USG Capital Plan Update - FY 2021-2024 **3 June 2019**

<u>Revised</u> Capital Project Template Instructions **USG Real Estate and Facilities**

<u>Capital Plan Submission Requirements</u>

- All capital projects proposed for state funding during the FY21 - 24 planning period must be submitted individually using the new Project Template, including:
  - Large Caps proposed for GO Bond construction funding in FY 22 – FY 24 *(exception: a new template is not required for any Large Cap that received design or construction funds in last year's FY20 budget*).
  - Small Caps proposed for GO Bond funding in FY 21 – FY 24
- Institutions are encouraged to provide all relevant project backup information, and to include revised and refined information for previously submitted projects.

<u>Template Summary</u>

- Project Template is an Excel workbook is organized in five separate entry tabs (following a reference tab):
  - TAB 1 – Project ID and Executive Summary
  - TAB 2 – Project Specifications
  - TAB 3 – Project Costs
  - TAB 4 – Project Funding Sources and Schedule
  - TAB 5 – Project Narrative
- Template is designed to accommodate complex projects with multiple distinct "elements":
  - Building Elements (New Construction, Renovation, Demolition)
  - Infrastructure Elements (Parking, Mechanical, Utilities, Other)
  - Acquisition Elements (Land, Building)
- Projects do not necessarily need to contain more than one element
- Projects are automatically organized into three funding type groups based on proposed size and funding source: Large Cap (> $5M GO Bonds); Small Cap (<= $5M GO Bonds); and Non-GO Bond.

<u>Using the Template</u>

- <u>Data Entry</u>
  - GREEN cells are for data entry; patterned GREEN cells denote drop down menus.
  - GOLD cells have formulas that pull or calculate from other data and text entered in the workbook.
  - For best results, complete the upper portion of TAB 1 before proceeding sequentially to tabs 2, 3 and 4.
- <u>Naming Individual Project Template Workbooks</u>
  - Save each completed project template under the protocol: "InstAcronym_SCP21-24_Priority#_Version#.xlsx"
    - Examples: UGA_SCP21-24_LC1_V1.xlsx ABAC_SCP21-24_SC2_V1.xlsx
- <u>Tab-Specific Instructions</u>
  - <u>TAB 1 – Project ID and Executive Summary</u>
    - In TAB 1, several GOLD cells (including narrative) are not populated until later tabs are completed.
    - Refer to the USG Capital Plan Summary (distributed to institutions individually by OREF) to confirm previously submitted projects that have not been funded.
    - Institutions are encouraged to submit documentation to support template data and narrative. Use the table at the bottom of TAB 1 to identify each submitted document.
  - <u>TAB 2 – Project Specifications</u>
    - For entry of all physical and functional data for projects with one element, or multiple distinct elements.

- Not all projects will have multiple elements, but to ensure proper project understanding and analytical comparability, particular care is advised to ensure the entry of multiple elements when warranted.
- Examples of multi-element projects:
    - A new construction project includes a district chiller plant that will serve multiple buildings.
    - A new construction project site requires a significant relocation of existing utilities.
    - New construction and renovation of existing space are logically combined in one project
    - A renovation includes all or parts of multiple buildings, or significant new/relocated parking.
    - An infrastructure project includes significant mechanical, utility, road and hardscape work.
- For complex renovation projects, up to three individual buildings can be specified separately.
- No entry of data or text is required in an element section that is not applicable to that particular project.
- Select the most appropriate "Primary Space Function" from the options in the drop-down menu.
- For new construction and renovation projects without detailed space programs, assignable room use inventory percentages should be estimated based on best available information.
- Narrative at the element level should be brief and focus on issues and information specific to the relevant element, and should not repeat project-level information in TAB 5. See notes provided above the narrative boxes associated with each element.

