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PREFACE

This section provides an overview of the background information that supports this document. It also summarizes the intent and content of this document. It contains the following subsections:

- Purpose
- Content
- Background
- System Wide Integration



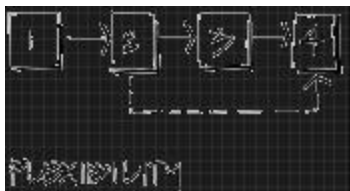


PREFACE

Purpose

The purpose of this document is to establish the criteria, methodology and deliverables associated with updating the Campus Master Plans. This document is to be used within the context of all documents and processes for planning the development of facilities set by the Office of Facilities of the University System of Georgia.

These guidelines for updating the master plan outline the general parameters and working premises for this effort. The intent is to provide a clear and simple work plan to conduct this update. This work takes a reasonable approach to the process and is provided as a frame of reference. It is not intended to be a "rigid" framework, but rather one that allows for flexibility in its application. Consideration may be given to a variety of campus specific issues that may call for modifications to the work plan. Participants are encouraged to identify these as early as possible so that the appropriate actions may be taken. Above all, an open dialogue should be maintained throughout the process.



Content

This document has five sections:

PREFACE presents an overview of the background and content.

CRITERIA for UPDATING identifies the key criteria or issues that may act as catalysts for an update.

PROCESS establishes the methodology and participants included to conduct the update.

MODIFICATIONS specifies changes made to the content of the original Template

PRODUCTS outlines the outcomes of the process.

APPENDIX contains supplementary information.

Background

The University System of Georgia was created under the State of Georgia Reorganization Act of 1931. The total number of institutions at the time was twenty six. Today, the system serves thirty four institutions, over 200,000 full time students and operates over fifty million gross square feet of facilities. Demographic and economic trends for the State of Georgia project a continued growth in the population of the State. This, coupled with a social trend towards life-long learning, implies there will be tremendous demand on the state to plan for the delivery of education at all levels, including post-secondary.



Since the early nineties the State has been committed to leading the nation in the delivery of high quality education. It has provided scholarship programs such as Helping Outstanding Pupils Educationally (HOPE), an electronic library system (GALILEO) and a data communication network (Peach Net). All of this has a direct impact on resources, including the use of existing and proposed facilities. Most importantly, the rapid changes in the means by which learning is being delivered require that we maintain physical planning processes that are uniform enough to provide for an equitable distribution of resources and flexible enough that they accommodate these changes.

In July 1997 the Board of Regents of the University System of Georgia adopted the ***University System of Georgia Comprehensive Plan 1996-97***. This initiative included planning principles set to guide planning for future facilities in support of the enrollment and mission of the institutions in the system. Refer to the *2000 Pre Planning Guidelines* document for detailed information regarding these principles. At the same time, the Office of Facilities issued the ***Physical Master Planning Template***. As stated in its PREFACE,

"The template has a dual purpose: to aid individual institutions in preparing physical master plans to augment their academic missions and strategic plans, and to guide the University System of Georgia Board of Regents in allocating funds for future physical improvements."



Following its release, the system initiated the process of applying the *Physical Master Planning Template* in every campus in the system. Each campus has collected valuable information about their physical assets, students, faculty, staff and programs. This has been organized, reviewed and presented in a uniform manner. Similarly, every campus has been exposed to the process of initial planning. As it approaches completion of most plans by year 2000, the system moves into a new phase: ***the recurring need to maintain and update the Physical Master Plans of all institutions.***



In 1999, the University System of Georgia initiated the development of a process for conducting, reviewing and submitting these updates. The basic premises for developing this manual for update are:

1. The Campus Physical Master Plan, created via the template process, needs to be a “living” document and part of an on-going review process.
2. The existing Template will remain in place as a structured document. Those sections of the Template that are impacted by the Updated Plan will be revised and replaced in the original document format.
3. The framework for participants and the flow of the tasks will be similar to that identified in the original *Physical Master Planning Template*.
4. A revised Executive Summary will be provided with a date and a list of the issues that caused the update, the resulting modifications and directives.

The spirit of these premises sets the stage for the methodology outlined in this document. It is important to remember that the Master Plan Update builds upon the key characteristics of the Physical Master Planning Template, as listed below:

1. **An inclusionary process**

This process engages the faculty, staff, students, University System of Georgia Board of Regents and the host communities, as appropriate, in a master plan committee. The master plan committee is the professional planner’s client, and is expected to participate in each of the critical review periods.

2. **The foundation for the plan is the institutional mission statement and the institution’s strategic plan.**

Sections I and II, History of the Institution and Goals Formulation, are designed to enable the master planning team to translate the institutional mission statement into a set of goals that is expected to address the physical plan.



3. **Assessment of Existing Conditions and Future Requirements**

The next two sections: Existing Conditions and Future Campus Requirements, describe the analysis of the physical conditions and the future space needs. This analysis integrates the physical issues with the programs, enrollment and mission. At the end of the first four steps, there is a review of all findings. The Cross Team reviews the findings and confirms their consistency with system-wide goals and objectives.

