

Arizona Department of Administration

CAPITOL REQUEST FORMS
&
INSTRUCTIONS

CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2013



ARIZONA DEPARTMENT OF ADMINISTRATION

GENERAL SERVICES DIVISION

BUILDING AND PLANNING SERVICES
100 North 15th Avenue, Suite 202

FY 2013 CAPITAL PLAN INSTRUCTION MANUAL

INTRODUCTION

The annual Capital Improvement Plan (CIP) reflects the capital project and building renewal requests of the Arizona Department of Administration Building System. Pursuant to A.R.S. §41-793, all agencies within the Department of Administration Building System must complete and return capital request forms to the General Services Division (GSD) no later than June 1, 2011 or thirty (30) days after the State Legislature adjourns, whichever is later.

The CIP is composed of the following elements:

1. Recommendations ranked by priority for capital projects, including detailed justifications, for next fiscal year
2. Forecast of capital project needs for the following two years.
3. Planned Building Renewal Projects for the next fiscal year.
4. Forecast of Building Renewal needs for the next two years.
5. Report on Building Renewal activities undertaken during the past fiscal year.
6. Report on the status of all ongoing or recently completed capital projects, including expenditures, and energy consumption and energy costs
7. Report on energy conservation activities undertaken in the previous fiscal year.

These instructions provide information on the ADOA Building System, Capital Project and Building Renewal Categories, Building Renewal Fund Policies and Procedures, how to complete the CIP forms, definitions and submission guidelines.

For questions on the Capital Improvement Planning forms and process, please contact Ruben, Duran, Capital Planner, (602-364-4851), ruben.duran@azdoa.gov, John Hauptman, Asst. General Manager, (602-542-1768), john.hauptman@azdoa.gov or Nola Barnes, General Manager, Building and Planning Services, (602 542-1941), nola.barnes@azdoa.gov.

ADOA BUILDING SYSTEM

The ADOA Building System consists of the following agencies:

Administration, Arizona Department of
Agriculture, Arizona Department of
Arizona Health Care Cost Containment System
Corrections, State Department of
Deaf and the Blind, Arizona State Schools for the
Economic Security, Arizona Department of
Emergency and Military Affairs, Department of
Environmental Quality, Arizona Department of
Exposition & State Fair Board, Arizona
Game and Fish Department, Arizona
Health Services, Department of
Historical Society, Arizona
Historical Society of Arizona, Prescott
Judiciary, Arizona Supreme Court
Juvenile Corrections, Arizona Department of

Lottery Commission, Arizona State
 Parks Board, Arizona State
 Pioneer’s Home, Arizona
 Public Safety, Department of
 State Forester
 Tourism, Office of
 Veterans’ Services, Department of

BUILDING RENEWAL FUND POLICIES AND PROCEDURES

The primary purpose of the Building Renewal funding program is the repair or renovation of a capital improvement in order to maintain its useful life. Arizona Revised Statutes mandate that priority funding consideration should be given to projects affecting fire and life safety. Building Renewal does not include new construction, landscaping and area beautification, infrastructure replacement or repair, routine maintenance, new paving, resurfacing of an area that was not capitalized as part of the original cost of the building, or demolition and removal of a building.

Building Renewal Project requests are part of the agency's capital plan. ADOA compiles each agencies request and includes the list of projects in the CIP. ADOA will then review each agency's priority-ranked list of projects including previous year’s requests that were not funded. After ADOA has evaluated the request, ADOA submits the Building Renewal Allocation Plan to the Joint Committee on Capital Review for its approval. The agency directors will receive notification of the funded projects after the JCCR meets and approves the allocation plan.

CAPITAL PROJECT & BUILDING RENEWAL CATEGORIES

Each capital project request is classified according to its primary purpose or category. Based upon the following list of categories, use the appropriate category for the project. You will use this information in CIP Forms 4, 7, 8 and 9.

CAPITAL PROJECT & BUILDING RENEWAL CATEGORIES

<i>Category</i>	<i>Description</i>
New Construction	The creation of a new facility or the addition, expansion or extension of an existing facility that adds to the building’s overall gross square footage.
Fire & Life Safety	Improve or eliminate an impending condition that threatens life or property and is about to occur. Use when the facility has received an official notice that the condition must be corrected or the facility will be subject to closure.
Shell: Superstructure; Exterior Walls & Roofing	Exterior closure, walls, windows, and doors, roofs; superstructure
Major Building Services	Elevators, Plumbing, HVAC, Electrical

