



2016 CIP Application Workshop

Department of Education &
Early Development

Presentation Overview

- ▶ CIP Overview
- ▶ CIP Eligibility
- ▶ CIP Application Support
- ▶ Changes for FY18
- ▶ Application Details

Why Have a CIP Process?

- ▶ Required by statute
- ▶ Establishes a statewide spectrum of need
- ▶ Prioritizes statewide needs
- ▶ Provides a vehicle to seek funding

Types of State-Aid For CIP Projects

- ▶ School Construction grant fund
- ▶ Major Maintenance grant fund
- ▶ REAA fund
- ▶ Debt reimbursement
- ▶ Federal funds administered by the state

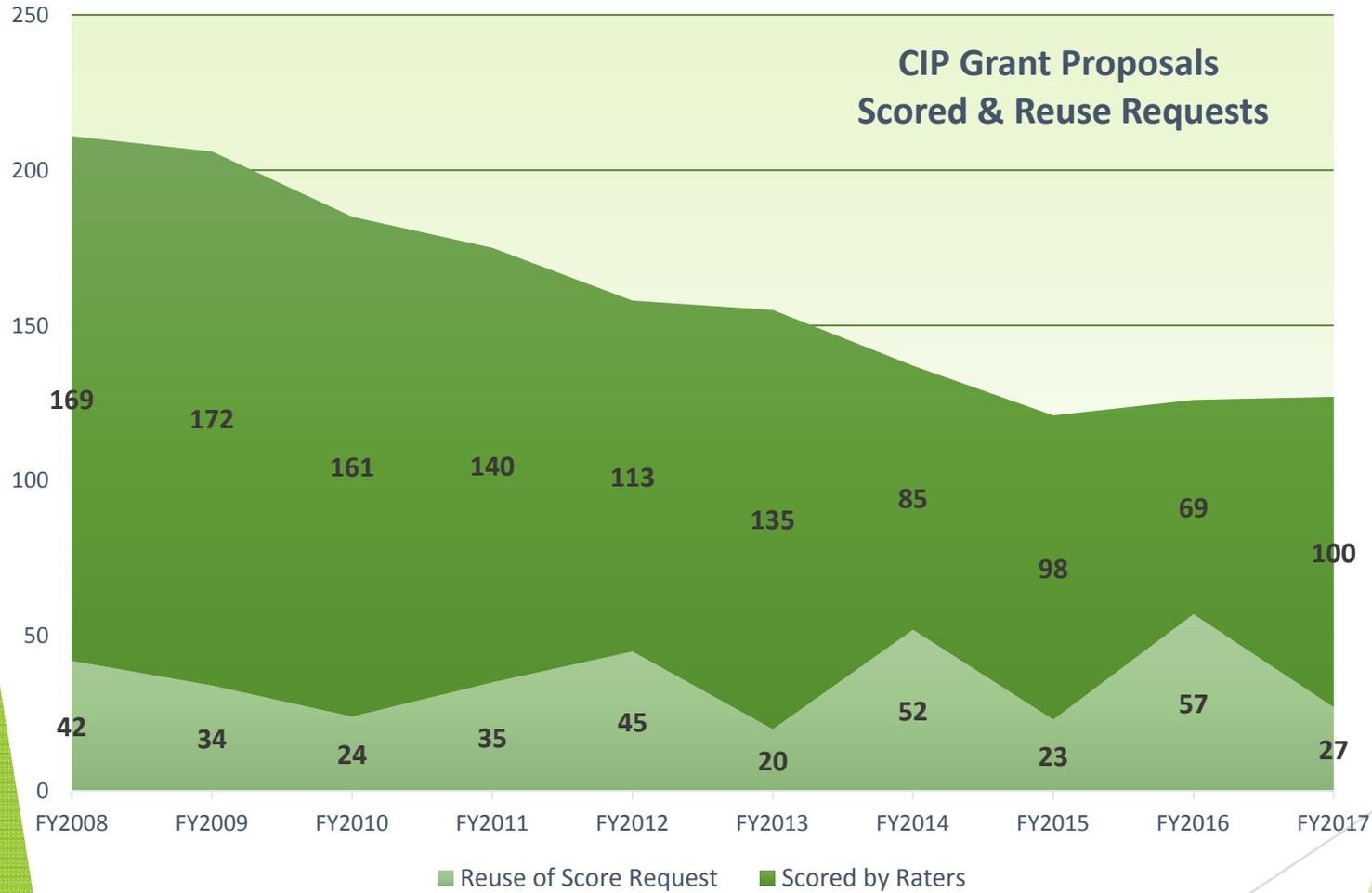
Types of CIP Applications

- ▶ Grant Application Process
 - ▶ It's an annual event
 - ▶ There's a deadline
 - ▶ A panel of department reviewers will score each application
 - ▶ Priority lists are produced

Types of CIP Applications

- ▶ Scored Applications
- ▶ Re-use Applications
 - ▶ Regulation allows districts to reuse an “application and its score for one year after the original application was filed.”
 - ▶ For FY17, the BR&GR Committee adopted a significantly different application which revised scoring.
 - ▶ Reuse scores are not changed from the original year.
 - ▶ An inflation factor may be added by the department for reuse applications[4 AAC 31.021(f)]. For the FY2018 application, the inflation factor is 1.25%
 - ▶ If planning to reuse, contact the department for a reuse template letter.

