



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

TO: Vice Presidents

FROM: Office of Facilities and Planning

CC: Deans, AVPs, Dr. Wanda Wakefield (Chair CFPC)

DATE: March 9, 2016

SUBJECT: Call for Facility Alterations and Small Capital Projects

The Office of Facilities and Planning requests proposals (prioritized) for alteration and/or small capital projects from each Vice Presidential area. The submission deadline to the Office of Facilities and Planning is Tuesday, April 5, 2016.

This call is an opportunity to identify and address current and anticipated physical infrastructure needs that are typically beyond the scope of regular maintenance activities done to campus facilities.

**Alteration projects** are improvements and/or significant renovations/changes (as opposed to maintenance or repair) to campus facilities, typically costing more than \$1,500.

**Small Capital Projects (minor critical maintenance)** are generally projects that add to or replace the existing physical plant, which could include sidewalk replacements / parking lot replacements, hazardous materials abatement, ceiling and lighting replacements, facility renovations/upgrades, replacement of failed infrastructure, typically costing less than \$50,000.

The Office of Facilities and Planning should be consulted as proposals are developed to ensure that logistical considerations / constraints and project cost estimates are fully understood and reflected in the submitted project and its priority. The attached Alteration Project Request form should be used for each project, including resubmission of previously unfunded requests. To fully leverage all sources of available funding, it is requested that proposals include divisional/unit level funds that can contribute to the project. Sources of matching funds include BASC, Foundation, IFR, and departmental accounts. Proposals with an estimated cost exceeding \$50,000 may be categorized as major capital construction and will be evaluated outside this process.

The Office of Facilities and Planning will coordinate campus review of Divisional submissions through the College-wide Facilities Planning Committee (CFPC) and the Capital Program Project and Policy Review Panel (PPRP), with recommendations forwarded to the President's Cabinet for final approval at their May or June 2016 meeting.

If you have any questions or concerns of a technical nature about project proposals, please contact John Osowski, Director of Facilities Planning / Construction, by phone ext. 2489 or email [josowski@brockport.edu](mailto:josowski@brockport.edu).

**Schedule and milestones for Alteration Projects Requests**

<b><u>Event</u></b>	<b><u>Date</u></b>
Call for Alteration Projects letter (this letter) is issued by CFPC on	<b>March 9</b>
Completed Alteration Project request forms are submitted to department chairs or directors no later than	<b>March 24</b>
Department chairs/directors assemble and prioritize requests, and forward them to Deans or AVPs by	<b>April 1</b>
Deans and/or AVPs rank the projects and submit them to Vice Presidents and <b><u>simultaneously</u></b> to the Office of Facilities and Planning (attn: John Osowski) by	<b>Tuesday April 5</b>
Vice Presidents rank projects across departments/units within area; the Office of Facilities and Planning provides estimates of projects' costs. Both are sent to Campus-Wide Facilities Planning Committee for preliminary tabulation and review no later than	<b>April 11</b>
Campus-Wide Facilities and Planning Committee consults Director of Facilities Planning regarding logistical considerations, and considers requests	<b>April 11</b>
The Office of Facilities and Planning provides detailed cost estimates and execution options for projects and resubmits to the CFPC by	<b>May 2</b>
Committee reprioritizes and finalizes projects list	<b>May 16</b>
Recommendation forwarded to President's Cabinet by	<b>May 18</b>
President's Cabinet gives final approval to projects list, funding plan, and execution strategy by	<b>June</b>
<b><i>Approved Alteration Projects are implemented possibly <u>starting in</u></i></b>	<b>Summer</b>

**Alteration Projects** that were submitted but not recommended for funding in previous years must be resubmitted for reconsideration and may use the same supporting documents and/or previous cost estimates (if still available).

Every organizational area of the College is represented on the Campus-Wide Facilities Planning Committee (a list of its members and their constituencies is available on the Brockport website). If you need additional information please consult your area's representative or the Chair of the Facilities Planning Committee. If you have any questions or concerns of a technical nature about these project proposals, please contact John Osowski, Director of Planning, Office of Facilities and Planning, by phone at ext. 2489 or by email at [josowski@brockport.edu](mailto:josowski@brockport.edu).

### ALTERATION PROJECT REQUEST FORM

(Complete & print, or complete by hand)

Project Title:

Department/Office:

Personal Contact/Telephone, Fax:

Description of Project, including structural changes, doors, windows, finishes, telecommunication, data, and utility requirements if known (attach additional information, e.g. floor plan, if necessary):


Location of Project (Building/Room/other):

Justification:

Chair/Unit Head Priority (high, medium, low): High    Medium    Low

School Dean/Unit AVP Ranking (X of XX): \_\_\_\_\_ of \_\_\_\_\_

Divisional VP Ranking (Y of YY): \_\_\_\_\_ of \_\_\_\_\_

Proposed Funding Source (check all that apply):  
Alterations Only    Department Budget    Other: \_\_\_\_\_

Please score your project from 1 to 10 with 10 being the highest impact:  
Strategic Initiative    FMP Initiative    Improves Quality of Place    Enrollment Impact

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### NO ENTRIES BELOW THIS LINE

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Order of magnitude probable cost [by Office of Facilities and Planning]: \$ \_\_\_\_\_

Execution (for Office of F&P use): in-house    contract(s)    requires arch    requires eng

Preliminary Schedule [for Office of F&P use]: