

Request for Proposal: Space Planning Committee

Relocation/Renovation/Construction Request Form

Departments are invited to submit proposals for relocation, renovation or construction projects to the Space Planning Committee. Proposals should follow the outline below. All proposals submitted will be carefully considered and a recommendation made by the Space Planning Committee to the President's Council.

The criteria by which proposals will be evaluated and recommended for funding include the following:

- 1) coherence and feasibility of the proposal
- 2) impact on broader institutional interests
- 3) extent to which proposal would benefit most students/faculty effectively

I. Summary of Proposed Project

II. Project Justification

A. Why does your department request this project?

B. Goals and objectives: Include how this initiative will benefit faculty and students.

C. How does this initiative correlate with the mission and strategic plan of Goshen College and the department?

D. What are the problems or shortcomings with the current space?

What is the nature of space and configuration needs in the new space?

-how many offices, classrooms, etc?

-furnishings

-technology and AV equipment

III. Timeline.

A. What are the steps needed to implement and evaluate this initiative?

B. When will each occur?

IV. Budget (If the appropriate V.P. is supportive of the project, the project will be estimated by the physical plant if possible without involving outside contractors or vendors for a "ballpark" estimate)

A. How much will this initiative cost?

B. How will it be funded? (Short term and long term)

-any known sources of outside funding

-other funding possibilities

V. Date

VI. V.P. Approval of Project_____

VII. Final Estimated Cost_____

VI. Approval of Project by V.P. of Finance_____

Account number for project:_____