

# 2018 Capital Budget – Campus Edition



Preparing for Your 2018 Capital Budget Request

Facilities Conference, April 2016



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

# Presentation agenda

- Schedule
- Overview
- Guidelines
- Predesign and submittals
- Scoring
- Wrap up and questions

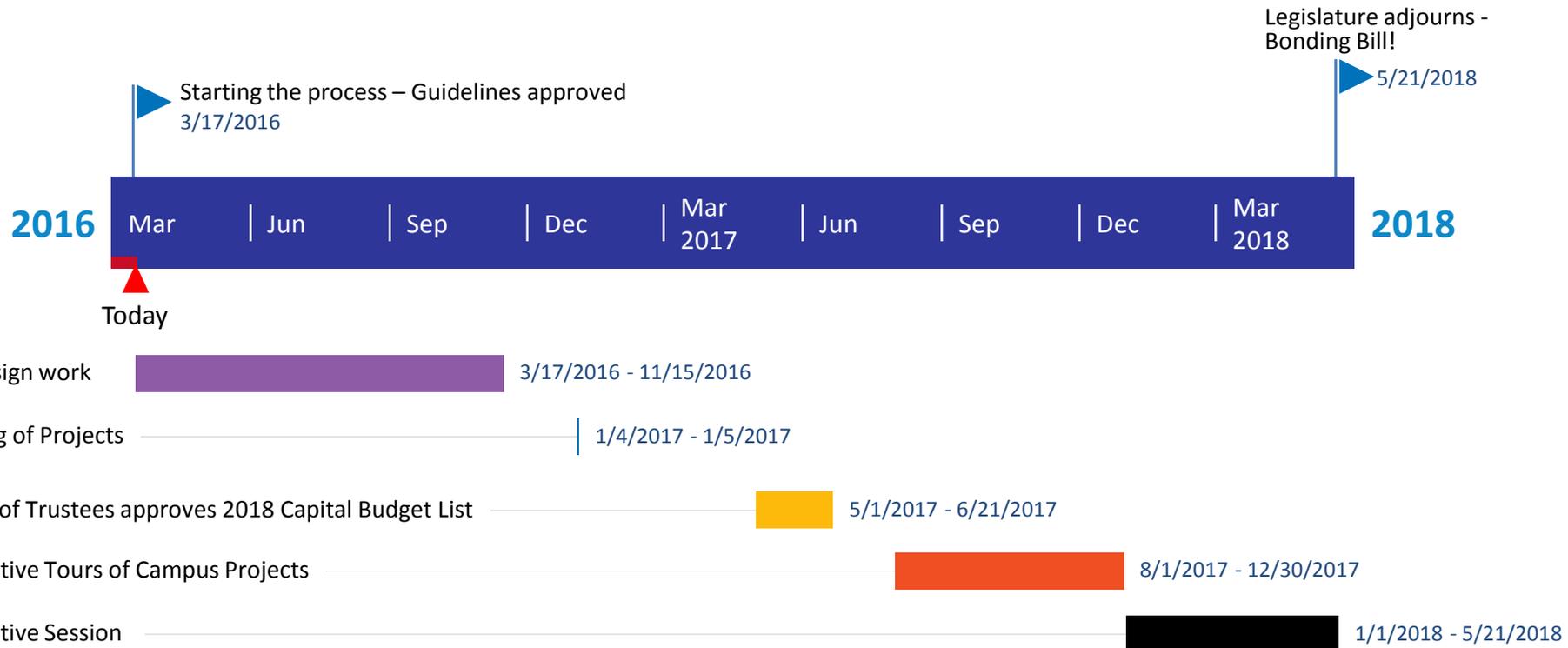
- Sharepoint: Capital Budget Request

<https://connect.mnscu.edu/sites/CBR/SitePages/Home.aspx>

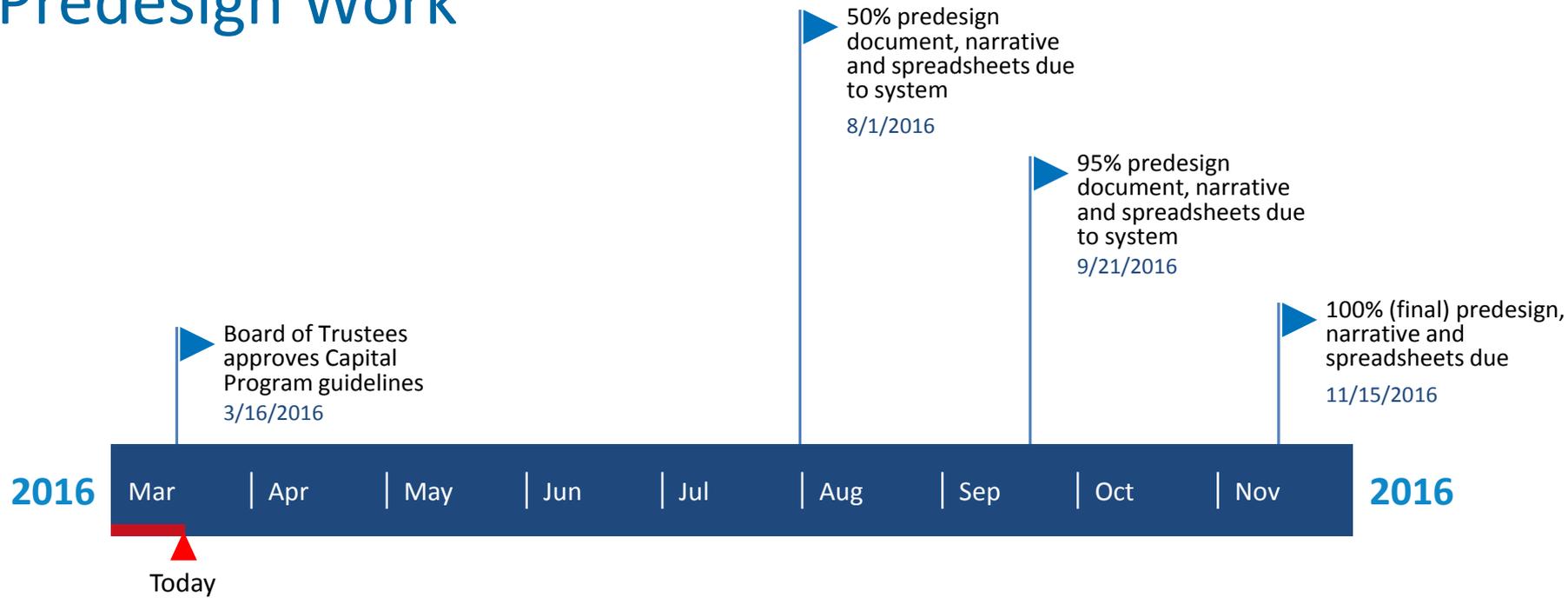
- Facilities website:

<http://www.finance.mnscu.edu/facilities/capitalbudget/index.html>

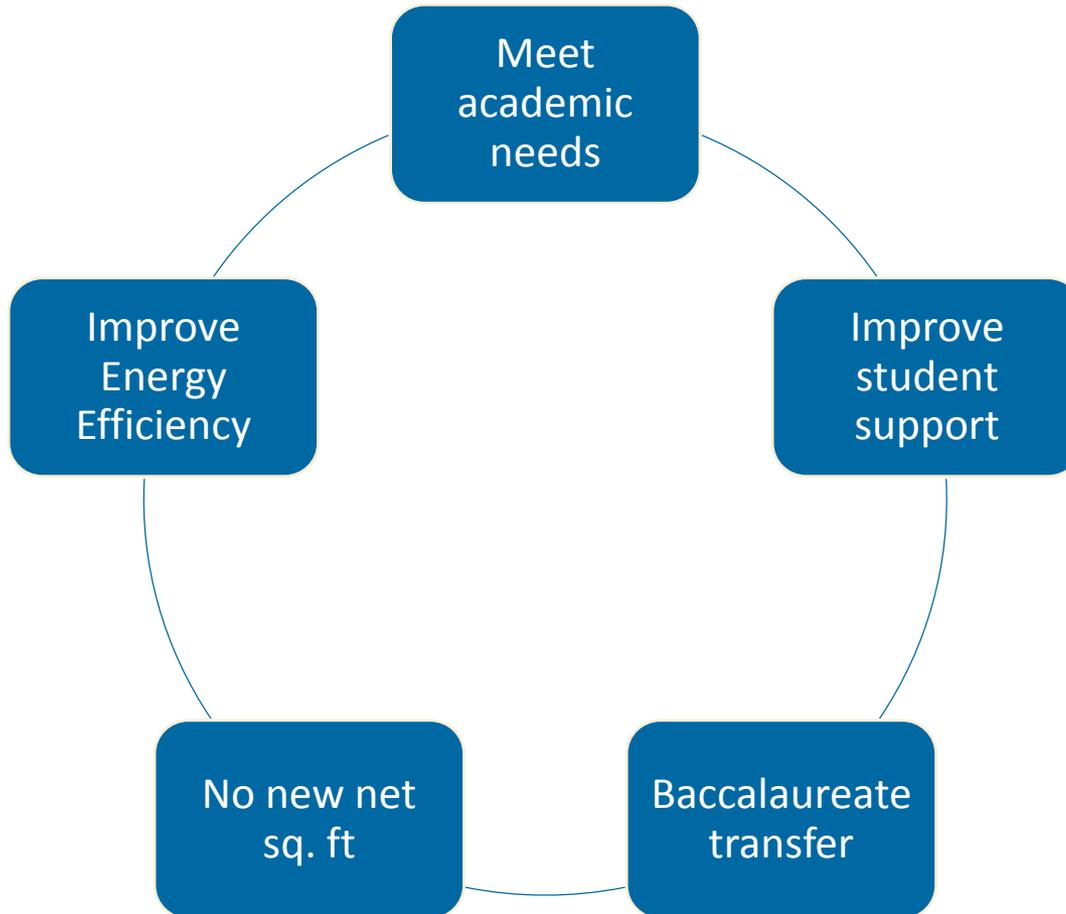
# Overview of the 2018 Capital Budget Process



# Predesign Work



# 2018 Capital Budget Guidelines



# 2018 Capital Budget Guidelines

1

Maintain, improve and modernize existing campus spaces to support current and emerging academic needs of a region and the state of Minnesota



# 2018 Capital Budget Guidelines

- 2 Improve opportunities for student success by updating support services, academic advising, and tutoring spaces.



# 2018 Capital Budget Guidelines

3

Prioritize space that improves transferability between institutions (college and universities) and access to baccalaureate programming

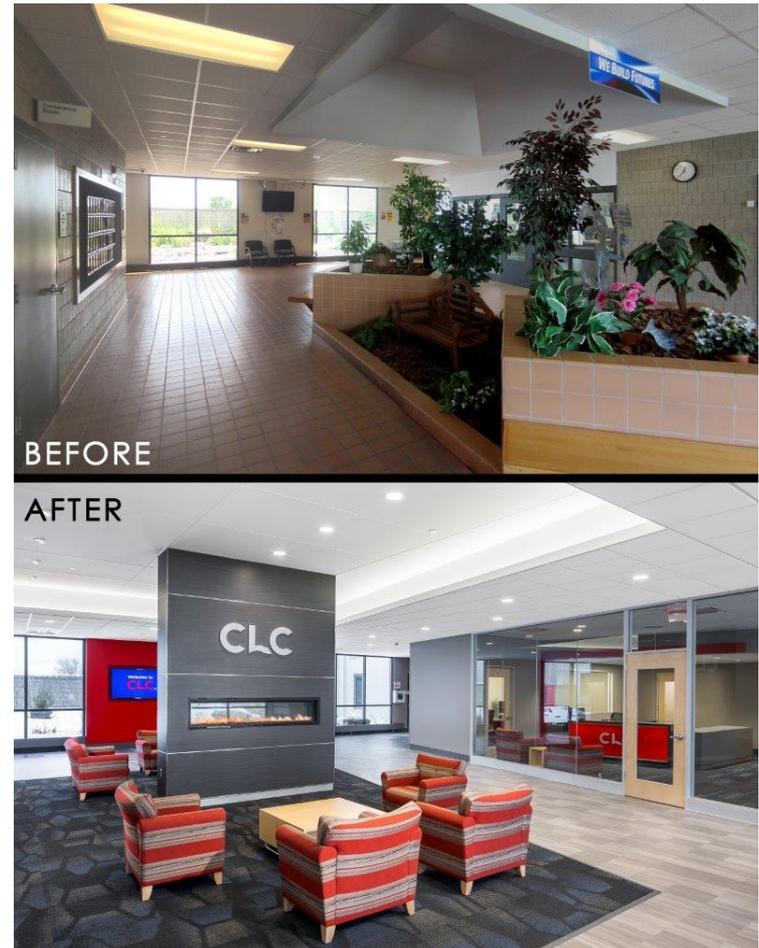


# 2018 Capital Budget Guidelines

4

Preserve and maintain the space we have by reinvesting in campus infrastructure and prioritizing renovation over adding new square footage

***Additional square footage should be considered only in unique situations where options for reutilization or replacement of existing space have been exhausted.***



# 2018 Capital Budget Guidelines

5

Build for the future with flexible and adaptable space that prioritizes energy efficiency



# Recap of 2018 Capital Budget Guidelines

1. No new net square footage
2. Target student support
3. Continued emphasis on renovation and energy efficiency
4. Support for baccalaureate education



# Anatomy of a Capital Budget Request 2018



# Documents you'll submit

**2018 Capital Budget Request - fiscal years 2019-2023**  
**Name of institution (also indicate which campus, if applicable)**  
**Project Narrative**

**Basic Information: 2018 State Appropriation Request**

**Project title:** Please use the basic format Location/Function Action (Example: Healthcare Design and Renovation, Fine Arts Building Construction, etc.)

