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MEMORANDUM

DATE: September 20, 2006

KEY RESPONSE DATES

TO: Presidents

FROM: Richard P. West
Executive Vice Chancellor
Chief Financial Officer

Draft COBCPs (Major Capital Outlay, Capital Renewal and Nursing) to CPDC and Nonstate Financial Plans due by October 31, 2006.

Final COBCPs (Major and MCO, Capital Renewal and Nursing) to CPDC and Nonstate Financial Plan Approved by Financing and Treasury by April 2, 2007.

SUBJECT: State and Nonstate Funded Capital Outlay Program 2008/09 and Five-Year Capital Improvement Program 2008/09 through 2012/13, and State Funded Minor Capital Outlay Program 2008/09

This memorandum transmits the schedule of submissions for the capital outlay program and related material for program development anticipated for 2008/09 based on the Governor's Compact for Higher Education. Both major and minor capital outlay project submittals are requested. Minor capital outlay projects are those estimated to cost \$400,000 or less, while capital projects estimated to cost greater than \$400,000 are required to follow the major capital outlay submittal process outlined in the attachments.

A separate request for academic enrollment projections by discipline (CPDC 2-1) is being transmitted to the campus as part of the capital program development. The enrollment projections are used to ensure that the capital program is consistent with the campus academic plan. The capital plan will continue to be based on both resident and nonresident on-campus academic year FTE enrollment.

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

State Funded Capital Outlay Program

The 2008/09 state program is reliant upon funding from a new general obligation bond anticipated for a June or November 2008 ballot initiative, or legislative approval of the use of lease revenue bonds. It is anticipated that this would result in funding of \$345 million each year for the California State University capital outlay program consistent with the Governor's Compact. For planning purposes, campuses are requested to complete their CPDC 2-7 project cost estimate and schedule in anticipation that funding will be available in January 2009, assuming a November bond initiative.

Attached are the categories and criteria to be used for the 2008/09 – 2012/13 Capital Improvement Program, approved by the trustees at their July 2006 meeting.

The California State University submittals to the Department of Finance (DOF) are required to have complete project descriptions and program justifications for projects proposed for the 2008/09 budget year. Less detailed "Concept Paper" budget proposals are required for projects in years two through five, to enable CPDC to categorize those projects in the CSU five-year plan and understand campus priorities.

It is the intent of the Legislature that the California State University makes requests for capital outlay funding for classroom space and laboratory space justified by using legislatively approved utilization standards and a reasonable assumption of summer term enrollment. As such, CSU bases its five-year capital outlay plan on utilization of instructional facilities during the summer, assuming a summer term enrollment of at least 25% and 40% of fall/winter/spring enrollment at rural and urban campuses, respectively. The existing individual campus Multiyear Enrollment Projections will be used to begin planning for the 2008/09 budget year to account for a 2.5 percent increase in funded enrollment based on the Governor's Compact. The "CY 2005-06 Target and Multiyear Planning Estimates and Parameters to support CY 2006-07 Capital Planning" can be found at the following URL under Targets and Planning Estimates: http://www.calstate.edu/acadres/enrollment_planning.shtml. A revised multiyear enrollment projection utilizing fall 2006 enrollment data and 2007/08 enrollment targets planned for discussion at the November 2006 Board of Trustees meeting will be available in spring 2007 to finalize the capital outlay program.

Campus requests for the systemwide Capital Renewal Program are to follow the deadlines noted for the other major capital outlay program submittals, including the identification of specific projects totaling \$2-3 million in each of the five program years.

Nonstate Funded Capital Outlay Program

Please note that the following attachments and deadlines also pertain to projects under the Nonstate Capital Outlay program. Campuses are requested to consider the impact of project financing on their debt capacity limitations as noted in Executive Order Number 876. In an effort to forecast and manage the future financing needs of the CSU, amendments to the Nonstate Capital Outlay program must be kept to a minimum. Draft Financial plans for nonstate projects, for the 2008/09 action year only, should be submitted to Financing and Treasury by October 31, 2006 and approved by that office by April 2, 2007. According to the new procedures being developed for the action year Nonstate Capital Outlay Program, systemwide revenue bond financed projects will generally not be

eligible for later amendment into the program to further encourage advance project planning.

Minor Capital Outlay and Energy Projects

Projects must be submitted in priority order using the form CPDC 2-30, including DOF required information for each project. Anticipated funding levels for 2006/07 and 2007/08 have been forwarded to the campuses and are available from your university planner to enable campus planning for the 2008/09 program.

