

Fiscal Year 2013 Ramp

Community College Capital Requests



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SUMMARY OF CHANGES

Throughout - change all references to FY 2013 RAMP

Page 1- We will send a limited use login and password for the person responsible for transmitting the RAMP materials back to the ICCB. This is explained further in modifications to this manual.

Appendix B updated to reflect fiscal year *2013 Capital Development Board* new construction costs by type of space. Rate of allowable cost escalation in your projects is dependent upon the region you are located in throughout the state. The Capital Development Board has developed weighted inflation factors using R.S. Means data in an attempt to more accurately reflect higher construction costs in northern Illinois. Refer to Appendix B and use the indicated rate for your district as you develop your fiscal year 2013 submission if you typically use the CDB guidelines.

The allowable inflation rate by region are as follows:

Statewide average = 3.0% (all districts except Rock Valley, City Colleges of Chicago, and collar county districts)

Chicago= 3.89% (City Colleges of Chicago only)

Collar Counties = 8.23% (see Appendix B for collar county identification)

Rockford = 7.08% (Rock Valley College only)

These rates of inflation are reflected in the change to numbers found in the table in Appendix B from last year.

FISCAL YEAR 2013 RAMP COMMUNITY COLLEGE CAPITAL REQUESTS

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Section I

GENERAL INSTRUCTIONS

- 1. Submission Instructions.** The Community College Capital Resource Allocation Management Program (RAMP) is the official request of the college for state funding for capital improvement projects. The following are guidelines for submissions:
 - Only submit projects for which funding is being requested for 1) the budget year or, 2) a project proposed to be phased over a period of time for which funds are requested for a portion of the project in the budget year.
 - Submit requests **no later than Tuesday July 5, 2011** (since Friday July 1st falls on a holiday weekend) to the Illinois Community College Board.
 - Package tables, narratives, and certifications in order grouped by project.
 - The college must prioritize **multiple** projects requested from #1 (highest priority) to #2,3,4...(lowest priority) on Table 1 (upper right hand corner).
 - Round all budget numbers to the nearest hundreds (i.e., \$1,456,789 should be rounded to \$1,456.8). Budget amounts are estimations and it is easier to work with whole numbers.
 - Submission Requirements (**one complete paper copy for ICCB and a PDF copy electronically**) for both CDB and IBHE. All submissions should be made to the ICCB. *The naming convention should be 13RAMP### where ### is your three digit district community college number.*
 - **Submit one copy of Table 1 (Excel format) electronically for each project requested.** A blank format of all four tables (see section II) are available for your use in completing your RAMP request. To access those tables just go to the Manuals and Publications link of the ICCB System Finances website (<http://www.iccb.state.il.us/fiscalmanuals.html>); left click on the preferred file format; and choose to save or open the file for completion. Table one is labeled as such on the first tab of the multi-tabbed spreadsheet and should be completed by the district (one for each project requested); saved using the naming convention 13###proj\$.xls (or .qpw) where 13 represents the fiscal year for which the RAMP is being submitted, ### is your community college district number, \$ is your district's project priority number, and .xls (or .qpw) is the specific file format; and then transmit completed files back to the ICCB via the ICCB FTP site.
 - The preferred method for transmitting both the PDF version of your RAMP package and the Excel version of Table 1 is the ICCB FTP site at <https://64.107.108.130>. We are making this more user friendly so you can access the site directly rather than rely on your IT staff. We will contact each of you to provide a user ID and password (with a sunset date) to grant you access to the ICCB FTP site solely for transmitting these files to the ICCB. We do ask that you send an e-mail message addressed to candy.tempel@illinois.gov and ed.s.smith@illinois.gov to advise us the files have been transmitted to the ICCB FTP site. If you have problems downloading the blank tables from the ICCB website or transmitting the PDF submission or completed Table1s to the ICCB FTP site, contact Candy Tempel at (217) 524-6894 or her e-mail address.

- 2. Detail on Individual Capital Projects** (*Table 1 in Section II*). Table 1 must be completed for each project submitted. The project name, priority of the project for the district, desired project start date, estimated completion date, and occupancy date should be provided in Table 1.

Project costs must be estimated in the appropriate project categories for each requested capital project. Please make certain that components of the project budget are also reflected in the scope statement (i.e., if site improvements costs are budgeted then the scope statement should also describe the site improvements to be made).

