Feasibility Study — General Template

Table of Contents

01: Executive Summary

A. Background
B. Project Description
C. Project Goals & Vision
D. Guiding Principles
E. Site Drivers (if applicable)
F. Building Design (Generic Project Description, Rationale, Alternatives Considered: Language that may be used for CPIP, A-1, and other University Documentation)
G. Cost & Timeline

02: Process Overview

Process will vary by consultant and project type, but should generally include the following:

A. Project Kickoff / Visioning / Discovery
B. Project Workshops / Stakeholder Involvement
C. Analysis of Existing Conditions
D. Alternatives Development / Consensus Building
E. Refinement of Preferred Concept Design
F. Final Deliverable Development
G. Proposed Study Schedule with benchmark dates noted. (Include dates requiring alignment for necessary approvals. This is different from Project Schedule noted in Section 08.c.)

03: Existing Facilities & Conditions

A. Building Condition Assessment / Facilities Condition Index (FCI - information available from University Facilities to be supplemented by consultant team when required)
B. Current Conditions
    I. Stakeholder / Departmental Assessment
    II. Photographs of Existing Conditions (May be included as Appendix.)
    III. Health/Safety/Accessibility/Code Issues
    IV. Results of Destructive Testing (For renovation projects if warranted by building age and FCI)
C. Current & Projected Enrollment
D. Alignment with Long-range Framework Plan
E. References to Previous Studies

04: Proposed Architectural Program

A. Program Overview / Program Requirements
B. Program Distribution
    I. Distribution by Space Type (Instructional, Research, Office, etc.)
    II. Distribution by Program/Department (for shared facilities)
C. Program Space List
    I. Graphic Representation
    II. Tabular Schedule of Spaces (to also be provided in spreadsheet format)
D. Customer/Stakeholder Approval (recommend signature sheet to be included with appendices that indicates stakeholder/departmental and University Facilities – Planning Design & Construction (PDC) approval of program before study proceeds to next phase.)

05: Site Analysis / Site Selection

A. Site Analysis
    I. Utilities
    II. Topography
    III. Access
    IV. Climate & Orientation
    V. Cultural Resource Assessment (when required, to be performed by consultant under contract with the University)
    VI. Relationship/Alignment to Long-range Framework Plan
    VII. Campus Precinct (Adjacencies, Context, Opportunities)
B. Site Selection
    I. Site Options
    II. Site Utility Requirements
    III. Preferred Site

06: Concept Design

A. Massing Studies
B. Site Plan
C. Plan Diagrams
D. Section Perspective / Axonometric Projections
E. Concept Images / Renderings
F. Chart of Spaces showing programmed SF and as-designed SF

07: Proposed Concept Building Design Guidelines

A. Mechanical, Electrical, Plumbing, Fire Protection Systems Narratives
B. Structural Narrative
C. Utility Controls (JCI, etc.)
D. Code Summary

E. Clemson Computing & Information Technology (CCIT)
    I. Network (Cabling, Pathways, IT Closets)
    II. Audio-Visual
F. Equipment (Fixed and Loose Equipment needs – particularly for lab-related projects)
G. Interior Design Narrative
H. Security, Access Control
    I. A3 – Card Access
    II. CUPD – Security Cameras
I. University Facilities – Utilities & Maintenance (identification of any utility rerouting, extensions or equipment relocation)
J. Sustainability Goals / Pathway to Net Zero

08: Conceptual Cost Estimate & Project Schedule

A. Construction Cost Summary (Examples can be provided.)
    I. Assumptions (Construction Start, Construction Mid-Point, Rate of Escalation, etc.)
    II. Estimate Information: Date of Estimate, Estimator, Construction Cost per Sq. Ft.
B. Total Project Cost Estimate (to also be provided in spreadsheet format)
C. Proposed Project Schedule (coordinated with University Facilities - PDC and Finance & Operations to incorporate standard State two-phase approval process.)

09: Implementation Information

A. Funding Sources (to be coordinated with University Facilities - PDC and Finance & Operations)
B. Estimated Operating Costs (to be coordinated with University Facilities – Utilities & Maintenance – utility rates, anticipated custodial/maintenance costs per square foot)
C. Narrative for State forms A-1 (See 01.F)
D. Cost Estimate breakdown by Project Element (and percentage) for SFAA-CPIP submittal.

10: Final Approval

A. Finance & Operations Review and Approval
B. Final Customer/Stakeholder Approval - recommended signature sheet signifying approval of final draft document to be signed by the following:
    a. Planning & Design
    b. Project Manager assigned to study from University Facilities - PDC
    c. Departmental/Stakeholder Representatives
    d. University Facilities – Utilities & Maintenance
    e. CCIT

11: Appendices

A. Project Cost Estimate – Detailed Estimate

   a. 3rd Party / CM Cost Estimate (if applicable)

B. Site Plan
C. Infrastructure Plan
D. Project Directory / Study Participants
E. Program – Stakeholder Approval (with signatures – see 04.D)
F. Meeting Minutes / Chats from Teams/Zoom Meetings
G. Photographs of Existing Conditions
H. References to Previous/Related Studies (if applicable)