REQUEST FOR CAPITAL PROJECT* OR FEASIBILITY STUDY
UNIVERSITY OF ILLINOIS URBANA CHAMPAIGN CAMPUS

Proposed Project Title: ____________________________________________________________

Building Name and Number: ______________________________ Room Number(s): __________________

Project Description (add additional pages if required):

NASF (net assignable square feet): __________________________ GSF (gross square feet): __________________________

Will this project add gross square footage to the facility: ☐ No ☐ Yes  How much added square footage?

If answered yes above how will the unit offset the proposed growth per the Net Zero Growth Space Policy?
☐ Demo current assigned space (attach explanation) ☐ Request Provost “Bank” space (attach approval)
☐ Request Variance from Committee (attach form)

Feasibility Cost Estimate (See Feasibility Rate Scale per GSF): ____________________________

Project Cost Estimate (See Total Project Budget/GSF Rate Scale): ____________________________

Operations/Maintenance Annual Estimate (See New Area Funds-O&M/GSF Rate Scale): ____________________________

Utilities Annual Estimate (See Utility/GSF Rate Scale): ____________________________

Project Type:
☐ New Building  ☐ Site Work  ☐ Other Construction
☐ Building Addition  ☐ Utilities Improvements  ☐ Feasibility Study
☐ Master Plan  ☐ Remodeling

Proposed Schedule (month, year): Start  Finish
Campus Approval
Planning
Project Approval
Architect / Engineer Selection
Feasibility / Conceptualization
Design
Bid / Award
Construction
Proposed Source of Funds (select all that apply):

- Dept. Funds
- R & R
- Federal
- State Capital Request
- Gift/Grant Funds
- Other (please specify)

Required Attachments:

a. Academic Program Statement (need and expected contribution to educational services)
b. Relationship to Mission and Long Range Planning (relevance to Campus Strategic Plan)
c. Alternatives considered
d. Existing and projected: (1) Personnel; (2) Student Enrollment; (3) Student Contact Hours; (4) Research Funding
e. Summary of existing space inventory (include net zero growth justification if required)
f. Donor feasibility (Assoc Chancellor for Development)

Requesting Individual: Dept.: 

Approved by:

Director / Department Head (signature required)  Print Name  Date:

Dean (VCAA units only) (signature required)  Print Name  Date:

VCR / VCSA or Designee (signature required)  Print Name  Date:

Provost or Designee (signature required)  Print Name  Date:

Delegated Authority Limits, Definitions, Instructions, and Rate Guidelines

Capital Projects have a Total Project Budget of $250K or greater. Non Capital Projects should be submitted to https://my.fs.illinois.edu

Campus Approval: By obtaining the required signatures, per the levels noted below, the requesting Unit may proceed with the project development process. New Buildings, Major Additions, or Total Renovations will require additional campus review and approval prior to proceeding with project development.

Deans may approve projects and Feasibility Studies up to $500K. Projects and Feasibility Studies greater than $500K require the Provost’s signature as well.

VCR, Vice Chancellor for Research, may approve projects up to $1M. Projects greater than $1M require the Provost’s signature as well.

DIA may approve projects up to $500K. Chancellor’s Office may approve projects up to $1M. Projects greater than $1M require the Provost’s signature as well.

VCSA, Vice Chancellor for Student Affairs, may approve projects up to $5M. Projects greater than $5M require the Provost's signature as well.

Electronically forward completed form and required attachments to F&S Capital Programs Division at: CampusCapitalApproval@illinois.edu

Project Approval: Board of Trustee (BOT) delegated approval will proceed following project development, acceptance of prepared Program Statement and receipt of executed funding commitment.
These rates are to be used for budgeting purposes only:

<table>
<thead>
<tr>
<th>Feasibility Rate Scale</th>
<th>Low</th>
<th>High</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feasibility Studies/GSF</td>
<td>$2.50</td>
<td>$4.00</td>
<td>$3.25</td>
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</table>

<table>
<thead>
<tr>
<th>Utility/GSF Rate Scale</th>
<th>Average</th>
<th>Escalation Rate per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offices/Classrooms</td>
<td>$3.67</td>
<td>2.50%</td>
</tr>
<tr>
<td>Research Labs</td>
<td>$6.89</td>
<td>2.50%</td>
</tr>
<tr>
<td>Libraries/Museums</td>
<td>$3.56</td>
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<table>
<thead>
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<th>O&amp;M/GSF Rate Scale</th>
<th>Average</th>
<th>Escalation Rate per year</th>
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</thead>
<tbody>
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<td>Offices/Classrooms</td>
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<td>2.50%</td>
</tr>
<tr>
<td>Research Labs</td>
<td>$12.09</td>
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</tr>
<tr>
<td>Libraries/Museums</td>
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<td>2.50%</td>
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<table>
<thead>
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<th>Total Project Budget/GSF Rate Scale</th>
<th>Low</th>
<th>High</th>
<th>Average</th>
<th>Escalation Rate per year</th>
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</thead>
<tbody>
<tr>
<td>Offices/Classrooms</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>new space</td>
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<td>$440</td>
<td>$390</td>
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<tr>
<td>remodeled space</td>
<td>Varies</td>
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<tr>
<td>Research Labs</td>
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</tr>
<tr>
<td>new space</td>
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<td>$850</td>
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<tr>
<td>remodeled space</td>
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<td>$700</td>
<td>$500</td>
<td>5.25%</td>
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<tr>
<td>Libraries/Museums</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>new space</td>
<td>$300</td>
<td>$600</td>
<td>$450</td>
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<tr>
<td>remodeled space</td>
<td>$200</td>
<td>$500</td>
<td>$350</td>
<td>5.25%</td>
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