MEMORANDUM

DATE: October 9, 2007

TO: Presidents

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

SUBJECT: State and Non-State Funded Capital Outlay Program 2009/10 and Five-Year Capital Improvement Program 2009/10 through 2013/14, and State Funded Minor Capital Outlay Program 2009/10

This memorandum transmits the schedule of submissions for the capital outlay program and related material for program development for 2009/10. Both major and minor capital outlay project submittals are requested. Minor capital outlay projects are those estimated to cost $400,000 or less, while projects estimated to cost greater than $400,000 are required to follow the major capital outlay submittal process outlined in the attachments.

In developing the 2009/10 capital program, support documentation forms are being modified to facilitate budget development for sustainable buildings, renewable energy generation, and off-site environmental mitigation. This is in response to the requirements of proposed legislation AB 35 and AB 888, enacted legislation AB32, and the California Supreme Court ruling in the City of Marina v. Trustees. AB 35 and AB 888, which would require CSU to design and construct buildings to a U.S. Green Building Council LEED “gold” certification level or equivalent, were recently approved by the legislature and have been forwarded to the Governor. AB 32, the California Global Warming Solutions Act aims to reduce greenhouse gas emissions to 1990 levels; as such it may be appropriate for certain budget requests to include a renewable energy generation component to help the CSU achieve the intent of the legislation. With regard to the Marina case, campuses need to consider the off-site mitigation measures that may be necessary as a result of the proposed project, and budget accordingly.

In support of sustainable building design, whether the measurement be the LEED rating system or the CSU’s Program for Environmental Responsibility, campuses will not only consider the building’s architecture and engineering, but also other elements to address user needs and reduce environmental impacts. These may include storm and sewer
management, accessible paths of travel, vehicle trip reduction, etc. Procedures that support an integrated building design are being developed at the budget stage to help fund concepts that are not normally afforded in the historical cost per square foot for a building. With changing technologies, staff will work with campuses to develop assumptions for budgeting these new components in order to present to Department of Finance a rational approach to sustainable building design.

For the purposes of the draft program, campuses are directed to continue to use multiyear enrollment projections which can be found at the following URL under Targets and Planning Estimates, http://www.calstate.edu/acadres/enrollment_planning.shtml. A separate memorandum (AA-2007-24) requesting CY 2007/08 academic enrollments has been transmitted which may be used to develop revised multiyear planning estimates that support the campuses’ CY 2009/10 capital outlay program plans. The 2008/09 enrollment targets are planned for discussion at the November 2007 Board of Trustees meeting and will be available in spring 2008 to finalize the capital outlay program. The multiyear 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 un-rebenched resident and nonresident on-campus academic year FTE enrollment.

**State Funded Capital Outlay Program**

The 2009/10 state program is reliant upon funding from a new two year general obligation bond anticipated for a June or November 2008 ballot initiative, or legislative approval of the use of lease revenue bonds. While the Governor’s Compact supports $345 million per year for capital outlay funding, the CSU is seeking support for $400 million for 2009/10 to fund sustainable buildings, off-site mitigation, and construction cost escalation.

For planning purposes, campuses are requested to complete their CPDC 2-7 project cost estimate and schedule in anticipation that funding will be available for projects in July 2009, assuming a successful bond initiative by November 2008. A request to use the Construction Manager at Risk delivery method should be submitted along with the CCBP to improve budgeting for these projects.

Attachment 5 provides the categories and criteria to be used for the 2009/10 – 2013/14 Capital Improvement Program, as approved by the trustees at their July 2007 meeting. Opportunities to secure energy efficiency co-funding will continue in order to leverage state funding in support of the trustees’ efficiency goals and AB 32 to minimize the campus’ carbon footprint.

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 2009/10 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.

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 approximately $1.5 to $2 million in each of the five program years.

It is the intent of the Legislature that the California State University justify requests for capital outlay funding for classroom space and laboratory space by using legislatively approved utilization standards and a reasonable assumption of summer term enrollment. Therefore, CSU bases its five-year capital outlay plan on utilization of instructional facilities during the summer, assuming a summer term enrollment of 25 percent to 40 percent of fall/winter/spring enrollment at rural and urban campuses, respectively.
The enclosed 2009/10 cost guide includes a 5 percent California Construction Cost Index escalation based on the current DOF projections. Establishing appropriate funding levels ensures our commitment to capital development program priorities that include extending the life cycle of key building systems, implementing sustainable design and improving efficiency and operation of mechanical systems. 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.

