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| --- | --- |
| **Institution** | |
|  | |
| **Project Title** | |
|  | |
| **Project Category** | **Project Subcategory (Major or Stand-Alone)** |
|  |  |
| **Project Location (City)** | |
|  | |
| **Prepared By:** | **Phone Number** |
|  |  |

**Project Proposal Submittal and Due Date**

* Submittals are limited to **10 pages** (excluding project cost, diagrams and sketches, and appendices, cover sheet, title page, and table of contents). Submit proposals in loose leaf form with binder clips. Do not submit proposals in 3-ring binders or with comb bindings.
* Each project proposal should be submitted within a single project category; do not submit Minor Works projects for this scoring process.
* Institutions should **submit 10 copies to OFM**, along with an electronic copy of the request. Please create a separate pdf document for each proposal submitted.
* Submittals are due to OFM on August 15, 2016, by 5:00 pm
* Submit electronic copies to Gene Emmans at [gene.emmans@ofm.wa.gov](mailto:gene.emmans@ofm.wa.gov).

**Check the corresponding boxes below if the proposed project meets the minimum threshold or if the item listed is provided in the proposal submittal.**

**Minimum Thresholds:**

* Project is not an exclusive enterprise function such as a bookstore, dormitory, or contract food service
* Project meets LEED Silver Standard requirements
* **I**nstitution has a greenhouse gas emissions reduction policy in place in accordance with RCW 70.235.070 and vehicle emissions reduction policy in place per RCW 47.01.440 or RCW 43.160.020 as applicable.
* A complete predesign study was submitted to OFM by July 1, 2016. (All requests for Design funding)
* Project extends the useful life of the facility by at least 25 years (Renovation Category)
* Project is not a facility repair project (Infrastructure Category)
* Request is a single project (Stand-Alone, Infrastructure, and Acquisition categories)
* Land acquisition is not related to a current facility funding request.(Acquisition Category)

**Items Required:**

* Institutional Priority Form ***CONFIDENTIAL*** (1 per institution). TO BE SUBMITTED UNDER SEPARATE COVER DIRECTLY TO OFM Higher Education Capital Budget Analyst, as a PDF email attachment.
* Signed proposal checklist (1 per proposal).

**Items Required within 10 pages of Proposal:**

* Completed Project Proposal Form for specific category/subcategory.

**Required items to be included in Appendices:**

* Completed Availability of Space/Campus Utilization template for the campus where the project is located. (Required for all categories/subcategories except Infrastructure and Acquisition).
* Completed Assignable Square Feet template to indicate program-related space allocation. (Required for all categories/subcategories except Research (Major & Stand-Alone), Predesign, Infrastructures, and Acquisition).
* Capital Project Report CBS002
* Excel C-100 Form for projects greater than $5 million
* Project Cost Estimate CBS003 for projects between $2 million and $5 million

**Optional Items that may be included in Appendices:**

Attach supplemental and supporting project documentation, *limited* *to materials directly related to the evaluation criteria*, such as:

* Degree and enrollment growth projections
* Selected excerpts from institutional plans
* Data on instructional and/or research space utilization
* Additional documentation for selected cost comparables (acquisition)
* Selected materials on facility conditions
* Selected materials on code compliance
* Tables supporting calculation of program space allocations, weighted average facility age, etc.
* Evidence of consistency of proposed research projects with state, regional, or local economic development plans
* Evidence of availability of non-state matching funds
* Selected documentation of prior facility failures, high cost maintenance, and/or system unreliability for infrastructure projects
* Documentation of professional assessment of costs for land acquisition, land cleanup, and infrastructure projects
* Selected documentation of engineering studies, site survey and recommendations, or opinion letters for infrastructure and land cleanup projects
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the above checked items indicate either that the proposed project meets the minimum thresholds or the corresponding items have been included in this submittal.

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Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Printed)

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Title