Date: July 7, 2003

To: Presidents

From: Richard P. West
Executive Vice Chancellor and
Chief Financial Officer
Business and Finance

Subject: State and Nonstate Funded Capital Outlay Program 2005/06 and
Five-Year Capital Improvement Program 2005/06 through 2009/10

This memorandum transmits the schedule of submissions for the capital outlay program and related material for program development. Any capital improvement project estimated to cost greater than $400,000 is required to follow the process outlined in the attachments. The 2005/06 state program is proposed to be funded from a new general obligation bond anticipated for a March or November 2004 ballot initiative.

The bond bill initiative proposes a two-year bond that will provide $2.3 billion for higher education or $690 million for CSU. This would result in a funding of $345 million each year for the California State University capital outlay program. Based on the pending 2004/05 program, it is anticipated that roughly $280 million will be available for the 2005/06 program.

The Five-Year Capital Improvement Program will continue to be used for the Statewide Infrastructure Plan (AB 1473). The Department of Finance (DOF) is reviewing the capital outlay budget change proposals (COBCPs) submitted for 2004/05. We anticipate scope visits to be scheduled in August and September in order for the DOF to prepare the 2004 Governor’s Budget.

Attached is a draft of the categories and criteria to be used for the 2005/06 – 2009/10 Capital Improvement Program. These categories and criteria are to be approved by the trustees at the upcoming September meeting. The key changes in the criteria are the inclusion of a capital renewal program similar to the minor capital outlay program; the criteria also identify the requirements to include capacity increases in renovation projects. A separate transmittal on the development of the capital renewal program funding will be issued in late July to provide guidance to campuses. Campuses will continue be limited to one project in the action year.
The California State University submittals to DOF are required to have complete COBCPs for projects in the first year, with construction and project completion estimates. All new project starts are required to submit feasibility studies as part of the documentation. “Concept Paper” COBCPs are required for projects in years two through five, with project budgets, to enable CPDC to categorize those projects for DOF in the CSU five-year plan.

It is the intent of the Legislature that the California State University make requests for capital outlay funding for space for classrooms and class laboratories justified 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 least 25% and 40% of fall/winter/spring enrollment at rural and urban campuses respectively.

Included with this call letter are the Schedule of Submissions (Attachment 1), Guidelines for Feasibility Studies (Attachment 2), Cost Guide for proposed new buildings (Attachment 3), and the Capital Program Submittals and Accessing Electronic Forms (Attachment 4), and the DRAFT Categories and Criteria for the 2005/06 – 2009/10 Capital Improvement Program (Attachment 5).

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

Questions regarding the state-funded submissions should be directed to Ms. Elvyra F. San Juan, Chief of Facilities Planning, Capital Planning, Design and Construction, (562) 951-4106. Please contact Mr. Richard K. Leffingwell, Director, Financing and Treasury, (562) 951-4570, with questions pertaining to the financial documentation required to support nonstate funded submissions.

Please submit all documents to Mr. J. Patrick Drohan, Assistant Vice Chancellor, Capital Planning, Design and Construction.

RPW:ESj:jb

Attachment 1: Schedule of Submissions
Attachment 2: Guidelines for Feasibility Studies
Attachment 3: Cost Guides
Attachment 4: Capital Program Submittals and Accessing Electronic Forms
Attachment 5: DRAFT Categories and Criteria for the 2005/06 – 2009/10 Capital Improvement Program
Distribution
cc: Vice Presidents for Administration
    Vice Presidents for Academic Affairs
    Executive Deans
    Business Managers
    Directors, Physical Plant
    Housing Directors
    Building Coordinators
    Ms. Kathryn Amann
    Mr. Paul Guyer
    Dr. Charles B. Reed
    Dr. David S. Spence
    Ms. Karen L. Yelverton Zamarripa
    Mr. Richard K. Leffingwell
    University Auditor
    Mr. J. Patrick Drohan
    Ms. Elvyra F. San Juan
    Facility Planners
The California State University Capital Outlay Program 2005/06
And Five-Year Capital Improvement Program 2006/07 Through 2009/10

SCHEDULE OF SUBMISSIONS & CALENDAR OF CAPITAL OUTLAY PROCESS

September 2003 Board of Trustees approves proposed Categories and Criteria.

