Contemplating a facilities/capital project and want it to go as smoothly as possible? Utilizing CAHNRS Operations will help!

Facilities & Capital Projects at a Glance

What is Required to Begin a Project?

Save your time and effort! Before getting a (non-WSU) estimate, or talking with an outside vendor about options, you will need to get Facilities Services involved. (FYI... contacting a vendor prior may disqualify them.)

1. **Submit a Work Request** to WSU Facilities Services using [MyFacilities](https://myfacilities.wsu.edu/)...no matter what!
   a. See [WSU Facilities Capital Project Timelines & Steps](#) for more information.

2. If you choose to move forward once you have received a conceptual budget estimate, remember **100% funding** must be in a WSU account.

### Basic Project Tips:

- **WSU must use and pay for** Facilities project management & administrative fees when certain conditions exist
- **Labor & Industries electrical demand metering** requires a minimum of 30-60 days prior to any construction work
- **Bargaining Unit Notification may be required** – TBD by Facilities. Prevailing Wages and Intent to Pay MUST be addressed/filled if any labor occurs on WSU property
- **Remember, operations and maintenance costs beyond construction (annual) are the responsibility of the department**

**What Total Expenses are Included in a Project?**

The cost of a project is more than just the item you intend to have installed or built. Here are the main categories:

1. Pre-Design (if needed)
2. Design
   - Architecture and Engineering (A&E) Fees
3. Construction
   - includes any site improvements/earthwork
   - may or may not include A&E Fees, permits
   - traditional construction work
4. Contingencies (average 10%)
   - Owner (WSU)
   - Designer
   - Construction
5. WSU Management Fees
   - Project Manager
   - Administrative
   - Construction Manager Fee (if < $1M = 4.5%, > $1M = 0.5% x construction cost/month)
6. Furniture, Fixtures, and Equipment (FFE)
7. Sales Tax
8. Other
   - Insurance, travel, etc.

Questions/concerns? Contact us!

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