# 2025-26 SMALL CAPITAL IMPROVEMENT PROGRAM

# PROJECT SUMMARY FORM

## INSTRUCTIONS:

* **The deadline for submission of completed proposals is July 8, 2025**.
* Small capital improvements are defined as new construction or renovation, including fixed equipment, estimated to cost between $20,000 and $1,500,000.
* Facilities Management should be contacted (Adam Feuerstein at ext. 4-2183 or Kyoko Adachi at ext. 4-9520) by **April 15, 2025,** for assistance in defining the project scope and estimating project costs. Requests received after April 16 may not be completed in time for submittal.
* For life-safety concerns, contact Sandra Conrrad (extension 4-6982 or [sconrrad@uci.edu](mailto:sconrrad@uci.edu) ) for input on safety requirements or considerations for the project.
* For security-related projects, coordinate proposals with James Layne (ext. 4-1308 or jlayne@uci.edu) to ensure consistency with the campus Security Master Plan.

## Prepare a separate form for each project requested.

* Round project costs to the nearest $100.
* **Do not include costs for movable furniture or equipment**.
* Forms must be signed by the appropriate Dean, Director, or Vice Chancellor.
* Forms must indicate priority among projects requested; please include only one project per priority number.
* Transmit **one PDF file with bookmarks for each proposal to** [**m.beatrice@uci.edu**](mailto:jpechman@uci.edu)**, with a cc to lowj6@uci.edu**. Electronic files can be transmitted via e-mail attachment.
* Contact Meg Beatrice (ext. 4-7489 or [m.beatrice@uci.edu](mailto:jpechman@uci.edu)) if you have questions about file content or format.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | | | **School/Department:** | |  | | | | | | | **Priority #:** | |  | | |
| **2.** | | | **Project Name:** |  | | | | | | | | | | | | |
| **3.** | | | **School/Department Contact:** | | | |  | | | | | | | | | |
| **4.** | | | **Has this project been submitted before?** | | | | | |  | | | | | | | |
| **If yes, when was it submitted?** | | | | | | | |  | | | | | | |
| |  |  | | --- | --- | | **5.** | **Is the proposed project space currently assigned to your School/Unit? \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | |
| |  |  | | --- | --- | | **6.** | **Provide a proposed project budget as detailed below:** | | | | | | | | | | | | | | | | |
|  | |  | | | | Construction | | | | $ |  | |
|  | |  | | | | Fees, Plans, Supervision | | | |  |  | |
|  | |  | | | | Special Items | | | |  |  | |
|  | |  | | | | Contingency | | | |  |  | |
|  | |  | | | | **Total Project** | | | | **$** |  | |
|  |  | | | | | | | | | | | | | | |
| |  |  | | --- | --- | | **7.** |  | | **Explain the project funding plan (i.e. matching funds, gifts, grants, etc.).** | | | | | | | | | | | | | | |
| **8.** | **Provide a detailed narrative justification for the proposed project clearly identifying the need. Include specific information about the faculty hire that the project will accommodate (e.g., name, status of recruitment, anticipated start date, etc.). Include any other background information that will assist in evaluating the project.** | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
| **9.** | **Provide a detailed description of the proposed scope of work. This should include a summary of what the project will accomplish rather than simply a list of work to be undertaken. Provide any graphic material(s) that will assist in evaluating the project (i.e., floor plans, diagrams, photos, etc.).** | | | | | | | | | | | | | | |
| **10.** | **Provide a concise summary of the project scope and justification; a summary of #8 and #9 above. This should include, in a few sentences (approximately 75-125 words), what the project will accomplish, the name and arrival date of the faculty member it will accommodate (if applicable), and a summary of the scope of work. This synopsis will become part of a summary spreadsheet prepared for the Small Cap Advisory Committee and executive management. See examples, attached.** | | | | | | | | | | | | | | |
| **11.** | | | **Provide any cost studies that were performed based on project requirements. If cost studies were not undertaken, explain how the proposed budget was established.** | | | | | | | | | | | | | |
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**Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean/Director/Vice Chancellor**

**Examples of Project Summary (for Item 10)**

**Steinhaus Hall 383/387 - Ecology & Evolutionary Biology Lab Renovation**

This project will renovate two existing research laboratories to accommodate marine ecology and global climate change research for a new faculty hire. (Priority 2 renovations in Steinhaus Hall basement are providing the seawater research laboratory for this new faculty member.) Scope of work includes the removal, reconfiguration and replacement of casework, cabinets and shelves with epoxy topped casework with built in countertop gas, air, and vacuum nozzles; the installation of a countertop with two sinks; removal of existing bi-fold door; cleaning walls, floors, light fixtures, and air diffusers; rebalancing air; painting throughout.

New faculty member: C. Sorte (arrived January 2014)

**Langson Library Freight Elevator Repair**

This project will repair and modernize the 1967 freight elevator in Langson Library to reduce increasing lift failures, upgrade staff and student safety, and provide reliable and timely transport of library materials. Scope of work includes new equipment and systems such as elevator controls, a solid-state starter, battery lowering operations, a power unit, and a car button station. Other possible work (included in the budget) includes electrical upgrades, fire and life safety, and general contracting.

This is an example of a summary for a particularly complex project:

**Engineering Tower - Classroom (Project Room) Renovations**

This project will renovate the entire third floor of Engineering Tower to create open project rooms needed to support the growing demand for dedicated engineering fabrication and training activities. The project also includes the conversion of a sixth floor office to a conference room to replace a conference room lost in the third floor renovation. Scope of work for ET 652 includes a new T-bar ceiling, lighting, carpet tiles, paint, window blinds, and a projector. Third floor renovations will provide four, evenly sized and open classrooms. Scope of work includes demolition of interior walls and T-bar ceilings to expose high concrete ceilings; minor HVAC vent modifications; VCT flooring to replace carpeting; casework and benches; storage cabinets and shelving; a sink; digital panel displays for instruction and presentation; and patching and painting, flooring replacement.