

## MEMORANDUM

**To:** Vice Presidents, Finance / Administration

**From:** Elvyra F. San Juan   
Assistant Vice Chancellor  
Capital Planning, Design and Construction

### KEY RESPONSE DATES

February 6, 2012 – DRAFT Submittals

May 11, 2012 – FINAL Submittals

**Date:** January 18, 2012

**Re:** State and Non-State Funded Capital Outlay Program 2013-2014 and Five-Year Capital Improvement Program 2013-2014 through 2017-2018

The 2012-2013 Governor's Budget includes \$5.5 million for the CSU Capital Outlay Program. A comparison of the Trustees 2012-2013 request with the Governor's proposed budget can be found in Attachment 1A. Submittal of campus proposals for the 2013-2014 Capital Outlay Program and Five-Year Capital Improvement Program is requested. To simplify workload, campuses may resubmit any unfunded 2012-2013 major and minor capital outlay projects for the 2013-2014 capital outlay program, along with any new program submittals (Attachment 1: Schedule of Submissions).

Several support documentation forms have been modified to facilitate streamlined budget development and implement the Owner Controlled Insurance Program (OCIP).

#### State Funded Capital Outlay Program

Funding for the 2013-2014 state program is reliant upon a new general obligation bond ballot initiative, or legislative approval of lease revenue bonds. Due to the State's fiscal condition campuses should expect life-safety projects to receive greater consideration from the Administration and the Legislature.

To facilitate the submittal process, an initial five-year program for your campus has been drafted by your University Planner (Attachment 2: Draft Capital Improvement Program for 2013-2014 – 2017-2018) based on the governor's proposed 2012-2013 program.

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 2013-2014 budget year. Project descriptions and feasibility studies submitted for projects unfunded in prior years should require only minimal updates for resubmittal in the 2013-2014 action year. Less detailed "Concept Paper" budget proposals (including Cost Estimate Form 2-7) are required for projects in years 2014-2015 through 2017-2018. Simplified procedures have been developed to reduce costs to prepare out-year feasibility studies and budget proposals. Campuses are required to involve the 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.

#### Classroom Occupancy

The California Building Code (CBC) identifies a standard of twenty square feet per station for B Occupancy lecture rooms (49 occupants or fewer, single exit). Historically CSU lecture rooms have been designed to the 15 square feet per station standard set by the Legislature. Where conditions warrant, such as chronic overcrowding in excess of the rated occupancy, renovation projects affecting *existing* B Occupancy rooms should assess the need to convert to A Occupancy spaces (50 or more occupants,

multiple exits), or otherwise reduce the station count to conform to the B Occupancy standard. New lecture room construction should be designed to current CBC occupancy requirements.

#### **Non-State Funded Capital Outlay Program**

Submittal deadlines also pertain to the program for Non-State Capital Outlay projects. Campuses must consider the impact of non-state project financing on debt capacity limitations as noted in Executive Order Number 994. Draft financial plans for non-state projects, for the 2013-2014 action year only, must be submitted to Financing and Treasury by February 6, 2012 and approved by May 11, 2012. Timely and accurate submittal of non-state projects will enable CSU to forecast and manage future financing needs. Amendments to the Non-State Capital Outlay program should be kept to a minimum.

#### **Minor Capital Outlay and Energy Projects**

Minor Capital Outlay projects (as defined per DOF Budget Letter #12-01 as \$610,000 or less) submitted for the 2012-2013 capital program will be reused for 2013-2014 since they were not funded. The campus may submit new or revised projects in priority order using the form CPDC 2-30 or CPDC 2-32 for Energy projects, and include architectural barrier removal projects related to the Americans with Disability Act (ADA) in your submission targeting 20 percent of the campus project budget.

Submit campus minor capital outlay energy and utility conservation projects costing \$610,000 or less (inclusive of any rebates, grants or incentive funds that will be used to buy down the project). The potential for incentive funds will be considered when calculating the amount allocated to the campus. The CSU proposal form (CPDC 2-32E) accommodates the identification of utility partnership incentive funds. Energy, utility and planning information crucial to these projects are included on this form.

