



State of New Mexico

Susana Martinez
Governor

EXECUTIVE ORDER 2012-023

REQUIRING STATE AGENCIES TO SUBMIT FIVE-YEAR FACILITIES MASTER PLANS AND PROVIDING FOR PLAN GUIDELINES

WHEREAS, Pursuant to NMSA 1978, Section 6-4-1 the Department of Finance and Administration and the General Services Department shall jointly prepare, amend and maintain a four-year program of major state capital improvement projects recommended to be undertaken by the state or to be undertaken with state aid or under state regulation; and

WHEREAS, New Mexico has been ranked poorly in its capital outlay management and processes by independent surveys of the states; and

WHEREAS, comprehensive master planning is considered a best practice in the management of large real estate portfolios, and it is in the best interests of the State of New Mexico to have a record of agency facility master plans for a five year period, updated annually; and

WHEREAS, a two-step funding process for capital projects is in the best interests of the State of New Mexico in order to definitively estimate construction costs and to verify the programmatic need for capital projects prior to requesting full construction funding; and

WHEREAS, "state agency" means any department, institution, board, bureau, commission, district or committee of state government except:

1. political subdivisions of the state;
2. institutions governed by boards of regents;
3. the state transportation commission and the department of transportation in regard to facilities used directly for the transportation of natural resources, manufactured products or passengers, including communication and transportation structures and other facilities necessary for the operation of those facilities; provided that the state transportation commission and the department of transportation are each a "state agency" as used in this section in regard to facilities that are used for administrative purposes by those entities and are intended to provide work space for commission and department officers and

employees, including buildings and the appurtenances, improvements, real estate, parking, utilities and access roads associated with a building and undeveloped or developed real estate that is intended for improvement for administrative purposes;

4. independent authorities specifically exempted from laws governing state agencies; and
5. the public school capital outlay council and the public school facilities authority.

NOW, THEREFORE, I Susana Martinez, Governor of the State of New Mexico, by virtue of the authority vested in me by the Constitution and laws of the State of New Mexico, do hereby ORDER and DIRECT:

1. Each state agency shall annually develop or update a five-year facilities master plan that describes all capital projects proposed for the ensuing five years and contains such other information as required by the Property Control Division of the General Services Department. The master plan shall be submitted to the Department of Finance and Administration on July 1 of each year pursuant to NMSA 1978, Section 6-4-1.
2. The Property Control Division shall prescribe the form and content of facilities master plans for state agencies to follow in the preparation of master plans, consistent with the Capital Buildings Planning Commission master plans and comprehensive planning principles. Each agency's master plan shall include preventive and deferred maintenance plans; space and energy efficiency standards; program justification for new construction; and a criteria-based weighted ranking system to determine priority. The property control division shall provide technical assistance to state agencies in the development of their plans.
3. The Department of Finance and Administration and the Property Control Division of the General Services Department shall jointly prepare and annually update a prioritized five-year program for all state capital improvement projects, which program shall be submitted to the Governor and legislature by November 1 of each year. The program shall further classify projects into:
 - a. Those projects for which the initial planning and design phase has been completed and approved by the appropriate planning entity and that are awaiting consideration by the legislature and appropriation for the full project costs; and
 - b. Those projects requesting funding for the initial planning and design phase for which the programming, delivery method, partial schematic design and construction cost estimates have not been determined or completed.

THIS ORDER supersedes any other previous orders, proclamations, or directives in conflict. This Executive Order shall take effect immediately and shall remain in effect until such time as it is rescinded by the Governor.

SIGNED AT THE EXECUTIVE OFFICE THIS
22ND DAY OF JUNE 2012.

WITNESS MY HAND AND THE GREAT
SEAL OF THE STATE OF NEW MEXICO



SUSANA MARTINEZ
GOVERNOR OF NEW MEXICO

ATTEST:



DIANNA J. DURAN
SECRETARY OF STATE