September 3, 2003 Campuses submit the Draft Capital Improvement Program and Draft Capital Outlay Budget Change Proposals (including feasibility studies - two paper copies and one electronic copy).

October 15, 2003 CPDC submits to Presidents proposed revisions to the Draft Capital Improvement Program.

December 3, 2003 Campuses submit the Final Capital Improvement Program (two paper copies and one electronic copy). Program should include:
• Final COBCPs with feasibility studies.
• Equipment lists for 2005/06 projects.
• Project Justifications for nonstate programs.

January 2004 Executive Council reviews the Draft Priority list for the 2005/06 Capital Outlay Program.

January 2004 Analytic Studies issues multiyear projections.

March 2004 CPDC submits final COBCPs and equipment lists to DOF.

March 2004 Board of Trustees approves the Draft 2005/06 COP & CIP.

March 2004 Ballot initiative to fund the 2004/05 and 2005/06 Capital Outlay Programs

April 2, 2004 Campuses submit Master Plan Map and Facility Legend for the 2005/06 COP & CIP.

May 14, 2004 Campuses submit President’s Statement, Project Photographs, and Campus History for the 2005/06 COP & CIP.

Summer/Fall 2004 2005/06 Projects and SCOPE review meetings at the campuses with State Agencies.

September 2004 Board of Trustees approves Final 2005/06 COP & CIP.

January 10, 2005 Governor's Budget for 2005/06 and multi–year infrastructure plan is released. DOF submits final COBCPs and equipment lists to LAO.

February 2005 Legislative Analyst’s Office Analysis of the 2005/06 Budget Bill and multi-year plan is released.

March - May 2005 Legislative Committee hearings on the 2005/06 budget.

May 2, 2005 Campuses submit room specifications and initiate design architect selections/agreements for approved new projects included in the 2005/06 Budget Bill.
THE CALIFORNIA STATE UNIVERSITY CAPITAL OUTLAY PROGRAM 2005/06

GUIDELINES FOR FEASIBILITY STUDIES FOR NEW AND RENOVATION PROJECTS

The following are suggested components of the study:

- General project description
- Pre-schematic massing and floor plans
- Master planning
- Cost estimate including alternatives
- Alternatives considered
- Energy use projections and sustainability
- Comparison of building systems life cycle cost analyses

The following are project considerations that affect cost and should be included:

NEW CONSTRUCTION

PROGRAM
1. The room summary with total ASF in each discipline and proposed use. Total GSF
2. The program should be evaluated for electrical power/lighting/HVAC/central plant capacity/telecomm/ group II requirements.

BUILDING
3. Height and massing of building should be defined in order to determine the floor area ratio since these are the variables that determine cost.
4. Recommend structural system based on program requirements for spaces and flexibility. Consider seismic and geotech constraints.
5. Provide costs for two alternative exterior claddings. Type and total area of exterior cladding should be calculated for first cost and life cycle cost analysis.*
6. Roofing material cost should be calculated for first cost and life cycle cost analysis.*
7. Alternative HVAC systems should be determined and life cycle cost analyses should be performed.*
8. Cost of protecting rooftop equipment should be included in the life cycle cost.
9. An extra elevator may be included, depending upon building height and function.
10. Geographical factors that may affect cost are to be considered, such as climate, topography, community interface and cost of construction in that area.

SITE
11. Location of utilities to be determined, including verification of utilities on site, estimated costs if utility relocation is considered.
12. Connections to utilities/central plant to be estimated for cost.
13. 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.
14. 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.
15. ADA Site access improvements.

CONSTRUCTION
16. Contractor's access to site and lay-down yard should be determined and cost allocated for ease/difficulty of construction in general conditions.
17. Maintenance of fire and pedestrian access on campus during construction should be determined and costs estimated.
18. Any other factors prompting a higher than average percent for general conditions should be addressed in a narrative. Phasing, surge space, precedent activities.

