
State of New Mexico Capitol Buildings Master Plan

Capitol Buildings Planning Commission

December 2, 2005

(annotated, January 12, 2005 per GSD/PCD
request to clarify history of responsibilities)



**The ARC - Dekker/Perich/Sabatini
Association**

Agenda

■ Status

- ✓ *Santa Fe area*
- ✓ *Albuquerque area*
- ✓ *Transition of master planning support to GSD PCD*

Status

■ Project Scope

- ✓ *Update the Existing Master Plan for State-Owned facilities in Santa Fe*
- ✓ *Complete a comprehensive Master Plan for State-Owned facilities in Albuquerque*
- ✓ *Develop a plan for periodic updating and maintenance of the Master Plan, along with a plan to transition long-term ownership and maintenance responsibility of the Master Plan database from the contractor (ARC/DPS) to GSD/PCD*

Status

■ Capitol Plan

- ✓ **Questionnaires and interviews completed for most of state departments and agencies**
- ✓ **Preliminary summary has been developed**
 - *Existing Space Use - Information on where agencies are currently located*
 - *Staffing - Information about existing staffing numbers (FTE and unauthorized positions) and where they are located, as well as whether this is higher, about the same or lower than historic levels*
 - *Future Programs and Services - Information about possible programs and changes in how business is done that may impact facility needs, along with potential impact on staffing numbers*
 - *Location and Relationships*
 - *Functional and Physical Issues*
- ✓ **Implications of “super-complex” has been developed**
- ✓ **Preliminary updates for each capitol campus**
 - *Reflect significant changes*
 - *Review of campus planning guidelines*

Status

■ Albuquerque Plan

- ✓ *Questionnaires and interviews completed for most of state departments and agencies*
- ✓ *Tours (or telephone conversations still in progress)*
- ✓ *Planning drivers have been updated*
- ✓ *Preliminary summary has been developed*

■ Will schedule review sessions with LCS / GSD staff and then present to CBPC

Santa Fe and Albuquerque

- There are unfunded deficiencies in state-owned (GSD) buildings

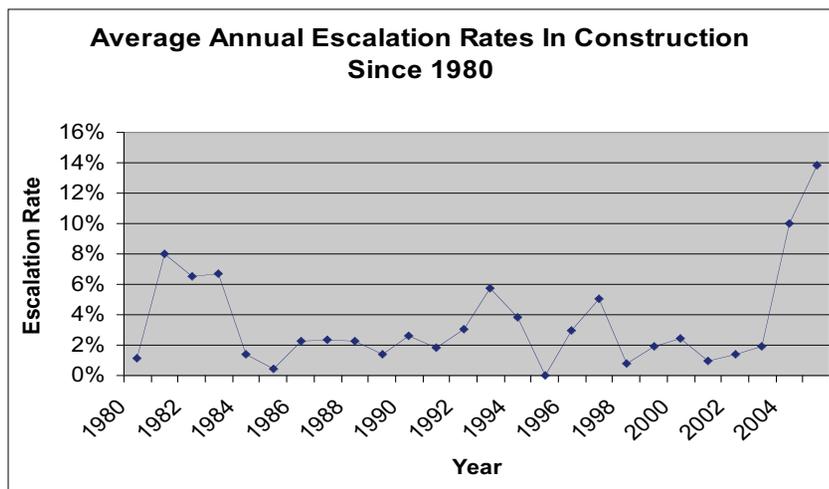
| | Gross Square | | Total Current | | Replacement | |
|---------------------------|------------------|---------------|----------------------|---------------|----------------------|---------------|
| | Feet | % Total | Repair Cost | % Total | Value | FCI% |
| 01 Santa Fe County | 2,032,211 | 60.25% | \$53,822,908 | 26.71% | \$410,913,773 | 13.10% |
| Albuquerque Area | 1,340,788 | 39.75% | \$147,707,904 | 73.29% | \$322,373,658 | 43.96% |
| 02 Bernalillo County | 547,607 | 16.24% | \$50,338,860 | 24.98% | \$118,337,096 | 42.54% |
| 14 Valencia County | 779,476 | 23.11% | \$96,858,284 | 48.06% | \$201,867,641 | 47.98% |
| 29 Sandoval County | 13,705 | 0.41% | \$510,760 | 0.25% | \$2,168,921 | 23.55% |
| Total | 3,372,999 | | \$201,530,812 | | \$733,287,431 | 27.48% |

Source: 3d/I Assessment

- ✓ *Albuquerque area facilities have the most deficiencies*
- ✓ *Los Lunas Campus has significant issues*

Santa Fe and Albuquerque

- All current projects are impacted by construction cost increases
 - ✓ Construction prices increases 10 - 30% in 2004
 - ✓ Continued increases are expected in 2005 and into the near future

