

CAPITAL PROJECTS REQUEST PROCESS

a look at the Building Board's prioritization process

DFS | Utah Division of Facilities
Construction and Management

CAPITAL DEVELOPMENT PROJECTS

DFS | Utah Division of Facilities
Construction and Management

June

July

August

September

October

November

December

PRIOR TO JUNE 1

Building Board sends Needs Statements to agencies and institutions
prior to June 1

June

July

August

September

October

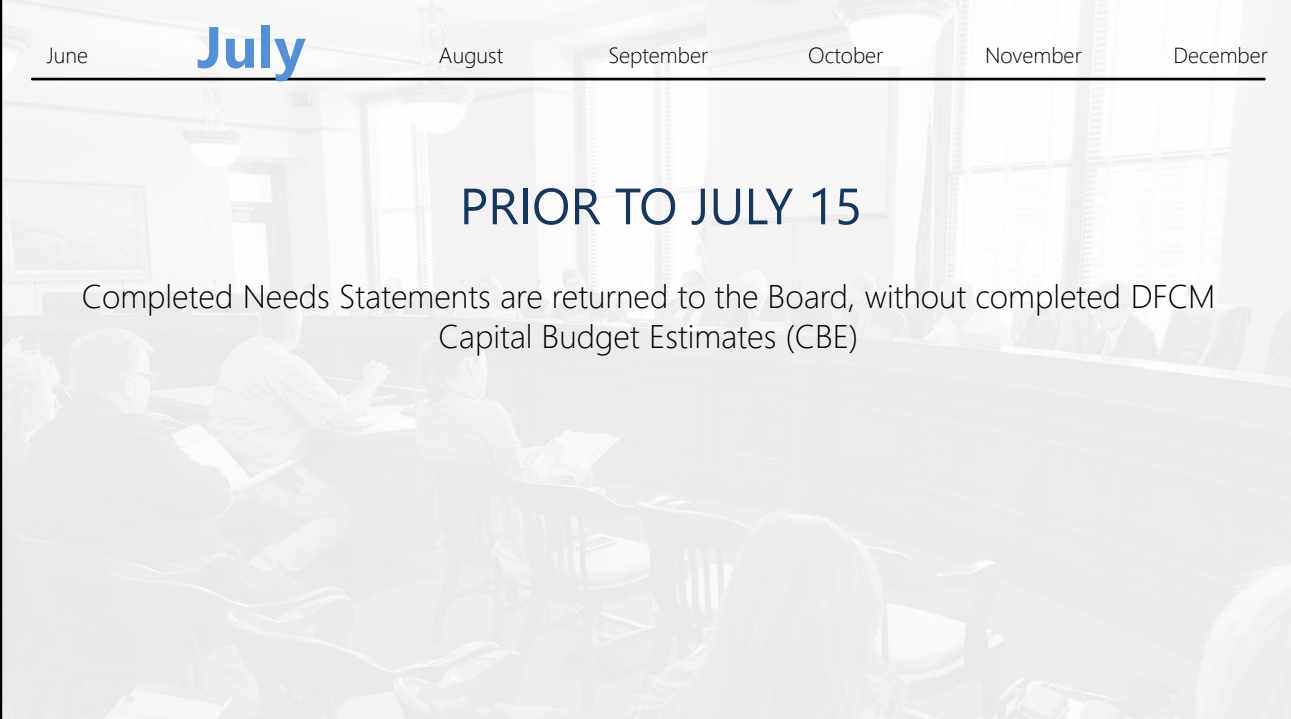
November

December

NEEDS STATEMENT INCLUDES

The Board Director shall establish a form for the consideration of Capital Development Projects which provides the following:

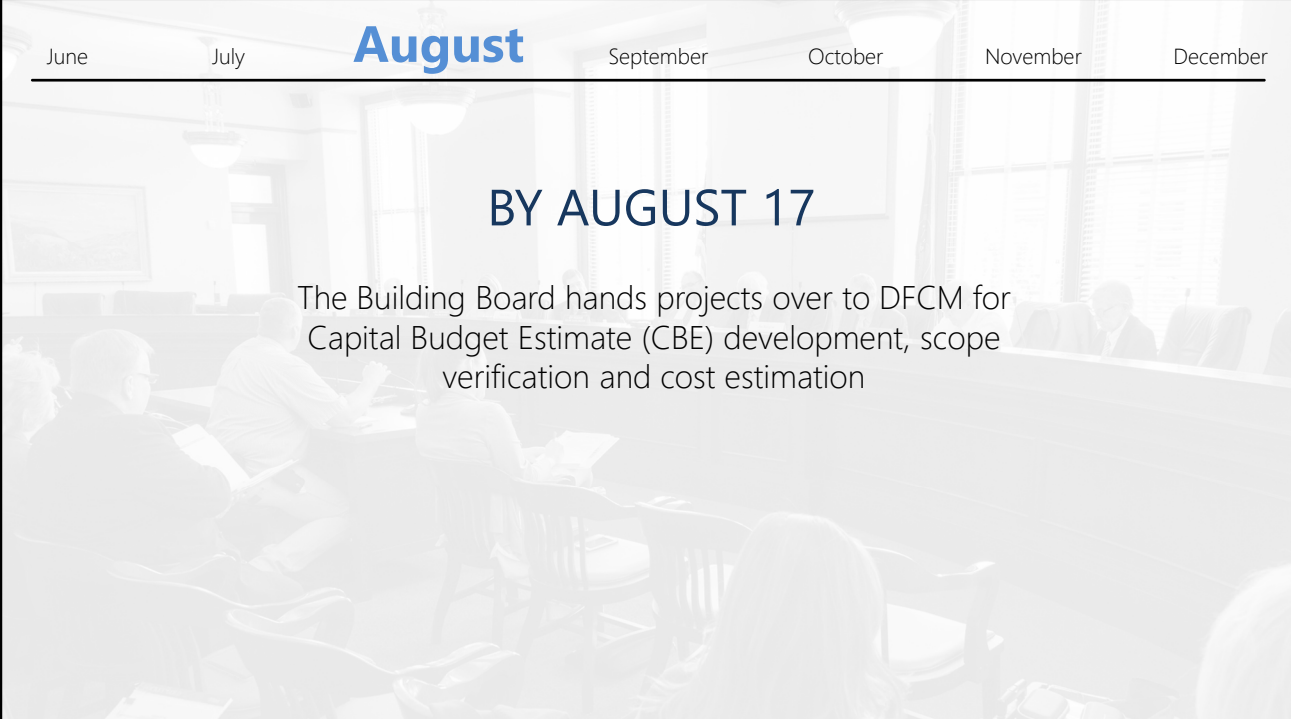
- a) the type of request, including whether it is, in whole or part, state funded, non-state or private funded, or whether it is non-state or private funded with an operations and maintenance request;
- b) defines the appropriateness and the project scope including proposed square footage;
- c) the proposed cost of the project including the preliminary cost estimate, proposed funding, the previous state funding provided, as well as other sources;
- d) the proposed ongoing operating budget funding, new program costs and new full time employees for the operations and maintenance and other programs;
- e) an analysis of current facilities and why the proposed facility is needed;
- f) a project executive summary of why the project is needed including the purpose of the project, the benefits to the State, how it relates to the mission of the entity and related aspects;
- g) the feasibility and planning of the project that includes how it corresponds to the applicable master plan, the economic impacts of the project, pedestrian, transportation and parking issues, various impacts including economic and community impacts, the extent of site evaluation, utility and infrastructure concerns and all other aspects of a customary feasibility study for a project of the particular type, location, size and magnitude;
- h) any land banking requests; and
- i) any other federal or state statutory or rule requirements related to the project.



