

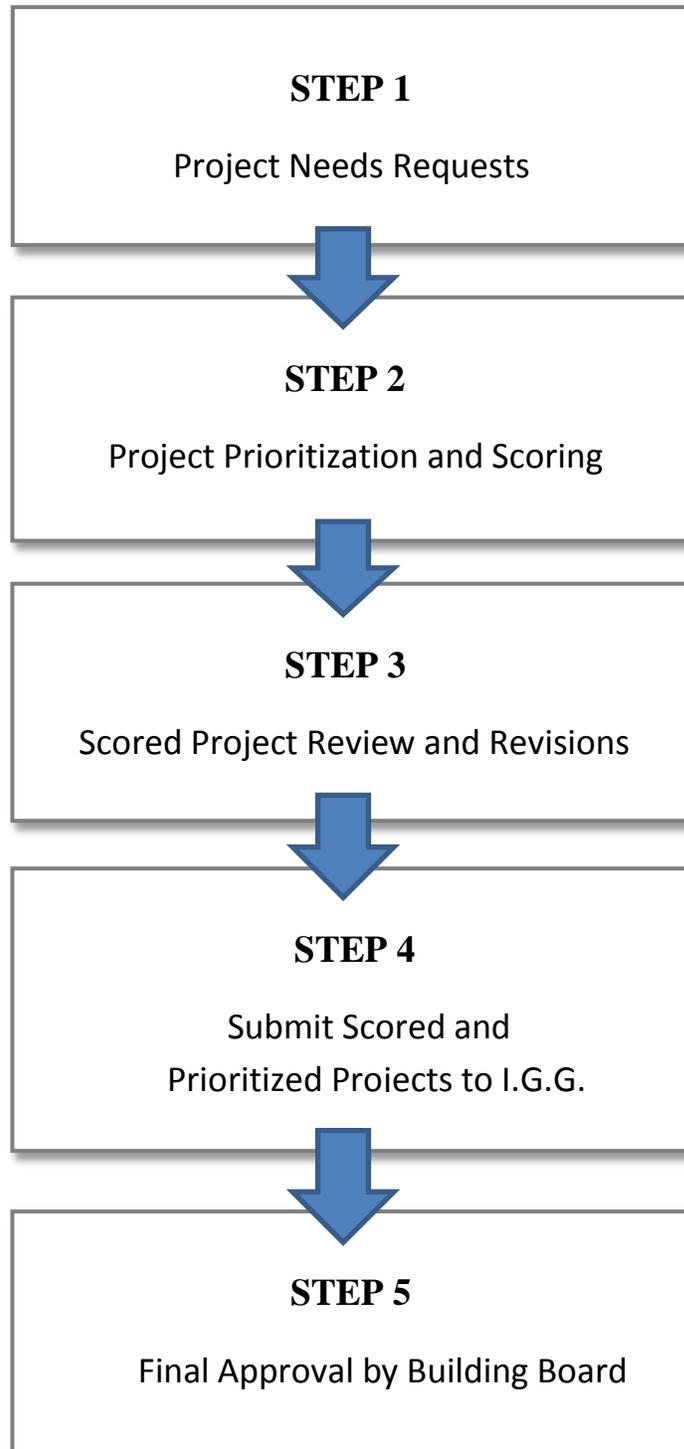


Utah State Building Board

**PROPOSED
New Capital Improvement
And
Prioritized Scoring Process**

DRAFT

Proposed New Capital Improvement Process and Scoring Matrix



CURRENT CAPITAL IMPROVEMENT PROCESS

1. (JULY) DFCM notifies agencies/institutions to begin developing their prioritized list for the upcoming funding cycle.
 2. (OCTOBER) DFCM collects prioritized lists from agencies/institutions.
 3. (NOVEMBER) DFCM project managers are assigned to create CBE's for each project anticipated to be funded.
 4. (MARCH) DFCM applies legislative approved funding based on agency/institution % and Building Board Approves
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PROPOSED CHANGES FOR FUTURE CAPITAL IMPROVEMENT PROCESS

(Step 1- PROJECT NEEDS REQUESTS)

1. (MAY/JUNE) Building Board Director (BBD) notifies agencies/institutions to begin developing their prioritized list for the upcoming funding cycle.
 - a. In addition, BBD provides agencies/institutions with simple list of existing FCA data, including Risk Management property number, projected year, unique FCA project number, and estimated cost.
 - b. Ensure all agencies/institutions understand to include “soft costs” to FCA data.
 - c. Define submission guidelines and format including new scoping form.

