



Sacramento City College Strategic Planning System

Title:	Facility Management
Plan Type:	Resource Allocation
OPR:	Operations Division
Collaborative Group:	Campus Development Committee
References:	ADA Transition Plan Annual SMSR Project List Facilities Space Inventory Facilities Master Plan (2010) Facility Condition Index Summary Five Year Construction Plan LRCCD Long Range Capital Needs Plan LRCCD Regulation 8417 Non-Instructional Equipment and Infrastructure Program Plan Safety and Environmental Program Plan

PURPOSE and OBJECTIVES: The annual resource allocation process must address the need to maintain the college spaces and ground areas in a quality manner which facilitates and enhances the educational and support services offered by the College. This plan is intended to differentiate various levels of maintenance, repair and improvement projects as well as capital modernization and new construction projects. It outlines procedures for collecting annual division/unit facility needs through the unit/program plan process. These procedures will provide the basis for the College's annual facilities plan developed by the Operations Division; provide for appropriate metric tracking tools; and provide the mechanisms for identifying and prioritizing requests within approved funding levels. Summary objectives for this resource allocation plan include:

- Integrate facility requirements into the division/unit planning system
- Develop a regular replacement cycle for institutional furniture, fixtures and equipment which is incorporated into the Non-instructional Equipment and Infrastructure Program Plan
- Develop and document an interactive process to keep the campus community engaged and informed of capital construction projects and the college planning process that brings these projects to fruition.

- Develop and document a system for prioritizing and evaluating needs through the shared governance system.
- Develop tracking tools/metrics for planning and monitoring the status of campus and education center facilities to ensure timely maintenance, repair and improvement is accomplished.
- Monitor status of ADA transition plans, safety and security improvements and HAZMAT program changes which are incorporated into the Safety and Environmental Program Plan.

PROCEDURES:

1. Facility maintenance, repair and improvement (MRI) projects can generally be grouped into three broad categories:

a. **Emergency / critical**: These are unplanned maintenance and repair needs that emerge throughout the year. These are handled as they arise by contacting campus Operations directly (emergency) or by submitting a work order (routine) through the Division office. These type projects are managed by the Director of Operations and the Operation's staff in collaboration with the district's Facilities Maintenance organization and are funded through the College's institutional program as appropriate. An annual estimate, based on historical expenditures is developed by Operations and submitted to the VPA in the Feb/Mar timeframe for the next academic year. VPA budgets institutional funds accordingly.

b. **Long Range Capital Outlay Projects**: These projects are broadly outlined in the SCC Facilities Master Plan (FMP). The FMP considers major new construction and modernization projects predicated on projected future space needs, available local bond funding and anticipated state bond funding. The FMP is actualized through two key documents which are developed and updated by district Facilities Management: The Five Year Construction Plan and the Long Range Capital Needs Plan. These two documents calculate and update essential planning data including capacity-load ratios, project cost estimates, planned funding and project schedules/timelines.

Projects which are planned for state facility bond funds must compete for these funds through a state mandated process. To qualify for state funds the district must submit a BOT approved Initial Plan Proposal (IPP). Timing for these submissions vary and are estimated in the table below (timing is shown as actual project start (PS) minus (-) the indicated number of months.

If the IPP is approved by the state, the project will proceed to the next step, development of a Final Project Proposal (FPP) which will bring an architect into the project planning process. All projects are developed by the district, in collaboration with all College constituency groups through the Campus Development Committee and the College Facilities Master Plan (2010). They fall into three broad categories: New Construction; Remodeling; and Modernization/Maintenance. See LRCCD Regulation

8417 and the College Resource Management and Capital Outlay Program Plan for additional information on these types of MRI projects.

The project timing, referenced from the Project Start (PS) date, participants, and phases are described in the following table.