Project Category (*see description of project categories in Item 5*)

Buildings, Additions, and/or Structures
Land
Equipment
Utilities
Remodeling and Rehabilitation
Site Improvements
Planning

The *CURRENT REQUEST FY* column on Table 1 shall reflect amounts requested by project category for the current budget year. If the requested project will be phased over multiple years, then use *PRIOR YEARS FUNDING* and/or *BEYOND CURRENT YEAR* columns as appropriate. The *TOTAL PROJECT COST* column must be completed for each requested project and shall equal the sum of *PRIOR YEARS FUNDING*, the *CURRENT REQUEST FY*, and the *BEYOND CURRENT YEAR* requests. For phased projects see instructions in Item 8 - Phased Projects. Generally, college requests will be for the current request year.

- 3. Square Footage/Acreage Summary** (*Table 2 in Section II*). Table 2 must be completed for each project involving new construction, remodeling, and/or land acquisition.

Square Footage Summary. All requests for new construction and/or remodeling must include a completed Table 2 Part A and disclose the square footage in the appropriate space type categories as defined in the *Postsecondary Education Facilities Inventory and Classification Manual*, 2006, National Center for Education Statistics, 2006-160, distributed by the U.S. Government Printing Office.

Acreage Summary. Any proposed project which includes the acquisition of real property must complete Table 2 Part B and disclose the proposed use of the land in the listed categories. Include an appraisal of any land the college intends to purchase. For land purchases that include acquisition of buildings or structures, information regarding the facilities size should also be reported on Table 2 Part A.

- 4. Budget Development Methodology** (*Table 3 in Section II*). Project requests must include an estimation of the component costs of each project requested on Table 1. A college may use Capital Development Board (CDB) cost estimates and Table 3 with the

Capital RAMP package or a college may use other methodologies to estimate project costs. Examples of other methodologies are an architect's estimate or a detailed budget developed using R.S. Means Company, Frank Walker Company, and/or McGraw-Hill Cost Information Systems estimates of construction cost. All such estimations should include the rationale and basis for cost estimates and the Net Assignable Square Feet and Gross Square Feet of the project. The discussion in the Buildings, Additions, and Structures section is directly applicable to those colleges using the CDB cost guidelines and Table 3 to prepare a project budget. For those using other methodologies, Table 3 provides a layout for the type of information which should be provided as part of your supporting data and rationale.

Cost estimates for Land, Equipment, Utilities, Remodeling and Rehabilitation, Site Improvements, and Planning should be described in detail. Detailed descriptions of all budget elements and the methodology used should accompany the scope of work narrative descriptions by project category. At a minimum, the cost estimate should include a base cost detailed by project component, design fees, contingency, and escalation costs. For example, a utility or site improvement request should include the following information:

Utility Summary

Utility:	<u>Estimated Costs</u>
Storm Sewers	
Sanitary Sewers	
Electricity	
Gas	
Telephone	
Potable Water	
Sidewalk/Roadway Lighting	
Extension of Existing Heating/Cooling	
Self Contained Heating/Cooling	
Other (specify)	_____
Total Base Cost	_____

Site Improvement Summary

Site Improvements:	<u>Estimated Costs</u>
Retention, Drainage	
Clearing, Grubbing, Seeding, and Planting	
Athletic/Recreation Fields/Courts	
Sidewalks	
Roadways	
Parking Lots	_____
(Number of parking spaces requested)	
Total Base Cost	_____

Whatever methodology is adopted, the college should recognize and make allowances for any applicable local, state, and/or federal rules and regulations which may impact the project and its budget development.

5. Project Categories.

Buildings, additions, and structures. This category shall include those facilities with roofs and/or walls that have foundations. It also includes site development required or related to the preparation of a site for construction purposes, and required built-in, special purpose or other fixed equipment which is permanently affixed or connected to the real property in such a manner that removal would cause damage to the real property.

Table 3 should be provided for each project requested. The CDB annually provides cost guidelines by space type to serve as a guide for estimating project costs. The budgeted project costs calculated on Table 3, or by another methodology as discussed previously should equal the budget for Buildings, Additions, and Structures presented on Table 1.

Land. This category shall include expenditures for the acquisition of real property (including easements of record with an extended term, but excluding leasehold interests obtained through rental) whether obtained by purchase of or by condemnation under the eminent domain laws of the state and for expenses necessarily incidental to such purchase or condemnation. Such expenditures may include land costs, appraisal fees, title opinions, surveying fees, real estate fees, title transfer taxes, condemnation costs, and related legal expenses and relocation costs. If there are Buildings, Additions and/or Structures on the land, report net assignable square feet on Table 2 Part A in the column *REQUEST FOR NEW FACILITIES*. The budgeted project costs should equal the budget for Land presented on Table 1.

Equipment. The category "Equipment" shall include expenditures for the acquisition, replacement, or increase of visible, tangible personal property of a nonconsumable nature with a unit value exceeding \$100 or more that are not included in the categories

"Buildings, Additions, and/or Structures" or "Remodeling and Rehabilitation." This category is restricted to bondable movable equipment.