(Step 2- PROJECT PRIORITIZATION AND SCORING)

2. (AUGUST/SEPTEMBER) BBD receives prioritized improvement requests from all agencies/institutions.
3. (SEPTEMBER/OCTOBER) BBD verifies agency/institution list for appropriateness and proper priority classification.
 - a. Necessary communication (phone, meetings, site visits, etc.)
 - b. Submit newly compiled list to State Building Energy Efficiency Program Director to determine if any listed projects qualify for energy savings components, energy improvements/developments or revolving loan qualifying.
 - c. Priority Classifications (1-life safety, code compliance)(2-critical)(3–necessary)(4-programatic)
4. (OCTOBER/NOVEMBER) BBD compiles all agency/institution lists onto one master file.
 - a. Master file will keep agency/institution lists on separate tabs.
 - b. Master file will also combine all requests by priority classification.
5. (NOVEMBER) BBD applies new scoring method to compiled requests

(Step 3- SCORED PROJECT REVIEW AND REVISIONS)

6. (NOVEMBER) BBD distributes proposed capital improvement list to DFCM and agencies/institutions for review, revisions and input.
7. (NOVEMBER/DECEMBER) DFCM project managers assigned to complete CBE’s with new scoping form for projected requests based on funding expectations.

(Step 4- SUBMIT SCORED PROJECTS TO I.G.G.)

8. (JANUARY) First or Second week in January Building Board reviews and finalizes the scored and prioritized Capital Improvement list, including a preliminary scoring/ranking prior to submitting to Legislature I.G.G.
9. (By January 15) Final reviewed Capital Improvement list formally submitted to Legislature.

(Step 5 – FINAL APPROVAL BY BUILDING BOARD)

10. (MARCH) Building Board give final approval to capital improvements list

POSSIBLE CAPITAL IMPROVEMENT RANKING PROCESS

1. Combine all improvement requests based on priority classification (1,2,3,4)
(1-life safety and life safety related code compliance)(2-critical)(3-necessary)(4-programatic)
2. Next compile classifications 1-life safety into automatic funded list.
(These will be life safety issues that pose an imminent and clear life safety danger, e.g.: structural issue/failures, inoperable fire alarm/suppression systems, life safety code violations that compromises staff or public safety, etc.)

3. Remaining classification 2, 3 and 4 requests are now prioritized scored and funded

New prioritized scoring process is applied to classification 2, 3 and 4 requests. Remaining improvement funding is applied to this list with required 80/20 process, and allocated on proportionate share based on current replacement cost of each State entity. (See statute language)

Title 63A Chapter 5

Section 104 Definitions -- Capital development and capital improvement process -- Approval requirements -- Limitations on new projects -- Emergencies.

(c) In prioritizing capital improvements, the State Building Board shall consider the results of facility evaluations completed by an architect/engineer as stipulated by the building board's facilities maintenance standards.

(d) Beginning on July 1, 2013, in prioritizing capital improvements, the State Building Board shall allocate at least 80% of the funds that the Legislature appropriates for capital improvements to:

(i) projects that address:

(A) a structural issue;

(B) fire safety;

(C) a code violation; or

(D) any issue that impacts health and safety;

(ii) projects that upgrade:

(A) an HVAC system;

(B) an electrical system;

(C) essential equipment;

(D) an essential building component; or

(E) infrastructure, including a utility tunnel, water line, gas line, sewer line, roof, parking lot, or road; or

(iii) projects that demolish and replace an existing building that is in extensive disrepair and cannot be fixed by repair or maintenance.

(e) Beginning on July 1, 2013, in prioritizing capital improvements, the State Building Board shall allocate no more than 20% of the funds that the Legislature appropriates for capital improvements to:

(i) remodeling and aesthetic upgrades to meet state programmatic needs; or

(ii) construct an addition to an existing building or facility.

Proposed Prioritized Scoring Process

Project consideration Factors

- Projects that address: (A) a structural issue;(B) fire safety;(C) a code violation; or (D) any issue that impacts health and safety.
- Projects that upgrade:(A) an HVAC system;(B) an electrical system;(C) essential equipment;(D) an essential building component; or (E)infrastructure, including a utility tunnel, water line, gas line, sewer line, roof, parking lot, or road.
- Projects that demolish and replace an existing building that is in extensive disrepair and cannot be fixed by repair or maintenance.
- Projects that have received; a Facility Condition Assessment (FCA) or other approved study that clearly identifies needed projects.
- Projects that mitigate: critical and life safety needs and ADA issues.
- Projects that address: building energy efficiencies; energy saving components that improve energy and reduce operating cost.
- Projects that are: Programmatic - agencies/institutions number one priority.