TIMING*	WHO	WHAT
PS – 24 mos	Dir of Facility Planning & Construction Vice President of Administration, SCC Director of Operations, SCC	Initial Project Proposal (IPP) development.
PS – 15 mos	Dir of Facility Planning & Construction	Board of Trustees Approval and submission to the state for potential funding
PS – 12 mos	Architectural Firm Dir of Facility Planning & Construction Project Planner, FM Vice President of Administration, SCC Director of Operations, SCC Facility Dean or Designee, SCC Department Faculty and Staff, SCC	Final Project Proposal (FPP) development.
Project Start (PS)	Facilities Management (FM)	Issues Request for Qualifications (RFQ) to initiate selection of Architectural design firm.
PS + 3 mos	Assoc Vice Chancellor, FM Dir of Facility Planning & Construction Planner, FM Vice President of Administration, SCC Director of Operations, SCC Facility Dean or Designee, SCC	Architectural design firm Selection Committee.
PS + 7 mos	Architectural Firm Dir of Facility Planning & Construction Project Planner, FM Vice President of Administration, SCC Director of Operations, SCC Facility Dean or Designee, SCC Department Faculty and Staff, SCC	Preliminary Plan development (schematic design, estimate, California Environmental Quality Act (CEQA) compliance, etc.)
PS + 8 mos	Dir of Facility Planning & Construction Project Planner, FM Vice President of Administration, SCC Director of Operations, SCC Facility Dean or Designee, SCC Department Faculty and Staff, SCC	Design approvals (State Public Works Board (SPWB) review)
PS + 13 mos	Architectural Firm Dir of Facility Planning & Construction Project Planner, FM	Working Drawing Completion

PS + 14 mos	Vice President of Administration Director of Operations Facility Dean	Project Update Briefing to President's Cabinet, Senior Leadership Team and Executive Council
PS + 18 mos	Architectural Firm Dir of Facility Planning & Construction Project Planner, FM	Approvals (Department of State Architect (DSA), California Community College Chancellor's Office (CCCCO), etc.)
PS + 20 mos	Vice President of Administration Director of Operations Facility Dean	Coordinate On / Off-campus Swing Space Requirements
PS + 21 mos	Architectural Firm Dir of Facility Planning & Construction Project Planner, FM	Bid and Contract Award (Bid Document Development, Advertising, Bid Opening, Notice to Proceed, etc.)
PS + 33 – 45 mos	Architectural Firm Project Planner, FM Director of Operations, SCC Selected Construction Firm	Construction
PS + 30 mos	Vice President of Administration Director of Operations Facility Dean or Designee Campus AV / District IT	Coordinate Type II Equipment list and expenditures
PS + 35 – 47 mos	Director of Operations, SCC Facility Dean or Designee, SCC Department Faculty and Staff, SCC	Campus Move-In

*** All timelines are notional and subject to modification as scope of project and duration of construction dictate. Consult timeline metric for most current schedule projections.**

c. **Facility Projects:** This category involves projects which can be planned to maintain and improve the quality and functionality of the College spaces, but do not reach the threshold for a capital outlay project. This includes the periodic replacement of furniture, fixtures and generic institutional equipment in teaching and support service spaces (specific instructional /unit equipment will be handled through the unit planning process with division level OCB funding). This project type is addressed in the remainder of this planning document.

2. Divisions and units will identify facility projects annually through the Unit Planning Process. Each project will include a brief description of the need and supporting rationale (see on-line unit planning worksheets). Division and College Service Area priorities will be assigned. Each of the College's program and institutional plans will also be reviewed for facility requirements and these will be incorporated into the overall planning process.

3. The Operations Division will maintain a list of deferred MRI projects. In addition, the Operations Division will also maintain a tracking summary indexed to the Facilities Space Inventory of when replacement work (floors, lighting, boards, furniture, equipment, etc.) and maintenance (painting, repairs, minor remodels, etc.) were performed. These data will be integrated with division/unit level requirements to develop

a list of potential projects for the next academic year. This integration will be crosschecked with the planned modernization schedule to ensure appropriate project timing/prioritization is applied. In addition, a crosscheck with the ADA Transition Plan, HAZMAT Plan and annual SMSR program will be accomplished. An overall list of proposed projects will be developed and prioritized for the next academic year by the Director of Operations. An estimated cost for these projects will also be developed. Projects to be funded through college discretionary funding (documented in the annual President’s Budget Memorandum) will be submitted to the budget committee for integration with budget and IT requests developed through the unit planning process. The project list will be reviewed by the President’s Executive Staff prior to submission to the budget committee for consideration. CSA prioritization will be considered.

Facility Resource Allocation Process and Timing Summary

TIMING*	WHO	WHAT
Sep	Units / Operations	Conduct preliminary feasibility assessment of proposed/potential facility projects in coordination with Campus Director of Operations. Consider Five Year Construction Plan and the LRCNP schedule of projects.
Oct – Dec	Departments, Units, Areas	Define facility projects as part of the unit planning process. Rank order through division/unit and College Service Area (CSA).
Nov	Operations	Review Institutional, Program and unit plans for facility related projects. Assess feasibility and develop cost estimates. For CDF funded projects, refine listing for submission to the budget committee for integration with IT and budget requests.
Jan-Feb	Operations	Compile campus wide list of facility projects. Include facility needs identified in the Institutional, Program and unit plans, as appropriate. Integrate with known SMSR, HAZMAT, ADA type projects. Cross-check with modernization schedule.
Feb - Mar	Campus Development Committee	Review and prioritize campus wide list to develop a prioritization recommendation for submission to the Budget Committee consistent with College strategic goals and directions.
Mar - Apr	Budget Committee	Budget Committee integrates facility projects with IT and financial requests and develops a prioritized recommendation for the President’s approval.
May - June	Operations	Develop supporting requisitions, work schedules, FM work orders & contracts as appropriate for approved facility projects.
July 1	Operations	Implement academic year Facility Project Plan. Track project schedules, costs and completions.

