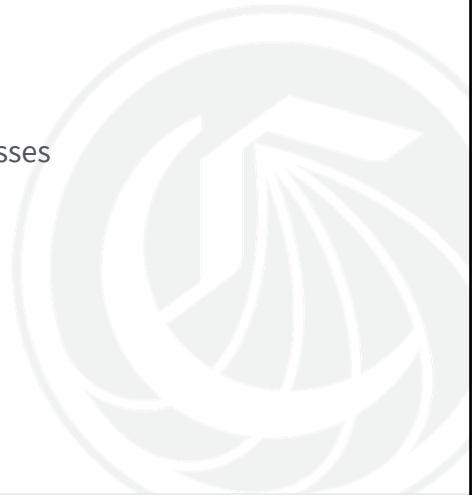




Core elements of the State's post funding processes

Capital Outlay



Capital Outlay

- Chay Yang
- Lan Yuan
- Harold Flood
- Eric Thorson





Capital Outlay

- Pre-Funding
- Project Administration
- Project Closeout



Capital Outlay Pre-Funding

- Project Categorization
- New Prioritization (planned 2023-24)
- Max. Seating 550
- Labor Compliance Program
- Prop. 51
 - 2021-22 added to 2020-21 Budget
 - Over 90 projects





Capital Outlay Pre-Funding

- SAM Narrative - New vs. Reconstruction
- Final Project Proposal - Cost Estimates
- Local Funding Commitment



Capital Outlay – Project Administration

- IPP
 - Establishes the project concept to determine State funding eligibility
- FPP
 - Proposes project scope and budget and becomes part of a binding agreement between the State and the district to proceed with a project
- COBCP
 - Capital Outlay Budget Change Proposal establishes project scope and State funding





Capital Outlay – Project Administration

- Scope Change
 - Reassignment of room functions between space types
 - Changes in program purposes
 - Changes in building design or location



Capital Outlay – Project Administration

- DF14Ds
 - NO PROJECT PHASE MAY BEGIN prior to the DF14D approval date
 - Typically DF14Ds take 2-4 weeks for approval





Capital Outlay – Timeline

	Date		Date
Start Preliminary Plans	7/1/2021	Advertise Bid for Construction	5/1/2023
Start Working Drawings	2/1/2022	Award Construction Contract	7/1/2023
Complete Working Drawings	9/1/2022	Advertise Bid for Equipment	3/1/2024
DSA Final Approval	3/1/2023	Complete Project	6/1/2025

	Funded
Preliminary Plans	FY 2021/22
Working Drawings	FY 2021/22
Construction	FY 2022/23
Equipment	FY 2022/23



Capital Outlay – Project Administration

- Preliminary Plans
 - **Schematic Designs:**
 - Site plan/floor plans/building elevations (see Facilities Planning Manual Appendix F)
 - Any perspectives, models, or other presentation materials necessary to describe the design
 - **Support Data:**
 - Area calculations - summaries of GSF and ASF by floor as they relate to the scope of the project
 - Construction cost estimate - a systems level estimate as it relates to the budget for the project
 - Code analysis - a brief description of the major code elements
 - Outline specification - a brief description of the major systems the architect had in mind





Capital Outlay – Project Administration

- Preliminary Plans Package

- District Request Letter
- Preliminary Plans and Specifications *plus* 11”x17” site plans, floor plans and elevations for Department of Finance (electronic)
- Detailed Cost Estimate – Architect’s cost estimate, JCAF 31 and 32, Cost Estimate Summary and anticipated project timeline
- CEQA document and IOU Design Recommendation letter



Capital Outlay – Project Administration

- Working Drawings

- ***Design Development:***
 - Review and revision of schematic documents
 - Addition and coordination of all the design systems; e.g., structural, electrical, mechanical
 - Value engineering with life-cycle costing
 - Updated scope, cost estimate, code analysis
- ***Plans and Specifications:***
 - Site plan/landscape plan/floors plans/elevations/sections
 - Details/structural/mechanical/electrical drawings
 - Specifications





Capital Outlay – Project Administration

- Working Drawings Package

- District Request Letter
- DSA stamped plans and specifications *plus* 11”x17” site plans, floor plans and elevations for Department of Finance
- Detailed Cost Estimate – Architect’s cost estimate, JCAF 32, Cost Estimate Summary and anticipated project timeline with estimated costs
- Side-by-side JCAF 32
- Bid format information with any add/deduct alternatives
- Energy modeling certification