Requests for Reuse of Scores



Alaska Dept. of Education & Early Development

CIP Overview

Types of CIP Applications

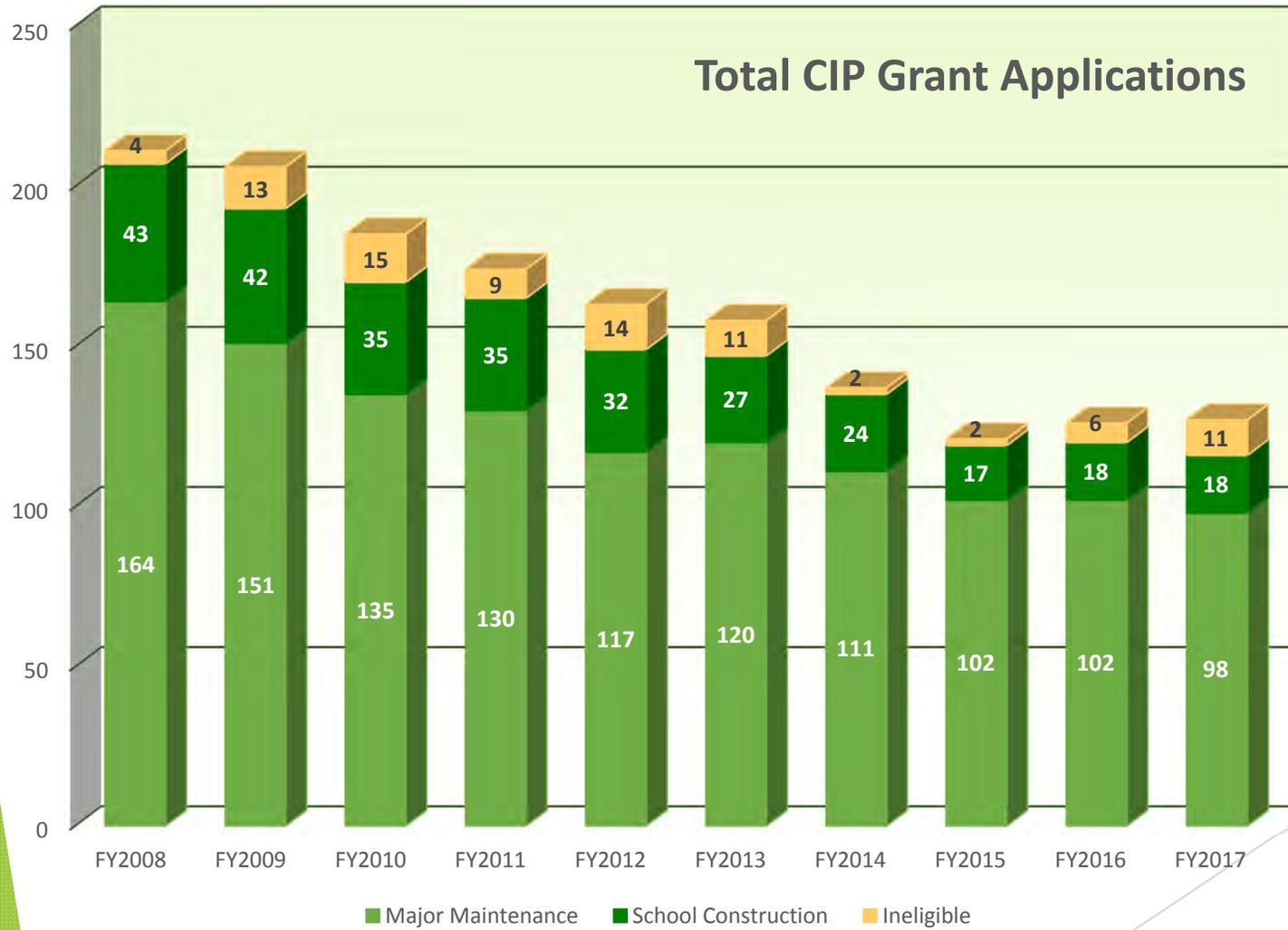
▶ Debt Reimbursement Application Process

- ▶ The debt reimbursement program has been suspended by SB64 until July 1, 2020.
- ▶ Voter approved projects after July 1, 2020 will be reviewed for eligibility at one of two reimbursement levels: 50% or 40%.

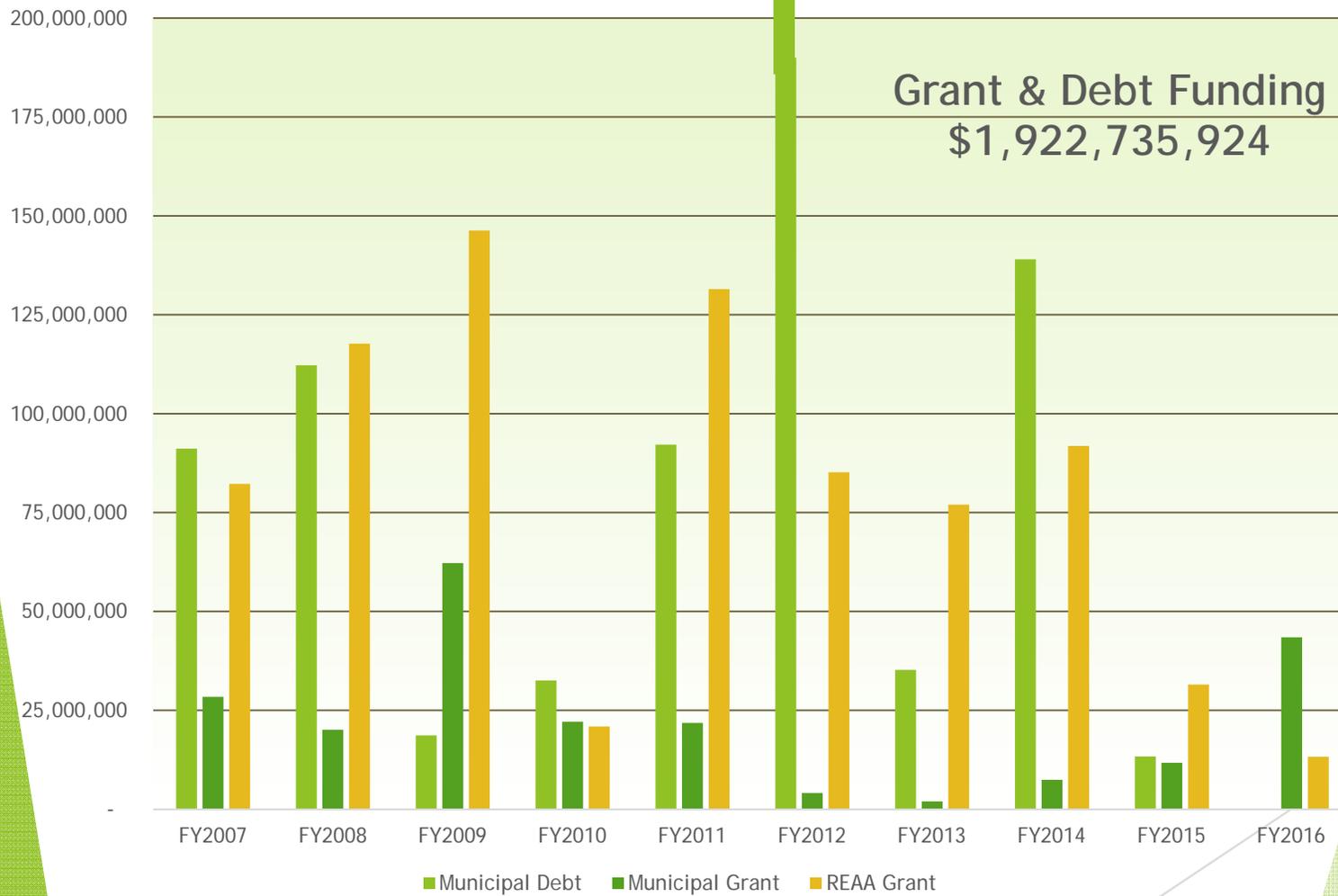
Who Should Apply?