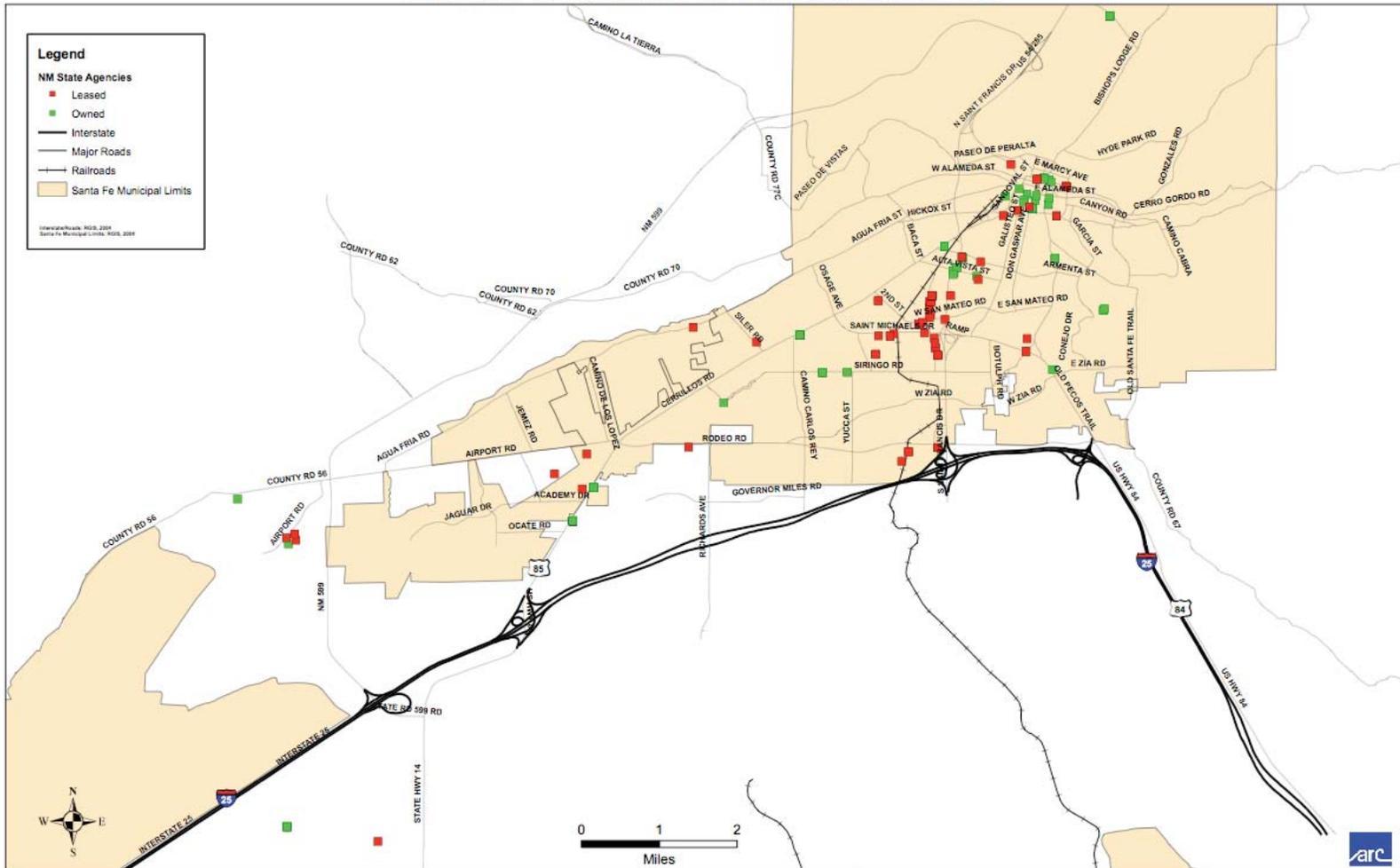


| Year | Escalation |
|------|------------|
| 2005 | 10% |
| 2006 | 8% |
| 2007 | 5% |
| 2008 | 3.50% |

Source: Engineering News Record

Santa Fe Area

Locations of State Facilities in the Santa Fe Area



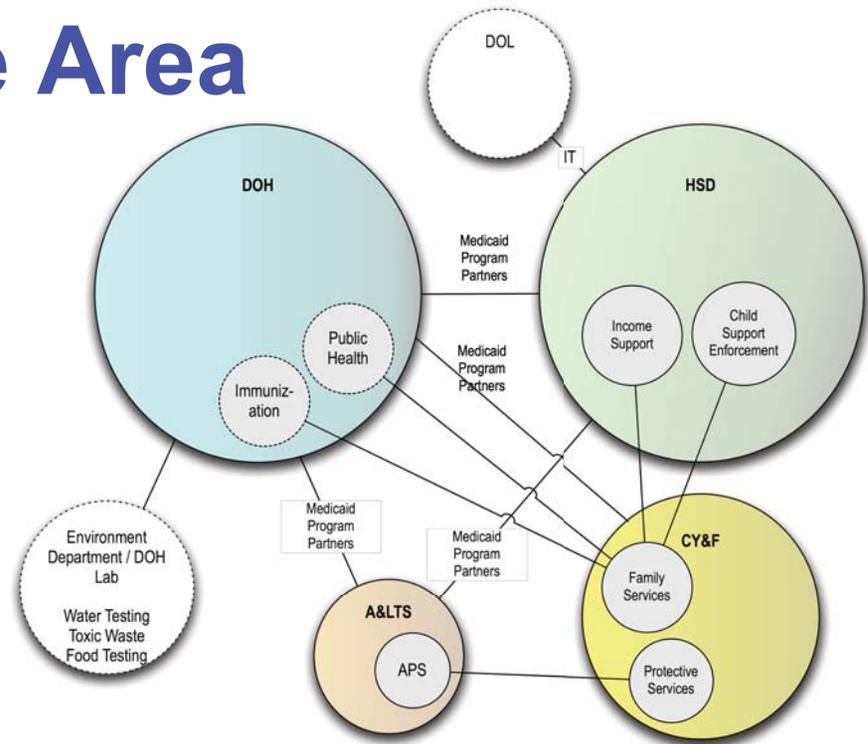
Santa Fe Area

■ General

- ✓ ***Large amount of private leases***
 - *\$14.4 million annual cost (786,000 Isf)*
- ✓ ***Number and variety of physical and functional issues (including multiple locations)***
- ✓ ***Public accessibility (access to services)***