4. **Exploration of Concepts**

Following a clear definition of the goals, needs and issues, the fifth section develops comprehensive ideas for how to accomplish these within the parameters of time and cost. At the end of this step, the concepts are reviewed with the master plan committee, the consultant and the Cross Team from the University System of Georgia Board of Regents and a preferred concept is selected.

5. **Implementation**

The last two sections, Physical Master Plan and Implementation, develop the details of the selected concept in terms of its phasing, scheduling and cost. It is at this time that the institution's approach to monitoring, maintaining and minor updating of the plan is set. A key outcome of this process is a mutual understanding of the priorities for capital improvements on campus. These will be presented to the Board of Regents of the University System of Georgia for their consideration in selecting projects for the Five Year Plan for the Capital Improvement Program. (See SYSTEMWIDE INTEGRATION)

6. **Periodic Updates**

The institution will monitor and review the plan on a yearly basis. It is expected that a comprehensive update effort will be done periodically.

7. **Documentation**

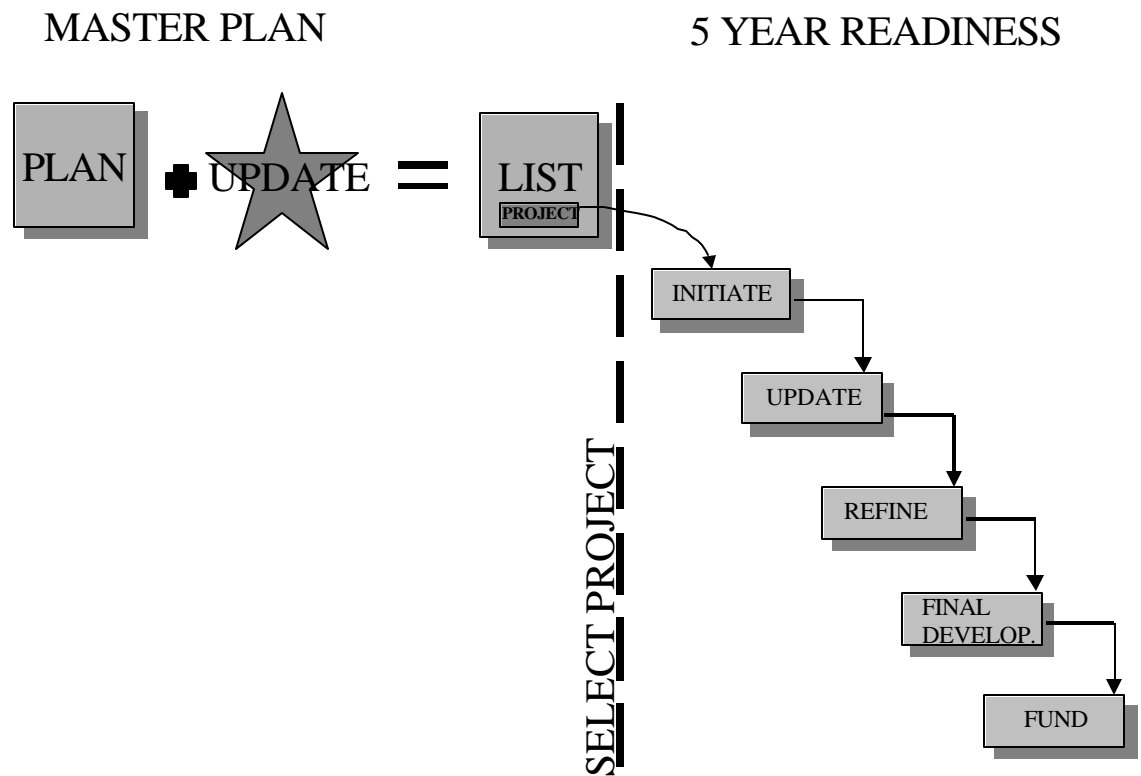
Two primary documents are produced: one recording all technical memoranda prepared and the other summarizing the findings. A sample Table of Contents for the technical report is in the *Physical Master Planning Template Reference Guide*. The system also expects to receive hard and electronic record copies. Finally, a summary of the plan should be posted on the institution's web site.

These essential characteristics are modified slightly in this document, primarily in an effort to focus on what must be updated. The proposed approach outlined in the PROCESS section reflects the modifications.



Systemwide Integration

In summary, the Master Plan Update is a key step in planning for Capital Improvements. The chart below illustrates the relationship between the Update and those steps that either precede or follow it. It is important to understand how this effort fits into the overall capital improvements process established by the University System of Georgia Board of Regents. These may include, but are not limited to the *2000 Pre Planning Guidelines* and the *Major Repair and Renovation (MRR) Guidelines*.







CRITERIA FOR UPDATING

This section identifies and discusses the key criteria that will act as catalysts for an update. It outlines the steps to take when the criteria are identified, and as the institution and the system evaluate the need for an update.





CRITERIA FOR UPDATING

Several factors play a role in determining the need for an update to the master plan. Every institution should develop an internal process for reviewing and updating the Physical Master Plan as part of their implementation program. The first reason for updating the master plan is in response to a periodic review cycle. This comprehensive assessment, which includes external input, ***is expected to be reviewed annually and updated as appropriate.***

An institution may face the need to update the master plan due to any number of unanticipated conditions that **may result on a request for action on the part of the Board of Regents of the University System of Georgia.** Thus, the need for an update will be considered if the following changes occur.