Interiors: Interior Construction-Stairs; Finishes	Interior build-out; walls, finishes, stairs, interior doors, etc.
Special Construction & Controls; Hazardous Abatement	Special construction elements such as security control rooms, institutional kitchens, abatement of asbestos, lead paint or other environmental hazards
Infrastructure & Building Site Work	Site Improvements: roadways, parking lots, pedestrian paving and landscaping. Site electrical and mechanical utilities: water supply and distribution, sanitary and storm sewers; waste treatment, electrical distribution, site lighting, fencing, communications, and security.
ADA accessibility	Compliance with Americans with Disabilities Act: Title II.
Land Acquisition	Land purchase for new or existing facilities.
Energy Conservation	Primarily emphasizes the reduction of energy consumption by a building, utility system or core component of the building

CAPITAL PLAN FORMS

FY 2013 Capital Improvement Plan forms:

- CIP Form 1 Capital Improvement Plan Transmittal Statement
- CIP Form 2 One Year Capital Project Request Summary
- CIP Form 3 Capital Project Financial Data
- CIP Form 4 Capital Project Description and Justification
- CIP Form 5 FY 2014-2015 Two Year Capital Project Forecast
- CIP Form 6 One Year Building Renewal Project Request Summary
- CIP Form 7 FY 2013 Building Renewal Project Description & Justification
- CIP Form 8 FY 2014-2015 Two Year Building Renewal Forecast
- CIP Form 9 FY 2012 Capital & Building Renewal Project Status Report

CIP FORM 1: CAPITAL IMPROVEMENT PLAN TRANSMITTAL STATEMENT

This form summarizes the agency's total FY 2013 capital budget request. This includes capital project requests and specific building renewal needs. The purpose of this form is to:

1. Summarize your agency's FY 2013 budget request for the following fund sources: General Fund, Other Appropriated Funds, Federal Funds, and Other Non-Appropriated Funds.
2. Secure the signature of your agency director. Please submit an electronic copy and one original signed copy of the request.
3. Designate the individual primarily responsible for the preparation of your agency's CIP capital budget request. Questions regarding the preparation of the CIP budget request will be directed to this person.
4. Establish the date of submission.

CIP FORM 2: ONE YEAR CAPITAL PROJECT REQUEST SUMMARY

This form summarizes and ranks by priority the individual capital project information that is provided on the CIP Form 3 (Capital Project Financial Data). If your agency includes multiple campuses or institutions, only provide one priority ranked list of Capital Project requests for the entire department or agency. ADOA does not require the priority ranked needs for individual campuses or institutions.

CIP FORM 3: CAPITAL PROJECT FINANCIAL DATA

Arizona Revised Statutes require that the ADOA Building System Plan include a detailed list of all land acquisition and capital projects that are recommended to be undertaken or continued for the building system during the next fiscal year, an explanation on the need for each acquisition or project, the effect of the recommended acquisition or capital project on the future operating expenses of this state, recommendations as to the priority of recommended acquisitions or capital projects, and the means of financing those acquisitions or project.

Use this form to provide detailed financial information for each FY 2013 capital budget project request. Use a separate form for each project that has been identified in CIP Form 2 (One Year Capital Project Request Summary). This includes all capital construction projects, land acquisitions, and infrastructure replacement or major repairs. ***Do not duplicate projects included in the agency's FY 2013 building renewal project requests.***

Arizona Revised Statutes require each agency to give priority to projects related to fire and life safety. ADOA recommends that the exterior of any building, including the roof, the exterior walls, or exterior doors should be maintained, restored, or rebuilt so that the building's interior is protected from all elements.

CIP FORM 4: CAPITAL PROJECT DESCRIPTION AND JUSTIFICATION

Use this form to explain the need for each FY 2013 year capital plan project request that is listed in CIP Form 2 (One Year Capital Project Request Summary) by providing a narrative description and justification for each project. Submit pertinent information about the proposed project, for example, digital photos, previous studies, State Fire Marshall or ADOA Risk Management reports. The justification should include the positive agency and/or program impacts that are likely to occur if the project is funded, as well as the potential negative impacts from deferring the project.

ADOA Building Inventory ID: ADOA building numbers and Campus names are available in the ADOA inventory of state-owned buildings on the ADOA, General Services Division website: <http://www.gsd.azdoa.gov/Building%20System%20Inventory.html>

Category: Refer to the Capital Project and Building Renewal Categories described earlier in these instructions.

Priority: This will be the same priority as listed in CIP Form 2.

Problem/Justification. Is this a new request or has this project been requested in previous CIP submissions to ADOA? If the project was requested in prior years and not funded, how long has the project been deferred? Describe the impacts of deferring the project to the delivery of your agency's programs since the project was originally requested. Include whether the project is a continuation or another phase of an already approved project.

Proposed Solution. Describe why the project is required. List any other funding opportunities that your agency has explored, such as federal and state grants, other dedicated fund sources, user fees, operating funds, and performance contracting that would enable the agency to share part of the total general fund needs. How did your agency determine the priority ranked order? How was the project cost for each building renewal and capital request developed? For example, engineering or architectural design that included a construction cost projection, recently completed project, Means or Marshall Valuation data, contractor or vendor estimate?

