



**CAPITAL IMPROVEMENT/FACILITIES/MAINTENANCE
PROJECT REQUEST FORM**

This form is for use by County staff, officials, and members of the public for the purpose of proposing or requesting a capital improvement project within the County. A capital improvement project is a facilities or maintenance project anticipated to cost more than \$1,000 or to take longer than 3 days to complete.

Instructions: County staff complete both sides of this form. All others, please complete page one only – Public Works staff will assist with side two. For questions, please contact Eric Eilts, Parks and Facilities Superintendent, at 760-932-5453.

Submit completed forms to the Department of Public Works, Attn: Eric Eilts, PO Box 457, 74 School Street, Annex I, Bridgeport, California, eeilts@mono.ca.gov.

Request made by: _____ (Name)
 _____ (Contact Information)

Affiliation (e.g., Board Member, Staff, Public) _____

Date of request: _____

1. PROJECT DESCRIPTION: (Additional pages attached)

2. PROJECT JUSTIFICATION AND NEED: (Additional pages attached)

3. REQUESTED TIMELINE:

4. PROPOSED FUNDING SOURCE:

Unknown

5. PRELIMINARY COST ESTIMATE:

Hard costs (e.g., supplies and materials) \$ _____

Soft costs (e.g., staff time, overhead) \$ _____

Total: \$ _____; or

Unknown

6. PROPOSED FUNDING CHANNEL:

Planning and Development Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other _____

Implementation/Construction Phase

- CIP
- Department Budget
- Facilities maintenance budget
- Unknown
- Other _____

7. CONSISTENCY WITH BOARD-APPROVED PRIORITIES (check all that apply):

- Project involves maintenance and enhancement of public services
- Project addresses identified safety and/or risk management issues
- Project necessary to comply with legal mandate(s)
- Project required under California Environmental Quality Act, National Environmental Protection Act, or other environmental law or regulation
- Project furthers county operational needs
- Funding is available for the project

8. ANTICIPATED ENVIRONMENTAL REVIEW:

- Exempt from review
- Negative Declaration or Mitigated Negative Declaration
- Addendum to previously-certified EIR
- Supplement to previously-certified EIR
- Environmental Impact Report
- Other _____

9. ANTICIPATED CONTRACTING REQUIREMENTS

- Formal Bidding (\$175,001 +)
- Informal Bidding (\$45,001 - \$175,000)
- Prevailing Wages
- Other _____
- Unknown

For Project Review Committee Use:
Request scheduled for Project Review Committee on _____.
Determination of Project Review Committee:
<input type="checkbox"/> Forward project to Board – approval recommended
<input type="checkbox"/> Forward project to Board – approval not recommended
<input type="checkbox"/> Additional information needed
<input type="checkbox"/> From person making request; or
<input type="checkbox"/> To be developed by staff
Scheduled for reconsideration by Committee on _____.