



Traditional and Design-Build

Final Project Proposal

Format and Content Advisory

October 20, 2008

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory

TABLE OF CONTENTS

	Pages
Traditional Final Project Proposal	1-15
Design-Build Final Project Proposal	16-38
Appendix A, Community College System Office Policies for Traditional and Design-Build Final Project Proposals	A-1
Appendix B, Phases of a Design-Build Project	B-1
Appendix C, Narrative Format, Traditional Final Project Proposal	C-1
Appendix D, Narrative Format, Design-Build Final Project Proposal	D-1
Appendix E, Allowances Based on the Construction Contract Cost	E-1



Final Project Proposal Advisory

Traditional Final Project Proposal

October 20, 2008

CALIFORNIA COMMUNITY COLLEGES
Final Project Proposal Advisory
Traditional Final Project Proposal

TABLE OF CONTENTS

Table of Contents	1
Introduction	2
Traditional Final Project Proposal Structure	3
Traditional Final Project Proposal Contents	3
1) Final Project Proposal Cover Sheet	4
2) Proposal Approval Sheet	4
a) Proposal Terms and Conditions	4
3) Board Item Approving the Submission of the Final Project Proposal	5
4) Board Item Approving Use of Design-Build as a Delivery Method	5
5) Analysis of Building Space Use and WSCH (FUSION Form 31)	5
6) Cost Estimate Summary and Anticipated Time Schedule (FUSION Form 32)	6
7) Architect's Detailed Cost Estimate	8
8) BOG Energy Cost Allowance Documentation	9
9) CEQA Compliance Documentation	10
10) Traditional FPP Narrative	10
11) Outline of Specifications	11
12) Outline of Performance Measures	11
13) California Energy Commission Approved Audit	11
14) Federal Funds Detail	11
15) Analysis of Future Costs	12
16) Conceptual Drawings	12
17) Guideline Based Group II Equipment Cost Estimate (FUSION Form 33)	13
18) Detailed Equipment List	14
19) Justification of Additional Construction Cost or Equipment Cost Exceeding Guidelines	14

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory

Traditional Final Project Proposal

Introduction

A State Funded Design-Bid Build (Traditional) Final Project Proposal (FPP) needs to contain information different from a State-Funded, Design-Build FPP. As a consequence, the Facility Planning Unit has created two FPP advisories; one for a traditional FPPs and one for a design-build FPPs. If you plan to use the Design-Build delivery method, you need to use the Design-Build FPP advisory as the reference guide.

There are three phases in all traditional projects: Preliminary Planning, Working Drawings and Construction. Appendix B at the end of this advisory explains in detail the activities that occur in each phase.

The following Design-Bid-Build delivery methods available to community colleges:

- Single Contractor
- Multiple Contractors
- Phased Bid, Single Contractor
- Phased Bid, Multiple Contractors (Including Trade Prime Contractors)
- Combined Bid, Design-Bid-Build on both projects

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory

Traditional Final Project Proposal

Traditional Final Project Proposal Structure

Presented below is the structure of a traditional Final Project Proposal (FPP). Items listed in **Bold** text represent elements required in all Traditional FPPs. Other items listed are optional and should be included if applicable to the specific request being made for State Capital Outlay funds.

- 1) **Final Project Proposal Cover Sheet**
- 2) **Final Project Proposal Approval Page (with original signatures)**
 - a) **Project Terms and Conditions**
- 3) **Board Resolution approving the submission of the Final Project Proposal**
- 4) ~~Board Resolution approving the use of the Design-Build Delivery Method (Not required in a traditional FPP)~~
- 5) **Analysis of Building Space Use and WSCH, FUSION Form 31**
- 6) **Cost Estimate Summary and Anticipated Time Schedule (FUSION Form 32)**
- 7) **Architect's Detailed Cost Estimate**
- 8) BOG Energy Cost Allowance Documentation (New)
- 9) **CEQA Compliance Documentation**
- 10) **Capital Outlay Budget Change Proposal Narrative**
- 11) **Outline of Specifications**
- 12) ~~Outline of Performance Measures (Not required in a traditional FPP)~~
- 13) California Energy Commission Approved Audit
- 14) Federal Funds Detail
- 15) Analysis of Future Costs
- 16) **Conceptual Drawings**
- 17) Guideline-Based Group II Equipment Cost Estimates, FUSION Form 33
- 18) Detailed Equipment List
- 19) Justification of Additional Construction or Equipment Costs exceeding State Guidelines

The following sections describe the components of a traditional FPP. A traditional FPP is a request for state capital outlay funds that propose to use “*design-bid-build*” as the delivery method. District seeking to use “*design-build*” as its delivery method for a project should refer to the Design-Build Final Project Proposal Advisory presented elsewhere in this publication.

Traditional Final Project Proposal Contents

This section describes each component a traditional FPP. Depending on the circumstances and sources of financing, some elements described below may not apply. For example, if no federal funds are used to finance a portion of a project and no equipment phase is included in the project, the discussion of federal funds in the project, the preparation of the Form 33 that calculates the equipment allowance, and the detailed list of equipment items can be excluded from the submitted FPP.

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory

Traditional Final Project Proposal

1) Final Project Proposal Cover Sheet

The contents of the Cover Sheet in a traditional FPP is the same as the contents of a Cover Sheet in a design-build FPP.

The Final Project Proposal Cover Sheet identifies the proposal by name, district and campus location and the date prepared or revised. It also indicates the phases to be financed in the proposal and the initial budget year for state financing.

2) Proposal Approval Page (with original signatures)

The contents of the Proposal Approval Page in a traditional FPP is the same as the contents of a Proposal Approval Page in a design-build FPP.

The Final Project Proposal Approval Page provides general information about a project and certifies that the proposal has been approved by the district superintendent and board of trustees. The Approval sheet and the Project Terms and Conditions form is the legal basis behind the district's proposal. Once financing for the project is approved by the State, The Final Project Proposal becomes an integral part of a contract between the district and the State and both are expected to implement the Project Terms and Conditions. *Any changes to be made to the agreement must be approved by both parties or changes do not become part of the agreement. The Approval Page must be signed both by an authorized district representative and an authorized State representative. The original signature copy must be submitted to the Community College System Office along with two additional copies that will eventually be distributed to other state agencies.*

a) Proposal Terms and Conditions

The contents of the Proposal Terms and Conditions in a traditional FPP and in a design-build FPP are the same.

The Terms and Conditions provide the language that clarifies the contractual relationship that will exist between the state and district once all parties agree to scope cost and financing arrangements. The role of the Facility Planning Unit specialist is to act as an agent for the state to ensure that the terms of the agreement are followed. *Any proposed changes to be made to the agreement must be approved by both parties or the changes do not become part of the agreement* If the district wishes to amend the agreement through a scope or cost change, the specialist evaluates the request and communicates a recommendation to the State Public Works Board (PWB) who has the authority to represent the state in enforcing the contract once funding is authorized and released. The legislative authority to make significant amendments to the contract or to cancel the contract has not been delegated to either the PWB or the Community College System Office staff. Such changes have to be reviewed in Legislative hearings.

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory

Traditional Final Project Proposal

3) *Board Item approving the submission of the Final Project Proposal*

The Board Resolution authorizing the submission of the FPP is no different in a traditional FPP or a design-build FPP.

An approved and financed FPP is in essence a contract between the district and the state. Accordingly the FPP is to contain a resolution approving the submission of the FPP to ensure that the proposed project is an official project of the district.

4) Board Item approving use of Design-Build as a delivery method (Not required in a traditional FPP)

The requirements of Education Code Section 81702(a) that require this board action only applies to community college design-build projects and do not apply to projects using the traditional (design-bid-build) delivery method.

5) Analysis of Building Space Use and WSCH (FUSION Form 31)

The contents of a properly summarized Analysis of Building Space Use and WSCH (Form 31) in a traditional FPP and in a design-build FPP are the same. However, it is possible for a traditional FPP that advocates only the creation of new space could be prepared in a detailed manner and still show the proposed scope of work.

The Form 31 is a depiction of the impact that the project will have on the site's space inventory. The form is to show not only the space created and the Weekly Student Contact Hours capacity changed when a new building is created, but also is used to show the impact on space and instructional capacity when an existing building is modified, demolished, classified as inactive, or otherwise removed from a campus inventory as the result of a project. To properly show a project's scope of work and accurately calculate the state supportable allowances for reconstruction and new construction projects, the Form 31 needs to present summary information as follows:

- Areas subject to reconstruction or renovation are to be listed separately from areas created by new construction.
- Laboratory and laboratory service areas are to be summarized by the first two digits of the TOP code
- Office and office service areas are to separate instructional offices and office service areas from non-instructional offices and office service areas
- Present the remaining areas summarized by room types regardless of TOP code programming.

Districts often have elected to submit more detailed information on the Form 31 even down to a room-by-room analysis of space changes. Presenting the project impacts in a non-summarized or improperly summarized fashion can cause the maximum building or equipment allowances to be

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory

Traditional Final Project Proposal

misstated and creates additional work for CCC System Office staff who must verify the calculation of the maximum allowances per state guidelines. Such presentation also prevents districts from knowing the state supportable cost of a project.

6) Cost Estimate Summary and Anticipated Time Schedule, (FUSION form JCAF 32)

A Cost Estimate Summary and Anticipated Time Schedule (FUSION Form 32) is designed to present the project schedule and summarize the project costs and sources of financing for the phases of a traditional project:

- Acquisition (A phase)
- Preliminary Planning (P phase)
- Working Drawings (W phase)
- Construction (C phase)
- Equipment (E phase)

It further separates the cost of preliminary planning, working drawings, and construction into the cost components presented below.

Preliminary Planning (Conceptual Design)

- Architect and Engineering Services to develop preliminary plans
- Program Management Services to develop preliminary plans
- Soil Tests
- Other Costs during preliminary planning

Working Drawings (Construction Design)

- Architect and Engineering Services to complete state-approved construction drawings
- Program Management Services during completion of the construction design
- State Architect Plan Check Fees
- Community College System Office Plan Check fees
- Other Costs during working drawings
 - Includes costs to distribute Requests for Qualifications (RFQ) and Requests for Proposals (RFP)

Construction

- Construction Contract
 - Utility Service
 - Site Development Service
 - Site Development, General
 - Other Site Development
 - Reconstruction
 - New Construction
 - Other Construction
- Construction Allowances

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory

Traditional Final Project Proposal

- Contingency
- Architectural and Engineering oversight services during construction
- Material Tests and Site Inspections during construction
- Construction Management during construction

Preliminary Planning, Working Drawing, and Construction Allowances for Traditional Projects

Programming within the FUSION system for the Form 32 is capable of calculating all the P, W and C phase allowances that apply in a traditional project with the following exceptions:

- The default programming for the Project Management PW allowance identifies the total state supportable amount as a cost of preliminary plans. District may budget all or part of the allowance as a component of the working drawing phase in which case a lower override entered figure would be entered in the P phase line and an off setting amount would be entered in the W phase line for PM.
- The current state policy is to fund the Site Inspection construction allowance at \$10,000 per month. The total state supportable site inspection allowance equals \$10,000 times the months of construction plus one month. The FUSION default programming remains \$7,000 per month so an override amount needs to be calculated and entered as Inspection Cost on the Form 32.
- The current state policy allows architect and engineering oversight during reconstruction or renovation to be funded at 2% of the construction contract amount (This amount equals 20% of 10% of the contract amount) Until a month ago, the FUSION default programming used 1.6% of the construction contract amount which equates to the percentage that applies to new construction work (20% of 8% of the contract amount). Hopefully the programming has been changed for this allowance calculation but we have not completed testing of the feature to ensure it calculates the allowance as intended.