**Project address:** Street, City, ZIP County

**Institution's Project Priority:** Was project on the 2009 Board of Trustees approved list (yes/no)?

**Project phase:** # of phases: \_\_\_\_\_

**Project request 2018 (\$):** \_\_\_\_\_ **Proj. req. 2020:** \_\_\_\_\_ **Proj. req. 2022:** \_\_\_\_\_

**Total request all years (\$):** \_\_\_\_\_

**Previous appropriations (Year, \$, purpose/scope):** \_\_\_\_\_

**Project at a Glance (project scope)**

**New construction (GSF):** \_\_\_\_\_ **demolition area (GSF):** \_\_\_\_\_

**Renovation area (GSF):** \_\_\_\_\_ **renewal area (GSF):** \_\_\_\_\_

**Number of classrooms/labs impacted:** \_\_\_\_\_

**One-sentence summary of project scope:** \_\_\_\_\_

**One-sentence summary of project's impact on students:** \_\_\_\_\_

**One-sentence summary of project's impact on the community:** \_\_\_\_\_

**Project Narrative**

**Project Summary:** Summarize the major highlights of the project's scope and rationale. 3-4 sentences maximum.

**Project Description:** Briefly describe the scope of work and the programs supported by this project. 300 words maximum.

**Project Rationale:** Briefly describe the rationale and justification of need for this project. 500 words maximum.

**Other Considerations:** If this project's funding is delayed or not obtained, how will your campus, its students, and its programs be affected? 200 words maximum.

**Institution Comprehensive Plans and Regional Collaborations:** Describe how project takes into account and supports institutional or regional academic & workforce plans, and collaboration within the Minnesota State Colleges and Universities system.

**Alternatives and Partnerships for funding and/or equipment:** Describe how your institution has explored, and possibly utilized, alternative funding sources, matching funds, or partnerships with businesses or other agencies/institutions for equipment, technology, or related capital.

**Space Utilization Improvements:**

**Space util. of project area:** \_\_\_\_\_ **Proposed utilization:** \_\_\_\_\_

**Describe utilization improvements:** Describe specific rightsizing work and how project will improve space utilization. Priority will be given to colleges that are maximizing utilization of existing spaces.

**Facility Condition and Sustainability**

**FCI of project area:** \_\_\_\_\_ **Proposed FCI:** \_\_\_\_\_

Page 1 - Form updated 03/24/16

Project Narrative Template



**Normandale Community College  
College Services Building**

**Classroom & Student Services  
Renovation Predesign**

Prepared by:  
**292DesignGroup**

292 Design Group, Inc.  
3533 East Lake Street  
Minneapolis, Minnesota

October 17, 2014

Contact:  
Pamela Bakken Anderson, AIA,  
Partner - 292 Design Group  
panderson@292designgroup.com  
612.767.3773

Predesign Document

**MINNCO CAPITAL BUDGET REQUEST**  
**Fiscal Year 2018-20**

**PROJECT COST**

**TOTAL PROJECT COSTS**  
 (Enter name of college/campus)  
 (Enter name of project)

Project Description	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost
	All Prior Years	FY 2018-19	FY 2019-21	FY 2022-23	All Years	2018/19	2019/20
<b>1 Property Acquisition</b>							
1a Land, Land and Easements Options							
1b Equipment and Lease							
<b>2 Pre-design</b> (10-15% of total project cost)							
2a Design Fee - 10% of construction cost							
2b Architectural - 10% of design fee							
2c Contract Documents - 10% of design fee							
2d Construction Administration - 10% of design fee							
2e Building - 10% of design fee							
<b>3 Project Management</b> (2-10% construction cost)							
3a Site and Project Management - 10% of construction cost							
3b Resident Construction Management - 10% of construction cost							
3c Resident Construction Management - 10% of construction cost							
3d Resident Construction Management - 10% of construction cost							
3e Resident Construction Management - 10% of construction cost							
<b>4 Construction Costs</b>							
4a Site and Building Construction							
4b Construction Administration							
4c Construction Administration							
4d Construction Administration							
4e Construction Administration							
4f Construction Administration							
<b>5 Other</b> (10% of construction cost)							
5a Construction Administration							
5b Construction Administration							
5c Construction Administration							
5d Construction Administration							
5e Construction Administration							
5f Construction Administration							
<b>6 Other</b> (10% of construction cost)							
6a Construction Administration							
6b Construction Administration							
6c Construction Administration							
6d Construction Administration							
6e Construction Administration							
6f Construction Administration							
<b>7 Other</b> (10% of construction cost)							
7a Construction Administration							
7b Construction Administration							
7c Construction Administration							
7d Construction Administration							
7e Construction Administration							
7f Construction Administration							
<b>8 Other</b> (10% of construction cost)							
8a Construction Administration							
8b Construction Administration							
8c Construction Administration							
8d Construction Administration							
8e Construction Administration							
8f Construction Administration							
<b>9 Other</b> (10% of construction cost)							
9a Construction Administration							
9b Construction Administration							
9c Construction Administration							
9d Construction Administration							
9e Construction Administration							
9f Construction Administration							
<b>10 Total Funding Sources</b>							
10a State and Federal							
10b State and Federal							
10c State and Federal							
10d State and Federal							
10e State and Federal							
10f State and Federal							
<b>11 Other</b>							
11a Other							
11b Other							
11c Other							
11d Other							
11e Other							
11f Other							
<b>12 Other</b>							
12a Other							
12b Other							
12c Other							
12d Other							
12e Other							
12f Other							
<b>GRAND TOTAL PROJECT COSTS</b> (rounded up to next \$1000)							

**Comments:** (Enter comments here related to expenses, operating costs, etc.)

**SOURCE OF FUNDS FOR DEBT SERVICE PAYMENT:**

Source of Funds	Amount	Percent of Total
State and Federal		
Other		
<b>Total</b>		

Template - 2018 Capital Budget Workbook\_Adapted.xlsx  
Page 1 of 1

Project Workbook Template

# Project Narrative: Key Issues

**Minnesota STATE COLLEGES & UNIVERSITIES** | 2018 Capital Budget Request - Fiscal Years 2018-2023  
**Name of Institution (also indicate which campus, if applicable)**  
**Project Narrative**

Basic Information: 2018 State Appropriation Request			
Project title	Please use the basic format Location/Function Action (Examples: Healthcare Design and Renovation; Fine Arts Building Construction; etc.)		
Project address	Street, City, ZIP County		
Institution's Project Priority:	x of y projects (how many)	Was project on the 2016 Board of Trustees approved list (yes/no)?	
Project phase	# of phases:		
Project request 2018 (\$)	Proj. req. 2020		Proj. req. 2022
Total request all years (\$)			
Previous appropriations (Year, \$, purpose/scope):			

Project at a Glance (project scope)			
New construction (GSF):		Demolition area (GSF):	
Renovation area (GSF):		Renewal area (GSF):	
Number of classrooms/labs impacted:			
One-sentence summary of project scope:			
One-sentence summary of project's impact on students:			
One-sentence summary of project's impact on the community:			

Project Narrative	
Project Summary:	Summarize the major highlights of the project's scope and rationale. 3-4 sentences maximum.
Project Description:	Briefly describe the scope of work and the programs supported by this project. 300 words maximum.
Project Rationale:	Briefly describe the rationale and justification of need for this project. 500 words maximum.
Other Considerations:	If this project's funding is delayed or not obtained, how will your campus, its students, and its programs be affected? 200 words maximum.
Institution Comprehensive Plans and Regional Collaborations:	Describe how project takes into account and supports institutional or regional academic & workforce plans, and collaboration within the Minnesota State Colleges and Universities system.
Alternatives and Partnerships for Funding and/or Equipment:	Describe how your institution has explored, and possibly utilized, alternative funding sources, matching funds, or partnerships with businesses or other agencies/institutions for equipment, technology, or related capital.

