

**STATE
FACILITIES
PLANNING PROCESS
MANUAL**

January, 2010

Table of Contents

1. Definitions.....	4
2. Oregon Revised Statutes 276.227 & 276.229.....	10
3. Instructions for completing the State Facilities Planning Process Documents.....	12
4. CPAB Project Review Criteria	13
5. Overview of Agency Presentation to CPAB.....	13
6. Facilities Planning Schedule.....	14
7. CPAB Reporting Schedule for 2010.....	15
8. State Facilities Planning Process	
8.1 Objectives.....	16
8.2 Scope.....	16
8.3 Roles and Responsibilities.....	16
8.4 References.....	17
8.5 State Program.....	18
8.5.1 Introduction.....	18
8.5.2 Goal.....	18
8.5.3 Concept.....	18
8.5.4 Organization and Responsibilities.....	18
8.5.5 Establishing and Maintaining Central Database.....	19
8.5.6 State Facility Plan.....	19
8.5.7 Facility Plan Format.....	21
8.5.8 Capital Projects Defined.....	21
8.5.9 Review of Major Construction, Acquisition and Leasing Project Requests..	21
8.5.10 Capital Projects Advisory Board (CPAB) Review Process.....	22
8.5.11 Report Submittals.....	23
9. Plan Descriptions / Requirements.....	24
10. STATE FACILITY PLAN	
SECTION 1 - SPACE NEEDS PLAN (includes Biennial Leasing Plan).....	26
SECTION 2 - CONSTRUCTION PROJECT PLAN	32
SECTION 3 - BUILDING MAINTENANCE NEEDS PLAN	35

BACKGROUND: WHY THERE IS A STATEWIDE FACILITIES PLANNING PROCESS

The state owns and manages a large investment in land, buildings, and leases. For decades, the state had no inventory of its buildings, it required no coordinated facility planning or care by its agencies. In 1991, the now Department of Administrative Services (DAS), reported that:

"Centralized knowledge about the condition and management of the state's facilities is virtually non-existent. The state does not know whether critical maintenance is being done or deferred. Only the owning agencies know the condition of their facilities and the standards to which they are being managed. ... some of the state's inventory can be rotting away while other footage is over-built ... There is no requirement that agencies have a short or long range needs plan."

To address these concerns, the Legislature, in 1997, amended ORS 276.227. The first part now reads:

(1) The State of Oregon recognizes that providing and operating state government facilities is a significant capital investment in public infrastructure. Accordingly, it is the policy of the State of Oregon to plan, finance, acquire, construct, manage and maintain state government facilities in a manner that maximizes and protects this investment.

(2) The Oregon Department of Administrative Services shall establish a statewide planning process that evaluates the needs of the state's facilities, provides comparative information on the condition of the state's facilities, establishes guidelines and standards for acquiring, managing and maintaining state facilities and provides financing and budgeting strategies to allocate resources to facilities' needs.

(3)(a) The Director of the Oregon Department of Administrative Services shall establish a public review process for the proposed capital projects of all state agencies. To assist in this review, the director shall establish a Capital Projects Advisory Board...

This law authorized DAS to coordinate statewide facilities. The key tasks in accomplishing this are:

- Establishing and maintaining a database on agencies' land, buildings, and leases.
- Evaluating statewide facilities needs.
- Comparing conditions among the agencies' facilities.
- Setting guidelines and standards for state facilities.
- Requiring agencies to do maintenance and management planning.
- Giving recommendations and information on state facilities to the elected leaders.

The law also authorized creation of the Capital Projects Advisory Board (CPAB) for carrying out the required public review for proposed capital projects.

DAS implemented the Statewide Facilities Planning Process, as identified in this manual. This process has been designed not only to meet these statutory requirements, but also to assist state agencies with their capital budget development. The desired end result of the Statewide Facilities Planning Process is to accumulate the required facilities information and to have the required public review of major capital projects completed, with recommendations for approval. The established timeframe allows agency projects to move forward with a timely budget request in their biennial budget if the project is approved.

To meet this timeframe DAS Facilities must work closely with agencies proposing projects costing **\$1 million** or more, in order for the agencies to be able to submit State Facility Plans for public review by the Capital Projects Advisory Board (CPAB) from January 2010 through **August** 2010. Projects that are recommended for approval by CPAB, and subsequently approved by the DAS Director will then be able to be included in agency budget requests submitted in August 2010 or September 2010.

In addition to carrying out the public review process for capital projects, that assists state agencies in their capital budget development, the CPAB is responsible for one additional task: review of major lease projects proposed by state agencies.

State Facilities Planning Process

1. DEFINITIONS

ABIS	Automated Budget Information System
Adaptation	Changes to the interior arrangements or other physical characteristics of an existing facility or installing equipment so that it can be used more effectively for its currently designated purpose or adapted to a new use. Other common terms: Improvement, Conversion, Remodel.
Agency State Facility Plan	Identifies the following: a) Existing facilities. b) The condition and utilization of those facilities. c) Outlines the agency's short-term, mid-term, and long-range program needs.
Appraisals	A documented valuation conforming to normal or recognized standards for commercial appraisals of similar type, including at least an adequate description of the item; its market value; date of appraisal; identification; qualifications; and signature of appraiser
Asset Management	A systematic, structured process covering the whole life cycle of an asset. The underlying assumption is that assets exist to support program delivery.
Asset Protection	Defined in paragraph 8.5.8.
Capital Assets	Assets of long-term benefits that are intended to continue to be held or used such as land, buildings, machinery, furniture, and other equipment.
Capital Budget	A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from a short-term work program. It sets forth each project or other contemplated expenditure in which the state is to have a part and specifies the full resources estimated to be available to finance the project expenditures.
Capital Construction Acquisition Project	Defined in paragraph 8.5.8.
Capital Program	A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in the state and may identify the resources to be available to finance the projects.
Capital Projects Advisory Board (CPAB)	Board appointed by the DAS Director under ORS 276.227(3)(a). The Board consists of seven members knowledgeable about construction, facilities, management and maintenance issues. Two of the Board members are city of Salem employees.
Capital Projects Fund	A fund to accumulate revenues for major repairs and maintenance to fixed assets. Appropriate spending authority is necessary before expenditures are made.

Capital Replacement	Exchange or substitution of a major facility component, for one capable of equal or greater performance and/or economy, and in compliance with current code requirements, but essentially performing the same function. Replacement may be based on a planned schedule or due to destruction by fire or other hazard.
Capitalized Property	Any non-expendable item having an initial value or cost of \$5,000 or more, with a useful life of one or more years and susceptible to pilferage (portable and/or attractive for personal use).
Central Facilities Planning Committee (CFPC)	This Committee will assist DAS in identifying, quantifying, and prioritizing descriptive and technical information to be gathered on land, buildings, infrastructure, improvements and leases.
Conditioned Space	Space that is heated, conditioned or mechanically ventilated and its primary purpose is to provide a designated workspace or house employees and/or clients.
Construction	The production, installation or assembly of a new facility. It includes the addition, expansion, alteration, conversion or replacement of an existing facility. It also includes the relocation of a facility from one location to another. In addition, it includes the installation of equipment made part of the facility and related site preparation – excavation, filling and landscaping, or other land improvements.
Construction Costs	All direct costs of construction projects including labor, materials, and equipment rental required for project completion.
Contract	All documents needed to legally describe the conditions and improvement, repair or construction work to be performed; including bidding requirements, contracts, bonds, contract general and supplementary conditions, technical specification (which outline the levels of quality and standards to be followed in written form), drawings documenting the work; and any addenda or contract modifications.
Consumed Assets	Assets that have deteriorated to the point that repair is not feasible or economically prudent. If this asset is a facility, continue reporting the asset, but indicate in the description that the asset is consumed.
Coordinator	DAS Statewide Property Management Section Manager
Corrective Maintenance	Performed because of equipment or sub-system failure. Activities are directed toward the restoration of an item to a specified level of performance. Can be referred to as “ <i>breakdown maintenance</i> .”
Cost of Acquisition	The costs of sites, plans, specifications, architects’ fees, interest on investment of the investing funds and all other costs related to the construction and equipping of office buildings or the purchase, alteration, repair and equipping of buildings for office purposes.
DAS	Department of Administrative Services.

