

## **SECTION 14 – ATTACHMENTS**

---

Presented in this Section are

- Applicable forms, instructions, reports and worksheets referenced in the *Manual* and organized by the responsible agency
- Facility Program Manual, Current Edition, produced jointly by Maryland Department of Budget and Management and Maryland Department of General Services
- Procedure Manual for Professional Services, Current Edition, produced by Maryland Department of General Services
- Instructions for the Preparation and Submission of Non-State Projects within a State Grant and Loan Program, Current Edition, produced by Maryland Department of Budget and Management
- Roofing Policy, produced by Maryland Department of General Services

## **14.01 DEPARTMENT OF BUDGET AND MANAGEMENT FORMS**

- CBIS Part IIIA Report: Project Detail [See 14.06 Instructions for the Preparation and Submission of Non-State Capital Project Requests within a State Grant and Loan Program]
- CBIS Cost Estimate Worksheet [See 14.06 Instructions for the Preparation and Submission of Non-State Capital Project Requests within a State Grant and Loan Program]
- CB Form B: Five-Year Capital Improvement Program, Summary of Agency Project Requests
- CB Form G: Equipment and Furnishings Request
- Environmental Assessment Form (EAF) [See 14.04 Facility Program Manual]
- Project Consistency Report (MDP Form) [See also 14.04 Facility Program Manual]
- Project Review Checklist (For agency use only)

## CBIS Part IIIA Report: Project Detail



### DEPARTMENT OF BUDGET & MANAGEMENT Capital Budget Information System (C.B.I.S.)

Date as of  
4/30/2007  
3:08:35PM

#### PART IIIA - PROJECT DETAIL - DETAIL OF REQUESTED PROJECT ASSOCIATED WITH CAPITAL GRANT AND LOAN PROGRAM

Program Title: Community College Construction Grant Program  
Subdivision: Allegany  
Project Title: Library Renovation/Addition - Phase II

##### Project Description

Renovate the existing 15,713 NASF/ 18,645 GSF library building and add 5,184 NASF/ 6,500 GSF to expand and upgrade space for the College's growing enrollment and materials collection. The existing library building was opened in 1969 and requires general modernization to correct deficiencies in building conditions and code compliance for ADA and life safety issues. Phase I included roof and sewer upgrades. Phase II will include an addition that will provide more space for seating and processing materials, restroom renovations, HVAC upgrade, ADA modifications, and lighting improvements. The FY 2008 budget includes funding to construct and equip phase II.

Current Request: 3,323,000 (CE) Agency Priority: 8

##### Estimated Cost of Project

	Prior Appropriation	Current Request	Future Request	Total
Planning	321,000	0	0	321,000
Construction	0	4,724,000	0	4,724,000
Equipment	0	50,000	0	50,000
<b>TOTAL:</b>	<b>321,000</b>	<b>4,774,000</b>	<b>0</b>	<b>5,095,000</b>

Sources				
GO Bonds	220,000	3,323,000	0	3,543,000
Matching Funds	101,000	1,451,000	0	1,552,000
<b>TOTAL:</b>	<b>321,000</b>	<b>4,774,000</b>	<b>0</b>	<b>5,095,000</b>

State	69.54 %	220,000	3,323,000	0	3,543,000
Match	30.46 %	101,000	1,451,000	0	1,552,000

Source(s) of Matching Funds	Amount
Allegany County	1,850,000
Allegany College of Maryland	30,000

NSF: 20,897 GSF: 25,145 Percent Efficiency: 83.1 % Cost Per GSF: \$202

##### Program Status:

##### Proposed Schedule

Begin Design: 07/2006 Begin Construction: 07/2007  
Complete Design: 03/2007 Complete Construction: 09/2008

##### Comments

# CBIS Cost Estimate Worksheet (CEW)



## DEPARTMENT OF BUDGET & MANAGEMENT Capital Budget Information System (C.B.I.S.) DEPARTMENT OF GENERAL SERVICES COST ESTIMATE WORKSHEET (CEW)

Date as of  
4/30/2007  
3:06:43PM

Project Number	co-10-mo-370	Escalation set at 10.00% for 2007, 8.00% for 2008, 5.00% for 2009, 5.00% for 2010, 5.00% for succeeding calendar years
CEW Title	Phase II	
Project Title	Library Renovation/Addition - Phase II	
Agency	Maryland Higher Education Commission	Date Estimate Completed 5-Oct-06
SubAgency		Estimate Reference Point Jan-06
Location	Cumberland, MD	Agency/AE
Prepared By	Terry Rephann	Recommended By

1. Design Phase	Budget			2. Project Type	New Construction; Renovation; Major		
3. Design Period	Sep-06	Feb-07	5months	4. Est. Bid Date	Apr-07		
5. Construction Period	Jun-07	Jul-08	13months	6. Est. Mid-Point Date	Jan-08	24 months from reference point	
7. Area							
		GSF	NSF	NASF	Eff. Factor	% Efficiency	Total GSF
A1. New		6,500	5,184		1.25	79.8%	25,145
							20,897
	TOTAL NEW	6,500	5,184		1.25	79.8%	
B1. Renovation		18,645	15,713		1.19	84.3%	
	TOTAL REN	18,645	15,713		1.19	84.3%	
8. Structure		GSF	MSF	Amount	10. UTILITIES		Amount
A1. Basic: New		6,500	x 169	1,101,425	A. General Utility Work	5.0% of line 8G	166,941
B1. Basic: Ren.		18,645	x 120	2,237,400	B. None		0
C. Asbestos Removal				0	C. Subtotal		166,941
D. Built-in Equipment				0	D. Subtotal with RCF	C. x 1.15	191,982
E. Interior Demolition				0	E. Escalation to Mid-Pt	D. x 18.00%	34,557
F. Information Technology				0	F. Utility Subtotal		226,539
G. Subtotal				3,338,825			
H. Subtotal with RCF		G. x 1.15		3,839,649	11. Subtotal (8J + 9J + 10J)		4,983,864
I. Escalation to Mid-Pt		H. x 18.00%		691,137	12a. Total Construction Contingency	5.0%	249,193
J. Structure Subtotal				4,530,786	b. Green Building Premium	0.0%	0
					c. CM Cost Construction Share	0.0%	0
9. Site					13. Inspection and Testing	3.2%	159,484
A. General Site Work	5% of line 9G			166,941	14. CPM Schedule		35,000
B. None				0	15a. None		0
C. Subtotal				166,941	16. A/E Basic Services	6.1%	320,786
D. Subtotal with RCF	C. x 1.15			191,982	17. A/E Special Services	0.0%	0
E. Escalation to Mid-Pt	D. x 18.00%			34,557	18a. Green Design Fees	0.0%	0
F. Site Subtotal				226,539	b. Bldg. Equip. Commissioning	0.0%	0
					c. CM Pre-Construction Fees	0.0%	0
					d. None		0
FY 2008					19a. Movable Equipment (Agency Estimate)		50,000
2007 Legislature					b. Information Technology Equipmen		0
Acquisition				0	20. Acquisitions		0
Planning				0	21. TOTAL PROJECT COSTS		5,798,000
Construction				5,428,000	22. Total Construction and Related Costs		5,428,000
Equipment				50,000	23. Prior Construction Funds		0
TOTAL				5,477,000	24. New Construction Funds Required		5,428,000
Cost/Str @ MP				\$180/SF	25. Total Design Funds and Related Cos		321,000
Cost/BSU @ MP				\$198/SF	26. Prior Design Funds		321,000
Total Cost/SF				\$218/SF	27. New Design Funds Required		0

CEW Notes: Please note that a completed Phase I of Library project (which included roofing and sanitary sewer improvements) had a FY05 designated state share. No money was requested in FY06. In FY07, a cost share of 68.4% was used by DBM for both FY07 design and FY08 construction. Since this was Phase II of a project submitted in FY05, the cost share should have been 69.3%. The construction cost share is adjusted upward to make the total State share of Phase II be 69.3%.

Modified by DBM on October 5, 2006.