- 1. Mission**
A change is made to the Strategic Plan and Mission of the institution (as approved by the Board of Regents of the University System of Georgia). Specific consideration should be given to the effect this change has on the enrollment, academic programs and/or the student composition of the institution.
- 2. Leadership**
New key leader(s) are appointed to lead the institution. These leaders may bring change in values, commitments and priorities.
- 3. Organization**
Significant changes are made to the organizational structure. Consideration must be given to how this change may affect the way units and programs relate to each other physically. For example, centralizing versus decentralizing services may have a significant implication in the use of facilities.
- 4. Unanticipated real estate**
The institution may need to dispose of property through lease or sale. Similarly, the institution may need to consider adding a property to its inventory via acquisition or unanticipated gift.



5. **Technology**
A change in the way learning is distributed to, from or within the institution. As with all the other criteria, it is important to identify the impact that this change has on the physical environment of the campus.
6. **Grants**
A grant for which the institution has submitted is awarded to the institution. This grant may result in the need for additional space that needs to be leased or built. Consideration must be given to the size and limitations of the grant and/or its duration.
7. **Partnership**
An opportunity to develop a partnership with another institution or enterprise.
8. **Regulatory**
New legislative action that impacts the use of facilities, the age of facilities, accessibility, the environment, the allocation of financial resources or the disposition of properties.
9. **Demographics**
Unforeseen increase or decrease in the number of students being served by the institution. This may be due to a change in migration patterns, housing and/or birth rates.
10. **Socio Economic**
Economic development initiatives started or delayed.
11. **Physical Developments**
Construction of roads or other major transportation system, infrastructure or facilities in the immediate vicinity of the campus.
12. **Natural Disaster**
A condition in the natural environment such as an earthquake, storm or fire.



13. **Future Building Site**
Modification to the plan originally proposed.
14. Any other change that cannot be addressed without having an impact on the physical layout of the original master plan.

As stated earlier, the *Physical Master Planning Template* outlines the process for monitoring and maintaining the plan, once it is adopted. As part of monitoring the master plan, each institution is required to appoint academic and administrative staff to a “**Group**”. This **Group** periodically reviews the use of land and facilities and the priorities for capital improvements established under the Physical Master Plan. They review each request for physical change for its concurrence with the Physical Master Plan. They advise on how effective the original master plan is in addressing upcoming changes and the passing of time. The **Group** should explore all reasonable options for incorporating new circumstances **within** the parameters of the existing plan. This includes:

1. Incorporating the new needs into the priorities listed previously.
2. Creating new, flexible spaces that can accommodate multiple functions.
3. Scheduling extended use of existing facilities.

In establishing the significance of the change, consideration must be given to the impact on the physical environment, land use, zoning, circulation patterns, infrastructure, space utilization, facility condition and program needs.

Ultimately, the Group must assess if any of the circumstances outlined in the “Criteria” section can be managed without changing the master plan significantly or if the plan appears to need an amendment in response to the circumstances. The findings of the assessment **must be summarized and presented** to the staff of the Board of Regents of the University System of Georgia during a **Consultation Meeting**. As part of this meeting, the campus will present a letter clearly stating the findings out of the assessment and outlining the issues that need to be addressed by the master plan update. The outcome of this meeting is a determination as to whether an update is needed. If the answer is yes, the process of selecting a consultant will be initiated. If the answer is no and there is no impact on the plan, the campus will continue using the original Master Plan without modification. The Office of Facility may exercise, at its discretion, the option of a minor modification to the Master Plan graphic, without going through a full update.





PROCESS

This section establishes the methodology used to and the participants involved in the process of updating the Master Plan. It contains the following sub-sections.