- <u>TAB 3 – Project Costs</u>
    - For entry of project costs at an "element" level that are rolled up to a calculated overall project cost, and then automatically rounded up to a "Total Project Budget" figure.
    - Building Elements
        - New Construction
            - Cost calculation begins with the entry of an estimated base construction unit cost per GSF, inclusive of any construction professional contract fees.
            - Total cost is calculated by entry of estimated percentages/amounts that roll up other hard, soft, and contingency costs in a method similar to the USG project budget template. If any individual percentages or the overall soft cost ratio exceed the typical ranges noted, an explanation is required in the narrative box at the bottom of the tab.
            - Typical cost ratio percentages are pre-populated in the template, but they can be edited to reflect the specific characteristics of the proposed project.
        - Renovation
            - Works similarly to New Construction, but requires the entry of base unit construction cost specific to each individual building.
            - Total cost is calculated on the composite construction cost of all included buildings.
        - Demolition
            - For full demolition of buildings, not for interior demolition associated with renovation.
            - Demolition costs are based on two unit costs: a) building demolition and waste disposal; and b) required environmental abatement and remediation.
            - If multiple buildings are involved, enter the total GSF of demolition and the name and code largest building in the provided cells, and note other buildings in the narrative.
    - Infrastructure Elements
        - Parking project costs are calculated by multiplying the number of spaces by a unit cost per space that represents full project cost (including soft costs and contingency). An anticipated soft cost and contingency summary can be provided in the narrative.

- Mechanical, Utility, and "Other" infrastructure project costs are entered as inclusive lump sums. Scope, components, soft costs and contingency can be explained in the narrative.

- Acquisition Elements - Land and building acquisition costs are generated by a simple calculation of area (acres for land, GSF for buildings) x unit cost. Include all anticipated costs within the unit cost, and provide any necessary information in the project cost narrative.
- Escalation - Do not escalate out-year construction unit costs – enter cost based on a Fall 2020 start.

- TAB 4 – Project Funding (and Schedule)
  - In 4A, enter all proposed funding amounts by source, with the sum of sources equaling the total project cost. A line for narrative text is provided to describe or clarify each potential source and amount.
  - Entry of funding amounts by source will automatically determine whether the project is a Large Cap, Small Cap, or Non-GO project. Following source and amount entry, text will only appear within the legend of the table corresponding to the correct funding group. Enter data only in the relevant table.
  - Enter the proposed institutional project priority within the FY21-24 plan period. Projects must be ordered sequentially within each funding group type, and cannot be duplicated (i.e. you must only identify one #1 priority Large Cap project, one #1 priority Small Cap, etc.).
  - Any Large project with previous GO bond funding must be listed as top priority.
  - Enter the Fiscal Year that you propose to begin project construction. Practically, this means:
    - Large Caps: The FY of the budget for approval of GO Bonds for construction
    - Small Caps: The FY of the budget for approval of GO Bonds for the project
    - Non-GO Projects: The FY that you propose to fund the project and begin construction
    - Fiscal Year reference guide:
      - The USG fiscal year is July – June, with the FY beginning in July of the previous calendar year (i.e. FY 2020 begins 1 July 2019). The sample FY21 GO Bond cycle is as follows:

        BOR approves FY 21 Capital Budget recommendation: *September 2019*
        Governor recommends FY21 Capital Budget: *January 2020*
        General Assembly approves FY21 Capital Budget: *~ March/April 2020*
        Governor signs final FY21 Capital Budget: *~ April/May 2020*
        First potential availability of FY21 GO Bonds: *July-August 2020*
  - Large Cap Funding Schedule Issues:
    - Large Caps are automatically divided into a normative 3 year funding cycle for design, construction, and equipment. Do not enter multiple templates for a single project or otherwise try to actively break Large Cap GO Bonds into multiple funding years.
    - Enter the anticipated availability of any proposed non-GO funding amounts by project phase (Design, Construction, Equipment), and provide any details in the supplemental narrative.
    - If you seek an atypical GO Bond funding schedule due to non-GO funds availability (i.e. single appropriation, no design funds, no equipment funds), do not attempt to alter the calculated normative funding splits. Instead, please explain in supplemental narrative.
- TAB 5 – Project Narrative
  - This tab is provided for comprehensive, project-level narrative. Section 5A is a brief executive summary narrative that should be condensed from key data and narrative provided elsewhere in the template. Sections 5B, 5C, and 5D are modeled to provide relevant narrative that:
    - Can be adapted for entry into the OPB PCBS system in conjunction with the USG Capital Budget.
    - Are relevant to project evaluation within the USG's 2014 "Capital Evaluation Framework":

Capital Evaluation Framework