- ▶ School districts desiring to participate in the state grant program
- ▶ School districts with projects that fit the statutorily allowed categories

Participation & Funding Trends



Participation & Funding Trends



CIP Overview

District Eligibility Requirements

- ▶ Six-year capital improvement plan
 - ▶ Six-year plan must be school board approved
 - ▶ Required for both debt and grant applications
 - ▶ Should consider the district's capital project needs over the full six-year period
- ▶ Functioning fixed asset inventory
 - ▶ On-site verification of the FAIS is performed in conjunction with the department's PM visits
 - ▶ The department will verify the existence and use of the FAIS

CIP Eligibility

District Eligibility Requirements

- ▶ PM and facility management program
 - ▶ Must be certified by DEED (4 AAC 31.013)
 - ▶ Maintenance management
 - ▶ Energy management
 - ▶ Custodial care
 - ▶ Maintenance training
 - ▶ Renewal and replacement schedules

CIP Eligibility

District Eligibility Requirements

- ▶ PM and facility management program
 - ▶ By June 1, department provides initial notice regarding compliance (web posting & certified mail)
 - ▶ Until August 1, districts not in full compliance may submit evidence
 - ▶ By August 15, department will provide its final determination
 - ▶ Applications will not be accepted if non-compliant

District Eligibility Requirements

- ▶ Proof of required property insurance
 - ▶ Must be for full replacement cost of facilities
 - ▶ Self-insurance must be DEED-approved
 - ▶ Special requirements for REAAs

CIP Eligibility

Project Eligibility Requirements

- ▶ Adequate documentation
 - ▶ Appropriate project title
 - ▶ Clear and defined project scope
 - ▶ Cost estimate
 - ▶ Projects that add or replace space must include documented space eligibility

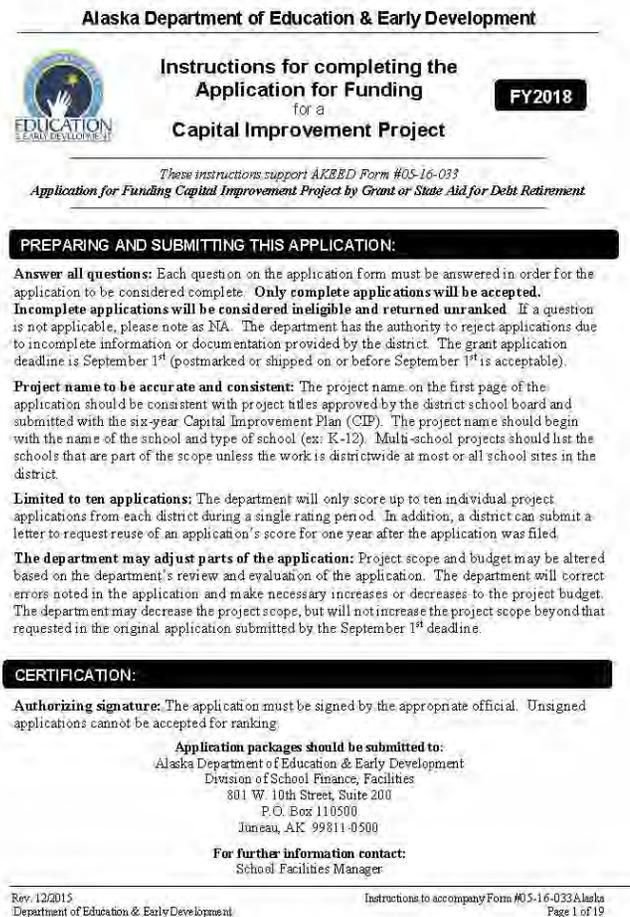
CIP Eligibility

Project Eligibility Requirements

- ▶ Must be a capital project
 - ▶ Not maintenance
 - ▶ Over \$25,000 (total project)
- ▶ Must be education-related
 - ▶ Supports an education program
 - ▶ Work occurs on an eligible facility
- ▶ Must be a project, not a study

CIP Eligibility

Tool #1 - Application Instructions



- ▶ Updated for FY17
 - ▶ Added explanations
 - ▶ More clarity
- ▶ Sections aligned to app
- ▶ Questions aligned to app
- ▶ On web site
 - ▶ education.alaska.gov/facilities/FacilitiesCIP.html

Tool #2 – Raters Guide



Guidelines for Raters of the CIP Application

Introduction

The Department of Education & Early Development is charged with the task of compiling a prioritized list of projects to be used in preparing a six-year capital plan for submittal to the governor and the legislature (AS 14.11.013(a)(3)). The criteria for accomplishing the priorities are established in statute (AS 14.11.013(B)) and are awarded points based on a scoring system developed by the Bond Reimbursement and Grant Review Committee under its statutorily imposed mandate (AS 14.11.014(b)(6)).

