

## Construction, Renovation & Interior Design Project Requests

Whether constructing a new facility or renovating a building lobby, the role of Planning Design and Management is to ensure that University design and construction standards are met and oversee the entire process. Duties include developing/coordinating a project design, generating an estimate for that design, and collaborating with all campus stakeholders to ensure the delivery of the project does not interrupt campus logistics.

For large renovation or new construction projects, the Project Manager (PM) acts in a management role overseeing the process and the budget for the entire project. For smaller renovation projects, the PM is directly involved in the design, estimating, furniture, fixtures and equipment (FF&E) specification and purchase, and construction delivery of the project.

### Services & Responsibilities

- Managing and overseeing new construction and renovation projects
- Designing and estimating departmental and building renovation projects
- Leading end users in developing and executing their plans for renovation and facilities planning
- Planning, developmental support and implementation of buildings and grounds initiatives
- Developing, implementing and overseeing the University's material specifications and construction standards
- Maintaining the University space data base, building drawing files and utility infrastructure drawings
- Interior design
- Furniture, fixtures and equipment purchases and repair needs
- Accessibility consultation
- Coordination of campus signage in conjunction with University Communications

### Make a Project Request

To make a request for a renovation, interior design or construction project, please fill out and submit the project request form and email to [michelle.huggins@drake.edu](mailto:michelle.huggins@drake.edu) with cc: [capitalprojects@drake.edu](mailto:capitalprojects@drake.edu) and [kevin.moran@drake.edu](mailto:kevin.moran@drake.edu)

If you have other questions, feel free to contact Facilities Planning & Management at 515-271-3790.

Once the project request form is received, the Planning and Design team will contact the requestor to set up a Scope of Work meeting within 2-3 weeks pending staff availability.

This process contemplates that funding for a project has been identified either through departmental funding, or through the annual deferred maintenance / capital renewal priority identification process.

Forms must be submitted no later than December 31, to be considered for current fiscal year.

## PROJECT REQUEST FORM

If approved, will be scheduled no earlier than Spring of following year.

**INSTRUCTIONS:**

- 1) Please complete all fields.
- 2) Signatures are required in the "Authorization" section below prior to submitting to Capital Program Management.
- 3) Please send the completed Project Request Form to, [michelle.huggins@drake.edu](mailto:michelle.huggins@drake.edu) with cc: [capitalprojects@drake.edu](mailto:capitalprojects@drake.edu).
- 4) Forms must be submitted no later than **December** to be considered for current fiscal year.

### REQUEST DETAILS

REQUEST DATE:	REQUESTED COMPLETION DATE (M/D/Y):
REQUESTOR NAME:	ATTACHMENTS REQUIRED FROM REQUESTOR:  <input type="checkbox"/> QUOTE <input type="checkbox"/> DRAWING/SKETCH <input type="checkbox"/> SPECIFICATIONS <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> OTHER: _____  (minimum one required)
DEPARTMENT NAME:	
REQUESTOR EMAIL:	
REQUESTOR PHONE NO.:	
PROJECT BUILDING/ROOM NUMBER/AREA:	

### PROJECT DESCRIPTION


### FACILITIES PLANNING & MANAGEMENT COMMENTS:

FPM- Approved	Non Approved	Reason:
FPM Assessment:		
Funding Available:		

### AUTHORIZATION

Requestor Name –(Print Name & Signature) <small>Signature required for Initial Submission of Form (Step 1)</small>	Date	Funds Available for Project: <input type="checkbox"/> Yes \$ _____ No <input type="checkbox"/>
Dean/Department Head Name – (Print Name & Signature) <small>Signature required for Initial Submission of Form (Step 1)</small>	Date	Source of Funds (Dept or Gifts): _____
President's Council Member - Provost, Athletic Director, etc- (Print Name & Signature) <small>Signature required after project scope and budget has been identified by FPM Project Management Team (Step2)</small>	Date	FOAPAL: _____
Chief Administration Officer – (Print Name & Signature) <small>Signature required after approval from President's Council Member prior to engaging consultants and contractors (Step 3)</small>	Date	