Scoring Criteria

1) Priority 1 Project- Life Safety/Code Compliance

For Immediate Automatic Funding

- *Compromises staff or public safety or when a system requires to be upgraded to comply with current codes and standards*
 - a. Does it pose an immediate life safety danger, structural issues, or life safety code violations

2) Priority 2 Project- Project Currently Critical

- *A system or component is inoperable or compromised and requires immediate action*
 - a. upgrade of: an HVAC system; an electrical system; essential equipment; an essential building component; or infrastructure, including a utility tunnel, water line, gas line, sewer line, roof, parking lot, or road.
 - b. Has it been ranked critical by FCA or other independent A/E study

50 points

3) Priority 3 Project- Necessary/ Not Critical

- *Maintain the integrity of the facility or component and replace those items, which have exceeded their expected useful life*
 - a. Project necessary to keep facility operational and in good repair
 - b. Project that mitigates life safety, ADA or other important issues

40 points

4) Priority 4 Projects – Programmatic

- *Programmatic needs of the Agency/ Institution as determined in needs statements*
 - a. Project that has been determined necessary or needed by Agency/Institutions

30 points

Facility Type

- *Prioritizes facility type based on usage and replacement cost*
 - a. Class 1 Property Types – **50 points each**
Classrooms, Hospital, Laboratory, Office building, Penal facility, Armory, Infrastructure, Library
 - b. Class 2 Property Types – **40 points each**
Athletic facility, Group home, Museum, Residence, Store
 - c. Class 3 Property Types – **30 points each**
Farm or shed Hanger, Warehouse or shop

Total points Possible 50 points

Total Points Available

100

Bonus: Energy Component

- *Projects that address: building energy efficiencies; energy saving components that improve energy and reduce operating cost*

10 points

Total + Bonus

110

FY 2015
Utah State Building Board
Capital Improvement Request
Project Scope

Agency/Institution Name: <i>Southern Utah University</i>		Date:	
Building Name:	<i>Randall Jones Theatre</i>	FY Requesting for:	<i>FY 15</i>
Project Name: <small>Or (Component Description)</small>	<i>Replace 100 Ton Air Cooled Chiller Unit</i>	Requested Amount:	<i>\$ 204,000</i>
Bldg. Risk ID #	<i>5816</i>	Facility Type: <small>Classroom, office, Armory, infrastructure, Roof, Paving, etc.</small>	<i>Theatre</i>
DFCM Project Manager:		Priority Classification: <small>(1 Life Safety, 2 Critical, 3 necessary, 4 Programmatic)</small>	<i>3 Necessary</i>
		FCA Project#	<i>Faithful+Gould 47063 ISES 5816 EL 01</i>
Project Description <small>A short statement of: What is to be accomplished, & Estimates How much will it cost. Should be less than 75 words</small>	<i>The Chiller has exceeded it Estimated Useful Life, and has been recommended for replacement in 2015. Replace with new 100 ton Air Cooled Chiller, new Electrical disconnect and conductors, chiller controls, remove and replace concrete slab with new 4" reinforced concrete slab. \$170,000 is identified in Faithful+Gould FCA Report</i>		
Project Goals <small>Develop "big picture" project goals that express results instead of project work items.</small>	<i>Have project design completed by fall of 2015. Have chiller removed, replaced and operational by spring of 2016</i>		
Project Scope Statements <small>List major project components that define the work that needs to be accomplished in order to satisfy the Project Goals. Should also include "is not" statements.</small>	<ol style="list-style-type: none"> 1. <i>Replace 100 ton Chiller</i> 2. <i>Replace HVAC Controls and Electrical Conductors</i> 3. <i>Replace Concrete Slab</i> 4. <i>Is not to replace Supply and return piping</i> 5. <i>Is not to replace AHU Cooling Coils</i> 		
Hazardous Materials Building Material Survey <small>Has the area of renovation/demolition been assessed for hazardous building materials <u>within the last three years</u> as required by DAQ?</small>	Type of Materials		Date of assessment
	<ol style="list-style-type: none"> 1 <i>Asbestos in floor tiles</i> 2 <i>lead base paint on door frames</i> 3 <i>etc.</i> 		
Risk Management <small>Has this project request been recommended by Risk Management or as a priority 1 life safety item on an independent Facility Condition Assessment?</small>	YES	NO	Comments
	Contact Information		
DFCM Project Manager Comments			
Agency Contact:	<i>John Doe</i>	Phone:	Email:

(Agency completes highlighted fields)
 Grey text is used as example

Recommend for Approval

DFCM Project Manager: _____ Date: _____

Agency/Institution Manager: _____ Date: _____

Approval

Building Board Director: _____ Date: _____