Deferred Maintenance	Existing but unfulfilled requirements for replacement or maintenance, usually arising from the delay of projects in favor of other near term goals. It results in the diminished value of the facility in the near term and may cause greatly increased maintenance expenditures in the long term. Deferred maintenance does not include replacement or maintenance on consumed assets. Deferred maintenance is maintenance that was not performed when it should have been. See budget instructions for five priority levels of deferred maintenance.
Emergency Construction	Immediate construction necessary to prevent loss or respond to an emergency situation.
Emergency Maintenance	Corrective maintenance that requires immediate repair because of impending danger to the building, building system, or its occupants.
Facility	A state-owned or operated building, structure, utility and other support systems, or other improvements upon real property. It does not include public highways and highway structures of the Department of Transportation. It does not include diversion dams, fish ladders, and other structures in the waterways. It does not include earthworks except as they relate to adjacent buildings. It does not include computer, telecommunications, or other specialty equipment.
Facilities Planning Process (FPP)	The process has three primary steps: 1) Completion of the State Facilities Inventory – the inventory of state lands and buildings; 2) Completion of the State Facility Plan – consisting of the Space Needs Plan (now including the Biennial Leasing Plan) to assist agencies in projecting space needs, the Construction Project Plan proposals for any major construction and acquisition projects (\$1 million-plus), submission of Lease Proposals of major leases (over 10,000 square feet of conditioned space), and the Building Maintenance Needs Plan for land/buildings; and 3) Completion of the Public Review by the Capital Projects Advisory Board (CPAB).
Full Service Lease	A lease under which the lessee is required to pay only the stipulated rent; the Lessor pays all the charges against the property and is required to maintain and repair the premises while providing heat and electricity, etc.; also referred to as a <i>fixed, flat, or turnkey</i> lease; the opposite of a net lease.
Gross Area	The sum of the areas of several floors of the building, including basements, mezzanine and intermediate-floored tiers and penthouses of headroom height, measured from the exterior faces of exterior walls or from the centerline of walls separating buildings but excluding: (1) covered walkways, open roofed over areas, porches and similar spaces; (2) pipe trenches, exterior terraces or steps, chimneys, roof overhangs and similar features. Also referred to as <i>construction area</i> .
Historical Cost	Measured by the cash or cash equivalent price of obtaining the asset and bringing it to the location and/or condition necessary for its intended use. This includes the purchase price, freight costs, and installation costs. Any costs related to the asset that are incurred after its acquisition, such as additions, improvements, or replacements, are added to the cost of the asset if they provide future service potential; otherwise they are incurred as an expense for the period.

Improvements	Buildings, structures, and other facilities that are intended to remain permanently attached, such as sidewalks, landscaping, drive, tunnels, drains, and sewers.
Infrastructure Assets	Roads, bridges, curbs and gutters, streets, sidewalks, drainage systems, lighting systems, and other support systems required to operate facilities.
Lease	The right to the use of real estate by virtue of an agreement, usually for a specified term of years, for which a consideration is paid. No equity is acquired.
Maintenance	Work necessary to maintain the original, anticipated useful life of a fixed asset. It is the upkeep of property and equipment. It does not prolong the life of the property or equipment or add to its value.
Major Leasing Project (or Significant Lease)	A lease for privately owned conditioned space with 10,000 or more square feet and a term of 10 years or longer. The term is the total of the original lease period plus all potential lease extensions included in the original lease.
Management of Real Property	Consists of: <ul style="list-style-type: none"> a) Space allocation in the best interest of the Owner with regard to representation, function, and economy. b) The economic organization of building operation and protection services. c) The control of property condition through timely maintenance and repair.
Need Statement	A document that describes a proposed capital construction project. The Need statement is submitted to CPAB who will provide a preliminary evaluation of a project.
Operations Maintenance	Expenditures made for keeping property in an efficient operating condition, which do not add to the value of the property or extend the economic life of the facility. Examples include custodial services, rodent and pest control, minor repairs, cosmetic repairs, housekeeping, and general maintenance.
Personal Property	Moveable property owned, leased, controlled, or possessed by a state agency. Examples are: merchandise; furniture; good, moveable machinery; tools; equipment and supplies.
PICS	Position Information Control System.
Planning Study	Provides sufficient information for full project development. Normally this includes siting, feasibility and preliminary design studies, cost estimates, and other items needed, for example, to prepare a capital budget request.
Preventive Maintenance	Planned and scheduled maintenance activities or component replacement designed to minimize or prevent building or infrastructure system failures and limit or control deterioration of facilities. Examples: periodic inspection and maintenance, adjustment, lubrication, cleaning (non-janitorial), replacement of parts due to normal wear and tear, painting, weather-stripping, caulking, resurfacing, pothole patching, and other actions to assure continued service and prevent breakdowns

Program Statement	A document that describes and supports the development of a proposed capital construction project. It provides more detailed information than a <i>Need Statement</i> .
Project Budget Category	The categories that comprise the total project cost. They are construction costs, professional fees, moveable/technical equipment costs, land acquisition costs, artwork, and other costs.
Project Statement	A brief program statement to support the development of a proposed capital construction project under \$1 million . Agencies shall submit a <i>Project Statement</i> for projects of the following type or scale: <ul style="list-style-type: none"> a) A capital construction project with a full project cost of less than \$1 million. b) A capital construction project that involves any type of project except for the construction, addition to, or renovation or remodeling of a building.
Real Property	Land and all buildings, structures and improvements. It includes fixtures erected on, above or under the land. An agency must hold title to or control the real property through a lease/purchase or installment purchase contract, mortgage or lien. It may include landscaping, crops, fencing, and other support elements.
Renovation or Remodeling	Work that changes a facility. It may include modifying or upgrading a capital structure's building systems. Such work may include upgrading building systems, such as mechanical or electrical systems. This may include changes in room layouts or relocation of openings. <p>The work cannot increase the size of the building footprint or envelope. They do not include replacement of existing wall, floor or ceiling treatments due to age or damage, or similar work. They do not include separate deferred maintenance projects, fire and life safety projects, Americans with Disabilities Act projects, or energy conservation projects.</p>
Rentable Area	The rentable area of a floor shall be computed by measuring to the inside finished surface of the permanent outer building wall where it intersects. The finished floor, excluding any major vertical penetrations to the floor such as stairs, elevator shafts, flues, vertical ducts, and their enclosing walls. No deductions shall be made for columns and projections necessary to the building.
Repair	Work to restore worn and damaged real property or facilities to normal operating conditions. Repairs are curative and maintenance is preventative.
Replacement Cost	The cost to replace property of like kind and quality; at current prices.
Sustainability	Using, developing and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives.
Space Planning	The process of analyzing work flow, space and equipment requirements of work units in order to develop and refine the needed configuration of equipment, furnishing and support systems to produce a functional and efficient working environment.

Total Project Cost	The costs required to complete a capital construction project. This may include demolition costs, utility extension costs, utility infrastructure improvement costs, site development costs, construction costs, professional fees, fixed/moveable/technical equipment costs, land or right-of-way acquisition costs, artwork costs, and other costs such as moving costs, soil testing and surveys, construction observation fees, builders' risk insurance, communications equipment costs, and administrative and legal fees.
Triple Net Lease	A rental paid by a tenant to a landlord pursuant to a lease that requires the tenant to pay in addition to all insurance premiums, maintenance and repair expenses, and real estate taxes so the rental received by the landlord represents a return to him over and above any of the operating expenses of the property.
Unnecessary Duplication	Any facility or portion of one that does not substantially increase access or serve valid needs considering the existence of other available and suitable facilities.
Usable Space	The usable area of an office shall be computed by measuring the inside finished surface of the permanent outer building walls where it intersects the finished floor, and to the office side of other permanent walls that separate the office from adjoining usable areas. No deductions shall be made for columns and projections necessary to the building.



2. OREGON REVISED STATUTE (ORS 276.227 & 276.229)

276.227 State planning process; public review process for capital projects; advisory board; state property database; maintenance plans.

(1) The State of Oregon recognizes that providing and operating state government facilities is a significant capital investment in public infrastructure. Accordingly, it is the policy of the State of Oregon to plan, finance, acquire, construct, manage and maintain state government facilities in a manner that maximizes and protects this investment.

(2) The Oregon Department of Administrative Services shall establish a state planning process that evaluates the needs of the state's facilities, provides comparative information on the condition of the state's facilities, establishes guidelines and standards for acquiring, managing and maintaining state facilities and provides financing and budgeting strategies to allocate resources to facilities' needs.

(3)(a) The Director of the Oregon Department of Administrative Services shall establish a public review process for the proposed capital projects of all state agencies. To assist in this review, the director shall establish a Capital Projects Advisory Board consisting of seven members. Five members shall be public members knowledgeable about construction, facilities management and maintenance issues. Two members may be state employees. The director shall appoint the chairperson of the board.

(b) The director, in consultation with the board, may request that agencies submit updated long-range facility plans and funding strategies that reflect changes in technology and priorities. The director may ask the board to report on and make recommendations related to long-range plans, the condition of facilities, maintenance schedules, funding strategies and options for new facilities. The director may seek recommendations from the board regarding the needs of existing facilities, funding strategies and long-term facility goals.

(c) The review process may be applicable to capital projects meeting the definition of major construction/acquisition in the Governor's budget and to significant leases.

(d) For each state agency proposing a capital project, the review process may include an examination of the following:

- (A) The effectiveness of asset protection, including maintenance, repair and other activities;
- (B) The effectiveness of space utilization, including an inventory of existing occupied and unoccupied building space;
- (C) The advisability of lease, purchase or other funding strategies;
- (D) The condition of existing occupied and unoccupied building space;
- (E) Appropriate technology;
- (F) The agency's mission and long-range facilities plans; and
- (G) For new facilities, expansions and additions, the ability of the agency to maintain and operate all of the agency's facilities in a cost-effective manner.

(e) The review process shall ensure that capital project decisions are approached in a cost-effective manner after considering all reasonable alternatives.

(f) With assistance from the board, the department shall provide recommendations and information to the Governor and the Legislative Assembly on the construction, leasing and facilities management issues of state government.

(4) The department shall establish and maintain a central database of information on state-owned property of all state agencies, including land, buildings, infrastructure, improvements and leases. This database shall include an inventory of state-owned facilities as well as descriptive and technical information.

(5) State agencies shall establish and implement long-range maintenance and management plans for facilities for which this state is responsible to ensure that facilities are maintained in good repair and that the useful lives of facilities are maximized. For each new facility, a maintenance and management plan appropriate to the use and useful life of the facility shall be developed and implemented.

(6) The department may engage in cooperative projects with local government.

(7) The provisions of this section shall not apply to institutions of higher education as described in ORS 352.002, the Oregon Health Sciences University or a community college as defined in ORS 341.005. [1993 c.724 s.17; 1997 c.571 s.1]

Note: 276.227 was added to and made a part of chapter 276 by legislative action but was not added to any smaller series therein. See Preface to Oregon Revised Statutes for further explanation.

276.229 Four-year major construction budgets for state agencies; maintenance plans and budgets; application to certain agencies.

(1) State agencies shall develop four-year major construction budgets. Projects included in these budgets may be accelerated or deferred upon approval of the Emergency Board.

(2) State agencies shall include the biennial costs associated with maintenance, major repairs or building alterations in their regular budget presentation to the Legislative Assembly. Agencies shall include in their budget presentations short-term and long-term plans to reduce or eliminate any existing backlog of deferred maintenance.

(3) The provisions of this section shall not apply to an institution of higher education as described in ORS 352.002, the Oregon Health Sciences University, or a community college as defined in ORS 341.005. [1997 c.571 s.3]

Note: 276.229 was added to and made a part of ORS chapter 276 by legislative action but was not added to any smaller series therein. See Preface to Oregon Revised Statutes for further explanation.

3. Instructions for Completing State Facilities Planning Process Documents

Revised January, 2010

1. Agencies will receive an e-mail titled “**State Facilities Planning Process**,” in **January, 2010**. Attached to this e-mail will be the State Facilities Planning Process Manual. This document will be used in developing your agency’s State Facility Plan. Open and print all documents. Read the instructions before completing your agency’s plan. The packet includes the following:
 - SFPP Manual **2010** - This provides a description of the entire facilities planning process and includes a schedule of when your inventory and plans are due.
 - Section 1 -- Space Needs Plan (SNP) includes Biennial Leasing Plan
 - Section 2 -- Construction Project Plan (CPP) – Use this one for each new construction project proposed for the **2011-2013, 2013-2015, and 2015-2017** biennia.
 - Section 3 -- Building Maintenance Needs Plan (BMNP)
2. All documents were created in Word. If you need a different version of these documents, please contact: Robin Kirkpatrick, Statewide Property Management Section Manager at 503-373-7112
e-mail robin.j.kirkpatrick@das.state.or.us
3. Save all documents to your file.
4. The “**Space Needs Plan**” is to be completed by agencies that:
 - a) Own or plan to build or buy a building valued at \$1 million or more.
 - b) Lease or plan to lease a site with **10,000** square feet or more of conditioned space for a proposed lease term of **ten years or more**.
 - c) Plan to seek any legislative or Emergency Board approval for a major construction, acquisition or leasing project.

*Note: A Biennial Leasing Plan for **2011-2013** must also be completed summarizing all continuing leases (for 1,000 square feet or more) or changes in proposed leasing activity during the **2011-2013** biennium and provides a context for individual leasing proposals.*

5. The “**Construction Project Plan**” is to be completed for **each** major capital construction project of **\$1 million** or more that an agency is anticipating during the **2011-2013, 2013-2015, and 2015-2017** biennia. Any concepts/projects listed in Question #15 of the Space Needs Plan, will require a Construction Project Plan.
6. The “**Building Maintenance Needs Plan**” is to be completed by an agency that owns a building of 10,000 or more square feet of conditioned space.
7. E-mail your completed plan to: robin.j.kirkpatrick@das.state.or.us

Robin Kirkpatrick, Statewide Property Management Section Manager
Department of Administrative Services
Facilities Division
1225 Ferry Street SE U100
Salem, OR 97301-4281

Agency Facilities Plans must be received no later than the due date stated on the Reporting Schedule as we are on a very tight turn-around time to complete the analysis for the **Capital Projects Advisory Board (CPAB)**. Failure to meet the deadline may result in lengthy delays in CPAB’s review and potentially projects not moving forward in the budget process. If you are unable to meet the deadlines, please call the Statewide Property Management Section Manager at (503) 373-7112 to discuss your options.

4. CPAB PROJECT REVIEW CRITERIA

The Statewide Property Management Section Manager will provide a substantive analysis of the Facilities Plans and provide the information to the CPAB. The CPAB will review the Facilities Plans for the following information:

- Do the plans support the agency purpose and direction?
- Are the plans long-range, complete and thorough?
- Has the agency adequately described and justified the projected growth or reduction of clients and employees and how it impacts the facility needs?
- Effectiveness of space utilization of existing facilities.
- Effectiveness of asset protection, including repair and maintenance of existing facilities. How effective is the agency in reducing their deferred maintenance backlog?
- Has the agency demonstrated a need for additional space and submitted a plan to provide the additional space?
- Has the agency thoroughly evaluated all reasonable options and justified their decision whether to lease, purchase or construct a facility to meet their increased space needs?
- Has the agency explored alternative concepts such as telecommuting, partnering or other technological opportunities?
- Has the agency provided a thorough and complete analysis of external factors?
- Has the agency realistically planned for maintaining and operating the new facility including the cost of relocation?
- How does the project impact the overall agency budget and programs?
- Has the agency realistically outlined the proposed methods of financing the new facility?
- Has the agency considered sustainability in the proposed project?

5. OVERVIEW OF AGENCY PRESENTATION BEFORE THE CAPITAL PROJECTS ADVISORY BOARD (CPAB)

SPACE NEEDS PLAN (15 minutes)

1. Overview of agency space needs.
2. Identify any major reorganization plans.
3. Identify any unneeded space resulting from downsizing or reorganization, including sale of a building.
4. Review of Biennial Leasing Plan

PROJECT PLAN (15 minutes)

1. Describe project including funding source.
2. What are the compelling reasons specific to this need?
3. What options were explored when determining the proposed solution?
4. Identify future maintenance costs and proposed funding.

MAINTENANCE PLAN (15 minutes)

1. Identify energy savings measures to be implemented or planned in the 2011-2013 biennium.
2. Discuss the major focuses, in place, for preventative maintenance, including the type of system in use.
3. Discuss any impacts from E-Board or Legislative budget reductions.
4. Discuss agency plan for reducing deferred maintenance.

6. FACILITIES PLANNING SCHEDULE

Facilities Planning Process Timelines

Tasks		Month
Financial Planning		
	❖ Budget Documentation	August – December, 2009
Legislation		
	❖ Review Impacts of Legislation & Draft rule changes	August – December, 2009
CPAB Facilities Plans		
	❖ Present Biennial Planning Schedule of agency plan reviews & Board Activities to CPAB	September 16, 2009
	❖ Prepare CPAB Plan Review Schedule & distribute to Agencies	November, 2009
	❖ Update Planning Process Manual and Forms	November, 2009
	❖ CFPC Discussion and Feedback	December, 2009
	❖ Final Planning forms to CFPC	December, 2009
	❖ Agency Survey	December, 2009
	❖ Agency Presentations to CPAB	January – September, 2010
	❖ CPAB Review Summary of Agency Reports	October, 2010
Statewide Facilities Report		
	❖ Agencies input/update Building Inventory Database	May - June, 2010
	❖ Close database for compilation of data	June 30, 2010
	❖ Produce and Distribute Final Report	December, 2010
	❖ Submit to Legislature	January, 2011
	❖ Respond to Legislature	February – June 30, 2011

In addition to conducting the public review of major capital projects proposed by state agencies, the CPAB is responsible for one additional review process:

- 1) Review of major lease projects proposed by state agencies.**

This additional review process is carried out on an ongoing, as needed basis.

7. AGENCY CPAB REPORTING SCHEDULE

CPAB REPORTING SCHEDULE AGENCY FACILITY PLANS 2010		
Facility Plan Due Dates	DAS Due Date	CPAB Review
Group I	02/12/2010	03/12/2010
Group II		
Education – Deaf School	03/12/2010	04/09/2010
OLCC	03/12/2010	04/09/2010
Group III		
Parks & Recreation\Fair & Exposition Center	04/09/2010	05/14/2010
Public Safety Standards and Training	04/09/2010	05/14/2010
Department of State Lands	04/09/2010	05/14/2010
Group IV		
Employment	05/14/2010	06/11/2010
Forestry	05/14/2010	06/11/2010
Military	05/14/2010	06/11/2010
Group V		
Corrections	06/11/2010	07/09/2010
Veterans' Affairs	06/11/2010	07/09/2010
Oregon Youth Authority	06/11/2010	07/09/2010
Group VI		
Human Services / Mental Health	07/09/2010	08/13/2010
Fish and Wildlife	07/09/2010	08/13/2010
DAS	07/09/2010	08/13/2010
Group VII		
PERS	08/13/2010	09/10/2010
ODOT	08/13/2010	09/10/2010
Group VIII		
Aviation	09/10/2010	10/08/2010
Group IX		
Only used for unavoidable delays.	10/08/2010	11/12/2010

8. State Facilities Planning Process

8.1 Objectives

To define the State Facilities Planning Process as mandated in Oregon Revised Statute ORS 276.227

8.2 Scope

This Plan describes the processes to ensure that the Department of Administrative Services (DAS), Facilities Division complied with ORS 276.227 and ORS 276.229.

8.3 Roles and Responsibilities

<u>Position</u>	<u>Responsibilities</u>
Statewide Property Management “Manager”	Designs, coordinates, and communicates with agencies to establish a State Facilities Planning Process as defined in this document. Coordinates review by DAS and CPAB. Coordinates reviews with Legislative Fiscal Office and Budget and Management.
Finance Manager	Assists in the review of the <i>State Facility Plan</i> . Reviews agency’s long-range construction plans and provides financing strategies.
Leasing Manager	Assists in the review of the <i>State Facility Plan</i> . Reviews and provides input into agency’s <i>Leased space needs plans</i> .
Operations & Maintenance Manager	Assists in the review of the <i>State Facility Plan</i> . Reviews and provides input into agency’s <i>Building Maintenance Needs Plan</i> .
Project Manager	Assists in the review of the <i>Construction Project Plans, Capital Improvements, and Salem Area Projects</i> . Reviews and provides input on agency’s plan process and verifies that joint effort requirements are considered and reasonable.

8.4 References

<u>Document File</u>	<u>Document Title</u>
http://landru.leg.state.or.us/ors/276.html	ORS 276.227 State planning process; public review process for Capital Projects Advisory Board; state property database; maintenance plans.
http://landru.leg.state.or.us/ors/276.html	ORS 276.229 States four-year major construction budgets, maintenance plans and budgets. Budget presentation includes short-term and long-term plans to reduce or eliminate existing backlog of deferred maintenance.
http://landru.leg.state.or.us/ors/291.html	ORS 291 State Financial Administration.
HB 3597-B Budget Note	The Department of Administrative Services is directed to fully implement the provisions of ORS 276.227, which require the Department to establish a public review and advisory process for proposed capital projects of all state agencies. Members appointed to the Capital Projects Advisory Board must meet the provision that five of the seven members be public members, knowledgeable about construction, facilities management and maintenance issues. In keeping with its role as a public body, the Capital Projects Advisory Board is directed to conduct its business under the public meetings statutes contained in ORS 192.610 to 192.690. The Department of Administrative Services is further directed to make available on the Department website, in a manner designed to facilitate public access, information regarding the Capital Projects Advisory Board, its membership, meeting schedule and agendas, and any minutes, findings, recommendations or reports issued by the Board.
SB 90	Relating to planning for state real property; creating new provisions; and abolishing the Capitol Planning Commission.
SB 671 [2009]	Re-establishing the Capitol Planning Commission to conduct studies and analyses, in cooperation with affected state agencies, of the building needs of all state agencies located within the boundaries of the cities of Salem and Keizer; adopt and implement a plan of development for the Capitol Area; establish, adopt and implement a master plan for the development of the state buildings situated within the area bordered by State Street on the south and D Street on the north, and Winter Street on the west and 12 th Street, between State Street and Court Street, and Capitol Street between Court Street and D Street, on the east; and adopt standards for the development of state buildings and grounds.

8.5 State Program

8.5.1 Introduction State Facilities Managers are stewards of the state's costly fixed assets that are essential to state services. Yet, many state agencies are not funded for adequate maintenance and repair of those assets. Years may pass before the effects of poor maintenance can be seen. It is difficult to produce evidence to support budget requests to legislation for facility maintenance.

Each session, the legislature must approve or deny budget requests. Partly due to deferred maintenance, past budget requests are not reliable guides for the present or future projections.

DAS Facilities Division is to coordinate state facilities' data, standards, maintenance planning, and capital project planning. The Division's aim is to work with all agencies to build a database for clear capital budgeting and decision making. It must provide the facts the legislature and agencies need to judiciously oversee state facilities.

8.5.2 Goal The main goal is to ensure high quality data that will be available and routinely updated for state agencies.

8.5.3 Concept It is the policy of the State of Oregon to plan, finance, acquire, construct, manage and maintain state government facilities in ways that maximize and protect these major investments.

In accord with ORS 276.227 and ORS 276.229, the DAS Director is responsible for forming a state planning process that:

- a) Evaluates state facilities' needs.
- b) Keeps a central database for agencies' land, buildings infrastructure, improvements, and leases.
- c) Compares conditions among the agencies' facilities.
- d) Sets guidelines and standards for acquiring, managing and maintaining state facilities.
- e) Requires agencies to write and apply long-range facility plans to ensure state owned facilities are kept in good repair for maximum market value.
- f) Gives recommendations and information to the legislature on facilities issues.
- g) Provides public review for proposed capital projects and certain major leases.
- h) Requires agencies to develop short and long-term plans to reduce or eliminate backlog of deferred maintenance.

This program does not apply to colleges and universities, Oregon Health Science University, SAIF Corporation, Lottery, Secretary of State, Treasurer of State, or to the Legislative or Judicial Branches.

8.5.4 Organization and Responsibilities The DAS Statewide Property Management Manager and the Capital Projects Advisory Board (CPAB) will form a Central Facilities Planning Committee (CFPC) representing state agencies. This Committee will assist DAS in:

- Identifying, quantifying, and prioritizing descriptive and technical information to be gathered on land, buildings, infrastructures, improvements and leases.
- Facilitating completion of facility data gathering efforts.

Each state agency will be required to submit a *State Facility Plan* to DAS if it meets one or more of the following criteria:

- a) It currently owns buildings or plans to build or buy a building valued at \$1 million or more.

- b) It plans a major re-organization of the agency.
- c) It has or proposes to enter into a lease of 10,000 or more square feet of conditioned space for a period of ten years or more.
- d) It proposes to request a budget to construct a major capital project.
- e) Plans to seek a legislative or Emergency Board approval for a major construction or acquisition project.
- f) It plans to seek planning funds for a major construction or acquisition project.

8.5.5
Establish and
Maintain Central
Database
“State Facilities
Inventory”

The *State Facilities Inventory* is required by ORS 276.227(4). It is a systematic method for reporting information on major state facilities. The data will help the Legislature and the agencies to:

- Evaluate and justify budget decisions.
- Understand the state scope of facilities issues.
- Move toward best practices based on objective results.
- Make more accurate and better-informed facility decisions.

DAS will develop an Inventory Database through input from CPAB and CFPC. The database will be revised each biennium. The goal of the database is to:

- a) Identify and notify the legislature of buildings with a replacement value of \$1 million or more.
- b) Evaluate condition and need for maintenance.
- c) Estimate remaining useful life of the component parts.

The **State Facilities Inventory** will be completed, using the DAS Facilities Building Database, by agencies owning facilities with a replacement value equal to or greater than \$1 million, no later than **June 30, 2010**.

8.5.6
State Facility Plan

The following applies to all State Facility Plans and amendments (see ORS 276.227(3)(b):

a) The State Facility Plan consists of three sections: Section 1 - *Space Needs Plan* including the Biennial Leasing Plan, Section 2 - *Construction Project Plan*, and Section 3 - *Building Maintenance Needs Plan*. The State Facilities Inventory is not a part of the State Facility Plan. It is submitted through a separate process as referenced above in paragraph 5.5 with a separate submission date.