Principal Benefits. Will the capital request add any additional space by either adding an additional structure or by the expansion of an existing structure? Does the project correct deficiencies in an existing structure? If additional space is requested for a new or expanding program, has your agency evaluated the options to more efficiently utilize existing space by remodeling existing occupied or vacant space?

Will this project eliminate or significantly mitigate an existing liability to your agency or the State? If so, describe the liability and provide supporting documentation such as an ADOA, Risk Management report, State Fire Marshall or State Elevator Inspection, or engineering evaluation.

Will completion of the project enhance the business continuity plans for the operation of your agency?

How important is the project to the mission of your agency program that will be supported by the building, structure, or infrastructure?

When completed, will the project create a net savings or expense on the operating budget?

Cost Estimate Detail. If the project includes multiple structures and or buildings, provide total costs for each building. If the cost to improve or renovate an existing structure exceeds 50% of the current replacement value of the structure, has your agency prepared a facility evaluation of the entire structure? (The current replacement value of all structures within the ADOA Building System can be found in the latest ADOA Inventory of State-Owned Buildings.) If the project costs are greater than this 50% threshold, then the evaluation should include a physical evaluation of the building's shell foundation, exterior wall, and roof; major building systems, mechanical, electrical, plumbing, fire alarm and suppression, security, etc.; code compliance, ADA, fire life safety; energy consumption; a functional analysis of the buildings suitability for the existing or proposed program.

CIP FORM 5: FY 2014-2015 TWO YEAR CAPITAL PROJECT FORECAST

Use this form to provide basic information about projects that are forecasted for FY 2014 through 2015. This project list is intended for future planning purposes. Thus, only brief descriptions of the project are required. Detailed cost data is not required, so be sure to list a project even if the cost estimate is uncertain. Only list projects that have a total cost of ten thousand dollars or more.

CIP FORM 6: ONE YEAR BUILDING RENEWAL PROJECT REQUEST SUMMARY

This form summarizes and ranks by priority the individual Building Renewal Projects. If your agency includes multiple campuses or institutions, only provide one priority ranked list of Building Renewal Project requests for the entire department or agency. ADOA does not require the priority ranked needs for individual campuses or institutions.

CIP FORM 7: FY 2013 BUILDING RENEWAL PROJECT DESCRIPTION & JUSTIFICATION

This form contains the justification and estimated cost for each Building Renewal project requested for FY 2013 funding. Include any building inspection reports, regulatory reviews, or official notices that substantiate the need for the project.

CIP FORM 8: FY 2014– 2015 TWO YEAR BUILDING RENEWAL FORECAST

This form summarizes the building renewal needs that are described in detail in CIP Form 7. Use this form to include summary information for each agency's forecasted building renewal projects for FY 2014 through FY 2015. The primary category code column reflects the main reason for the project. For example, a project whose primary purpose is to make a restroom accessible is an ADA project. For more details, reference the description of Building Renewal Fund Policies and Procedures described earlier in these instructions.

CIP FORM 9: FY 2012 CAPITAL & BUILDING RENEWAL PROJECT STATUS REPORT

Use this form to report on the status of all ongoing or recently completed land acquisitions and capital projects and all Building Renewal expenditures for ***FY 2012***. Regardless of funding source, agencies must submit this report to ADOA by August 31 of each year

Category Code. Refer to the Capital Project and Building Renewal Categories described earlier in these instructions.

SUBMISSION INSTRUCTIONS

Please submit all capital project and building renewal requests in an automated format using the provided forms to Ruben Duran, ADOA Capital Planner, Ruben.Duran@azdoa.gov, (602) 364-4851. Each agency's Capital Improvement Plan forms may be submitted by CD or by email. In addition, please provide GSD with one signed hard copy.

DEFINITIONS

A&E. Architect and engineering and other professional services.

ADOA Building Inventory ID. All structures within the ADOA Building System have a unique identification number. Include this identification number in the Capital Project and Description for each existing structure that is part of the capital project.

ADOA Building System Campus. All structures within the ADOA Building System Inventory are grouped according to campus or institution. The campus location for each existing structure that is part of a capital request should be included in the Capital Project and Description. This will assist ADOA with its evaluation of each agency's capital project requests.

Building Renewal. Major activities that involve the repair or reworking of a building including the upgrading of systems that will result in maintaining a building's expected useful life. It does not include new construction, landscaping and area beautification, infrastructure replacement or repair, routine maintenance, new paving, resurfacing of an area that was not capitalized as part of the original cost of the building, or demolition and removal of a building.