Items requested in this category should be limited to those items necessary to make functional either a new building, addition, and/or structure or a newly remodeled portion of an existing building; must be **equipment**; and **must be bondable**. The equipment should be used solely or primarily in the rooms or areas covered in the project. The items must have an identity and function which will not be lost through incorporation into a more complex unit. Installation and transportation costs necessary to make the requested equipment operational are to be classified as equipment costs. This equipment is not to be affixed to the building and should be easily moved.

Colleges should be prepared to complete Table 4, Preliminary Movable Equipment List, when state funds are requested for equipment. The budgeted project costs should equal the budget for Equipment presented in Table 1.

Utilities. The category "Utilities" shall include expenditures for the acquisition, construction, replacement, modernization, and/or extension of systems for distributing or disbursing services outside the five-foot boundary line of existing or proposed buildings, additions, and/or structures.

Examples of utilities are provisions for potable water; high temperature hot water; gas; electricity; telephone; steam and condensate return; storm sewers; sanitary sewers; fire hydrants and stand pipes; central fire and security alarm systems; exterior lighting; sprinkler systems; underground and overhead distribution cables for on-campus television, computers, or communications; tap-ons to existing utility systems; air and water pollution control; disposal of scientific contaminated waste and surgical waste; sewerage and water treatment including distribution systems; and environmental control.

Earth moving to create an artificial lake (water reservoir) for utility purposes and the restoration of natural and/or man-made features of the site of utilities installation to their original condition also are included in the category "Utilities." Trenches or ditches dug for the express purpose of laying tile or ducts to carry off excessive rainfall shall be classified as "Utilities."

Excluded from this category are contractual service items such as bus service, restroom and janitorial supplies and service, trash hauling, and security service. Also specifically excluded are such items as landscaping, roads, sidewalks, and earth moving designated as "Site Improvements." Earth moving to provide natural drainage from rainfall shall be construed as a matter of "Site Improvements." Replacement of a heating or electrical system within a building shall be designated as "Remodeling and Rehabilitation."

Funds for architectural and engineering services pertaining to specific utility projects shall be included in the estimated cost of the projects.

In making capital budget requests in the "Utilities" category, compliance with state and federal laws and state and federal agency or commission regulations and codes as they pertain to utilities, air pollution, fire protection, and health measures shall be the

responsibility of the college. The budgeted project costs should equal the budget for Utilities presented on Table 1. The college should prepare a separate schedule to support and detail specific utility cost components.

Remodeling & Rehabilitation. The category "Remodeling and Rehabilitation" includes projects which appreciably prolong previously estimated service life or appreciably increase the previously estimated value of a facility or asset. It also includes projects, which reshape, reconstruct, or make over property in a different way. Further, it includes projects, which constitute alterations, or other changes, especially those that are for the purpose of changing the use of property.

This category does not include repair and maintenance projects. Repair and maintenance projects are ones which keep a facility or asset in ordinarily efficient operating condition, preserve the condition of property, or restore property to a sound state after damage or prolonged use without appreciably prolonging previously estimated service life or adding to previously estimated value.

There are two types of "Remodeling and Rehabilitation" projects. Major remodeling and/or rehabilitation usually involves a substantial change in the function of space such as a completely remodeled wing/floor, the majority of the building, or a comprehensive/general remodeling of one or more of the systems in the building. Minor remodeling projects are intended to prolong appreciably the previously estimated service life or increase appreciably the previously estimated value of a facility or asset. Also included would be projects which provide for minor changes in the function of space and a series of projects such as safety, handicapped, and energy conservation projects.

The college should estimate the costs of Remodeling or Rehabilitation projects and summarize the costs to reflect work components included in the scope of work. This estimate must be submitted in lieu of Table 3. The college should provide a detailed description of the method used to estimate each component of the request, such as an architect's estimate, R.S. Means Company, Frank Walker Company, and/or McGraw-Hill Cost Information Systems construction cost estimates. The budgeted project costs should equal the budget for remodeling presented on Table 1.

Site Improvements. The category "Site Improvements" shall include expenditures for all improvements to real property that are not included as expenditures for improvements to real property under other categories.

"Site Improvements" shall include all costs incidental to demolition, landscaping, site preparation, and the construction or replacement of sidewalks, roadways, bridges, overpasses and underpasses, pedestrian tunnels, surface parking, and other similar facilities. Projects and activities normally considered to be operation and maintenance (O & M) procedures should not be included here (e.g., sealing of parking lots). The budgeted project costs should equal the budget for Site Improvements presented on Table 1. The college should prepare a separate schedule to support and detail specific site improvement components of the projects.

