
APPENDIX E: FINAL PROJECT PROPOSAL

Final Project Proposal

20__ - __

Community College Construction Act of 1980
Capital Outlay Budget Change Proposal

Proposal Name

Community College District

College or Center

Date

Final Project Proposal Checklist

District: _____
College/Center: _____
Project: _____
Prepared by: _____ **Date:** _____

| Section | Description | Status | Date |
|---------|---|--------|-------|
| 1.1 | Title Page | _____ | _____ |
| 2.1 | Final Project Proposal Checklist | _____ | _____ |
| 3.1 | Approval Page — Final Project Proposal (with original signatures) | _____ | _____ |
| 3.2 | Project Terms and Conditions | _____ | _____ |
| 4.1 | Analysis of Building Space Use and WSCH — JCAF 31 | _____ | _____ |
| 5.1 | Cost Estimate Summary — JCAF 32 | _____ | _____ |
| 5.2 | Quantities and Unit Costs supporting the JCAF 32 | _____ | _____ |
| 6.1 | Board of Governors Energy and Sustainability Policy | _____ | _____ |
| 7.1 | Responses to Specific Requirements — State Administrative Manual | _____ | _____ |
| 8.1 | California Environmental Quality Act | _____ | _____ |
| 9.1 | Analysis of Future Costs | _____ | _____ |
| 10.1 | Campus Plot Plan | _____ | _____ |
| 10.2 | Site Plan | _____ | _____ |
| 10.3 | Floor Plans | _____ | _____ |
| 10.4 | Exterior Elevations | _____ | _____ |
| 10.5 | Electrical Plans <i>(as needed)</i> | _____ | _____ |
| 10.6 | Mechanical Plans <i>(as needed)</i> | _____ | _____ |
| 11.1 | Guideline-Based Group 2 Equipment Cost Estimates — JCAF 33 | _____ | _____ |
| 12.1 | Justification of Additional Costs exceeding Guidelines <i>(as needed)</i> | _____ | _____ |
| 13.1 | Detailed Equipment List ^{1/} | _____ | _____ |

1/ Traditional projects—To be submitted when the Plan Year for requesting for CE funding is due.

APPROVAL PAGE

Final Project Proposal

Budget Year 20 -

District: _____

Project Location: _____
(College or Center)

Project: _____

The district proposes funds for inclusion in the state capital outlay budget (check items):
preliminary plans , working drawings , construction , equipment

District Certification

Contact Person: _____ **Telephone:** () _____
(Facilities, Planning and Development)

E-Mail Address: _____ **Fax:** () _____

Approved for submission: _____ **Date:** _____
(Chancellor/President/Superintendent Signature)

District Board of Trustees Certification

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

(President of the Board of Trustees Signature and Date)

(Secretary of the Board of Trustees Signature and Date)

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:
Facilities Planning and Utilization
Chancellor's Office
California Community Colleges
1102 Q Street, Suite 4550
Sacramento, CA 95811-6549

Chancellor's Office Certification

Reviewed by _____

Date Completed _____

PROJECT TERMS AND CONDITIONS

District: _____ **College/Center:** _____

Project: _____ **Budget Year:** _____

1. The applicant hereby requests state funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.
2. The applicant hereby assures the Board of Governors of the California Community Colleges that:
 - a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, stadia, the improvement of sites for student or staff parking, single-purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in 57001.5 of Title 5.
 - b. Any state funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.

If the application is approved, the construction covered by the application shall be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.
 - c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges **before** any contract is let for the construction.
 - d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services, Division of the State Architects.
 - e. Pursuant to the provisions of Section 57011 of Title 5, upon completion of a project the governing board shall submit to the Chancellor's Office, within 30 days after the closure of the current fiscal year, a final report on all expenditures in connection with the sources of the funds expended. The district shall be subject to a state post-audit review of fund claims for all such projects.
 - f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the *Education Code* and that it conforms to the approved plans and specifications.
 - g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.
3. It is understood by the applicant that:
 - a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the Public Works Board.
 - b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
 - c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project presented in this application.

-
4. It is further understood that:
- a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
 - b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
 - c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation

CFIS #: 40.

No Sum

Help Me!