The guidelines provided here are to assure that raters are using a common set of terms and standards when awarding points for the evaluative scoring criteria.

Basis for Rating Applications

The following positions will define the base philosophy for rating applications.

Since districts are required to submit a request for a capital project no later than September 1 of the year preceding the fiscal year for which they are applying, no rater shall review, rank, or give feedback regarding scoring a project prior to this deadline.

Applications will be ranked based on the information submitted with the application, or applicants may use information submitted to the department in support of a project, provided the submission occurs on or before September 1 and is identified as an attachment to an application. Each rater shall arrive at the initial ranking of each project independently. Raters will be expected to go through each application question by question. They will also review all attachments for content, completeness, and bearing on each scoring element. Consistency in scores from year-to-year shall be considered. It is expected that projects will demonstrate different levels of completeness in descriptions and detail depending on the stage of project development.

Projects are prioritized in two lists, the School Construction List and the Major Maintenance List, and reflect the two statutory funds established for education capital projects. Under the definitions provided in statute and regulation, projects which add space to a facility are classed as School Construction projects and must fall in categories A, B, F, or G. Major maintenance projects (categories C, D, and E) may not include additional space for unhoused students. Only projects in which the primary purpose is Protection of Structure, Code Compliance, or Achieve an Operating Cost Savings, where the work includes renewal, replacement, or consolidation of existing building systems or components, should be considered as maintenance projects.

Each rater should have an eligibility checklist available during rating. Eligibility items A, F, G, I, J, L, and N will be evaluated by each rater. Other eligibility items will be the responsibility of support team members doing data input and capacity/allowable calculations. Discussion regarding project eligibility should be brought to the attention of the rating team as soon as it becomes an issue in one person's mind.

Rev. 09/2014

- ▶ Updated for FY17
 - ▶ New scoring matrices
 - ▶ Added guidelines
- ▶ Aligned to application sections
- ▶ Assures that raters are using consistent standards
- ▶ On web site

CIP Application Support

Tool #3 - Rating Forms

**Alaska Department of Education & Early Development
Capital Improvement Project Application
Formula-Driven Rating Form**
Adopted by the Bond Reimbursement and Grant Review Committee

School District _____ Date _____
 School Name _____
 Project Title _____
 Fund _____ Category _____
 Phase _____ Maximum Points _____

Max Points		School Construction A, B, F	Major Maintenance C, D, E
10	1. Condition/Component Survey (Question 6a) Condition survey = 0, 3, 5, 8, or 10 points		
30	2. District ranking (Question 3a) Project #1 request = 30 points, #2 = 27 points, #3 = 24 points, Each additional project 3 points less		
30	3. Weighted average age of facility (Question 3b) A. 0-10 years = 0 points B. > 10 ≤ 20 years = .5 / year in excess of 10 years C. > 20 ≤ 30 years = 5 + .75 per year in excess of 20 years D. > 30 ≤ 40 years = 12.5 + 1.75 per year in excess of 30 years E. > 40 years = 30 points		
30	4. Previous AS 14.11 funding for this project (Questions 8e & 7a) Previous funding = 30 points No previous funding = 0 points		
25	5. Planning & design phase has been completed (Question 6b-6e and Appendix B) A. All required elements of planning = 10 points B. All elements planning + required elements of schematic design = 20 points C. All elements of planning and schematics + required elements of design development = 25 points		
50	6. Unhoused students today (Questions 5a-5g) A. 100% of capacity = 0 points B. > 100% of capacity = One point for each 3% of excess capacity C. 250% of capacity = 50 points		N/A
30	7. Unhoused students in seven years (5 year Post-occupancy) (Questions 5a-5g) A. 100% of capacity = 0 points B. > 100% of capacity = One point for each 5% of excess capacity C. 250% of capacity = 30 points		N/A
30	8. Type of space added or improved (Question 5i) A. Instructional or resource 30 points B. Support teaching 25 points C. Food service, recreational, and general support 15 points D. Supplemental 10 points		N/A

Page 1 of 2

Alaska Department of Education & Early Development

- ▶ Updated for FY17
 - ▶ Renamed categories
 - ▶ Revised scoring elements
- ▶ IDs scoring differences between SC & MM
- ▶ Provides quick summary of scores for each CIP application

Tool #4 – Six-Year CIP Plan Form

FY - _____ Capital Budget
Six-Year Capital Improvement Plan

District: _____ Date: _____ Page _____ of _____ Pages

District Priority	Project Location and Description	Primary Purpose	Year for which funding is being requested						Estimated Cost
			FY	FY	FY	FY	FY	FY	
1									\$ -
2									\$ -
3									\$ -
4									\$ -
5									\$ -
6									\$ -

I hereby certify that the information presented is true and correct to the best of my knowledge.

Signed _____ Date _____
Superintendent

Submit with CIP Application
Form #05 11 068

- ▶ MExcel file
- ▶ Available—other district forms are acceptable
- ▶ On the web site

Tool #5 - Space Spreadsheet

ADM Projection Comparison											
School District:	Yupik 2016 ADM Year										
School Name:	Akiak School										
Project Number:	18-xxx										
School Type:	K-12										
Attendance Area:	Akiak										
											
Historical Attendance Area ADM by Fiscal Year											
	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	Average Annual ADM Change	Overall ADM Growth
Attendance Area	96.75	101.00	112.50	113.15	106.85	102.55	108.10	108.15	115.55	2.38%	19.43%
Future School ADM Projections by School Year											
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Average Annual ADM Change	Overall ADM Growth	
District's K-6 Projection	—	69.31	70.95	72.64	74.37	76.13	77.94	79.79	81.69	2.38%	20.66%
District's 7-12 Projection	—	48.99	50.15	51.34	52.56	53.81	55.09	56.40	57.74	2.38%	20.66%
EED's K-6 Projection	—	69.31	70.95	72.64	74.37	76.13	77.94	79.79	81.69	2.38%	20.66%
EED's 7-12 Projection	—	48.99	50.15	51.34	52.56	53.81	55.09	56.40	57.74	2.38%	20.66%
Future school projections based on school ADM population for the 2015-2016 school year of											
									67.70	K-6 students	
									47.85	7-12 students	

Note: District projection numbers shown in italics were not provided by the school district.

