



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
Project Request Form

PRF \_\_\_\_\_ - \_\_\_\_\_
PM \_\_\_\_\_

Project Name

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Requester: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

A Project Manager will be assigned to this request and will contact the requester within two weeks of his/her assignment to schedule a project scoping meeting & if applicable, a site visit.

Requested Timeline:\* \_\_\_\_\_

\* Actual project timeline may vary, depending on Facilities Planning and Construction (FPC) workload.

Attached sketch: [ ] YES [ ] NO

PROJECT DESCRIPTION: (Be as detailed as possible and if applicable, please include the campus, BLDG, Room Number(s) and rough sketch of what you have in mind)

Building Name: \_\_\_\_\_ Room #: \_\_\_\_\_

IMPORTANT: Attach an impact statement explaining why this project is important and how it supports UTRGV's goals.

Department Needs: (Quantity & Description) (i.e. 2 offices, 1 storage room, etc.): Attached is Project Impact Statement [ ] YES [ ] NO

Number and Type of Spaces Required: \_\_\_\_\_

Equipment Needs: \_\_\_\_\_

Furniture Needs: \_\_\_\_\_

Plumbing & HVAC: \_\_\_\_\_

Locksmith / Access control: \_\_\_\_\_

Electrical / Data / Network / Audio Visual: \_\_\_\_\_

Other: \_\_\_\_\_

1. Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Requester's Name: \_\_\_\_\_

2. Dean / Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Proposed Funding Source: \_\_\_\_\_

If the project meets a high University priority & is considered urgent, please check the box below:

URGENT: [ ] JUSTIFICATION: \_\_\_\_\_

APPROVED

3. Divisional Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Vice President Name: \_\_\_\_\_

For Preliminary Estimate Only [ ] Process with the Proposed Funding Source shown above [ ] Date: \_\_\_\_\_

Budget Estimate: \_\_\_\_\_

Note: If Project is estimated at \$30,000 or more, or at less than \$30,000 without a funding source, the VP will need to place it on the CFPC agenda for consideration.

FACILITIES PLANNING & CONSTRUCTION USE ONLY

Facilities Planning and Construction: Less than \$100,000

EVP for Finance & Administration/President's Approval for Funding Source: \$100,000 or more

4. EVP for Finance & Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 1) Requester fills out a Project Request Form (PRF) with the necessary project information, including the project's impact statement and a detailed project narrative, and submits it to the respective Dean/Director for consideration.
- 2) If approved, the Dean/Director recommends funding source, if available, and presents PRF to the divisional Vice- President (VP) for consideration. If funds are not available at the departmental level, the respective VP may assign a funding source or the project may ultimately be presented at the Campus Facilities Planning Council (CFPC) meeting for funding consideration (see sections 7 and 8 outlined below and CFPC document).
- 3) Divisional VP reviews request, and will indicate either "For Preliminary Estimate Only" or "Process with the *Proposed Funding Source* shown above" box. Completed PRF is sent to Central Scheduling for processing.
- 4) Central Scheduling logs in the PRF, assigns it a PRF number, and e- mails a copy to the FPC assistant directors and project managers for preliminary review.
- 5) Proposed project is evaluated by FPC director and assigned a Project Manager at the next bi- weekly PRF Meeting. If project is marked "urgent" it will be prioritized accordingly.
- 6) Project Manager communicates with Requester designated on PRF, usually within 2 weeks of being assigned the project.
- 7) Project Manager prepares a budget estimate and submits it to Central Scheduling, who in turn sends it back to the Requester. Before proceeding with project, the following conditions are taken into consideration:
  - A) If PRF was submitted with approved funding source and cost estimate is less than \$30,000, FPC proceeds with work.
  - B) If PRF was submitted without an approved funding source and cost estimate is less than \$30,000, the voting CFPC members (all the vice- presidents) will consider approval via email discussion and voting.
  - C) If PRF was submitted without an approved funding source and cost estimate is more than \$30,000, respective VP requests placement on CFPC agenda for consideration and approval of project.
  - D) If PRF was submitted with approved funding source and cost estimate is more than \$30,000, respective VP requests placement on CFPC agenda for consideration and approval of project.
  - E) **Any proposed project estimated over \$100,000 will not be considered by CFPC. These projects must be submitted to the EVP for Finance & Administration and other funding sources will be considered after discussion and approval by the President.**
- 8) CFPC votes to approve/deny project. If approved, CFPC makes a funding recommendation. CFPC may also request further information and/or other options. Approval by the committee is documented by FPC through the Agenda Item and Recommendation Summary. If denied, Requester is notified of outcome and PRF is closed.
- 9) Projects above \$50,000 that are approved by CFPC require the President's approval. If below \$50,000, FPC proceeds with project.
- 10) Project Manager schedules the design- development work on the project and finalizes the budget. If the estimate exceeds 5% of the approved budget, the project will require re- approval from CFPC Chair, the committee, or the President.  
(See CFPC document for additional information.)

\* PRF COMMITTEE membership is comprised of the Directors for FPC and the Administrative Coordinator for Central Scheduling. Regular guests at the PRF meetings include representatives from Environmental Health & Safety, Cooling Plant, IT and Telephone Services.