#### **Questions?**

The Campus Program Submittals, Cost Guide, Categories and Criteria, and Guidelines for Feasibility Study for the 2013-2014 program are available online. Access all program information via the CPDC page of the Chancellor's Office web site: <http://www.calstate.edu/CPDC/>. Select Facilities Planning; Call Letter; and for Forms; select either Major Capital Outlay or Minor Capital Outlay to access the desired forms. To facilitate the review process, please use forms with current revision dates.

#### *State funded submissions*

Larry Piper, Chief of Facilities Planning, Capital Planning, Design and Construction (562) 951-4106

#### *Financial documentation required to support non-state funded submissions*

Robert Eaton, Senior Director, Financing and Treasury (562) 951-4572

#### *Energy related issues*

Len Pettis, Chief of Plant, Energy, and Utilities (562) 951-4122

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

We thank you and your staff for your efforts to prepare the annual capital outlay program. CPDC staff will continue to identify process changes to streamline the program production, in light of anticipated funding.

#### **Attachments included with this call letter:**

- Attachment 1A: Comparison of the Trustees 2012-2013 request with the Governor's proposed budget
- Attachment 1: Schedule of Submissions
- Attachment 2: Draft Capital Improvement Program for 2013-2014 – 2017-2018
- Attachment 3: Cost Guide for 2013-14 – 2017-18

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## State Funded Capital Outlay Program 2012/13 Status Update

*Cost Estimates are at Engineering News Record California Construction Cost Index 5950 and Equipment Price Index 3125*

Rank Order	Category	Campus	Project Title	FTE	Trustees' Request		2012/13 Governor's Budget		
					Phase	Dollars	Phase	Dollars	Notes
1	IA	Statewide	Minor Capital Outlay		PWC	4,024,000			
2	IA	Statewide	Infrastructure Improvements		PWC	10,976,000			
3	II	Channel Islands	Classroom and Faculty Office Renovation/Addition	N/A	E	1,209,000	E	1,209,000	(a)
4	IB	San Diego	Storm/Nasatir Halls Renovation ◊	0	E	2,583,000	E	2,583,000	(a)
5	IB	Stanislaus	Science I Renovation (Seismic)	N/A	E	1,757,000	E	1,757,000	(b)
6	IA	Los Angeles	Seismic Upgrade, Administration Building	N/A	PWC	5,799,000			
7	IA	Humboldt	Seismic Upgrade, Van Duzer Theatre	N/A	PWC	7,920,000			
8	IA	Bakersfield	Seismic Upgrade, Dore Theatre	N/A	PWC	1,867,000			
9	IA	Humboldt	Seismic Upgrade, Library	N/A	PWC	5,558,000			
10	IB	San Diego	IVC North Classroom Building Renovation	N/A	PWC	1,100,000			
11	IB	Pomona	CLA Replacement Facility (Seismic)	N/A	PWC	74,514,000			
12	II	San Francisco	Mashouf Performing Arts Center ◊	240	WC	67,147,000			
13	II	San Bernardino	Theatre Arts Building ◊	28	WC	62,898,000			
14	IB	Fresno	Utilities Infrastructure	N/A	PWC	35,719,000			
15	IB	Los Angeles	Utilities Infrastructure	N/A	PWC	29,701,000			
16	IB	Sacramento	Science II, Phase 2A ◊	-1,442	PWC	76,102,000			
17	IB	Bakersfield	Faculty Towers Replacement Building (Seismic)	350	PWC	21,681,000			
18	IB	Dominguez Hills	Cain Library Remodel (Seismic)	N/A	PWC	37,866,000			
19	IB	Monterey Bay	Infrastructure Improvements, Phase II	N/A	PWC	33,879,000			
20	IB	Long Beach	Utilities Infrastructure ◊	N/A	PW	1,651,000			
21	IB	Fullerton	Physical Services Complex Replacement	N/A	PWC	26,107,000			
22	IB	San Marcos	University Services Building Renovation	N/A	PWC	1,201,000			
23	IB	San Diego	Utilities Upgrade, Phase IA	N/A	PW	4,120,000			
24	IB	East Bay	Library Renovation (Seismic)	N/A	P	1,148,000			
25	II	Channel Islands	Chaparral Hall Renovation/Addition	336	P	819,000			
26	IB	Chico	Siskiyou II Science Replacement Building	337	P	1,392,000			
27	II	Sonoma	Professional Schools Building	513	P	1,056,000			
28	II	Dominguez Hills	Science Replacement Building	5	P	888,000			
29	IB	Maritime	Student Services Building	N/A	P	505,000			
30	IB	San José	Nursing Building Renovation	155	PW	872,000			
31	II	San Luis Obispo	Academic Center and Library ◊	401	P	1,782,000			
32	IB	Stanislaus	Library Addition/Renovation, Phase I (Seismic)	-15	P	1,413,000			
33	II	Humboldt	Corporation Building Acquisition	N/A	A	3,058,000			
34	II	Northridge	Sierra Hall Annex, Phase I	1,166	PW	745,000			
<b>Totals</b>				<b>2,074</b>		<b>\$ 529,057,000</b>		<b>\$ 5,549,000</b>	