Planning. The category "Planning" shall include expenditures for planning of specific buildings, additions, and/or structures and for planning specific major remodeling projects. The request for funds for construction or major remodeling would occur in a following year.

Planning for buildings, additions, and/or structures and major remodeling shall be construed to include schematic design development, definitive design development, costs incurred for the completion of construction documents, and detailed working drawings required for bidding and construction. Planning funds requested for buildings, additions, and/or structures and remodeling projects should be sufficient to plan through definitive design development.

Funds for the planning of these projects should be requested under "Buildings, Additions, and/or Structures" or "Remodeling and Rehabilitation" in its entirety or reported under "Planning Costs" as a separate costs. In either instance, the budgeted planning costs on line 7f of Table 3 should equal the planning costs incorporated into Table 1 costs.

Planning funds should not be requested in the capital document for long-range general planning (master plans) or feasibility studies.

- 6. General Instructions for Completion of the Programmatic Justification** (Narrative Justification in Section II). This section of the project request documentation is dedicated to describing the programmatic benefits of the requested project. The length of the programmatic description should reflect the magnitude and complexity of the requested project. Descriptions of project categories should be addressed in Item 7 - Scope of Work.

A narrative setting forth the specific purposes for which the project is requested must be presented. The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project. To assist in the development of a clear and concise programmatic justification, the following questions are presented for consideration. A programmatic justification does not always lend itself to a question and answer format; however, the narrative must provide answers to the following questions for ICCB/IBHE/CDB reviewers.

- a. What will the proposed project accomplish?
- b. State how the project will meet the instructional objectives of the college.
- c. How will the new or remodeled space better serve instructional/programmatic areas as compared to existing facilities?
- d. What facilities are already available to meet the above referenced objectives? (Should be reflected in Table 2 Part A for remodeling project--before/after)
 - i. What is the current utilization rate of space designated for this instructional/programmatic area?
 - ii. Why are existing facilities considered inadequate? Describe the condition of existing space designated for this instructional/programmatic area.
 - iii. What factors are driving the need for new space? State the factors/conditions such as changes in enrollment patterns or enrollment

mix, insufficient or inadequate types of space, an emerging local district issue/relationship/ partnership, etc. which demonstrates programmatic need.

- e. Is the project a part of the college master plan? (If not, explain why it is a priority and is the master plan being updated?)

Square footage discussed and explained in this section should also be reported in Table 2, Part A.

7. General Instructions for the Completion of the Scope of Work (*Narrative in Section II*). This section of the project request documentation is dedicated to describing the construction elements of the project. The length of the scope of work description should reflect the magnitude and complexity of the requested project. Descriptions of the programs residing in the affected space should be addressed in Item 6 - Programmatic Justification.

A statement setting forth the proposed work and defining the design parameters should be included. The scope narration should explain the nature of the work to be performed, general building conditions, and a site analysis. To assist in the development of a clear and concise scope narration, the following questions are presented for consideration. A scope of work narrative does not necessarily lend itself to a question and answer format; however, the narrative must provide answers to the following questions for ICCB/IBHE/CDB reviewers.

- a. What does the project include? Clearly describe the site(s), building(s), room(s), structure(s), equipment, utilities, land, and site improvements (i.e. landscaping, parking lot areas/spaces) affected by this proposed project. Describe the project using the project categories as listed in the column on the left side of Table 1. Include the name and address of any structures included in the project.
- b. How does the proposed project relate to other ongoing or proposed projects? (**Specifically** identify any component of this project which requires separate approval as a locally funded or protection, health, and safety project according to 110 ILCS 805/3-20.3.01 or any other aspect of this project which may affect the match contribution of a state-funded project request)
- c. If the proposed project is a phased project, describe the proposed work to be completed each year of the project, as well as the split between state and local match.
- d. Are there any state or federal rules or regulation which may impact the project budget? If so, be sure that costs of compliance are included in the estimated project costs?

If, in Table 1, the college has reported prior year funding or anticipates funding needs in a year beyond the current request due to a phased project, provide the following information clearly identified in the scope statement section.

- a. Source of funding.
- b. Copy of ICCB approval letter for anything other than a direct appropriation.
- c. Specific fiscal year received or anticipated.
- d. Budget category for which funds were spent (i.e., planning, etc.)

- 8. Phased Projects.** A phased project shall mean a project that will require the appropriation of funds in two or more years and may contain budget elements classified in more than one budget category. Specifically, a project on Table 1 which proposes funding in a prior year, the current budget request year, or beyond the current year column would be considered a phased project. The college must also elaborate on any phased project's specific budget components and fiscal year(s) of proposed funding in the scope of work narrative of the application section.

