

SHSU Departmental Approval Form for Requesting a Cost Estimate

This form is the approval process before requesting a cost estimate for a major repurposing of space. Prior to any cost estimates created, this form, along with the appropriate signatures, must be completed and attached to the estimate request via the FAMIS Self Service portal.

Renovation/Alteration information is posted on the back of this form and on the [Facilities Management](#) website.

Date Request Initiated: _____

Requesting Department or Unit: _____

Cost Estimate: _____ **COST ESTIMATOR**

Will the work be done within the current fiscal year or is it a future project? _____
(See budget and year end deadlines on page 2.)

Is funding currently available or in the process of being identified? Y or N

Chair or Department Head (Signature): _____ Date: _____

Building Liaison Signature Required: _____ Date: _____

Dean or Associate Vice-President (Signature): _____ Date: _____
(Final VP approval will be required once the detailed cost estimate is sent back to the department for approvals and account codes.)

Desired date of estimate completion: _____

What is the intended use for the finished space? (e.g. office, classroom, lab, etc.) _____

Please describe the physical modifications needed for the space. Examples could be build a wall or move door. Please be as descriptive as possible.

Contact Name and Telephone Number in requesting Unit: _____
Name Telephone

Submittal Process:

Please attach either scanned approval in pdf format or electronically approved form to the estimate request at the time of submission in the FAMIS Self Service Portal. You can also email the approved form in pdf to Customer Service at this email: FacilitiesCustomerService@shsu.edu . Once the form and estimate request have been received, an automatic email confirmation will be sent to the originating campus unit. For further information contact Facilities Management Customer Service at 294-3663.

***All estimates are to be returned no later than four weeks from date of request. See back of form for year-end deadlines.**

RENOVATION CONSIDERATIONS AFFECTING COST (not all inclusive):

- Will existing conditions permit the changes? For instance what is the current alarm system, HVAC, data and electrical capacity of the building? Every building is different.
- Will good air quality and temperature comfort be compromised with the addition of rooms?
- Adding, removing, or moving walls, doors, partitions affects HVAC, electrical, fire alarms, sprinkler distribution, all increasing cost.
- Changing the function of a room (adding several computers for a lab) affects HVAC, data, and electrical costs.
- What are the number of tie-in's for sprinklers, heat/smoke detectors, and alarms?
- The number and placement of electrical/data outlets for equipment and any special lighting needed.
- Telephone/Data lines and Audio/Visual equipment to be added.
- Are there asbestos, lead-based paint, or other suspect materials present?
- If plumbing is required (labs, breakrooms), where are the nearest water lines?
- What furnishings and equipment are required, if any.
- Flooring, blinds for windows, patching, painting, keys for new doors, and door signs.
- When doors/walls are moved the flooring will need to be patched or replaced.
- Moving costs to clear the space for renovation and then to move back in.
- Energy management systems
- TDLR Accessibility Costs
- System shut-downs and start-ups
- Will there be limitations such as restriction on work hours or an accelerated schedule that will require overtime hours?

NOTE:

- 1. An Architect is required on projects over \$50,000**
- 2. An Engineer is required on project over \$8,000 as per Texas Engineering Act**

BUDGET SCHEDULE FOR PLANNING FUTURE PROJECTS:

- Feb 13 - Mar 22: Dean/VP/Division heads and individual unit heads meet with VPFO staff to consolidate budget request and to refine priority of the requests.
- Apr 4 - Apr 25: Divisions/Departments enter budget into Budget Development and Salary Planner.
- May 9 - May 22: Divisions/Departments enter budget into Merit Poll allocations (if any) Salary Planner.

YEAR END DEADLINE FOR REQUESTING AN ESTIMATE ON A PROJECT

Projects Less than \$5K	June 1st
Projects between \$5K and \$25K	May 1st
Projects greater than \$25K	Contact Facilities Planning & Construction 936-294-1915

Cost Estimator for a Broad Estimate

Facility Type:
(Classroom, Office, Lab, etc.)

Cost per Square Foot: _____

Square Footage: _____

Base Costs: _____

SHSU Costs (3%) _____

Soft Costs (12%) _____

Total Cost Estimate: _____

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