* CPDC website for lifecycle cost analysis is available for use at: http://www.calstate.edu/CPDC/AE/Design_STDS.shtml
COST ESTIMATE
19. Use the Component Summary (CPDC form 2-7.5) in UniFormat to provide cost estimate.
20. Justification, with back up, for any variations from the 2005/06 cost guide.

ADDITIONAL CONSIDERATIONS TO BE INCLUDED FOR RENOVATIONS

PROGRAM
1. A building's deficiencies and "need for improvement" listed in the feasibility study should be based on the needs of the academic or instructional support program 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.
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.

BUILDING
8. 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 alternative analyzed. Indicate what the costs for this building has been over time, what the energy consumption has been and in what way these costs can be reduced, and how much this would cost.
9. 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.
10. Coordination and phasing with another capital outlay project (e.g., Telecomm).
11. 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 only.
12. Test for hazardous materials for all proposed penetrations, whether internal/external walls. (estimate abatement costs)
13. Plumbing and other utilities should have conditions verified. Field investigation should include "destructive" testing and verification.
14. Electrical supply and projected power load should be reconciled, including all proposed equipment, use of computer intensive classrooms and the associated cooling. Power distribution systems should be checked for adequacy.
15. Any special requirements ("e.g., clean power" for studios) should be specifically estimated.
16. Seismic codes that are triggered by this renovation, and the cost.
17. 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.
18. If construction is to be phased, mention how power and air are going to be supplied to the occupied parts of the building.
19. Provide the cost benefit to the state in the phased versus complete renovation include leasing costs for accommodating occupants temporarily – and costs for extended general conditions, overhead to phase construction. Include impacts to the academic program and impacts on graduation requirements.
20. Contractor’s access to elevator in building to be determined as a cost factor.
THE CALIFORNIA STATE UNIVERSITY CAPITAL OUTLAY PROGRAM 2005/06

PROPOSED FORMAT/TABLE OF CONTENTS FOR FEASIBILITY STUDIES

1. Introduction
   Purpose & Executive Summary
   Program Team

2. Renovation
   Alternatives

3. Program Requirements
   Existing Building’s General Description
   Building Deficiencies

4. Site/Master Planning Issues
   Geographic Factors
   Soil Conditions
   Utilities

5. Accessibility
   Cost Estimate/Analysis
   Comparison Cost Table

6. Building Considerations, Analysis & Description
   Architectural
   Exterior
   Height & Massing
   Cladding
   Structural
   Mechanical
   Plumbing
   Fire Protection
   Electrical and Telecommunications
   Hazmat
   Construction Phasing

7. Alternatives

8. Project Cost Estimate
   Assumptions/Inclusions/Exclusions
   Cost by Building Component
   Analysis of variances from the CSU guidelines

9. Schematic Design Drawings
## CSU COST GUIDE FOR THE STATE AND NONSTATE FUNDED
## FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM 2005/06 THROUGH 2009/10

