



## UNPLANNED PUBLIC CONSTRUCTION PROJECT WORK PROPOSAL FORM

**Department Name**

**Department Head**

(Department Head or  
Designee)

**E-mail**

**Phone**

**Facility Name**

**Facility Location**

**Schedule/Timeline**

**Type of Work Requested (*check all that apply*)**

**Construction**

**Major Facility Repair**

**Space Refurbishment**

**Space Reconfiguration**

**Space Planning**

**Property Management**

See Attachment "A" for additional information related to type of project or service requested.

**A. DESCRIBE IN DETAIL AND PROVIDE SPECIFICS FOR THE PROJECT OR SERVICE REQUESTED:**



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B. WHAT BUSINESS NEED WILL THIS PROJECT ADDRESS?

C. WHAT ARE THE PROJECT BENEFITS?

D. WHAT IS THE IMPACT IF THE PROJECT IS NOT APPROVED?

E. WHAT IS THE ESTIMATED COST? *(Please attach supporting documents)*

F. WHAT IS YOUR ESTIMATE FOR OPERATING COST INCREASE/DECREASE AS A RESULT OF THIS PROJECT? *(Please attach supporting documents)*



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G. WHAT SOURCE OF FUNDING IS AVAILABLE OTHER THAN GENERAL FUND REVENUES?

H. PROVIDE DOCUMENTATION THAT EXISTING FUNDS BEEN SECURED. IF NOT, WHAT IS THE STATUS?

I. ARE THERE ANY NON-PROJECT RELATED OBSTACLE FOR THIS PROJECT? EXPLAIN.

DEPARTMENT HEAD APPROVAL:

DATE:

*Please return this Form completely filled out to Marcia Cunningham,  
[mcunningham@sjgov.org](mailto:mcunningham@sjgov.org), at the General Services Department*



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### Attachment "A"

**Type of Work Requested:** Please check the type of project or service requested. Check multiple boxes if more than one type applies. See descriptions below.

- **Construction:** Major construction projects are complex and take a considerable amount of planning and coordination. They require programming to identify needs, budgeting, design development, completion of construction documents, bidding, construction, and transition into the new facility. Many of these types of projects will be multi-year efforts.
- **Major Facility Repair:** This category includes major repairs to existing buildings such as re-roofing, major structural repairs, replacement of mechanical systems, re-surfacing of parking lots, etc.
- **Space Refurbishment/Reconfiguration:** Space refurbishment is not considered maintenance. Projects may include replacement of items for reasons other than failure or wear, upgrades, replacement of mechanical or electrical systems for other than failure, new security systems, windows, new cabinets, new walls, major wiring for data or telephone systems, new flooring, painting, etc. Space reconfiguration may include moving and relocating the above items in order to re-purpose the space. These projects do not include major construction such as moving walls and doors.
- **Space Planning:** If your Department will require more space for service areas, offices or for storage, please request this service. Please include a complete description of the types of work and/or services to be performed in the new space. Provide specific information on the type and the amount of new space required. Other helpful information may include number of new hires anticipated in the next fiscal year or type and amount of items to be stored.
- **Property Management:** Please indicate any changes in your Department's anticipated need for leased space. Describe your requirements for assistance with establishing new leases and/or renegotiation, modification, or extension of an existing lease. Please include a complete description of the types of work and/or services to be performed in the leased space.