Due to these programming inconsistencies, the Architect Detailed Cost Estimate needs to calculate the proper amount of these allowances so that the correct amounts can be entered into the Form 32 to override the FUSION system calculated amounts as needed.

In the event that review activities result in modified allowances, efforts will be made to notify the district of changes in the state supportable amounts shown in the project budget. Appendix D presented at the end of this advisory presents the state supportable allowances for a traditional FPP.

The remaining aspects of Form 32 regarding assembly of the financing array is the same for both traditional and design-build FPPs. The columns of the Form 32 are use to show the state and district (non state) financing to be committed to the project. Multiple columns are used to show district financing so that financing that directly mitigates state supportable cost of the project can be clearly separated from financing being provided to fund non-supportable cost in the project.

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Traditional Final Project Proposal**

The project calendar also is shown on the Form 32. It is used to:

1. Determine the appropriate timing of the state financing,
2. Calculate the state supportable amount of the on-site inspection allowance
3. Adjust the project cost for market inflation to the mid-point month of construction.

Given these fiscal impacts, it is critical that the anticipated schedule be a realistic portrayal of the timing of the project's development.

7) Architect's Detailed Cost Estimate

An Architect's Detail Cost Estimate is included in the FPP to provide detailed calculations of the cost summarized on the Form 32. In a traditional FPP, it presents the C phase costs and soil testing and other costs incurred in the P phase and W phase in terms of volumes and unit costs. The Architect's Detailed Cost Estimate usually presents the calculation of the allowance formulas for projects using the traditional delivery method.

The information provided in the Detailed Cost Estimate enables state personnel to determine whether a cost item is a state supportable cost of the project and thereby eligible to receive state funds.

Non-Supportable Capital Outlay Costs

District may include costs in the project for the following program areas in which case the Detailed Cost Estimate and the Form 32 will need to acknowledge that the cost to renovate or construct these area are state non-supportable project costs and to be fully financed with non-state funds:

- Work that affects the following areas: intercollegiate athletics, foundations, student recreation areas, staff recreational areas, cafeterias and other staff and student lounge areas, parking and other areas capable of generating revenue
- Cost elements or site improvements that provide works of art, water features, electronic signs, courtyards and walkways excluding reasonably sized main paths of travel to and from the facility, covers or trellis structures over walkways, excess site landscaping when compared to rest of campus, and landscaping outside parameters of the project. However, state supportable items can include restoration of landscaping or facilities destroyed or damaged due to project work or project staging area, landscaping within 10 foot wide or other comparable zone around facility, and general storm water mitigation and erosion control features.
- P, W or C allowances larger than the state-supportable amounts calculated in accord with costing and indexing formulas authorized by the Department of Finance

In such cases , the district funded, non-supportable column of the Form 32 should identify the non-state financing that will be used to pay for the non-supportable costs.

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Traditional Final Project Proposal**

If a district wants to advocate that the state support these excess costs and allowance amounts, the district would need to advocate for a waiver of state policies by completing the form “*Justification of Additional Construction or Equipment Costs Exceeding State Guidelines*” in which three recent examples of comparable situations need to be presented. See Section 19) that discusses the preparation of this form.

8) **BOG Energy Cost Allowance Documentation**

BOG Energy Policy documentation is a new requirement for both traditional and design-build FPPs and the contents of the Energy Cost documentation required is the same.

The Board of Governors established a new energy policy in January 2008 in response to the Governor’s Office’s Executive Order S-12-04 that encouraged state agencies to review and assess energy conservation measures currently in place and pursue the extension of those measures to all facilities where energy conservation can be achieved in a cost effective manner. Under the policy, community college capital outlay proposals are eligible to receive additional incentives of 2 to 3 percent of the community college building allowance in their FPPs if the district can demonstrate that the campus will reduce its energy use by 15 percent between by 2011-12; relative to 2001-02 and fulfill one of more of the following energy related goals as a result of the project:

- Design new facilities that out-perform the energy code by 15 percent.
- Design major renovation projects to out-perform the energy code by 10 percent.
- Increase self-generation capacity 50 percent above current levels by 2014.
- New construction and major renovation projects should be designed to at least meet the United States Green Building Council, Leadership in Energy and Environmental Design (LEED) “certified” or equivalent rating.

To be eligible for these incentives, districts will need to provide information in this section of the FPP:

1. Clarify that the district is reducing its annual energy use consistent with the Board’s Policy and is providing to the System Office annual reporting worksheets that make the comparative calculations
2. Committed to design the proposal in a manner that satisfies one of more of the goals stated above.

The FPP Narrative for either a Traditional FPP or a Design-Build FPP needs to mention (in Section D, Part 3 Basis of Cost Information) the Energy Saving components of the design if known that will be incorporated into the design to achieve these savings.

9) ***CEQA Compliance Documentation***

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Traditional Final Project Proposal**

The contents of the CEQA Documentation in a traditional FPP is no different from the contents of the CEQA Documentation in a design-build FPP.

Each project financed with State funds must demonstrate full compliance with the California Environment Quality Act (CEQA) when the preliminary plans are submitted to the Public Works Board for approval. The CEQA document to be filed and the period the public has for commenting on the filing varies depending on the nature of the CEQA document.

Districts when preparing a FPP are to review the CEQA regulations, determine the type of filing needed for the project, and identify in this section of the FPP the CEQA document to be filed and the status of that filing so that CCC System Office staff may determine whether timing of the project calendar relative to approval of the Preliminary Plans by the State Public Works Board is consistent with the timing needed to complete the CEQA filing and its required public comment period.

10) Traditional FPP Narrative

A FPP Narrative that accompanies every request for state capital outlay funds is used to address the requirements presented in Section 6818 of the State Administrative Manual. Previously called “Responses to Specific Requirements of the State Administrative Manual,” the purpose of the Narrative is to provide the following:

1. Define the community college campus’ problem and establish its significance;
2. Demonstrate that the community college campus has explored all reasonable alternatives to solving the problem and offered the most logical solution;
3. Provide detailed documentation for the proposed solution and its cost;
4. Explain how the project supports the community college campus’ strategic plan.

There are differences between a FPP Narrative for a traditional project and a FPP Narrative for a Design-Build project.

- The Traditional FPP Narrative does not need to provide a reason why the district is proposing to use the traditional delivery method (Design-Bid-Build) as the delivery method.
- The Traditional FPP need not describe whether the construction effort will be phased or that the nature of the phasing already has been discussed with the Division of the State Architect.

The FPP Narrative format and outline for a traditional FPP is presented in Appendix D at the end of this presentation. For additional information districts staff and their consultants can review Section 6818 of the State Administrative Manual available on the World Wide Web at <http://sam.dgs.ca.gov/TOC/6000/default.htm>

11) Outline of Specifications

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Traditional Final Project Proposal**

Detailed Specifications are not part of the Traditional FPP but are developed in a traditional project during the working drawing phase. A FPP should contain an outline of the project specifications that clearly identify those elements in the recommended solution that would require specialized facilities (such as walk in refrigerators for cadaver storage, dental and nursing stations for practicum laboratories, hydraulic lifts for auto tech laboratories and kilns for ceramics laboratories). Explanation of the contents of specification can be found in Chapter 7 of the *Facility Planning Manual*.

12) Outline of Performance Measures

Performance Measures are not part of a Traditional FPP but are components unique to a Design Build FPP and are discussed in the presentation of that FPP.

13) *California Energy Commission Approved Audit*

The discussion of a California Energy Commission Audit would be the same in either a traditional FPP or a design-build FPP.

The FPP should contain evidence of an approved energy audit on file with the California Energy Commission if the project being proposed is a partial implementation of an energy conservation plan on file with the California Energy Commission. A clear, detailed statement shall be provided to describe the scope and intent of the energy conservation measure project.

14) *Federal Funds Detail*

The contents of the Federal Funds Detail in a traditional FPP is the same as the contents of the Federal Funds Detail in a design-build FPP.

Title 5, section 57015(b) of the *California Code of Regulations (CCR)* provides that the review and evaluation of a FPP should determine the federal funds committed to the project and any restrictions placed upon the use of those funds. When federal funds are being provided to finance a FPP, the district should complete the Federal Fund Detail page and provide the following data:

1. Name of project (as listed in federal application)
2. Date of application
3. Source of funds
4. Restrictions placed on the use of those funds
5. Amount of funds made available
6. Date of approval
7. Amount approved.

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory

Traditional Final Project Proposal

Federal funds are to be considered a non-state source of financing that would be reported in one or both the district funded columns on the JCAF 32 depending on whether the facilities to be financed are consider state supportable.

15) Analysis of Future Costs

The contents of the Analysis of Future Costs in a traditional FPP is the same as the contents of the Analysis of Future Costs in a design-build FPP

SAM, Section 6621 requires that FPPs include a complete economic analysis of future revenues and costs that will be generated by a completed capital outlay facility project. Include in the analysis the effects on instructional, administrative and support, and maintenance and operations. Include personnel years and costs by specific activity. This analysis also should show the personnel years and cost associated with new instructional courses and programs that may involve review by CCC System Office's Curriculum and Instructional Resources staff.

16) Conceptual Drawings

The Conceptual Drawings submitted in a Traditional FPP should include basic:

- a) Campus Plot Plan,
- b) Diagrams of building areas
- c) Floor plans
- d) Exterior elevations
- e) Other drawing necessary as needed to understand unique components of the project.

The campus plot plan should be drawn to scale on 8 1/2" x 11" paper. It should clearly show the location of the proposed construction in relation to other campus buildings. Building affected by the project as well as nearby facilities should be identified by name included in the campus space inventory.

For building projects, the schematic drawings shall include, but not necessarily be limited to, a site plan, architectural floor plans showing overall dimensions, elevations, and a typical cross-section of each building. The site plan should provide a general indication of the location and relative distance to infrastructure connections.

All floor plans must be clearly coded or shaded to assure proper identification of renovation, new construction, and assignable area not in the project (i.e., space not being financed as part of the approved project).

17) Guideline-Based Group II Equipment Cost Estimates (FUSION form JCAF 33)

The contents of a properly summarized Form 33 in a traditional FPP is the same as the contents of a properly summarized Form 33 in a design-build FPP.