**Categories:** I Existing Facilities/Infrastructure  
                   A. Critical Infrastructure Deficiencies  
                   B. Modernization/Renovation  
                   II New Facilities/Infrastructure

**Notes:** (a) 2004 General Obligation Bond Fund  
 (b) 2002 General Obligation Bond Fund

A = Acquisition P = Preliminary plans W = Working drawings C = Construction E = Equipment

◊ This project is dependent upon state and non-state funding.

### **SCHEDULE OF SUBMISSIONS & CALENDAR OF CAPITAL OUTLAY PROCESS**

September 21, 2011	Board of Trustees approve Categories and Criteria.
January 10, 2012	Governor's Budget proposed for 2012-2013
<b>February 6, 2012</b>	<b>State: Campuses submit</b> Capital Improvement Program (CIP) and Capital Outlay Budget Change Proposals (COBCPs) (one paper copy and one electronic copy). For any new project proposals, submit feasibility studies, concept level studies and equipment lists.
<b>February 6, 2012</b>	<b>Non-State: Campuses submit</b> COBCP (one paper copy and one electronic copy) identify funding source, and provide preliminary ten-year financial plan showing operating budgets supporting the financing costs. Campus also submits the financial plan to Financing and Treasury and coordinates with F&T staff to revise the financial plan as necessary to receive F&T approval by May 11, 2012.
March 2, 2012	CPDC submits to Presidents proposed revisions to the Draft COP & CIP.
<b>March 30, 2012</b>	<b>Campuses submit the Revised COBCP's for Draft COP &amp; CIP.</b>
May 8-9, 2012	Board of Trustees approves the Draft 2013-2014 COP & CIP.
<b>May 11, 2012</b>	<b>Campuses submit the Final</b> Capital Improvement Program (one paper copy and one electronic copy). Program should include: <ul style="list-style-type: none"><li>• Final COBCPs (feasibility studies optional).</li><li>• Minor Capital Outlay.</li><li>• Capital Renewal project proposals.</li><li>• Final equipment lists.</li><li>• Project Justifications &amp; Financial Plans for 2013-2014 non-state programs.</li><li>• Approval of Housing Proposal Review Committee for 2013-2014 housing programs.</li></ul>
<b>May 11, 2012</b>	<b>Campuses submit</b> master plan map and facility legend and campus history.
<b>May 11, 2012</b>	<b>Financing and Treasury</b> approves campus final financial plan for projects to be funded by bonds, including auxiliary projects, for the Action Year.
July 2, 2012	CPDC submits final 2013-2014 COBCPs and equipment lists to DOF.
Summer/Fall 2012	Campus SCOPE review meetings with State Agencies.
Sept. 18-19, 2012	Board of Trustees approves Final 2012-2013 COP & CIP.
January 10, 2013	Governor's Budget for 2013-2014 and multi-year infrastructure plan is released.
February 2013	Legislative Analyst's Office releases analysis of the 2013-2014 budget.
March - May 2013	Legislative Committee hearings on the 2013-2014 budget.
<b>June 2013</b>	<b>Campuses</b> complete design architect selections/agreements for projects included in the Governor's Budget.