Santa Fe Area

- A possible strategy to address some of these issues is the proposed ‘super complex’
- Drivers / Opportunities
 - ✓ *Improve public accessibility*
 - ✓ *Foster interaction/collaboration at the administrative level*
 - ✓ *Provides opportunities to share “common” space*
 - ✓ *Provides opportunities for mixed uses*
 - ✓ *Vacates leased space*
 - ✓ *Relieves crowded existing conditions*
 - ✓ *Makes space available for another use in existing buildings*



- **Goals**
 - ✓ *Consolidate for operational/functional efficiencies*
 - ✓ *Co-locate to generate program synergy and allow one-stop-shopping for services, and*
 - ✓ *Realize economic efficiencies through economies of scale and asset sharing*
- **Size**
 - ✓ *400-600,000 gsf*
 - ✓ *15 - 37 acres site*

Santa Fe Area

■ Other

- ✓ ***DOT/TOD impacts on South Capitol Campus Plan***
- ✓ ***Storage / Warehouse (amount of independent storage)***
 - *21,400 Isf in 26 scattered leased storage facilities*
 - *\$266,000 / year lease cost*
 - *Possibility of a central storage / warehouse site?*
- ✓ ***Central Computing***
 - *Need to renovate central computing area*
 - *Expand at Simms?*
 - *Relocate to a protected location (Oñate site)*
- ✓ ***Capitol Campus***
 - *Need for additional large and meeting meeting areas*
 - *Optimal siting for structured parking*

Albuquerque Area

State Leases in Albuquerque Area

✓ **\$14.5 million annual lease costs**

State Leases in Albuquerque Area

| | | Current Annual Lease | | | No. of Sites |
|--|--|----------------------------------|----------------|----------------|--------------|
| | | USF | LSF | | |
| Over \$1 million | Children Youth & Families Dept. | \$4,724,266.36 | 239,669 | 302,954 | 9 |
| | Human Services Dept. | \$2,148,669.94 | 108,800 | 136,422 | 11 |
| | Education Dept - Vocational Rehabilitation | \$1,368,981.97 | 47,694 | 66,835 | 8 |
| \$500k - \$1 million | Board, Gaming Control, N.M. | \$811,740.97 | 39,595 | 46,869 | 3 |
| | Public Defender Department | \$753,093.64 | 28,455 | 45,454 | 2 |
| | Taxation and Revenue | \$751,553.49 | 42,424 | 50,884 | 3 |
| | Health Department | \$682,532.45 | 42,852 | 52,826 | 8 |
| \$100k - \$500k | Corrections Department | \$626,913.00 | 30,387 | 42,819 | 4 |
| | Engineer Office, State/Inter-State Stream Commissi | \$417,936.51 | 17,472 | 21,292 | 4 |
| | Attorney General, Office Of | \$413,077.00 | 18,416 | 24,877 | 1 |
| | Environment Department | \$295,608.80 | 21,377 | 31,289 | 4 |
| | Regulation & Licensing Dept. | \$253,444.27 | 11,293 | 15,899 | 5 |
| | Taxation & Revenue Dept.-Motor Vehicle Division | \$243,775.93 | 15,162 | 19,484 | 6 |
| | Public Safety Department | \$141,410.44 | 8,543 | 11,107 | 2 |
| | Commission On The Status Of Women | \$119,596.00 | 10,168 | 10,168 | 3 |
| | Game & Fish Dept. | \$103,071.03 | 7,898 | 8,385 | 1 |
| | Less than \$100k | Records Center & Archives, State | \$79,529.00 | 10,555 | 11,870 |
| Board, Nursing | | \$76,455.20 | 3,603 | 4,972 | 1 |
| Board, Livestock | | \$65,563.62 | 4,570 | 5,803 | 1 |
| Commission, Racing | | \$63,440.39 | 3,630 | 5,009 | 1 |
| Labor, Dept. Of | | \$54,952.71 | 3,030 | 3,324 | 1 |
| Commission, Crime Victims Reparation | | \$44,545.00 | 3,028 | 3,751 | 1 |
| Commission For The Deaf & Hard Hearing | | \$43,138.80 | 2,976 | 3,501 | 1 |
| Board, Education Retirement | | \$34,813.00 | 1,953 | 1,953 | 1 |
| Retiree Health Care Authority | | \$33,690.00 | 1,953 | 1,953 | 1 |
| Commission On Higher Education | | \$32,795.20 | 1,990 | 2,153 | 1 |
| Commission, Organic Commodity | | \$21,988.00 | 1,251 | 1,439 | 1 |
| Public Employees Labor Relations Board | | \$19,712.00 | 1,052 | 1,232 | 1 |
| Commission, Martin Luther King Jr. | | \$18,939.71 | 935 | 1,071 | 1 |
| Agency On Aging | | \$17,642.00 | 3,569 | 4,234 | 2 |
| Public Employees Retirement Assoc. | | \$14,514.00 | 856 | 984 | 1 |
| Board, Veterinary Medicine | | \$12,600.00 | 1,082 | 1,082 | 1 |
| Highway & Transportation Department, State | | \$10,628.17 | 2,732 | 2,732 | 2 |
| Workers Compensation Administration | | \$3,900.00 | 720 | 720 | 2 |
| Commission, Veterans Service | | \$1,800.00 | 168 | 168 | 1 |
| General Services Dept. | | \$1.00 | 48,134 | 48,134 | 1 |
| Subtotal | | \$14,506,319.60 | 787,991 | 993,649 | 97 |