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Traditional Final Project Proposal**

State policy supports providing initial equipment to capital outlay projects that expand space in existing programs or provides space for new programs. The policy is not intended to provide funds to replace existing equipment so if an area is modernized and there is no change in programming or square footage, an equipment allowance will not be generated. The state supportable amount for Equipment is developed in calculations made on the Guideline Based Group 2 Equipment Allowance Calculation (FUSION form JCAF 33)

Completing the JCAF 33 Form

The Guideline-Based Group II Equipment Cost Estimates (FUSION form JCAF 33) uses the impact that the project will have on the site's space inventory to apply the above policy and calculate the project's equipment allowance. The form shows the net change of space resulting from the project and the value of existing equipment that will be used in the modified or newly created space. To properly calculate the project equipment allowance the Form 33 like the form 31 needs to summarize the room information as follows:

- Laboratory and laboratory service areas are to be summarized by the first two digits of the TOP code
- Office and office service areas are to be summarized to show total and net changes in instructional office and office service space and non-instructional office and office service space
- Remaining areas are to be summarized by room types regardless of TOP code assignment.

Districts that elect to submit more detailed information such as a room-by-room analysis of space changes often overstate the project's equipment allowance as such a presentation may not properly consider the replacement of existing space when calculating the net change in space.

The unit price amounts used to calculate the Equipment Allowance may be adjusted on the Form 33 if there is an adjustment made to the Equipment Price Index prior to the state Department of Finance submitting a request for an equipment appropriation in the next state budget cycle. Also DOF has in prior years directed CCC System Office staff to adjust the Equipment index which also results in revised equipment allowances.

The JCAF 33 form uses the net change of space shown on the Form 33 and the cost allowances per ASF from the CCC *design and Cost Guidelines* to estimate equipment costs for Group II - Movable Equipment only. Group I - Fixed Equipment costs are estimated based upon designed needs described in the working drawings and specifications for the project. The cost of Group I Fixed Equipment is included in the New Construction or Reconstruction element of the Construction phase cost.

18) Detailed Equipment List

The contents of the Detailed Equipment List in a traditional FPP is the same as the contents of the Detailed Equipment List in a design-build FPP

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory

Traditional Final Project Proposal

The State Administrative Manual provisions state that a detailed list of equipment items should accompany the budget request that seeks equipment phase funding, but in recent years the staff from the Department of Finance who review the budget requests have only required the submission of the Form 33. A detailed list of equipment items however, must be submitted to request the release of equipment appropriations and needs to include the following data elements:

- a. Item Description,
- b. Unit Volume,
- c. Unit Cost,
- d. Price Extension,
- e. Total.

Note on the list the Equipment Price Index (EPI) level represented by the unit prices so that the unit prices may be adjusted if the EPI level changes. Other cost to be incurred to receive and install the equipment items such as shipping, delivery, installation, and testing costs (excluding sales tax) may also be included on the detailed list as cost items. Allowance requests should be net of current replacement cost of existing equipment on hand that will be used in the project. Equipment Items with a unit cost in excess of \$2,500 need to be justified as do equipment items that appear to be technological upgrades without the introduction of new programs or the expansion of existing programs.

19. Justification of Additional Construction or Equipment Costs exceeding Guidelines

The Justification of Additional Construction or Equipment Costs exceeding Guidelines in a traditional FPP is the same as the Justification of Additional Construction or Equipment Costs in a design-build FPP

Due to the recent efforts by the CCC System Office to adjust the CCC building allowance amounts to reflect extraordinary market increases and due to the Department of Finance modifying the budget estimating procedures so that projects are inflated to the mid-point month of construction, there are substantially fewer instances of State staff agreeing to support cost allowances in excess of guidelines.

If a district wishes to advocate that additional state financing greater than amounts provided by the guidelines be included in the FPP, the district needs to provide the evidence of three examples of community college or other comparable facilities experiencing the cost being advocated above guidelines in order to have the CCC System Office, the State Department of Finance and the Legislative Analyst Office consider supporting additional state funds to finance the higher costs. This is especially true in situations where district have other resources available to finance costs in excess of guidelines or have elected to provide local contribution to mitigate the state supportable cost of the project.



Final Project Proposal Advisory

Design-Build Final Project Proposal

September 1, 2008

CALIFORNIA COMMUNITY COLLEGES
Final Project Proposal Advisory
Design-Build Final Project Proposal

Design-Build Final Project Proposal Table of Contents

Table of Contents	18
Introduction	19
Design-Build Final Project Proposal Structure	20
Design-Build Final Project Proposal Contents	21
1) Final Project Proposal Cover Sheet	21
2) Proposal Approval Page	21
a) Proposal Terms and Conditions	21
3) Board Item Approving the Submission of the Final Project Proposal	22
4) Board Item Approving Use of Design-Build as a Delivery Method	22
5) Analysis of Building Space Use and WSCH (FUSION Form 31)	22
6) Cost Estimate Summary and Anticipated Time Schedule (FUSION Form 32)	23
7) Architect's Detailed Cost Estimate	28
8) BOG Energy Cost Allowance Documentation	30
9) CEQA Compliance Documentation	30
10) Design-Build FPP Narrative	31
11) Outline of Specifications	32
12) Outline of Performance Measures	32
13) California Energy Commission Approved Audit	33
14) Federal Funds Detail	33
15) Analysis of Future Costs	33
16) Conceptual Drawings	34
17) Guideline Based Group II Equipment Cost Estimate (FUSION Form 33)	34
18) Detailed Equipment List	35
19) Justification of Additional Construction Cost or Equipment Cost Exceeding Guidelines	36

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Design-Build Final Project Proposal**

ADVISORY: STATE FUNDED, DESIGN-BUILD FINAL PROJECT PROPOSAL

Introduction

Effective January 1, 2008, Senate Bill 614¹ (Simitian) authorized the use of the Design-Build delivery method for both locally-funded and state-funded community college projects over \$2.5 million.

A State Funded Design-Build Final Project Proposal (FPP) needs to contain information different from a State-Funded, Design-Bid-Build (Traditional) FPP. As a consequence, the Facility Planning Unit has created two FPP advisories; one for a Traditional FPP and one for a Design-Build FPP. If you plan to use the traditional delivery method, you need to use the Traditional FPP advisory as the reference guide. The Department of Finance staff has indicated that initial community college Design-Build proposals should be single prime contractor proposals due to the complexities of coordinating multiple design-build firms on a single project.

To participate in a state funded Design Build project, a district has to successfully complete a locally-funded Design-Build project. See Appendix A for further information. Allowance policies that influence the state budget requests for Design-Build FPPs and the procedures for the administration of state-funded design-build projects while shared with the Department of Finance (DOF) have not been approved by that department. Accordingly, the allowance policies and procedures presented in this advisory may be subject to revision during DOF's review of specific proposals.

There are at least two phases in a design build project: Design and Build. The Build Phase of a Design-Build project may include the demolition or reconstruction of existing facilities and site work and the construction of new facilities and site work. Appendix B at the end of this advisory explains in detail the activities that occur in each phase.

¹ This legislation was enacted into law as Chapter 471/2007.

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Design-Build Final Project Proposal**

Design-Build Final Project Proposal Structure

Presented below is the structure of a Design-Build Final Project Proposal (FPP). Items listed in **Bold** text represent elements required in all Design-Build FPPs. Other items listed are optional and should be included if applicable to the specific request being made for State Capital Outlay funds.

Design-Build Final Project Proposal

- 1) **Final Project Proposal Cover Sheet**
- 2) **Final Project Proposal Approval Page (with original signatures)**
 - a) **Project Terms and Conditions**
- 3) **Board Resolution approving the submission of the Final Project Proposal**
- 4) **Board Resolution approving the use of the Design-Build Delivery Method**
(Required in a Design-Build FPP but not in a Traditional FPP)
- 5) **Analysis of Building Space Use and WSCH, FUSION Form 31**
(Design-Build FPP requires properly summarized data)
- 6) **Cost Estimate Summary and Anticipated Time Schedule, FUSION Form 32**
(Design-Build FPP requires revised information)
- 7) **Architect's Detailed Cost Estimate**
(Design-Build FPP requires revised information)
- 8) BOG Energy Cost Allowance Documentation (New)
- 9) **CEQA Compliance Documentation**
- 10) **Capital Outlay Budget Change Proposal Narrative, Design-Build FPP**
(Design-Build FPP requires revised information)
- 11) Outline of Specifications
(Outline of Specifications is not required in Design-Build FPP)
- 12) **Outline of Performance Measures**
(Required in a Design-Build FPP but not in a Traditional FPP)
- 13) California Energy Commission Approved Audit
- 14) Federal Funds Detail
- 15) Analysis of Future Costs
- 16) Conceptual Drawings
(Design Build FPPs do not require drawings but they may be provided if known or needed)
- 17) Guideline-Based Group II Equipment Cost Estimates, FUSION Form 33
(Design-Build FPP requires properly summarized data only)
- 18) Detailed Equipment List
- 19) Justification of Additional Construction or Equipment Costs exceeding State Guidelines

The following sections describe the components of a design-build FPP. A design-build FPP applies to requests for state capital outlay funds that propose to use design-build as the delivery method. While many of the components of a design-build FPP are the same components in a traditional FPP there are significant differences. Those differences are underlined in this

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Design-Build Final Project Proposal**

presentation to highlight them better. District seeking to use the Design-Bid-Build delivery methods, herein referred to as the Traditional method should refer to the traditional Final Project Proposal section presented elsewhere in this publication.

Design-Build Final Project Proposal Contents

This section describes each component a design-build FPP. Depending on the circumstances and sources of financing, some elements described below may not apply. For example, if no federal funds are used to finance a portion of a project and no equipment phase is included in the project, the discussion of federal funds in the project, the preparation of the Form 33 that calculates the equipment allowance, and the detailed list of equipment items can be excluded from the submitted FPP.

1) Final Project Proposal Cover Sheet

The contents of the Cover Sheet in a design-build FPP is the same as the contents of a Cover Sheet in a traditional FPP. The Final Project Proposal Cover Sheet identifies the proposal by name, district and campus location and the date prepared or revised. It also indicates the phases to be financed in the proposal and the initial budget year for state financing.

2) Proposal Approval Page (with original signatures)

The contents of the Proposal Approval Page in a design-build FPP is the same as the contents of a Proposal Approval Page in a traditional FPP. The Final Project Proposal Approval Page provides general information about a project and certifies that the proposal has been approved by the district superintendent and board of trustees. The Approval sheet and the Project Terms and Conditions form is the legal basis behind the district's proposal. Once financing for the project is approved by the State, The Final Project Proposal becomes an integral part of a contract between the district and the State and both are expected to implement the Project Terms and Conditions. *The Approval Page must be signed both by an authorized district representative and an authorized State representative. The original signature copy must be submitted to the Community College System Office along with two additional copies that will eventually be distributed to other state agencies.*

a) Proposal Terms and Conditions

The contents of the Project Terms and Conditions in a design-build FPP and in a traditional FPP are the same.

