



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

*(If your email program does not open with this pdf attached; you will need to save it and attach to your email to send)*

This form is for use by County staff, officials, and members of the public to propose or request 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 Joe Blanchard, Parks and Facilities Superintendent, at 760-932-5443.

Submit completed forms to the Department of Public Works, Attn: Joe Blanchard, PO Box 457, 74 School Street, Annex I, Bridgeport, California, [jblanchard@mono.ca.gov](mailto:jblanchard@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 CEQA, NEPA, 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

<p style="text-align: center;"><b>For Project Review Committee Use:</b></p> <p>Request scheduled for Project Review Committee on _____.</p> <p>Determination of Project Review Committee:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Forward project to Board – approval recommended</li><li><input type="checkbox"/> Forward project to Board – approval not recommended</li><li><input type="checkbox"/> Additional information needed<ul style="list-style-type: none"><li><input type="checkbox"/> From person making request; or</li><li><input type="checkbox"/> To be developed by staff</li></ul></li></ul> <p>Scheduled for reconsideration by Committee on _____.</p>
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