

Montana State University
Guidelines for Development of Facilities Projects

These Guidelines are intended to assist project development personnel from the proposing department (Proposer) and the Office of Facilities Services (OFS) in compiling pertinent information required by the President's Executive Council (PEC) in order to measure proposals in view of University strategic priorities during the approval process.

A. Process Logistics

1. OFS determine need for outside design firm assistance. If required, complete interview/appointment process through Architecture and Engineering Division.
2. Proposer establish Proposal Development Working Group (consider constituent participation early in this process - including students)
3. Establish Proposal development schedule
 - Process steps/milestones for the Proposal Development Working Group (include working with other building occupants, the appropriate university executive, other)
 - Institutional process steps/milestones
 - Space Management Committee (all proposals)
 - Office of Facilities Services (all proposals)
 - Information Technology Center (all proposals)
 - University Facilities Planning Board (as appropriate)
 - ASMSU (as appropriate)
 - Registrar (as appropriate)
 - Safety and Risk Management/Others (as appropriate)
 - Regents and/or statutory authority processes (as appropriate)
 - Final presentation of proposal to PEC

B. Proposal Items (Proposals should address the following items at a minimum).

1. Existing Situation
 - Programs
 - Historical enrollment data
 - Past variance trends (growth/decline cycles)
 - Student demographics
 - Space
 - Current space utilization data
 - Comparative data (to other MSU programs and/or national/regional as appropriate)

- Costs
 - Current O&M costs/sf
 - Deferred Maint Liability (FCI)
2. Projected Situation
- Programs
 - Projected enrollments
 - Student demographics improvements
 - Proposed changes/expansion of any academic/research programs
 - Space
 - Projected utilization for existing and new space requested
 - Comparative data relative to MSU guidelines
 - Costs
 - ROM Total Project costs
 - Projected O&M for total project
3. Funding
- Funding Sources
 - Total project development costs
 - Identify any shared-funding being proposed (private, federal, LRBP)
 - Identify funding for all increased or new O&M costs
 - Identify any increased revenue expectations
 - Address MSU Guidelines for Projects Funded with Non-Appropriated Funds
 - Fund Raising
 - Work with MSU Foundation to identify target market to reduce conflicts/competition for limited donor pool. Provide appropriate statement from Foundation.
 - Propose fund-raising plan with schedule, target levels, milestones and anticipated fund-raising costs
4. Include the proposed project development schedule and address any other special conditions or stipulations imposed by the PEC project endorsement.