

REQUEST FOR CONSTRUCTION PROJECT UNIVERSITY OF ILLINOIS SPRINGFIELD

Project Information:

Proposed Project Title: _____

Building Name: _____ Room #: _____

Confidential? Yes (limited distribution) No

Have you spoken to anyone in Facilities and Services about this project? Yes No

If yes, who? _____

Requesting Unit's Point(s) of Contact

Primary Contact

Name: _____

Department: _____

email: _____

Phone: _____

Alternate Contact

Name: _____

Department: _____

email: _____

Phone: _____

Project Type (check all that apply):

Exterior Site Work

Utilities Improvements

Feasibility Study

Renovation of Existing Space

Specialized Equipment Install

Master Plan

New Building

New Building Addition

Other: _____

If this project includes a space change or relocation, has it been vetted through the UIS Space Allocation Committee and approved by the Chancellor? Yes No Approval Date: _____

Desired Action(s) To Be Taken (check all that apply):

Estimate

Design Services

Construction

Note: Units requesting detailed estimates will be assessed a fee of \$250.00 per estimate for up to four hours of work. Estimates requiring more than four hours will incur an additional \$75.00 per hour assessment. If a unit proceeds with the project, the estimating fee will be incorporated into the project management fee.

Indicate Estimate Type (if desired):

Budgetary (+/- 30%)

These are rough costs based on area of work and do not have elemental breakdowns of each construction item.

Detailed (+/- 15%)

These estimates involve development of detailed construction elements, quantities and unit costs. A detailed estimate may significantly increase the time and cost required to complete the estimate.

Timeline:

Proposed Construction Start Date: _____ Proposed Construction Finish Date: _____

Why were these dates chosen? _____

(e.g., meet academic requirements, funds expire, donor agreement, equipment delivery, student services mandate, etc.)

Are there any restrictions on any dates of the Project? (e.g., classes, events, etc.) Yes No

If yes, please provide reason: _____

Scope of Work

Approximate square footage associated with the project: _____

Description of work to be completed:

Sketch of the new floorplan(s), desired furniture layouts, descriptions, or information on specialized equipment (i.e., cut sheets, specifications, etc.) are helpful. The following page lists several topics that may help formulate the description of the work. Requests for existing floorplan drawings may be sent to facilities@uis.edu.

Additional Information:

Go through the following sections and select any known requirements for this Project.

ARCHITECTURAL

Walls/Partitions
Masonry/Concrete
Windows
Doors/Hardware
Waterproofing
Insulating
Roofing/Gutters
Other _____

FINISHES

Plastering
Drywall
Wall Covering
Painting
Vinyl Tile/Base
Carpet/Base
Suspended Ceiling
Other _____

SPECIALTIES

White/Glass/Tack Boards
Chalkboards
Shower
Storage Shelving
Access Flooring
Directories/Signs
Unique Fire Suppression System
Other _____

MECHANICAL

Central A/C
Temp/Humid
Control
Ductwork
Diffusers/Grilles
Exhaust Fan
Fume Hood
Other _____

ELECTRICAL

Lighting Fixtures
Receptacles/GFI
Telecom Outlets
and/or WiFi
Power if not 120V
Dedicated Circuits
Fire Alarm
Emergency Lighting
Security Access System
Other _____

PLUMBING

Domestic Water
Ionized Water
Compressed Air, Gas, Vacuum
Sink/Fixtures
Toilet/Fixtures
Drain/Vent
Fire Sprinkler
 Other _____

FURNISHINGS

Window Treatments
Fixed/Mobile Seating
Modular Office Furn.
Laboratory Furniture
Display Case
Bookcase Shelving
Custom Woodwork
Other _____

OTHER SERVICES

Move/Rearrange Equipment and/or Furniture
Special Event
Landscaping
Fencing
Re-key Door Hardware
Asbestos Removal
Demolition
Custodial
Other _____

Supplemental Services:

Please identify any services needed to support the project that may not be identified above. This may include furniture acquisition, interior design consultation, specialized cleaning, leasing temporary storage space, temporary relocation costs, disposal of hazardous materials, development of marketing materials for fundraising, etc.

Funding:Source of Funds

Departmental Funds	Internal Loan <i>(attach loan agreement)</i>
Institutional Funds (not in unit CFOP)	Gift <i>(attach gift agreement)</i>
AFS R&R	Grant <i>(attach grant documentation)</i>
Self Supporting Funds	Federal
State Funds (FY _____)	Other: _____

Amount of funding currently obligated to the project: \$ _____

Funding CFOP(s): _____

Note: Units are responsible for obtaining the funding to acquire all enterprise and program-specific furniture, fixtures, and equipment (FF&E). The university does not distribute funds to F&S for the purchase, maintenance, repair/refurbishment, or disposal of academic, auxiliary, activity, research, clinical, or student support services FF&E. Requests for the distribution of additional project-specific FF&E funds to F&S must be approved by the Vice Chancellor of Finance and Administration.

Business/Financial Manager Signature: _____

Business/Financial Manager Name: _____ Title: _____

Phone: _____ email: _____

Construction Project Request Approval:

Upon securing the necessary signatures, the requesting unit may proceed with the project development process via Facilities and Services. Projects involving new construction, additions beyond an existing building's footprint, changes to the UIS Master Plan, erecting temporary structures, changes to a unit's space allocation, or the project funding type and budget approval authority limits may necessitate further review and approval from the university, UI System, or UI Board of Trustees before obtaining project approval.

_____	_____	_____
Project Point of Contact <i>(required)</i>	Print Name	Date

_____	_____	_____
Dean/Director <i>(required)</i>	Print Name	Date

_____	_____	_____
Division Head / Vice Chancellor <i>(required for projects > \$250K)</i>	Print Name	Date

_____	_____	_____
Chancellor <i>(required for projects > \$5M)</i>	Print Name	Date

Completed forms and attachments may be submitted to Facilities and Services at facilities@uis.edu or delivered to the Director of Construction in BSB 33.

Form Approved by Associate Vice Chancellor of Facilities and Services: 1/3/2024