Space Utilization Improvements	
Space util. of project area:	Proposed utilization:
Describe utilization improvements:	Describe specific rightsizing work and how project will improve space utilization. Priority will be given to colleges that are maximizing utilization of existing spaces.

Facility Condition and Sustainability	
FCI of project area:	Proposed FCI:

Page 1 - Form updated 03/14/16

## New This Year

1. Word Format
2. Organized a bit differently
3. Specific financial details are in a separate file

## How to write a narrative that guarantees success

1. Keep it brief
2. Limit repetition
3. Most effective when using key facts and numbers,

*“the current program is limited to 50 FYE due to space constraints...the new project allows the program to serve all 250 students on the wait list...”*

# Project Narrative – Navigating the form

**Minnesota STATE COLLEGES & UNIVERSITIES** | 2018 Capital Budget Request - Fiscal Years 2018-2023  
Name of Institution (also indicate which campus, if applicable)  
Project Narrative

Basic Information: 2018 State Appropriation Request			
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Institution's Project Priority:	x of y projects (how many)	Was project on the 2016 Board of Trustees approved list (yes/no)?	
Project phase	# of phases:		
Project request 2018 (\$)	Proj. req. 2020		Proj. req. 2022
Total request all years (\$)			
Previous appropriations (Year, \$, purpose/scope):			
Project at a Glance (project scope)			
New construction (GSF):		Demolition area (GSF):	
Renovation area (GSF):		Renewal area (GSF):	
Number of classrooms/labs impacted:			
One-sentence summary of project scope:			
One-sentence summary of project's impact on students:			
One-sentence summary of project's impact on the community:			
Project Narrative			
Project Summary:	Summarize the major highlights of the project's scope and rationale. 3-4 sentences maximum.		
Project Description:	Briefly describe the scope of work and the programs supported by this project. 300 words maximum.		
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Space Utilization Improvements			
Space util. of project area:		Proposed utilization:	
Describe utilization improvements:	Describe specific rightsizing work and how project will improve space utilization. Priority will be given to colleges that are maximizing utilization of existing spaces.		
Facility Condition and Sustainability			
FCI of project area:		Proposed FCI:	

Page 1 - Form updated 03/14/16

## What's the difference?

### 1. Project Summary

This is the “headline”. This is something that would show up in the bonding book and would be the main item that the Board and legislators would see. 3-4 sentences max.

### 2. Project Description

Describe a bit more about the project and the scope of work. Expand a bit on the project summary. 300 words

### 3. Project Rationale

Describe the rationale and justification for the need. Get specific – use demographics, survey/feedback from students, enrollment, academic plans.

# Project Workbook – Navigating the form

## 5 tabs you'll need to fill out

1. Prior Year Funding
2. Funding Sources
3. Project Costs
4. Operating Costs
5. Construction Costs
6. Statutory Requirements (reference only)

TOTAL PROJECT COSTS (Dollars in thousands)		Project Cost All Prior Years	Project Cost FY 2018-19	Project Cost FY 2020-21	Project Cost FY 2022-23	Project Cost All years	Project Start (mo/yr)	Project Finish (mo/yr)
<b>1. Property Acquisition</b>								
1a) Land, Land and Easements Options		0	0	0	0	0		
1b) Buildings and Land		0	0	0	0	0		
<b>SUBTOTAL</b>		0	0	0	0	0		
<b>2. Preredesign (1.6%-1% of total project cost)</b>								
<b>3. Design Fees (1.2% of construction costs)</b>								
3a) Schematic (20% of design fee)		0	0	0	0	0		
3b) Design Development (20% of design fee)		0	0	0	0	0		
3c) Contract Documents (20% of design fee)		0	0	0	0	0		
3d) Construction Administration (20% of design fee)		0	0	0	0	0		
3e) Bidding, Close out (10% of design fee)		0	0	0	0	0		
<b>SUBTOTAL</b>		0	0	0	0	0		
<b>4. Project Management (3-10% const. costs)</b>								
4a) State Staff Project Management (8% total project cost)		0	0	0	0	0		
4b) Nonstate Construction Management (2-4% total project cost)		0	0	0	0	0		
- Owner's Rep, CM at Risk Pre-Con		0	0	0	0	0		
4c) Commissioning (1.5% of construction cost)		0	0	0	0	0		
4d) Testing/Quality Assurance (1-4% construction cost)		0	0	0	0	0		
<b>SUBTOTAL</b>		0	0	0	0	0		
<b>5. Construction Costs</b>								
5a) Site and Building Preparation		0	0	0	0	0		
5b) Demolition/Decommissioning		0	0	0	0	0		
5c) Construction		0	0	0	0	0		
5d) Infrastructure/Roads/Utilities		0	0	0	0	0		
5e) Hazardous Materials Abatement		0	0	0	0	0		
5f) Construction Contingency (5-10% of SC Construction)		0	0	0	0	0		
<b>SUBTOTAL</b>		0	0	0	0	0		
<b>6. Art (1% of construction cost)</b>								
<b>SUBTOTAL</b>		0	0	0	0	0		
<b>7. Contingency (4-10% of SC Construction)</b>								
7a) Furniture, Fixtures and Equipment (4-8% of construction)		0	0	0	0	0		
7b) Telecommunications - Voice & Data (1% of construction)		0	0	0	0	0		
7c) Security Equipment (1% of construction)		0	0	0	0	0		
<b>SUBTOTAL</b>		0	0	0	0	0		
<b>8. Inflation</b>								
8a) Start Point of Construction (mo/yr)			Jul-15	Jul-15	Jul-15		(Choose from dropdown list)	
8b) Multiplier			0.00%	0.00%	0.00%			
8c) Inflation Cost			0	0	0			
8d) Inflationary adjustment (caption)			0	0	0			
<b>9. Other (caption)</b>								
<b>GRAND TOTAL - PROJECT COSTS</b> (rounded up to next \$1000)		0	0	0	0	0		
<b>10. Total Funding Sources</b>								
10.1. State Issue Funding		0	0	0	0	0		
<b>11. IT Costs</b>								
11.1. Operating Budget Impact (B)		0	0	0	0	0		
11.2. Operating Budget Impact (FTE)		0	0	0	0	0		
11.3. System Obsolescence Contingency		0	0	0	0	0		
Comments <span style="color: red;">(Enter comments here related to expenses, operating costs, etc.)</span>								
<b>SOURCE OF FUNDS FOR DEBT SERVICE PAYMENT</b>		Amount	Percent of Total					
General Fund (GO Bonds)		0	0%					
MnSCU Funding		0	0%					