Department of Budget & Management

Page 1 of 1

<b>INSTRUCTIONS - CB Form B: Summary of Agency Project Requests</b>	
<p>CB Form B is a summary sheet. All projects requested by an institution or agency for the next capital budget and those proposed for the four subsequent fiscal years shall be summarized on this form. This summary constitutes a continuing five year capital improvements program as requested by the institution or agency.</p> <p>Each year the five-year capital improvement program must be updated to take into account</p> <ul style="list-style-type: none"> <li>• Any project previously requested for the capital budget for which an appropriation was not provided</li> <li>• Necessary revisions in the cost and/or timing of previously requested projects as may be dictated by changed conditions</li> <li>• Additional project needs</li> </ul>	
<b>Item</b>	<b>Instructions for Completing Item</b>
1-2	Match college information entered on CB Form A.
3a-b	Self explanatory
4	All projects proposed by an agency or by an institution to be partially or wholly funded during the next five fiscal years shall be listed in this column, in order of priority, starting with the projects requested for the next capital budget and followed by those proposed during the four subsequent fiscal years. Space is provided for three projects per page. Enter the priority number for each project in the narrow column at the left margin of Form B. Indicate for each project, on the lines provided, the cost for property acquisition, planning, construction (including utilities and site improvements), and capital equipment, <u>inclusive of all fund sources</u> . Total those costs on the line provided.
5	Show any non-State funds available or anticipated for the project listed in item 4, such as federal aid, revenue bond proceeds, or institutional funds. Show separately the amounts of non-State funds available for property acquisition, planning, construction, and capital equipment.
6	Indicate any prior appropriations of State funds for the project listed in item 4. List separately the appropriations for property acquisition, planning, construction, and capital equipment.
7-8	Enter the amounts required for the project listed in item 4 in the appropriate column(s) for the fiscal year(s) that an appropriation is desired. Show separately the amounts required for property acquisition, planning, construction, and capital equipment in each year. The total of the amounts shown in items 5, 6, 7 and 8 should equal the total in column 4 <u>unless</u> additional funds will be requested beyond the five-year time frame of CB Form B.
9	On the last page of the listing, total the amounts of State capital funds to be requested for each fiscal year.
<u>Note</u>	<p>A college with sub-units should submit a separate CB Form B for each sub-unit listing all projects proposed by the department for the sub-unit in order of priority assigned by the department.</p> <p><b>CB Form B is on the following page.</b></p>

**CB Form B**

**DEPARTMENT OF BUDGET AND MANAGEMENT  
Five-Year Capital Improvement Program**

SUMMARY OF COLLEGE PROJECT REQUESTS							
1. COLLEGE _____				June 1, 2004 3a. DATE			
2. SUB-UNIT _____				3b. PRESIDENT'S SIGNATURE _____			
4. PROJECT TITLE, LOCATION, AND ESTIMATED COSTS	5. NON-STATE FUNDS	6. PRIOR STATE FUNDS	7. REQUEST FOR STATE FUNDS IN FY 2006	8. REQUESTS FOR STATE FUNDS IN FUTURE YEARS			
				FY 2007	FY 2008	FY 2009	FY 2010
1	Title & Location						
	Costs: Property Acquisition \$						
	Planning						
	Construction						
	Capital Equipment						
	TOTAL						
2	Title & Location						
	Costs: Property Acquisition \$						
	Planning						
	Construction						
	Capital Equipment						
	TOTAL						
3	Title & Location						
	Costs: Property Acquisition \$						
	Planning						
	Construction						
	Capital Equipment						
	TOTAL						
9. TOTALS (complete only on last page if more than one page is used)							

### **INSTRUCTIONS - CB Form G: Equipment and Furnishings Request**

This form is used to list all items of equipment and furnishings, which are needed to make a project operational, regardless of projected fund source. The form contains space to report 25 items per page.

An electronic copy of this form should be submitted to the Department of Budget and Management by June 30th of the year in which the agency will submit a request for equipment funding for the project (e.g., June 30, 2007 for a FY 2009 request).

On each page, at the top, complete the lines for agency, (name of) project, and fiscal year. The fiscal year is the year in which capital equipment funds will be requested.

On each item line, list an item along with a suggested manufacturer and product number, if available. Remember that State law specifies that State Use Industries products must be acquired if available even if at a greater cost than available from a private vendor. For items which vary in size, include dimensions if available. Complete the columns for quantity, net unit cost, and total cost. Note that total cost equals quantity times net unit cost. Round all costs to the nearest dollar.

At the bottom of the page, indicate the number of that page and the total number pages.

Do not complete the item approval number column or any of the other approved columns.

**Note CB Form G is on the following page.**

# EQUIPMENT AND FURNISHINGS REQUEST

REQUEST FOR FISCAL YEAR: \_\_\_\_\_

AGENCY: \_\_\_\_\_

PROJECT: \_\_\_\_\_

ITEM APPROVAL NUMBER (+)	ITEM DESCRIPTION (describe as fully as possible)	QUANTITY		NET UNIT COST (++)		TOTAL COST	
		REQ	APP (+)	REQUESTED	APPROVED (+)	REQUESTED	APPROVED (+)
-- -- 01							
-- -- 02							
-- -- 03							
-- -- 04							
-- -- 05							
-- -- 06							
-- -- 07							
-- -- 08							
-- -- 09							
-- -- 10							
-- -- 11							
-- -- 12							
-- -- 13							
-- -- 14							
-- -- 15							
-- -- 16							
-- -- 17							
-- -- 18							
-- -- 19							
-- -- 20							
				TOTAL FUNDS		\$0	

(+) To be completed by DBM

(++) Net anticipated purchase cost, i.e., catalog price less any discounts

*State law requires that State Use Industries products be acquired if available.*

Page \_\_\_\_\_ of \_\_\_\_\_

CB Form G

TO BE COMPLETED BY DBM	
TOTALS FOR THIS PAGE ONLY	
CAPITAL FUNDS	OTHER FUNDS
TOTALS FOR COMPLETE REQUEST	
CAPITAL FUNDS	OTHER FUNDS



PROJECT CONSISTENCY REPORT  
(File with Maryland Department of Planning)

This review is undertaken by the State of Maryland pursuant to §5-7A-02 of the State Finance and Procurement Article. Projects or actions are evaluated for consistency with the State's Economic Growth, Resource Protection, and Planning Policy in accord with Executive Order 01.01.1992.27.

Project Title \_\_\_\_\_

Project Location \_\_\_\_\_

Project Description \_\_\_\_\_

\_\_\_\_\_

Approximate Funding Share

LOCAL	STATE	FEDERAL	OTHER

Determination ☐ Consistent

☐ Inconsistent with extraordinary circumstances

Brief description of extraordinary circumstances:

\_\_\_\_\_

\_\_\_\_\_

Sponsor Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor Agency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Return to: State Clearinghouse  
Maryland Department of Planning  
301 West Preston Street  
Baltimore MD 21201-2365  
410-767-4490; FAX 410-767-4480

## PROJECT REVIEW CHECKLIST

(For agency internal use only. Record determination on Project Consistency Report.)

Project Title \_\_\_\_\_

Project Location \_\_\_\_\_  
(County and nearest Major intersection)

Project Description \_\_\_\_\_

### Approximate Funding Share

LOCAL	STATE	FEDERAL	OTHER

#### TIER 1

Y N

- ☐ ☐ 1. Does the project add capacity to an existing facility or provide new capacity for an area not currently served by the facility?
- ☐ ☐ 2. Does the project facilitate changes in the existing pattern of growth?

**If answer to either question is “yes,” proceed to Tier 2.**

#### TIER 2

- ☐ ☐ 1. Is the project consistent with the local comprehensive plan?
- ☐ ☐ 2. Does the project support development in a suitable area, a designated development area, or a redevelopment area?
- ☐ ☐ 3. Can the project be designed to prevent adverse impacts to sensitive areas?
- ☐ ☐ 4. If in a rural area, does the project promote compact growth in existing population centers?
- ☐ ☐ 5. Does the project provide opportunities to conserve resources?
- ☐ ☐ 6. Does the project promote economic growth and development in accord with the other elements of the State’s Growth Policy?

Explain “no” answer on reverse. If determination is that the project is “inconsistent,” proceed to Tier 3.

#### TIER 3

- ☐ ☐ 1. Do extraordinary circumstances exist which make the project or action necessary to construct despite a finding of inconsistency in Tier 2? If so, document.
- ☐ ☐ 2. Is there no reasonably feasible alternative to the project? If so, document.

**Determination:**    ☐ **Consistent**                      ☐ **Inconsistent with extraordinary circumstances**

Sponsor Agency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

3/12/03

## 14.02 DEPARTMENT OF GENERAL SERVICES FORMS/INSTRUCTIONS

- Building Code Study Data [See 14.05 Procedure Manual for Professional Services]
- Building Efficiency Factors [See 14.04 Facility Program Manual]
- CB Form F: Net Effect on Agency's Operating Budget [See 14.04 Facility Program Manual]
- CC Form M: Letter of Intent [See 14.03 MHEC Forms]
- Certificate of Project Expenditures (CPE)
- DGS Board of Public Works (BPW) Agenda Item Request A/E Contract Award
- DGS Board of Public Works Agenda Item Request Construction Award
- DGS Board of Public Works Agenda Item Request Furniture and Equipment Award
- DGS Community College Project Closeout
- DGS Cost Estimate Worksheet (CEW) [See 14.05 Procedure Manual for Professional Services]
- DGS Standard Form of Agreement with Architects and Engineers [See 14.05 Procedure Manual for Professional Services]
- DGS Warranty Inspection Report [See 14.05 Procedure Manual for Professional Services]
- Drawing Sheet Format [See 14.05 Procedure Manual for Professional Services]
- Environmental Assessment Form (EAF) [See 14.04 Facility Program Manual]
- General Services Administration (GSA) Standard Form (SF) 254  
[[http://contacts.gsa.gov/webforms.nsf/0/CA616E6C247033EA85256A1F005D3519/\\$file/Sf254.pdf](http://contacts.gsa.gov/webforms.nsf/0/CA616E6C247033EA85256A1F005D3519/$file/Sf254.pdf)]
- GSA SF 255  
[[http://contacts.gsa.gov/webforms.nsf/0/ECFA4FE8C937A2F185256A1F005D5EEC/\\$file/sf255.pdf](http://contacts.gsa.gov/webforms.nsf/0/ECFA4FE8C937A2F185256A1F005D5EEC/$file/sf255.pdf)]
- Monthly Progress Report [See 14.05 Procedure Manual for Professional Services]
- New Building Project Checklist [See 14.04 Facility Program Manual]
- Office Space Standards [See 14.04 Facility Program Manual]
- Project Consistency Report [See 14.04 Facility Program Manual]
- Project Description Sheet [See 14.05 Procedure Manual for Professional Services]
- Renovation Project Checklist [See 14.04 Facility Program Manual]
- Request for Determination of Prevailing Wage Rates (Department of Labor, Licensing and Regulation) [See 14.05 Procedure Manual for Professional Services]
- Review Drawing Distribution [See 14.05 Procedure Manual for Professional Services]
- Sample Cover Sheet [See 14.05 Procedure Manual for Professional Services]
- Sample Project Manual Cover [See 14.05 Procedure Manual for Professional Services]
- Site Development Project Checklist [See 14.04 Facility Program Manual]
- Standard Estimating Format [See 14.05 Procedure Manual for Professional Services]
- Summary – Areas, Volume & Efficiency (AVE) [See 14.05 Procedure Manual for Professional Services for related forms]
- Tabulation of Gross Area [See 14.05 Procedure Manual for Professional Services]
- Utility Project Checklist [See 14.04 Facility Program Manual]