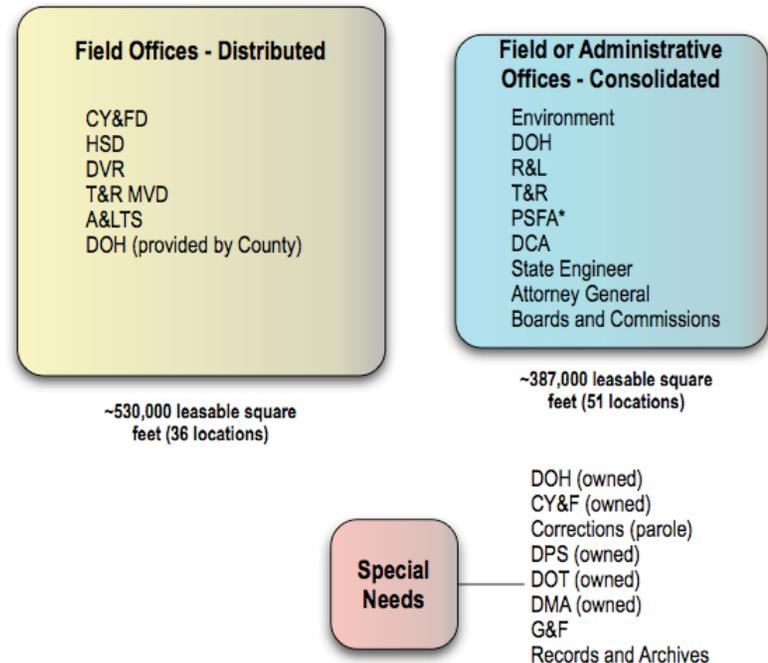
Albuquerque Area

■ Categories of needs in Albuquerque

- ✓ *Field Offices (distributed)*
- ✓ *Field or Administrative Offices that can be consolidated*
- ✓ *Special needs*

■ Considerations

- ✓ *Promote one-stop concept (convenience to customers)*
- ✓ *Promote administrative efficiencies*
- ✓ *Address specific facility issues*
- ✓ *Avoid high lease cost*



Administer Master Planning

- **One of ARC/DPS' responsibilities is to establish process and procedures to administer and transition master planning support to PCD**
 - ✓ ***Currently the CBPC enabling statute states that “The Legislative Council Service shall provide staff for the commission in coordination with the staff of the General Services Department”***
 - ✓ ***General observations***
 - *LCS staff should continue to coordinate non-building issues*
 - *PCD is the natural home for master planning and implementation coordination activities due to:*
 - *Statutory responsibility for design, construction and management of State and leased facilities*
 - *Staff with professional expertise and experience in planning, design and construction*

Responsibilities / Activities

■ Proposed Activities and Responsibilities

- ✓ *Planning*
- ✓ *Implementation*
- ✓ *Administration*
- ✓ *Reporting*

■ Estimated Staffing Required

- ✓ *Architect / Planner*
- ✓ *Clerical assistance*
- ✓ *IT support*

| Responsibilities / Activities | | Who | | When (how often) |
|-------------------------------|--|-----|------------|-----------------------|
| | | PCD | Consultant | |
| 1. | Planning | | | |
| a. | Monitor plan activities | ■ | | On-going |
| b. | Liaison and coordinate with state agencies regarding space issues | ■ | | On-going |
| c. | Collect and Update agency data | ■ | □ | On-going |
| | Changes due to reorganization | | | |
| | Who is growing, who is not (FTE data) | | | |
| | Document agency moves / expansions (who, where, what, when) | | | |
| | Land acquisitions | | | |
| d. | Coordinate consultant activities | ■ | □ | On-going |
| e. | Receive DFA Capital Budget Committee briefing for projects in Santa Fe and Albuquerque | ■ | | Annually |
| | CBPC can lend support to projects in conformance to the master plan | | | |
| f. | Evaluate opportunities to consolidate state agencies in owned and leased sites | ■ | □ | As needed |
| g. | Conduct special studies | ■ | ■ | As needed |
| h. | Update master plan | ■ | ■ | Every 5 years (major) |
| 2. | Implementation | | | |
| a. | Coordinate with PCD design and construction regarding Master Plan intent for new buildings and sites | ■ | | On-going |
| b. | Coordinate with State Agencies and PCD regarding relocation and moves of state agencies | ■ | | On-going |
| c. | Identify and implement an automated Asset Management System | ■ | | On-going |
| 3. | Administration | | | |
| a. | Conduct presentations to state agencies and others regarding Master Plan and Space Standards | ■ | | On-going |
| b. | Brief new CBPC members on the plan and status of various elements | ■ | | As needed |
| 4. | Reporting | | | |
| a. | Prepare status reports | ■ | | Quarterly |
| b. | Prepare Annual Report | ■ | □ | Annually |