For example, a college may have a project on the capital project list which is nearing the top of the list and is likely to receive funding within the next two years. The college received approval to purchase land and begins planning (in conjunction with CDB) of the new construction project. In a subsequent fiscal year request, this project would become a phased project identifying the land and planning costs in the prior year column of Table 1 in the subsequent Community College Capital RAMP request. The appropriate budget elements would be reported (i.e., planning and land in this example, or remaining construction costs of the building, addition, and/or structure as well as utilities and site improvements if the facts dictate).

- 9. Project Financing.** The college is required to finance 25 percent of the cost of the project with local sources of funding. The Board of Trustees must identify and commit the local funds for the matching requirement for each project request. **For example**, a \$2,000,000 new construction project would be financed with a \$1,500,000 state appropriation and \$500,000 of locally supplied funds.

Normally, the local source of funds will be accumulated fund balances or bond proceeds. If bonds are to be sold, it is not expected that they would be sold until the project moves up the ICCB recommended project list. If a bond referendum is required, please identify when the referendum was passed or the date it is to be proposed.

- 10. Match Contribution-Approval of Spending Local Funds to Meet the 25 percent Match Requirement.** The ICCB and IBHE must approve of the match contribution prior to local commitment of funds.

At times the college may request approval of a project component (i.e., planning a portion of construction/remodeling) to be funded locally and performed before the project receives state funding. Where a project meets certain criteria, the college may request approval to apply the locally funded costs of that component toward the 25 percent match requirement of the total project. In order to be approved as a match contribution the following criteria shall be met.

- a. The project toward which the 25 percent match is to be satisfied must be on the ICCB recommended project list.
- b. The request shall meet an immediate/urgent need.
- c. The component requested must be part of the scope narration of the project on the ICCB recommended project list.
- d. The college must submit the appropriate locally funded project application from the ICCB *Capital Projects Manual* for prior approval.

Further, the college will need to keep the ICCB, IBHE and the CDB apprised of work performed and how it relates to the proposed state-funded capital project request on the ICCB recommended project list.

The college should keep in mind that approval of a match contribution is not a commitment of state dollars to the project on the ICCB recommended project list and will, therefore, only be allowed as a match to that one specific state-funded capital project request. In no case will the match contribution serve to increase the state's share of a state-funded project above 75 percent. If the project never receives state funding, the match contribution approval is null and void. The match contribution cannot be applied to unrelated capital project requests. Further, a match contribution is not a "construction credit." See Item 11 - Construction Credits for an explanation.

If a match contribution has been approved, the college should report the approved match contribution as local match on subsequent RAMP requests until the project has received state funding or the college decides not to pursue state funding.

- 11. Construction Credits.** On September 18, 1987, the ICCB certified \$28.5 million in eligible construction credits and resolved to discontinue in the future the practice of approving locally funded projects for future state reimbursement credit. The amount certified by the ICCB represents an eligible credit which will be applied only toward the 25 percent local funding share of a state-funded capital project. This credit will be applied toward the local share by ICCB staff when developing the annual capital budget request. Credits do not represent funds available for appropriation to a district and are not applicable to any other type of project. Not all districts have eligible construction credits available. Contact ICCB staff if you have any questions concerning construction credits.
- 12. Board of Trustees Matching Funds Commitment.** A local Board of Trustees Matching Funds Commitment form shall be completed for each project for which a college requests state funds. On this form, the board certifies it has reviewed and approved the project, that local funds are available or will be committed to the project, and the source of such funds. Each form must be signed by both the chairperson of the board of trustees and the chief executive officer of the college district.

Section II

Budget Year Capital Requests - Forms

Community College Contact For Further Information

Occasionally it is necessary to contact the individual(s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested project(s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB contacts to answer questions concerning the Capital RAMP requests.

Community College District _____

Budget Year Request _____

Capital RAMP Contact Person _____

Telephone Number _____

ONE FORM ONLY

**TABLE 1
FISCAL YEAR 2013 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: _____

PROJECT NAME AND/OR DESCRIPTION _____
Check one:
 NEW FACILITIES CONSTRUCTION/ACQUISITION _____ (Complete Table 2)
 REMODELING/REHABILITATION PROJECT _____ (Complete Table 2)
 OTHER _____ (Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER _____ OUT OF _____
Check one:
 NEW REQUEST _____
 REQUESTED PREVIOUSLY _____

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES												
LAND												
EQUIPMENT												
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS												
PLANNING												
TOTAL												

** Describe prior year funding and/or future year funding in the scope statement section using the requested format.
 State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits*