Capital Outlay – Project Administration

- Proceed to Bid Package

- District Request Letter
- List of bidders
- Low bid with subcontractor list
- JCAF 32 (updated if necessary)
- District Board Item stipulating that award is “*subject to State approval*”





Capital Outlay – Project Administration

- Bid Award Package

- District Request Letter
- List of bidders (bid tab) – all bid tabulations, arrayed with base bid and alternates (if any) separately
 - If the district (college) elects any alternates (add or deduct), the alternate(s) becomes part of the official scope of work and must be completed.
 - Multi-prime – list of all bidders
- Actual lowest responsive bid with a list of subcontractors
- JCAF 32 (updated if necessary)
- District Board Item stipulating that award is “*subject to State approval*” or “*contingent upon State approval*”



Capital Outlay – Project Administration

- Equipment Package – Projects with state equipment funds

- District Request Letter
- Copy of Inspector of Record’s report stating construction is at least 50% complete
- Revised Equipment List of State Supportable Items (Group II equipment)
- JCAF 32 (updated if necessary)





Capital Outlay – Project Administration

- Equipment Lists

- For Projects with State-Supportable Local Funds (i.e. 100% locally funded equipment)
- Copy of Inspector of Record's report stating construction is at least 50% complete
- Equipment List of State Supportable Items (Group II equipment)



Capital Outlay – Project Administration

- Quarterly Report

- State Administrative Manual (SAM) Section 6864
- Proposition 1D (2006) increased project transparency
 - Governor's Bond Accountability Website
- FUSION – Quarterly Reports are located in the planning module
- Any district FUSION user can fill out and submit
- Due the 15th of each month following the close of a quarter
- Delayed reporting could affect reimbursement of invoices and delayed authorization to release additional state funds for a project
- “Comments” section used for project status report
- “Attachments” can be added, e.g. upload change orders, additional comments/justification, granular explanation of delays/unforeseen conditions, etc.
- Training is available at the FUSION Training classes





Capital Outlay – Project Administration

Quarterly Reports										+ Create Quarterly Report
Action	Year	Quarter	Status	Initial Financing - Local	Current Financing - Local	Expenditures - Local	Balance - Local	Attachments	Full Report	
✓	2020	Q2: 10/01 - 12/31	Not Submitted	\$0	\$3,092,999	\$245,093	\$3,047,306	View/Add	FY2020 QTR 2	
Change										
Notes:										
Action	Phase	Initial Financing - Local	Current Financing - Local	Expenditures - Local	Balance - Local	Original Completion Date	Actual Completion Date	Pct. Complete Financial (prior quarter)	Percent Complete (current quarter)	
✓	P	\$0	\$344,084	\$134,890	\$209,194	02/01/2020	09/01/2022	72.04%	72.04%	
✓	W	\$0	\$360,706	\$110,803	\$249,903	09/01/2020	09/01/2022	14.00%	14.00%	
✓	C	\$0	\$7,517,670	\$0	\$7,517,670	09/01/2022	09/01/2022	0.00%	0.00%	
✓	E	\$0	\$870,539	\$0	\$870,539	09/01/2022	09/01/2022	0.00%	0.00%	



Capital Outlay – Project Administration

Quarterly Report

Organization Title: Board of Governors, California Community Colleges
District: Kern Community College District
College Center: Porterville College
Project Title (per FUSION): PC Allied Health Building
Local Title: Organization: 6870
CFID #: DOP Project ID: 0005052

