

# Detailed Request Questionnaire

Colorado State University - Division of University Operations

## Instructions

Please complete each of the sections, ensuring to keep the original sequencing, section, and question numbers in your response. Campus-wide capital planning requires a deep understanding of current facility needs, issues, and impacts to your unit, as well as an understanding of the potential future project, its goals, and how it would address key issues. We appreciate the thoughtful and comprehensive information you provide. If you are unable to answer a specific question at this time, please contact Facilities Management for guidance.

## Deadline

Detailed project request forms for tier 1 (high priority) projects over \$2 million are due annually on August 31. We recommend submitting this detailed request earlier in the year to allow Facilities Management time to provide feedback prior to the August 31 deadline.

## Executive Summary as Cover Page

Once you have completed all sections below, please provide a one-page executive summary of your project request that highlights:

- Key issues or challenges with your current facility, or reason for proposed new facility
- Brief summary of your proposed solution, vision, and opportunities
- How your request aligns with the CSU priorities and best practices
- Key supporting data or metrics

# Detailed Project Request Questionnaire

**College/Division/Auxiliary name:** [Click here to enter text.](#)

**Name of project request:** [Click here to enter text.](#)

**Date submitted:** [Click here to enter text.](#)

## 1) Vision, Opportunities, Needs & Alignment with President's Priorities

Address all the questions below:

- a) Please describe your need to pursue this project request at this time. Describe your vision and aspirations for it, reputational impact for your unit, reputational impact for the university, and any other criteria that describes the need for the project. [Click here to enter text.](#)
- b) What are the opportunities or other key goals that this project would address? Please list and rank the items (starting with most important) and provide a general description. [Click here to enter text.](#)
- c) What are the key issues or facilities challenges that your project seeks to address? Please list and rank the items (starting with most important) and provide a general description. [Click here to enter text.](#)
- d) How has your unit worked around the existing space challenges to date? (Refer to section 5 and supporting data.) [Click here to enter text.](#)
- e) How is this project responsive to projected trends for your unit or the field? [Click here to enter text.](#)
- f) Provide any other factors (internal or external) that drive you to pursue a project request at this time. (Maintenance, Age of building, etc.) [Click here to enter text.](#)
- g) What impact would the potential project described above have on the following CSU priorities and best practices? Please make sure to comment on each applicable item below.
  - i. Student Success [Click here to enter text.](#)
  - ii. Research and Academic Excellence [Click here to enter text.](#)
  - iii. Institutional Competitiveness [Click here to enter text.](#)
  - iv. Strengthening CSU's impact across the state, region, and world [Click here to enter text.](#)
  - v. Strengthening democracy [Click here to enter text.](#)

## 2) Sustainability

The sustainability scoring criteria this project may support are: 1) Space Right-Sizing, 2) Adaptable for Future Use, 3) Biodiversity & Grounds Impact, 4) Renovation, Material Circularity & Embodied Carbon, 5) Energy Transformation, 6) Mobility & Access, 7) Resilience & Climate Adaptation, 8) Curriculum, Research, & Academic Integration, 9) Community Integration & Engagement. (More information on criteria available at: <https://green.colostate.edu/projectsustainability/>.)

- a.) Please list the sustainability scoring criteria this project supports and provide detail, explaining how the project supports each sustainability scoring criteria. [Click here to enter text.](#)

## 3) Recapitalization

- a.) Please add information on facilities or infrastructure this project will demolish or revitalize in the table below. (Campus Planning can provide support for building information. Facilities Management Operations can provide support for infrastructure information.)

Building name	Date of construction or last major renovation	FCI	Percentage of building impacted by this project

Type of Infrastructure	Date of installation or last major renewal	Expected useful life	Percentage of useful life

## 4) Collaboration

Provide a list of all project stakeholders below.