The Terms and Conditions provide the language that clarifies the contractual relationship that will exist between the state and district once all parties agree to scope cost and financing arrangements. The role of the Facility Planning Unit specialist is to act as an agent for the state

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Design-Build Final Project Proposal**

to ensure that the terms of the agreement are followed. *Any proposed changes to be made to the agreement must be approved by both parties or the changes do not become part of the agreement*

If the district wishes to amend the agreement through a scope or cost change, the specialist evaluates the request and communicates a recommendation to the State Public Works Board (PWB) who has the authority to represent the state in enforcing the contract once funding is authorized and released. The legislative authority to make significant amendments to the contract or to cancel the contract has not been delegated to either the PWB or the Community College System Office staff. Such changes have to be reviewed in Legislative hearings.

3) Board Item approving the submission of the Final Project Proposal

The Board Resolution authorizing the submission of the FPP in the design-build FPP is the same as the Board Resolution authorizing the submission of the FPP in a traditional FPP.

An approved and financed FPP is in essence a contract between the district and the state. Accordingly the FPP is to contain a resolution approving the submission of the FPP to ensure that the proposed project is an official project of the district.

4) Board Item Approving the Use of Design-Build as a Delivery Method

Design Build FPP requires a Board Item that references to reason(s) for using Design-Build

Education Code Section 81702(a) requires a district board to pass a resolution that clearly states that the district has proposed to use design-build as the delivery method in order to accomplish one of three objectives: 1) reduce comparable project costs, 2) expedite the project's completion, or 3) provide features not achievable through the traditional design-bid-build method. The district is to include the resolution in the design-build FPP in order to demonstrate compliance with those provisions.

5) Analysis of Building Space Use and WSCH (FUSION Form 31)

Design-Build FPP requires properly summarized space data only

The contents of a properly summarized Analysis of Building Space Use and WSCH (Form 31) in a traditional FPP and in a design-build FPP are the same.

The Form 31 is a depiction of the impact that the project will have on the site's space inventory. The form is to show not only the space created and the Weekly Student Contact Hours capacity changed when a new building is created, but also is used to show changes in space and instructional capacity when an existing building is modified, demolished, classified as inactive, or otherwise changed or removed from a campus inventory as the result of a project. To properly

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Design-Build Final Project Proposal**

show a project's scope of work, the Form 31 needs to present summary information in the following manner:

- Areas subject to reconstruction or renovation are to be listed separately from areas created by new construction.
- Laboratory and laboratory service areas are to be summarized by the first two digits of the TOP code
- Office and office service areas are to separate instructional offices and office service areas from non-instructional offices and office service areas
- Present the remaining areas summarized by room types regardless of TOP code programming.

Districts often have elected to submit more detailed information on the Form 31 even down to a room-by-room analysis of space changes. Presenting the project impacts in a non-summarized or improperly summarized fashion can cause the maximum building or equipment allowances to be misstated and creates additional work for system office staff who must verify the calculation of the maximum allowances per state guidelines. Such presentation also prevents districts from knowing the state supportable cost of a project.

6) Cost Estimate Summary and Anticipated Time Schedule (FUSION Form 32)

Design-Build FPP requires revised information

A Cost Estimate Summary and Anticipated Time Schedule (FUSION Form 32) is designed to present the project schedule and summarize the project costs and sources of financing for the phases of a traditional project:

- Acquisition (A phase)
- Preliminary Planning (P phase)
- Working Drawings (W phase)
- Construction (C phase)
- Equipment (E phase)

It further separates the cost of preliminary planning, working drawings, and construction into their detailed cost components. The Form 32 is not designed to summarize the cost into the two phases of a Design-Build project. The Design and Build phases and their cost components are discussed in detail in Appendix B and are shown below. Notice that the cost components are slightly different from the cost components in a Traditional project.

a) Cost Components in a Design-Build Project

Design Phase (Conceptual design)

- Principal Architect and Engineering Services
- Program Management Services

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Design-Build Final Project Proposal**

- Soil Tests
- Design Builder Stipends(New)
- Other Costs during preliminary planning
 - Includes costs to administer Requests for Qualifications (RFQ) and Requests for Proposals (RFP)

Build Phase (Construction Design and Construction)

- Principal Architect and Engineering Services
- Design Builder Architect and Engineering Services
- Program Management Services
- State Architect Plan Check Fees
- Community College System Office Plan Check fees
- Other Costs during working drawings
- Construction Contract²
 - Utility Service
 - Site Development Service
 - Site Development, General
 - Other Site Development
 - Reconstruction
 - New Construction
 - Other Construction
- Construction Allowances
 - Construction Contingency
 - Design Builder Architectural and Engineering oversight services during construction
 - Material Tests
 - Site Inspections
 - Construction Management

b) Completing the FUSION Form 32 for Design-Build FPPs

State recognized allowance amounts in a Traditional project are based on the total estimated building and site improvements cost-the construction contract amount. The allowance formulas in a state-funded Design-Build project will also be based on the estimated building and site improvement costs but will need to use different formulas because the construction contract amount in a Design-Build project includes the cost of architectural services to develop construction documents. Due to unique aspects of a design-build project and the use of two architectural firms, the allowance formulas for architectural services, design builder stipends, construction contingency, and possibly other design and construction allowances will need to be calculated using formulas different from formulas used in Traditional FPPs. Also, programming



² In a “specific sum proposal like a state funded design Build FPP, the cost of these specific line items may change as the project is designed but the total construction contract estimate prior to indexing to the mid-point month of construction should not change.

CALIFORNIA COMMUNITY COLLEGES
Final Project Proposal Advisory
Design-Build Final Project Proposal

within the FUSION system for the Form 32 has not been modified to calculate Design and Build allowances so the Architect Detailed Cost Estimate needs to calculate these allowances so that they can be entered into the Form 32 to override the FUSION system calculated amounts. The two tables presented on the following pages illustrate the allowance formulas presently being considered for State-funded, Design-Build projects.

CALIFORNIA COMMUNITY COLLEGES
Final Project Proposal Advisory
Design-Build Final Project Proposal

Table 1
Form 32, Design-Build FPP-New Construction




	Total Cost Allowances	Enter Amount/ FUSION Calculates/ Enter Override	Phase
2. Design Plans	Subtotal P phase	FUSION Calculates	
A. Architect Fees (for performance measures and conceptual drawings)	2.8%	FUSION Calculates	
B. Project Management	1%	FUSION Calculates	
C. Preliminary Tests		Enter Amount	
D. Other Costs ³		Enter Amount	
3. Build Working Drawings	Subtotal W phase	FUSION Calculates Enter Override	
A. Architect Fees (for construction documents)	4.6%	Enter Override	
B. Project Management	Build Phase PM \$	Enter Override	
C. Office of the State Architect Plan Check Fee	Multi-layered	FUSION Calculates	
D. Community College Plan Check Fee	.286%	FUSION Calculates	
E. Other Costs		Enter Amount	
4. Build Construction (continued)	Subtotal Contract	FUSION Calculates	
A. Utility Service		Enter Amount	
B. Site Development Service		Enter Amount	
C. Site Development General		Enter Amount	
D. Other Site Development		Enter Amount	
E. Reconstruction		Enter Amount	
F. New Construction		Enter Amount	
G. Other Construction		Enter Amount	
5. Contingency	4.0%	Enter Override	
6. Architect and Engineering Oversight	1.6%	FUSION Calculates	
7. Tests and Inspections	Subtotal T&I	FUSION Calculates	
A. Tests	1%	FUSION Calculates	
B. Inspections- Months of construction plus one month	\$10,000 per month	Enter Override	
8. Construction Management	2.0%	FUSION Calculates	
9. Total Construction Costs (items 4 through 8 above)	Subtotal C phase	FUSION Calculates	
10. Furniture and Group II Equipment	Subtotal E Phase	FUSION Calculates ⁴	Equip
11. Total Project Costs	Total Project	FUSION Calculates	

³ Amounts include Cost to develop and distribute Request for Qualification, and Request for Proposal as well as the Design Builder Stipends.

⁴ Amount calculated on FUSION Form 33 and automatically posted onto the Form 32.

CALIFORNIA COMMUNITY COLLEGES
Final Project Proposal Advisory
Design-Build Final Project Proposal

Form 32, Design-Build FPP-Modernization or Reconstruction

	Total Cost Allowances	Enter Amount/ FUSION Calculates/ Enter Override	Phase
2. Design Plans	Subtotal P phase	FUSION Calculates	
A. Architect Fees (for performance measures and conceptual drawings)	3.5%	FUSION Calculates	
B. Project Management	1%	FUSION Calculates	
C. Preliminary Tests		Enter Amount	
D. Other Costs		Enter Amount	
3. Build Working Drawings	Subtotal W phase	FUSION Calculates	
A. Architect Fees (for construction documents)	<u>5.5%</u>	Enter Override	
B. Project Management	Build Phase PM \$	Enter Override	
C. Office of the State Architect Plan Check Fee	Multi-layered	FUSION Calculates	
D. Community College Plan Check Fee	.286%	FUSION Calculates	
E. Other Costs		Enter Amount	
4. Build Construction (continued)	Subtotal Contract	FUSION Calculates	
A. Utility Service		Enter Amount	
B. Site Development Service		Enter Amount	
C. Site Development General		Enter Amount	
D. Other Site Development		Enter Amount	
E. Reconstruction		Enter Amount	
F. New Construction		Enter Amount	
G. Other Construction		Enter Amount	
5. Contingency	<u>6.0%</u>	Enter Override	
6. Architect and Engineering Oversight	<u>2.0%</u>	Enter Override	
7. Tests and Inspections	Subtotal T & I	FUSION Calculates	
A. Tests	1%	FUSION Calculates	
B. Inspections- Months of construction plus one month	\$10,000 per month	Enter Override	
8. Construction Management	2.0%	FUSION Calculates	
9. Total Construction Costs (items 4 through 8 above)	Subtotal C phase	FUSION Calculates	
10. Furniture and Group II Equipment	Subtotal E Phase	FUSION Calculates	Equip
11. Total Project Costs	Total Project	FUSION Calculates	

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Design-Build Final Project Proposal**

The remaining aspects of Form 32 regarding assembly of the financing array is the same for both Traditional and Design-Build FPPs with one exception. The columns of the Form 32 are use to show the state and district (non-state) financing to be committed to the project. Multiple columns are used to show district financing so that financing that directly mitigates state supportable cost of the project can be clearly separated from financing being provided to fund non-supportable cost in the project. The one unique aspect of a Design-Build FPP is that Design Builder Stipends, a cost of the Design Phase, in all cases are to be locally financed and considered a state supportable cost of the project.

The project calendar also is shown on the Form 32. It is used to:

1. Determine the appropriate timing of the state financing,
2. Calculate the state supportable amount of the on-site inspection allowance
3. Adjust the project cost for market inflation to the mid-point month of construction.

Given these fiscal impacts, it is critical that the anticipated schedule be a realistic portrayal of the timing of the project's development.

There are two critical dates that vary when comparing a project calendar of a Traditional project to a project calendar in a Design-Build project. In a Traditional project, the date that the Division of the State Architect (DSA) approves the working drawings is before the date the construction contract is awarded to a contractor whereas in a Design-Build project, the award of the construction contract to a design-build development team occurs before DSA approves the construction documents. Due to the earlier contract award date in a design-build project, the calculation of the project inspection allowance and the inflation adjustment to the mid-point month of construction, both based on the number of months between contract award month and the project completion month will be different in a Design-Build project, but presently no changes are being discussed relative to the calculation formulas for the allowance amounts.