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ _____
 TOTAL COMPLETED PROJECT COST \$ _____
 DESIRED PROJECT START DATE _____
 ESTIMATED COMPLETION DATE _____
 ESTIMATED OCCUPANCY DATE _____
 ESTIMATED ANNUAL OPERATING COST \$ _____

MATCHING CONTRIBUTION \$ _____
 (See item 10 in Section I of this Manual)
LOCAL FINANCING SOURCE
 AVAILABLE FUND BALANCE \$ _____
 ICCB CONSTRUCTION CREDIT \$ _____
 (if any)
 DEBT ISSUE \$ _____
 DATE OF APPROVAL: _____
 OTHER (please specify) \$ _____
 TOTAL \$ _____

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 2
FY 2013 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A		PART B		
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY (Land Acquisition)		Number of Acres Requested in Budget Year
Space Type	FICM Codes	REQUEST FOR NEW FACILITIES		REDISTRIBUTION OF NASF SPACE		
		Net Assignable Square Feet (NASF)	Space Prior to Remodeling	Space After Remodeling		
Classrooms	110 thru 115				1 Landscaped Ground	
Laboratory	210 thru 255				2 Physical Education and Athletic Fields	
Office	310 thru 355				3 Buildings and Attached Structures	
Study	410 thru 455				4 Experimental Plots	
Special Use	510 thru 590				5 Other Instructional Areas	
<i>General Use:</i>					6 Parking Lots	
Assembly and Exhibition	610 thru 625				7 Roadways	
Other General Use	630 thru 685				8 Pond Retention and Drainage	
Support Facilities	710 thru 765				9 Other (specify)	
Health Care	810 thru 895				Total Assigned Area	
Unclassified					Currently Unassigned	
TOTAL NASF #					Total Acres	
TOTAL GSF* #						

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 3
FY 2013 BUILDING BUDGET ESTIMATION FORM**

District/College _____
 Location _____
 Project Name _____

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
1. Base Total					
2. Added Costs (sum of added cost components identified separately below)					
LEED design cost up to 6% of line 1					
Green Building Design/LEED Certification Level _____ (Silver, Gold, Platinum)					
Other added costs:					
3. Base Cost					

4. Escalation (estimate of cost increase from the time of appropriation to the bid date
 --insert variables to calculate--assumes appropriation received at July 1).
 Expected Bid Date: _____ Number of Months to Bid Date: _____
 Annual Percentage (Allowable per annum inflation or less) _____
 (the monthly rate will be calculated and multiplied by the months to bid)

5. Escalated Building Budget (Line 3 plus Line 4) _____

6. Escalated Building Budget
 Plus 10% Contingency (Line 5 multiplied by 1.10) _____

7. Adds:

a. A/E Fees _____%

b. On-Site Observation
 Number of Months _____ Days per Week _____

c. Reimbursable Expenses _____

d. Art in Architecture
 one-half of one percent (Multiply Line 6 by .005) _____

e. Other Adds _____ (ADA, Asbestos, CDB 3% Admin Fee, etc. specify)

f. Sub-total Adds (Lines 7a through 7e) _____

8. Total Building Budget (Line 6 plus Line 7f) _____

OTHER:

Estimate of Annual State Supported Operations and Maintenance Expense _____

Source of Cost Estimate: _____

Date of Cost Estimate: _____

**TABLE 4
FY 2013 MOVEABLE EQUIPMENT LIST**

District/College: _____
Project Name: _____

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

<u>Programmatic Unit</u>	<u>Room Use Classification</u>	<u>Name of Equipment</u>	<u>Number of Units</u>	<u>Cost per Unit</u>	<u>Estimated Total Cost</u>
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Grand Total Equipment Costs (this number should be included on the equipment line of table 1)

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COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT

Programmatic Justification Narrative

DISTRICT/COLLEGE: _____

PROJECT NAME: _____

The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project.

Scope of Work Narrative

DISTRICT/COLLEGE: _____

PROJECT NAME: _____

FULL NAME OF BUILDING (IF REMODELING): _____

EXACT LOCATION (INCLUDING ADDRESS AND CITY): _____

The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis.

Board of trustees Matching Funds Commitment

I hereby certify that the Board of Trustees of Community College , District # , meeting in their regular session on , with a quorum present, officially authorized the submission of the attached Fiscal Year 2013 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

PROJECT NAME: _____

Proposed Source(s) of Local Funding

(List the Dollar Amount)

- | | | |
|----|---|----------|
| 1. | Available Local Fund Balances | \$ _____ |
| 2. | Protection, Health, and Safety Tax Levy | \$ _____ |
| 3. | Protection, Health, and Safety Bond Proceeds | \$ _____ |
| 4. | Other Debt Issue | \$ _____ |
| 5. | State Certified Construction Credits
(remaining from 1987) | \$ _____ |
| 6. | Other (Please specify) _____ | \$ _____ |

Total Local Match \$ _____

Signed _____
Chairperson of the Board of Trustees

Signed _____
Chief Executive Officer of the College District

Complete One For Each Project Requested

Appendix A
Terms and Definitions

Terms and Definitions

Construction Documents - The term **Construction Documents** as used in the capital budget request shall mean, on the basis of the approved definitive design, the completion of whatever detailed construction documents are required for bidding and construction.