<b>INSTRUCTIONS – Certificate of Project Expenditures</b>	
The first section is self explanatory.	
<b>Item</b>	<b>Instructions for Completing Item</b>
1	Enter the total amount of the contract approved by the Board of Public Works to date. (This amount should include the base contract only. Contingency and CITS amounts should only be added on the final CPE at closeout.)
2	Enter the total local share of contract approved by the Board of Public Works and included on the appropriate BPW agenda item. (This amount should include the base contract only. Contingency and CITS amounts should only be added on the final CPE at closeout.)
3	Enter the sum of all payments made by the college or the local subdivision, as applicable. (Do not include change orders in this amount until the final CPE at closeout.)
4	Item 3 minus Item 2. Should the payee be the vendor, there should be no overpayment and this amount should be zero.
5	Enter the total State share of contracts approved by the Board of Public Works and included on the appropriate BPW agenda item. (This amount should include the base contract only. Contingency and CITS amounts should only be added on the final CPE at closeout.)
6	The amount is equal to the eligible costs invoiced to date, minus the local share paid to date (Item 3.)
7	Self explanatory.
8	(Item 6 minus Item 7)
	<p><b>Certification.</b> Complete remainder of form, lining out the wording not applicable on the certification portion, i. e., design, construction, furniture/equipment, and telecommunications. An authorized member of the board of trustees must sign the Certificate of Project Expenditures upon completion and submit the original and two copies of the form, canceled checks and invoices to Department of General Services.</p> <p><b>Note. The CPE form is on the following page.</b></p>

CERTIFICATE OF PROJECT EXPENDITURES  
MARYLAND COMMUNITY COLLEGES

Date Submitted: \_\_\_\_\_ College: \_\_\_\_\_

MHEC Project No.: \_\_\_\_\_ Project Title: \_\_\_\_\_

Date Approved by BPW: \_\_\_\_\_ CPE Sequential No. & Phase: \_\_\_\_\_

Maryland Consolidated Capital Bond Loan of \_\_\_\_\_ (Calendar Year)

Name of Payee: \_\_\_\_\_ Federal I.D. No.: \_\_\_\_\_

Address of Payee: \_\_\_\_\_

1. Total cost of contract approved by the Board of Public Works to date \_\_\_\_\_

2. Total Local Share of contract approved by the Board of Public Works to date \_\_\_\_\_

3. Total Local Share Paid to date of approved contract \_\_\_\_\_

4. Overpayment of Local Share (Line 3 minus Line 2) \_\_\_\_\_

5. Total State Share of Contract approved by Board of Public Works \_\_\_\_\_

6. Amount of grant eligible for payment to date \_\_\_\_\_

7. Less amount of prior State payments to date \_\_\_\_\_

8. Amount requested for current payment \_\_\_\_\_

*I further certify that the Local Share as indicated on line 3 above has been paid. I further certify that (design) (construction) has progressed as indicated on the attached (architect's) (contractor's) requisition for (partial) (full) payment.*

Recommend Approval and Certify correctness:

Board of Trustees Authorized Signature:

\_\_\_\_\_  
Chief Facilities Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Approved for Payment: \_\_\_\_\_

Date: \_\_\_\_\_

*Submit original + two (2) copies*



# **BOARD OF PUBLIC WORKS** **AGENDA ITEM REQUEST** **A/E CONTRACT AWARD**

<b>Community College:</b>		<b>State Project No.:</b>	
<b>Project Title:</b>			
<b>Project Scope:</b>			
<b>Advertisements (When &amp; Where)</b>			
<b>No. firms responding</b>		<b>#Firms Mailed Direct</b>	
<b>A/E Firm &amp; Address</b>			
<b>Procurement Method</b>	~Competitive sealed proposals ~MD Arch/Engr Services Act ~Competitive Bids		
<b>A/E Fed. I.D. No.</b>		<b>Tax Verification #</b>	
<b>A/E Fee Negotiated</b>		<b>Construction Cost Est.</b>	

T	CHECKLIST - REQUIRED BPW BACKUP INFORMATION
	Letter to MHEC requesting BPW item preparation by DGS
	Copy of advertisement for RFP
	List of firms mailed direct (name/address)
	List of firms responding to advertisement (name/address)
	Copy of A/E agreement & fee breakdown (basic & special services)
	Copy of signed Petitions and Resolutions
	Description of A/E selection process including ranking criteria and point values
	Scoring Table listing ranking of firms in descending order
	Support for soliciting MD firms if selected A/E is out-of-state
	Estimated project design & construction schedule
	Latest campus map

**\*\*Requests for BPW Items should be sent to DGS, DBM and MHEC**  
**PROVIDE REQUESTED INFORMATION ON FORM - DO NOT SUBSTITUTE "SEE ATTACHMENT"**



**BOARD OF PUBLIC WORKS  
AGENDA ITEM REQUEST  
CONSTRUCTION AWARD**

<b>Community College:</b>		<b>State Project No.:</b>	
<b>Project Title:</b>			
<b>Project Scope:</b>			
<b>Number of bidders</b>		<b>#Firms Mailed Direct</b>	
<b>Contractor &amp; Address</b>			
<b>Contractor Fed. I.D. No.</b>		<b>Tax Verification #</b>	
<b>Contract Amount</b>		<b>Perform Bond Required</b>	

T	CHECKLIST - REQUIRED BPW BACKUP INFORMATION
	Letter to MHEC requesting BPW item preparation by DGS (include base bid & alternates accepted)
	Copy of bid advertisement
	Description of all alternates
	List of firms mailed direct (name/address)
	Letter of recommendation for award from design consultant
	List of bidders (name/address)
	Bid proposal of low bidder (Sole source requires written justification from Board of Trustees)
	Copy of signed Petitions and Resolutions
	Bid tabulation sheet sorted from lowest to highest bidder (include alternates if applicable)
	Copy of contractor's current business license for operating in MD
	Copy of performance bond
	Support for soliciting bids if only one bidder and explanation why single bid received
	Support for soliciting MD firms if selected contractor is out-of-state
	Estimated construction schedule
	Latest campus map



**BOARD OF PUBLIC WORKS  
AGENDA ITEM REQUEST  
FURNITURE AND EQUIPMENT AWARD**

<b>Community College:</b>		<b>State Project No.:</b>	
<b>Project Title:</b>			
<b>Scope :</b> <i>Brief description of work and/or equipment being provided by each vendor (use separate form for each vendor)</i>			
<b>Advertisements (When &amp; Where)</b>			
<b>No. firms responding</b>		<b>#Firms Mailed Direct</b>	
<b>A/E Firm &amp; Address</b>			
<b>Procurement Method</b>	~Sole Source Act ~Competitive Bids 9 InterGov Contract		
<b>VendorFed. I.D. No.</b>		<b>Tax Verification #</b>	
<b>Contract Amount</b>		<b>Estimated cost</b>	

<i>T</i>	<b>CHECKLIST - REQUIRED BPW BACKUP INFORMATION</b>
	<i>Letter to MHEC requesting BPW item preparation by DGS</i>
	<i>Copy of advertisement</i>
	<i>List of firms mailed direct (name/address)</i>
	<i>List of firms responding to advertisement (name/address)</i>
	<i>Copy of signed Petitions and Resolutions</i>
	<i>Support for soliciting MD firms if selected A/E is out-of-state</i>
	<i>Estimated project design &amp; construction schedule</i>
	<i>Latest campus map</i>

**\*\*Requests for BPW Items should be sent to DGS, DBM and MHEC**





# COMMUNITY COLLEGE PROJECT CLOSEOUT

<b>College</b>		<b>Date</b>	
<b>Project Title</b>		<b>State Project No.</b>	

## PROJECT FUNDING SUMMARY

Phase	BPW Date	Total BPW Allowance	Local Share	State Share	State Share Paid	State Share Remaining
Design						
Construction						
CITS						
Contingency						
F & E						
Other	N/A					
<b>TOTALS</b>						

## SUMMARY OF ADDITIONAL COSTS

Additional Costs	Total Cost	Amount Eligible	Local Share	State Share	
Add'l A/E fees					
Change Orders					
CITS					
Reimbursables					
Other					
<b>TOTALS</b>					
<b>TOTAL REMAINING STATE FUNDS</b>					
<b>TOTAL STATE SHARE OF ELIGIBLE CLOSEOUT COSTS</b>					
<b>FINAL STATE CLOSEOUT CPE AMOUNT</b>					
<b>REVERSION</b>					

### INSTRUCTIONS – DGS Cost Estimate Worksheet (CEW)

The Cost Estimate Worksheet (CEW) is used to support the funding requested for a project in the Capital Budget.