Please provide project type categories and project schedule information in the appropriate columns. The DOF project categories are:

ADA2	All ADA compliance
CD	Code deficiencies. Noncritical fire/life safety projects, and all other code deficiencies except Americans with Disabilities Act (ADA)
CRI	Critical infrastructure deficiencies that impair program delivery, such as replacement of aging mechanical systems
ECON	Projects justified primarily by economic impacts. Examples including savings, cost avoidance, or revenue generation
SC	Security
WRK	Workload-driven projects. These are projects for existing programs resulting from workload (i.e., nonpolicy) changes (This category will apply to most campus projects)
ENGY	Energy/utility conservation projects (new category being added for CSU use only)

The "New Space/Capacity Space Change Request" (form CPDC 2-31) needs to be completed only if a proposed project is adding new space or changing the use of existing space.

Architectural Barrier Removal projects related to the Americans with Disability Act (ADA) should be included in your submission targeting 20% of the minor capital outlay allocation, or of a proposed minor capital project budget.

Campuses are requested to submit a prioritized package of their energy and utility conservation projects costing \$400,000 or less (project cost total should not assume that rebates, grants or incentive funds will be used to buy down the project). If incentive funds are secured, the impact of such funding will be considered when calculating the amount to be allocated to the campus. Each project must be submitted on the form CPDC 2-32 as these forms will be used for the CSU proposal for additional partnership incentive funds. Energy, utility and planning information crucial to these projects are included on this form. Additional information supporting project requests is available in the Pacific Partner's Study. Information on accessing all referenced forms is included in Attachment 4.

Attachments

Included with this call letter are:

- Attachment 1: Schedule of Submissions
- Attachment 2: Guidelines for Feasibility Studies
- Attachment 3: Cost Guide for State and Nonstate Buildings
- Attachment 4: Capital Program Submittals and Accessing Electronic Forms
- Attachment 5: Categories and Criteria for the 2008/09 – 2012/13
Capital Improvement Program

A request to use the Construction Manager at Risk (CM@Risk) delivery method should be submitted along with the COBCP to improve budgeting for these projects.

The enclosed 2008/09 cost guide has been increased by 5 percent to reflect current market conditions and also includes a 5 percent CCCI escalation based on the current DOF projections. The attempt to establish appropriate funding levels ensures that our commitment to extending the life cycle of key building systems, as well as implementing sustainable design and improving efficiency and operation of mechanical systems will continue as priorities for the capital development program. Campuses are requested to involve their selected/assigned Seismic Review Board and Mechanical Review Board members in the review and completion of project feasibility studies during the conceptual scope and budget development stage.

Questions regarding the state-funded submissions should be directed to Mr. Larry Piper, Chief of Facilities Planning, Capital Planning, Design and Construction, at (562-951-4106). Please contact Ms. Colleen Nickles, Senior Director, Financing and Treasury, (562-951-4570), with questions pertaining to the financial documentation required to support nonstate funded submissions, and Mr. Len Pettis, Chief of Plant, Energy, and Utilities (562-951-4122) with questions regarding energy related issues.

We thank you and your staff for the excellent work you do in conjunction with the preparation of the annual capital outlay programs. The success of these programs is a direct result of the quality and timeliness of the required submittals described on the program schedule.

Please submit all documents to Ms. Elvyra F. San Juan, Assistant Vice Chancellor, Capital Planning, Design and Construction.

RPW:jb

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Ms. Elvyra F. San Juan
CPDC Managers