1. Select the desired School name from the pull down menu in cell C7;
 2. Select the School Type from the pull down menu in cell C9 (Middle schools with grades 6-8 or higher are "Secondary+6");
 3. If desired, enter the district's student population projections in cells E26 to L26 and/or E27 to L27;
 4. Enter the appropriate existing square footage into cell I15 on sheet "Allow SF". Square footage will be for the entire attendance area in the School Type identified in cell C9.
 5. View the allowable square footage in the "Allow SF" tab;
- Note: For districts with more than one High School in an attendance area, the number of students in cells K32 and K33 must be entered manually from Columns I, and J in the "Current ADM" worksheet, and the existing square footage entered in cell I15 on the "Allow SF" worksheet must include all square footage for the appropriate School Type in the attendance area. For additional information contact DEED staff.

- ▶ Forecasts ADM and calculates allowable space
- ▶ Uses DEED-verified data
- ▶ On the web site

Tool #6 – DEED Cost Model



Program Demand Cost Model for Alaskan Schools

- ▶ Updated for FY18
- ▶ New school and additions are SF-based
- ▶ Renovations are building system based
- ▶ Escalation through 2018

Tool #7 - DEED Facilities Staff



- ▶ Tim Mearig
 - ▶ 465-6906
- ▶ Wayne Marquis
 - ▶ 465-6928
- ▶ Lori Weed
 - ▶ 465-2785
- ▶ Courtney Preziosi
 - ▶ 465-6470

Other Tools

- ▶ Guidelines for School Equipment Purchases (2005)
- ▶ Guide for School Facility Condition Surveys (1997)
- ▶ Site Selection Criteria and Evaluation Handbook (2011)
- ▶ Life Cycle Cost Analysis Handbook (1999)
- ▶ Space Guidelines Handbook (1996)

CIP Application Changes for FY18

▶ Housekeeping Only

- ▶ Updated fiscal year references
- ▶ Updated web site references
- ▶ Updated form numbers in footers
- ▶ Updated Table 5.1 ADM years
- ▶ Added clarifying phrase to instructions on question 3C

Changes for FY18

CIP Review Emphases for FY18

- ▶ Reuse projects with ADM changes
- ▶ Cost reviews on “all” projects
- ▶ Cost support for soft cost “adders”
 - ▶ Construction Management
 - ▶ Design
 - ▶ Equipment & Technology
 - ▶ District Admin/Overhead

Changes for FY18

Section 1 - Category and Type

Highlight Questions

- ▶ Question 1a - Type of funding requested
 - ▶ Grant (or Debt after July 1, 2020)
- ▶ Question 1b - Primary purpose
 - ▶ Select the primary purpose of the project for which you are applying
 - ▶ Hint: review Appendix A in the instructions for clear descriptions of the available grant categories

Section 1 - Category and Type

Highlight Questions

- ▶ Question 1b - Primary purpose (cont.)
 - ▶ Major renovation projects in which the primary purpose is not protection of structure, code compliance, or achieving an operating cost savings do not qualify as maintenance projects
 - ▶ Maintenance projects are those in which the primary purpose involves renewal, replacement, or consolidation of existing building systems or components
 - ▶ Replacement of space is considered the same as new construction

Section 1 - Category and Type

Highlight Questions

- ▶ Question 1b - Primary purpose (cont.)
 - ▶ Category F projects include any work taking place on the school site (i.e.- playground, outdoor facilities, parking, site circulation)
 - ▶ If the project is mixed scope, only select one category
 - ▶ The category selected should be the one in which most of the work will occur

Section 2 - Eligibility

Highlight Questions

▶ Question 2a - Six-Year Plan

- ▶ Provide a complete six-year plan that includes the current year (project or projects submitted for funding) as well as anticipated CIP projects in years 2 through 6
- ▶ The six-year plan is a planning document for the department and required in statute
 - ▶ Available on website at:
<http://education.alaska.gov/facilities/FacilitiesCIP.html>

Section 2 - Eligibility

Highlight Questions

- ▶ Question 2d - Capital Project Checkbox
 - ▶ A checkbox confirming the project is a capital improvement project vs. preventive maintenance (cost must also exceed \$25,000, ref. 4 AAC 31.900(21))
- ▶ Question 2f - Property Insurance
 - ▶ A note that districtwide replacement cost property insurance for the last five years will be gathered by the department from annual insurance certification and schedule of values

Section 3 - Project Information

Highlight Questions

- ▶ Question 3a - Project Ranking on Six-Year Capital Improvement Plan
 - ▶ Requested projects need to appear in the first year of the district's six-year plan
 - ▶ The project rank in the application should correspond with the project rank in the six-year plan; the department will make the determination if there is a discrepancy

Section 3 - Project Information

Highlight Questions

▶ Question 3b - Facilities

- ▶ List buildings or building portions that will be included in the scope of work (i.e. original or addition)
- ▶ Facility information can be found on the School Facility Information webpage on the DEED website
- ▶ If you believe the DEED facility database to be inaccurate, contact the department

Section 3 - Project Information

Highlight Questions

▶ Question 3b - Facilities

The screenshot shows the Alaska Department of Education & Early Development website. The main heading is "School Facility Database". Below it, the title "School Facility List for Akiak" is displayed. A table lists the following facilities:

Facility Number	Facility	Facility Type	Comments	Gross Square Footage	School District
54003004	Generator Sets (2)	school support facility		320	Yupit School District
54003007	Freezer Van	other	Temporary construction to protect freezer van.	320	Yupit School District
54003008	Akiak K-12 School	main school facility		29,659	Yupit School District
54006004	Maintenance Van	other	Van converted to maintenance shop.	300	Yupit School District
54006005	Storage Vans	school support facility	1 van @ 320 gsf and 3 vans @ 160 gsf each.	800	Yupit School District

Below the table, there are sections for "Website Information" (State of Alaska Homepage), "Contact Information" (ALASKA DEPT. OF EDUCATION & EARLY DEVELOPMENT, 801 West 10th Street, Suite 200, PO Box 110500, Juneau, AK 99811-0500, Telephone: (907) 465-2800), and "Department Links" (Alaska State Council on the Arts, Alaska Commission on Postsecondary Education, Professional Teaching Practices Commission, Review and Comment on Proposed Regulation, State Board of Education & Early Development, Teacher Certification).