Complete the general information at the top of the worksheet. Insert the Name of the file (if applicable), Escalation % (construction cost estimates should be escalated to the midpoint of construction to account for the effects of inflation), Project Title, Project Number (Use the DGS Project Number - if assigned), Location (include County), Institution (for example: UMS, MSU, DPSCS, DHMH, etc.), Estimate Preparation Date, Prepared by, Estimate Reference Point (see note below) and Agency/AE.

Note: The Estimate Reference Point is the time frame on which the costs used to prepare the estimate are based. For example, if RSMeans Construction Cost Data 2007 was used to estimate the costs of the project, the estimate reference point would be January, 2007. Check the estimating guide or the A/E's estimate being used to determine the reference point by which the costs are established. If prices which are quoted by supplier are used to establish the costs of the project, the estimate reference point should be taken as the date at which the supplier's quote is no longer valid.

Contact Joseph Pitruzzella at (410) 767-4397 in the DGS Cost Center for assistance in preparing or submitting the CEW.

Item	Instructions for Completing Item
1	Indicate the design phase of the project. Check the applicable block.
2	Indicate the type of project. Check the applicable block(s).
3	Indicate design period in month/year from start to completion and the total number of months, e.g., Jan-03 Dec-03 12.
4	Indicate construction period in month/year from start to completion and the total number of months, e.g., Jan-04 Jun-05 18.
5	Provide a brief project description. Note any special features of the project, problems which may be encountered, and any assumptions made in order to prepare the CEW.
6	Estimate the bid date of the project.
7	Based on the established project schedule, estimate the mid-point of the construction period. Allow time from project bid date to construction start date to account for award of the project and time before the contractor receives notice to proceed with construction. Enter the number of months from the <b>estimate reference point</b> to the <b>mid-point of construction</b> .
8	List the gross square footage for each floor of the building under the appropriate column. These figures are used to determine the structure costs for Items 9A and 9B. Also, list the total net square footage (NSF) and the total gross square footage (GSF). Gross Areas are to be calculated in accordance with instructions in the DGS <u>Procedure Manual for Professional Services</u> . Show the Efficiency Factor (GSF/NSF) and Percent Efficiency (NSF/GSF x 100). For projects being requested in FYs 2010 – 2013, the cost estimate should use the minimum efficiency factor when calculating the net to gross square foot ratio.

9*	List the project costs in the appropriate spaces. In establishing the costs for Item 9, include costs for the project's General Conditions and costs for the General Contractor's overhead and profit. Do not include any escalation costs in the base costs of the project.										
10*	Use Items A through F to describe the site work items that are relevant to the project and list the estimated costs for those items. Below are listed typical items to include: site preparation (grading, compaction), dewatering, retaining walls, shoring & underpinning, excavation support systems, slope/erosion control, paving-curbing, surfacing, lighting, landscaping, marine work, fencing, drainage, building demolition.										
11*	Use Items A through F to describe the utility items that are relevant to the project and list the estimated costs for those items. Below are listed typical items to include: water treatment plant, wastewater treatment plant, components, septic systems, water distribution-domestic, water distribution-fire, well, sanitary distribution, steam distribution, electric distribution, telecommunications, emergency power, utility tunnel, fuel systems.										
*	<p>Generally, budget estimates are prepared using 10% for general conditions and 15% for the general contractor's overhead and profit. In addition, a market variance may need to be applied to account for market conditions at bid time. Estimators (design) contingency may range up to 25% depending on the detail of the project information. The above factors are generally used by DGS to adjust the basic cost as established, using Means as an estimating guide. For new building construction, Items 10 and 11 portray the costs for all site work and the utility improvements in the project which are over 10 feet from the structure.</p> <p>On Item 9F, include the estimated cost for information technology systems and equipment for that portion of the system installed as part of the general construction contract. Items may include common equipment such as electronic private branch exchange (PBX), fiber optic or copper vertical riser distribution cables, cable termination equipment and related wiring closets on each floor, and wire connecting the wire closet terminations to the wall jacks or other outlets to which telephone stations and computers will be connected.</p> <p>On Items 9H, 10H, and 11H, list the regional construction factor for the county that the project is located in. The regional construction factor accounts for variations in the wage rates established by the Department of Labor, Licensing and Regulation (DLLR) as applicable to the 24 localities of Maryland. Refer to the DLLR web site for further information <a href="http://www.dllr.state.md.us/">http://www.dllr.state.md.us/</a>. The factors for all budget types of estimates are listed below:</p> <table border="1"> <thead> <tr> <th>Factor</th><th>County</th></tr> </thead> <tbody> <tr> <td>1.00</td><td>Anne Arundel, Baltimore City, Baltimore, Carroll, Harford, Howard, Montgomery, Prince George's</td></tr> <tr> <td>1.25</td><td>Calvert, Charles, St. Mary's</td></tr> <tr> <td>1.15</td><td>Allegany, Frederick, Garrett, Washington</td></tr> <tr> <td>1.25</td><td>Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, Worcester</td></tr> </tbody> </table>	Factor	County	1.00	Anne Arundel, Baltimore City, Baltimore, Carroll, Harford, Howard, Montgomery, Prince George's	1.25	Calvert, Charles, St. Mary's	1.15	Allegany, Frederick, Garrett, Washington	1.25	Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, Worcester
Factor	County										
1.00	Anne Arundel, Baltimore City, Baltimore, Carroll, Harford, Howard, Montgomery, Prince George's										
1.25	Calvert, Charles, St. Mary's										
1.15	Allegany, Frederick, Garrett, Washington										
1.25	Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, Worcester										

	<p><b>For all A/E submissions, the regional construction factor is 1.0, since only applicable regional costs, based on wage and market evaluations, should be included in design estimates.</b></p> <p>On Items 9J, 10J, and 11J determine the amount of escalation to be added to the basic project cost. Escalation is taken from the estimate reference point, established under the general items at the top of the CEW form, to the estimated mid-point of construction, established in Item 7. This time frame is multiplied by an annual escalation rate to determine the percent of escalation to be used. The amount to be inserted on Item J is equal to line I multiplied by the percent of escalation. On Item K add the subtotal of Item I with the escalation cost of Item J. The total of Items 9K, 10K, and 11K is the expected construction cost at bid.</p> <p>The escalation factor used for budget estimates is updated annually and provided by the Department of Budget and Management as part of the Instructions for the Preparation and Submission of Capital Project Requests. The escalation factor used for design estimates should be based on market conditions and industry forecasts projected at the time the design occurs.</p>								
12	Sum the amounts listed for Items 9K, 10K, and 11K. This amount constitutes the estimated construction cost as of the mid-point of construction date.								
13a	A green building construction premium should be computed as approximately 2.5% to 3% of Item 12. This premium is for the application of costs related to the construction of a building associated with green construction practices, in conformance with the LEED Green Building Rating System™ version Silver as outlined by the Maryland Green Building Network (GBN.) This factor can be increased or decreased, based on the specific information and/or applications identified by the cost estimate preparer.								
13b	A contingency amount is computed as 5% of Item 12. This contingency is considered a construction contingency for change orders (CO) during construction. For projects being requested in FYs 2010 – 2013, use a 10% contingency instead of the current 5%. When your project reaches the current year request, the 10% contingency should be reduced to 5%. That 5% should be incorporated into the base cost of the structure in Item 9.								
14	<p>Insert an amount for Construction Inspection and Testing Services (CITS.) Depicted below are rates applied against the sum of Items 12, 13a, and 13b:</p> <table border="1"> <thead> <tr> <th>Rate</th><th>Expected Construction Cost</th></tr> </thead> <tbody> <tr> <td>4.6% (0.046)</td><td>Up to \$4,000,000</td></tr> <tr> <td>3.2% (0.032)</td><td>\$4,000,000 - \$9,000,000</td></tr> <tr> <td>2.2% (0.022)</td><td>Greater than \$9,000,000</td></tr> </tbody> </table>	Rate	Expected Construction Cost	4.6% (0.046)	Up to \$4,000,000	3.2% (0.032)	\$4,000,000 - \$9,000,000	2.2% (0.022)	Greater than \$9,000,000
Rate	Expected Construction Cost								
4.6% (0.046)	Up to \$4,000,000								
3.2% (0.032)	\$4,000,000 - \$9,000,000								
2.2% (0.022)	Greater than \$9,000,000								
15	Enter any miscellaneous costs and include a reference. These costs may be design related, i.e., value engineering, building commissioning, topographic, boundary and archeological surveys, borings, test pits, or construction related, i.e., separate but related construction contracts, utility connection fees.								
16	Enter a cost for the construction schedule (use \$10,000 plus 0.001 of Item 12 if using a CPM, otherwise, estimate an allowance.)								