**CSU COST GUIDE FOR STATE AND NON-STATE FUNDED BUILDINGS  
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM 2013/14 THROUGH 2017/18**

Attachment 3  
January 18, 2012

**CCCI: 5950 EPI : 3125**

Type of Project	New Base Unit Cost per GSF w/ GC	New Base Unit Cost per GSF w/o GC <sup>1</sup>	Group I Equipment Cost (% of Bldg. Cost)	Group II Equipment Cost per ASF	Building Efficiency (%)
<b>State Buildings</b>					
<b>Classroom</b>					
Classroom (General)	\$352	\$315	5%	\$16.82	63%
Humanities			5%	\$28.24	63%
Social Science			5%	\$28.42	63%
Education			8%	\$27.90	63%
Business Administration			5%	\$35.19	63%
Language Arts			9%	\$35.48	63%
<b>Laboratories</b>					
Science - Wet Lab	\$459	\$411	20%	\$82.66	59%
Engineering	\$428	\$383	12%	\$101.48	72%
Psychology - Dry Lab	\$417	\$373	10%	\$58.20	59%
Art	\$374	\$335	7%	\$37.49	62%
Food Sciences/Nutrition	\$354	\$316	15%	\$30.81	62%
Music	\$441	\$395	4%	\$61.75	58%
<b>Offices</b>					
Administration	\$354	\$316	3%	\$28.54	65%
Faculty Office	\$342	\$306	3%	\$10.70	60%
<b>Library w/o ASRs</b>	\$311	\$279	2%	\$33.67	70%
<b>Specialty</b>					
Physical Education	\$316	\$283	5%	\$17.61	75%
Theatre Arts incl. G-1	\$476	\$426	Inc. in GSF	\$36.19	70%
Auditorium (1200 seats)	\$566	\$506	Inc. in GSF	\$74.48	70%
Warehouse	\$145	\$130	1%	\$10.42	90%
Corporation Yard (Shops)	\$177	\$159	4%	\$15.10	90%
Notes:					
<b>Non-State</b>					
Residence Halls Type 1 <sup>2</sup>	\$218	\$198	2%	\$25.04	65%
Per Bed Type1	\$70,062	\$63,757			
Residence Halls Type 2 <sup>3</sup>	\$274	\$250	2%	\$25.04	65%
Per Bed Type 2	\$106,387	\$96,812			
Cafeteria	\$327	\$297	15%	\$26.23	77%
Bookstore	\$321	\$292	3%	\$27.43	75%
University Union	\$452	\$411	3%	\$29.81	72%
Health Clinic	\$381	\$346	10%	\$46.51	60%
Activity-Recreation Center	\$394	\$359	5%	\$22.68	65%
<b>Parking</b>					
Structure per Space	\$15,648	\$14,240			
Surface per Space	\$3,630	\$3,304			

Footnotes:

<sup>1</sup> For use with CM@Risk cost estimates.

<sup>2</sup> Type 1 = Type III or V construction (Wood frame/light steel) 1-3 stories, no dining commons.

<sup>3</sup> Type 2 = Type I or II construction, multi-story, typically with dining commons and other support space.

Notes:

4. Site Work cost is per Feasibility Study or 3% of building costs.
5. Telecommunications instruments are included in Group II unit costs.
6. Conduit and risers are included in Building GSF unit costs.
7. Campus to perform feasibility study to justify costs above guidelines.
8. Building efficiency intended to minimize roof-top equipment to accommodate future solar.