SCHEDULE OF SUBMISSIONS & CALENDAR OF CAPITAL OUTLAY PROCESS

- July 19, 2006 Board of Trustees approved proposed Categories and Criteria.
- October 31, 2006 State: Campuses submit:**
- Draft Capital Improvement Program (CIP) and Draft Capital Outlay Budget Change Proposals (COBCPs) including feasibility studies and equipment lists.
- October 31, 2006 Nonstate: Campuses submit** funding source and preliminary ten-year financial plan showing operating budgets supporting the financing costs for 2008/09 nonstate projects to Financing and Treasury.
- January 9, 2007 CPDC submits to Presidents proposed revisions to the Draft Capital Improvement Program.
- February 9, 2007 Campuses submit** the **Revised** COBCPs for Draft COP & CIP.
- March 14, 2007 Board of Trustees approves the Draft 2008/09 COP & CIP.
- April 2, 2007 Campuses submit** the **Final** Capital Improvement Program (two paper copies and one electronic copy). Program should include:
- Final COBCPs with feasibility studies.
 - Minor Capital Outlay.
 - Capital Renewal project proposals.
 - Final equipment lists.
 - Project Justifications & Financial Plans for 2008/09 nonstate programs.
 - Approval of Housing Proposal Review Committee for 2008/09 housing programs.
- April 2, 2007 Campuses submit** master plan map and facility legend, campus photographs, captions and campus history.
- April 2, 2007** Financing and Treasury approves campus final financial plan for projects to be funded by bonds, including auxiliary projects, for the Action Year.
- June 1, 2007 CPDC submits final COBCPs and equipment lists to DOF.
- Summer/Fall 2007 Campus SCOPE review meetings with State Agencies.
- September 2007 Board of Trustees approves Final 2008/09 COP & CIP.
- January 10, 2008 Governor's Budget for 2008/09 and multi-year infrastructure plan is released. DOF submits final COBCPs and equipment lists to LAO.
- February 2008 Legislative Analyst's Office releases analysis of the 2008/09 Budget Bill.
- March - May 2008 Legislative Committee hearings on the 2008/09 budget.
- May 1, 2008 Campuses submit** room specifications and initiate design architect selections/agreements for projects included in the Governor's Budget.
- June or
November 2008 Ballot initiative to fund the 2008/09 and 2009/10 Capital Outlay Programs (pending legislative approval).

**FEASIBILITY STUDIES
GUIDELINES FOR NEW AND RENOVATION PROJECTS**

PROPOSED FORMAT AND TABLE OF CONTENTS

1. Introduction

Executive Summary
Purpose & Alternatives
General Project Description
Program Team

2. Program Requirements

Existing Building's General Description
Building Deficiencies

3. Site/Master Planning Issues

Geographic Factors
Soil Conditions
Utilities

4. Accessibility

Analysis of compliance with campus accessibility plan
Accessible design elements (path of travel, seating distribution)

5. Building Considerations, Analysis & Description

Architectural	Electrical and Telecommunications
Exterior/Cladding	Hazmat
Height & Massing	Construction Phasing
Structural	Energy Use Projections
Mechanical	Construction Phasing
Plumbing	Energy Use Projections
Fire Protection	Sustainability Measures
	Code compliance (Title 24, CBC, ADA, etc.)

6. Alternatives

Identify alternative approaches to meet the net needs of the project and provide related costs for each to provide a clear picture of options to be considered: either the reduction to the capital cost, secondary effect costs, or reduction to the capital request.

7. Project Cost Estimate

Assumptions/Inclusions/Exclusions
Cost estimate including alternatives
Cost by Building Component
Comparison of building systems life cycle cost analyses
Analysis of variances from the CSU guidelines

8. Pre-Schematic Design Drawings

9. Sustainability Checklist

PROJECT CONSIDERATIONS FOR NEW CONSTRUCTION

A. Program

1. The room summary with total ASF in each discipline and proposed use of total GSF.
2. The program should be evaluated for electrical power/lighting/HVAC/central plant capacity/telecom/sustainability and group II requirements.
3. Justify spaces that exceed CSU space standards.

B. Building

1. Height and massing of building should be defined in order to determine the floor area ratio since these are the variables that determine cost.
2. Recommend structural system based on program requirements for spaces and flexibility. Consider seismic and geotechnical constraints.
3. Provide costs for two alternative exterior claddings. Type and approximate area of exterior cladding should be calculated for first cost and life cycle cost analysis.
4. Roofing material cost should be calculated for first cost and life cycle cost analysis.
5. Alternative HVAC systems should be determined and life cycle cost analyses should be performed.
6. Flat roofs (free of rooftop equipment) should be evaluated to maximize the potential area for photovoltaic systems. Equipment (excluding elevators) should be accommodated within building shell.
7. The cost of rooftop equipment (where unavoidable) should include protection and screening in the life cycle cost.
8. An extra elevator should be evaluated, depending upon building height and function.
9. Geographical factors that may affect cost are to be considered, such as climate, topography, community interface and cost of construction in that area.
10. Identify specific sustainability design measures that will be incorporated into the building scope of the project. Prepare sustainability checklist using the CSU Sustainability Measurement and Verification System.

