

**DEPARTMENT OF CONSTRUCTION AND FACILITIES MANAGEMENT
2001 CAPITAL IMPROVEMENTS PROJECT BUDGET PROCEDURE**

April 11, 2000

Introduction

The Department of Construction and Facilities Management (DCFM) is seeking greater opportunities to work with departments in the development of their General Government capital improvement project (GGCIP) requests for the 2001 budget process. We believe that early collaboration will result in better understanding of the projects' elements, more accurate cost estimating, and coordinated advocacy for funding. Accordingly, we are beginning the project development and budgeting activity earlier than in previous years so that there is ample time for all stakeholders to fully discuss their interests and concerns and for DCFM to develop its estimates.

GGCIP Purpose

The GGCIP fulfills several purposes:

1. It provides a method by which departments can make their need for improvements or additional space known.
2. It provides the Budget Office the ability to project the financial requirements necessary to meet departments' needs and develop financial strategies in advance of a crisis.
3. It provides DCFM time to consider cost effective and efficient alternatives for meeting the departments' needs.

Equipment & Furnishings

The GGCIP does not fund equipment and furnishings, except for that portion which is an integral part of a building (HVAC, sprinklers, fire alarms, etc.).

Major Maintenance Repairs Excluded

The CIP is not the program for which repairs of major existing systems (electrical, heating/air conditioning, plumbing, etc.) should be requested. The County maintains separate funding for such repairs. Please call John Llewellyn at 296-0628 if you are unsure if the project you have in mind is a capital improvement or a major maintenance repair.

Forms

Attached is a set of forms for your requests. These forms can also be downloaded from DCFM's website <http://www.metrokc.gov/dcfm/GGCip.html>

You must submit one set of forms for each project. If you have documented cost information such as vendor-supplied estimates that can assist our project managers in developing the project cost estimate it, please include it in your submission.

Process

We will use an iterative process to develop and prioritize CIPs. Departments will assess their needs for new space or remodeling existing space and will submit those needs to DCFM by using the attached forms. Departments are not required to obtain estimates or quotes. However, we will appreciate receiving any relevant cost information you may include in your project request.

DCFM staff will review your requests and will develop preliminary cost estimates for your projects using the information you provide. The project manager assigned to your project will contact you to go over your requests and the preliminary cost estimates to assure that your project is understood and correctly described. He/She will also ask you to prioritize the projects within your department and among projects with similar funding sources.

DCFM staff will revise the project description and cost estimates following the departmental project reviews. They will also allocate the project to one of the four priority categories. They are, in order of priority:

- Life/safety (mitigation of hazards, adding fire alarms, etc.)
- Legally mandated (court order or some other judicial requirement)
- Code compliance (ADA, air quality etc.)
- Productivity (cost savings must be identified for budget review)

The final priority list, project descriptions and cost estimates will be shared with you before they are sent to the Budget Office for consideration.

Process Schedule

The dates and activities are as follows:

| <u>Dates</u> | <u>Activity</u> |
|------------------------------|--|
| April 12, 2000 | Announcement of CIP process and availability of forms. |
| May 5, 2000 | Departments return completed forms. |
| May 8 to 12, 2000 | DCFM staff reviews the CIP requests, assign them to project managers and make preliminary assessments. |
| May 15 to June 2, 2000 | DCFM staff reviews the CIP requests with requesting department staffs to clarify and supplement the project descriptions. |
| June 5 through June 16, 2000 | DCFM staff creates brief project descriptions and cost estimates. |
| June 19 through July 7, 2000 | DCFM staff reviews the project cost estimates with the departments and rank order the projects within departments, if there are multiple projects from a department. |
| July 10, 2000 | DCFM staff submit CIP requests as prioritized to the Budget Office. |

Please contact John Llewellyn at 206-296-0628, if you have any questions.