- Set Up
- Participants
- Tools
- Steps
- Presentation

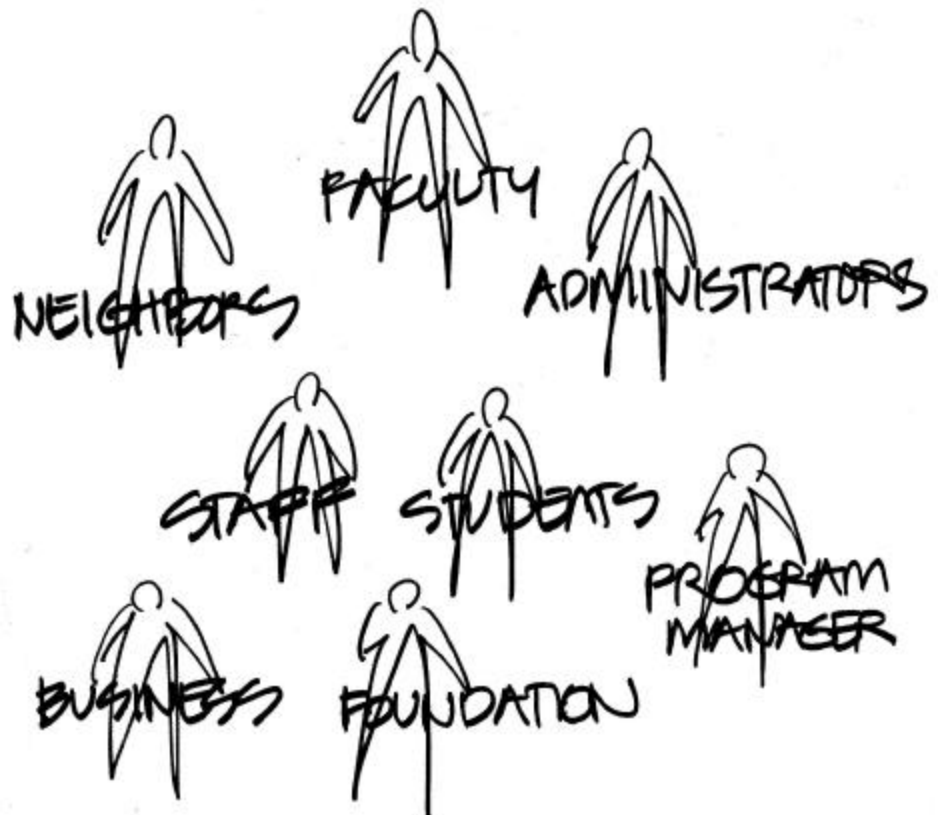




PROCESS

Set Up The update will require retaining a professional master planner. The consulting team used to prepare the original plan may be contacted for their participation in the update. Alternatively, additional consultants may be invited to submit proposals and interview. The consulting team will be contracted following the standard formats set by the University System of Georgia Board of Regents. The Appendix B of the *Physical Master Planning Template* includes an outline of this process.

Participants Once it is determined that an update is needed, the institution will designate a number of people to serve in a **Master Plan Update Committee**. This should include selected members of the **Group** and additional staff and students as established in the original *Physical Master Planning Template*. A liaison will be identified as the point of contact and coordinator of the process. Simultaneously, the Office of Facilities of the Board of Regents will mobilize the staff needed to participate in the process.





Tools

A. Original Master Plan

In order to conduct the update the team will have access to the original master plan documents, both hard copy and electronic copy. All updates shall be made following the content and format set in the original template, unless otherwise noted in this document. The following is an expanded list of the required Table of Contents of the updated document. Sections that have been added or modified appear in ***bold italics***. For detailed information on these modifications see the MODIFICATIONS SECTION of this document.

EXECUTIVE SUMMARY

I. History of the College or University

- A. Description of History
- B. Overview of Institution

II. Goals Formulation

- A. Institutional Mission Statement and Strategic Plan
- B. Goals and Issues for Future Academic Planning

III. Existing Campus Conditions

- A. Campus Grounds
 - 1. Campus Physical Setting
 - 2. Land Use
 - 3. Building Use and Condition
 - 4. Open Space and Pedestrian Circulation
 - 5. Vehicular Circulation and Parking
 - 6. Athletic and Recreational Facilities
- B. Campus Infrastructure
 - 1. Utilities
 - 2. Stormwater
 - 3. Communications/Technology
- C. Community Setting
 - 1. Regulatory Issues
 - 2. Environmental Issues



- IV. Future Campus Requirements
 - A. Description of Future Academic Programs
 - B. Space Needs Analysis to Target Year
 - 1. Student Enrollment Assumptions
 - 2. Faculty and Staff Projections
 - 3. Academic Space Projections
 - 4. Academic Support Facilities Projections
 - C. Parking Space Projections
 - D. Athletic and Recreational Facilities Projections
 - E. Campus Infrastructure Projections
 - F. Proposed Land Acquisition/Disposition

CONFERENCE– MEMO

- V. Preliminary Physical Master Plan
 - A. Alternative Concepts
 - 1. Land Use and Building Use
 - 2. Open Space and Pedestrian Circulation
 - 3. Vehicular Circulation and Parking
 - 4. Athletic and Recreational Facilities
 - 5. Campus Infrastructure
 - B. Preliminary Cost Estimates
 - C. Comparative Assessment of Alternatives

CROSS TEAM – MEMO

- VI. Physical Master Plan

OVERVIEW MEMO

- A. Land and Building Use
- B. Vehicular Circulation and Parking
- C. Open Space and Pedestrian Circulation
- D. Athletic and Recreational Facilities
- E. Comprehensive Plan



VII. Implementation

- A. Cost Estimates for Building, Infrastructure and Site Improvements
- B. Capital Improvements Program and Phasing Plan
- C. Physical Master Plan Design Standards
- D. Planning and Review Process

B. Benchmarks

In the future more comparative analysis may be required to justify specific changes or to address issues that are unique to the campus and merit considering additional study. This approach offers the opportunity to study exemplary applications and or practices in teaching and learning. The institution will be asked to identify the topics to be benchmarked at the beginning of the process together with a list of peer institutions. This will be reviewed and confirmed by the staff at the Office of Facilities before proceeding into the detailed analysis.