[View/Print Title 5 Summary]
[Add New Space]

Cost Guidelines:

JCAF 31- FPP Sample

CCI:

| Reconst. | Rm. Type | Description | TOP No. | Department | No. Rms | No. Sta | Room No. | ASF | WSCH Capacity | Sec. ASF | Increase In Space |
|----------------|----------|-------------|---------|------------|---------|---------|----------|-----|---------------|----------|-------------------|
| Totals: | | | | | | | | | | | |

* Indicates manual override

COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:

To Q&UC Print Save Reset Delete

District: _____ College: _____ CFIS Ref. #: 40.
 Project Name: FPP Sample Date Prepared: 1/22/2016 Estimate CCI: 5977 DoF Project ID: _____
 Request For: L P W C E Round to Thousands: Escalation View: Estimate Estimate EPI: _____ Prepared by: _____

| | Total Cost | State Funded | | District Funded | | | | | | |
|---|-------------|--------------------------------|-----------------------|-------------------|-----------------------|--------------------|------------------|-----------------|-----------------|-----------------------|
| | | State-Supportable | Non State-Supportable | State-Supportable | Non State-Supportable | | | | | |
| 1. Site Acquisition Acres: | | | | | | | | | | |
| 2. Preliminary Plans Estimate CCI: 5977 | | 100.00% | | 0.00% | | | | | | |
| A. Architectural Fees (for preliminary plans) | | | | | | | | | | |
| B. Project Management (for preliminary plans) | | | | | | | | | | |
| C. Division of the State Architect Plan Check Fee | | | | | | | | | | |
| D. Preliminary Tests (soils, hazardous materials) | | | | | | | | | | |
| E. Other Costs (for preliminary plans) | | | | | | | | | | |
| 3. Working Drawings Estimate CCI: 5977 | | 100.00% | | 0.00% | | | | | | |
| A. Architectural Fees (for working drawings) | | | | | | | | | | |
| B. Project Management (for working drawings) | | | | | | | | | | |
| C. Division of the State Architect, Plan Check Fee | | | | | | | | | | |
| D. Community College Plan Check Fee | | | | | | | | | | |
| E. Other Costs (for working drawings) | | | | | | | | | | |
| (Total PW may not exceed 13% of construction) True | | | | | | | | | | |
| 4. Construction Estimate CCI: 5977 | | 100.00% | | 0.00% | | | | | | |
| A. Utility Service | | | | | | | | | | |
| B. Site Development, Service | | | | | | | | | | |
| C. Site Development, General | | | | | | | | | | |
| D. Other Site Development | | | | | | | | | | |
| E. Reconstruction | | | | | | | | | | |
| F. New Construction (building) (w/Group I equip) | | | | | | | | | | |
| G. Board of Governor's Energy Policy Allowance (2% or 3%) | | | | | | | | | | |
| H. Other | | | | | | | | | | |
| 5. Contingency | | 100.00% | | 0.00% | | | | | | |
| 6. Architectural and Engineering Oversight | | 100.00% | | 0.00% | | | | | | |
| 7. Tests and Inspections | | 100.00% | | 0.00% | | | | | | |
| A. Tests | | | | | | | | | | |
| B. Inspections | | | | | | | | | | |
| 8. Construction Management & Labor Compliance Program (if justified) | | 100.00% | | 0.00% | | | | | | |
| A. Construction Management | | | | | | | | | | |
| B. Labor Compliance Program | | | | | | | | | | |
| 9. Total Construction Costs (items 4 through 8 above) | | | | | | | | | | |
| 10. Furniture and Group II Equipment Estimate EPI: 3125 | | 100.00% | | 0.00% | | | | | | |
| 11. Total Project Cost (items 1, 2, 3, 9, and 10) | | | | | | | | | | |
| 12. Project Data | Outside GSF | Assignable Square Feet | Ratio ASF/GSF | Unit Cost Per ASF | Unit Cost Per GSF | 14. | State Funded | District Funded | | District Funded Total |
| Construction | | | | | | Acquisition | | Supportable | Non Supportable | |
| Reconstruction | | | | | | Preliminary Plans | | | | |
| 13. Anticipated Time Schedule | | | | | | | Working Drawings | | | |
| Start Preliminary Plans | | Advertise Bid for Construction | | | | Construction | | | | |
| Start Working Drawings | | Award Construction Contract | | | | Equipment | | | | |
| Complete Working Drawings | | Advertise Bid for Equipment | | | | Total Costs | | | | |

QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32

Include a detailed cost estimate *in lieu of this sheet.*

Board of Governors Energy and Sustainability Policy

The Energy and Sustainability Policy of the Board of Governors of the California Community Colleges (CCC) provides goals and guidance for districts to achieve energy conservation, sustainable building, and physical plant management best practices necessary to reduce energy consumption. All major capital outlay projects starting design should at a minimum outperform by at least 15% the current Title 24 Standards (California Energy Code) for new construction and should at a minimum outperform the current Title 24 Standards by at least 10% for all major renovation projects. The following elements should be considered in the design of all buildings for the CCCs:

Siting and design considerations that optimize local geographic features to improve sustainability of the project, such as proximity to public transportation and maximizing use of vistas, microclimate, and prevailing winds;

Durable systems and finishes with long life cycles that minimize maintenance and replacement;

Optimization of indoor environmental quality for occupants;

Utilization of environmentally preferable products and processes, such as recycled-content materials and recyclable materials;

Procedures that monitor, trend, and report operational performance as compared to the optimal design and operating parameters;

Space should be provided in each building to support an active program for recycling and reuse of materials.

Sample Language

This project will be designed to exceed Title 24, Part 6 Energy Code by 15%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand.

Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect.

Overhangs have been incorporated to shade glazing.

Low E dual glazing will be incorporated to reduce heat gain.

Roofing will incorporate cool roofing to reduce the heat island effect and heat gain.

Heating and cooling will be provided by a highly energy efficient HVAC system.

Independent HVAC controls provided where applicable.

Natural lighting will be incorporated into most spaces.

Energy saving lighting with automatic lighting controls and sensors.

Interior materials will be low in volatile organic compounds, high in recycled content.

Water efficient fixtures, faucets and devices will be incorporated.

A strict recycling program will be required during construction.

Requested participation in the local utility's energy incentive program.

Photovoltaic panels will be incorporated where appropriate.

Capital Outlay Budget Change Proposal (COBCP) — Cover Sheet

DF-151 (REV 06/17)

| | | | |
|----------------------------|----------------------|--|---|
| FISCAL YEAR | BUSINESS UNIT | DEPARTMENT | PRIORITY NO. |
| BUDGET REQUEST NAME | | CAPITAL OUTLAY PROGRAM ID | CAPITAL OUTLAY PROJECT ID (7 DIGITS. FOR NEW PROJECTS LEAVE BLANK) |
| PROJECT TITLE | | Project Status and Type STATUS: <input type="checkbox"/> NEW <input type="checkbox"/> CONTINUING TYPE: <input type="checkbox"/> MAJOR <input type="checkbox"/> MINOR | |

Project Category (Select one)

CRI (CRITICAL INFRASTRUCTURE) **WSD (Workload Space Deficiencies)** **ECP (ENROLLMENT CASELOAD POPULATION)** **SM (SEISMIC)**

FLS (FIRE LIFE SAFETY) **FM (FACILITY MODERNIZATION)** **PAR (PUBLIC ACCESS RECREATION)** **RC (RESOURCE CONSERVATION)**

| | | |
|---|-----------------------|---|
| TOTAL REQUEST (IN THOUSANDS) \$ | Phase(s) to be Funded | Estimated Total Project Cost (in thousands) \$ |
|---|-----------------------|---|

BUDGET REQUEST SUMMARY

******* THIS PAGE IS TO BE COMPLETED BY FPU. *******

| | | |
|--|---|-------------|
| REQUIRES LEGISLATION <input type="checkbox"/> YES <input type="checkbox"/> NO | CODE SECTION(S) TO BE ADDED/AMENDED/REPEALED | CCCI |
| REQUIRES PROVISIONAL LANGUAGE <input type="checkbox"/> YES <input type="checkbox"/> NO | BUDGET PACKAGE STATUS <input type="checkbox"/> NEEDED <input type="checkbox"/> NOT NEEDED <input type="checkbox"/> EXISTING | |

IMPACT ON SUPPORT BUDGET

ONE-TIME COSTS YES NO **FUTURE COSTS** YES NO
 Future Savings YES NO Revenue YES NO

IF PROPOSAL AFFECTS ANOTHER DEPARTMENT, DOES OTHER DEPARTMENT CONCUR WITH PROPOSAL? YES NO

ATTACH COMMENTS OF AFFECTED DEPARTMENT, SIGNED AND DATED BY THE DEPARTMENT DIRECTOR OR DESIGNEE.