Application Details

Section 3 - Project Information

Highlight Questions

▶ Question 3b - Facilities

The screenshot shows the Alaska Department of Education & Early Development website. The main heading is "School Facility Information". Below it, the specific list is titled "School Facility List for Building List for Akiak K-12 School".

Facility Number	Facility	Building Type	Category	Gross Square Footage	Year Constructed	Comments
54003008	Akiak K-12 School	Permanent	Original	29,659	2005	GSF includes 300 sq ft water storage
Total GSF				29,659		

Below the table, there are sections for "Website Information" (with a link to the State of Alaska Homepage), "Contact Information" (including address, phone numbers, and email), and "Department Links" (listing various state education commissions and boards).

Application Details

Section 3 - Project Information

Highlight Questions

- ▶ Question 3d - Project Description/Scope
 - ▶ Prompts are provided to assist applicants with narrative completion
 - ▶ Question 3d requires at least three areas of discussion: Project Description, Scope of Work, and Cost Estimate
 - ▶ Detailed discussion of code deficiency/protection of structure/life safety issues addressed in Section 4

Section 3 - Project Information

Highlight Questions

- ▶ Question 3d - Project Description
 - ▶ Provide a detailed description of the *project* that answers questions such as:
 - ▶ Which facility is impacted?
 - ▶ How old is the facility?
 - ▶ How old is the system/condition requiring capital improvement?

Section 3 - Project Information

Highlight Questions

▶ Question 3d - Project Description

▶ (cont.):

- ▶ Why is this a capital project and not preventive maintenance?
- ▶ Why is this project in the best interests of the district and the state?
- ▶ Is there additional narrative information that will support other application questions such as 1b: primary purpose of project?

Section 3 - Project Information

Highlight Questions

▶ Question 3d - Scope of Work

- ▶ Provide a detailed description of the *scope* that answers questions such as :
 - ▶ What work items will be completed with this project?
 - ▶ Are any work items already completed?
 - ▶ What is the timeline of the project?
 - ▶ Is there additional narrative information that will support other application questions such as 3c: facility status/transition plan, 3f: new site requirements

Section 3 - Project Information

Highlight Questions

▶ Question 3d - Cost Estimate

- ▶ Provide a detailed description of the *cost estimate* that answers questions such as:
 - ▶ What is the source of the construction cost estimate?
 - ▶ What is the source of lump sum costs?
 - ▶ Are there any assumptions?
 - ▶ Is there additional narrative information that will support evaluation of the reasonableness of the cost estimate

Section 3 - Project Information

Highlight Questions

- ▶ Question 3e - Is the work partially or fully complete
 - ▶ If the work is complete, evidence must be provided verifying that the project complies with 4 AAC 31.080 including documented evidence of the following:
 - ▶ Use of competitive sealed bids unless otherwise approved by the department in writing
 - ▶ Minimum 21 day advertising period with at least three advertising dates
 - ▶ Minimum 10 day bid protest period
 - ▶ Other documentation may be required depending on the type of project and method of procurement

Section 3 - Project Information

Highlight Questions

- ▶ Question 3e - (cont.)
 - ▶ For projects under \$100,000 :
 - ▶ Districts may use any competitive procurement methodology practicable
 - ▶ The department will require a submittal of documentation showing contact of at least three offerors

Section 3 - Project Information

Highlight Questions

- ▶ Question 3e - (cont.)
 - ▶ If a district uses in-house labor to complete a project, the district must receive approval from the department **in advance**; [4 AAC 31.080(a)]
 - ▶ A district cannot require or favor local hire when making a contractor selection, or entering into a construction contract. [4 AAC 31.080(f)]

Section 3 - Project Information

Highlight Questions

- ▶ Question 3e - (cont.)
 - ▶ For design fees exceeding \$50,000, district must use a competitive process that selects the most qualified offeror. [4 AAC 31.065(a)]
 - ▶ This includes projects that have selected a designer before application submittal
 - ▶ Cost is not considered a 'qualification'

Section 4 - Code/Structure/Safety

Highlight Questions

▶ Question 4a

- ▶ This was a new question added in the FY17 application.
- ▶ Refer to instructions for comprehensive guide of question completion
- ▶ Provides an opportunity to describe in detail:
 - ▶ Severity of code deficiencies
 - ▶ Protection of structure issues
 - ▶ Life safety conditions

Section 4 - Code/Structure/Safety

Highlight Questions

- ▶ Question 4a - Category descriptions
 - ▶ Code Deficiency: compliance with building codes; no threat to life safety
 - ▶ Protection of Structure: unrepaired deficiencies leading to continued damage of existing facility
 - ▶ Life Safety: unsafe conditions threatening health and life safety of building occupants

Section 5 - Space Requirements

Highlight Questions

- ▶ Questions 5a thru 5f - Attendance Areas/Average Daily Membership (ADM)
 - ▶ Only complete if requesting new or replacement space
 - ▶ Projects that add or replace space are categorized as school construction projects (categories A, B, F) ref. AS 14.11.135(6)(7)

Section 5 - Space Requirements

Highlight Questions

- ▶ Questions 5e & 5f - Unhoused Students
 - ▶ If a project proposes replacing or adding space, the district needs to provide ADM projections
 - ▶ MS Excel tool is available on the department's website
 - ▶ Provides a DEED-approved population projection based on a 10-year average of historical ADM

Section 5 - Space Requirements

Highlight Questions

- ▶ Questions 5h - Alternative Facilities
 - ▶ Only answer if category A, B, or F project (school construction)
 - ▶ Do other facilities exist that could serve the needs of the district
 - ▶ Provide alternative facility, location, reason it should not be considered
 - ▶ Identify costs for making the facility useable (if possible)
 - ▶ This analysis is not restricted to the attendance area of the school in question