Building Renewal Minor Works Projects. Minor works building project requests are single funding requests that may include multiple projects valued between \$25,000 and \$250,000, are of a similar nature, and can generally be completed within two years. Technical or engineering reviews or designs are usually limited to minor studies that lead directly to and support a project on the same minor works list. Minor works project lists are typically based upon: (1) Compliance with Health, safety, and code requirements; (2) Facility preservation; and (3) Infrastructure preservation.

Building System. A group of buildings that together constitute a single unit for purposes of planning, land acquisition, construction, or building renewal.

Capital Cost Estimate. Estimate total project costs according to the following items:

1. Land Acquisition (land purchase price)
2. Construction (site development, construction, fixed equipment, utility extensions, parking and landscaping)
3. A&E (architect and engineering and other professional services)
4. FF&E (furniture, fixtures and equipment)
5. Other (telecommunications equipment, security systems, etc.)

Capital Projects. Buildings, structures, facilities, and areas constructed for the use and benefit of the State.

A capital project is a project to construct either new facilities or significant, long-term renewal improvements to existing facilities. A capital project usually has a useful life of at least 10 years and typically requires the involvement of an architect and/or engineer.

Capital projects are classified as either preservation or programmatic. Preservation projects maintain, preserve, and extend the useful life of existing state facilities and do

not significantly change the program use of the facility. Program projects primarily achieve a program goal, such as changing or improving an existing space to new program requirements or creating a new facility through construction, lease, and or purchase.

Preservation projects generally have little effect upon future operating programs and budgets, except for reductions in the agency's maintenance costs and the deferred maintenance backlog. Examples include renovating building systems and finishes, upgrading utility systems, and repairing streets and parking lots, etc.

Program projects are less concerned with life extension of a facility. Projects range from building new facilities to significant renovation of existing facilities. These projects may improve conditions, accommodate changes in services or clientele, or upgrade the facility to comply with current building and fire and life safety codes.

Capital Renewal Project. A capital renewal project is a project involves a significant, long term major building system repair or replacement only at existing facilities. A capital renewal project usually has a useful life of at least 5 years and typically requires the involvement of an architect and/or engineer. Capital Renewal projects include renovating building systems and finishes, upgrading utility systems, and repairing streets and parking lots, etc.

Completion Date. The completion date of the project.

Construction Cost per Gross Square Feet. This field will be filled automatically if the project's construction costs and gross square feet have been entered. It calculates the total Construction Costs of the project per gross square feet (GSF) of area.

Cost Estimate Detail. Identify the person responsible for the cost estimate preparation. (e.g., consultant, contractor, agency staff) and the comparative cost methodology used, such as Marshall & Swift - Marshall Valuation Service (per square foot cost for building types), RS Means Building Construction Cost Data, among others.

Estimated Change in Annual Facility Operating Costs. If applicable, include the number of new FTEs required to operate the new facility or the additional space.

Estimated Total Cost. List the total costs expected for the project if it is still ongoing.

FF&E. Furniture, fixtures and equipment.

Fund Source. List all fund sources. Report multiple fund sources by each project.

GSF. Gross square feet.

Principle Benefits. Describe the cost savings, cost avoidance, increased revenue, or improvements to programs, if any. Agencies should indicate how the project will increase the life of the building.

Priority. Rank your agency FY 2013 capital projects request in order of agency priorities.

Problem/Justification. Clearly describe the specific problem or objective that creates the need for this building renewal project. Include any specific references to code violations, legal mandates and special building use requirements.

Project Description. Provide a short detailed scope of work.

Project Name. Convey the location and nature of the project.

Project Size. Provide the GSF of the area being renovated or constructed or the total square feet of space that will be addressed by the proposed capital project.

Proposed Funding. List prior appropriations, General Fund requests, and any other proposed funds sources, such as Federal Funds or Other Non-Appropriated Funds.

Proposed Funding Schedule. Identify the Total Costs and fiscal years in which funding will be requested, including the annual amount for multi-year projects.

Proposed Solution. Briefly describe the nature of the project - what it is, where it is, and what it will do. For example: "This project will replace the 500-ton chiller at the Senate Building to increase operational efficiencies, eliminate R-12 refrigerant, and maintain reliable and dependable cooling for several buildings."

Proposed Work Schedule. Estimate the dates (month and year) that the project will phase in, including planning, design, and construction, and the date occupancy will start.

Routine Building System Component Repairs and/or Replacements. Routine repairs and/or replacements incur costs for ordinary repairs that keep an existing facility in useful condition for its function and occupants. These costs should actually be included in the annual operating costs of the facility regardless of the funding source for this work.

Total Costs. List the estimated costs for the project.

Total Project Cost per Gross Square Feet. This field will be filled automatically if the project's total costs and GSF have been entered. It calculates the total project cost per GSF, including land acquisition, A&E fees, F&FE and other costs.