

**FEASIBILITY STUDIES – YEARS 2 THROUGH 5 – SHORT FORM
GUIDELINES FOR NEW AND RENOVATION PROJECTS**

GENERAL FORMAT AND TABLE OF CONTENTS

1. Introduction

Executive Summary
Purpose
General Project Description
Alternatives

2. Program Requirements

Existing Building's General Description
Building Deficiencies
Complete Energy and Utilities Planning Checklist, State Funded (CPDC form 2-8)

3. Site/Master Planning Issues

Relationship to campus master plan
Geographic factors

4. Accessibility

Accessible design elements (path of travel, seating distribution)

5. Building Considerations, Analysis & Description (*Generic Information*)

Architectural	Electrical and Telecommunications
Exterior/Cladding	Hazmat
Height & Massing	Sustainability Measures
Structural	Energy Use Projections/ AB32
Mechanical	Construction Phasing
Plumbing	Fire Protection

6. Alternatives

Alternative approaches to meet program needs: alternative sites, orientation, phasing, scale, construction materials, joint use and secondary effects.

7. Project Cost Estimate (Cost Guide is CALGREEN / LEED Silver)

Cost estimate by Building Component
Cost comparison with alternatives
Analysis of variances from the CSU guidelines – *If applicable*

DETAILED PROJECT CONSIDERATIONS FOR NEW CONSTRUCTION

A. Program

1. Program space entitlements by discipline per COBCP.
2. Room summary with total ASF in each discipline and proposed use of total GSF.

B. Site

1. Location of utilities to be determined, including verification of utilities on- and off-site if required, with connections to utilities/central plant to be estimated for cost.
2. Other site information and constraints should be considered: size and shape of site, location of existing buildings, lay-down area, pedestrian detours and service access.

C. Cost Estimate

Use the UniFormat Component Summary (CPDC form 2-7.5) to provide overall project cost data as derived per cost guide.

DETAILED PROJECT CONSIDERATIONS FOR RENOVATIONS

A. Program

1. List existing building deficiencies based on the programmatic needs of academic or instructional support activities.
2. Identify the extent to which building occupants would be at risk for health, life and safety without systems upgrades, including seismic structural safety, and exiting.
3. Describe the extent to which renovations will address projected program needs.
4. Reference the campus Pacific Partners Study and document adverse effects due to lack of renovation of the existing building systems. Indicate previous actions taken by the campus to repair/upgrade.
5. Provide existing and proposed room summary with total ASF in each discipline/use.
6. Complete Energy and Utilities Planning Checklist, State Funded (CPDC form 2-8).

B. Cost Estimate

1. Use the Component Summary (CPDC form 2-7.5) in UniFormat to provide overall project cost data as derived based on a modified cost guide (e.g. no structural costs if no foundation or seismic work). Campuses can elect to estimate costs at rough order of magnitudes (i.e. 50 percent of cost guide) and explain the rationale in the Project Description (CPDC 1-4).

All out-year feasibility studies may be reviewed by a Mechanical Review Board (MRB) member and Seismic Review Board (SRB) 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.

Information regarding the SRB can be accessed at:

http://www.calstate.edu/CPDC/AE/seismic_contracts.shtml.