**CCCI: 4100 EPI : 2627**

<table>
<thead>
<tr>
<th>Type of Project</th>
<th>New Base Unit Cost per GSF</th>
<th>Group I Equipment Cost (% of Bldg. Cost)</th>
<th>Group II Equipment Cost per ASF</th>
<th>Building Efficiency (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classroom</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom (General)</td>
<td>$189.00</td>
<td>5%</td>
<td>$14.14</td>
<td>65%</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td>5%</td>
<td>$23.74</td>
<td>65%</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td>5%</td>
<td>$23.89</td>
<td>65%</td>
</tr>
<tr>
<td>Education</td>
<td></td>
<td>8%</td>
<td>$23.45</td>
<td>65%</td>
</tr>
<tr>
<td>Business Administration</td>
<td></td>
<td>5%</td>
<td>$29.83</td>
<td>65%</td>
</tr>
<tr>
<td>Language Arts</td>
<td></td>
<td>9%</td>
<td>$44.70</td>
<td>65%</td>
</tr>
<tr>
<td><strong>Laboratories</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>$246.00</td>
<td>20%</td>
<td>$69.50</td>
<td>62%</td>
</tr>
<tr>
<td>Engineering</td>
<td>$229.00</td>
<td>12%</td>
<td>$85.32</td>
<td>75%</td>
</tr>
<tr>
<td>Psychology</td>
<td>$224.00</td>
<td>10%</td>
<td>$48.93</td>
<td>62%</td>
</tr>
<tr>
<td>Art</td>
<td>$201.00</td>
<td>7%</td>
<td>$31.52</td>
<td>65%</td>
</tr>
<tr>
<td>Food Sciences/Nutrition</td>
<td>$190.00</td>
<td>15%</td>
<td>$25.90</td>
<td>65%</td>
</tr>
<tr>
<td>Industrial Arts</td>
<td>$204.00</td>
<td>8%</td>
<td>$58.92</td>
<td>75%</td>
</tr>
<tr>
<td>Music practice</td>
<td>$212.00</td>
<td>4%</td>
<td>$51.92</td>
<td>60%</td>
</tr>
<tr>
<td><strong>Offices</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>$190.00</td>
<td>3%</td>
<td>$24.00</td>
<td>65%</td>
</tr>
<tr>
<td>Faculty Office</td>
<td>$184.00</td>
<td>3%</td>
<td>$8.99</td>
<td>60%</td>
</tr>
<tr>
<td><strong>Library w/o ASRs</strong></td>
<td>$167.00</td>
<td>2%</td>
<td>$28.30</td>
<td>70%</td>
</tr>
<tr>
<td><strong>Speciality</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>$170.00</td>
<td>5%</td>
<td>$14.81</td>
<td>75%</td>
</tr>
<tr>
<td>Theatre Arts incl. G-1</td>
<td>$255.00</td>
<td>Inc. in GSF</td>
<td>$30.32</td>
<td>70%</td>
</tr>
<tr>
<td>Auditorium (1200 seats, 38,000 ASF/54,285 GSF)</td>
<td>$304.00</td>
<td>Inc. in GSF</td>
<td>$62.52</td>
<td>70%</td>
</tr>
<tr>
<td>Warehouse</td>
<td>$63.00</td>
<td>1%</td>
<td>$8.46</td>
<td>90%</td>
</tr>
<tr>
<td>Corporation Yard (Shops)</td>
<td>$95.00</td>
<td>4%</td>
<td>$12.69</td>
<td>90%</td>
</tr>
</tbody>
</table>

1. Site Work cost is per Feasibility Study or 3% of building costs.
2. Telecommunications instruments are included in Group II unit costs.
3. Cable, conduit and risers are included in Building GSF unit costs.
4. New base unit cost includes an increase for life cycle, telecom, seismic, and fire life safety components.
5. Campus to perform feasibility study to justify costs above guidelines.
CSU COST GUIDE FOR THE STATE AND NONSTATE FUNDED
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM 2005/05 THROUGH 2009/10

CCCI: 4100  EPI: 2627

<table>
<thead>
<tr>
<th>Type of Project</th>
<th>Nonstate</th>
<th>Building Efficiency (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New Base Unit Cost per GSF</td>
<td>Group I Equipment Cost (% of Bldg. Cost)</td>
</tr>
<tr>
<td>Student Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apartments</td>
<td>$112.00</td>
<td>7%</td>
</tr>
<tr>
<td>Dormitories</td>
<td>$133.00</td>
<td>1.50%</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>$160.00</td>
<td>15%</td>
</tr>
<tr>
<td>Bookstore</td>
<td>$157.00</td>
<td>3%</td>
</tr>
<tr>
<td>University Union</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Clinic</td>
<td>$204.00</td>
<td>10%</td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure per Space</td>
<td>$8,413.00</td>
<td></td>
</tr>
<tr>
<td>Surface per Space</td>
<td>$1,768.00</td>
<td></td>
</tr>
</tbody>
</table>

1. Site Work cost is per Feasibility Study or 3% of building costs.
2. Telecommunications instruments are included in Group II unit costs.
3. Cable, conduit and risers are included in Building GSF unit costs.
4. New base unit cost includes an increase for life cycle, telecom, seismic, and fire life safety components.
5. Campus to perform feasibility study to justify costs above guidelines.
The California State University Capital Outlay Program 2005/06 and
Five-Year Capital Improvement Program 2005/06 through 2009/10