June **July** August September October November December

PRIOR TO JULY 15

Completed Needs Statements are returned to the Board, without completed DFCM Capital Budget Estimates (CBE)



June July **August** September October November December

BY AUGUST 17

The Building Board hands projects over to DFCM for Capital Budget Estimate (CBE) development, scope verification and cost estimation



June July August **September** October November December

TWO WEEKS PRIOR TO OCTOBER BUILDING BOARD MEETING

Final DFCM capital budget estimates (CBE) and any revisions to the Needs Statements are due to the Building Board



June July August September **October** November December

OCTOBER BUILDING BOARD MEETING

Capital Development prioritizations completed

Prioritizations included in 5-year book then provided to the Legislature and GOMB on or about January 15.

June

July

August

September

October

November

December

BUILDING BOARD PRIORITIZATION CRITERIA INCLUDES

- a) existing building deficiencies and life safety concerns;
- b) essential program growth;
- c) cost effectiveness;
- d) project need, including the improved program effectiveness and support of critical programs/initiatives;
- e) the availability of alternative funding sources that does not include funding from the Utah legislature; and
- f) weighting for all the above criteria as published in the Five Year Building Program for each agency as published and submitted to the Utah Legislature for the General Session immediately preceding the prioritization of the Board unless the Board in a public meeting has approved a different criteria and/or weighting system.

June

July

August

September

October

November

December

NOVEMBER BUILDING BOARD MEETING

Non-state funded project presentations and building
board recommendations

Land bank presentation and prioritization

CAPITAL IMPROVEMENT PROJECTS

DPS | Utah Division of Facilities
Construction and Management

June

July

August

September

October

November

December

PRIOR TO JUNE 1


Building Board sends Needs Statements to agencies and institutions
prior to June 1



June July August September **October** November December

PRIOR TO OCTOBER 15

Capital improvement requests due to the Building Board prior to October 15



June July August September October **November** December

NOVEMBER 1

The Building Board gives DFCM Capital improvement requests for scope review and Capital Budget Estimate (CBE) development

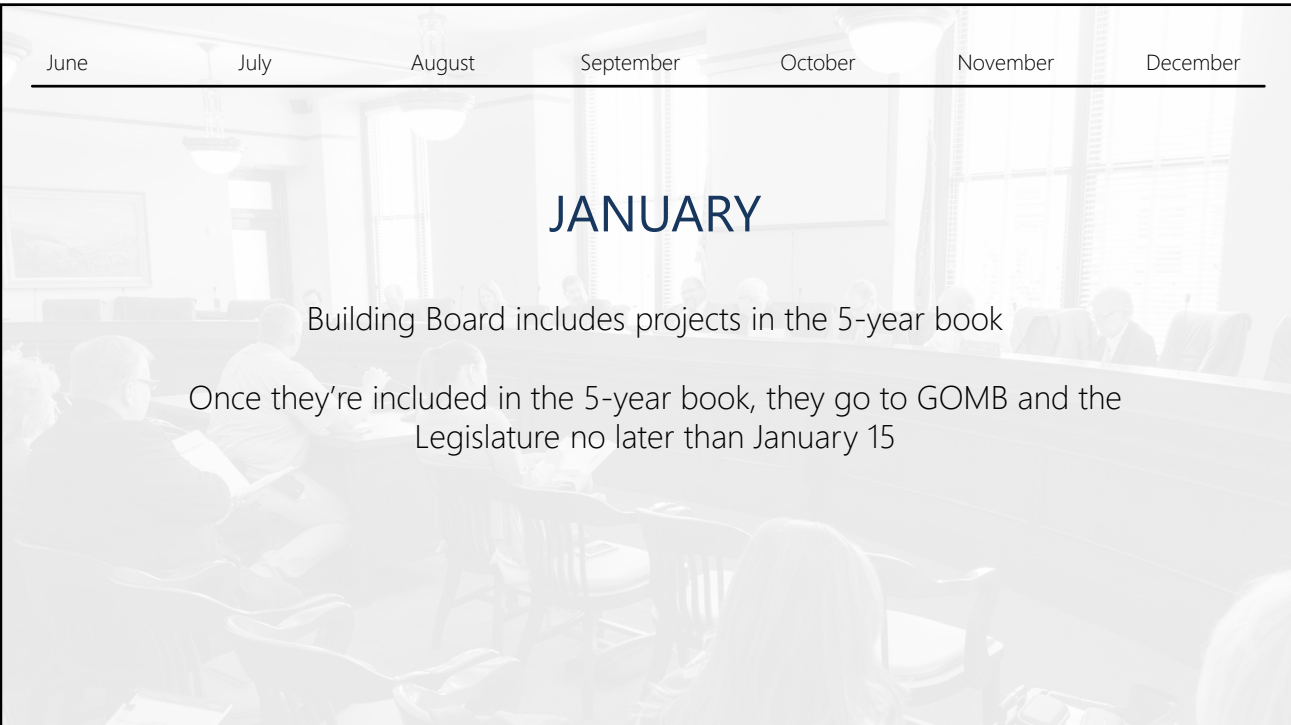


June July August September October November **December**

ON OR ABOUT DECEMBER 15

DFCM returns all Capital Budget Estimates (CBE) and scoping documents back to the Building Board to make final prioritization recommendations