The institution will be asked to provide analysis that references peer institutions, mission, enrollment, programs and/or physical context. As part of the analysis, the institution may visit sites and conduct interviews with appropriate users. This analysis will identify the key factors influencing these distinct issues and track how they are addressed in a comparative fashion. The focus should be on identifying space-to-program characteristics.

C. Other



Steps

Master Plan Update - Once the potential need for an update is identified by the campus "Group," a Consultation Meeting will occur with the Board of Regents' staff to present the assessment and the issues. Following this meeting there will be a determination as to whether an update is needed. If so, selection of the consultant will be initiated.

It is anticipated that the modifications required as a result of the update process will fall into anyone of the following categories:

1. **"Amendment"** – Very minor changes to the original narrative or illustrative graphic. These will be as identified during the **"Conference."** Under these circumstances, no additional presentations will be required.
2. **"Revision"** – Changes made require three alternate solutions for selection. The magnitude does not require a formal presentation to the Board.
3. **"Presentation"** – Changes require a presentation of a fully revised plan to the Board of Regents.

Documents revised as a result of these will need to be dated and note the category of change on the front cover.

Following this page is a description of the steps. The graphic insert outlines key elements of the process and its flow. The narrative provides detailed information for each step.





Step 1 Mobilization

Intent	To mobilize the consultant and the owner team and set project goals and expectations.
Tasks	<ol style="list-style-type: none"> 1. Secure Consultant Team 2. Develop Work Plan and Schedule 3. Identify Benchmark topics and peers 4. Issue Request for Information 5. Coordinate and Conduct Kick Off Meeting to address the Outcomes listed
Outcomes	<ol style="list-style-type: none"> 1. A clear understanding of the primary drivers of the Master Plan Update 2. Definition of roles, responsibilities, communication and schedule 3. List of topics and peers to consider for benchmarking.

Step 2 Assessment

Intent	To become familiar with the existing information and perform all necessary updates to the data in Sections I through IV of the Template
Tasks	<ol style="list-style-type: none"> 1. Review the existing documents and identify sections that need to be updated. 2. Conduct all tasks associated with updating the affected sections of the document in accordance with the original <i>Physical Master Planning Template</i>, or as required by this Update Document. 3. Conduct any additional analysis required for benchmarking purposes. 4. Maintain periodic communication with the client on the progress, schedule and findings and issues. Discuss and determine the need to conduct a Conference Meeting. 5. Set up the date for Conference meeting. Allow a minimum of one month's notice prior to the date identified on the schedule. 6. Prepare agenda with issues to be presented.
Outcomes	<ol style="list-style-type: none"> 1. Documentation of Sections I through IV of the Master Planning Template 2. Outline of key issues and findings in preparation for next step



Step 3 Conference

Intent	To conduct a review meeting between the Master Plan Committee, Consultant and Central Office Staff (and other members of Cross Team as deemed appropriate) to review the findings and confirm their consistency with system-wide goals and objectives.
Tasks	<ol style="list-style-type: none"> 1. Conduct the Conference. As a guide, the following questions may be used: <ol style="list-style-type: none"> a. Are there ways of accomplishing the goals without modifications to the physical master plan? b. How do we accomplish this with minimal modifications to the physical plan? c. Is there a change in trends? If so, is there a need to allow for increased flexibility in the concepts explored? d. Based on the goals and issues, what are the guiding principles that must be maintained by every concept explored? e. What are the requested modifications to the CEFPI parameters and what are the justifications for such.
Outcomes	<ol style="list-style-type: none"> 1. Concurrence on the findings 2. Set up guiding principles for planning and key issues to be addressed by the plan 3. A determination as to whether or not the level of changes merits exploring three concepts or if the team may proceed into the detailed development of Section V 4. In the event that any kind of modification is made to the illustrative plan, two revised copies will be submitted. 5. In the event that no modifications are made to the plan, the campus will submit a letter indicating no physical changes are required to address the assessment and issues. Any modification to the memoranda will be noted and re-issued as an amendment.

Step 4 Concepts

Intent	To study and present alternative land and building use concepts.
Tasks	<ol style="list-style-type: none"> 1. Explore range of concepts 2. Conduct preliminary review on campus 3. Set up the date for Cross Team meeting allowing a minimum of one month notice prior to the date identified on the schedule. 4. Review all data and issues with campus for accuracy and conformance 5. Prepare agenda with issues to be presented 6. Conduct Cross Team Meeting to review concepts and select one
Outcomes	<ol style="list-style-type: none"> 1. Selection of preferred option 2. Documentation of Section V



Step 5 Document

Intent	The intent of this step is to document all the changes to Sections VI and VII.
Tasks	<ol style="list-style-type: none">1. Develop Sections VI and VII in detail2. Prepare draft and submit for review.3. Once review comments have been received and documented, conduct briefing with the Central Office staff. The purpose is to discuss the findings and to determine if a formal Board presentation is needed. If not, go to step 4 below. If a presentation is needed, documentation will be done <u>after</u> the presentation.4. Finalize documentation5. Prepare final graphic
Outcomes	<ol style="list-style-type: none">1. Finalize all documentation.2. Setup for presentation, if needed.