CAPITAL PROGRAM LIST of SUBMITTALS and ACCESSING ELECTRONIC FORMS

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:

First Year Projects
- COBCP Project Description (CPDC 1-4)
- COBCP Project Summary Worksheet (CPDC 1-3)
- Summary of Campus Capacity (CPDC 1-2)
- Full-Time Equivalent Enrollment Distribution for Selected Years (CPDC 2-1)
- Enrollment Distribution by Level and Category of Instruction (CPDC 2-2)
- Calculation of Space Requirements for Instructional Projects (CPDC 2-3)
- Summary of Space Requirements for a Building (CPDC 2-4)
- Room Specifications (CPDC 2-6; to be submitted prior to project funding)
- Capital Outlay Estimate (CPDC 2-7)
  Support documents required for the 2-7:  
  - Feasibility Study (see Attachment 2 for guidelines)
  - Energy and Utilities Planning Checklist (CPDC 2-8)
  - Information Technology Planning Sheet (CPDC 2-8.5)
  - Equipment List (CPDC 2-23)
  - Adjustment of Group II Equipment Budget Request (CPDC 2-24)
- Summary of Component Costs (CPDC 2-7.5)
- Space Calculation for Library (CPDC 2-9)
- An approved campus Master Plan map identifying project location
- Project Area Summary (CPDC 3-1)*

Projects in Years 2 through 5
- COBCP Project Summary Worksheet (CPDC 1-3)
- COBCP Project Description (CPDC 1-4)
- Capital Outlay Estimate (CPDC 2-7)
- An approved campus Master Plan map identifying project location

Accessing Electronic Forms

The 2005/06 COPCP forms are available on the World Wide Web.

Accessing Forms Through the World Wide Web
To get directly to the Chancellor’s Office Facilities Planning Web page that will point you to the forms, use the following address: [http://www.calstate.edu/cpdc](http://www.calstate.edu/cpdc)

Click the COBCP Formats button to access the forms and instructions for completing forms.

* Required program specifications to be prepared for transmittal to CPDC and project architect after funding is approved (May 2004)
Nonstate Funded Projects
Projects being proposed should include the following information:

Required For All Projects
- COBCP Project Description (CPDC 1-4)
- Project Justification Statement for first year projects only (see specific requirements below for certain programs).
- Capital Outlay Budget Estimate (CPDC 2-7)
- Funding source, i.e., program reserves, revenue bond sale, auxiliary organization funds, and donations. A preliminary five-year financial plan indicating proposed rate increases should be included for housing projects.
- An approved campus Master Plan map identifying project location.

Justification Statement and Detail Required for 2005/06 Projects

Student Unions:
- Verification of a successful student referendum for the project.
- A viable financial plan, for the period of the debt, including details of project financing which are consistent with and incorporate the standard annual student union budget plan.

Parking:
- A facility/parking spaces utilization study 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 beginning with the current year, for the period of the debt.

Housing:
- A housing development plan including marketing surveys of the demand for on campus and off-campus housing and rental rate surveys. An evaluation of the proposed project by the Housing Proposal Review Committee. See coded memorandum APB- 94-05 for complete summary of this requirement. This information can be accessed. [http://www.calstate.edu/FT/APBCM94/APB94-05/APB94-05.shtml](http://www.calstate.edu/FT/APBCM94/APB94-05/APB94-05.shtml).
- A financial plan, for the period of the debt, comparing projected campus housing program revenues to expenses beginning with the current fiscal year.

Health Center Projects:
- A financial plan, for the period of the debt, comparing projected campus health center facility fee revenues to expenses beginning with the current fiscal year.

Donor Funded Projects:
- Identification of cash on hand for the project sufficient to support the project phase(s) requested. Projected cash flows for the balance of funds for the remaining project phase(s).

Projects Operated by Auxiliary Organizations
- If funded from cash, identification of cash on hand for the project sufficient to support the project phases(s) requested, and plan for obtaining cash for future phases. If project is anticipated to be funded by issuance of debt, the project must have a viable financial plan submitted with the information noted above.

Additional information for 2005/06 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)