17a	Insert the estimated cost of the movable capital equipment request programmed for the project less the information technology (IT) equipment. (See item 17b.)
17b	Insert the estimated cost of the information technology capital equipment (data, video, voice, wireless) request programmed for the project. Items typically included here are equipment that have very substantial costs associated with them, such as an electronic private branch exchange (PBX) that serves a major building or buildings in a facility campus or hub servers that support a complex network of data links, even if it is intended to be part of the general construction contract work identified in Item 9f. If the IT work is anticipated to be handled by a separate vendor contract, then it should also include fiber optic or copper vertical riser distribution cables, cable termination equipment and related wiring in telecommunication closets (TC) on each floor, and wire connecting the TC terminations to the wall jacks or other outlets to which telephone instruments and computers will be connected, that are not installed as part of the general contract. Do not include items ineligible for capital funding.
18	Enter the total amount of all basic estimated or contracted A/E services fees, including approved modifications for the project as of the date of the estimate. The typical estimated A/E fee should be 7% for new construction and 7.5% for renovation (Item 12 plus Item 13b.) Fees in excess of these percentages need to be justified.
19	Enter the total amount of all estimated or contracted fees for special design services. Examples of this include special consultants for acoustics, kitchen, museum exhibit design services, special surveys, telecommunications, etc.
20	Enter the total amount of the estimated or contracted fee for sustainable green design. This is for the application of costs related to the design of a building associated with green construction practice, in conformance with the LEED Green Building Rating System™ version Silver as outlined by the Maryland Green Building Network (GBN.) The typical estimated fee should be approximately 1% to 2% of the estimated construction cost (Item 12 plus Item 13a.) This factor can be increased or decreased, based on specific information and/or applications identified by the cost estimate preparer.
21	Sum the amounts listed for Items 12 through 20.
22	Enter the total amount of all construction related costs from Item 21.
23	Enter all prior construction funds authorized for this project.
24	Enter the difference between Items 22 and 23.
25	Enter the total amount of all design related costs from Item 21.
26	Enter all prior design funds authorized for this project.
27	Enter the difference between Items 25 and 26.
Sub 27	<ul style="list-style-type: none"> <li>• Enter the construction cost of the structure per square foot at the mid point of construction of the project (typically Item 9K divided by the total GSF in Item 8.)</li> <li>• Enter the construction cost of the structure/site/utilities per square foot of the project (typically Item 12 divided by total GSF in Item 8.)</li> <li>• Enter the total project cost per square foot of the project (typically Item 21 divided by total GSF in Item 8.)</li> </ul>
<b>Note</b>	<b>The CEW is on the following page.</b>

Name of file: 08CEWFRMA. XLS

DEPARTMENT OF GENERAL SERVICES  
COST ESTIMATE WORKSHEET\* Escalation set at 10% for 2006, 8% for 2007,  
and 5% for succeeding calendar years

Project Title:

Institution: DGS

Estimate Date:

01-May-07

Project Number:

Estimate Reference Point:

Jan-06

Prepared by:

Name

Location:

Agency/AE: DGS Cost Center

(Estimate based on program dated )

1. Design Phase: [ ]BUDGET; [ ]SCHEMATIC; [ ]DESIGN DEVELOPMENT; [ ]50% CONSTRUCTION DOCUMENTS (CD); [ ]95% CD; [ ]100% CD  
 2. Project Type: [ ]NEW CONSTRUCTION; [ ]RENOVATION; [ ]MAJOR; [ ]MINOR; [ ]SITE; [ ]UTILITY 6. Est. Bid date: Oct-08  
 3. Design Period: Sep-07 Sep-08 12 months (Incl. review) 7. Est. Mid-Pt: Sep-09 45 months from  
 4. Const. Period: Dec-08 Jul-10 18 months reference point  
 5. Description: Put the description here.

8.	Area (gsf)	Bsmt.	Renovation	New	Total NSF	0	
		1st			Total GSF	0	
		2nd					
		3rd			Efficiency Factor	#DIV/0!	
		4th			Percent Efficiency	#DIV/0!	
		5th					
	Total		0	0			
9.	Structure:				11. Utilities		
					A. 5% of Line 9G		0
A.	Basic: New	0 square feet x	\$1.00	0	B.		
B.	Basic: Renovation	0 square feet x	\$1.00	0	C.		
C.	Asbestos Removal:	0 square feet x	\$1.00	0	D.		
D.	Built-in Equipment:			0	E.		
E.	Demolition:			0	F.		
F.	Other: Information Technology	\$0 /gsf		0	G. Subtotal:		0
G.	Subtotal			0	H. Regional Construction Factor:		1.00
H.	Regional Construction Factor:			1.00	I. Subtotal: (line g x line h)		0
I.	Subtotal: (line g x line h)			0	J. Escalation to Mid-Pt:	26.70% *	0
J.	Escalation to Mid-Pt:	26.70% *		0	K. Subtotal (bid cost):		0
K.	Subtotal (bid cost):			0			
10.	Site:				12. Subtotal (9K+10K+11K = Bid Cost):		0
A.	5% of Line 9G			0	13. Total Construction Contingency	5.0%	0
B.					14. Inspection and Testing:	4.6%	0
C.					15. Miscellaneous:		0
D.					16. CPM/Schedule:		45,000
E.					17a. Movable Equipment (Agency Estimated):		0
F.					b. Information Technology Equipment (Agency Estimated):		0
G.	Subtotal:			0	18. A/E Basic Services Fee:	7.0%	0
H.	Regional Construction Factor:			1.00	19. A/E Special Services Fee:		0
I.	Subtotal: (line g x line h)			0	20. A/E Reimbursables:		0
J.	Escalation to Mid-Pt:	26.70% *		0	21. TOTAL PROJECT COST:		45,000
K.	Subtotal (bid cost):			0	22. Total Construction Costs & Related Cost:		45,000
					23. Prior Construction Funds:		0
					24. New Construction Funds Required:		45,000
					25. Total Design Fees & Related Cost:		0
					26. Prior Design Funds:		0
					27. New Design Funds Required:		0

Fund Source: \$0  
 (For DGS Use) \$0  
 \$0

FY 08 Request: Cost/Str @ MP  
 07 Legislature #DIV/0!  
 Planning 0 Cost/BSU @ MP  
 Construction 45,000 #DIV/0!  
 Equipment 0 Total Cost/SF  
 TOTAL \*\* 45,000 #DIV/0!

\*\*Does not include costs for land acquisition.

AGENCIES: ATTACH COPY TO ORIGINAL AND EACH COPY OF FORM A

MAY 5, 2006

Attachment #3

## **REQUEST FOR DETERMINATION OF PREVAILING WAGE RATES**

TO: Commissioner of Labor & Industry

FROM: (Contracting Body) Architect:

\* \* \* \* \*

Date of Request:

Name of Project:

Project Number:

Location of Project: (City)\_\_\_\_\_ (County)

Estimated Advertising Date:

Estimated \$ Value of Contract:

Description of Work: (Specify)

### Check or List Crafts Needed:

<input type="checkbox"/> Asbestos/Insul Worker	<input type="checkbox"/> Lather	<input type="checkbox"/> Power Equip. Oper.
<input type="checkbox"/> Boilermaker	<input type="checkbox"/> Painter	
<input type="checkbox"/> Bricklayer	<input type="checkbox"/> Piledriver	
<input type="checkbox"/> Carpenter	<input type="checkbox"/> Plasterer	
<input type="checkbox"/> Cement Mason	<input type="checkbox"/> Plumber	
<input type="checkbox"/> Electrician	<input type="checkbox"/> Roofer	
<input type="checkbox"/> Elevator Constructor	<input type="checkbox"/> Sheet Metal Worker	<input type="checkbox"/> Other Crafts:
<input type="checkbox"/> Glazier	<input type="checkbox"/> Resilient Floor Layer	<input type="checkbox"/> <u>Communication Tech</u>
<input type="checkbox"/> Ironworker:	<input type="checkbox"/> Sprinklerfitter	
<input type="checkbox"/> Reinforcing	<input type="checkbox"/> Steamfitter/Pipefitter	
<input type="checkbox"/> Structural	<input type="checkbox"/> Tile & Terrazzo Mechanic	
<input type="checkbox"/> Laborer:	<input type="checkbox"/> Tile & Terrazzo Finisher	
<input type="checkbox"/> _____	<input type="checkbox"/> Truck Driver	
<input type="checkbox"/> _____	<input type="checkbox"/> Welder (Rate for Craft)	

## SUMMARY - AREAS, VOLUME & EFFICIENCY

PROJECT:				
FACILITY:				
PROJECT NO.:		DATE:		
ARCHITECT/ENGINEER:				
ITEM	AREA (SF)			
	PROGRAM	SCHEMATICS	DD'S	CD'S
GROSS AREA (Notes 1 & 2)				
NET ASSIGNABLE AREA (Notes 1&2) (sht 3 to ___ incl.)				
GROSS FACTOR (Note 1)				
EFFICIENCY FACTOR (Note 3)	#DIV/0!			
% EFFICIENCY FACTOR (Note 4)	#DIV/0!			
SUBMISSION DATE (Note 5)				