Definitive Design Development - The term **Definitive Design Development** as used in the capital budget request shall mean the refinement of the schematic design into final detailed design, including site plan, mechanical and electrical systems, and elevations which have been approved for the start of the construction documents.

Equipment-Durable Movable - **Durable Movable Equipment** shall mean initial movable equipment, including all items of initial equipment other than built-in equipment which are necessary and appropriate for the functioning of a particular facility for its specific purpose, which will be used solely or primarily in the rooms or areas covered in the subject project. Further, such equipment is defined as manufactured items which have an extended useful life, are not affixed to a building, are capable of being moved or relocated from room to room or building to building, are not consumed in use, and have an identity and function which will not be lost through incorporation into a more complex unit.

In applying the preceding definition, reference should be made to "An Act in relation to State Finance" and the distinction between Commodities (30 ILCS 105/15b) and Equipment (30 ILCS 105/20) as defined by that Act.

Within the context of that Act, the following guidelines should be applied in defining **Durable Movable Equipment**:

1. No commodities will be purchased from Bond funds.
2. Items having a unit value of \$100.00 or less are "commodities" and not "equipment."
3. Office/household equipment and furniture will be bondable.
4. Machinery, implements, and major tools will be bondable.
5. Scientific instruments and apparatus will be bondable with the exception of those items which are subject to short useful life; i.e., glassware, tubing, crockery, light bulbs, etc. These items are more correctly defined as commodities.
6. Library books, maps and paintings, other than those purchased in the Art in Architecture program, are **not** fundable from Bond funds.
7. Livestock, for any use, is not fundable from Bond funds.
8. Rolling stock of a specialized nature, including cars, trucks and related items, are not fundable from Bond funds.
9. Boats and allied equipment will be considered as rolling stock.
10. Equipment not otherwise classified will be considered bondable provided it meets all other guidelines.

11. Significant useful life should be considered a minimum of **ten** years.
12. Spare and replacement parts should be considered as commodities.
13. Transportation costs and installation costs incurred with an outside source will be considered as part of the equipment cost for items funded by Capital Development Bond funds after appropriate review by CDB staff.

Equipment-Fixed - Built-in equipment is nonmovable, permanently affixed to the building in such a way that removal would damage the building, has a life expectancy substantially equal to building life, and is necessary for effective building function. Such equipment is contained within the budget category *Buildings, Additions, and/or Structures* and is included in the estimated building cost. Within the **Fixed Equipment** classification are two types of built-in equipment, built-in building service systems, and built-in special function equipment defined as follows:

Fixed Equipment - Built-In (Buildings Service Systems) - Building service systems include utilities, mechanical equipment, and distribution systems within the five-foot boundary line of the building which are necessary for the effective functioning of a building. Such equipment is necessary for effective building function and has a life expectancy substantially equal to building life. The equipment also is permanently affixed or connected to the real property in such a way that removal would damage the property to which it is affixed. Included in this group are dust-collection devices; heating and air-conditioning systems; automatic fire control and alarm systems; public address, time and communication systems; drinking fountains; and toilet fixtures. While technically not defined as "built-in building systems," this group may include such items (when included in original construction documents) as chalkboards, permanent bulletin boards, display cases, fume hoods, exhaust fans, permanent signs, venetian blinds, drapes, carpeting, and similar equipment which becomes an integral part of the buildings.

Fixed Equipment - Built-In (Special Function) - Special function equipment includes equipment that is so integrally connected to the building that it requires architectural or engineering design services and construction coordination between contractors for installation. Such equipment should have a life expectancy equal to building life. This group includes specialized equipment **permanently affixed to the building** in such a way that removal would damage the property to which it is affixed. In general, this group comprises specialized and program-related equipment, such as laboratory benches and tables for students and instructors when such equipment is connected to plumbing or other utility services, sinks, built-in operating equipment requiring utility connections, and similar other specialized long-life items which do not become obsolete quickly. Also eligible in this group are "open" library stacks in the library and law buildings and permanent lecture hall and auditoria seating.