Implementation Issues

■ No current PCD staff is available for additional master planning responsibilities

✓ *Current authorized FTE: 28*

- 3 Director's Office
 - 5 Administrative Support Staff
 - 5 Leasing and Property Management Team
 - 3 Project Support Team
 - 12 Project Management Team
- *Over the last three years, PCD has averaged a 20% vacancy rate*
 - *Turnover in project management / project support staff has been 12 out of 15 positions in the last two years*
 - *Vacancies are the result of both budget constraints and recruitment challenges due to non-competitive salaries*

✓ *Staffing has been at 28 authorized FTE since 1990*

Implementation Issues

✓ Facilities responsibilities

- Owned: 6.4 million gsf (748 Buildings)
 - About 20% is vacant (maintained in Asset Preservation Mode)
- Leased: 2.8 million sf (446 Buildings)

Exempt Agencies*

State Armory Board
 Office of Cultural Affairs
 State Fair Commission
 Department of Game And Fish
 Department of Transportation
 Commissioner of Public Lands
 State Parks (Energy, Minerals and Natural Resources Department)
 Judicial Branch
 Legislative Branch

*also Higher Education institutions, School for the Deaf, School for the Visually Handicapped, and property acquired by Economic Development and PSFA

New Mexico Owned Buildings by County

| County Number | County Name | Campus Number | Campus Name | Building Count, Campus | Building Count, County | Building Sq Footage, Campus | Building Sq Footage, County |
|---------------|-------------|---------------|---------------------------|------------------------|------------------------|-----------------------------|-----------------------------|
| 1 | Santa Fe | 00 | | 8 | | 222,291 | |
| | | 01 | Capitol | 17 | | 196,119 | |
| | | 02 | Governor's Res | 6 | | 12,382 | |
| | | 03 | DPS/Law Enforcement | 7 | | 143,382 | |
| | | 04 | PNM | 61 | | 1,029,181 | |
| | | 05 | Capitol South | 8 | | 540,599 | |
| | | 06 | Capitol West | 7 | 114 | 302,069 | 2,446,023 |
| 2 | Bernalillo | 00 | | 6 | | 190,688 | |
| | | 07 | SE Bernalillo Co | 4 | | 46,411 | |
| | | 08 | Super Block YDDC-Mal | 23 | | 213,083 | |
| | | 09 | Turquoise Lodge | 8 | | 18,976 | |
| | | 10 | UNM North | 1 | 42 | 70,739 | 539,877 |
| 3 | Eddy | 06 | | 3 | 3 | 6,651 | 6,651 |
| 4 | Chavez | 00 | | 2 | | 7,323 | |
| | | 11 | NM Rehab Center | 23 | | 135,142 | |
| | | 12 | RCC | 22 | 47 | 42,621 | 185,086 |
| 5 | Curry | 00 | | 2 | | 1,180 | |
| | | 13 | Bruce King | 1 | 3 | 19,551 | 20,731 |
| 6 | Lea | 00 | | 5 | 5 | 32,240 | 32,240 |
| 7 | Dona Anna | 00 | | 6 | | 23,654 | |
| | | 14 | Santa Teresa Border | 2 | | 2,880 | |
| | | 15 | SNMCF | 42 | 50 | 367,488 | 394,022 |
| 8 | Grant | 00 | | 2 | | 5,389 | |
| | | 16 | Ft Bayard Hospital | 65 | 67 | 382,010 | 387,399 |
| 9 | Colfax | 00 | | 3 | | 4,886 | |
| | | 17 | NM Boys School | 35 | 38 | 157,714 | 162,600 |
| 10 | Harding | 00 | POEs, San Jon, Nara Vista | 4 | | 10,106 | |
| 11 | | | | | 4 | | 10,106 |
| 12 | San Miguel | 00 | | 3 | | 15,526 | |
| | | 18 | LVMC | 51 | | 525,063 | |
| | | 19 | NNMRF | 7 | | 37,225 | |
| 13 | McKinley | 00 | | 4 | 65 | 9,818 | 587,632 |
| 14 | Valencia | 00 | | 1 | | 8,652 | |
| | | 20 | CNMCF | 41 | | 367,128 | |
| | | 21 | LLCC | 44 | | 104,750 | |
| | | 22 | LL Hospital | 54 | 140 | 325,493 | 806,023 |
| 15 | Otero | 00 | | 2 | | 15,645 | |
| | | 23 | Comm for the Blind | 2 | 4 | 15,961 | 31,606 |
| 16 | San Juan | 00 | | 6 | 6 | 34,404 | 34,404 |
| 17 | Rio Arriba | 00 | | 5 | 5 | 18,364 | 18,364 |
| 18 | Union | 00 | | 1 | 1 | 448 | 448 |
| 19 | Luna | 00 | | 2 | 2 | 6,130 | 6,130 |
| 20 | Taos | 00 | | 4 | | 13,859 | |
| | | 24 | EN Reintegration | 3 | 7 | 11,241 | 25,100 |
| 21 | Sierra | 25 | NMVC | 11 | 11 | 115,683 | 115,683 |
| 22 | | | | | | | |
| 23 | Hidalgo | 00 | POEs, Lordsburg A, B | 2 | 2 | 1,966 | 1,966 |
| 24 | Socorro | 00 | | 4 | 4 | 15,547 | 15,547 |
| 25 | Guadalupe | 00 | POE, Vaughn | 1 | 1 | 738 | 738 |
| 26 | Lincoln | 26 | Camp Sierra Blanca | 12 | | 32,357 | |
| | | 27 | Ft Stanton Hospital | 86 | 98 | 291,506 | 323,863 |
| 27 | | | | | | | |
| 28 | | | | | | | |
| 29 | Sandoval | 00 | Louise Brown | 7 | 7 | 57,356 | 57,356 |
| 30 | | | | | | | |
| 31 | | | | | | | |
| 32 | | | | | | | |
| 33 | Cibola | 00 | | 2 | | 12,904 | |
| | | 28 | WNMCF | 20 | 22 | 152,527 | 165,431 |
| Totals | | | | 748 | 748 | 6,375,026 | 6,375,026 |