Building Board director compiles the final list of capital improvement projects for prioritizations and recommendations for the January Building Board meeting



June July August September October November December

JANUARY

Building Board includes projects in the 5-year book

Once they're included in the 5-year book, they go to GOMB and the Legislature no later than January 15

FY2019 Capital Development Project Request and Feasibility Statement

FY 2019 Capital Development Project Request & Feasibility Statement

Note: In order to facilitate brevity, instructions in italics should be deleted in the submitted document.

Type of Request: ☐ State Funded ☐ Non-State Funded
☐ Non-State Funded with O&M Request

Agency/Institution: _____

Project Name: _____

Agency/Institution Priority: _____

Project Scope:

Total Project Space (Gross Square Feet) _____

New Space Requirement (Gross Square Feet) _____

Remodeled Space (GSF) _____

Space to be Demolished (GSF) _____

Types of Space - Describe the types and amounts of space proposed to meet the programmatic requirements.

Capital Funding:

Preliminary Cost Estimate: \$ _____

Include comparable costs for two to three buildings of similar size and function. Provide names and locations of comparable facilities.

Insert preliminary construction budget estimate (CBE) statement of DFCM opinion of viability cost estimate

Previous State Funding \$ _____

Identify state funding previously provided for this project; i.e., planning, land purchase, etc.

Other Sources of Funding \$ _____

Identify other sources of funding such as donations, federal grants, and debt and indicate whether that funding is in hand. If debt is proposed for the project, identify the funding source for its repayment.

FY 2017 Requested Funding \$ _____

Ongoing Operating Budget Funding:

Increase in State Funded O&M: \$ _____ % of total O&M

This amount will be based on the O&M funding formula that was approved by the Building Board and the Board of Regents.

- *If applicable, describe all alternate proposed sources of O&M funding. (fees, tuition, usage charges, etc.)*
- *Explain why this project should receive ongoing state funding, including O&M and future capital improvement funding.*
- *Other than the State requirement to comply with the high efficiency building standard, describe any other strategies that you plan to employ in the facility that will make its operation more efficient.*

New Program Costs:

\$ _____

Estimate the cost of new or expanded programs and services that will result if the project is funded and provide a brief description of the additional program costs and anticipated funding sources below. This should include any operating budget increase that will be required, other than O&M, in order to operate the programs that will be housed in the requested facility. If this request will make existing state space available for alternative uses, the above estimate should also include the estimated cost of new or expanded programs and services that will be housed in this vacated space.

New FTEs Required for O&M and Programs O&M _____ Programs _____

Provide a separate estimate of the number of new employees that will be required for O&M and for program purposes if the project is funded. Provide a brief description below; i.e., staff for new or expanded programs or to maintain the facility. This includes any FTE that will be paid for from Increased O&M Funding or New Program Costs noted above.

Existing Facility:

How is the existing program housed? Why is the existing facility not able to meet your needs? What is the proposed use or disposition of the existing facility if your request is funded?

Where applicable, if the proposed facility is not intended to be replacement space, (existing facility serving this function will not be demolished) describe the future use of the existing facility. Include functions to be served, costs of remodeling or expansions as well as the amount of deferred maintenance and code compliance that will need to take place in the existing facility to enable it for continued use.

Existing Space (square feet) Currently Occupied _____

Project Executive Summary:

Use this section to provide a detailed justification of why the project is needed. Please address the following bullets in your summary.

- *Describe the purpose for the project in detail, including all programs and services to be offered in the proposed facility.*
- *How would this facility benefit the State of Utah? Describe the various populations or constituencies served and how they will benefit. Estimate any increase in program capacity that will result if this request is funded, i.e. number of FTE students taught, prisoners housed, court cases handled, etc.*
- *Explain how this facility would function to satisfy some facet of the institution or agency mission.*
- *Summarize your decision-making process that has led to this project request: e.g., construction of a new facility versus remodeling an existing building or a combination of build new and remodel existing. Discuss economic, functional, and programmatic considerations involved in your proposal.*
- *Explain the degree of urgency for the project and your options and strategies should this facility not be funded, both in the interim and in the long term.*

Feasibility/Planning:

- *Explain how this facility and its functions correspond with your agency or institution's Strategic Plan and campus Master Plan. Indicate when your Strategic Plan and Master Plan was last updated.*
- *Summarize the primary priorities of program or service growth at your institution or agency and describe how the proposed facility will serve those needs.*
- *Where applicable, describe the potential positive and/or adverse economic and community impacts of the project.*
- *Describe any special transportation considerations for this facility including parking, transit, and pedestrian requirements*
- *Describe your efforts to work with the surrounding communities should this facility be approved; including impacts to traffic, pedestrian safety, security, noise, excessive nighttime lighting, etc.*
- *Describe the extent that you have evaluated facility siting, including alternative sites*

where applicable, to include:

- *Identification, including location, size, and characteristics of the site, and estimated costs of any required environmental remediation*
- *If the site is not owned by the state, address the availability and cost of purchasing the site and the results of any appraisals that have been performed. Agencies should work with DFCM's real estate staff in addressing potential purchases.*
- *Explain any special soils preparation requirements or seismic conditions that could increase site and structural costs beyond those considered standard for your area.*
- *Describe the availability and capacity of utility services, including IT, for the proposed facility. Specify whether the utilities services will be provided by municipal, private, or local campus centralized services.*

Land Bank Acquisition Requests:

Requests for purchase of land from funds to be appropriated by the State Legislature for future use by an agency or institution will be evaluated based upon approved programmatic planning and facilities master plan requirements of the agencies and institutions.