| | | | |
|----------------------------|-------------|-------------------------|-------------|
| PREPARED BY | DATE | REVIEWED BY | DATE |
| DEPARTMENT DIRECTOR | DATE | AGENCY SECRETARY | DATE |

| DEPARTMENT OF FINANCE USE ONLY | |
|---|--|
| PRINCIPAL PROGRAM BUDGET ANALYST | DATE SUBMITTED TO THE LEGISLATURE |

A. Purpose of the Project: (problem, program need, infrastructure deficiency)

1. Executive Summary
2. Problem Statement
3. Solution Criteria

B. Relationship to the Strategic Plan: (relevance of problem/need to mission and goals)

C. Alternatives: (for each, describe the proposed alternative and provide a brief summary of scope, cost, funding source, program benefits, facility management benefits, and impact on support budget)

1. Alternatives
2. Solution Criteria Matrix
3. Economic Analysis Matrix

D. Recommended Solution:

1. Which alternative and why?
2. Detailed scope description.
3. Basis for cost information.
4. Factors/benefits for recommended solution other than the least expensive alternative.
5. Complete description of impact on support budget.
6. Identify and explain any project risks.
7. List requested interdepartmental coordination and/or special project approval (including mandatory reviews and approvals, e.g. technology proposals).

E. Consistency with Government Code Section 65041.1:

Consistent with the provisions of Government Code Section 65041.1 - 65042, the California Community Colleges are exempt from these provisions of this government code section.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

(Reference: California Code of Regulations, Title 5 Section 57121)

District will have CEQA review requirements completed prior to request for Preliminary Plans approval

ANALYSIS OF FUTURE COSTS

Provide an economic analysis of additional instructional, administrative, and maintenance cost resulting from the proposed project, including personnel years. Disclose all new courses or programs to be housed in the project that may need Chancellor's Office review.

Personnel Cost

Certificated:

Classified:

Depreciation, Maintenance and Operation

Program/Course/Service Approvals

List all new programs/courses/services to be housed in this project or its secondary effects and give the date of approval. If there are no new programs/courses/services for which approval is required, please so state. This is not required for equipment-only projects.

Name of New Program/Course/Service

Date of Approval

DIAGRAMS OF CAMPUS, PROJECT SITE, BUILDING AREAS, AND ELEVATIONS

Provide the following pre-schematics in lieu of this sheet: Campus Plot Plan, Site Plan, Floor Plans, and Exterior Elevations. If the project has unusual characteristics that require further explanation, please provide the following conceptual drawings as needed: Electrical Plans and Mechanical Plans.

REVISED LEVEL OF DETAIL FOR FLOOR PLANS AND ELEVATIONS

(Sample)

CFIS #: 40.

To JCAF31

Help Me!

[View/Print Title 5 Summary]
[Show Detail]

JCAF 33- FPP Sample

EPI: 3202 (12/13) v

| Rm. Type | Description | TOP No. | Department | No. Rms | No. Sta | Room No. | ASF | Sec. ASF | Increase In Space | Equip Cost Per ASF | Total Allowable Cost |
|----------------|-------------|---------|------------|---------|---------|----------|-----|----------|-------------------|--------------------|----------------------|
| | | | | | | | | | | | \$0 |
| Totals: | | | | | | | | | | | |

* Indicates manual override

JUSTIFICATION FOR ADDITIONAL COSTS EXCEEDING GUIDELINES

Construction (including Group 1 equipment), Equipment (Group 2 and Furniture)

District: _____ **College:** _____

Project: _____

Please use this and additional pages or diagrams to explain and justify items of cost not easily explained on other forms. Examples of items needing justification: site improvements, unusual or high-cost construction methods, or items of equipment that exceed ASF cost guidelines. This form, when completed, supplements both the "Quantities and Unit Costs Supporting the JCAF 32" and the "Guidelines-based Group 2 Equipment Cost Estimate" forms.

**DETAILED EQUIPMENT LIST
(SAMPLE)**

College: _____ Project: _____

| Item # | Item Name ¹ | Units | Cost per Unit | Total Cost |
|---|------------------------|-------|---------------|--------------------|
| 1 | File cabinet | 45 | \$196.00 | \$8,820.00 |
| 2 | Monitor | 15 | \$225.00 | \$3,375.00 |
| 3 | Computer | 15 | \$1,200.00 | \$18,000.00 |
| <div data-bbox="365 781 1247 1029" style="border: 1px solid black; background-color: #cccccc; padding: 10px;"> <p>List to be provided when the Plan Year of funding the equipment phase is due to FPU:</p> <ul style="list-style-type: none"> • Ready Access= no change/due at FPP submittal • Traditional= due year after initial FPP submittal </div> | | | Total | \$30,195.00 |

¹ Cost requests for equipment are to be limited to those required for new programs or for net expansion space in existing programs.