	\$
Other Costs	
Central Plant	\$
Commissioning	\$
Grand Opening	\$
Artwork	\$
Moving or Relocation Expense	\$
SUBTOTAL	\$
Contingency	
Contingency	\$
SUBTOTAL	\$
PROJECT TOTAL	\$

b. Funding Sources:

<u>Funding Sources</u>	<u>Funding Totals</u>
Departmental:	
Base Budget	\$
Gainshare	\$
Subtotal	\$
Central Administration:	
Base Budget	\$
Gainshare	\$
Subtotal	\$
Year-end Funds	\$
Donor contributions / gifts * <i>(Identify donor sources below):</i>	\$
Other funding sources * <i>(Identify other sources below)</i>	\$
Total Project Funding	\$

c. Identify sources of donor contributions (if identified in Project Funding Source Table)*

d. Identify other funding resources (if identified in Project Funding Source Table)*

e. Project Totals

i. Total Project Cost: \$

ii. Total Project Funding: \$

f. Identify back up sources of funding to secure pledges and balance to raise (8.c.), if any, and other funding sources (8.d.), if any, must be identified before the project can proceed to competitive bidding. Acceptable back up funding will be drawn in the following amounts and order to fulfill: repudiated pledges, incomplete balance to raise and or incomplete other sources

Department Gainshare	\$
Undesignated Plant Funds**	\$ _____
Total back up sources	\$ _____

**With concurrence of the Provost and Vice Chancellor for Business and Financial Affairs and only to the extent of uncommitted balance of such funds.

g. Operating and Maintenance Costs:

<u>Cost Source</u>	<u>Current Expense</u>	<u>Expense after Project Completion</u>	<u>Expense Variance</u>
Custodial	\$	\$	\$

Utilities	\$	\$	\$
Maintenance	\$	\$	\$
Grounds	\$	\$	\$
Total	\$	\$	\$

- i. Describe and analyze energy use and life cycle costs.
- ii. What other operating and maintenance costs need to be considered?

9. Useful Life Building Analysis

a. General Building Data

- i. Function
- ii. Year Building Built, Age
- iii. Portfolio Category
- iv. Building gsf

b. Investment Data

- i. Current Replacement Value(CRV)
- ii. Prior Investment (last 5 years) \$ Description:
- iii. Future Investments (IFP) – Next 5 Years \$ Description:

c. Key Financial Data

- i. FY11 Top Line Forecasted Revenue \$
- ii. Total Contribution to DU Budget \$

d. Program Data

- i. Locational Functionality
- ii. Program Functionality
- iii. Marketability

e. Useful Life Summary

i. Current remaining useful life

ii. Will project add to useful life?

Space and Program:

Building Systems:

10. Monitoring, Assessing and Reporting on Project Scope, Cost Estimates, and Construction Scheduling

The Director of Facilities Management and the Project Manager, when designated, shall be responsible for monitoring, assessing and reporting in writing to the Chancellor, Provost, and Vice Chancellor for Financial Affairs changes to the overall project scope, estimated costs (see Section 8 - Project Budget, above) and construction scheduling at each phase of the Architect of Record's design effort. Generally, these phases are designated as Pre-Design, Schematic Design, Design Development, Construction Documents, and Bidding in the Owner Architect Agreement. In the event an abridged agreement is used to define the basic services of the Architect of Record, appropriate milestones within the agreement should be identified for the monitoring, assessing and reporting by the Project Manager.

It is intended that these procedures shall apply to all new construction or major renovation projects in excess of \$1 million.