C. Site

1. Location of utilities to be determined, including verification of utilities on- and off-site if required, estimated costs if utility relocation is considered.
2. Connections to utilities/central plant to be estimated for cost.
3. Other site information and constraints should be considered for impact on cost such as size and shape of site, and location of existing buildings. Identify service area and service access based on campus circulation.
4. Proposed site to be evaluated for soil conditions and appropriate structural system (whether spread footings/piles). Soil test needed to support choice of foundation and structural system.
5. ADA site access improvements.
6. Identify specific sustainability design measures that will be incorporated in the site work of the project. Indicate site sustainability measures using the CSU Sustainability Measurement and Verification System.

D. Construction

1. Contractor's access to site and lay-down yard should be determined and cost allocated for ease/difficulty of construction in general conditions.
2. Maintenance of fire and pedestrian access on campus during construction should be determined and costs estimated.

3. Identify that there may be construction management tracking of sustainability measures.
4. Any other factors prompting a higher than average percent for general conditions should be addressed in a narrative, e.g., phasing, surge space, precedent activities.

E. Cost Estimate

1. Use the Component Summary (CPDC form 2-7.5) in UniFormat to provide overall project cost data as derived from a supporting cost estimate. Include a copy of the cost estimate as an attachment.
2. Provide justification, with back up, for any variations from the 2008/09 cost guide.
3. Design Contingency: Architect to include a 15 percent design contingency in the feasibility study.

PROJECT CONSIDERATIONS FOR RENOVATIONS

A. Program

1. A building's deficiencies and "need for improvement" listed in the feasibility study should be based on the programmatic needs of the academic or instructional support activities and the potential for renovations to address the need for projected capacity increases in the building.
2. The extent to which the programs would be adversely affected by lack of renovation of the building systems must be sufficiently documented. Reference the campus Pacific Partners Study.
3. Identify the extent to which building occupants would be at risk for health, life and safety without upgrades to existing (deficient) systems, including seismic structural safety, and access requirements.
4. Study should indicate previous actions taken by the campus to repair/upgrade.
5. Floor plans identifying existing rooms and proposed changes.
6. Room summary with total ASF in each discipline/use.
7. A matrix or side-by-side chart indicating existing rooms and use, with proposed room use, inclusive of support areas. Also indicate room upgrades that are necessary (i.e., HVAC; electrical power and lighting; telecom; finishes) for academic program.
8. Provide evaluation for potential sustainability measures.

B. Building

1. If HVAC systems are indicated for upgrade, identify alternate designs evaluated, projected energy and operational cost savings, stating associated construction cost and payback including life cycle cost analysis of each alternate analyzed. Indicate what the costs for this building have been over time, what the energy consumption has been and in what way these costs can be reduced, and how much this would cost.
2. Replacement of any HVAC system components supported with detailed cost regarding the recent maintenance and repair costs (which presumably have been increasing), how much more useful life is projected, and what the long term cost of "band-aiding" these components might be.
3. Coordination and phasing with another capital outlay project (e.g., Telecomm).
4. If ceilings are going to be dismantled, ensure that there is a programmatic requirement for that action. Provide cost justification if new light fixtures are proposed versus re-use/replace fixtures.

5. Test for hazardous materials for all proposed penetrations, whether internal or external walls; estimate abatement costs. Destructive testing should be completed as necessary.
6. Plumbing and other utilities should have conditions verified. Field investigation should include "destructive" testing and verification.
7. Electrical supply and projected power load should be reconciled, including all proposed equipment, use of computer intensive classrooms and associated cooling. Power distribution systems should be checked for adequacy.
8. Any special requirements (e.g., "clean power" for studios) should be specifically estimated.
9. Seismic codes that are triggered by this renovation, and the cost. (e.g., Seismic Code Division VI-R which is triggered by renovations exceeding 25% of replacement cost.)
10. ADA codes that are triggered by this renovation and the cost. Including needed compliance (restrooms, signage, elevators, path of travel, door swings, door knobs, sprinklers, computer lab heights, equal access to each kind of work station, turn around space in labs), and the cost. Mention any reductions in capacity.
11. If construction is to be phased, describe how power and air are going to be continuously supplied to the occupied parts of the building.
12. Provide the cost benefit to the state for a phased versus complete renovation; include leasing costs for accommodating occupants temporarily and costs for extended general conditions and overhead to phase construction. Include impacts to the academic program and impacts on graduation requirements.
13. Contractor's access to elevator in building should be determined as a cost factor.
14. Identify specific sustainability design and construction measures that will be incorporated into the building and site of the project. Prepare sustainability measures checklist. Prepare sustainability checklist using the CSU Sustainability Measurement and Verification System.