Section 5 - Space Requirements

Highlight Questions

- ▶ Questions 5i - Type of Space
 - ▶ Categories and examples are found in Appendix D
 - ▶ Category A - Instructional or resource
 - ▶ Category B - Support teaching
 - ▶ Category C - General support
 - ▶ Category D - Supplementary

Section 5 - Space Requirements

Alaska Department of Education & Early Development

Alaska Department of Education & Early Development
 APPENDIX D: TYPE OF SPACE ADDED OR IMPROVED
 Adopted by the Bond Reimbursement & Grant Review Committee
 April 18, 1997

5c. Unhoused students (Up to 80 points)

In the table below, provide the attendance area's current and projected ADM:

Table 5.1 ATTENDANCE AREA ADM

School Year	K-6 ADM	7-12 ADM	Total ADM
2015-2016			
2016-2017			
2017-2018			
2018-2019			
2019-2020			
2020-2021			
2021-2022			
2022-2023			
2023-2024			
2024-2025			

Category A - Instructional or Resource

- Kindergarten
- Elementary
- General Use Classrooms
- Secondary
- Library/Media Center
- Special Education
- Bi-Cultural/Bilingual
- Art
- Science
- Music/Drama
- Journalism
- Computer Lab/Technology Resource
- Business Education
- Home Economics
- Gifted/Talented
- Wood Shop
- General Shop
- Small Machine Repair Shop
- Darkroom
- Gym

Category B - Support Teaching

- Counseling/Testing
- Teacher Workroom
- Teacher Offices
- Educational Resource Storage
- Time-Out Room
- Parent Resource Room

Category C - General Support

- Student Commons/Lunch Room
- Auditorium
- Pool
- Weight Room
- Multipurpose Room
- Boys' Locker Room
- Girls' Locker Room
- Administration
- Nurse
- Conference Rooms
- Community Schools/PTA Administration
- Kitchen/Food Service
- Student Store

Category D - Supplementary

- Corridors/Vestibules/Entryways
- Stairs/Elevators
- Mechanical/Electrical
- Passageways/Chaseways
- Supply Storage & Receiving Areas
- Restrooms/Toilets
- Custodial
- Other Special Remote Location Factors
- Other Building Support

Application Details

Section 6 - Planning and Design

Highlight Questions

- ▶ Question 6a - Condition Survey
 - ▶ Facility appraisal no longer scored
 - ▶ Can be a *facility* or *component* survey
 - ▶ Condition survey score increased to a possible 10 points

Section 6 - Planning and Design

Highlight Questions

- ▶ Question 6a - Condition Survey
 - ▶ Condition Survey scored on a matrix
 - ▶ Must have been completed within previous six years for full points
 - ▶ Surveys older than six years can receive partial points
 - ▶ May be completed by an architect, engineer, or person with documented expertise in a building system (document at Q6e)

Section 6 - Planning and Design

Highlight Questions

- ▶ Question 6b - Planning/Concept Design
 - ▶ Checkboxes are used to confirm planning/design level and to confirm attached documents
 - ▶ Planning/concept documents include items listed in Appendix B of the instructions under Phase I

Section 6 - Planning and Design

Highlight Questions

- ▶ Question 6c - Schematic Design
 - ▶ Schematic Design includes items listed in Appendix B of the instructions under Phase IIA
- ▶ Question 6d - Design Development
 - ▶ Design Development scoring reduced to 5 points
 - ▶ Design Development includes items listed in Appendix B of the instructions under Phase IIB

Section 6 - Planning and Design

Highlight Questions

- ▶ Question 6e - Planning Design Team
 - ▶ Identify the design consultant for the project
 - ▶ Identify additional team members and provide qualifications

Section 7 - Cost Estimate

Highlight Questions

- ▶ Question 7a - Cost estimate for total project cost.
 - ▶ Table 7.1 - Total Project Cost Estimate
 - ▶ Completion of the full table is mandatory
 - ▶ Table 7.2 - Construction Cost Estimate
 - ▶ Do not overwrite or ignore
 - ▶ Some lines may not apply if using an estimate other than the Cost Model

Section 7 – Cost Estimate

Alaska Department of Education & Early Development

7. COST ESTIMATE

7a. Cost estimate for total project cost (Up to 30 points) Complete the following tables using the Department of Education & Early Development's current Cost Model edition or an equivalent cost estimate. Completion of the tables is mandatory.

Percentages are based on construction cost. See Appendix C for additional information. If your project exceeds the recommended percentages, you must provide a detailed justification for each item exceeding the percentage. The total of all additive percentages should not exceed 130%. If the additive percentages exceed 130%, a detailed explanation must be provided or the department will adjust the percentages to meet the individual and overall percentage guidelines.

Project Budget Category	Maximum % without justification	I Prior AS 14.11 Funding	II Current Project Request	III % of Total Construction Cost	IV Project Total
CM - By Consultant ¹	2 - 4%				
Land ²					
Site Investigation ³					
Seismic Hazard ³					
Design Services Construction ⁴	6 - 10%				
Equipment & Technology ^{4,5}	up to 10%				
District Administrative Overhead ⁶	up to 9%				
Art ⁷	0.5% or 1%				
Project Contingency	5%				
Project Total					

- Percentage is established by AS 14.11.020(c) for consultant contracts (Maximum allowed percentage by total project cost: \$0-\$500,000 – 4%; \$500,001-\$5,000,000 – 3%; over \$5,000,000 – 2%).
- Include only if necessary for completion of this project. Amounts included for Land and Site Investigation costs need to be supported in the Project Description (Question 3d), and supporting documentation should be provided in the attachments.
- Costs associated with assessment, design, design review, and special construction inspection services associated with seismic hazard mitigation of a school facility. This amount needs to be provided by a design consultant, and should not be estimated based on project percentage.
- Attach detailed construction cost estimate and life cycle cost if project is new-in-lieu-of-renovation.
- Equipment and technology costs should be calculated based on the number of students to be served by the project. See the department's publication, Guidelines for School Equipment Purchases for calculation methodology (2005). The department will accept a 5% per year inflation rate (from the base year of 2005) added to the amounts provided in the Guideline. Technology is included with Equipment.
- Includes district/municipal/borough administrative costs necessary for the administration of this project; this budget line will also include any in-house construction management cost.
- Only required for renovation and construction projects over \$250,000 that require an Educational Specification (AS 35.27.020(d)).