Template - 2019 Capital Budget Workbook \_Adjusted.xlsx  
Page 1 of 1

# The Predesign Process

## Which projects need a predesign

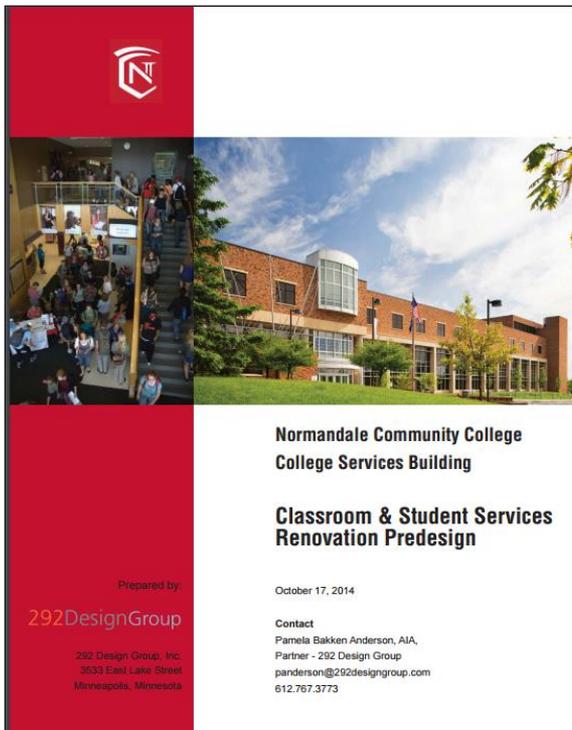
Project Type (funding source)	Type of Predesign Required	
	Full Predesign	Limited Scope Predesign
Capital Budget Request (CBR)	All projects	n/a
HEAPR project	Constr. cost over \$750K	Constr. cost \$100K-\$750K

## Why the change?

1. Statutory requirement for predesigns at \$750,000
2. Most of our smaller projects (\$500-\$749K) exceed the threshold after inflation is applied

# Predesigns Required for 2018 Capital Budget

## Project Predesign



The cover features a red vertical bar on the left with the Normandale Community College logo. The main image is a composite of an interior view of a busy staircase and an exterior view of a modern brick building with a large glass skylight. Text on the cover includes the project name, date, and contact information for 292DesignGroup.

**Normandale Community College  
College Services Building**

**Classroom & Student Services  
Renovation Predesign**

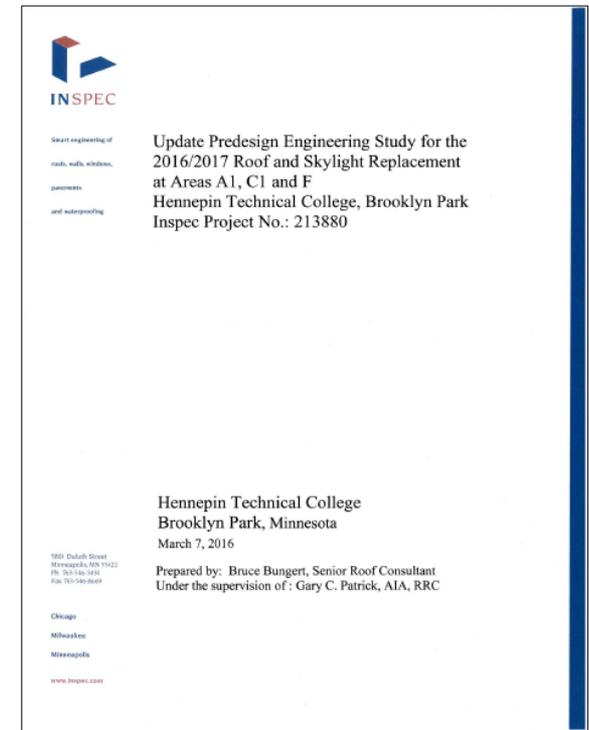
Prepared by:  
**292DesignGroup**

October 17, 2014

**Contact**  
Pamela Bakken Anderson, AIA,  
Partner - 292 Design Group  
panderson@292designgroup.com  
612.767.3773

292 Design Group, Inc.  
3633 East Lake Street  
Minneapolis, Minnesota

## HEAPR Predesign



The cover features the INSPEC logo at the top left. The text describes the project as an update to a 2016/2017 roof and skylight replacement study for Areas A1, C1, and F at Hennepin Technical College. It includes the project number, date, and contact information for Bruce Bungert, Senior Roof Consultant, under the supervision of Gary C. Patrick, AIA, RRC.

**INSPEC**

Smart engineering of  
roofs, walls, windows,  
partitions  
and waterproofing

Update Predesign Engineering Study for the  
2016/2017 Roof and Skylight Replacement  
at Areas A1, C1 and F  
Hennepin Technical College, Brooklyn Park  
Inspecc Project No.: 213880

Hennepin Technical College  
Brooklyn Park, Minnesota  
March 7, 2016

Prepared by: Bruce Bungert, Senior Roof Consultant  
Under the supervision of: Gary C. Patrick, AIA, RRC

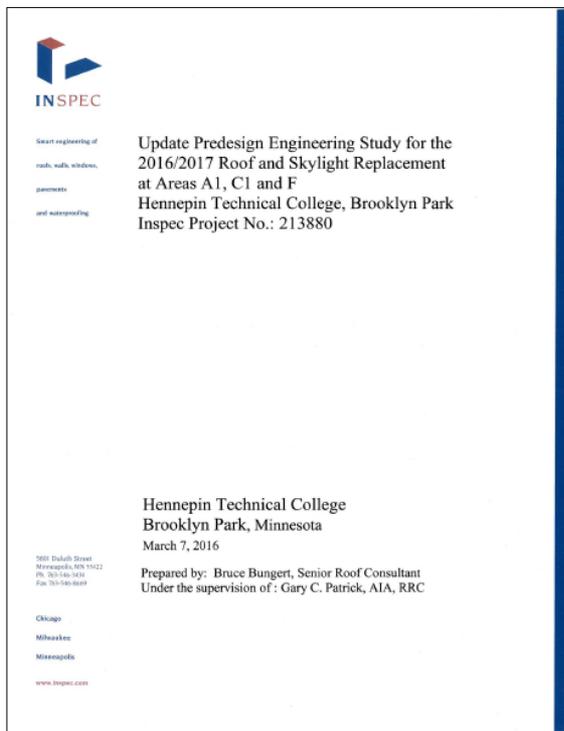
1801 Duluth Street  
Minneapolis, MN 55422  
Ph: 763-549-3646  
Fax: 763-549-3648

Chicago  
Milwaukee  
Minneapolis

www.inspec.com

# Key considerations for 2018 HEAPR

## HEAPR Predesign



- 1. Read the Updated Predesign Guide**  
HEAPR predesign guidelines are included in update (Michelle)
- 2. Note the “limited predesign” option**
- 3. Consolidating HEAPR predesign scope.**  
Campuses may wish to consider consolidating a HEAPR predesign scope to include the top 3 institutional HEAPR requirements

# Predesign RFP



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

REQUEST FOR PROPOSAL (RFP)  
FOR  
PREDESIGN SERVICES FOR  
**Name of the Project at Campus Name**

**SPECIAL NOTE for 2018 Capital Budget Request projects:** Prior to beginning the predesign process, consultants submitting proposals for 2018 Capital Budget or HEAPR projects shall attend (webinar via [Webex](#)) the system office's "2018 Capital Budget - Vendor Edition" presentation, to be broadcast live on [date]. (To attend the [Webex](#), please contact Michelle Gerner, [michelle.gerner@so.mnscu.edu](mailto:michelle.gerner@so.mnscu.edu), at least one business day prior to the presentation date.) For consultants who cannot attend the [Webex](#), a recording will be available after [date] at the MnSCU Facilities website. This presentation will outline the process and schedule for 2018 Capital Budget Requests and HEAPR requests, and answer common questions.