C. Construction

1. Contractor's access to site and lay-down yard should be determined and cost allocated for ease/difficulty of construction in general conditions.
2. Maintenance of fire and pedestrian access on campus during construction should be determined and costs estimated.
3. Identify that there may be construction management tracking of sustainability measures.
4. Any other factors prompting a higher than average percent for general conditions should be addressed in a narrative, e.g., phasing, surge space, precedent activities.

D. Cost Estimate

1. Use the Component Summary (CPDC form 2-7.5) in UniFormat to provide overall project cost data as derived from a supporting cost estimate. Include a copy of the cost estimate as an attachment.
2. Provide justification, with back up, for any variations from typical renovation costs at 65% the 2008/09 cost guide.
3. Design Contingency: Architect to include a 15 percent design contingency in the feasibility study.

All feasibility studies should be reviewed by a mechanical review board member and seismic review board member, as applicable. There is no cost to the campus for feasibility reviews. Information regarding the Mechanical Review Board can be accessed at http://www.calstate.edu/CPDC/AE/mech_systems_review_agreements.shtml

**CSU COST GUIDE FOR STATE AND NONSTATE FUNDED BUILDINGS
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM 2008/09 THROUGH 2012/13**

CCCI: 5135 EPI : 2744

<u>Type of Project</u>	<u>New Base Unit Cost per GSF w/ GC</u>	<u>Group I Equipment Cost (% of Bldg. Cost)</u>	<u>Group II Equipment Cost per ASF</u>	<u>Building Efficiency (%)</u>
State Buildings				
Classroom				
Classroom (General)	\$301.40	5%	\$14.77	63%
Humanities		5%	\$24.79	63%
Social Science		5%	\$24.95	63%
Education		8%	\$24.50	63%
Business Administration		5%	\$30.90	63%
Language Arts		9%	\$31.15	63%
Laboratories				
Science	\$392.70	20%	\$72.59	59%
Engineering	\$366.05	12%	\$89.10	72%
Psychology	\$356.40	10%	\$51.11	59%
Art	\$320.10	7%	\$32.92	62%
Food Sciences/Nutrition	\$302.50	15%	\$27.06	62%
Music	\$377.74	4%	\$54.23	58%
Offices				
Administration	\$302.50	3%	\$25.06	65%
Faculty Office	\$292.60	3%	\$9.39	60%
Library w/o ASRs	\$266.30	2%	\$29.56	70%
Speciality				
Physical Education	\$270.60	5%	\$15.46	75%
Theatre Arts incl. G-1	\$407.00	Inc. in GSF	\$31.78	70%
Auditorium (1200 seats, 38,000 ASF/54,285 GSF)	\$484.00	Inc. in GSF	\$65.40	70%
Warehouse	\$124.30	1%	\$9.15	90%
Corporation Yard (Shops)	\$151.80	4%	\$13.26	90%

1. Site Work cost is per Feasibility Study or 3% of building costs.
2. Telecommunications instruments are included in Group II unit costs.
3. Conduit and risers are included in Building GSF unit costs.
4. Campus to perform feasibility study to justify costs above guidelines.

**CSU COST GUIDE FOR THE STATE AND NONSTATE FUNDED
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM 2008/09 THROUGH 2012/13**

CCCI: 5135 EPI : 2744

<u>Type of Project</u>	<u>New Base Unit Cost per GSF</u>	<u>Group I Equipment Cost (% of Bldg. Cost)</u>	<u>Group II Equipment Cost per ASF</u>	<u>Building Efficiency (%)</u>
Nonstate				
Residence Halls	\$220	1.50%	\$21.98	65%
Cafeteria	\$266	15.00%	\$23.03	77%
Bookstore	\$261	3.00%	\$24.09	75%
University Union	\$323	3.00%	\$26.00	72%
Health Clinic	\$326	10.00%	\$40.84	60%
Parking				
Structure per Space	\$15,570			
Surface per Space	\$2,956			

1. Site Work cost is per Feasibility Study or 3% of building costs.
2. Telecommunications instruments are included in Group II unit costs.
3. Conduit and risers are included in Building GSF unit costs.
4. Campus to perform feasibility study to justify costs above guidelines.