Presentation Following the decision to present the update, the consultant and institution will prepare a presentation. This presentation will be made to the Board of Regents of the University System of Georgia. If required, the following tasks need to be performed:

1. Outline presentation to the Board of Regents of the University System of Georgia
2. Review with staff
3. Prepare Final presentation
4. Present

Outcomes

1. Secure closure on the project
2. Submittal of all final deliverables



MODIFICATIONS

This section specifies the changes made to the content or format of the deliverables outlined in the original *Physical Master Planning Template*. It contains:

- Technical Sections
- Analysis Tools





MODIFICATIONS

Technical Sections

The following items will be added to the existing three-ring binder which contains all technical memoranda:

1. Sign Off letter.

The intent of this letter is to record the institution's approval of the document. The approval addresses the general content of the document and its concurrence with the presentation made to the Board of Regents of the University System of Georgia. The letter should have the date of the presentation, or in the case no formal presentation is made, the date of final submittal. It should be signed by the campus representative.

This document should be located immediately preceding the Table of Contents.

2. Table of Contents

The Table of Contents should be highlighted to note all sections changed.

3. Executive Summary

The intent of this document is to summarize the findings. The focus should be on outcome, not process. It will follow the guidelines and topics outlined in the original Physical Master Planning Template. In addition, it will include a section that summarizes the background from previous master plans, presents the causes for the update and lists the key changes.

Suggested Table of Content:

Introduction

- Intent
- Background
- Update: Issues and Findings

Goals

Existing Conditions

- Location(s), Enrollment, Staff
- Programs
- Land
- Buildings



Future Needs

- Enrollment, Staff
- Programs
- Land
- Buildings
- Synopsis of Challenge

Master Plan

- Guiding Principles
- General Description

Implementation

- Capital Priorities per Phase
- Phasing Plans

Appendix

This document should be published separately and also added to the three-ring binder, following the Table of Content.

4. Conference Memo

The intent of this document is to summarize the discussions of this meeting. This document is added to the Table of Content and integrated at the end of section IV.

Suggested Topics:

- Record of attendees
- Summary of purpose of the update
- Changes to sections 1 thru 4
- Issues presented and proposed action
- Summarize guiding principles
- Conclusion: Will options be explored?

5. Cross Team Memo

The intent of this document is to summarize the discussions of this meeting.

Suggested Topics:

- Record of attendees
- Summary of guiding principles from previous "Conference"
- Presentation of options
- Select option

This document is added to the Table of Contents and integrated at the end of section V.



6. Overview Memo

The intent of this document is to summarize the characteristics of the proposed master plan. It integrates the highlights of the plan, based on all the key topics of the memos and any other criteria of relevance to illustrate the unique characteristics of the plan.

Suggested Topics:

- Background and purpose
- Guiding principles
- Issues
- Summary of proposed solution

This document is added to the Table of Content and integrated at the beginning of section VI.

7. Section VII C - Physical Master Plan Design Standards

Revise Tasks as follows:

- A. Document the existing campus and community urban design, historical architectural and site design characteristics.
- B. Establish what are the key design principles that distinguish this campus.
- C. Set the rules of composition and elements needed to support the design principles. Suggested topics to be considered:
 - 1) Massing
 - 2) Coverage
 - 3) Open Space
 - 4) Building Materials
 - 5) Setbacks
 - 6) Roads & Parking
 - 7) Signage
 - 8) Lighting
 - 9) Vegetation
 - 10) Walkways & Pedestrian Circulation

Analysis Tool

The following are proposed analysis tools recommended for use as a way of summarizing and analyzing data:

1. Feasibility Table

This table lists all buildings, with their replacement and repair costs. It is used to compare the value of repair against replacement and provides a closing commentary.

2. Guidelines for Existing & Proposed Space Type / Building

This table summarizes the existing allocation of space per building by CEFPI classification and compares it against the guidelines based on existing and proposed population per phase



increment. It also allows for room for reflecting work-in-progress. This is a suggested working tool.

3. Space Needs Analysis Summary

Summary of previous chart. This would eliminate showing space per building. One of these per phase increment will be needed. This is suggested as a presentation tool.

4. Implementation Schedule

This schedule illustrates the time line required to implement each project after it is funded. It includes a column to track the Total Project Cost plus allows the team the opportunity to breakdown the time for design, construction and any moves associates with this. The total appropriation of funds per year can be tracked at the bottom of illustrated cash flow.

5. Existing and Proposed Space Allocation per Building (Optional Tool)

This tool outlines how space is redistributed per building. It is to be used when details about renovation and adaptation are required.