Use the Updated Predesign RFP – see the conference site or Facilities website

## Key Concerns on SCOPE:

- a. Enrollment and demographics
- b. Accreditation status of program
- c. Cost estimating
- d. Subcontractors and team members
- e. FF&E and technology
- f. Space utilization

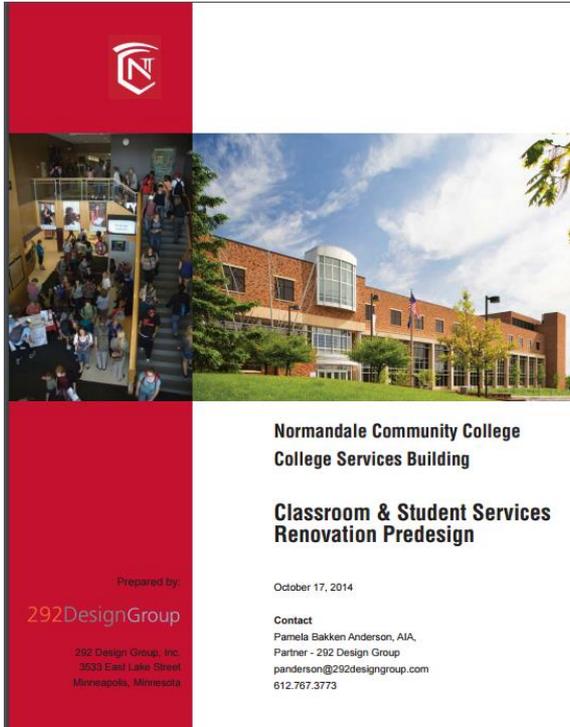
# Predesign cost

- 1 Campus establishes a fee range in the RFP
- 2 Be explicit on expectations and scope
- 3 Be clear on the expected deliverables and architect's participation

Expect that there will be a few additional revisits for predesigns

- Predesign presentation
- Verification prior to submittal of Capital Budget Request
- Should be available for predesign verification

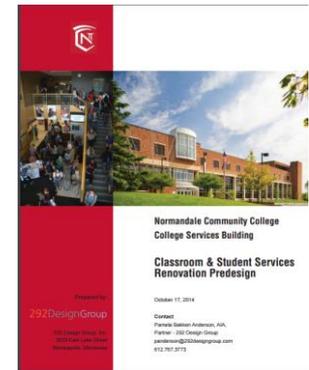
# Predesign updates – campuses must submit full updated predesign for previously submitted projects



1. Predesign updates must be an all-new, complete document
2. Update predesign to reflect new Predesign Guidelines and Minnesota statutes
3. Update cost estimates and schedule

# Predesign Responsibilities: Campus

- 1 Provide data
- 2 Facilitate access to campus and campus community
- 3 Assist in developing predesign drafts
- 4 Submit drafts to system office via SharePoint
- 5 Presentation to system office

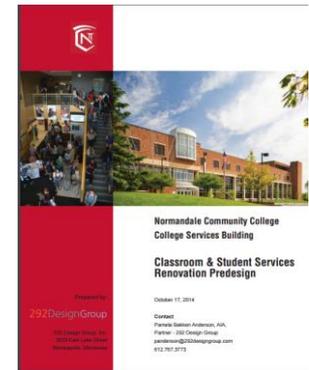


# Predesign Responsibilities: Consultant

- 1 Tell campus what data is needed
- 2 Site surveys of existing campus
- 3 Collaborate with project stakeholders, campus community
- 4 Develop predesign drafts
- 5 Assist with presentation to system office

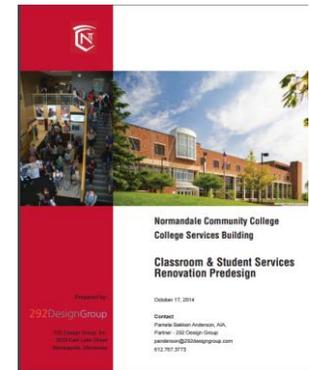
## Often overlooked:

Read instructions carefully. Requirements change year to year, sometimes subtly.



# Responsibilities: System Office

- 1 Assist campus with data gathering, if needed
- 2 Review/comment on predesign drafts
- 3 Provide guidance on standards, statutes, funding
- 4 Final presentation
- 5 Feedback to campus and consultant following presentation



# Predesign: Renewable energy/sustainability analysis



1. Required for new construction or significant remodels
2. Analyze cost/benefit of renewable energy systems (solar, wind, geothermal)
3. Solar energy systems strongly encouraged

# Predesign: Renewable energy/sustainability analysis



## Solar Energy in State Buildings, 16B.323

- Subd. 2. **Solar energy system.**
- (a) ... may include installation of "Made in Minnesota" solar energy systems of 40 kilowatts capacity on, adjacent, or in proximity to the state building.
- (b) The capacity of a solar system must be less than 40 kilowatts to the extent necessary to match the electrical load of the building or to the extent necessary to keep the costs for the installation below the five percent maximum set by paragraph (c).
- (c) The cost of the solar system **must not exceed five percent of the appropriations from the bond proceeds fund** for the construction or renovation of the state building. Purchase and installation of a **solar thermal system may account for no more than 25 percent of the cost of a solar system installation.**