MAJOR CAPITAL OUTLAY PROGRAM LIST OF SUBMITTALS & ACCESSING ELECTRONIC FORMS

I. STATE FUNDED PROJECTS

Contents of the Capital Outlay Budget Change Proposals (COBCPs) for projects proposed in the five-year program should include the following information. *ALL SUBMITTALS MUST USE THE ELECTRONIC FORMS CURRENTLY AVAILABLE ON THE CPDC WEBSITE.* Several forms (1-3, 2-7, 2-7.5) have been modified from previous versions; all CPDC forms now specify a revision date. The Chancellor's Office Facilities Planning Web page for 2008/09 COBCP forms is located at: <http://www.calstate.edu/CPDC/>

Capital Outlay Program 2008/09

- **CPDC 1-4:** COBCP Project Description
- **CPDC 1-3:** COBCP Project Summary Worksheet
- **CPDC 1-2:** Summary of Campus Capacity
- **CPDC 2-1:** Full-Time Equivalent Enrollment Distribution for Selected Years
- **CPDC 2-2:** Enrollment Distribution by Level and Category of Instruction
- **CPDC 2-3:** Calculation of Space Requirements for Instructional Projects
- **CPDC 2-4:** Summary of Space Requirements for a Building
- **CPDC 2-6:** Room Specifications (to be submitted prior to project funding)
- **CPDC 2-7:** Capital Outlay Estimate
Support documents for the 2-7:
 - **Feasibility Study** (see Attachment 2 for guidelines)
 - **CPDC 2-8:** Energy and Utilities Planning Checklist
 - **CPDC 2-8.5:** Information Technology Planning Sheet
 - **CPDC 2-23:** Equipment List
 - **CPDC 2-24:** Adjustment of Group II Equipment Budget Request
- **CPDC 2-7.5:** Summary of Component Costs
- **CPDC 2-9:** Space Calculation for Library
- An approved campus master plan map identifying project location
- **CPDC 3-1:** Project Area Summary (Required program specifications to be prepared for transmittal to CPDC and project architect after funding is included in the Governor's January Budget.)

Note:
CPDC 2-1 to be
Requested via
separate
transmittal

Projects in Years 2 through 5

- **CPDC 1-4:** COBCP Project Description
- **CPDC 2-7:** Capital Outlay Estimate
- An approved campus master plan map identifying project location

II. NONSTATE FUNDED PROJECTS

Projects being proposed should include the following information:

Required For All Projects

- **CPDC 1-4:** COBCP Project Description
- **CPDC 2-7:** Capital Outlay Estimate
- **Project Justification** Statement for first year projects only (see requirements below for specific programs.)
 - An approved campus master plan map identifying project location

- **Funding source**, i.e., program reserves, revenue bond sale, auxiliary organization funds, and donations. A preliminary ten-year financial plan projection (with two years of actuals) indicating proposed rate increases should be included for housing projects. Note: Plans due to Financing and Treasury by October 31, 2006, for projects in the action year 2008/09.

Justification Statements Required for 2008/09 Nonstate Projects

Student Unions:

- Verification of a successful student referendum for the project.
- A viable financial plan, for a ten-year projection with two years of actuals, including details of project financing which are consistent with and incorporate the standard annual student union budget plan. **Note:** Draft financial plans must be submitted to Financing and Treasury by October 31, 2006.

Parking:

- A facility/parking spaces utilization/demand study by an independent consultant including factors pertaining to significant changes in enrollment, losses due to building construction, changes in mass transit patterns or community parking regulations. All parking facilities require a thorough access assessment be conducted by an independent consultant prior to submission.
- A financial plan comparing projected campus parking program revenues to expenses for a ten-year projection with two years of actuals. **Note:** Draft financial plans must be submitted to Financing and Treasury by October 31, 2006.

Housing:

- A housing development plan including marketing surveys of the demand for on- and off-campus housing and rental rate surveys.
- **A request for an evaluation of the proposed project by the Housing Proposal Review Committee. This meeting date should be between September 2006 and May 2007.** See coded memorandum APB- 94-05 for complete summary of this requirement. This information can be accessed at: <http://www.calstate.edu/FT/APBCM94/APB94-05/APB94-05.shtml>.
- A financial plan comparing projected campus housing program revenues to expenses for a ten-year projection with two years of actuals. **Note:** Draft financial plans must be submitted to Financing and Treasury by October 31, 2006.