FEASIBILITY of REPAIR - COMPARATIVE TABLE

No.	Name	Built	GSF	A		C		D		E=C+D/A		COMMENTS
				Replacement	Repair	Interior	Repair/Replace					
				\$	\$	\$	\$					
001		1920	192,228	\$43,149,475	\$21,091,571	\$9,611,400	71%					
002		1955	146,015	\$24,260,409	\$5,785,305	\$4,380,450	42%					
003		1963	110,889	\$22,561,715	\$4,145,289	\$693,056	21%					
004		1966	176,293	\$29,394,776	\$4,222,508	\$3,085,128	25%					
005		1968	101,013	\$10,757,760	\$1,153,259	\$631,331	17%					
006		1969	105,809	\$19,631,412	\$2,456,536	\$740,663	16%					
007		1971	205,169	\$38,742,294	\$3,385,061	\$3,077,535	17%					
008		1973	232,592	\$16,658,651	\$2,098,821	\$4,070,360	37%					
009		1973	34,058	\$6,323,281	\$507,900	\$1,021,740	24%					
010		1971	339,355	\$61,579,611	\$3,473,563	\$6,362,906	16%					
011		1936	38,117	\$4,727,901	\$1,265,530	\$952,925	47%					
012		1928	16,191	\$2,851,760	\$945,713	\$809,550	62%					
013		1916	9,844	\$2,228,979	\$1,453,444	\$492,200	87%					
015		1962	174,742	\$30,190,732	\$1,814,162	\$1,223,194	10%					
016		1971	89,856	\$2,565,000	\$648,141	\$628,992	50%					
017		1973	167,520	\$4,372,500	\$776,844	\$1,172,640	45%					
018		1973	167,520	\$5,580,000	\$859,481	\$1,172,640	36%					
019		1987	130,522	\$12,128,985	\$1,842,117	\$1,631,525	29%					
020		1927	94,268	\$14,448,422	\$862,754	\$1,885,360	19%					
021		1955	150,994	\$27,242,674	\$4,346,938	\$4,756,311	33%					
022		1981	21,232	\$1,847,152	\$341,237	\$530,800	47%					
023		1999	13,011	\$9,905,200	\$1,721,184	\$9,650,550	38%					
024		1927	20,280	\$480,795	\$430,266	\$0	89%					
025		1987	7,211	\$119,028	\$168,795	\$0	142%					
026		1988	26,833	\$2,735,200	\$633,005	\$670,825	48%					
027		1901	220,899	\$36,514,612	\$4,904,386	\$1,546,293	18%					
028		1940	11,180	\$200,000	\$0	\$0	0%					
029		1992	380,757	\$8,220,000	\$224,373	\$2,665,299	35%					
030		1946	69,095	\$7,185,880	\$657,844	\$3,454,750	57%					
Total			3,633,493	\$466,604,205	\$72,219,027	\$66,918,423	30%					

Sample 1





SPACE NEEDS ANALYSIS SUMMARY

Name of Institution
 Target Year / Phase
 Enrollment

Space Type	CEFPI	Existing	Guideline for Year	Surplus or (Deficit)
Classroom	100	25,000	28,000	-3,000
Class Laboratory	200	35,000	30,000	5,000
Research Laboratory	250	5,000	6,000	-1,000
Office Space	300	50,000	55,000	-5,000
Library Space	400	80,000	90,000	-10,000
Recreation Space	520	17,500	25,500	-8,000
Audiovisual Space	530	6,000	10,000	-4,000
Clinical Space	540	1,000	1,500	-500
Field Buildings/Greenhouse	560	0	0	0
Assembly	610	12,000	16,000	-4,000
Food Service	630	8,000	10,000	-2,000
Lounge and Merchandising	650	2,500	3,000	-500
Student Services	700	2,000	2,000	0
Data Processing	710	2,500	4,500	-2,000
Shop and Storage	720			0
Health	800	1,000	2,000	-1,000
Housing	900	43,750	100,000	-56,250
Other-As needed (Example: Cont. Ed.)		8,897	810	8,087
CAMPUS TOTAL		300,147	384,310	-84,163

Sample 3



IMPLEMENTATION

Schedule

		Capital Improvement Project																												
		Total Project Cost																												
		1				2				3				4				5				6				7				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
LIBRARY ADDITION	\$10,000,000	█																												
Design		█																												
Construct																														
Move																														
PAVED CENTRAL COURT	\$5,000,000									█																				
Design										█																				
Construct																														
Move																														
LOOP ROAD	\$1,000,000																	█												
Design																		█												
Construct																														
Move																														
PARKING	\$200,000																													
Design																														
Construct																														
Move																														
CLASSROOM 5	\$15,000,000																													
Design																														
Construct																														
Move																														
TOTAL	\$31,200,000																													

Sample 4







PRODUCTS

The following section includes:

- Executive Summary
- Full Document
- Illustrative Plan
- Posting On Web





PRODUCTS

Executive Summary

New Executive Summary stating the reasons for and results of changes to the original Master Plan. (Define the changes.) Follow Table of Contents outlined in page 31. Format will be 8.5 by 11 inch, portrait, and spiral bound.

Full Document

Hard Copy Document (Three Ring Binder)

The consultants will deliver completed sets of documents. Each document will have all items on the required Table of Contents, including those memos that have not been modified.

1. 2 copies to Office of Facilities of the Board or Regents
2. 10 Copies to Campus

A Revised Capital Priority List & Schedule will be issued as a part of the yearly submittal to the Board of the Capital Priorities List.

Consider clearly identifying the elements changed by highlighting on ToC or other means.

Electronic

The consultants will deliver one complete sets of electronic data. Each document will have all items on the required Table of Contents, including those memos that have not been modified.