- The **Space Needs Plan** will be completed by an agency meeting the criteria outlined in paragraph 8.5.4 above. This plan will evaluate and project the agency’s space needs for the **2011-2013, 2013-2015, and 2015-2017** biennia.
- Agencies meeting the leasing criteria above (8.5.4 c) must also complete the **Biennial Leasing Plan** for **2011-2013** summarizing all continuing leases (of 1,000 sq. ft. or more) or proposed changes in leasing activity during the **2011-2013 biennium**.
 - Review of the Biennial Leasing Plan by CPAB shall constitute the Boards review of existing major leases. When an agency requires a major lease (over 10,000 rentable sq. ft.) not listed in the previously submitted Biennial Leasing Plan, the agency shall make a presentation to CPAB for the review of the proposed Major Leasing Project. The review shall occur prior to the beginning of the major leasing process. If the proposed Major Leasing Project is accepted by CPAB, it will be added to the Biennial Leasing Plan.
 - Proposed Leasing Project Review – Leasing projects that are proposed to meet the space needs of an agency’s increased program needs,

either through expansion of available space adjacent to the currently leased space, or for a proposed request for a new location or relocation of an agency, shall be reviewed by CPAB if they meet the Major Lease criteria.

- When it becomes necessary for CPAB to review a proposed Major Leasing Project, the primary focus of the review shall be on leasing vs. purchase/build alternatives and the effectiveness of space utilization.
 - The DAS Facilities Leasing Section shall assist the agency in making the presentation to CPAB for the proposed space need. The presentation may, but is not required to include the following: 1) DAS Leasing Review and Analysis, 2) Business Case for Relocation Projects, 3) Cost/Benefit Analysis, 4) Office Space Request, 5) Office Space Worksheets, 6) Other documents requested for review by CPAB. The purpose of the presentation is to provide the agency's justification for leasing rather than purchasing or building a new facility.
- Agencies will need to consult the State Facilities Inventory database to answer question no. 10 on the Space Needs Plan.
 - The **Building Maintenance Needs Plan** will be completed by agencies that are required to complete the State Facilities Inventory.
 - The **Construction Project Plan** will be completed by agencies listing major concepts or projects in the *Space Needs Plan* for **2011-2013, 2013-2015 and 2015-2017** biennia. A Construction Project Plan must be completed for each project.
- b) Agencies must provide the Coordinator with one electronic copy of their *State Facility Plan* per the submission date shown on the schedule. They may submit a draft plan for comment sixty days or more before submission of their final plan.
- c) Plans must be updated biennially and submitted to the Coordinator according to the dates listed in the CPAB Reporting Schedule. Plans should reflect changes in the agency's programs and environment.
- d) DAS will provide a substantive analysis of the plans. The Coordinator will notify the agency:
- That the Plan is complete and responsive to the issues.
 - Return a list of questions or recommended changes.
- e) DAS will submit each Plan to CPAB, along with the Coordinator's analysis and recommendations. CPAB will use the Plan to advise DAS and the agency on:
- The need for new or remodeled facilities and options to meet those needs.
 - The advisability of lease, purchase, or other strategies.
 - Facility condition and history of maintenance investment.
 - CPAB will acknowledge the report or require the agency to return with additional information.
- f) DAS and CPAB will recommend new or remodeled space only when a need is shown, other options are considered, and if all the components of the State Facility Plan (*Space Needs Plan including Biennial Leasing Plan, Construction Project Plan, and Building Maintenance Needs Plan*) propose to meet the agency's facilities requirements in a consistent, coordinated manner.

g) The *Space Needs Plan* will evaluate the type of existing space. Agencies should give priority to renovating, replacing and improving space. New construction will be considered if an agency's needs cannot be reasonably met with their current existing space.

8.5.7
State Facility Plan
Format

The agency should submit the full *State Facility Plan* using the prepared formats for Section 1 - **Space Needs Plan including the Biennial Leasing Plan**, Section 2 - **Construction Project Plan**, and Section 3 - **Building Maintenance Needs Plan to Statewide Property Management Section Manager**.

8.5.8
Capital Projects
Defined

Capital projects include expenditures for land, building, and support system projects. They change a use, function, or cost in such a magnitude that approval by the Governor and Legislative Assembly is warranted (see ORS 291.224). Capital projects include two budget categories:

A.) Capital Improvements

There is no requirement for CPAB to review these projects.

Capital Improvement Projects criteria:

- The **total** project costs are **less than \$1 million** including land acquisition and planning costs including anticipated requests in future biennia.
- Costs will be capitalized in accordance with OAM 15.60.10 (i.e.(a) the expenditure is for acquisition (including land) or construction of a new asset, or, (b) for existing assets, the expenditure significantly increases the value, extends the useful life, or makes it adaptable to a different use); or;
- Costs are for substantial (non-routine) maintenance, or repair. Land acquisition for a project that has total, complete project costs of less than \$1 million should be requested as a Capital Improvement Policy Package.

B.) Major Construction or Acquisition

Major Construction or Acquisition criteria:

- The full project cost will be **\$1 million or more** including land acquisition and planning costs. This includes project costs anticipated in future budget requests. **Major projects normally follow a two-phase process. Phase one is planning and design; phase two is construction. This criterion applies to the combined total estimated costs of all phases of a project.**
- The Plan must build, acquire, change, adapt, or replace the use or function of a facility or group of related facilities. Or, it must reconfigure an office or program workspace.

NOTE: Maintenance repairs, replacement, or adaptation are “*asset protection*”. They generally are not Capital Project costs. Asset protection is a “Service and Supplies” expenditure if the project keeps the facility operating without increasing asset value or operating life. Some asset protection projects are of such size and complexity that they are treated as Capital Projects. If in doubt, contact the DAS State Accounting and Reporting Section and your assigned budget analyst for advice on how to categorize a large asset protection project.

8.5.9
Review of Major
Construction,
Acquisition and
Leasing Project
Requests

a) ORS 275.227(3)(a) requires DAS to form the Capital Projects Advisory Board (CPAB) for a public review process of proposed capital projects and certain major leases for all state agencies, except those excluded in paragraph 8.5.3. This review is applicable only to projects meeting the definition of “Major Construction or Acquisition” as described in paragraph 8.5.8 above, and for Major Leases, as identified in 8.5.6, which are leases of 10,000 or more square feet of conditioned space, with a term of 10 years or more.

b) Agencies must submit proposed major construction, acquisition or proposed major leases (leases of 10,000 or more square feet of conditioned space for a 10 year or

longer term) projects using the appropriate forms included or described in this manual to the Board through the Coordinator according to the schedule stated in paragraph 8.5.11 or ninety days before any Emergency Board session where the project will be proposed. This review is required for an agency to receive the Budget and Management Division's approval to proceed.

c) Agencies will provide specific proposals for the next two biennia as to which facilities will need to be constructed, acquired or leased to meet the agency's needs. In reviewing capital projects, CPAB will evaluate an agency's approach of any of the following current conditions:

- Locations: listing of the various agency locations, the size, owned or leased, the lease rate, expiration, etc.
- Facility Function: specific use of the various facilities.
- Assessment of Conditions: the condition assessment would, by location, evaluate how well the facilities are (1) meeting program needs, and (2) the physical condition of the facilities.
- Applicable Standards: the standards applied to the size or quality of facilities and how well the facilities meet them.
- Facility Siting Criteria: the criteria used to determine the number and location of facilities for the agency.
- External Factors: the overall problems or challenges currently facing the agency.
- Anticipated Program Changes: evaluation of projected growth or reduction of clients and/or employees, and the related changes to future facility needs which may occur over the next six years, including such evidence available to support these projections.
- Alternative Concepts: alternative approaches used or considered to normal facilities.
- Opportunities for Co-Location or Public/Private Partnerships: the opportunities for co-location with other state functions or with local governmental functions and how the agency has followed up on these opportunities.
- Project Financing Concepts: the financing methods considered for the facility improvement.
- Other External Factors: other factors that may shape the manner in which facility needs are met.
- Long-range Facilities Concept: the philosophy and direction that the agency plans to pursue in fulfilling its facility needs over the next six years.
- Lease/Ownership Strategy: identification of potential locations where stability is great enough to justify development of state-owned facilities and those that should be leased.
- Projected Budget Impacts: the projected budget impacts, identification of alternative methods of financing the projected changes and a general assessment of the effects or cost of inaction. Budget impact on the cost of the ongoing operation and maintenance of the requested facilities, including personnel and the costs of financing reserves, to assure timely repair and replacement of facility's components over the life of the improvement.