**NOTES:**

1. Gross Areas, Net Assignable Areas and Volume shall be calculated in strict accordance with DGS Procedure Manual Division I, Paragraph 12.
2. Attach additional sheets as follows: Sheet 2 - Tabulation of Gross Areas; Sheet 3 and subsequent sheet - Tabulation of Net Assignable Areas (Room by Room)
3. To obtain Efficiency Factor: Divide Gross Area by Net Assignable Area (e.g. 49,209 SF Gross Area divided by 33,705 SF Net Assignable Area = 1.46).
4. To obtain % Efficient: Divide Net Assignable Area by Gross Area and multiply by 100 (e.g. 33,705 SF Net Assignable divided by 49,209 SF Gross Area, multiplied by 100 = 68.5%)
5. Submit, in triplicate, to Office of Facilities Planning, Engineering and Construction at each submission phase of plans. Figures shall be shown for all previous phases as well as the current



### **14.03 MARYLAND HIGHER EDUCATION COMMISSION FORMS/INSTRUCTIONS**

- State Share Percentages: FY 2000 – FY 2009 Community College Capital Projects
- Annual Budget & Five-Year Capital Improvement Program (CIP)  
Instructions and Forms
  - CBIS Part IIIA Report: Project Detail (DBM Form, see 14.01)
  - CBIS Cost Estimate Worksheet (DBM Form, see 14.01)
  - CB Form B: Summary of Agency Project Requests (DBM Form, see 14.01)
  - CB Form G: Equipment and Furnishings Request (DBM Form, see 14.01)
  - Project Impact Statement
  - CC Form M: Letter of Intent.
  - CC Form N: Resolution.
  - CC Form O: Petition.
- CC Form P: Quarterly Cash Flow Projection
  - Instructions & Example
- CC Tables 1-4: Space Allocation Guidelines
  - Instructions
  - CC Table 1: Space Inventory by Building
  - CC Table 2: Total Existing Space Inventory – Net Assignable Square Feet
  - CC Table 3: Computed Needs in Net Assignable Square Feet
  - CC Table 4: Computation of Parking Allowance
- Facilities Inventory System: Notes and Example Form
- Allocation Request Letters - Sample Templates
  - Design with Basic and Special Services
  - Construction
  - Construction with Contingency & CITS
  - Construction with Alternates
  - Furnishing & Equipping: Multiple Vendors

**State Share Percentages For CIP Years: FY 2000 - FY 2008\***  
**Community College Capital Projects**

<b>College</b>	<b>FY 2000</b>	<b>FY 2001</b>	<b>FY 2002</b>	<b>FY 2003</b>	<b>FY2004</b>	<b>FY 2005</b>	<b>FY 2006</b>	<b>FY 2007</b>	<b>FY 2008</b>
Allegany	69.9%	69.7%	68.0%	70.0%	70.0%	69.3%	69.6%	68.4%	70.0%
Anne Arundel	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%
Baltimore County (CCBC)	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%
Calvert	51.6%	52.1%	NA	NA	NA	NA	NA	NA	NA
Carroll	59.1%	59.5%	59.5%	59.4%	58.4%	58.6%	57.3%	57.4%	57.4%
Cecil	63.3%	63.5%	63.4%	63.5%	63.5%	63.8%	62.7%	62.7%	62.2%
Charles (CSM)	58.2%	58.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%
Chesapeake	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%
Frederick	58.0%	57.6%	57.5%	57.5%	57.0%	57.2%	56.1%	56.1%	56.7%
Garrett	63.7%	62.9%	62.1%	61.2%	60.6%	59.8%	57.2%	55.3%	54.0%
Hagerstown	61.9%	61.0%	60.6%	59.5%	59.2%	58.9%	58.9%	58.5%	60.8%
Harford	60.4%	59.9%	59.4%	59.1%	58.7%	58.6%	58.0%	57.7%	58.2%
Howard	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%
Montgomery	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%
Prince George's	58.0%	59.5%	60.2%	61.3%	62.2%	63.0%	62.3%	62.9%	63.3%
St. Mary's	61.6%	61.1%	NA	NA	NA	NA	NA	NA	NA
Wor-Wic	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%

\* Source: MSDE State Aid Calculation Report. MSDE's Report is the base for capital improvement projects budgeted two years beyond the report year...(e.g., MSDE FY05 = MHEC FY07 CIP CC Capital Projects)

<b>Summary Information</b>			
<b>Facilities Inventory FY 2008 (April 2007)</b>			
<b>(College Name Here)</b>			
<b>Main Campus</b>			
Total Number of Buildings	0		
Total GSF	-	Auxiliary GSF	-
Total NASF	-	Auxiliary NASF	-
State Supported GSF	-	Handicap NASF	-
State Supported NASF	-		
Total Replacement	\$ -	Total Renovation Cost	\$ -
Auxiliary Replacement	\$ -	Auxiliary Renovation Cost	\$ -
<b>Room Use Category</b>			
100 - Classroom	-	600 - General Use	-
200 - Laboratory	-	700 - Support	-
300 - Offices	-	800 - Health Care	-
400 - Study	-	900 - Residential	-
500 - Special Use	-	000 - Unclassified	-
Total NASF Reported			
Room Category	-		
Building Summary	-		
Difference	-		
<b>Off-Site Campuses and Leased</b>			
Total Number of Buildings	0	Handicap NASF	-
Total GSF	-		
Total NASF	-		
Total Replacement	\$ -	Total Renovation Cost	\$ -
Auxiliary Replacement	\$ -	Auxiliary Renovation Cost	\$ -
<b>Room Use Category</b>			
100 - Classroom	0	600 - General Use	0
200 - Laboratory	0	700 - Support	0
300 - Offices	0	800 - Health Care	0
400 - Study	0	900 - Residential	0
500 - Special Use	0	000 - Unclassified	0
Total NASF Reported			
Room Use Category	0		
Building Summary	0		
Difference	0		

Source: Facilities Inventory System, MHEC, 12/1996

w:\capital\facinven\instruct\spacetmp.xls

# FY 2008 Facilities Inventory

## MAIN CAMPUS

Year	Institution	MHEC #	Campus Bldg #	Building Name	Code Function	Code Owner	Code Status	Total GSF	Bldg NASF	Effic %	Non-State GSF
<b>Campus Totals</b>											
0	-				-	= Total # of Buildings		-	-		-

Non-State NASF	Handicap NASF	Year Constructed	Year Renovated	Replacement Value	AUX Value	Value as of	Revised Condition Code	Renovation Cost	Renovation AUX	Room Use Category	100	210
-	-			\$ -	\$ -			\$ -	\$ -	-	-	-

220	250	300	410	420	440	510	520	523	530	540	550	560	580	590	610	620	630	640	650	660	670	680	710	720	730
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

740	750	760	800	900	050	060	070	090
-	-	-	-	-	-	-	-	-

Source: Facilities Inventory System, MHEC, 12/1996

w:\Capital\Facilities\CC\Facilities Inventory FY05 Template 3-18-04.xls

**Note. Read the headers left to right, top to bottom.**

# SPACE ALLOCATION GUIDELINES

COLLEGE:

July 1, 2007

HEGIS CODE	HEGIS CATEGORY	FACTOR FOR FTDE-C		FORMULA
		<= 3,000	> 3,000	
<b>100</b>	<b>CLASSROOM</b>	1.50	1.11	Factor x WSCH-Lec-T
<b>200</b>	<b>LABORATORY</b>			<b>Total</b>
210	Class Laboratory	7.00	5.83	Factor x WSCH-Lab-T
220	Open Laboratory			4.2 x FTDE-C
250	No Allowance			
<b>300</b>	<b>OFFICE</b>			<b>Total</b>
310	Office/ Conf. Room			Core of 1,120 + (166 x (FTEF + FT-Staff))
320	Testing/Tutoring			Core of 1,500 + (0.5 x (FTDE-C beyond 1,500))
350	Included w/ 310			
<b>400</b>	<b>STUDY</b>			<b>Total</b>
410	Study			6.25 x FTDE-C
420-30	Stack/Study			0.1 x BVE
440-55	Processing/Service			Core of 1,200 + (0.4 x (Category-420-30 beyond 1,200))
<b>500</b>	<b>SPECIAL USE</b>			<b>Total</b>
520-23	Athletic			Core of 34,000 + (10 x ( FTDE-C beyond 1,500))
530	Media Production	0.80	2.00	Core of 1,600 + ( Factor x ( FTDE-C beyond 1,500 ))
580	Greenhouse			Core of 1,000
<b>600</b>	<b>GENERAL USE</b>			<b>Total</b>
610	Assembly			Core of 12,000 + (2.0 x (FTDE-C beyond 1,500))
620	Exhibition			Core of 1,500 + (0.5 x (FTDE-C beyond 1,500))
630	Food Facility	10.20	8.40	Factor x PHC-T
640	No Allowance			
650	Lounge			3.0 x PHC-T
660	Merchandising			Core of 1,600 + (0.5 x (FTDE-C beyond 1,500))
670	No Allowance			
680	Meeting Room	6,000	8,000	Factor x 1
<b>700</b>	<b>SUPPORT</b>			<b>Total</b>
710	Data Processing			Core of 2,500 + (0.75 x ( FTDE-T beyond 4,000))
720	Shop/ Storage			0.04 x (All categories less 720-40 and 760)
730	Included w/ 720			
740	Included w/ 720			
750	Central Service			Core of 4,000 + (FTDE-C beyond 4,000)
760	Hazmat Storage			0.02 x Categories-720-40
<b>800</b>	<b>HEALTH CARE</b>			Core of 500 + (0.2 x (FTDE-C beyond 1,500))
<b>900</b>	<b>No Allowance</b>			
<b>050-090</b>	<b>No Allowance</b>			
<b>Total NASF:</b>				

FTDE: Full-time day equivalent students. Fall credit and/or eligible non-credit hours taught between 8 am and 5 pm divided by 15.