General Considerations - *Provide detail for the following considerations that will be taken into account in evaluation of these requests.*

- *Location and description of the property including any existing permanent structures.*
- *Current availability of the land and "time sensitivity" of the window of opportunity for its purchase.*
- *Intended use of the land and its relative importance in the context of the agency or institutions role and mission assignment and strategic plan for the future.*
- *Suitability of the property for the intended use (ingress/egress, proximity of utilities, percentage of buildable area, geo-technical, etc. where applicable).*
- *Reasonableness of cost as determined by an appraisal or other reasonable estimate of the value of the land.*
- *Condition of the land, including the potential liability of the institution pertaining to clearing the property, potential existence of hazardous waste, greenhouse gas emissions, etc.*

- Condition and potential use of existing structures, if any.

UCAT Statutory Requirements - State statute specifies that the State Building Board must determine that the requirements of UCA 53B-2a-112 have been met before it may consider a funding request from the Utah College of Applied Technology pertaining to new capital facilities and land purchases. UCAT requests for such purchases should describe in detail how each of these statutory requirements have been met including: inclusion of letters from school districts stating that they do not have space available for UCAT use; an inventory/utilization report of the current UCAT space; a summary of the ATE programs being offered by the college campuses in the UCAT area and copies of current cooperative agreements or a summary of efforts to develop such agreements.

Photographs and Maps:

Photographs and other graphics justifying the project and/or maps showing where the facility will be located are requested to be submitted in electronic format if possible. These should help explain the project and justify why it should be funded.

Scoring Analysis for Building Board Request Evaluation Guide:

Please provide the following justification to aid the Building Board and DFCM in applying the attached Capital Development Request Evaluation Guide.

1. Existing Building Deficiencies and Life Safety Concerns

If the request involves the renovation or replacement of an existing state owned facility, provide a summary (one page maximum) of critical life safety and other deficiencies in the existing facility. Address the potential impact and probability of occurrence of life safety deficiencies. Coordinate with assigned DFCM staff to identify the extent to which the project addresses documented deficiencies in the existing facility. Document the extent of existing nonfunctional or dilapidated space.

2. Essential Program Growth

Summarize demographic data which justifies the scope of the project including any increased space requested. Document the extent of any existing shortages of space. Attach the source and date of demographic data. Examples of demographic data that may be used include workload, enrollment, and population changes.

3. Cost Effectiveness

If an alternative approach is being suggested that is less costly than a standard approach, demonstrate the immediate and long term savings of the alternative approach. Conversely, if a more expensive cost approach is being suggested explain why.

4. Project Need: Improved Program Effectiveness and Support of Critical Programs/Initiatives

Demonstrate how the requested project will improve the effectiveness and/or capacity of the

associated program(s) and thereby improve the delivery of services. Demonstrate the criticality of the program or initiative that will be supported by the requested project. Demonstrate how the requested project supports a critical state program or initiative.

5. Alternative Funding Sources

Document, by category, the amount of alternative funding that is in hand, the amount for which enforceable commitments have been obtained, and any additional amount for which alternative funding is being sought. With the exception of donations, identify any timing constraints associated with the alternative funding.

5-Year Plan

Please list below the anticipated State Funded Capital Development projects planned for your agency/institution over the next five years. Include a short one paragraph description/justification of each project and the approximate cost of the project.

Project #1

Project #2

Project #3

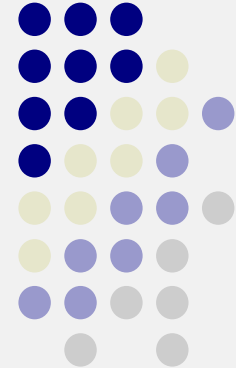
Project #4

Project #5

CBE*

***Note:** After the Building Board's prioritization process, DFCM may verify the project preliminary cost estimate.

Capital Improvement Request and Prioritization Scoring



Utah State Building Board

Capital Improvement Request

And

Prioritized Scoring

**New Prioritized
Capital Improvement Process
and
Scoring Matrix**

STEP 1

Project Needs Requests



STEP 2

Project Prioritization and Scoring



STEP 3

Scored Project Review and Revisions



STEP 4

Submit Scored and
Prioritized Projects to I.G.G.



STEP 5

Final Approval by Building Board

CHANGES FOR FUTURE CAPITAL IMPROVEMENT PROCESS

(Step 1- PROJECT NEEDS REQUESTS)

1. (MAY) Building Board Director (BBD) notifies agencies/institutions to begin developing their prioritized list for the upcoming funding cycle.
 - a. In addition, BBD may provide agencies/institutions with simple list of existing FCA data, including Risk Management property number, projected year, unique FCA project number, and estimated cost.
 - b. Ensure all agencies/institutions understand to include “soft costs” to FCA data.
 - c. Define submission guidelines and format including new scoping form.

(Step 2- PROJECT PRIORITIZATION AND SCORING)

2. (AUGUST) BBD receives prioritized improvement requests from all agencies/institutions.
3. (SEPTEMBER/OCTOBER) BBD verifies agency/institution list for appropriateness and proper priority classification.
 - a. Necessary communication (phone, meetings, site visits, etc.)
 - b. Submit newly compiled list to State Building Energy Efficiency Program Director to determine if any listed projects qualify for energy savings components, energy improvements/developments or revolving loan qualifying.
 - c. Priority Classifications (1-life safety, code compliance)(2-critical)(3–necessary)(4-programatic)
4. (OCTOBER/NOVEMBER) BBD compiles all agency/institution lists onto one master file.
 - a. Master file will keep agency/institution lists on separate tabs.
 - b. Master file will also combine all requests by priority classification.
5. (NOVEMBER) BBD applies new scoring method to compiled requests

(Step 3- SCORED PROJECT REVIEW AND REVISIONS)

6. (NOVEMBER) BBD distributes proposed capital improvement list to DFCM and agencies/institutions for review, revisions and input.
7. (NOVEMBER/DECEMBER) DFCM/Agency and Institutions project managers assigned to complete CBE’s with new scoping form for projected requests based on funding expectations.