**Non-State Funded Capital Outlay Program**

Please note that the following attachments and submittal deadlines also pertain to the program for Non-State Capital Outlay projects. Campuses are requested to consider the impact of non-state project financing on their debt capacity limitations as noted in Executive Order Number 876. Draft Financial plans for non-state projects, for the 2009/10 action year only, should be submitted to Financing and Treasury by November 16, 2007 and fully approved by that office no later than March 28, 2008. Timely and accurate submittal of non-state projects will enable CSU to forecast and manage future financing needs, therefore amendments to the Non-State Capital Outlay program should be kept to a minimum.

**Minor Capital Outlay and Energy Projects**

Projects must be submitted in priority order using the form CPDC 2-30 or CPDC 2-32 for Energy, including project type categories and project schedule information in the appropriate columns. Funding levels for 2007/08 and 2008/09 have been forwarded to the campuses and are available from your University Planner to enable campus planning for the 2009/10 program. We recommend campuses consider various project delivery methods and leverage utility incentive funds where feasible. The DOF project type categories are:

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

The “New Space/Capacity Space Change Request” (form CPDC 2-31) should be completed 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 percent of the minor capital outlay allocation.

Campuses are requested to submit minor capital outlay 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. The CSU proposal form (CPDC 2-32) will be used for additional partnership incentive funds. Energy, utility and planning information crucial to these projects are included on this form.

**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 Non-State Buildings
- Attachment 4: Capital Program Submittals and Accessing Electronic Forms
- Attachment 5: Categories and Criteria for the 2009/10 – 2013/14 Program

Questions regarding the state-funded submissions should be directed to Mr. Larry Piper, Chief of Facilities Planning, Capital Planning, Design and Construction, (562-951-4106). Please contact Ms. Colleen Nickles, Assistant Vice Chancellor, Financial Services (562-951-4570), with questions pertaining to the financial documentation required to support non-state 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 campus submittals in response to the annual program development schedule.

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

RPWjdes

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Ms. Karen Zamarripa
Ms. Colleen Nickles
F&T Managers
Ms. Elvyra F. San Juan
CPDC Managers
SCHEDULE OF SUBMISSIONS & CALENDAR OF CAPITAL OUTLAY PROCESS

July 17, 2007  Board of Trustees approved proposed Categories and Criteria.

November 16, 2007  **State: Campuses submit** Draft Capital Improvement (CIP) and Draft Capital Outlay Budget Change Proposals (COBCPs) (two paper copies and one electronic copy) including feasibility studies and equipment lists.

November 16, 2007  **Non-State: Campuses submit** (two paper copies and one electronic copy) funding source and preliminary ten-year financial plan showing operating budgets supporting the financing costs for 2009/10 non-state projects to Financing and Treasury. The campus coordinates with F&T staff to revise the financial plan accordingly in order to receive F&T approval by March 28, 2008.

January 11, 2008  CPDC submits to Presidents proposed revisions to the Draft Capital Improvement Program.

February 8, 2008  **Campuses submit the Revised** COBCPs for Draft COP & CIP.

March 12, 2008  Board of Trustees approves the Draft 2009/10 COP & CIP.

March 28, 2008  **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 2009/10 non-state programs.
- Approval of Housing Proposal Review Committee for 2009/10 housing programs.

March 28, 2008  **Campuses submit** master plan map and facility legend, campus photographs, captions and campus history.

March 28, 2008  Financing and Treasury approves campus final financial plan for projects to be funded by bonds, including auxiliary projects, for the Action Year.

June 1, 2008  CPDC submits final COBCPs and equipment lists to DOF.

Summer/Fall 2008  Campus SCOPE review meetings with State Agencies.

September 2008  Board of Trustees approves Final 2009/10 COP & CIP.

June or November 2008  Ballot initiative to fund the 2008/09 and 2009/10 Capital Outlay Programs (pending legislative approval).

January 10, 2009  Governor’s Budget for 2009/10 and multi-year infrastructure plan is released. DOF submits final COBCPs and equipment lists to LAO.

