



REAL ESTATE & PROJECT REQUEST FORM | PRF

Please fill this form, providing as much detail as possible, and email it to Andre.Porter@doa.ri.gov.
If you have any questions or would like assistance filling this form, please call us at (401) 222-6200.

PROJECT INFORMATION:

Building Name:	Building Address:
Agency Name:	Business Unit:
Requestor Name:	Requestor Email:
Requestor Phone:	Date Submitted:

This form is for a proposed modification to an existing Building / Space / Department? ☐ Yes ☐ No
(if not, please explain in the Project Description field)

PROJECT CLASSIFICATION:

<input type="checkbox"/> Space Planning	<input type="checkbox"/> Renovation	<input type="checkbox"/> RFP for Leased Space
<input type="checkbox"/> Agency Fit-Out	<input type="checkbox"/> Life Safety	
<input type="checkbox"/> Cosmetic Upgrades	<input type="checkbox"/> FF&E	

If you selected "other", please explain below:

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PROJECT PRIORITY and REQUESTED SCHEDULE:

Please select the urgency below based upon the desired project schedule:

☐ 1 Month ☐ 3 Months ☐ 6 Months ☐ Planning for Future Needs

Is this project needed to be completed by a specific date? ☐ Yes ☐ No

If yes, please explain in the "Project Description" field and list date here:

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Please briefly explain the timeline/criticality of the need.

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PROJECT DESCRIPTION:

(Provide a brief description of the project being requested. Describe the extents and scope of the project and any other information that will help us understand and respond to your request.)

Project / Request Title:

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Project Description:

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REQUESTING AGENCY AUTHORIZED SIGNATURE:

Print Name:

Title:

Signature:

Date:

APPROVALS / ACTION:

This section to be completed by DCAMM:

☐ Approved

☐ Rejected

☐ Revise and Resubmit

If not approved, indicate reason(s) below:

☐ Project Description is inadequate

☐ Project conflicts with currently planned projects

☐ Funding not available

☐ Project is not justified by agency strategic plan

☐ Other Action / Notes:

DCAMM APPROVAL:

Signature:

Marco Schiappa, Acting Division Director, DCAMM

Date