Health Center Projects:

- A financial plan comparing projected campus health center facility fee revenues to expenses for a ten-year projection with two years of actuals. **Note:** Draft financial plans must be submitted to Financing and Treasury by October 31, 2006.

Donor Funded Projects:

- Identification of sufficient cash on hand for the project to support the project phase(s) requested. Projected cash flows for the balance of funds for the remaining project phase(s). **Note:** Draft financial plans must be submitted to Financing and Treasury by October 31, 2006.

Projects Operated by Auxiliary Organizations:

- If funded from cash, identification of sufficient cash on hand for the project to support the phase(s) requested, and plan for obtaining cash for future phases. If it is anticipated to be funded by issuance of debt, by either the Auxiliary Organization directly or through Systemwide Revenue Bonds, then a viable financial plan submitted with the information

noted above. **Note:** Draft financial plans must be submitted to Financing and Treasury by October 31, 2006.

Additional information for 2008/09 Projects:

- Confirm availability of required utilities/infrastructure. (Forms CPDC 2-8 and 2-8.5)
- A project calendar showing significant events and steps (i.e., Housing Proposal Review Committee, Schematics Presentation at the BOT, Projected Bid Dates).
- Identification of anticipated funding sources of projects, specifically: donor funds, grants, program reserves or financing.

III. ACCESSING ELECTRONIC FORMS

Campuses are requested to use forms with current revision dates to improve CPDC's review process. All forms referenced in this call letter may be accessed via the CPDC page of the Chancellor's Office Web site: <http://www.calstate.edu/CPDC/>. From this page menu select Facilities Planning; Forms; select either Major Capital Outlay or Minor Capital Outlay to access the desired forms. For assistance contact Judi Brown at 562-951-4104 or jbrown@calstate.edu .

CATEGORIES AND CRITERIA TO SET PRIORITIES

GENERAL CRITERIA

Under the general criteria adopted by the Board of Trustees in July 2006, a campus may submit a maximum of one project for the 2008/09 budget year, and one project for the 2009/10 planning year, including health and safety projects. A campus may submit a maximum of three projects per year, including health and safety projects, for the 2010/11 through 2012/13 planning years. Exceptions to this limit will be considered on an individual project basis. Equipment and seismic strengthening projects are excluded from this limit. Seismic strengthening projects will be prioritized according to recommendations from the CSU Seismic Review Board.

Campuses are to typically prepare their project requests for the five-year program using preliminary plan (P) phase funding separate from the working drawing and construction (WC) phases for new project starts. Campus requests for PWC lump sum funding will be considered on an individual project basis. Approval of a phased project may require the project to be funded (PWC) over one or more bond cycles.

Current trustee-approved campus physical master plan enrollment ceilings apply to on-campus station count enrollment only. These numbers are to be used as the basis of comparison for justifying capital projects that address enrollment demand to be accommodated on campus. Enrollment estimates that exceed these figures should be accommodated through distributed learning and other off-campus instructional means. Proposed renovation projects are expected to include additional instructional capacity (a minimum of 10% increase in the building's existing capacity) as a means to address enrollment demand in these types of projects. Projects that increase capacity will receive higher priority consideration than renovation projects without enrollment capacity increases. Priorities will be determined based upon the relative deficiency in campus space.

If there are two or more auditoriums or large lecture hall projects, priority shall be given to the project for which 50 percent or more of its funding will be from nonstate sources. At least \$5 million must be raised from nonstate sources for an auditorium project.

INDIVIDUAL CATEGORIES AND CRITERIA

I. Existing Facilities/Infrastructure

A. Critical Infrastructure Deficiencies

These funds correct structural, health and safety code deficiencies by addressing life safety problems and promoting code compliance in existing facilities. Projects include seismic strengthening, correcting building code deficiencies, and addressing regulatory changes which impact campus facilities or equipment. These funds also include minor capital outlay and capital renewal projects.

B. Modernization/Renovation

These funds make new and remodeled facilities operable by providing group II equipment, and replacing utility services and building systems to make facilities and the campus infrastructure operable. These funds also meet campus needs by modernizing existing facilities or constructing new replacement buildings in response to academic, support program needs and enrollment demand as appropriate.

II. New Facilities/Infrastructure

These funds eliminate instructional and support deficiencies, including new buildings and their group II equipment, additions, land acquisitions, and site development.