-C = credit only; -N = non-credit only; -T = total credit and non-credit.

WSCH-Lec: Weekly student contact hours for on-campus day students in credit and/or eligible non-credit courses where instruction is primarily lecture. -C = credit only;

-C = credit only; -N = non-credit only; -T = total credit and non-credit.

WSCH-Lab: Weekly student contact hours for on-campus day students in credit and/or eligible non-credit course where instruction is primarily lab.

-C = credit only; -N = non-credit only; -T = total credit and non-credit.

FTE: Full-time equivalent students. Fall credit hours divided by 15.

BVE: Bound volume equivalent. 20,000 BVE for the first 1,000 FTE and 1,000 BVE for every 100 FTE above 1,000.

FT-Fac: Full-time faculty.

FT-Lib: Full-time librarians.

PT-Fac: Part-time faculty.

FTEF: Full-time equivalent faculty. Full-time faculty, including librarians, plus 25% of part-time faculty.

FT-Staff: Full-time staff.

PHC-T: Planning head count. 50% of the sum of FTDE for on-campus credit and eligible non-credit courses and FTEF and FT-Staff, and includes space for seating, preparation, and storage.

Headcount: Total unduplicated full-time and part-time credit enrollments.

## **FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM INSTRUCTIONS FOR COMPLETING FORMS**

The following instructions are provided to assist college personnel in completing the forms for submission of the five-year capital improvements program (CIP), the annual budget request, and individual project proposal submissions.

June 1 is the deadline for submission of the annual capital budget request and 5-year CIP to MHEC. The request should include those projects proposed for the upcoming budget year and those planned for the following four fiscal years. Four (4) complete copies of the CIP are required: one for the Maryland Higher Education Commission (MHEC); one for the Department of Budget and Management (DBM); one for the Department of General Services (DGS); and one for the Maryland Association of Community Colleges (MACC). All copies should be forwarded to MHEC for distribution. The Maryland Community College Facilities Planners Council, Bond Bill Review Committee, receives preliminary copies of the Project Impact Statement, Form B, and Questionnaire/Checklist to complete its initial review prior to the June 1 budget request deadline.

Colleges are requested to bring forth only those projects that are in an approved master plan, are supported by the local subdivision for the next fiscal year, and have a reasonable expectation of starting during that time period. Project schedules should be scrutinized to assure that requested funds are required in the upcoming fiscal year. Capital authorizations are enacted in April, following the 90-day session of the Maryland General Assembly, and these funds become available on June 1.

In completing the CIP process, facilities officers and institutional research officers should direct special attention to the following:

- Refer to the State Share Percentage for the budgeted fiscal year to determine the funding level for *new projects*,
- Program submittals must follow the current edition: "Facility Program Manual, Department of General Services and Department of Budget and Management."

## **SUBMISSION REQUIREMENTS FOR THE ANNUAL CAPITAL BUDGET REQUEST/CIP**

(with reference to Facilities Manual sections that provide examples)

### **Due June 1: Annual Capital Budget Request and CIP**

- CBIS Part III A Report: Project Detail (Section 14.01).
- CBIS Cost Estimate Worksheet (CEW) (Section 14.01).
- CB Form B (MS Excel): Summary of Five-Year Capital Improvement Program (Section 14.01)

This form summarizes all projects requested in the annual budget request and those proposed for the four subsequent fiscal years. Projects must be listed in priority, starting with the current budget year.

- CB Form G (MS Excel): Equipment and Furnishings Request (Section 14.01)
- Impact Statement (MS Excel): Project Justification & Summary (Section 14.03, example below)

The Impact Statement must accompany each project request submitted for the budget year. The narrative must address project scope, including justification, and must provide a summary of the project's impact on space and enrollment capacities. Data tables are included to reflect the project's impact on NASF, classroom/laboratory capacities, and enrollments.

- CC Form M: Letter of Intent (Section 14.03, example below)

The Letter of Intent is to be completed for each project which will be included in the next annual budget request and must be submitted with the Annual Capital Budget Request. *In lieu of the Letter of Intent, an institution may submit a copy of the county's Capital Improvement Program if the project is included in that document and if the document has been approved by the county's legislative body.*

- CC Form N: Resolution (Section 14.03, example below)

The Resolution is a formal request to the county by the Board of Trustees (BOT) of the college to: approve the proposed plans for acquisition, design or construction of a project; file a petition with MHEC for a State grant in a specified dollar amount; and, make available the necessary local funds for completion of the project. The Resolution is under the signature of the Secretary-Treasurer of the Board of Trustees of the college and must be submitted to MHEC along with the county's Petition (CC Form O.)

- CC Form O: Petition (Section 14.03, example below)

At the request of the BOT of the college, the county files a Petition with MHEC for a grant of State funds to be released from the available community college construction loan program. The Petition is under the signature(s) of the County Council Executive and Commissioners/Council Members and includes a statement confirming the county's commitment to provide all the remaining funds necessary to complete the project.

### **Due July 1: CC Tables 1-4 (MS Excel Workbook example, below)**

The CC Tables 1-4 Workbook is distributed electronically to each community college in May with a turnaround due date of July 1. Embedded formulas use data from CC Table 1 (existing facilities inventory), CC Table 2 (projected facilities inventory), CC Table 3 (enrollment and space projections), and CC Table 4 (parking space calculations) to automatically calculate current and 10-year projected inventories for facilities and parking needs.

#### **CC Table 1: Space Inventory By Building – Existing Inventory**

This worksheet is used to record existing on-campus buildings space inventory, including on-campus permanent and on-campus overflow, i.e., temporary buildings. List all facilities, including those built without State funds

**Definitions:** On-Campus. All sites where instructional and administrative programs are offered (main campus and off-site locations).

On-Campus Permanent Space. Space directly related to market driven conditions (choice of location, not force of location). Includes owned and leased space on the main campus and all off-site locations, provided the space is permanent and dedicated to the college.

On-Campus Overflow Space. Space directly related to overflow conditions (when the college is unable to accommodate on-campus demand). Shared space, such as in K-12 or community facilities, is generally considered overflow.

#### **CC Table 2: Total Existing Space Inventory to 10-Year Projected**

In this worksheet, Column 1 lists current inventory, by HEGIS code, as recorded in Table 1, excluding temporary buildings or buildings not intended to be in use for 15 years. Include in the inventory, under the appropriate out-year, approved projects under design or construction and any proposed changes requested in the planned capital improvements program. An explanation of the projected space additions or deletions must be attached.

#### **CC Table 3: Computed Needs in Net Assignable Square Feet**

This worksheet calculates and indicates current and 10-year projected space requirements as compared to projected inventories. Space requirements are based on projected enrollments



endorsed by the Maryland Higher Education Commission's June 1 publication: Enrollment Projections.

#### CC Table 4: Computation of Parking Allowance

This worksheet reflects the current and 10-year projected parking space eligible for State financial participation.

#### **Due Each Quarter: Form P – Quarterly Cash Flow Report**

CC Form P (MS Excel): Quarterly Cash Flow Projection Report (Section 14.03, example below)

The CC Form P (revised 3/2002) includes four (4) worksheets: Cash Flow Reporting Instructions; Cash Flow Projections; Project Design Status of New Construction; and, Project Status of New Construction. This report is submitted to MHEC after each fiscal quarter to indicate actual and projected cash flows related to active capital projects. The projections are used to analyze project activities and to forecast expenditures and general bond requirements. These projections form the basis of the Commission's request for the issuance of bonds to support payment of the State's share of community college capital projects. Due dates are the third Friday of each month, following the end of each quarter: January, April, July and October.

---

**FORMS ON THE FOLLOWING PAGES ARE FOR EXAMPLE ONLY**  
**UPDATED, ACTIVE FORMS MAY BE ACQUIRED BY CONTACTING MHEC AT**  
**410-260-4550.**

**CCTables 1-4**  
**FY09 Submission (Due June 1, 2007)**

The following notes are prepared to assist in completing each of the Tables. The Space Guidelines and definitions can be accessed by viewing the "Guidelines" Tab/Worksheet of this document.

**Table 1: Facilities Inventory By Building**

- 1 On-Campus refers to all campus sites. The definitions are listed at the bottom of the first page of Table 1 (below the Table)
- 2 The column titled "Subtotal On-Campus Permanent" refers to the first definition of On-Campus. These inventories are included in Table 3 "Current Inventory" column.
- 3 The column titled "Subtotal On-Campus Overflow" refers to the second definition of On-Campus. This space is NOT REPORTED in Table 3 "Current Inventory".
- 4 The column titled "Total On-Campus Space" includes the sum of "Subtotal On-Campus Permanent" and "Subtotal On-Campus Overflow" columns. This space is NOT REPORTED in Table 3.