(Step 4- SUBMIT SCORED PROJECTS TO I.G.G.)

8. (JANUARY) First or Second week in January Building Board reviews and finalizes the scored and prioritized Capital Improvement list, including a preliminary scoring/ranking prior to submitting to Legislature I.G.G.S.
9. (By January 15) Final reviewed Capital Improvement list formally submitted to Legislature.

(Step 5 – FINAL APPROVAL BY BUILDING BOARD)

10. (MARCH) Building Board give final approval to capital improvements list

CAPITAL IMPROVEMENT RANKING PROCESS

1. **Combine all improvement requests based on priority classification (1,2,3,4)**
(1-life safety and life safety related code compliance), (2-critical), (3–necessary), (4-programatic)
2. **Compile classifications 1-life safety into automatic funded list.**
(These will be life safety issues that pose an imminent and clear life safety danger, e.g.: structural issue/failures, inoperable fire alarm/suppression systems, life safety code violations that compromises staff or public safety, etc.)
3. **Remaining classification of 2, 3 and 4 requests are now prioritized scored.**
New prioritized scoring process is applied to classification 2, 3 and 4 requests.
Remaining improvement funding is applied to this list with required 80/20 process. (See statute language)

Title 63A Chapter 5

Section 104 Definitions -- Capital development and capital improvement process -- Approval requirements -- Limitations on new projects -- Emergencies.

- (c) *In prioritizing capital improvements, the State Building Board shall consider the results of facility evaluations completed by an architect/engineer as stipulated by the building board's facilities maintenance standards.*
- (d) *Beginning on July 1, 2013, in prioritizing capital improvements, the State Building Board shall allocate at least 80% of the funds that the Legislature appropriates for capital improvements to:*
- (i) projects that address:*
 - (A) a structural issue;*
 - (B) fire safety;*
 - (C) a code violation; or*
 - (D) any issue that impacts health and safety;*
 - (ii) projects that upgrade:*
 - (A) an HVAC system;*
 - (B) an electrical system;*
 - (C) essential equipment;*
 - (D) an essential building component; or*
 - (E) infrastructure, including a utility tunnel, water line, gas line, sewer line, roof, parking lot, or road; or*
 - (iii) projects that demolish and replace an existing building that is in extensive disrepair and cannot be fixed by repair or maintenance.*
- (e) *Beginning on July 1, 2013, in prioritizing capital improvements, the State Building Board shall allocate no more than 20% of the funds that the Legislature appropriates for capital improvements to:*
- (i) remodeling and aesthetic upgrades to meet state programmatic needs; or*
 - (ii) construct an addition to an existing building or facility.*

Prioritized Scoring Process

Project consideration Factors

- Projects that address: (A) a structural issue;(B) fire safety;(C) a code violation; or (D) any issue that impacts health and safety.
- Projects that upgrade:(A) an HVAC system;(B) an electrical system;(C) essential equipment;(D) an essential building component; or (E)infrastructure, including a utility tunnel, water line, gas line, sewer line, roof, parking lot, or road.
- Projects that demolish and replace an existing building that is in extensive disrepair and cannot be fixed by repair or maintenance.
- Projects that have received; a Facility Condition Assessment (FCA) or other approved study that clearly identifies needed projects.
- Projects that mitigate: critical and life safety needs and ADA issues.
- Projects that address: building energy efficiencies; energy saving components that improve energy and reduce operating cost.
- Projects that are: Programmatic - agencies/institutions number one priority.

Scoring Criteria

1)	Priority 1 Project- Life Safety/Code Compliance <ul style="list-style-type: none"> • <i>Compromises staff or public safety or when a system requires to be upgraded to comply with current codes and standards</i> <ul style="list-style-type: none"> a. Does it pose an immediate life safety danger, structural issues, or life safety code violations 	Immediate Automatic Funding
2)	Priority 2 Project- Project Currently Critical <ul style="list-style-type: none"> • <i>A system or component is inoperable or compromised and requires immediate action</i> <ul style="list-style-type: none"> a. upgrade of: an HVAC system; an electrical system; essential equipment; an essential building component; or infrastructure, including a utility tunnel, water line, gas line, sewer line, roof, parking lot, or road. b. Has it been ranked critical by FCA or other independent A/E study 	<u>50 points</u>
3)	Priority 3 Project- Necessary/ Not Critical <ul style="list-style-type: none"> • <i>Maintain the integrity of the facility or component and replace those items, which have exceeded their expected useful life</i> <ul style="list-style-type: none"> a. Project necessary to keep facility operational and in good repair b. Project that mitigates life safety, ADA or other important issues 	<u>40 points</u>
4)	Priority 4 Projects – Programmatic <ul style="list-style-type: none"> • Programmatic needs of the Agency/ Institution as determined in needs statements <ul style="list-style-type: none"> a. Project that has been determined necessary or needed by Agency/Institutions 	<u>30 points</u>
Facility/Project Type		
	<ul style="list-style-type: none"> • <i>Prioritizes facility type based on usage and replacement cost</i> <ul style="list-style-type: none"> a. Class 1 Property Types – <u>50 points each</u> Classrooms, Hospital, Laboratory, Office building, Penal facility, Armory, Infrastructure, Library, Roofing, Courts b. Class 2 Property Types – <u>40 points each</u> Athletic facility, Museum, Residence, Store, Theatre, Auditorium, Paving/ flat work, Maintenance Garage, Elevator, Hatchery , Conference centers c. Class 3 Property Types – <u>30 points each</u> Farm or sheds, Hanger, Warehouse or shop, Standalone Restrooms 	<u>Total points possible 50 points</u>
Total Points Available		100
Bonus: Energy Component		
	<ul style="list-style-type: none"> • <i>Projects that address: building energy efficiencies; energy saving components that improve energy and reduce operating cost</i> 	<u>10 points</u>
Total + Bonus Available		110