LEED (Leadership in Energy and Environmental Design) - Refers to green building standards that a project may be designed to or certified to. The CDB requires that all new construction and major renovations include an estimate for LEED design costs in the project budget estimates. You can view Capital Development Board (CDB) information on this initiative on their website at: http://www.cdb.state.il.us/green_initiatives.shtml

All projects must be designed and built to the highest LEED standards while projects over a certain size are required to obtain, at minimum, silver certification. Please carefully review the CDB link and understand that at this stage, the RAMP request level, you are not required to take any specific action other than include a cost estimation in your budget. The actual design standards and/or certification would occur under CDB supervision during the design and planning stages of the project.. The CDB does allow the ICCB and the college to seek a waiver from the requirements. The reasons are included in the [Green Building Guidelines for State Construction](#) at the above link. If you plan to submit a waiver to CDB please contact Ed Smith. We recommend up to 6% of line 1 costs in table 3 be reported as an added cost on line 2 of table 3 unless it is a project for which you plan to seek a waiver.

Phased Project - The term **Phased Project** as used in the capital budget request shall mean a project that will require the appropriation of funds in two or more years and may contain elements classified within more than one budget category. Most projects do not lend themselves to being phased.

Project Categories

Category 1 - Buildings, Additions, and/or Structures. The category **Buildings, Additions, and/or Structures** shall include the construction of those facilities with roofs and/or walls that have foundations.

Category 2 - Land. The category **Land** shall include expenditures for the acquisition of real property including easements of record with an extended term, but excluding leasehold interests obtained through rental, whether obtained by purchase or by condemnation under the eminent domain laws of the state, and for expenses directly and necessarily related to such purchase or condemnation.

Category 3 - Equipment. The category **Equipment** shall include expenditures for the acquisition, replacement, or increase of visible, tangible personal property of a nonconsumable nature with a unit value exceeding \$100 that are not included in the categories *Buildings, Additions, and/or Structures or Remodeling and Rehabilitation*. The category is restricted to bondable durable movable equipment.

Category 4 - Utilities. The category **Utilities** shall include expenditures for the acquisition, construction, replacement, modernization, and/or extension of systems for distributing or disbursing utility services outside the five-foot boundary line of existing or proposed buildings, additions, and/or structures.

Category 5 - Remodeling and Rehabilitation. The category **Remodeling and Rehabilitation** shall include expenditures for all capital improvements which have the primary objective of altering the functional capabilities of a structure or facility, restoring it to original operating condition, or improving the existing functional capability or capacity of the structure or facility.

"*Remodeling*" shall include all capital improvement projects which have the primary objective of changing the functional character of areas, modifying capacity for the

number of persons who can be accommodated by the area for purposes of the currently assigned programmatic function, and/or altering spatial relationships provided by the area for purposes of the currently assigned programmatic function.

"Rehabilitation" shall include all nonrecurring capital improvement expenditures having the primary purpose of restoring or upgrading an existing area to original operating condition. Recurring expenditures for repairs and/or maintenance which are predictable or reflect regular attention in preserving or keeping a facility in ordinarily efficient operating condition or arresting deterioration without appreciably upgrading, improving, or increasing the value of a facility shall be considered as nonbondable repair and maintenance expenditures.

Category 6 - Site Improvements. The category **Site Improvements** shall include expenditures for all improvements to real property that are not otherwise included within the category of *Buildings, Additions, and/or Structures*.

Category 7 - Planning. The category **Planning** shall include those expenditures, which are related to architectural and engineering design; required for planning of buildings, additions, and/or structures; and for planning specific major remodeling projects. Planning for long-range development, including feasibility studies, is not bond fundable and should not be included.

Appendix B
Cost Guidelines

COST GUIDELINES BY SPACE TYPE (Continued)

INCLUDE THE FOLLOWING IN SCOPES AND ESTIMATES FOR RENOVATION AND REMODELING PROJECTS AND FOR CAPITAL RENEWAL PROJECTS.

Added element	<i>Asbestos Estimate (Survey & Abatement)</i> - Include all costs, survey and testing, A/E design, observation and reimbursements, abatement work, contingencies and escalation.	\$ _____
Added element	<i>American Disabilities Act</i> compliance: Include all costs, survey and testing, A/E design, observation and reimbursements, contingencies and escalation.	\$ _____
Added element	<i>Retrofitting/upgrading mechanical refrigeration equipment (CFCs)</i> : Include all costs, survey & testing, A/E design, observation and reimbursements and abatement work, contingencies and escalation.	\$ _____
Added element	<i>Illinois State Agency Historic Resource Preservation Act</i> compliance - Historic Preservation Agency (HPA) must be notified of proposed work on facilities constructed prior to 1945. Results of HPA's review (i.e., findings, recommendations, cost estimate) should be included in the scope.	Information only