Implementation Issues

✓ *Over the last decade*

- *Placed in service or constructed statewide*
~ 876,000 gsf
- *Divested or in Asset Preservation (inactive)*
~ 508,000 gsf
 - Vacant or inactive facilities still require PCD and maintenance attention
- *Number of projects and responsibilities have generally continued to increase*

Some Buildings Added

Toney Anaya
Garrey Carruthers State Library
West Capitol (former National Guard Buildings)
Chino Building (former Piñon Building)
Concha Ortiz y Pino Building (former NEA Building)
PERA (in process)
Albuquerque State Government Center (old Metro Court)
Workers' Compensation Administration Building

Buildings Divested / Decommissioned

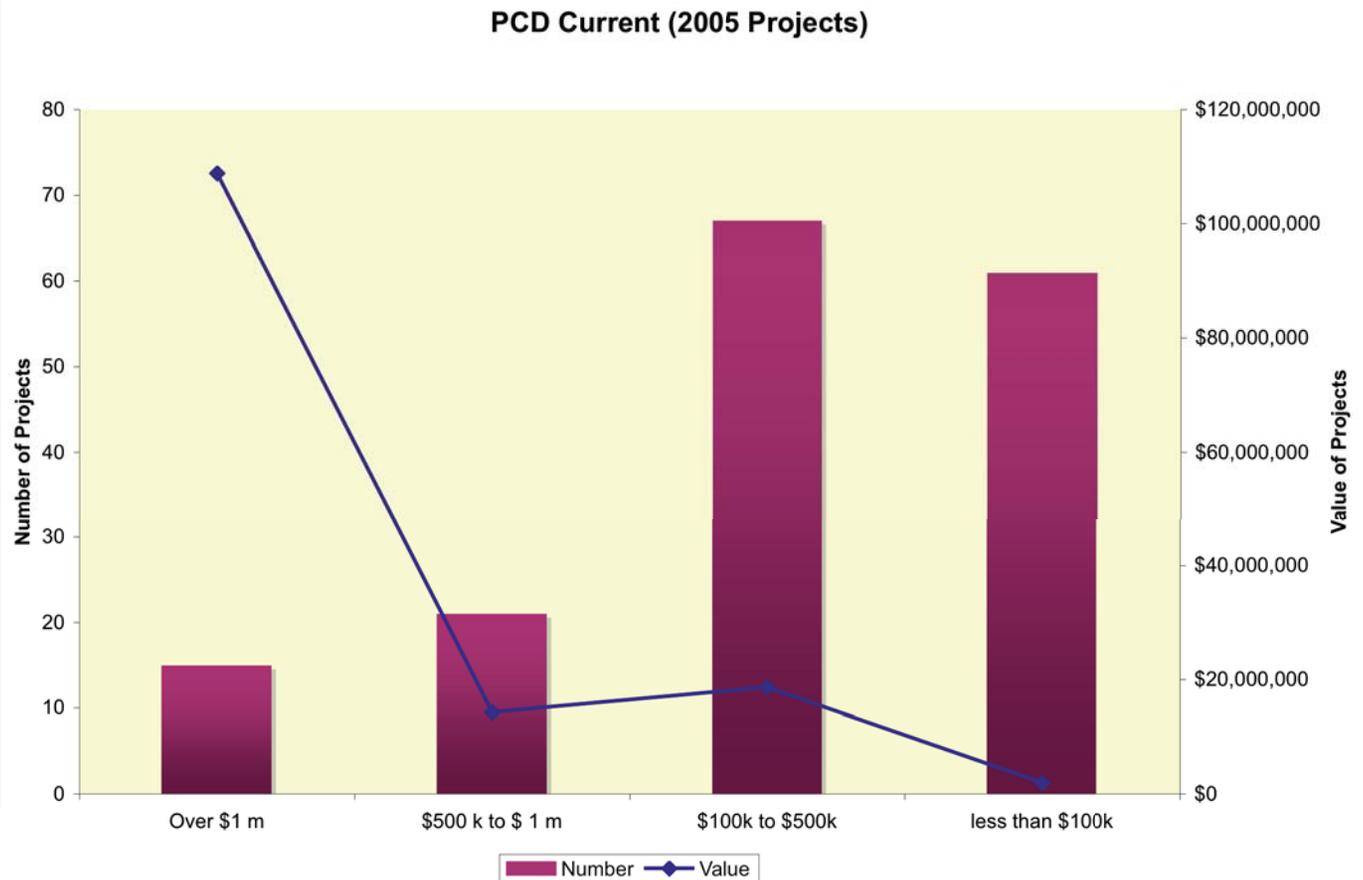
Fort Stanton
La Villa Rivera / Marian Hall