FY 2015 Utah State Building Board Capital Improvement Request Project Scope

Agency/Institution Name: <i>Southern Utah University</i>				Date:		
Building Name:		<i>Randall Jones Theatre</i>			FY Requesting for: <i>FY 15</i>	
Project Name: <small>Or (Component Description)</small>		<i>Replace 100 Ton Air Cooled Chiller Unit</i>			Requested Amount: <small>Include soft cost, A/E design, contingency, etc.</small> <i>\$ 204,000</i>	
Bldg. Risk ID #	<i>5816</i>	Facility Type: <small>Classroom, office, Armory, infrastructure, Roof, Paving, etc.</small>	<i>Theatre</i>	Priority Classification: <small>(1 Life Safety, 2 Critical, 3 necessary, 4 Programmatic)</small>		<i>3 Necessary</i>
DFCM Project Manager:				FCA Project#	<small>Faithful+Gould 47063 ISES 5816 EL 01</small>	
Project Description <small>A short statement of: What is to be accomplished, & Estimates How much will it cost. Should be less than 75 words</small>		<i>The Chiller has exceeded it Estimated Useful Life, and has been recommended for replacement in 2015. Replace with new 100 ton Air Cooled Chiller, new Electrical disconnect and conductors, chiller controls, remove and replace concrete slab with new 4" reinforced concrete slab. \$170,000 is identified in Faithful+Gould FCA Report</i>				
Project Goals <small>Develop "big picture" project goals that express results instead of project work items.</small>		<i>Have project design completed by fall of 2015. Have chiller removed, replaced and operational by spring of 2016</i>				
Project Scope Statements <small>List major project components that define the work that needs to be accomplished in order to satisfy the Project Goals. Should also include "is not" statements.</small>		<ol style="list-style-type: none"> <i>1. Replace 100 ton Chiller</i> <i>2. Replace HVAC Controls and Electrical Conductors</i> <i>3. Replace Concrete Slab</i> <i>4. Is not to replace Supply and return piping</i> <i>5. Is not to replace AHU Cooling Coils</i> 				
Hazardous Materials Building Material Survey <small>Has the area of renovation/demolition been assessed for hazardous building materials <u>within the last three years</u> as required by DAQ?</small>		Type of Materials		Date of assessment		
		<ol style="list-style-type: none"> <i>1 Asbestos in floor tiles</i> <i>2 lead base paint on door frames</i> <i>3 etc.</i> 				
Risk Management <small>Has this project request been recommended by Risk Management or as a priority 1 life safety item on an independent Facility Condition Assessment?</small>		YES		NO		Comments
		<small>Contact Information</small>				
DFCM Project Manager Comments						
Agency Contact:		<i>John Doe</i>	Phone:		Email:	

(Agency completes highlighted fields) *Italicized* text is used as example

Recommend for Approval

DFCM Project Manager: _____

Date: _____

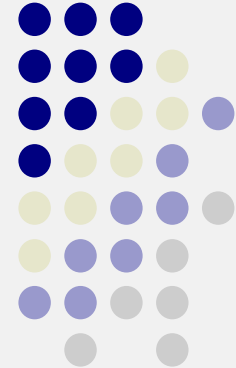
Agency/Institution Manager: _____

Date: _____

Approval

Building Board Director: _____

Date: _____



Utah State Building Board

**Preventive Maintenance Audit
and
Facility Condition Assessment Program**



State of Utah

Utah State Building Board

4110 State Office Building Salt Lake City, Utah 84114-1002

Phone: 801-538-3018 Fax: 801-538-3378

Preventive Maintenance and FCA Program Summary

AGENCIES CONTACTED

- A comprehensive contact list has been created to track agency contacts and to allow for proper notification of audit and assessment activities.
- Delegation letters have been created and need to be approved and dispersed by the DFCM Director.

Approximately 52 million square feet of State owned Facilities.

- 34 million square feet belonging to Higher Education.
- 18 million square feet belonging to various State Agencies.

PM AUDIT WORK COMPLETED

- 24.2 million square feet has been audited since January 2012, including follow-ups.
- 652 audit reports have been completed.
- Approximately 20 audits and completed reports are completed monthly.
- Continuously review and edit the prescribed preventive maintenance standards to bring them up to date. Current standards were mandated and written in 1997 and will need to be updated and approved by the Utah State Building Board in the near future.

FCA WORK COMPLETED

- A total of 9.8 million square feet have received Facility Condition Assessments between 2011 and 2013.
- An additional 7.5 million square feet of building space and 827,000 square feet of parking structure space is scheduled for the upcoming FY-14 assessment year.
- Developed and confirmed an accurate building list containing all agencies with updated building sizes, construction dates and property numbers. Determine and separate Leased, Auxiliary and Part-Auxiliary buildings.

PREVENTIVE MAINTENANCE AUDIT PROCESS

1. Establish agency contacts concerning facility maintenance and condition on various levels.
2. Prepare schedule for audits. (send announcement, prepare itinerary)
3. Meet at facility with agency representatives to review needs, concerns, and on sites walk through.
4. Take photographs of various equipment and conditions in building
5. Review audit questionnaire report with agency representatives and score audit.
6. Evaluate existing conditions of facility and prepare written recommendations to aid in the compliance process.
7. Generate audit reports and distribute reports as necessary.
8. All information gathered from audit process is used to build electronic databases and report to Building Board.
9. Maintain customer follow-up support and follow-up audits.

A/E EVALUATIONS

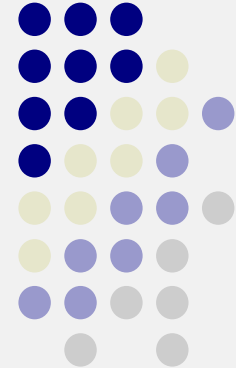
1. Interact with agencies to find and identify State owned buildings in need of A/E assessments.
2. Establish fiscal year list of buildings to receive A/E's.
3. Schedule A/E firm to meet with agency, perform A/E, and interact with both parties as needed.
4. Thoroughly review all reports and deficiency lists for errors.
5. Provide technical support to outside agencies when accessing A/E software.
6. Communicate audit scores with A/E reports and recommendations to DFCM, Agency, and staff.
7. Process all invoices, change orders and contract modifications as needed throughout the fiscal year.