*** Specific timelines and due dates will be determined by the Planning Division (PRIE) in coordination with the appropriate OPR and/or collaborative group.**

MEASURES OF MERIT: A number of metric tools will be employed to track facility related projects and to help inform the college community of status of projects. Metric

data is reviewed on a regular basis, usually quarterly as part of a broader metric review performed in the Administrative Service CSA. These metric tools are outlined below.

- An analysis of on-campus floor space is reviewed quarterly and updated on an annual basis. The analysis will consider what floor space is scheduled for major project improvement to include modernization or new construction. In addition, consideration will be given to planned projects to remediate HAZMAT, ADA transitions and/or other repair and remodel projects. Other floor space will be scheduled as a function of this analysis and will be documented/funded through the Non-Instructional Equipment and Infrastructure Program Plan.

- Unit planning facility requests will be reviewed by Operations and the Campus Development Committee (CDC). The objective floor space to be worked each year is approximately 16,000 OGSF. Metric assessment of work order flow and timing will be used to track routine maintenance repair and improvement (MRI) projects.

- Capital projects timing and phasing will be updated and summarized quarterly and briefed as part of the VPA metric assessment for the management team. In addition, the Executive Council will be updated at least semi-annually on status of capital projects. Specific emphasis will be placed on design start and construction start timelines.

RESOURCES:

REQUIREMENTS: Normal administrative procedures and overhead

DATE:

August 31, 2007	
November 4, 2007	Update
September 1, 2008	Update
September 1, 2009	Updated
November 15, 2010	Updated
November 11, 2011	Updated
August 28, 2012	Updated
August 21, 2013	Updated

REVIEW CYCLE:

Annual

Capital Project and Modernization Schedule Current as of 30 June 2013*

Building	Start Construction	Occupy	Semester Start	Type II \$K	Comment
Hughes Stadium	Mar-11	Sep-12	Fall 2012	None	Scoreboard: July '13 Sound System: Aug '13
Student Services Bldg	Jun -13	Feb-15*	Spring 2015	515	Started 17 June '13 Type II working
Lusk Center Phase I	May-14*	Oct-14	Spring 2015	284	Design: Underway GRA Architect
Rodda Hall North/3rd Floor	Apr-15*	Nov-15	Spring 2016	120	Design: Nov 13; Space use proposed
Mohr Hall	Aug-16	Apr-18	Summer 2018	743	Design: Nov 14 FPP Jun 12 (14-15)
Lillard Hall	Jun-18	Feb-20	Summer 2020	1,356	Design: Sep 16 FPP Jun 12 (15-16)
Mohr Hall II, New Bldg	Jun-19	Feb-21	Summer 2021	684	Design: Sep 17
TAP: B, G Lots	May 13	Aug-13	Fall 2013	None	Successful Bid Start 20 May 2013
Davis Center Phase II/III	Aug-16 (II)	Apr-18	Summer 2018/2022	579 (II)	Design: Nov 14 FPP Jun 12 (15-16)
West Sac Ctr, Phase II/III	Jun-18 (II)	Feb-20	Summer 2020/2024	632 (II)	Design: Sep 16 Needs study wkg

* This schedule to be updated at least semi-annually and briefed to Executive Council, Senior Leadership Team and Campus Development Committee.

Sacramento City College - 2012-13 Planning Year - Financial Unit Plan

Obj ID	Unit Objective	Outcome Measures	Description of Financial Resource Request	Rationale for Financial Resource Request	Nature of Request (use drop down menu)	General Funding Type	Specific Expenditure Type	Hours or Quantity	Unit Cost	Total Financial Need for Objective	Amount Requested from Budget Committee	Grand Total Project Cost (Financial + IT+Facilities) Once Known	Identification			Objective Prioritization		
													Dept.	Div	CSA	Dept	Div	CSA

ADD NEEDED ROW(S) ABOVE THIS LINE.