Reporting Period: FY 2020 - 21
07/01 - 09/30

State Fiscal Data	Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment
Chapter #, Item #		23, 301-6087 (S1)	23, 301-6087 (S1)		
Reappropriation (Chapter, Item)					
Reappropriation (Chapter, Item)					
Appropriation Amount - State	\$404,000		\$431,000		
Augmentation/Reversion - State					
IED Date or Chapter, Item					
Total Financing - State	\$404,000		\$431,000	\$0	\$0
Proceed to Bid Date (per DF 14D)					
Release Date (per DF 14D)					
Release Amount					
Grant Financing Released					
Expenditures Reported/Prior - State	\$404,000				
Appropriation Balance - State	\$0		\$431,000	\$0	\$0
Local Fiscal Data	Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment
Initial Financing - Local	\$344,084		\$360,706	\$7,517,670	\$870,539
Current Financing - Local	\$134,890	\$110,803	\$249,903	\$7,517,670	\$870,539
Expenditures (Locally Funded)					
Balance - Local	\$209,194		\$249,903	\$7,517,670	\$870,539
Project Schedule/Status	Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment
Number of Change Orders					
Change Order Total					
Original Completion Date	02/01/2020	09/01/2020	09/01/2020	09/01/2022	09/01/2022
Actual Completion Date	09/01/2022	09/01/2022	09/01/2022	09/01/2022	09/01/2022
Beneficial Occupancy Date					
Close Fiscal Accounts Date					
Pct. Complete Financial (prior quarter)	68.69%	0.00%	0.00%	0.00%	0.00%
Percent Complete (current quarter)	72.04%	14.00%	0.00%	0.00%	0.00%
Comments - Explain delays - Change orders detail - Issues pending - Contract Phase prologued					
Working drawings have been submitted to CCA. Constructability review in process.					

District entered fields highlighted in red.

I certify that the information reported is correct and the % complete is based on the progress of the project phase

Submitted by: _____ Submitted Date: 10/07/2020 Approve Date: _____





Capital Outlay – Closeout

- Project Closeout – Phase 1 “Online” Change Request
 - Update Space Inventory (S.I.)
 - Create a Change Request for “Online”
 - Update the JCAF 31 for final space
 - JCAF 31 is to be consistent with the project space entered into the space inventory in FUSION.
 - Side-by-Side space comparison
 - Notice of Completion (NOC)
 - If multi-prime, attach NOC for each contractor
 - FPU approval of this Change Request
 - Removes project space from the 5-Year Plan
 - Prevents double counting of space



Capital Outlay – Closeout

Side-by-Side Space Comparisons				
Room Type/TOP	Working Drawings	Space Inventory	Difference	% Change
100-0099	4,810	4,727	-83	-1.73%
210-1230	4,164	4,067	-97	-2.33%
210-4930	1,819	1,769	-50	-2.75%
680-0099	976	1,001	25	2.56%
Total	11,769	11,564	-205	-1.74%





Capital Outlay – Closeout

- Project Closeout – Phase 2 “Completed” Change Request
 - Create a Change Request for “Completed”
 - District Letter
 - JCAF 32
 - Final Quarterly Report
 - Space Inventory Report #17
 - Final Equipment List
 - DSA Certification/Close of File Letter & DSA 6 Forms
 - FPU approval of this Change Request
 - Removes project from both Planning and *Project modules (*FUSION enhancement)



Capital Outlay – Closeout

- Project Closeout – Phase 2 “Completed” Change Request
 - Closeout Letter--District certifies the following:
 - The project is complete
 - All state reimbursement claims are settled
 - The space was constructed as approved by the Department of Finance and the Legislature and as depicted in the district’s certified Space Inventory Report
 - The district followed Public Contract law in the construction of the project
 - Per the State Treasurer’s Office, the district will retain all project financial records for a period of no less than 35 years, including DF14D forms, expenditure records, and claims information





Capital Outlay – Closeout

COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:

Client: College of the Sequoias (Sequoia CCD)
 Project Title: Nursing and Allied Health Center
 Request For: L P W C E

Date Prepared: 2/7/2011 Original CCI: 4100 Original EPI: 2584 CFS Ref #: 4056.115 Budget Ref #: Prepared by: Eric Mittelstead

