**Template Instructions: The following information must be provided for any Real Estate and Facilities agenda items in the order and format as noted below. Immediately beneath each data element are instructions as to the description and/or type of information that should be included.**

1. **University Name:**

Instruction: Provide the full name of the institution. Example: Alcorn State University

1. **Project Number and Project Name:**

Instruction: Provide the project number and the name of the project.

* Projects funded with state bond funds and managed by the Bureau of Building should use the GS designation and begin with a prefix number in the 100’s. An example would be ASU-GS 101-223, Re-Roof Union Building.
* Projects funded with university funds, private donations, EBC bonds or other non-state funds should begin with a prefix number in the 200’s. An example would be MSU-IHL 205-123, Renovation of McCool Hall.
* Projects funded with state bond funds that are self-managed by universities designated by the Board of Trustees to self-manage projects should begin with a prefix number in the 400’s. An example would be UM-IHL 407-123, Renovation of Student Union.
1. **Project Request:**

Instruction: Provide a brief paragraph of what the University is requesting the Board of Trustees to approve.

* **Project Initiation/Appointment of Design Professional Example**: Alcorn State University requests approval to initiate the project, Smith Hall Renovation, and to appoint ABC Architects, LLC as the design professional.
* **Budget Increase Example:** Mississippi Valley State University is requesting approval to increase the project budget from a pre-planning budget of $375,000 to a construction budget of $19,755,000 for an increase in the amount of $19,380,000. In addition, MVSU requests approval to add HB 1730, Laws of 2020 as a funding source for the project.
* **Naming Example:** The University of Southern Mississippi requests permission to name the auditorium inside the Fleming Education Center as the “Joe Earl Holloway Auditorium”.
* **Property Purchase/Sell Example:** Mississippi State University requests approval to purchase a 3.28-acre tract of land located adjacent to the MSU campus in Oktibbeha County, Mississippi from VanLandingham Company, LLC for a sale price of $1,800,000.
1. **Design Professional:**

Instruction: Provide the full name of the design professional for the project. If a project professionalhas not been selected, then please state how the university proposes to select the design professional in the future. **(Provide Disclosure [FORM D] located on IHL website under Real Estate Forms for the design professional)**

* **Example A: If Design Professional is Known at the time of Project Initiation**: JBHM Architects
* **Example B: If Design Professional is Not Known at time of Project Initiation:** To Be Determined (TBD) through the Request for Qualifications (RFQ) method if project is exceeds $3M.
1. **Design Professional Selection Method:**

Instruction: Provide the selection method used to select the design professional for the project. If the project is over $3M then the RFQ method is required. If the project budget is under $3M then the RFQ method is not required. However, please indicate how the university went about selecting the design professional for the project regardless of project budget.

* **Example for Projects Exceeding $3M:** The project budget is anticipated to exceed $3M therefore it is required that the university use the RFQ method for the selection of the design professional. DSU used the RFQ method for selecting the design professional.
* **Example for Projects Not Exceeding $3M:** The project budget is not anticipated to exceed $3M therefore it is not required that the university use the RFQ method for the selection of the design professional. However, MUW opted to use the RFQ method for selecting the design professional.
1. **General Contractor:**

Instruction: Provide the full name of the project general contractor awarded the project, if applicable. If a project general contractor has not been awarded the project then please put N/A. **(Provide Disclosure [FORM D] located on IHL website under Real Estate Forms for the Contractor)**

1. **Purpose of Request:**

Instruction: **Explain why the university is making the request to the Board of Trustees**

* **Example for Project Initiations:** The project is intended to renovate the Felix Dunn Health Center to make the building ADA accessible and provide a modern health center for the ASU Community.
* **Example Budget Increases/Change in Scope/Change in Funding Source(s):** The escalation in the project budget is required based on the design professional’s latest Design Development, updated, estimate of cost. The current budget was an estimate of the project costs and has since been updated to reflect more accurate market costs etc.
* **Example of Other Approvals:** (Land/Property Purchase or Sell/Donation of Property; Naming of a Building; Approval of Exterior Design of Building, Demolition and Deletion of Building Inventory etc).
* State why the building is being named?
* What is the significance of the person the building is being named for? ***(Bio on individual that the building is being named for should be included in a MS Word doc)***
* Why is the land being sold? Why is the land being purchased?
	+ **Example:** MSU desires to purchase this property to protect the natural growth path for the Institution. This will allow future development and ensure the property is available at the time of future needs. Furthermore, if another party were to purchase this land, the University could be faced with undesirable development adjacent to campus.
* Why is the building is being demolished? ***(Provide Archives and History Letter and send DEQ letter when contractor is determined)***
1. **Scope of the Project:** Provide a brief description of the work to be performed (if it is a construction project).
2. **History of Project:**

Instruction: Provide a brief overview of any relevant history including previous Board approval dates and amounts. Examples of items to be included are:

* Project Initiation Date: *Example:* March 1, 2022. If this is a project initiation then it needs to reflect the date of the Board of Trustees meeting.
* Date of Original Construction of Building: This date should be included on every building project.
* Date of Last Renovation to the Building: This date should be included on every building project. If this is the first time the building has been renovated, then state “this is the first major renovation to the building”.
* Explanation of **ALL** Prior Project Budget Increases:

**Example of prior budget increase**: The Board of Trustees has approved an increase in the project budget two (2) prior times. The first increase of the original project budget project occurred in March of 2017 in the amount of……..due to……………… The second increase occurred in May of 2019 in the amount of………….due to………………

**Example of a first-time budget increase:** This is the first budget increase request for this project by the university. No prior project budget increases have been requested for this project.