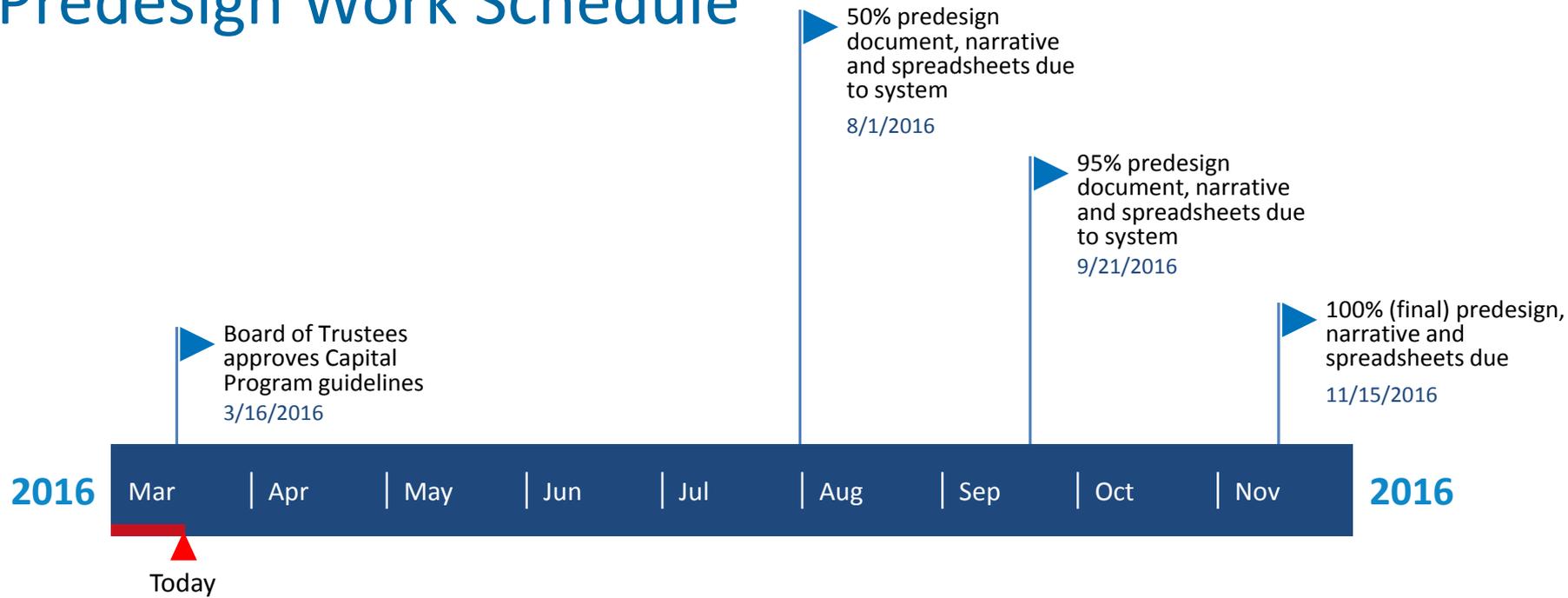
# Predesign: Renewable energy/sustainability analysis

## GEOHERMAL HEAT PUMP STUDY FOR MNWEST WORTHINGTON FIELDHOUSE

Report by: LKPB Engineers, Inc.

- **16B.326 HEATING AND COOLING SYSTEMS; STATE-FUNDED BUILDINGS.**
- Geothermal and solar thermal applications as possible uses for heating or cooling for all building projects subject to a predesign review.
- When practicable, geothermal and solar thermal heating and cooling systems must be considered when designing, planning, or letting bids for necessary replacement or initial installation of cooling or heating systems in new or existing buildings that are constructed or maintained with state funds. **The predesign review must include a written plan for compliance with this section from a project proposer.**
- For the purposes of this section, "solar thermal" means a flat plate or evacuated tube with a fixed orientation that collects the sun's radiant energy and transfers it to a storage medium for distribution as energy for heating and cooling.

# Predesign Work Schedule



# Capital Projects scoring process

- 1 Scoring teams selected early December 2016
- 2 Scoring event Jan. 4-5, 2017 at North Hennepin CC
- 3 3 teams score each project
- 4 Scoring criteria available

# Scoring Process

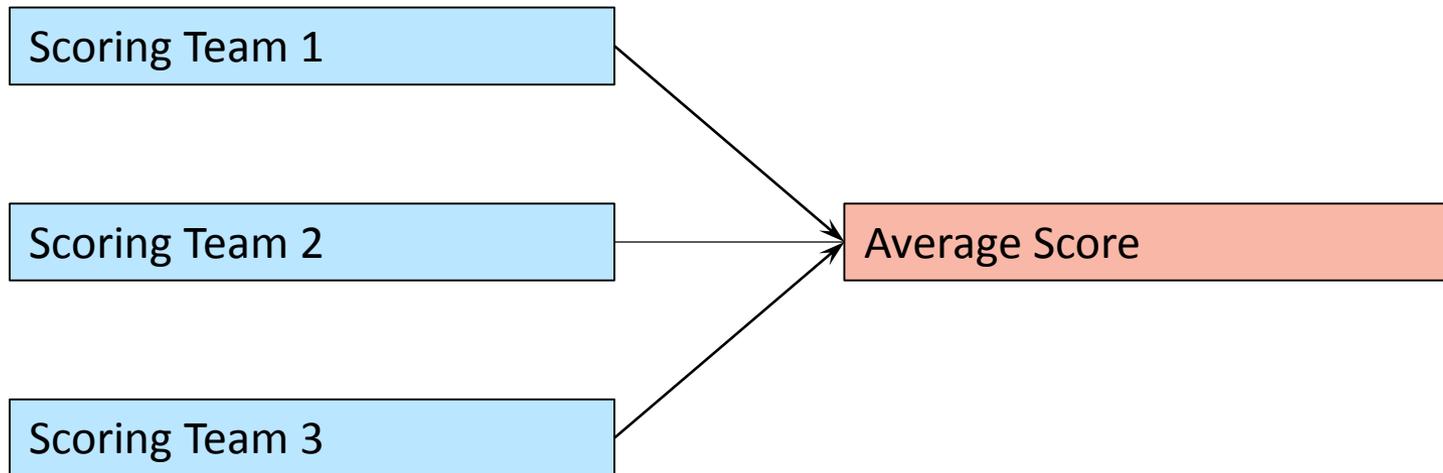
December 16						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Early December 2016 – Scoring  
Teams Selected

January 17						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 4-5, 2017 –  
Scoring Event

# Scoring Process



*Three teams score each project.  
No team member scores a project from their campus.*

# Scoring Sheet



FY2018-2022 Capital Projects Review and Comments  
Scoring Team Project Analysis

<b>Scoring Team Name:</b>			
<b>Institution and Campus:</b>			
<b>Project Title:</b>			
<b>Project Type (check one):</b>		Major capital project:	Initiative (less than \$2 million):
<b>Project Sq. Ft. (see Narrative):</b>		New:	Renovate:
		Renew:	Demolish:

**Instructions:**

- For each scoring item, circle your team's chosen score.
- For certain criteria, the likely location of the information is noted in the description (e.g. See *Narrative*).
- You may write comments explaining your score, as well as suggestions to improve the project, within each section and/or at the end of the scoring form.
- If a project includes significant new net square footage, you will receive a *Supplemental Scoring Form* to fill out in addition to this form.

**Core commitments in the Strategic Framework for capital planning in FY2018-2023 are:**

- Ensure access to an extraordinary education for all Minnesotans
- Be the partner of choice to meet Minnesota's workforce and community needs
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0.5 Preliminary Considerations				
Strategic Framework Elements	No	Yes	Documentation	
0.5.1 Project will result in a net reduction in square footage when completed. (See <i>Narrative</i> .)	0	10	Insert expected net reduction in square footage: _____	
0.5.2 Project received funding for design and/or construction in 2016 or a prior year. (See <i>Narrative and Workbook</i> .)	0	5	Identify the year(s) funding was received: _____	
0.5.3 Project redesign analysis includes an energy reduction of at least 20% over current consumption. (See <i>Narrative</i> .)	0	10	Identify estimated energy reduction: _____	
<b>TOTAL POINTS, SECTION 0.5: (Max: 25 points)</b>				

<b>1.0 Ensure access to an extraordinary education for all Minnesotans:</b> Projects must reflect alignment in academic and facilities planning, support state and regional academic programming and collaboration, target long term space requirements on a regional basis, enhance facilities that support and improve access for traditionally underrepresented students with emphasis on how the project enhances student success. Projects shall have evidence that:	
1.1 <i>Integrated Planning: The project aligns campus facilities, technology and academic planning and shows coordinated campus priorities:</i>	Guidance on documentation needed for Low – Ave – High score