7) Architect's Detailed Cost Estimate

Design-Build FPP requires revised information

An Architect's Detail Cost Estimate is included in the FPP to provide detailed calculations of the cost summarized on the Form 32. In a Traditional FPP, it presents the C phase costs and soil testing and other costs incurred in the P phase and W phase in terms of volumes and unit costs. The Architect's Detailed Cost Estimate usually presents the calculation of the allowance formulas for projects using the traditional Delivery Method even though the FUSION system automatically calculates these allowances for the P, W, and C phases based on the value of the construction contract entered into the Form 32.

In contrast the Architect's Detailed Cost Estimate is the only place where the allowances unique to a Design-Build project will be calculated. The information provided in the Detailed Cost

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Design-Build Final Project Proposal**

Estimate will enable the district and the state personnel to determine the a state supportable cost of the project and the maximum amount eligible to receive state funds.

a) Design-Build FPP Unique Cost Elements

Cost components unique to a Design-Build FPP follows:

Design Phase

- Design Builder Stipends

The design builder stipends are funds for design-builders whose designs were not selected to partially mitigate their cost of developing their non-winning proposals.

Build Phase

- Principal Architect Fees
- Design Builder Architect Fees

There are two different fees for architectural services in the construction design phase; Principal Architect fees and Design Builder Architect fees. The Principal Architect fees finance consultants who are responsible is to develop the Performance Measures and Conceptual Drawings and to provide oversight responsibility to ensure that user interest as portrayed in the performance measures is reflected in the design-build proposals by the competing design builders. The Principal Architect fees also finance a consultant that provides oversight responsibility to ensure that user interest as portrayed in the performance measures is reflected in the construction documents created by the design builder. The design builder architect fees finance consultants responsible to develop the construction documents and ensure that they consistent with the intent of the original proposal approve by the legislature and are approved by all appropriate state and local reviewing bodies.

- Construction Contingency

Experiences seen in earlier community college design-build pilot project suggests that there tends to be fewer Requests for Clarification between the builder and the architect and fewer Change Orders as a result of constructability conflicts. This appears to be due to the early involvement of the design builder and the close relationship of the design builder architect with the design builder. As a consequence, districts with design-build projects in the AB 1000 pilot program have established construction contingency allowances at lower amounts than those established in traditional projects. This factor may provide the means to establish higher fees for Architectural Services and Site Inspection without exceeding the total value of allowances established in a project budget for a Traditional FPP.

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Design-Build Final Project Proposal**

8) BOG Energy Cost Allowance Documentation

(New requirement for all FPPs)

BOG Energy Policy documentation is a new requirement for both traditional and design-build FPPs and the contents of the Energy Cost documentation required is the same.

The Board of Governors established a new energy policy in January 2008 in response to the Governor's Office's Executive Order S-12-04 that encouraged state agencies to review and assess energy conservation measures currently in place and pursue the extension of those measures to all facilities where energy conservation can be achieved in a cost effective manner. Under the policy, community college capital outlay proposals are eligible to receive additional incentives of 2 to 3 percent of the community college building allowance in their FPPs if the district can demonstrate that the campus will reduce its energy use by 15 percent between by 2011-12; relative to 2001-02 and fulfill one of more of the following energy related goals as a result of the project:

- Design new facilities that out-perform the energy code by 15 percent.
- Design major renovation projects to out-perform the energy code by 10 percent.
- Increase self-generation capacity 50 percent above current levels by 2014.
- New construction and major renovation projects should be designed to at least meet the United States Green Building Council, Leadership in Energy and Environmental Design (LEED) "certified" or equivalent rating.

To be eligible for these incentives, districts will need to provide information in this section of the FPP:

3. Clarify that the district is reducing its annual energy use consistent with the Board's Policy and is providing to the System Office annual reporting worksheets that make the comparative calculations
4. Committed to design the proposal in a manner that satisfies one of more of the goals stated above.

The FPP Narrative for either a Traditional FPP or a Design-Build FPP needs to mention (in Section D, Part 3 Basis of Cost Information) the Energy Saving components of the design if known that will be incorporated into the design to achieve these savings.

9) CEQA Compliance Documentation

The contents of the CEQA Documentation in a design-build FPP is no different from the contents of the CEQA Documentation in a Traditional FPP

Each project financed with State funds must demonstrate full compliance with the California Environment Quality Act (CEQA) when the preliminary plans are submitted to the Public Works

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory

Design-Build Final Project Proposal

Board for approval. The CEQA document to be filed and the period the public has for commenting on the filing varies depending on the nature of the CEQA document.

Districts when preparing a FPP are to review the CEQA regulations, determine the type of filing needed for the project, and identify in this section of the FPP the CEQA document to be filed and the status of that filing so that CCC system office staff may determine whether timing of the project calendar relative to approval of the performance measures and conceptual design by the State Public Works Board is consistent with the timing needed to complete the CEQA filing and its required public comment period.

10) Design-Build FPP Narrative

Design-Build FPP requires revised information

A FPP Narrative that accompanies every request for state capital outlay funds is used to address the requirements presented in Section 6818 of the State Administrative Manual. Previously called “Responses to Specific Requirements of the State Administrative Manual,” the purpose of the Narrative is to provide the following:

5. Define the client department's (community college campus’) problem and establish its significance;
6. Demonstrate that the community college campus has explored all reasonable alternatives to solving the problem and offered the most logical solution;
7. Provide detailed documentation for the proposed solution and its cost;
8. Explain how the project supports the community college campus’ strategic plan.

A Narrative for a Design-Build FPP needs to include two pieces of information that are not required in a traditional FPP. This unique information is presented in Section D, Recommended Solution:

- a. Section D, Part 4 needs to mention the reason the district board is using design-build as the proposed delivery method
- b. Section D part 7 needs to mention that phased approval of the construction documents is planned and has been discussed with the DSA office the district uses to approve its working drawings if phased construction is a component of the proposed solution.

The FPP Narrative format and outline for a design-build FPP is presented in Appendix C at the end of this presentation. For additional information districts staff and their consultants can review Section 6818 of the State Administrative Manual available on the World Wide Web at <http://sam.dgs.ca.gov/TOC/6000/default.htm>

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Design-Build Final Project Proposal**

11) Outline of Specifications

Specification Outline is not required as part of a Design-Build FPP

Specifications are not part of a Design-Build FPP but are developed by the selected design builder during the construction design phase. Explanation of the contents of specification can be found in Chapter 7 of the *Facility Planning Manual*.

12) Outline of Performance Measures

The Outline of Performance Measures are required in a Design-Build FPP but not in a Traditional FPP

Performance Measures can be defined as design expectations, capabilities or goals to be accomplished in the design of the facility. They can take many forms. One section of the performance measures may communicate the campus architectural design standards. Another section may lay out the expectations of the mechanical or electrical infrastructure. A third section may explain the relationship that the proposed facility needs to have relative to facilities already existing on the site regarding clearances, walkways, fire access roads, landscaping, and views. Another section may present what rooms or functions need to be adjacent to one another in order to have effective program services such as a lobby where students check in to an open access computer lab and the work area where all the computers are available for use. Other such adjacent relationships may be rooms that create scenery for theater productions and the main stage or the ticket booth and the theater lobby

The design-build FPP should contain an outline of the sections that will be in the performance measures. The following is an example of the first level of an outline of such a document

1. Facility Placement and Relationship to campus facilities
2. Relationship with nearby buildings
3. Sustainability Expectation
4. Facility Programs/ User Groups
 - a. Regulatory Boards and Collegiate Associations
5. Campus design Standard, Architectural design
6. Campus design Standard, Mechanical, Electrical and Plumbing design
7. Campus design Standard, Civil design
8. Additional design Considerations
 - a. Mechanical
 - b. Electrical
 - c. Plumbing
 - d. Security
 - e. Audio/Visual
 - f. Acoustic

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Design-Build Final Project Proposal**

9. Space Needs
10. Facility Organization, Adjacency Relationships
11. Room Component Descriptions
12. Room Data Sheets
13. Conceptual Drawings

13) California Energy Commission Approved Audit

The discussion of a California Energy Commission Audit would be the same in either a design-build FPP or a traditional FPP.

The FPP should contain evidence of an approved energy audit on file with the California Energy Commission if the project being proposed is a partial implementation of an energy conservation plan on file with the California Energy Commission. A clear, detailed statement shall be provided to describe the scope and intent of the energy conservation measure project.

14) Federal Funds Detail

The contents of the Federal Funds Detail in a design-build FPP is the same as the contents of the Federal Funds Detail in a traditional FPP.

Title 5, section 57015(b) of the *California Code of Regulations (CCR)* provides that the review and evaluation of a FPP should determine the federal funds committed to the project and any restrictions placed upon the use of those funds. When federal funds are being provided to finance a FPP, the district should complete the Federal Fund Detail page and provide the following data:

1. Name of project (as listed in federal application)
2. Date of application
3. Source of funds
4. Restrictions placed on the use of those funds
5. Amount of funds made available
6. Date of approval
7. Amount approved.

Federal funds are to be considered a non-state source of financing that would be reported in one or both the district funded columns on the JCAF 32 depending on whether the facilities to be financed are consider state supportable.

15) Analysis of Future Costs

The contents of the Analysis of Future Costs in a design-build FPP is the same as the contents of the Analysis of Future Costs in a traditional FPP

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Design-Build Final Project Proposal**

SAM, Section 6621 requires that FPPs include a complete economic analysis of future revenues and costs that will be generated by a completed capital outlay facility project. Include in the analysis the effects on instructional, administrative and support, and maintenance and operations. Include personnel years and costs by specific activity. This analysis also should show the personnel years and cost associated with new instructional courses and programs that may involve review by CCC System Office's Curriculum and Instructional Resources staff.

16) Conceptual Drawings

Design Build FPPs do not require drawings but they may be provided if known or needed

- a) Floor plans, elevations, and other such drawings generally are not available or included in a design-build FPP that advocates new construction only
- b) A design-build FPP that advocates reconstruction or demolition of an existing facility may include floor plans of the existing facility.
- c) Depending on the nature of the proposal, a site plan may be included in the request to better understand restrictions of a planned project site.

17) Guideline-Based Group II Equipment Cost Estimates (FUSION Form 33)

Design-Build FPP requires properly summarized data only

The contents of a properly summarized Form 33 in a design-build FPP is the same as the contents of a properly summarized Form 33 in a traditional FPP.