8.5.10
Capital Projects
Advisory Board
Review Process

a) Capital Projects Priority List: (1) If an agency has more than one capital project in a biennium, it must state its priorities with its budget request; (2) Projects placed on the capital project list should not be placed on maintenance and repair lists.

b) Change in scope: Agencies are responsible for informing the Coordinator of any major change in scope to a capital project previously reviewed by the CPAB. Changes in scope apply to all prior phases of a project through construction, as submitted to

DAS and CPAB. Include a detailed description of the change in scope and full justification.

8.5.11
Report Submittals

The following applies to all capital projects proposed by an agency for CPAB's review:

a) Submittal of a complete State Facility Plan. When requesting review by CPAB of a capital project, or when otherwise meeting one of the criteria in paragraph 8.5.4, agencies shall submit an electronic copy of the *Section 1 -- Space Needs Plan* (including the *Biennial Leasing Plan*), *Section 2 -- Construction Project Plan*, and *Section 3 -- Building Maintenance Needs Plan*, to the Coordinator. The State Facility Plan is to be submitted according to the schedule published by the Statewide Property Management Section Manager for 2010. The CPAB cannot act until the completed State Facility Plan has been submitted.

b) Completeness. The Coordinator will review the plan for completeness. If it is not complete, the Coordinator will notify the agency as to what information will be required before forwarding the Plan to CPAB.

c) Review and Questions. For a completed plan, CPAB may ask questions and make comments prior to its meeting or after. The Coordinator will assemble questions and comments from DAS Budget and Management staff, DAS Facilities staff and CPAB in order to eliminate duplication.

d) Plan Approval or Rejection. CPAB will recommend approval or rejection of the plan to the DAS Facilities Administrator, acting on behalf of the DAS Director. The DAS Director, or the DAS Facilities Administrator, as directed by the Director, will approve the plan and recommend that the plan be budgeted; or advise the agency why the plan was not recommended for approval.

e) Resubmitting Proposals. Capital construction projects previously reviewed by CPAB, which were not recommended for approval by CPAB, may be resubmitted with changes that make the project viable. If a project proposal is recommended for approval, but is not included in an agencies approved budget, or is not funded by the Emergency Board, the project proposal shall be resubmitted to the CPAB for review if the agency intends to pursue funding in future biennia.

f) Facility Inventory Database. Agencies shall update the Facility Inventory database information for their buildings by the due date requested. The database update capability will be suspended during the legislative session while facilities reports are being compiled.

9. Plan Descriptions / Requirements

Section 1 – Space Needs Plan

The “**Space Needs Plan**” is to be completed by agencies that:

- a) Own or plan to build or buy a building of 10,000 or more square feet.
 - b) Plan a major re-organization.
 - c) Lease or plan to lease a site with **10,000** square feet or more of conditioned space for a term of ten years or more for the proposed lease term.
 - d) Propose to request a budget to construct a major capital project.
 - e) Plan to seek any legislative or Emergency Board approval for a major construction, acquisition or leasing project.
 - f) Plan to seek planning funds for a major construction or acquisition project.
- Overview of agency space needs.
 - Identify any major reorganization plans.
 - Identify any unneeded space resulting from downsizing or reorganization, including sale of a building.
 - Agencies that meet the leasing criteria above, must also complete a Biennial Leasing Plan for [2011-2013](#) summarizing all continuing leases (of 1,000 sq. ft. or more) or proposed changes in leasing activity during the [2011-2013](#) biennium. The Biennial Leasing Plan provides a context for proposed individual leasing project plans.

Section 2 –Construction Project Plan

The “**Construction Project Plan**” is to be completed for **each** major capital construction project of [\\$1 million](#) or more including land acquisition, planning costs, and future cost projections anticipated in future budget requests; that an agency is anticipating during the [2011-2013](#) and [2013-2015](#) biennia. Any concepts/projects listed in Question #15 of the Space Needs Plan, will require a Construction Project Plan

- Describe project including funding source.
- What are the compelling reasons specific to this need?
- What options were explored when determining the proposed solution?
- Identify future operating and maintenance costs and proposed funding.
- Describe construction techniques, features, or elements included in the project addressing Sustainability.

Section 3 – Building Maintenance Needs Plan

The “**Building Maintenance Needs Plan**” is to be completed by an agency that owns a building of 10,000 or more square feet of conditioned space.

- Identify energy savings measures to be implemented or planned in the [2011-2013](#) biennium.
- Discuss the major focuses, in place, for preventative maintenance, including the type of system in use.
- Discuss any impacts from E-Board or Legislative budget reductions.
- Discuss agency plan for reducing deferred maintenance.

This page intentionally left blank.

10.1 State Facility Plan

SECTION 1 – SPACE NEEDS PLAN (SNP)

Including Biennial Leasing Plan

AGENCY NAME _____

Please use the following outline to convey your future space needs plans. Note that some areas limit the length of your response. We are looking for concise, high-level information that provides insight to your future space needs. You may be asked to present supporting documents to the Department of Administrative Services, Capital Projects Advisory Board or the Legislature so please have them available but do not include them with your response to this request.

BACKGROUND

1. Agency Number:
2. Agency Address:
3. Agency contact, title, phone number:
4. **Does your agency:**
 - a) own a facility valued at \$1 million or more? No Yes
 - b) plan a major re-organization of the agency? No Yes
 - c) now lease, or anticipate in the future, leasing a single facility with 10,000 or more square feet of conditioned space with a term of 10 years or more. No Yes
 - d) propose to request a budget that includes a major construction or acquisition project of \$1 million or more? No Yes
 - e) plan to seek a legislative or Emergency Board approval for a major construction or acquisition project? No Yes

If you answered “NO” to Questions 4(a), 4(b), 4(c), 4(d) AND 4(e), you are **NOT required** to complete the *Space Needs Plan*.

If you answered “YES” to **any** of the questions in #4, please continue.

5. Agency Purpose: Describe why your agency exists and what it does. Please limit your response to one paragraph
6. List major program units or section.
7. Describe re-organization plans for your agency.

8. **Agency Revenue Disbursements Summary.** This form requires beginning and ending balances. Add Revenues, Expenditures by fund type and FTE positions, and reversion to the General Fund. The Board has requested this information to get a perspective of how the projects compare to the total agency budget. Use amounts listed in your ORBITS reports and forecast current and future biennia.

AGENCY REVENUE DISBURSEMENTS SUMMARY

State Facility Plan 2010 Space Needs Plan Question #8

Agency Name _____

Round to nearest Million

	2005-2007 Actual	2007-2009 Actual	2009-2011 Estimated	2011-2013 Budget
Beginning Balance				
REVENUES				
General Funds				
Federal Funds				
Lottery Funds				
Other Funds				
FUNDS AVAILABLE for EXP				
EXPENDITURES				
General Funds				
Federal Funds				
Lottery Funds				
Other Funds				
Nonlimited				
Nonlimited Debt Service				
Total Funds Expenditure				
DIFFERENCE				
Reversions to Gen Fund				
Ending Balance				
Positions (FTE)				
Nets Funds Available from ABISR001				
Expenditure from BDV-006A				

9. **Location Criteria:** Describe the key criteria used to determine where expanded facilities are to be geographically located. Limit response to one paragraph.

10. **Buildings owned (< and > \$1 million) and/or leased by your agency**, the number of occupants and type of occupants. For volunteers, interns, students, clients and inmates, list only those who reside in a facility or require dedicated workspace. Leased Space Occupants is the total number of individuals housed in space that your agency leases to other agencies, businesses and/or non-profits.

BUILDINGS OWNED, LEASED, OCCUPANT NUMBER AND TYPE

State Facility Plan 2010 Space Needs Plan Question #10

Agency Name _____

	Buildings Owned with <\$1 million Replacement Value	Buildings Owned with >\$1 million Replacement Value	Leased Facilities
Total number of buildings			
Total square feet			
Total sq ft of leased facilities that are subleased to others			
Percent of conditioned space. Get information from Maintenance Need Plan.			
Total FTE (use PICS)			
Total number of employees			
Total clients in residence or requiring dedicated work space			
Total occupants in space your agency leases to other agencies, businesses, or non-profits			
Volunteers*			
Interns*			
Students*			
Clients*			
Inmates*			
Other individuals not included above*			
TOTAL OCCUPANTS			

* Only include those who require a dedicated work space or are a resident in the facility.

11. **Systems Furniture:** Include systems furniture that is installed with the intent of reducing the space required per person.

a) Of your total owned and leased office space, approximately what percentage of the total square feet of office space has systems office furniture? _____%

b) Do you have plans to install additional systems office furniture (furniture using sustainable materials is recommended)? No Yes

12. Facility Disposal: Do you plan to dispose of an owned facility between 2010 and 2017? No Yes

a) If yes, please explain. Describe any environmental clean up, if required.

