

INSTRUCTIONS FOR PROJECT REQUEST FORM (PRF)

Use this form to request any non-event services, labor or materials for construction or renovation projects. ALL REQUESTS REQUIRE AN INDEX NUMBER. This form is not to be confused with the DFM Service Request. The DFM Service Request is for events only.

RENOVATIONS or PROJECTS

This form is to be used for any project, large or small. The purpose of the form is to more fully explain the purpose and scope of any project and to include the approvals of all administrators up to and including the President's Cabinet, if necessary. All projects will be pre-funded by encumbering department funds into a specific project index.

FORM: Please fill out the form with a detail of your project, explaining the benefit to your department and the final goal. Describe the project, purpose, scope of work and urgency if you have a critical deadline.

Please review the common types of projects and project services and check all that apply. Most importantly, please select the boxes that support the goals of the WKU Strategic Plan. If you are unsure of these goals, please ask for department head or dean assistance. This form must be signed by the Department Head and Dean. Please fill out the form completely and email to PDC@wku.edu.

ASSIGNED: Upon receipt your request will be reviewed and a determination will be made if this is a project that will be managed by the Planning, Design and Construction department or by the Department of Facilities Management. If DFM is selected to proceed with your project, you will be notified by the manager for those services requested.

ESTIMATE: If your project is to be administered by the PDC department, you will be assigned a project manager who will contact you and give you an estimate based on the work you require. The estimated cost is based on a thorough evaluation of the project scope, including on-site analysis, planning, design and labor and material estimates. Outside professional services may be required such as architects, surveyors, and/or engineers.

FUND REQUEST: If you and your approvers are in agreement with the estimated amount, PDC will send a project index request to accounting and funds will be encumbered to that index. All estimates will include a 10% contingency for unexpected costs. Once funds have been encumbered, all labor, materials and other costs will be arranged by the assigned project manager and charged to the pre-funded index. An example of the fund request which includes the estimate is attached.

CHANGE ORDERS: PDC reserves the right to make changes in the proposed scope of work in order to meet code requirements or properly execute all aspects of the project. During the course of the project, you may wish to expand the scope or make other changes that will cost more such as carpet and furniture. The scope change may be necessary due to unknown or undetermined characteristics within the project. These unknown items may be lead, asbestos or other infrastructure features. Your project manager will discuss these with you and describe the costs of these items. It is your responsibility to pay for any infrastructure needs that are related to your project.

If the scope change requires more funding, a Change Order to the project will be necessary and additional funding will be required. Depending upon the size and scope of the change, it will be sent to your department head and ultimately to your Dean for approval. Any funds not used for the project at the end will be returned to you.

CABINET APPROVAL: If it is determined that the project will meet the criteria for the President's Cabinet Signature, the PDC department will send the Project Request Form (PRF) to the appropriate cabinet member with a more detailed explanation and request for signature.

The determination of a President's Cabinet signature will be made based on adherence to the WKU Strategic Plan goals, increase in cost of operation, program change, and goals and scope of the project. The PDC department will provide the estimate for your project with assistance from you and others, but it is the responsibility of the requester to provide the foundation of the need for the project.

ESTIMATES ARE ONLY VALID FOR NINETY (90) DAYS after date of issue. Again, all forms must come to PDC@wku.edu!

This is in reply to your recent Service Request.

- ❑ Please review the description of work and estimated cost carefully, as this represents the entire scope of work for this project. If you are proposing a change in the scope of work, please submit any such change requests in writing along with a copy of the original request. Changes in the scope of work may require an adjustment of the estimate.
- ❑ Check the account number shown below and make any necessary corrections to this information in your reply.
- ❑ If you are proposing a change in space usage, you need to contact the office of Academic Affairs, Scheduling Applications Coordinator, to get approval prior to construction.
- ❑ Should you wish to proceed with this project, please reply to this message.

PROJECT NO: SR
LOCATION:
ACCOUNT NO: PLEASE ADVISE

DESCRIPTION OF WORK:

TOTAL ESTIMATED COST: \$

Once we receive your positive reply, we will encumber funds for the entire estimate amount before proceeding with the project. If necessary, we will return to you the original Service Request form for signature by the person responsible for the account. After we receive confirmation of the interaccount, we will order materials and schedule the work.

If you do not wish to proceed with the project please respond so that we can cancel the Service Request, allowing us to keep our project files up to date. **Please note that this estimate is valid for a period of ninety (90) days, at which time the project may be canceled if an encumbrance has not been processed.**

This represents our estimate of the probable cost of this project and is typically accurate to within ten percent (10%) of the actual cost for the scope of work described. As permitted by university policy, the final project cost may be adjusted upward or downward within this limit depending on such factors as the bidding and procurement process, market labor rates, concealed building conditions, or other factors outside of our control. This project will most likely utilize primarily contracted services, price-contract materials where available, and possibly in-house labor.

Thank you for allowing us to serve you in this way. If you have any questions regarding this project, please do not hesitate to contact me.