State policy supports providing initial equipment to capital outlay projects that expand space in existing programs or provides space for new programs. The policy is not intended to provide funds to replace existing equipment so if an area is modernized and there is no change in programming or square footage, an equipment allowance will not be generated. The state supportable amount for Equipment is developed in calculations made on the Guideline Based Group 2 Equipment Allowance Calculation (FUSION form JCAF 33)

a) Completing the JCAF 33 Form

The Guideline-Based Group II Equipment Cost Estimates (FUSION form JCAF 33) uses the impact that the project will have on the site's space inventory to apply the above policy and calculate the project's equipment allowance. The form shows the net change of space resulting from the project and the value of existing equipment that will be used in the modified or newly created space. To properly calculate the project equipment allowance the Form 33 like the form 31 needs to summarize the room information as follows:

- Laboratory and laboratory service areas are to be summarized by the first two digits of the TOP code

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory **Design-Build Final Project Proposal**

- Office and office service areas are to be summarized to show total and net changes in instructional office and office service space and non-instructional office and office service space
- Remaining areas are to be summarized by room types regardless of TOP code assignment.

Districts that elect to submit more detailed information such as a room-by-room analysis of space changes often overstate the project's equipment allowance as such presentations may not properly consider the replacement of existing space when calculating the net change in space.

The unit price amounts used to calculate the Equipment Allowance may be adjusted on the Form 33 if there is an adjustment made to the Equipment Price Index prior to the state Department of Finance submitting a request for an equipment appropriation in the next state budget cycle. Also DOF has in prior year directed System Office staff to adjust the Equipment index which also results in revised equipment allowances.

The JCAF 33 form uses the net change of space shown on the Form 33 and the cost allowances per ASF from the CCC *design and Cost Guidelines* to estimate equipment costs for Group II - Movable Equipment only. Group I - Fixed Equipment costs are estimated based upon designed needs described in the working drawings and specifications for the project. The cost of Group I Fixed Equipment is included in the New Construction or Reconstruction element of the Build phase cost.

18) Detailed Equipment List

The contents of the Detailed Equipment List in a design-build FPP is the same as the contents of the Detailed Equipment List in a Traditional FPP

The State Administrative Manual provisions state that a detailed list of equipment items should accompany the budget request that seeks equipment phase funding, but in recent years the staff from the Department of Finance who review the budget requests have only required the submission of the Form 33. A detailed list of equipment items however, must be submitted to request the release of equipment appropriations and needs to include the following data elements:

- f. Item Description,
- g. Unit Volume,
- h. Unit Cost,
- i. Price Extension,
- j. Total.

Note on the list the Equipment Price Index (EPI) level represented by the unit prices so that the unit prices may be adjusted if the EPI level changes. Other cost to be incurred to receive and install the equipment items such as shipping, delivery, installation, and testing costs (excluding sales tax) may also be included on the detailed list as cost items. Allowance requests should be

CALIFORNIA COMMUNITY COLLEGES

Final Project Proposal Advisory

Design-Build Final Project Proposal

net of current replacement cost of existing equipment on hand that will be used in the project. Equipment Items with a unit cost in excess of \$2,500 need to be justified as do equipment items that appear to be technological upgrades without the introduction of new programs or the expansion of existing programs.

19) Justification of Additional Construction or Equipment Costs exceeding Guidelines

The Justification of Additional Construction or Equipment Costs exceeding Guidelines in a design-build FPP is the same as the Justification of Additional Construction or Equipment Costs in a Traditional FPP

Due to the recent efforts by the CCC System Office to adjust the CCC building allowance amounts to reflect extraordinary market increases and due to the Department of Finance modifying the budget estimating procedures so that projects are inflated to the mid-point month of construction, there are substantially fewer instances of State staff agreeing to support cost allowances in excess of guidelines.

If a district wishes to advocate that additional state financing greater than amounts provided by the guidelines be included in the FPP, the district needs to provide the evidence of three examples of community college or other comparable facilities experiencing the cost being advocated above guidelines in order to have the CCC System Office, the State Department of Finance and the Legislative Analyst Office consider supporting additional state funds to finance the higher costs. This is especially true in situations where district have other resources available to finance costs in excess of guidelines or have elected to provide local contribution to mitigate the state supportable cost of the project.

CALIFORNIA COMMUNITY COLLEGES
Community College System Office
Policies for Traditional and Design-Build Final Project Proposals

Policies that Apply to Both Traditional and Design Build FPPs

Community College Districts will continue to apply for state capital outlay funds by preparing Final Project Proposals (FPPs) regardless of whether the Traditional (Design-Bid-Build) delivery method **OR** the Design-Build delivery method is to be used for the project. The CCC System Office's development of a specific year's budget request will combine the Design-Build FPPs with the Traditional FPP before it separates them into their various categories and ranks them in priority order within each category.

The Community College System Office will determine the fiscal year for each state appropriation based on the following situations:

- When state funds are authorized by the voters and available to appropriate
- The timing of the project's calendar
- Whether the project is participating in the Ready Access program
- The status of a previously started project if its work interferes with the progress of the project in question

Traditional Project Appropriation Policies

State financing of a traditional project includes following the phases

- Preliminary Planning (P)
- Working Drawings (W)
- Construction (C)

The Construction phase may include demolition or reconstruction of existing facilities and the construction of new facilities as well as related site improvements. An Equipment (E) phase could be appropriated for a traditional project if the project expands existing program space or creates space for a program that is new to the site. Other phases that could be appropriated for a traditional project if certain circumstances exist include:

- Acquisition (A)
- Studies (S).

Due to the large amount of facilities needed by community colleges, the Board of Governors until further notice does not plan to support district requests for state capital outlay funds for Acquisitions (A) phase and Study (S) phase appropriations that do not benefit the entire system.

Districts not participating in the Ready Access Program generally will need more than one fiscal year to obtain state financing for a project. System Office staff have been directed to make

CALIFORNIA COMMUNITY COLLEGES
Community College System Office
Policies for Traditional and Design-Build Final Project Proposals

efforts to ensure that projects participating in the Ready Access program have their state financing authorized as the result of a single budget cycle.

Projects that participate in the Ready Access program cannot propose changes in scope. In the unlikely event that a change in scope is required for a Ready Access project, the existing appropriations will be reverted and a new appropriation will be requested which could delay the completion of the project for at least one year. Changes in project cost or financing in a Ready Access project must be financed by non-state funds and cannot delay the development of the project.

Traditional Project Administration Policies

The activities of the Preliminary Planning phase include transforming the conceptual proposal into schematic drawings and specifications for review and approval by the State Public Works Board (PWB). No activity regarding the development of working drawings or construction can occur before PWB approves the preliminary plans. Once the PWB approves the Preliminary plans, the district usually is given permission to complete the development of working drawings if a Working Drawing Appropriation is authorized so that they may be approved by the Division of the State Architect (DSA) and other authorized reviewing bodies such as local fire marshals. The W phase is complete when the District has a set of working drawings and specifications that has been approved by both DSA and DOF and the associated bid form has been approved by DOF and is ready to place out to bid once construction funds are appropriated.

Government Code statutes require that changes in a project's scope, cost, and financing array must be communicated to the Legislative members by means of a PWB agenda item and in writing in a manner that provides them 20 days to comment on the agenda item or question the request for change. Due to public notice periods for PWB hearing agenda, the processing of a PWB Change Request Agenda Item including the transmittal and review of a "20-Day Letter" can take as long as 90 calendar days.

Design-Build Project Appropriation Policies

Before a district can submit a Design-Build FPP for consideration of state funding, it will first have to successfully complete a locally-funded design-build project in accord with the authorities in any of the following state statutes:

- Assembly Bill 1000 - Chapter 637 , Statutes of 2002, the Community College design-build pilot project,
- Government Code 5956, the design build delivery method authorized for revenue generating facilities,
- Senate Bill 614 - Chapter 471, Statutes of 2007- legislation authorizing community colleges to use design build delivery method for locally financed projects costing more than \$2.5 million.

CALIFORNIA COMMUNITY COLLEGES
Community College System Office
Policies for Traditional and Design-Build Final Project Proposals

We were asked to review Government Code Sections 4217.10 through 4217.18 to determine if the creation of energy conservation, cogeneration, and alternate energy supply sources at public facilities under the authorities of these Government Code sections included activities and decisions consistent with the above statutes regarding design-build projects. System Office staff and selected district and private representatives involved with AB 1000 pilot projects who were polled regarding this inquiry agreed that while Government Code Section 4217.16 authorized the selection of a contractor to be based on factors other than price and could be assembled to emulate a more complex Design-Build project, the limited scope and application of the projects authorized by these Government Code sections did not provide district personnel with sufficient experiences regarding the development of performance standards and other important elements of a Design-Build project authorized by the three authorities cited above.

A successful Design-Build project is a project that accomplished the following goals:

- Had no scope changes- Project scope and programming was not changed in a manner that would require notice to the Legislature of the change if project was a state funded project.
- Had no more than a 5% increase in project cost after removing impacts of inflation on material costs
- Schedule was maintained with no significant delays- district took beneficial occupancy within 3 months of planned date.

A state funded design-build project is to be a “Sum Certain” proposal meaning it will request a specific amount of state funds based on a proposed scope of work that is evidenced by a summarized space array, a description of project purpose, size, location, and program intent and a general estimate of building and site work costs.

State financing of a design-build project includes the following appropriations:

- Design (D)
- Build (B)

Both a Design appropriation and a Build appropriation are to be encumbered during the fiscal years they are authorized. A Design Appropriation is encumbered once the voters or Legislature approves the bonds providing the project financing and once the Legislature and Governor have approved the proposal. A Build appropriation is encumbered once the PWB approves the performance measures and conceptual drawing representing the authorized scope, cost and financing for the project

An Equipment (E) appropriation also could be authorized for a design-build project if the project expands existing program space or creates space for a program that is new to the site. Preliminary Planning (P), Working Drawings (W), Construction (C), Acquisition (A,) and Study (S) appropriations cannot be appropriations of a community college Design-Build project.

CALIFORNIA COMMUNITY COLLEGES
Community College System Office
Policies for Traditional and Design-Build Final Project Proposals

DOF is not initially receptive to the use of the Ready Access program for community college Design-Build FPPs as its two year limitation to award the contract to the Design Builder is seen as unduly restrictive to the time needed to complete the design activities. The System Office will review each project's calendar and determine whether it is appropriate for the Build phase to be in the fiscal year immediately following the year the Design phase is financed.

Regarding minimum local contribution levels, the Department of Finance has stipulated that Design Builder Stipends cannot be financed with state funds. The locally-financed design builder stipend is to be considered a local contribution. Unless a project is participating in the Ready Access program no other local contribution is required in a Design-Build FPP.

Design-Build Project Administration Policies

Activities that will occur during a Design Phase includes project program planning necessary to create "Performance Measures," "Conceptual Drawings," and as needed "room adjacency relationships. Also, the assembly of a "Request for Qualifications" (RFQ) that will be used to identify qualified firms will be completed and evaluated during the Design phase. The Design phase will also include the development of the "Request for Proposal (RFP):" that will be use to seek proposals from interested, qualified Design Builders, however, **no activity relative to the distribution of the Request for Proposal (RFP) to the design builders previously identified as qualified or relative to the creation of the construction documents can occur before the PWB approves the Performance Measures and their related conceptual drawings.** The Design Phase is complete once the District has received approval of its performance measures and related conceptual drawings and is authorized to distribute the RFP to the qualified Design Builders.