13. **Does your agency have statutory authority to own land and facilities?** No Yes

a) If yes, please list the ORS.

b) If no, do you intend to seek statutory authority in the 2011 session? No Yes

14. **Internal and External Factors:**

Describe key problems or challenges currently facing the agency that may impact your space needs. Include: (a) What are the changes? (b) Why are they occurring? (c) When are they projected to occur? (d) What is the impact on your space needs? Examples of areas to consider are listed below. Please limit your response to one or two pages.

- Funding
- Economics
- Population
- Legislation (state and/or federal)
- Organizational or operational changes
- Partnering

FUTURE SPACE NEEDS – CONCEPTS

15. **Space Requirements – Construction\Acquisition:** Describe your proposed additional space requirements (concepts for each biennium 2011-2013, 2013-2015, and 2015-2017). Include construction projects and acquisitions that are included in your Capital Construction Budget > \$1 million. List the concept in the biennium that construction or acquisition is expected to begin. Construction of a new facility can only be proposed if your agency has existing statutory authority to own land and facilities or is planning to seek a statutory change allowing facility ownership. If you need to paste the table on a separate sheet of paper in order to have adequate room to provide the information, please do so.

Proposed New Construction Projects

Biennium	Concept/Name	Additional Square Footage Required	Total FTE	Brief Description
2011-2013				
2013-2015				
2015-2017				

IMPORTANT: Complete a Construction Project Plan for each construction project listed above.

16. **Space Requirements – Leases:** If you answered yes to question 4 (c) above complete the following Biennial Leasing Plan.

SNP QUESTION #16 BIENNIAL LEASING PLAN

AGENCY NAME:		CONTACT NAME:	
AGENCY NUMBER:		PHONE NUMBER:	

CURRENT EXISTING LEASES (of 1,000 sq. ft. or more):

Count	Location	Lessor (Private or State Owned)	DAS Lease #	Agency Lease #	Term in years	Lease Expiration Date	Total Square Feet	Unused Square Feet*	USE (Office, Storage, Parking, Other)	Annual Rent
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
							TOTAL SQUARE FEET	TOTAL UNUSED SQ. FT.		TOTAL ANNUAL RENT
							Annual cost per Sq Ft:			
							Monthly cost per Sq Ft:			
							TOTAL BIENNIAL RENT			

* Space not sublet or used for the primary purpose of the lease (i.e. office, storage, parking, other).
Report only unused space of 1,000 sq. ft. or more unused for 6 months or longer.

PROPOSED NEW LEASES:

Count	Location	Lessor (Private or State Owned)	Term in years	Square Feet	USE (Office, Storage, Parking, Other)	Estimated Rent per SF (If available)
1						
2						
3						
4						
5						
6						

VACATED LEASED SPACE where RENT CONTINUES ON EXISTING LEASE UNTIL END OF LEASE TERM:

Count	Location	Lessor (Private or State Owned)	DAS Lease #	Agency Lease #	Months Remaining	Lease Exp. Date	Square Feet	USE (Office, Storage, Parking, Other)	Annual Rent
1									
2									
3									
TOTAL ANNUAL RENT:									
TOTAL BIENNIAL RENT									

VACATED LEASED SPACE SUB-LEASED TO ANOTHER TENANT or LEASE EXPIRED:

Count	Location	Lessor (Private or State Owned)	DAS Lease #	Agency Lease #	Months Remainin g	Lease Expiratio n Date	Square Feet	USE (Office, Storage, Parking, Other)	Annual Rent Adjustment
1									
2									
3									
TOTAL ANNUAL RENT									
TOTAL BIENNIAL RENT									

10.2 State Facility Plan

SECTION 2 – CONSTRUCTION PROJECT PLAN (CPP)

AGENCY NAME _____

Complete the following Construction Project plan for each concept/project listed on your *Space Needs Plan* for 2011-2013 and 2013-2015 biennia. Your agency may propose new construction projects only if it has statutory authority to own land and facilities or is proposing to obtain statutory authority.

If multiple Construction Projects are listed in question 15 of the agency Space Needs Plan, complete a separate Construction Project Plan for each Project.

BACKGROUND

1. Agency Number:
2. Agency Address:
3. Agency contact, title, phone number:
4. Concept/project name:
5. Is the building that this project will purchase or remodel classified as a historical building per ORS 358? No Yes
If yes, explain progress in consulting with the State Historic Preservation Officer?
6. Select the biennium you anticipate requesting or completing the following benchmarks for a construction or acquisition project:

	2011-2013	2013-2015	2015-2017
Request design and/or study funding from Legislative E-Board			
Request financing approval from the Legislature/E-Board			
Request construction funding for project			

7. Provide a brief description of concept. Limit to one paragraph.
8. Who will own the new facility and land?
 Our Agency DAS Private Non-Profit Other governmental entity_____
9. Was this concept-project included in your last *Space Needs Plan*? No Yes

**Answer the following questions about the space needs concept as listed in Question #4:
REASONS FOR CONCEPT**

10. What are the compelling reasons for this need? Limit to one paragraph.
11. Is the need a long-term agency need (greater than 20 years)? No Yes

A. FACILITY INFORMATION

12. What type of facility will be required to fill the need? Limit answer to one paragraph.

13. What are the location requirements of the new space? Limit answer to one paragraph.

14. What is the criterion used to determine the location? Limit answer to one paragraph.

15. Is the facility an acquisition or construction project? Please **check** your answer.

- Building acquisition Construction – new Construction – remodel

16. New construction or remodeling a state owned facility:

a) When do you anticipate starting this project? _____

b) Estimated cost range for an acquisition and/or new construction or remodeling.

\$ _____ to \$ _____

17. If your agency has an approved Sustainability Plan, describe how this project supports it. Limit your response to no more than one page.

B. FACILITY SIZE

18. Summarize the total number of individuals and the total square feet needed for employees and/or clients in residence or needing a work station.

	Total Number of Positions	Square Footage per Employee/Client/Other
Existing employees requiring a dedicated workstation		
Forecasted new employees requiring a dedicated workstation		
Clients/Customers in residence or requiring a dedicated workstation		
Others in residence or requiring a dedicated workstation		

19. What criterion was used to determine the needed square footage? Limit to one paragraph.

20. Does the square feet per individual exceed the square footage allowances set forth in DAS Policy Manual 125-6-100? No Yes

If yes, please explain why it is necessary to provide the additional square footage per person.

C. OPTIONS

21. What options were considered when determining a solution to the need and include doing nothing as one of the options? Limit the description of each option to one or two paragraphs and show the cost of each option.

22. Why were the other options not selected? Limit the description of why each option was not selected to one or two paragraphs.

23. Could this additional request for space be met by installing more Systems Furniture? No Yes

24. What other state agencies have you contacted about sharing facilities?

25. Who was involved in the analysis? What are their qualifications to perform the review?

26. Are there any existing facilities in a reasonable geographic proximity that would meet the needs of this concept? No Yes If yes, please explain why the facility was not considered?

27. Why is this, the preferred option? Include explanation why this is better than the “doing nothing” option?

D. OPERATIONAL IMPACTS

- 28. What is the current estimate of operational cost increases for the completed facility and the programs that will use it? Make sure to include repair and maintenance costs for a biennial period.
- 29. What other programs, staff, or resources are likely to be cut or diverted as a result of this project's construction or the operation of the completed facility?
- 30. What new programs, service areas, services, or clients served will result from the increased facilities and operations.
- 31. Will your agency be vacating existing space? Include an explanation stating square footage vacated.

E. FUNDING

- 32. How do you anticipate funding this project i.e., type of funds (be specific)? Limit to one paragraph.
- 33. Is there a commitment by an identified funding source to fund the space needs project? No Yes

F. INFLUENCERS

- 34. Who are the key stakeholders that have an interest in size, features, location, completion date, cost, etc? Please list and provide a brief description of their interest. Add additional rows to the table if needed.

Key Stakeholders	Who are they?	Brief Description of Interest and Reaction

- a) How was their input obtained?
- b) How will ongoing input be obtained?
- c) Who may actively oppose the project and why?

G. FUTURE SPACE NEEDS -- CONCEPTS

- 35. Space Requirements:
Describe your proposed additional space requirement concepts for each biennium (2011-2013, 2013-2015, and 2015-2017). Include construction, acquisitions >10,000 square feet of conditioned space and/or > \$1 million. List the concept in the biennium that construction planning is initiated. Construction of a new facility can only be proposed if your agency has existing statutory authority to own land and facilities or is planning to seek a statutory change allowing facility ownership. If you need to paste the table on a separate sheet of paper in order to have adequate room to provide the information, please do so.