February 2009  Legislative Analyst’s Office releases analysis of the 2009/10 Budget Bill.

March - May 2009  Legislative Committee hearings on the 2009/10 budget.

May 1, 2009  **Campuses submit** room specifications and initiate design architect selections/agreements for projects included in the Governor’s Budget.
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/Geotechnical Report and Site Survey
   Utilities

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

5. Building Considerations, Analysis & Description
   Architectural
   Exterior/Cladding
   Height & Massing
   Structural
   Mechanical
   Plumbing
   Fire Protection
   Electrical and Telecommunications
   Hazmat
   Construction Phasing
   Energy Use Projections
   Construction Phasing
   Use Projections
   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 cladings. 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. Also prepare a sustainability measures checklist.

C. Site
1. Location of utilities to be determined, including verification of utilities on- and offfsite 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. Provide Geotechnical Report.
5. ADA site access improvements/path of travel plan.
6. Identify specific sustainability design measures that will be incorporated in the site work of the project.

D. Construction
1. Contractor's access to site and lay-down yard should be determined and cost estimated or 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 or allocated.
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 2009/10 cost guide.
3. Design Contingency: Architects are encouraged to include a 15 percent design contingency in the feasibility study for projects of $3-30 million and 10% for larger projects.

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.

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, 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/investigative testing should be completed as necessary.
6. Plumbing and other utilities should have conditions verified. Field investigation should include destructive/investigative 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 requirements 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. Also prepare a sustainability measures checklist.

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 2009/10 cost guide.
3. Design Contingency: Architects are encouraged to include a 15 percent design contingency in the feasibility study for projects of $3-30 million and 10% for larger projects.

All feasibility studies should be reviewed by a Mechanical Review Board (MRB) member and Seismic Review Board member, as applicable. There is no cost to the campus for feasibility reviews by the MRB. Information regarding the MRB can be accessed at: http://www.calstate.edu/CPDC/AE/mech_systems_review_agreements.shtml.
CSU COST GUIDE FOR STATE AND NON-STATE FUNDED BUILDINGS
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM 2009/10 THROUGH 2013/14

CCCI: 5334 EPI: 2799

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<th>Type of Project</th>
<th>New Base Unit Cost per GSF w/ GC</th>
<th>New Base Unit Cost per GSF w/o GC*</th>
<th>Group I Equipment Cost (% of Bldg. Cost)</th>
<th>Group II Equipment Cost per ASF</th>
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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.

* For use with CM@Risk cost estimates.
CSU COST GUIDE FOR THE STATE AND NON-STATE FUNDED
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM 2009/10 THROUGH 2013/14

CCCI: 5334 EPI: 2799

<table>
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<th>Type of Project</th>
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<th>Group I Equipment Cost (% of Bldg. Cost)</th>
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</tbody>
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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.

* For use with CM@Risk cost estimates.
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 have been modified from previous versions; all CPDC forms now specify a revision date. The Chancellor’s Office Facilities Planning Web page for 2009/10 COBCP forms is located at: http://www.calstate.edu/CPDC/

Capital Outlay Program 2009/10
- 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.)

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. NON-STATE 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 November 16, 2007, for projects in the action year 2009/10.

**Justification Statements Required for 2009/10 Non-state 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 November 16, 2007.

**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 November 16, 2007.

**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 2007 and May 2008. See requirements for proposal to the HPRC at: http://www.calstate.edu/FT/Hous/HPRCInfoPrcc.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 November 16, 2007.

**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 November 16, 2007.

**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 November 16, 2007.

**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 November 16, 2007.
Additional information for 2009/10 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 Jarelle de Sais at (562) 951-4093.
CATEGORIES AND CRITERIA TO SET PRIORITIES

Categories and Criteria to Set Priorities
2009/10–2013/14 State Funded Five-Year Capital Improvement Program

General Criteria
A campus may submit a maximum of one project for the 2009/10 budget year, and one project for the 2010/11 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 2011/12 through 2013/14 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 shall 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. Approval of multi phase projects may require the project funding to be allocated over more than one bond cycle. Campus requests for PWC lump sum funding will be considered on an individual project basis.

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 non-state sources. At least $5 million must be raised from non-state 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.