Activities that occur during the Build Phase includes selection of the Design Builder, development of the construction documents and specifications; the review of those documents by the State Architect, and the construction, reconstruction, and demolition of facilities and site work that comprise the project. The Build phase is considered complete once the district takes beneficial occupancy of the project and has complete state reimbursement efforts for financed project costs and finished project closeout procedures.

The development of the State supportable budget of a Design-Build FPP will be based on the *Community College Building Cost and Equipment Guidelines* and standardize design and build allowance formulas that use the estimated construction contract value and the project calendar to determine the amount of each allowance. Standardized allowance formulas for State-funded Design-Build projects were discussed earlier in the body of the Design-Build FPP Advisory as it relates to preparation of the Form 32.

A design-build proposal would evolve over time with **no changes in scope or total cost** (prior to indexing to mid-point month of construction) as performance measures; conceptual drawings,

CALIFORNIA COMMUNITY COLLEGES

Community College System Office

Policies for Traditional and Design-Build Final Project Proposals

construction documents, and finally the project are developed. Due to the Community College Board of Governor's continuing policy of no augmentations, all changes in project cost including unexpected increases in the market inflation rates are to be financed by the district and any inability of a district to fulfill the locally financed portion of the financing array will result in the removal of all state financing not yet released to honor reimbursement claims.

CALIFORNIA COMMUNITY COLLEGES
 Phases of a Design-Build Project

Traditional Project Phases

Not counting an acquisition and an equipment phases, there are three phases in a traditional project proposal:

- Preliminary Planning (Design Development),
- Working Drawing (Construction Design)
- Construction.

The Design Development (P) and Construction Design (W) phases are usually considered a single design effort performed by one firm with the Construction effort being performed by a different firm.

Design-Build Project Phases

In a project using the Design-Build delivery method, there are only two phases: Design Development and Build. The Design Development (D) phase and the construction design effort in the Build (B) phase are separate design efforts performed by two different design firms. The Build Phase includes both the construction design effort and the construction effort simultaneously or sequentially depending on the circumstances.

The table below illustrates the comparative relationship between the phases of a Traditional project with those of a Design-Build project.

Phase	Traditional	Design-Build
Conceptual Design	Preliminary Planning (P)	Design (D)
Construction Design	Working Drawings (W)	Build (B)
Construction	Construction (C)	Build (B)

a) Design (D) Phase

The objectives of the Design phase in a state funded Design-Build project are to create performance measures consistent with user expectations, a cost estimate, a project calendar, and, as needed, conceptual project drawings to present the developing project to the Potential Design Build firms and other interested parties. Once the Design Development documents have been presented to all the reviewing parties such as the state Public Works Board (PWB), the district will seek permission to issue a Request for a Proposal (RFP) that will ultimately identify a qualified design-build team who will finish the design and build the project. When the performance measures and conceptual drawings are submitted for state PWB approval, the district, in a manner similar to a Traditional project, also is required to demonstrate that the project is fully compliant with the disclosure and mitigation requirements of the California Environmental Quality Act (CEQA) and is consistent with the prior Legislative approval that authorized state funding for the project. The D Phase is considered complete once all the following steps are accomplished:

CALIFORNIA COMMUNITY COLLEGES

Phases of a Design-Build Project

- 1) The State Public Work Board has approved the performance measures and conceptual design,
- 2) The State Department of Finance has given the district permission to develop and issue a RFP to seek a qualified Design-Build team to complete the project,
- 3) The State Department of Finance has encumbered the Build (B) phase funds and released that portion of the B Phase funds relative to the costs of construction design
- 4) The district has claimed all state funds associated with the D Phase.

Districts generally are given one fiscal year to develop the performance measures and conceptual drawings and to obtain the State Public Works Board approval of the measures and conceptual drawings and its permission to issue Request for Proposal to seek a design-build development team. If successful in that effort districts are given two additional fiscal years (for a total of three fiscal years) to 1) identify and select a design-build development team who will finish the project and 2) place the design builder under contract if (the B phase funds are appropriated and available), and 3) claim all funds relative to the state supportable D phase costs.

b) Build (B) Phase, Construction Design Component

The objectives of the design component of the Build (B) phase in a state funded Design-Build project are to complete the proposed design and get it approved by all state and local authorities authorized to review community college projects. As part of the design component of the B phase, the design- build team develops the construction documents, submits them to the state architect and other state and local agencies for review and approval, and receives permission to use them to complete the project. The design component of the B phase is considered completed once all the following steps are accomplished:

- 1) The district has distributed a Request for Proposal to qualified Design Builders, evaluate the responses and contracted with a Design Builder who will complete the project
- 2) The Design Builder has created a complete set of construction documents in a manner consistent with the performance measures, and if applicable conceptual drawings and adjacency relationships
- 3) The district has received permission from the State Architect, the Community College System Office and other state and local agencies responsible for approving such drawings to use the drawing and specifications to create the project
- 4) All claims relative to the construction design cost that are eligible to be reimbursed by state funds have been paid.

Because this design effort component is an activity within the Build phase, the funds for design have the same appropriation life as the funds for construction.

CALIFORNIA COMMUNITY COLLEGES

Phases of a Design-Build Project

c) Build (B) Phase, Construction Component

The objectives of the construction phase in a state funded Design-Build project are to establish a construction contract with a Design-Builder and design and construct the project in a manner that the scope, cost, financing and timing of the final project is consistent with the original Design-Build proposal approved by the Legislative action that authorized the state funding. It is during the Build phase that the proposed facility is built, tested, and occupied. The Build phase is considered complete when:

- 1) The district has taken beneficial occupancy of the facility
- 2) The district has received state reimbursement for all claims eligible to be reimbursed by the B phase appropriation.
- 3) The District has completed project closeout procedures

A district is given one year to request permission to issue a RFP that seeks a Design Builder, if successful, two additional year (for a total of three years) to award the design-build contract to a design builder, and if successful, two additional years (for a total of five years) to complete the Build Phase, and claim all funds relative to the Build appropriation.

d) Equipment Phase

Furniture and equipment cost is incurred in a capital outlay project so that the facility once occupied can operate as designed. The E phase is not intended to provide financing to replace existing equipment but to provide initial equipment for newly authorized programs and for expanded space in previously authorized programs. The E phase is considered complete once all the following steps are accomplished:

- 1) The construction effort is at least 50% complete.
- 2) The district has successfully requested that the Equipment appropriation be released
- 3) The district has purchased, installed and tested the equipment
- 4) All claims to be paid by the E phase appropriation have been paid
- 5) The district has completed project closeout procedures.

Districts generally are given three years to complete 50% of the construction and obtain release of the Equipment appropriation and five years to receive delivery, install, and activate the equipment and claim all the equipment funds.

CALIFORNIA COMMUNITY COLLEGES
Narrative Format
Traditional Final Project Proposal

A. PURPOSE OF THE PROJECT: (problem, program need, infrastructure deficiency)

- Academic program related issues with the existing facility
- Administrative support related program issues with the existing facility
- Infrastructure related issues with the existing facility
- Criteria to be used to evaluate all alternatives
- Proposed solution can be mentioned but should not be focal point of discussion in this section

B. RELATIONSHIP TO THE STRATEGIC PLAN: (relevance of problem/need to mission and goals)

C. ALTERNATIVES: (for each, describe the proposed alternative and provide a brief summary of scope, cost, funding source, program benefits, facility management benefits, and impact on support budget)

- List of Alternatives
- Discussion of Each Alternative
 - The sequence of the presentation of the alternatives should present the Recommended Solution as the first alternative.
- Comparative Analysis of Alternatives
 - Solution Criteria Matrix
 - Economic Analysis Matrix

CRITERIA	Build New	Modernize and Build New	Build Off-Campus	Temporary Buildings
	Yes	Yes	Yes	No
	Yes	Yes	Yes	No
	Yes	Yes	Yes	No
	Yes	Yes	Yes	No
	Yes	Yes	No	No
	Yes	Yes	No	Yes
	Yes	No	Yes	No
	Yes	No	Yes	No
	Yes	No	Yes	No
	Yes	No	No	No

CALIFORNIA COMMUNITY COLLEGES
Narrative Format
Traditional Final Project Proposal

Economic Analysis

(All estimates indexed to June 20__ – CCI ____ and EPI ____)

Alternatives

	New Building	Modernize and Build New	Build Off- Campus	Temporary Buildings
Capital Outlay				
Site Acquisition	\$	\$	\$	\$
Utility Service				
Site Development, Service				
Site Development, General				
Other Site Development				
Reconstruction				
New Construction				
Other				
<i>Subtotal Construction Contract</i>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$0</u>
Plans & Working Drawings				
Construction Allowances				
Equipment				
<i>Total Capital Outlay Cost</i>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Non-Capital Outlay Cost				
Lease Temporary Buildings				
<i>Total Non-Capital Outlay Cost</i>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Total Project Cost @ CCI	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

CALIFORNIA COMMUNITY COLLEGES
Narrative Format
Traditional Final Project Proposal

D. RECOMMENDED SOLUTION:

1. Which alternative and why?
 - Alternative 1 is the recommended solution because...
2. Detail scope description
 - Summarize Recommended Solution Scope of Work
 - Inventory Capacity / Enrollment Load Ratio Analysis Table
 - From FUSION project scenario report

Location
Project Name
Inventory Capacity / Enrollment Load Ratios

Space Analysis (ASF):

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary	0	3,851	626	0	0	17,016	21,493
Secondary	0	(5,980)	(523)	0	0	(10,487)	(16,990)
Net Change of Space	0	(2,129)	103	0	0	6,529	4,503
Beg. Cap/Load Ratios (2009)	161.0%	125.2%	111.8%	85.2%	37.7%	N/A	128.4%
End. Cap/Load Ratios (2011)	135.0%	97.5%	102.2%	83.2%	35.3%	N/A	115.4%

3. Basis for cost information.
 - Building Construction Cost Index and Equipment Price Index Levels applied in the Architect Detailed Cost Estimate
 - Energy Saving components of the design if known. [This information is also required in future traditional FPPs]
4. Factors/benefits for recommended solution other than the least expensive alternative.

CALIFORNIA COMMUNITY COLLEGES
Narrative Format
Traditional Final Project Proposal

- Discuss reasons for selecting recommended solution (least cost alternative, greatest energy efficiency benefit, most program benefit, best value, lowest long-term savings)
5. Complete description of impact on support budget.
- Summarize support budget impacts
6. Identify and explain any project risks.
- Identify potential conditions that may impact scope, cost, financing or calendar (often mentioned are (age/condition of existing building, use of hazardous materials in construction, underground conditions, other As-built drawings known to be lacking critical information)
7. List requested interdepartmental coordination and/or special project approval (including mandatory reviews and approvals, e.g. technology proposals).
- Reviews by Fire Marshal and State Architect normal reviews in all projects and need not be mentioned

E. CONSISTENCY WITH CHAPTER 1016, STATUTES OF 2002 – AB 857

1. Does the recommended solution (project) promote infill development by rehabilitating existing infrastructure and how? Explain.
2. Does the project improve the protection of environmental and agricultural resources by protecting and preserving the state's most valuable natural resources? Explain.
3. Does the project encourage efficient development patterns by ensuring that infrastructure associated with development, other than infill, support efficient use of land and is appropriately planned for growth? Explain

Insert the following sentence into the end of the section E:

“Consistent with the provisions of AB 857, Chapter 1016, Statutes of 2002, the California Community Colleges are exempt from these specific provisions of this legislation.”