Biennium	Concept/Name	Additional Square Footage Required	Total FTE	Brief Description
2011-2013				
2013-2015				
2015-2017				

10.3 State Facility Plan

SECTION 3 – BUILDING MAINTENANCE NEEDS PLAN (BMNP)

AGENCY NAME _____

Please use the following outline to convey your maintenance needs for facilities owned by your agency. Note that some areas limit the length of your response. We are looking for concise, high level information that provides insight to your future maintenance needs. You may be asked to present supporting documents to the Department of Administrative Services, Capital Projects Advisory Board or the Legislature. Please have the support materials available but do not include them in your response to this request.

BACKGROUND

1. Agency Number:
2. Agency Address:
3. Agency contact, title, phone number:
4. Do you have a facility manager dedicated to managing and maintaining all your facilities? No Yes
If yes, please provide the name, address and phone number:
5. Do you have a designated sustainability manager? No Yes If yes, please provide the individual’s name, address, and phone number. Has a Sustainability Plan been developed? If not, when will it be completed?
6. Do you have a designated energy manager? No Yes If yes, please provide the individual’s name, address and phone number.
7. Total number of buildings owned and total square footage. These numbers should be the same as reported in the agency’s State Facilities Inventory.

	Total Number of Buildings	Total Square Footage
Buildings > \$1 million		
Buildings < \$1 million		

8. Estimate the percentage of the total square feet of all buildings owned that is conditioned space.
0-20% _____ 21-40% _____ 41-60% _____ 61-80% _____ 81-100% _____
9. Do you contract with anyone to provide preventive maintenance and repair? No Yes

You may be asked to present, as part of your budget request or budget presentation, the *preventive maintenance schedule* for your facilities. Please prepare a summary preventive maintenance schedule of no more than 3 pages. Have it available for review by budget and management division or the legislature. Do not include schedule in your response to this request.

10. What percent of all your buildings over \$1 million do you have building plans/blueprints?
0-20% _____ 21-40% _____ 41-60% _____ 61-80% _____ 81-100% _____
11. Operations and Maintenance Actual vs. Budget - Provide total budget for 2007-2009, 2009-2011 and 2011-2013 biennia for operations and maintenance by funding type such as General Fund, Federal Fund, Lottery Fund and/or Other Funding. Include in the table maintenance and repair projects budgeted as operating budget for maintenance, capital improvement (<\$1 million) and major capital construction (>\$1 million) that do not add square footage to the facility and are considered repair and maintenance.

State Facility Plan 2010 Agency Name: _____

BMNP QUESTION #11 OPERATIONS & MAINTENANCE

Legislatively Approved Budget vs. Actual & Forecasted Expenditures

AGENCY: _____

Agency #: _____

	2007-09 Actual	FTE	2009-11 Budget	FTE	2009-11 Projected	FTE	2011-13 Budget	FTE
General Fund								
Personal Serv–Utilities & Janitorial	\$		\$		\$		\$	
Personal Services – Maintenance	\$							
S&S – Utilities & Janitorial	\$							
S&S – Maintenance	\$		\$		\$		\$	
GF Subtotal	\$ _____		\$ _____		\$ _____		\$ _____	
Federal Funds								
Personal Serv–Utilities & Janitorial	\$							
Personal Services – Maintenance	\$							
S&S – Utilities & Janitorial	\$		\$		\$		\$	
S&S – Maintenance	\$		\$		\$		\$	
FF Subtotal	\$ _____		\$ _____		\$ _____		\$ _____	
Other Funds								
Personal Serv–Utilities & Janitorial	\$							
Personal Services – Maintenance	\$							
S&S – Utilities & Janitorial	\$							
S&S – Maintenance	\$							
OF Subtotal	\$ _____		\$ _____		\$ _____		\$ _____	
Lottery Funds								
Personal Serv–Utilities & Janitorial	\$							
Personal Services – Maintenance	\$							
S&S – Utilities & Janitorial	\$		\$		\$		\$	
S&S – Maintenance	\$		\$		\$		\$	
LF Subtotal	\$ _____		\$ _____		\$ _____		\$ _____	
Total All Funds								
	\$ _____		\$ _____		\$ _____		\$ _____	

The Facilities Operations and Maintenance budget includes costs to maintain facilities and keep them in repair including applicable utilities, building supplies, janitorial and groundskeeper staff as well as maintenance staff. Agencies with significant facilities may include support staff if directly associated with facilities Operations and Maintenance activities. Do not include other overhead costs such as accounting, central government charges, etc.

12. Major Construction/Acquisition: Please attach a copy of the Major Construction/Acquisition Project Narrative (budget form 107BF11) from your most recently approved (Agency Request Budget, Governor's Recommended Budget, or Legislatively Approved Budget) budget document.
13. Explain any project changes/difference between the last planning process and your current long-range Construction Plan.
14. Do you plan on disposing of a facility that is listed in your agency's State Facilities Inventory within the next biennium? No Yes If yes, please explain. Limit your answer to one paragraph. Does the disposing include demolition? Is there a plan for recycling, salvaging the materials, transfer to new facility, reduction of construction debris, etc.?
15. Internal and External Factors: describe key problems or challenges currently facing the agency that may impact your ability to adequately maintain facilities. Examples of areas to consider are listed below. Limit your response to three paragraphs. Only address areas that are relevant to maintenance needs planning.
- Funding
 - Economics
 - Legislation (state and/or federal)
 - Organizational or operational changes
16. Do you have
- a computerized maintenance management system? No Yes
 - a computerized building automation system? No Yes
- If yes, please identify the software you are using. Do you have trained staff to operate these systems?
17. How were the maintenance needs projected and their costs calculated?
18. If you are adding a new structure, what have you budgeted for maintenance? _____ How many months of the biennium does this proposed budget for maintenance cover? _____
19. Who performed the maintenance projections and calculated the cost? What are their qualifications?
20. Do you have a training program for maintenance staff? If so, please describe it.
21. What will be the general effects or costs if the projects are not approved and funded?
22. Deferred Maintenance: **Maintenance that was not performed when it should have been.**

Facilities with replacement value greater than \$1 million:

Provide a listing of the agency's deferred maintenance for any owned buildings with a replacement value of \$1 million or greater. (Use the BMNP Question 22 Deferred Maintenance Listing form below.) Provide building number, description of deferred maintenance, and cost by roof, HVAC, Exterior walls, structural, others etc. Identify proposed funding operating budget repairs and maintenance projects, capital improvement (<\$1 million) and major capital projects (>\$1 million) that do not add square footage to the facility and are considered repair and maintenance. Show where, in your long-term plans, you reduce or eliminate existing backlog of deferred maintenance and what funding type will be used (*General Funds, Federal Funds, Lottery Funds or other Funds*).

Facilities with a replacement value less than \$1 million:

Deferred maintenance for these facilities is not to be included in the following table. If the amount is significant, include a summary statement identifying the total number of facilities and the total amount of deferred maintenance. If possible, but not required, include an attachment listing the facilities and deferred maintenance amount for each one.

State Facility Plan 2010

Agency Name: _____

**BMNP QUESTION #22
DEFERRED MAINTENANCE LISTING
For Buildings with Replacement Value < \$1 Million**

Total Number of buildings: _____ Total Building Replacement Cost: _____

**2009-2011 BUDGETED AMOUNTS
(amount asked for in your budget request)**

Description of Work	Funds GF\FF \LF\OF	Estimated Costs					Total
		Roof	HVAC	Structural	Bldg. Ext.	Other	
		Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	

**2009-2011 OUTSTANDING AMOUNTS
(amount not asked for in your budget request)**

Description of Work	Funds GF\FF \LF\OF	Estimated Costs					Total
		Roof	HVAC	Structural	Bldg. Ext.	Other	
		Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	

- *GF – General Fund
- *FF – Federal Fund
- *LF – Lottery Fund
- *OF – Other Fund

BMNP Question #22

State Facility Plan 2010

Agency Name: _____

BMNP QUESTION #22 DEFERRED MAINTENANCE LISTING For Buildings with Replacement Value < \$1 Million

Total Number of buildings: _____ Total Building Replacement Cost: _____

2011-2013 BUDGETED AMOUNTS (amount asked for in your budget request)

Description of Work	Funds GF\FF \LF\OF	Estimated Costs					Total
		Roof	HVAC	Structural	Bldg. Ext.	Other	
		Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	

2011-2013 OUTSTANDING AMOUNTS (amount not asked for in your budget request)

Description of Work	Funds GF\FF \LF\OF	Estimated Costs					Total
		Roof	HVAC	Structural	Bldg. Ext.	Other	
		Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	

2013-2015 OUTSTANDING AMOUNTS (amount not asked for in your budget request)

Description of Work	Funds GF\FF \LF\OF	Estimated Costs					Total
		Roof	HVAC	Structural	Bldg. Ext.	Other	
		Est. Cost	Est. Cost	Est. Cost	Est. Cost	Est. Cost	

- *GF – General Fund
- *FF – Federal Fund
- *LF – Lottery Fund
- *OF – Other Fund