Alaska Department of Education & Early Development

Construction Category	New Construction			Renovation		
	Cost	GSF	Unit Cost	Cost	GSF	Unit Cost
Base Building Construction ¹						
Special Requirements ²		n/a			n/a	
Sitework and Utilities		n/a			n/a	
General Requirements		n/a			n/a	
Geographic Cost Factor		n/a			n/a	
Size/Dollar Adj. Factor		n/a			n/a	
Contingency		n/a			n/a	
Inflation		n/a			n/a	
Construction Total						

- If using the Cost Model, Base Construction = Divisions (1.0-2.0) for new construction, and Division 11.00 for Renovation, otherwise, Base Construction = the total construction cost less the costs that correspond with other cost categories in the table.
- Explain in detail and justify special requirements.

Section 7 - Cost Estimate

Highlight Questions

▶ Table 7.1 Details

- ▶ Complete construction costs first; remaining percentages are based on construction cost
- ▶ CM by consultant percentages limited by statute
- ▶ Provide justification for percentages that exceed recommended amounts
- ▶ Not all projects will require equipment or art expenses
- ▶ Submit actual cost information, if known, with backup (bids, contracts, invoices)

Section 7 - Cost Estimate

Highlight Questions

- ▶ DEED Program Demand Cost Model tips
 - ▶ Cost basis was an elementary school in Anchorage
 - ▶ The model school is updated for design, construction and education delivery trends
 - ▶ Includes a geographic cost factor for locations outside Anchorage
 - ▶ Renovation costs are based on building systems in the model plus other special systems not part of the model school

Section 7 - Cost Estimate

Highlight Questions

- ▶ DEED Cost Model tips (cont.)
 - ▶ Site work and land need to be estimated separately for each project
 - ▶ Seismic hazard costs need to be estimated by an appropriate licensed professional
 - ▶ Project contingency: flat percentage to accommodate unforeseen circumstances
 - ▶ Remaining percentage guidelines are only for bracketing purposes; not automatic

Section 8 - Additional Project Factors

Highlight Questions

- ▶ Question 8a - Emergency Conditions
 - ▶ Checkbox to identify if project should be considered for emergency scoring
 - ▶ Checkbox to confirm whether an insurance claim was submitted
 - ▶ Identify why or why not in description
 - ▶ Emergency conditions at a glance
 - ▶ Select the checkboxes that best summarize the project
 - ▶ Refer to instructions for examples of each category

Section 8 - Additional Project Factors *Highlight Questions*

- ▶ Question 8a - Emergency Conditions (cont.)
 - ▶ Provide a complete description of the emergency including the following:
 - ▶ The nature of the emergency
 - ▶ The facility condition related to the emergency
 - ▶ The threat to students and staff
 - ▶ The consequences of continued utilization of the facility

Section 8 - Additional Project Factors

Highlight Questions

- ▶ Question 8a - Emergency Conditions (cont.)
 - ▶ Provide a complete description of the emergency including the following:
 - ▶ The individuals or groups affected by the condition
 - ▶ What action the district has taken to mitigate the emergency condition
 - ▶ The extent to which any portion of the project is eligible for insurance reimbursement or emergency funding from a state or federal agency

Section 8 - Additional Project Factors

Highlight Questions

- ▶ Question 8b - Inadequacies of space
 - ▶ Describe the quality of space
 - ▶ Environmental (lighting, temperature, noise, etc.)
 - ▶ Effect of quality on educational delivery
 - ▶ Identify the type of program housed by the space
 - ▶ Mandatory
 - ▶ Existing local
 - ▶ New local

Section 8 - Additional Project Factors

Highlight Questions

- ▶ Question 8c - Other options considered
 - ▶ What options besides the proposed project were considered to address the problem
 - ▶ Explain why these options were not considered
 - ▶ When adding space, one option needs to address potential for boundary revisions
 - ▶ Explore options from Cost Benefit or Life Cycle Cost analyses

Section 8 - Additional Project Factors

Highlight Questions

- ▶ Question 8d - Annual operating cost savings
 - ▶ Numerically define the expected operational cost savings resulting from the proposed project
 - ▶ Savings can include:
 - ▶ Decreased time to perform maintenance tasks
 - ▶ Cost efficiencies resulting from proposed project
 - ▶ Increased life cycle of component or facility

Section 8 - Additional Project Factors

Highlight Questions

- ▶ Question 8e - Phased funding
 - ▶ Prior funding points are awarded for projects that have received funds appropriated by the legislature to the department and administered under AS 14.11 as partial funding for a project; no other fund sources apply, including debt reimbursement
 - ▶ Provide assigned grant number of the prior funded project and reflect in column I of Table 7.1

Section 8 - Additional Project Factors

Highlight Questions

- ▶ Question 8f - Participating share waiver
 - ▶ Only municipal districts with a full-value per ADM less than \$200,000 are eligible to apply for a waiver of participating share
 - ▶ REAA's cannot apply for a waiver

Section 9 - Preventive Maintenance

Highlight Questions

- ▶ Covers the district's facility management and preventative maintenance programs
- ▶ Scoring for this item has both Formula-Driven and Evaluative components
- ▶ There are several assessment measures that will be discussed in further detail during the scoring presentation
- ▶ Ensure that management reports, sample work orders, training schedules and other required documentation is included with the CIP application

Attachments Checklist

Highlights

- ▶ Divided into 3 types of attachments
 - ▶ Project Eligibility
 - ▶ District Eligibility
 - ▶ Project Description
- ▶ Clearly identify all attachments being provided with the application



2016 CIP Application Workshop

Summary
Questions & Answers