Total Audit Results by Agency

	Audited 2012	Audited 2013	Audited/Scheduled 2014	Total Buildings	Total Square Feet	% Sq.Ft.	Agency Average	Most Recent
Administrative Services	57	37	3	97	5,872,070	81%	93.98	2013
Corrections	8	7	0	15	2,720,527	100%	89.19	2013
Higher Education	39	88	20	147	7,608,796	23%	91.98	2013
Fairpark	45	45	0	90	743,652	100%	74.10	2013
Human Services	46	19	0	65	1,148,872	71%	93.95	2013
National Guard	5	4	0	9	1,349,972	81%	92.78	2013
Natural Resources	33	19	2	54	1,110,676	83%	93.01	2013
Schools for the Deaf and Blind	11	11	0	22	311,548	100%	86.50	2013
UCAT	23	24	Moved under Higher Ed	47	1,914,405	100%	90.34	2013
UDOT	66	20	16	102	1,335,267	76%	87.33	2013
Veterans Affairs	2	1	1	4	163,000	100%	93.15	2013
Agriculture								
Public Safety								
Statewide Totals	335	275	42	652	24,278,785	47%	89.66	

FCA Overall Report

[illegible]



Utah State Building Board

Summary of Capital Improvement Funding FY2010 – FY2014

Summary of Capital Improvement Funding FY2010 - FY2014

Agency	FY 2010	%	FY 2011	%	FY 2012	%	FY 2013	%	FY 2014	%	Total	%
Higher Education												
College of Eastern Utah	420,000	1%	1,120,000	2%	910,000	2%	800,000	1%	1,248,000	2%	4,498,000	2%
Dixie College	600,400	2%	1,125,000	2%	1,323,100	3%	1,659,500	2%	1,707,000	2%	6,415,000	2%
Salt Lake Community College	1,733,200	5%	2,207,585	5%	2,260,000	5%	2,861,000	4%	3,861,000	5%	12,922,785	5%
Snow College	781,700	2%	1,046,500	2%	1,244,000	3%	1,448,000	2%	1,750,000	2%	6,270,200	2%
Southern Utah University	1,199,400	3%	1,750,000	4%	1,646,000	3%	2,010,000	3%	2,638,000	3%	9,243,400	3%
University of Utah	8,288,000	23%	10,252,000	22%	11,124,000	23%	20,586,000	31%	21,450,000	26%	71,700,000	25%
Utah State University	4,000,000	11%	4,970,000	11%	5,059,000	10%	5,752,000	9%	7,469,000	9%	27,250,000	10%
Utah Valley State College	1,526,300	4%	2,411,000	5%	2,125,000	4%	2,645,000	4%	3,820,000	5%	12,527,300	4%
Weber State University	1,958,500	5%	2,449,500	5%	2,417,000	5%	2,775,500	4%	3,917,000	5%	13,517,500	5%
UCAT	1,485,000	4%	1,867,000	4%	1,462,555	3%	3,340,401	5%	3,701,000	4%	11,855,956	4%
Total Higher Education	\$ 21,992,500	60%	\$ 29,198,585	62%	\$ 29,570,655	60%	\$ 43,877,401	65%	51,561,000	62%	176,200,141	62%
State Agencies												
Agriculture	27,900	0%	172,760	0%	215,982	0%	255,485	0%	200,000	0%	872,127	0%
Alcoholic Beverage Control	284,200	1%	234,909	0%	267,484	1%	844,977	1%	588,000	1%	2,219,570	1%
Capitol Preservation Board	1,317,600	4%	1,842,000	4%	2,560,500	5%	1,432,000	2%	3,249,000	4%	10,401,100	4%
Community & Culture	328,200	1%	240,000	1%	80,000	0%	102,000	0%	141,000	0%	891,200	0%
Corrections	1,994,400	5%	2,476,900	5%	2,387,869	5%	3,137,869	5%	3,073,000	4%	13,070,038	5%
Courts	1,806,800	5%	2,305,766	5%	2,514,092	5%	2,715,000	4%	3,158,000	4%	12,499,658	4%
DFCM	1,423,200	4%	2,822,600	6%	2,831,350	6%	2,147,571	3%	4,903,000	6%	14,127,721	5%
Environmental Quality	1,000,000	3%	89,192	0%	-	0%	600,000	1%	-	0%	1,689,192	1%
Fairpark	183,200	1%	174,000	0%	250,457	1%	357,820	1%	619,000	1%	1,584,477	1%
Health	303,000	1%	540,000	1%	245,381	0%	903,423	1%	1,204,000	1%	3,195,804	1%
Human Services	1,574,200	4%	2,048,945	4%	2,072,000	4%	3,878,151	6%	3,783,000	5%	13,356,296	5%
National Guard	720,000	2%	975,476	2%	1,008,264	2%	2,127,000	3%	2,553,000	3%	7,383,740	3%
Natural Resources	1,265,000	3%	1,527,382	3%	2,669,000	5%	780,580	1%	2,629,000	3%	8,870,962	3%
Public Ed/Rehab/Deaf & Blind	310,200	1%	189,472	0%	256,418	1%	600,000	1%	844,000	1%	2,200,090	1%
Public Safety	172,300	0%	255,000	1%	353,423	1%	520,000	1%	546,000	1%	1,846,723	1%
Tax Commission	112,500	0%	342,663	1%	326,776	1%	799,773	1%	865,000	1%	2,446,712	1%
Transportation	1,120,000	3%	1,322,000	3%	1,260,000	3%	1,637,525	2%	2,009,000	2%	7,348,525	3%
Veterans Affairs	180,000	0%	-	0%	120,000	0%	-	0%	-	0%	300,000	0%
Workforces Services	299,800	1%	477,750	1%	408,949	1%	360,525	1%	775,000	1%	2,322,024	1%
Total State Agencies	\$ 14,422,500	40%	\$ 18,036,815	38%	\$ 19,827,945	40%	\$ 23,199,699	35%	31,139,000	38%	106,625,959	38%
Subtotal	\$ 36,415,000	100%	\$ 47,235,400	100%	\$ 49,398,600	100%	\$ 67,077,100	100%	\$ 82,700,000	100%	282,826,100	100%
Restore/Deduct FY2009 Funds**	\$ 15,000,000											
Statewide Funding	\$ 4,247,500		\$ 3,450,000		\$ 4,250,000		\$ 4,662,000		\$ 5,000,000		\$ 21,609,500	
Grand Total	\$ 55,662,500		\$ 50,685,400		\$ 53,648,600		\$ 71,739,100		\$ 87,700,000		\$ 319,435,600	