Item	Description	Budget CCI	Total Cost	State Funded	District Funded	
					State-Supportable	Non State-Supportable
1. Site Acquisition	Address 1					
2. Plans	Budget CCI: 4593		\$318,000	\$318,000		
A. Architectural Fees (for preliminary plans)			\$184,000			
B. Project Management (for preliminary plans)			\$50,000			
C. Preliminary Tests (soils, hazardous materials)			\$30,000			
D. Other Costs (for preliminary plans)			\$54,000			
3. Working Drawings	Budget CCI: 4593		\$403,000	\$403,000		
A. Architectural Fees (for working drawings)			\$237,000			
B. Project Management (for working drawings)			\$20,000			
C. Office of the State Architect, Plan Check Fee			\$19,000			
D. Community College Plan Check Fee			\$19,000			
E. Other Costs (for working drawings)			\$176,000			
(Total Plan cost not exceed 10% of construction)		True				
4. Construction	Budget CCI: 4550		\$6,563,000	\$6,563,000		
A. Utility Service			\$18,000			
B. Site Development, Service			\$96,000			
C. Site Development, General			\$137,000			
D. Other Site Development						
E. Reconstruction			\$5,780,000			
G. Other			\$48,000			
H. Geotechnical			\$100,000	\$100,000		
I. Architectural and Engineering Oversight			\$100,000	\$100,000		
J. Tests and Inspections			\$207,000			
A. Tests			\$86,000			
B. Inspections			\$121,000			
K. Construction Management (if justified)			\$100,000	\$100,000		
L. Total Construction Costs (Items 4 through 8 above)			\$7,418,000	\$7,418,000		
M. Furniture and Other Equipment			\$65,000			
N. Total Project Cost (Items 1, 2, 3, 4, 5, and 6)	Budget EPI: 2744		\$8,729,335	\$8,729,335		\$198,235
						\$198,235

Item	Project Data	Contract	Available	Ratio	Unit Cost	Unit Cost	State Funded	District Funded	District Funded
			AS/GSF	AS/GSF	Per ASF	Per GSF		Supportable	Non Supportable
13. Anticipated Time Schedule									
Construction	11/1/2009	11/1/2009	11,828	0.33	\$621	\$350			
14. Construction									
15. Anticipated Time Schedule									
Start Preliminary Plans	1/1/2007	Advertise Bid for Construction	6/7/2008						
Start Working Drawings	4/1/2007	Award Construction Contract	7/14/2008						
Complete Working Drawings	10/1/2007	Advertise Bid for Equipment	7/1/2008						
Costs Final Approval	4/1/2008	Complete Project	11/1/2009						
							100.00%	0.00%	\$5,780,000



Capital Outlay – Closeout

Quarterly Report

Organization Title: Board of Governors, California Community Colleges
 District: Sequoias Community College District
 College Center: College of the Sequoias
 Project Title (per FUSIGN): Nursing and Allied Health Center
 Local Title:
 Organization: 6870, CCRS #: 4056.115

Reporting Period: FY 2010 - 11
 07/01-09/30 01/01-03/31
 10/01-12/31 04/01-06/30

State Fiscal Data	Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment
Chapter #, Item #		47, 301-6049 (10)	47, 301-6049 (10)	171, 301-6049 (43)	171, 301-6049 (43)
Reappropriation (Chapter#, Item#)		491706	491706		
Reappropriation Amount - State		\$318,000	\$403,000	\$7,418,000	\$405,000
Augmentation/Reversion - State					
(EOP Date or Chapter#, Item#)					
Total Financing - State		\$318,000	\$403,000	\$7,418,000	\$405,000
Proceed to Bid Date (per DF 14D)				6/8/2008	
Release Date (per DF 14D)				7/7/2008	6/26/2008
Release Amount				\$7,418,000	\$405,000
Grant Financing Released					
Expenditures Reported/Paid - State		\$318,000	\$403,000	\$7,418,000	\$405,000
Appropriation Balance - State		\$0	\$0	\$0	\$0
Local Fiscal Data	Acquisition	Preliminary Plans	Working Drawings	Construction	Equipment
Initial Financing - Local					\$198,235
Current Financing - Local					\$198,235
Expenditures (Locally Funded)					\$0
Balance - Local		\$0	\$0	\$0	\$0
Project Schedule/Status					
Number of Change Orders				21	
Change Order Total				\$216,068	
Original Completion Date	12/1/2008	4/1/2009	6/1/2009	6/1/2009	6/1/2009
Actual Completion Date	4/1/2007	10/1/2007	11/1/2009	11/1/2009	11/1/2009
Beneficial Occupancy Date				11/1/2009	
Close Fiscal Accounts Date					
Proc. Complete Financial (per quarter)	100.00%	100.00%	100.00%	100.00%	148.21%
Percent Complete (current quarter)	0.00%	0.00%	0.00%	100.00%	100.00%

Comments - Explain delays - Change orders detail - Issues pending - Contract Phase processed

I Certify that the information reported is correct and the % complete is based on the progress of the project phase
 Submitted by: Eric Mittelstead 1/10/2011 Approve Date: 4/15/11





Capital Outlay

- Questions?