Potential

Fort Bayard
Roswell Rehab Hospital

Implementation Issues

- PCD's current workload includes 175 projects totaling ~ \$144 million
- The majority of the projects are small: 78% less than \$500 k (38% less than \$100k)
- Both small and large projects have the same requirements for basic start-up, documents, time management and design elements



Changes in Responsibilities (1990 to 2005)

■ Capital Planning

| Then | Now |
|---|--|
| <p>Prior to 1993 or 1994, user agencies developed, presented and provided primary support during legislative sessions for capital improvement projects at facilities they occupy.</p> <p>PCD's role was to develop the cost estimate with the agency, without the requirement to perform site visits to verify scope of work.</p> | <p>PCD does site visits, assists in development of the scope of work and cost estimates, and presents and supports projects through the Executive and Legislative process. PCD's new project management strategy emphasizing constituency relationships will identify capital needs and deferred maintenance issues throughout the year.</p> |

Changes in Responsibilities (1990 to 2005)

■ Vacated Facilities

| Then | Now |
|--|---|
| <p>Prior to 1995 – When a state-owned building was vacated and no state use identified, PCD offered use to local governments and schools. If no tax-supported entity needed the space, an RFP was issued to solicit proposals from private entities. Fewer and less complex facilities required PCD involvement.</p> | <p>Beginning in 1995, PCD had to take on the responsibilities of handling vacated facilities including Fort Stanton, the Los Lunas Hospital and Training School, the Maloof and Metro Court Buildings in Albuquerque, the Penitentiary of New Mexico Main facility in Santa Fe, and now possibly the Southern New Mexico Rehabilitation Center in Roswell and Fort Bayard near Silver City.</p> |

Changes in Responsibilities (1990 to 2005)

■ Space Assignments

| Then | Now |
|--|---|
| <p>Prior to 1995, there were no written space assignments or agency use agreements, including the role of lead tenants at facilities outside Santa Fe where an agency pays utilities, janitorial and maintenance costs for itself and other tenant agencies.</p> | <p>In the last two years, PCD has been negotiating space use agreements and documenting these issues.</p> <p>PCD has been the property manager for Fort Stanton since 1995, and is now also the property manager for the Albuquerque State Government Center (old Metro Court).</p> |

Changes in Responsibilities (1990 to 2005)

■ Asset Disposal / Acquisition

| Then | Now |
|--|---|
| <p>Prior to 1997, PCD purchased property as needed for authorized projects, accepted donated property, and sought “best and highest use” for vacant property, without an organized effort to identify unusable assets and convert sale proceeds to more productive assets.</p> | <p>Beginning in 1997, PCD was involved in identifying and disposing of unusable assets in conjunction with increasing state-owned office space – in campus settings – to lessen the recurring costs of housing state agencies and to increase public accessibility to state services.</p> <p>This involved selling La Villa Rivera / Marian Hall / Cathedral Park, purchasing the Chino Building, selling vacant properties, developing the West Capitol Complex, planning for significant increase of new state office buildings and seeking alternate solutions for private entities on state-owned property.</p> |

Changes in Responsibilities (1990 to 2005)

■ Exempt Agency Assistance

| Then | Now |
|---|---|
| <p>From the mid-1990's until 2003, PCD provided increasing project management services to agencies outside PCD jurisdiction, especially the Department of Cultural Affairs (DCA) and the State Fair. In 2003, PCD curtailed full-time project management assistance to exempt agencies due to a backlog of PCD projects and other demands on PCD staff resources.</p> | <p>PCD continues to provide assistance with A/E selection. PCD has continued to respond to requests for guidance on process and other project-related issues for exempt agencies, including the DCA, State Fair, Game and Fish Department, Miner's Hospital, and occasionally to local governments.</p> |

Changes in Responsibilities (1990 to 2005)

■ Capitol Buildings Planning Commission

| Then | Now |
|-----------------------------------|---|
| Prior to 1997 – No responsibility | PCD has extensive involvement with the Capitol Buildings Planning Commission established by the legislature in 1997. This involves coordination within state government and with city and county officials in short-term and long-range space requirements. |

Changes in Responsibilities (1990 to 2005)