FY2018-2022 Capital Projects Review and Comments  
Scoring Team Project Analysis

1.1.a	Academic priorities. Targets regional and state academic priorities, such as STEM and technical programs.	1 Low	2 Low	3 Low	4 Ave	5 High	6 High	7 High	Low – Little to no evidence provided by campus that project aligns with academic, technology and facilities planning; little to no evidence that project meets academic or regional priorities or is supported by existing facilities/infrastructure.
1.1.b	Regional priorities. Meets long-term space requirements for programs on a regional and multi-regional basis for programs (including multiple campuses of a single institution).	1 Low	2 Low	3 Ave	4 High	5 High			Ave – project identified in comprehensive facilities plan, but little to no indication of coordination with academic or technology plans; project meets some academic and/or regional priorities; project is somewhat supported by existing facilities/infrastructure.
1.1.c	Project is described in the latest comprehensive facilities plan (CFP) (See <i>Narrative</i> .)	1 Low	2 Low	3 Low	4 Ave	5 High	6 High	7 High	High - description of project makes clear that significant effort has been made to coordinate project with facilities, academic and technology plans; campus provides examples of process and how this project was determined to be a priority; project strongly addresses academic and/or regional priorities; strong evidence of existing campus facilities/infrastructure support
1.1.d	Is supported by the campus's existing campus infrastructure, utilities, technology and transportation. (See <i>Narrative</i> .)	1 Low	2 Ave	3 High					
<b>Subtotal, Section 1.1 (max 22 points):</b>									
1.2	<i>Addresses New Student Demographics. The project is meant to repurpose existing campus space into space that takes into account the latest student demographics around diversity, age, experience and exposure to higher education.</i>								
1.2.a	Improves areas available for academic advising and tutoring	1 Low	2 Low	3 Low	4 Ave	5 High	6 High	7 High	Low – project may not be directly related to improve access or success of underserved students; or, no mention made of how project will improve success of underrepresented learners
1.2.b	Targets individualized learning and advising	1 Low	2 Ave	3 High					Ave – evidence provided (such as institutional research, student surveys, etc.) on how this project improves underrepresented students access or success
1.2.c	Is intended to improve diversity of existing student body	1 Low	2 Low	3 Ave	4 High	5 High			High – Many of the same features as Ave, but project highlights features that support underrepresented students, such as space for additional tutoring, advising, computer labs, or other features that are necessary to support programs that will enhance support of traditionally underrepresented students; project focuses on features to improve access and reduce barriers to student learning or interaction with the campus
1.2.d	Uses technology to make learning more accessible to a wide range of learners, including underrepresented students	1 Low	2 Ave	3 High					
<b>Subtotal, Section 1.2 (max 18 points):</b>									
1.3	<i>Creating more flexibility in learning spaces:</i>								
1.3.a	Includes features that yield informal learning spaces and blur the line between traditional classroom learning and collaborative, group learning methods	1 Low	2 Low	3 Ave	4 High	5 High			Low – project does not include this type of space or promotes traditional, tiered classroom or has limited informal space Ave – incorporates features that support informal learning or "drop in" space; incorporates flexible furniture; provides shared space for baccalaureate programs or distance learning
1.3.b	Prioritizes space that improves transferability between our colleges and universities	1 Low	2 Low	3 Ave	4 High	5 High			High – same features as Ave, but features address future teaching methodologies, such as active learning and/or technology rich classrooms; includes modular, flexible

# Preliminary considerations

 <b>Minnesota STATE COLLEGES &amp; UNIVERSITIES</b>		<b>FY2018-2022 Capital Projects Review and Comments</b> <b>Scoring Team Project Analysis</b>	
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<b>Project Sq. Ft. (see Narrative):</b>		New:	Renovate:
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0.5.1	Project will result in a net reduction in square footage when completed. (See <i>Narrative</i> .)	0	10	Insert expected net reduction in square footage: _____
0.5.2	Project received funding for design and/or construction in 2016 or a prior year. (See <i>Narrative and Workbook</i> .)	0	5	Identify the year(s) funding was received: _____
0.5.3	Project pre-design analysis includes an energy reduction of at least 20% over current consumption. (See <i>Narrative</i> .)	0	10	Identify estimated energy reduction: _____
<b>TOTAL POINTS, SECTION 0.5: (Max: 25 points)</b>				

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1.1	Integrated Planning: The project aligns campus facilities, technology and academic planning and shows coordinated campus priorities.
Guidance on documentation needed for Low – Ave – High score	

1

## Additional Points

- 10 points for reducing overall square footage
- 5 points for prior year legislative funding
- 10 points if energy reduction from the renovation/building is 20% or greater

# Major Categories

 <b>Minnesota STATE COLLEGES &amp; UNIVERSITIES</b>		<b>FY2018-2022 Capital Projects Review and Comments</b> <b>Scoring Team Project Analysis</b>	
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<b>Institution and Campus:</b>			
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0.5.3	Project predesign analysis includes an energy reduction of at least 20% over current consumption. (See <i>Narrative</i> .)	0	10	Identify estimated energy reduction: _____
<b>TOTAL POINTS, SECTION 0.5: (Max: 25 points)</b>				

<b>1.0 Ensure access to an extraordinary education for all Minnesotans:</b>	
Projects must reflect alignment in academic and facilities planning, support state and regional academic programming and collaboration, target long term space requirements on a regional basis, enhance facilities that support and improve access for traditionally underrepresented students with emphasis on how the project enhances student success. Projects shall have evidence that:	
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Guidance on documentation needed for Low – Ave – High score	

1

## Organized around Strategic Framework

- 65 points for Ensure Access
- 48 points for Partner of Choice
- 74 points for Highest Value
- 212 points possible (including 25 points in preliminary considerations):

# New Square Footage requests

## SUPPLEMENTAL SCORING FORM

For projects adding new square footage only (over 5,000 s.f. of net new square footage)

Scoring Team Name:	
Institution and Campus:	
Project Title:	
Project Net New Sq. Ft.:	

## For new Square Footage requests only:

1. Over 5,000 sq. ft.
2. In addition to the other scoring items
3. Max of 35 points – only applicable among other New sq. ft. projects

# Schedule

August 16						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

50% Predesign due

September 16						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

95% Predesign due

November 16						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Final Predesign and CBR documents due

# Capital Budget Requests

- 1 Consultant submits final Predesign to campus
- 2 Campus submits all documentation to CBR SharePoint site
- 3 Schedule a predesign presentation to coincide with 95% submittals
- 4 All materials – original, updated predesigns, narratives and workbooks – must be in final form by November 15

# Resources

- 1 MnSCU Predesign Guidelines (update available at end of May):  
<http://finance.mnscu.edu/facilities/capitalbudget/index.html>
- 2 DEED: <http://mn.gov/deed/>
- 3 Campus Fact Sheets (available through system office)
- 4 Enrollment data: current and projections (from campus)
- 5 MnSCU Space Guidelines:  
<http://finance.mnscu.edu/facilities/studies/index.html>
- 6 Example predesigns at CBR SharePoint site

# Contacts

System office contacts:

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