* Any other relevant history to the project that should be noted such as changes in project numbers or project name. If there is relevant history that could be beneficial to the Board of Trustees then this should be included in this section.
1. **Term of Land Lease/Purchase/Sale/Donation and Amount of Land Lease/Purchase/Sale/Donation: (if applicable)**

Instruction:

* ***Who*** is the lease or land contract between? **Example:** USM and the USM Alumni Association
* ***What*** is the lease or land contract for***?* Example:** To provide a central location for all Alumni Affairs activities? To acquire 100 acres of land? etc.
* ***Where*** is the building/land located***?* Example**: The campus location or address of property to be purchased/sold/leased etc. **Property Description must be provided on all land contracts**.
* ***When*** *is the lease and/or contract period?* Provide the start and end dates. Provide renewal terms as stipulated in the agreement. **Example:** Start Date: 10/1/2019 End Date: 9/30/2021. Lease may be renewed at the end of the 25-year period etc.
* ***How much*** is the lease and/or contract amount? Example: Lease is for $1500 a month or 18,000 per year for a total of $180,000 over 10 years or Land Sale is for $1,000,000 with a property appraisal amount of $1,200,000 (Attached are property appraisals) etc.
* ***Property Descriptions (Please attach all property descriptions and property appraisals/Environmental Reports as required by Board Policy.)***
1. **Termination Options:**

Instruction: **Describe the institution’s options related to getting out of the lease?** Summarize the termination clause(s). Example: Lease may be terminated for………..

1. **Project Budget:**

Instruction: For Project Initiations please complete the project budget estimate in the following format: \*\*\***Note that projects being preplanned that are under $1M still need to be initiated with the Board of Trustees.**

 **Project Initiations**

*Estimated*

 Construction Cost: $435,000

 Architectural and Engineering Fees: $ 35,000

 Miscellaneous Project Costs: $ 5,000

 Contingency: $ 25,000

 **Total Project Budget: $500,000**

Instruction: For all project budget increases for projects that have been initiated with the Board of Trustees please complete the project budget estimate in the following format:

**Increase in Project Budget**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Current Budget** | **Proposed Budget** | **Amount (+/-)** |
| Construction Costs | $ 1,059,890.00 | $ 2,059,890.00 | $ 1,000,000.00 |
| Architectural and Engineering Fees | $ 84,963.44 | $ 84,963.44 | $ 0.00 |
| Miscellaneous Project Costs | $ 2,200.00 | $ 2,200.00 | $ 0.00  |
| Furniture and Equipment | S 0.00 | $ 0.00 | $ 0.00 |
| Contingency | $ 52,946.56 | $ 52,946.56 | $ 0.00 |
|  |  |  |  |
| **Total Project Budget** | **$ 1,200,000.00** | **$ 2,200,000.00** | **$ 1,000,000.00** |

1. **Funding Source(s) for Project:**

Instruction: Indicated how each project will be funded AND the amount from each funding source? Bond Bill (Include Bond Bill Number, Year, and Amount from each Bond Bill), General Fund, Tuition, Patient Revenue, Auxiliary Funds, Externally Funded Grant (specify agency) etc. **Example:** General funds ($450,000); SB 2010, Laws of 2004 ($250,000)

1. **Signatures: Chief Financial Officer Certification:** I attest the information noted above is accurate.

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Chief Financial Officer Signature and Date

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 Preparer Name, Title, and Contact Number (if applicable)

**Sample Template: The following information must be provided for any Real Estate and Facilities agenda items in the order and format as noted below. Immediately beneath each data element are instructions as to the description and/or type of information that should be included.**

1. **University Name:**
2. **Project Number and Project Name:**
3. **Project Request:**
4. **Project Professional:**
5. **Project Contractor:**
6. **Purpose of Request:**
7. **Scope of the Project:**
8. **History of Project:**
9. **Term of Land Lease and Amount of Land Lease:**
10. **Termination Options:**
11. **Project Budget:**
12. **Funding Source(s) for Project:**
13. **Signature of CFO and other preparer (See Below)**

 **Chief Financial Officer Certification:** I attest the information noted above is accurate.

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Chief Financial Officer Signature and Date

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 Preparer Name, Title, and Contact Number (if applicable)