Illustrative Plan

A new, updated Master Plan site plan, rendered. (2 copies, laminated & mounted on foam board. The lamination finish must allow for writing and erasing.)

18" x 24"

Property lines

North arrow

Context

Color green only campus

Single line white the surrounding

Key community buildings and streets identified

Future Buildings in cross

Name of firm

Colors – (follow sample)

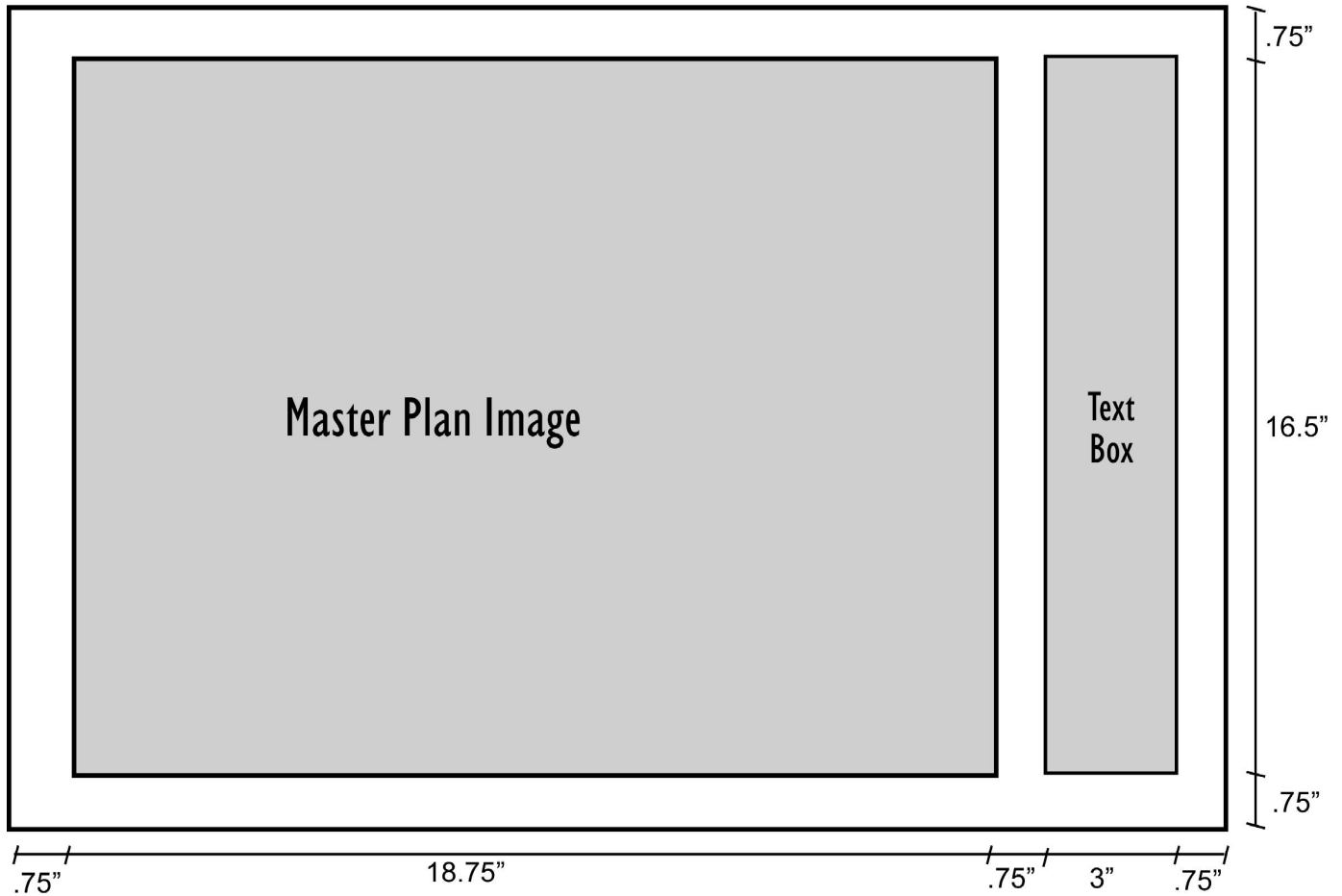
Submit for approval prior to mount/laminate

Date Plan = Date of BoR presentation, in case direct submittal, date

Refer to the sample



18" by 24" Laminated Foam Board



.75" Border Along All Sides and in Between Image and Text Box

Text Box must include the following:

- Legend
- Building Key
- University Name and Location
- Date
- Scale
- North Arrow



Insert Master Plan



**Posting on
Web**

Post information to the official University System of Georgia Board of Regents repository following the final presentation and approval. In addition, the institution will post a comprehensive subset of the completed physical master plan to their individual web site (details are in the Master Plan Resources Section of the Physical Master Planning Template.) Consultant to coordinate with campus on how to post. (This will be linked to the USG Web Site.)



APPENDIX

The following section includes:

- Sample Graphics





Sample Graphics

Sample graphics include examples of how to illustrate certain topics graphically

- Land Acquisition Zone