



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: Jason Davenport PO Box 457, 74 School Street, Annex I, Bridgeport, California, jdavenport@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;">For Project Review Committee Use:</p> <p>Request scheduled for Project Review Committee on _____.</p> <p>Determination of Project Review Committee:</p> <ul style="list-style-type: none"><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<ul style="list-style-type: none"><input type="checkbox"/> From person making request; or<input type="checkbox"/> To be developed by staff <p>Scheduled for reconsideration by Committee on _____.</p>