■ Field Office Leases

| Then | Now |
|---|--|
| <p>Prior to 1998, there was minimal responsibility for PCD staff to provide agencies with “on-site” assistance in the process of leasing privately-owned space.</p> | <p>In late 1998, PCD revised its rule governing lease of privately-owned space to provide direct services to field offices as they pursue acquiring new leased space through the RFP process.</p> <p>Since 1999, this includes a commitment for PCD staff to make site visits to help the user agency determine appropriate RFP criteria, conduct on-site pre-proposal conferences, and evaluate lease offers with associated inspections of proposed space. To accomplish this, a PCD staff person chairs the selection committee for each RFP for private space. Prior to this time, PCD’s primary contacts were agency staff in Santa Fe.</p> <p>More recently, PCD project managers have also been tasked with visiting leased state office facilities in their areas as time permits.</p> |

Changes in Responsibilities (1990 to 2005)

■ Project Management Liaisons

| Then | Now |
|--|--|
| <p>Prior to 2003, there was a disconnect between the PCD staff who were responsible for design administration and the staff responsible for performing construction management. Assignment was by projects, with geographic consideration only in the construction management staff.</p> | <p>In 2003, PCD's Design Bureau and Construction Management Bureau were replaced with an integrated project management approach based on having one person responsible for project development from funding through design and construction. This enhanced accountability couples with assignment by geographic area so project managers can develop a constituency relationship with on-site administrators and plant managers for a comprehensive customer focus.</p> <p>Advanced project managers provide specialized expertise to team members in areas such as security, fire code, environmental remediation, energy efficiency, and preventive maintenance.</p> |

Comparative Data

| | State | | | | Institutional | | | |
|---|--|--------------------------------|---|--|--|--|--|--|
| | New Mexico | Arizona | Texas | Utah | APS | Public School Facilities Authority | UNM | NMSU |
| Responsibilities | Lease Management, Architectural Design Management, Construction Management, Planning, Property Acquisition | | Design Management, Construction Management, Minor Construction/Renovations, Securing Commercial Lease Space | DFCM Services include Building Maintenance, Contract Procurement (for janitorial, security, and related services), small-scale construction/remodeling projects. | A division of Facilities Support & Operations (FS&O), the Dept. of Facilities Planning & Construction (FP&C) oversees and manages all major school construction and renovation projects at the 126 school facilities in the District. Projects are identified and scheduled in the APS Facilities Master Plan. FP&C is comprised of the director and a staff of in-house professional architects, engineers and specialists along with support personnel. FP&C coordinates with other APS departments, state and local public agencies and the many private sector firms and companies who contract with APS for design and construction services. | Maintains a database reflecting conditions of each public school facility. Works with school districts to establish priorities and budgets for projects. | Facility Planning: Determines allocation and management of physical resources. Physical Plant: Responsible for Operation and Maintenance of all University facilities, including building, grounds, landscaping, vehicles, utilities, and custodial services. | The Office of Facilities and Services provides a number of services, including Architectural Planning and Design, Building Maintenance, Groundskeeping, Furniture Fabrication/Installation, and Repairs to Buildings, Equipment, and Vehicles. |
| Staffing | 28 | 15 | ± 30 | 27 | 13 | 48 | 11 | University Architect: 10 ± 300 people, 20 shops |
| Square Feet Managed | 6.6 million owned 2.9 million leased | 2.5 million | ± 14.2 million (3.9 million office space) 9.1 million leased | ± 5.4 million | 11.86 million | | 6 million on 680 acres | 4.7 million |
| SF/Staff (owned) | 235,590 | 166,667 | 496,667 | 200,000 | 912,462 | | 545,455 | 468,678 |
| Annual Construction Budget | ± \$31 million (average last 3 years) 175 projects | | \$51.5 million (\$15.7 in construction, rest in design) 20 projects | \$160.9 million (2004) | \$71.5 million | \$427.4 million (2004) | \$30 million | ± \$10.4 million (1999) (Maintenance Only) |
| Automated Project Management System? | No (computerized lease database) | Yes: CAD generated Floor plans | Yes: 3D/International's "Galaxy" software (http://www.3di.com) | Yes: Facility Focus (FME) and Facilities Disaster Response Program (FDRP) | No | Yes: Adopting Skire Unifier PM System. Database of facilities' conditions, Web-based Maintenance Management System | No | |

Recommend

■ Improve efficiency of current staff

✓ *PCD has no automated space/ Project Management (PM) management software*

- *Lease database is automated, but is not integrated with other management systems*
- *Hinders project delivery and customer satisfaction*

✓ *Acquire Asset Management and PM software*

- *Investigate taking advantage of PSFA's PM system (Skire "Unifier" – Real Estate Portfolio System)*
 - PSFA is using the same contractors / design pool as is PCD
 - If PCD used the same PM software, it would become a state standard

Recommend

- **Provide 3 additional staff for master planning and asset management**
 - ✓ *Reflects expanded role and provides an additional strategic asset management focus*
 - ✓ **Results**
 - *Improved staff efficiency and responsiveness*
 - *Links master planning to standards development, design and implementation*

Fiscal Impacts

| | Recurring | Non-Recurring |
|-------------------------------------|------------------|------------------|
| Staffing (salary, benefits) | \$200,000 | |
| Project Manager | | |
| Business Operations Specialist | | |
| IT Networks and Computer Specialist | | |
| Software | \$300,000 | \$65,000 |
| Total | \$500,000 | \$65,000 |
| Grand Total | | \$565,000 |

■ Possible funding mechanisms

- ✓ *General fund*
- ✓ *Building use fee*
- ✓ *Project fee (part of project overhead) devoted to support staffing and software requirements*