CAPITAL IMPROVEMENT FUNDING REQUIREMENTS					
	Risk Ongoing Values	Value Less Aux. Space	Additional 10% for Infrastructure	Totals	1.10%
FY 2011	8,404,504,604	7,446,925,749	744,692,575	8,191,618,324	90,107,800
FY 2012	8,631,360,712	7,723,369,858	772,336,986	8,495,706,844	93,452,800
FY 2013	9,087,478,413	7,807,963,308	780,796,331	8,588,759,639	94,476,400
FY 2014	9,405,724,748	7,852,866,587	785,286,659	8,638,153,246	95,019,700
FY 2015	9,922,829,212	8,284,598,588	828,459,859	9,113,058,447	100,243,600
			Total \$ Req	Ongoing	New \$ Req
		1.10%	100,243,600	41,739,100	58,504,500
		0.90%	82,017,500	41,739,100	40,278,400
		0.84%	76,549,700	41,739,100	34,810,600
		0.80%	72,904,468	41,739,100	31,165,368
		0.46%	41,739,100	41,739,100	0
			One time	Ongoing	Amt short 1.1%
	Status 3/11/13	1.0157%	46,000,000	41,739,100	12,504,500
b					
	Actuals				
FY 2003	40,506,700				
FY 2004	38,514,700				
FY 2005	43,976,900				
FY 2006	58,661,600				
FY 2007	62,921,300				
FY 2008	73,059,900				
FY 2009	67,838,200				
FY 2010	55,662,500				
FY 2011	50,685,400				
FY 2012	41,648,600				
FY 2013	71,739,100				
FY 2014	87,739,100				

Building Board Evaluation Scoring Guide

Building Board Capital Development Request Evaluation Guide

Approved by the Building Board June 28, 2006

	Strategic Objectives	Evaluation Criteria	Wt	Scoring Anchors
1	The project eliminates life safety and other deficiencies in existing buildings (or infrastructure) through renewal and/or replacement.	DFCM will document whether the project eliminates identified code and condition deficiencies and life safety deficiencies including the potential impact and probability of occurrence. DFCM will provide the Board with a recommended score for this objective.	4	5 = Cost of deficiencies in existing building exceed 85% of total replacement cost or a substantial threat to life and property exists based on relative degree of threat and probability of occurrence. 3 = Cost of deficiencies in existing building are between 45% to 65% of total replacement cost or a moderate threat to life and property exists based on relative degree of threat and probability of occurrence. 1 = Cost of deficiencies in existing building is less than 25% of total replacement cost or a low threat to life and property exists based on relative degree of threat and probability of occurrence. 0 = Project does not address an existing facility
2	Address essential program growth and capacity requirements	To what degree is the request driven by documented growth and shortage of program space and is the amount of space requested justified by demographic data? The Board of Regents Office (Commissioner's Office) will provide a recommended score for Higher Ed projects based on their "Q" analysis.	4	5 = Project is driven by documented substantial program space shortage and the requested space is supported by demographic data for existing demand plus a reasonable allowance for future growth. 3 = Project is driven by documented moderate program space shortage and the requested space is supported by demographic data for existing demand and growth. 0 = Project is not supported by demographic data or project is under size supported by demographic data.
	Combined Score for Objectives #1 & #2.	For projects involving both an increase in space and the renovation or replacement of existing space, the scores for objectives #1 & #2 are combined and each score is reduced by the proportionate percentage associated with the existing facility or increase in new space. For example, a project with 80% replacement space and 20% new space receiving scores of 5 in category #1 and #2 would be scored as follows: $5 \times 80\% = 4$ and $5 \times 20\% = 1$ hence the total combined score for this project in category #1 & #2 would be a 5.		
3	Cost effective solutions. All Projects with a standard design and construction approach appropriate for the facility need should receive a score of 3.	Only projects with a less costly design/construction approach or projects that represent a "bargain" with a limited window of opportunity should receive scores higher than 3. Only projects with a more costly design/construction approach should receive scores lower than 3.	1	5 = Project has an alternative design or construction approach that is substantially less costly (in the long run) than the standard design/construction approach and/or the project represents a bargain with a limited window of opportunity. 3 = Project has a cost effective design/construction approach appropriate to the facility. 0 = Project has a design/construction approach more costly than is appropriate.
4	Project Need Project will Improve program effectiveness and provide facilities necessary to support critical programs and initiatives.	To what degree does the project improve program effectiveness or support a critical state program or initiative other than the simple addition of space?	2	5 = Project substantially improves the program effectiveness and/or support of critical program or initiative 3 = Project moderately improves the program effectiveness and/or support of critical program or initiative 1 = Project minimally improves the program effectiveness and/or support of critical program or initiative
5	Take advantage of alternative funding opportunities.	What portion of the total project cost is covered by alternative funds? Has an endowment been established for O&M?	1	5 = Alternative funding for the project is more than 60% of the total cost or alternative funding is significant and has established a significant endowment for ongoing O&M. 3 = Alternative funding for the project is a considerable portion of the total cost or alternative funding has established a moderate endowment for ongoing O&M. 1 = No alternative funding is available for this program.