- a.) List of projected end-users of the project: [Click here to enter text.](#)
- b.) List of projected groups that will be involved in planning, design, and construction of the project: [Click here to enter text.](#)
- c.) What other CSU and / or external groups are impacted by this project? [Click here to enter text.](#)
- d.) Describe the project's effects on campus cross-unit collaboration, both enhancements and possible negative considerations. [Click here to enter text.](#)

## 5) Space Need

- a.) Please provide a more detailed vision of the future space you're hoping to create. What would be built? What would be renovated? What types of spaces would you create and how would it support your unit? [Click here to enter text.](#)
- b.) How much net assignable square feet do you estimate would need to be constructed or renovated? (Refer to section 7 for additional related data requested.) [Click here to enter text.](#)
- c.) Does this space replace existing facilities and/or expand on existing facilities? Please comment on how other areas of campus (i.e., other building sites) could help your unit address this project request. [Click here to enter text.](#)
- e.) Will you vacate any space as a result of this project? Include on-campus space and off-campus leased spaces. [Click here to enter text.](#)

- d.) Please provide a list of peer institutions (up to 3) as it relates to the scope of this project. Provide a brief overview of those institutions' facilities that support a similar function and the relevance of these facilities to your potential project. [Click here to enter text.](#)
- e.) Describe the temporary or swing space your unit would need to accommodate this project. Include on-campus space and/or off-campus leased spaces and the associated net assignable sq ft. [Click here to enter text.](#)
- f.) Does the space being requested in this potential project support a CSU core mission area (instruction, research, compliance, safety)? If so, please provide 1-2 sentences describing how the project supports each core mission area. [Click here to enter text.](#)
- g.) What type(s) of space will this project create? (Classrooms, Labs, Offices, Storage, etc.) Is there currently a deficit of this type of space across CSU? (Please coordinate with FM campus planning to determine overall campus space availability.) [Click here to enter text.](#)

## 6) Funding, Budget, & Financial Return

- a.) Will this project generate new revenue for the university? If yes, what is the estimated financial payback (in years) for this project? [Click here to enter text.](#)
- b.) How might the project impact the operating costs of your unit and the university? If there is an increase, how will your unit support that additional cost? Please list potential operating costs, such as space/facilities/utilities costs, building operating expenses, unique space and equipment operating and maintenance expenses, new unit-level support staff, etc. If the project will result in cost savings/avoidance, please quantify those savings and provide a specific list of accounts in which those savings will be realized. Information provided in this response should provide validation of the project's financial payback period. [Click here to enter text.](#)
- c.) Please work with Facilities Management Capital Design (University Architect) to provide an overall estimated total development cost range for this project. [Click here to enter text.](#)
- d.) Describe how the project could be funded (e.g., unit reserves, donors, requesting central/state resources, debt) and existing status of efforts related to these items. If the anticipated donor funding does not materialize, can the unit support the bond payment? [Click here to enter text.](#)

## 7) Facilities Management

Facilities Management (Campus Planning & Design) will assist you in providing the following information (in table format attached to this request).

- a.) Do you foresee any project execution risks if this project is approved? If so, what are they and how will they be mitigated? (Please consult with Facilities Management Operations for infrastructure.) [Click here to enter text.](#)
- b.) List of all spaces/buildings impacted by the potential project. Include building name, age, floors involved, estimated net assignable sq ft, % of unit's overall sq ft. [Click here to enter text.](#)
- c.) List of relevant completed projects that relate to addressing the needs of this capital project request to date. This could include construction, reconfiguration, densification (furniture), etc. Include project name, date, general description of the project, cost and funding sources. [Click here to enter text.](#)

## 8) Supporting Data

The duration of the total development schedule for the project is currently identified between ##-## months.

- a. The desired completion date for this project is (enter semester & year). Please describe factors driving the desired completion date for this project. [Click here to enter text](#).
- b. What are the repercussions and/or risks if this project request does not move forward? [Click here to enter text](#).
- c. To better understand the needs of your unit and this major capital request, please include 5-year trend data that are applicable to your capital project request in table format and a commentary on how this affects your capital project request. You may choose to use a longer trend period, if important to your request. [Click here to enter text](#).

Example data include staff and faculty FTE headcount; student enrollment by level; figures for other stakeholders or building users, such as patients or visitors; research expenditures; student credit hours; classroom utilization data; square footage history; and so on.

Example table:	20XX	20XX	20XX	20XX	20XX	5 Yr % Change	Impact on Request
Total square footage*							
Graduate enrollment (Fall)							
Undergraduate enrollment (Fall)							
Faculty count							
Regular staff count							
Other stakeholder figures (row for each)							
Research expenditures							

- d. Please provide any additional data or information relevant to this project request. Examples include square footage by function by building/location; faculty/student/staff counts and percentage across unit campus locations; excerpts of specific relevant items in any accreditation reports, strategic reviews. [Click here to enter text](#).