CALIFORNIA COMMUNITY COLLEGES
Narrative Format
Design-Build Final Project Proposal

A. PURPOSE OF THE PROJECT: (problem, program need, infrastructure deficiency)

- Academic program related issues with the existing facility
- Administrative support related program issues with the existing facility
- Infrastructure related issues with the existing facility
- Criteria to be used to evaluate all alternatives
- Proposed solution can be mentioned but should not be focal point of discussion in this section

B. RELATIONSHIP TO THE STRATEGIC PLAN: (relevance of problem/need to mission and goals)

C. ALTERNATIVES: (for each, describe the proposed alternative and provide a brief summary of scope, cost, funding source, program benefits, facility management benefits, and impact on support budget)

- List of Alternatives
- Discussion of Each Alternative
 - The sequence of the presentation of the alternatives should present the Recommended Solution as the first alternative.
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 - Economic Analysis Matrix

CRITERIA	Build New	Modernize and Build New	Build Off-Campus	Temporary Buildings
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	Yes	Yes	Yes	No
	Yes	Yes	Yes	No
	Yes	Yes	Yes	No
	Yes	Yes	No	No
	Yes	Yes	No	Yes
	Yes	No	Yes	No
	Yes	No	Yes	No
	Yes	No	Yes	No
	Yes	No	No	No

CALIFORNIA COMMUNITY COLLEGES
 Narrative Format
 Design-Build Final Project Proposal

Economic Analysis

(All estimates indexed to June 20__ – CCI ____ and EPI ____)

Alternatives

	New Building	Modernize and Build New	Build Off- Campus	Temporary Buildings
Capital Outlay				
Site Acquisition	\$	\$	\$	\$
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Site Development, Service				
Site Development, General				
Other Site Development				
Reconstruction				
New Construction				
Other				
<i>Subtotal Construction</i>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$0</u>
<i>Contract</i>				
Plans & Working Drawings				
Construction Allowances				
Equipment				
<i>Total Capital Outlay Cost</i>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Non-Capital Outlay Cost				
Lease Temporary Buildings				
<i>Total Non-Capital Outlay</i>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
<i>Cost</i>				
Total Project Cost @ CCI	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

CALIFORNIA COMMUNITY COLLEGES
 Narrative Format
 Design-Build Final Project Proposal

D. RECOMMENDED SOLUTION:

1. Which alternative and why?

- Alternative 1 is the recommended solution because...

2. Detail scope description

- Summarize Recommended Solution Scope of Work
- Inventory Capacity / Enrollment Load Ratio Analysis Table
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Location
 Project Name
 Inventory Capacity / Enrollment Load Ratios

Space Analysis (ASF):

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Net Change of Space	0	(2,129)	103	0	0	6,529	4,503
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End. Cap/Load Ratios (2011)	135.0%	97.5%	102.2%	83.2%	35.3%	N/A	115.4%

3. Basis for cost information.

- Building Construction Cost Index and Equipment Price Index Levels applied in the Architect Detailed Cost Estimate
- Energy Saving components of the design if known. [This information is also required in future traditional FPPs]

4. Factors/benefits for recommended solution other than the least expensive alternative.

CALIFORNIA COMMUNITY COLLEGES
Narrative Format
Design-Build Final Project Proposal

- Discuss reasons for selecting recommended solution (least cost alternative, greatest energy efficiency benefit, most program benefit, best value, lowest long-term savings)
 - The reason the district board is using Design-Build as the proposed delivery method
5. Complete description of impact on support budget.
- Summarize support budget impacts
6. Identify and explain any project risks.
- Identify potential conditions that may impact scope, cost, financing or calendar (often mentioned are (age/condition of existing building, use of hazardous materials in construction, underground conditions, other As-built drawings known to be lacking critical information)
7. List requested interdepartmental coordination and/or special project approval (including mandatory reviews and approvals, e.g. technology proposals).
- Reviews by Fire Marshal and State Architect normal reviews in all projects and need not be mentioned
 - District needs to mention its discussion with the DSA office if phased approval of the construction documents and phased construction is a component of the proposed solution.

F. CONSISTENCY WITH CHAPTER 1016, STATUTES OF 2002 – AB 857

4. Does the recommended solution (project) promote infill development by rehabilitating existing infrastructure and how? Explain.
5. Does the project improve the protection of environmental and agricultural resources by protecting and preserving the state's most valuable natural resources? Explain.
6. Does the project encourage efficient development patterns by ensuring that infrastructure associated with development, other than infill, support efficient use of land and is appropriately planned for growth? Explain

Insert the following sentence into the end of the section E:

CALIFORNIA COMMUNITY COLLEGES
Narrative Format
Design-Build Final Project Proposal

“Consistent with the provisions of AB 857, Chapter 1016, Statutes of 2002, the California Community Colleges are exempt from these specific provisions of this legislation.”

APPENDIX E

CALIFORNIA COMMUNITY COLLEGES

Allowances Based on the Construction Contract Cost

Preliminary Planning, Working Drawing and Construction allowance amounts for Traditional Projects

Programming within the FUSION system for the Form 32 calculates the preliminary planning, working drawing and construction allowances that apply to a traditional project. Here are the state supportable allowance formulas for a traditional FPP that can be included in a state funded traditional FPP.

- Preliminary Planning
 - Architect and Engineering Services
 - 2.8% of the construction contract for new construction projects
 - 3.5% of the construction contract for reconstruction projects
 - Program Management Services
 - 0%-1% of the construction contract distributed between P and W phases
- Working Drawings
 - Architect and Engineering Services
 - 3.6% of the construction contract for new construction projects
 - 4.5% of the construction contract for reconstruction projects
 - Program Management Services
 - 0% -1% of the construction contract distributed between P and W phases
 - State Architect Plan Check Fees
 - Multi-tiered formula, refer to Chapter 5 of the *Facility Planning Manual*.
 - Community College System Office Plan Check fees
 - 2/7 of 1% of the construction contract for projects with state funds
 - 1/10 of 1% of the construction contract for 100% locally funded projects
- Construction
 - Contingency
 - 5% of the construction contract for new construction projects
 - 7% of the construction contract for reconstruction projects
 - Architectural and Engineering oversight
 - 1.6% of the construction contract for new construction projects
 - 2.0% of the construction contract for reconstruction projects
 - Material Tests
 - 1.0% of the construction contract
 - Construction Management
 - 2.0% of the construction contract
 - On-site Inspection
 - month of construction plus one month times \$10,000 per month
 - *Potential Policy Change now under discussion: \$7,000 per month inflated to the anticipated bid award month using the ratio of bid award month CCI divided by CCI 3439.*
 - *Monthly rate for bid award in March 2008 using alternative procedure \$7,000 times CCI 4999/CCI 3439 = \$10,175.*

APPENDIX E

CALIFORNIA COMMUNITY COLLEGES

Allowances Based on the Construction Contract Cost

Design and Build allowance amounts for Design-Build Projects⁵

FUSION system Form 32 is not presently capable of calculating the design and build phase allowances that applies in a design-build project. The allowance formulas in a design-build FPP for architectural services, design builder stipends, site inspection, and construction contingency are expected to differ from amounts calculated for a traditional FPP, and the Architect Detailed Cost Estimate will calculate those allowances so that they can be entered into the Form 32 to override the FUSION system calculated amounts. In order to comply with DOF expectations regarding the cost of a project, there will need to be other design or build allowances that are reduced in order to offset the increased cost of selected allowances.

Efforts are still underway to develop the design-build allowance formulas for state funded projects. Below are proposed allowance formulas for a state funded, design-build FPP.

- **Design [post on Form 32 as Preliminary Planning Cost]**
 - **Lead Architect and Engineering Services** (revised title-FUSION Form 32 formula applies)
 - 2.8% of the construction contract for new construction projects
 - 3.5% of the construction contract for reconstruction projects
 - Program Management Services (FUSION Form 32 formula applies)
 - 0%-1% of the construction contract distributed between P and W phases

- **Build – (construction design component) [post on Form 32 as Working Drawings Cost]**
 - **Lead Architect and Engineering Services** (new-combined with D-B architect services when posting to Form 32)
 - **.06% of the construction contract for new construction projects**
 - **.06% of the construction contract for reconstruction projects**
 - **Design Builder Architect and Engineering Services** (revised title-combine with Lead Architect services on Form 32)
 - 3.6% of the construction contract for new construction projects
 - 4.5% of the construction contract for reconstruction projects
 - Program Management Services (FUSION form 32 formula applies)
 - 0% -1% of the construction contract distributed between P and W phases
 - State Architect Plan Check Fees (FUSION form 32 formula applies)
 - Multi-tiered formula, refer to Chapter 5.

⁵ The Department of Finance has stated that a project delivered by using Design-Build cannot cost more than the project would have cost had it been delivered using the Traditional delivery method.

CALIFORNIA COMMUNITY COLLEGES

Allowances Based on the Construction Contract Cost

- Community College System Office Plan Check fees (FUSION form 32 formula applies)
 - 2/7 of 1% of the construction contract for projects with state funds
 - 1/10 of 1% of the construction contract for 100% locally funded projects (override needed for locally funded projects)
- **Design Builder Stipend** –(New, amount to be determined by district, post on Form 32 as Other Cost during Working Drawings)
- **Build (construction component)** [Post on Form 32 as Construction Allowances]
 - **Contingency** (Revised) (Override needed)
 - **4% of the construction contract for new construction projects**
 - **6% of the construction contract for reconstruction projects**
 - Design Builder Architectural and Engineering oversight (title revised) (FUSION formula applies)
 - 1.6% of the construction contract for new construction projects
 - 2.0% of the construction contract for reconstruction projects
 - Material Tests (FUSION formula applies)
 - 1.0% of the construction contract
 - Construction Management (FUSION formula applies)
 - 2.0% of the construction contract
 - **On-site Inspection**⁶ (Override Needed-Revised-Contract Award Date Earlier in D-B project)
 - **month of construction plus one month times \$10,000 per month**
 - *Potential Policy Change now under discussion: \$7,000 per month inflated to the anticipated bid award month using the ratio of bid award month CCI divided by CCI 3439.*
 - *Monthly rate for bid award in March 2008 using alternative procedure \$7,000 times CCI 4999/CCI 3439 = \$10,175.*

⁶ Inspection allowance formula remains the same but due to when the construction contract is awarded in a design-build project, the inspection allowance calculation may result in a larger budget amount that would be offset by an earlier start on the construction effort which would be accompanied by a site inspector involved with the project longer.

Traditional and Design-Build Final Project Proposal
Format and Content Advisory
Revision Record

<u>Revision date</u>	<u>Nature of Revision</u>
Oct 20, 2008	Corrected Section Separation, D-B Advisory Page numbers revised