**Table 2: Facilities Inventory Changes**

- 1 Reports current inventory and changes through 10-year projected inventory.
- 2 The column titled "FY2016 After Gains/(Losses)" is reported in Table 3 (column titled "Surplus/(Deficit)" projected 10 years).

**Table 3: Computation of Space Needs (See "Guidelines" for definitions)**

- 1 Complete Enrollment/Employment Table First. Totals for each type of enrollment/employment are formulated for automatic entry.

**USE FALL 2006 (FY07) ENROLLMENT DATA**  
**MHEC Enrollment Projections 2006-2016**

- 2 All Current data must be "hard entered" (Except Totals).
- 3 FTDE, FTE and Headcount must be "hard entered" in both Current and Projected cells (Except FTDE "Total" cells)
- 4 BE is entered @ 20,000. Read "Guidelines" for further instructions.

**Table 4: Computation of Parking Needs**

- 1 "Hard Enter" Current and 10-Year Inventories (other data is formulated)
- 2 Follow instructions in Table 4 section.

**CC Table 1: FACILITIES INVENTORY BY BUILDING**

COLLEGE:

June 1, 2007

HEGIS CODE	HEGIS CATEGORY	1 Building Name	2 Building Name	3 Building Name	Subtotal On Campus Permanent	1 Building Name	2 Building Name	3 Building Name	Subtotal On Campus Overflow
<b>100</b>	<b>CLASSROOM</b>	<b>0</b>			<b>0</b>				
<b>200</b>	<b>LABORATORY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
210	Class Laboratory				0				
220	Open Laboratory				0				
250	Research Lab.				0				
<b>300</b>	<b>OFFICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
310	Office/ Conf. Room				0				
320	Testing/Tutoring				0				
350	Included w/ 310				0				
<b>400</b>	<b>STUDY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
410	Study				0				
420-30	Stack/Study				0				
440-55	Processing/Service				0				
<b>500</b>	<b>SPECIAL USE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
520-23	Athletic				0				
530	Media Production				0				
580	Greenhouse				0				
<b>600</b>	<b>GENERAL USE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
610	Assembly				0				
620	Exhibition				0				
630	Food Facility				0				
640	Day Care				0				
650	Lounge				0				
660	Merchandising				0				
670	Recreation				0				
680	Meeting Room				0				
<b>700</b>	<b>SUPPORT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
710	Data Processing				0				
720	Shop				0				
730	Central Storage				0				
740	Vehicle Storage				0				
750	Central Service				0				
760	Hazmat Storage				0				
<b>800</b>	<b>HEALTH CARE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>900</b>	<b>RESIDENTIAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>050</b>	<b>INACTIVE AREA</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>060</b>	<b>ALTER. OR CONV.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>070</b>	<b>UNFINISHED AREA</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>090</b>	<b>OTHER ORG. USAGE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Total NASF:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Total GSF:</b>				<b>0</b>				
	<b>Efficiency (%):</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

ON-CAMPUS PERMANENT SPACE: Space directly related to market-driven conditions (choice of location, not force of location). Includes owned and leased space on the main campus and all off-site locations, provided the space is permanent and dedicated to the college.

ON-CAMPUS OVERFLOW SPACE: Space directly related to overflow conditions (when the college is unable to accommodate on-campus demand). Shared space, such as in K-12 or community facilities, is generally considered overflow.

**CC Table 2: FACILITIES INVENTORY CHANGES**

COLLEGE:

June 1, 2007

HEGIS CODE	HEGIS CATEGORY	FALL 2006 Before Gains/ (Losses)	[Project Name]		FALL 2008 After Gains/ (Losses)	[Project Name]		FALL 2010 After Gains/ (Losses)	[Project Name]		FALL 2012 After Gains/ (Losses)	Projected Programs			FALL 2016 After Gains/ (Losses)
			[Building Name] Changes	[Building Name] Changes		[Building Name] Changes	[Building Name] Changes		[Building Name] Changes	[Building Name] Changes		[Building Name] Changes	[Building Name] Changes	[Building Name] Changes	
100	CLASSROOM	0		0	0	0	0	0	0	0	0	0	0	0	0
200	LABORATORY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
210	Class Laboratory	0			0			0			0				0
220	Open Laboratory	0			0			0			0				0
250	Research Lab.	0			0			0			0				0
300	OFFICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
310	Office/ Conf. Room	0			0			0			0				0
320	Testing/Tutoring	0			0			0			0				0
350	Included w/ 310	0			0			0			0				0
400	STUDY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
410	Study	0			0			0			0				0
420-30	Stack/Study	0			0			0			0				0
440-55	Processing/Service	0			0			0			0				0
500	SPECIAL USE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
520-23	Athletic	0			0			0			0				0
530	Media Production	0			0			0			0				0
580	Greenhouse	0			0			0			0				0
600	GENERAL USE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
610	Assembly	0			0			0			0				0
620	Exhibition	0			0			0			0				0
630	Food Facility	0			0			0			0				0
640	Day Care	0			0			0			0				0
650	Lounge	0			0			0			0				0
660	Merchandising	0			0			0			0				0
670	Recreation	0			0			0			0				0
680	Meeting Room	0			0			0			0				0
700	SUPPORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
710	Data Processing	0			0			0			0				0
720	Shop	0			0			0			0				0
730	Central Storage	0			0			0			0				0
740	Vehicle Storage	0			0			0			0				0
750	Central Service	0			0			0			0				0
760	Hazmat Storage	0			0			0			0				0
800	HEALTH CARE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
900	RESIDENTIAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
050	INACTIVE AREA	0	0	0	0	0	0	0	0	0	0	0	0	0	0
060	ALTER. OR CONV.	0	0	0	0	0	0	0	0	0	0	0	0	0	0
070	UNFINISHED AREA	0	0	0	0	0	0	0	0	0	0	0	0	0	0
090	OTHER ORG. USAGE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total NASF:	0	0	0	0	0	0	0	0	0	0	0	0	0	0

PERMANENT AND OVERFLOW  
ON CAMPUS SPACE SHOULD  
BE INCLUDED ON THIS TABLE

THIS TABLE MUST BE  
TAILORED FOR COLLEGE-  
SPECIFIC PROGRAMS

**CC Table 3: COMPUTATION OF SPACE NEEDS**

COLLEGE:

June 1, 2007

HEGIS CODE	HEGIS CATEGORY	Need Current	Inventory Current	Surplus/ (Deficit)	Need 10 Years	Inventory 10 Years	Surplus/ (Deficit)
<b>100</b>	<b>CLASSROOM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>
<b>200</b>	<b>LABORATORY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>
210	Class Laboratory	0	0	0	#DIV/0!	0	#DIV/0!
220	Open Laboratory	0	0	0	0	0	0
250	No Allowance						
<b>300</b>	<b>OFFICE</b>	<b>2,620</b>	<b>0</b>	<b>(2,620)</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>
310	Office/ Conf. Room	1,120	0	(1,120)	#DIV/0!	0	#DIV/0!
320	Testing/Tutoring	1,500	0	(1,500)	1,500	0	(1,500)
350	Included w/ 310						
<b>400</b>	<b>STUDY</b>	<b>3,200</b>	<b>0</b>	<b>(3,200)</b>	<b>3,200</b>	<b>0</b>	<b>(3,200)</b>
410	Study	0	0	0	0	0	0
420-30	Stack/Study	2,000	0	(2,000)	2,000	0	(2,000)
440-55	Processing/Service	1,200	0	(1,200)	1,200	0	(1,200)
<b>500</b>	<b>SPECIAL USE</b>	<b>36,600</b>	<b>0</b>	<b>(36,600)</b>	<b>36,600</b>	<b>0</b>	<b>(36,600)</b>
520-23	Athletic	34,000	0	(34,000)	34,000	0	(34,000)
530	Media Production	1,600	0	(1,600)	1,600	0	(1,600)
580	Greenhouse	1,000	0	(1,000)	1,000	0	(1,000)
<b>600</b>	<b>GENERAL USE</b>	<b>21,100</b>	<b>0</b>	<b>(21,100)</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>
610	Assembly	12,000	0	(12,000)	12,000	0	(12,000)
620	Exhibition	1,500	0	(1,500)	1,500	0	(1,500)
630	Food Facility	0	0	0	#DIV/0!	0	#DIV/0!
640	No Allowance						
650	Lounge	0	0	0	#DIV/0!	0	#DIV/0!
660	Merchandising	1,600	0	(1,600)	1,600	0	(1,600)
670	No Allowance						
680	Meeting Room	6,000	0	(6,000)	6,000	0	(6,000)
<b>700</b>	<b>SUPPORT</b>	<b>9,377</b>	<b>0</b>	<b>(9,377)</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>
710	Data Processing	2,500	0	(2,500)	2,500	0	(2,500)
720	Shop/ Storage	2,821	0	(2,821)	#DIV/0!	0	#DIV/0!
730	Included w/ 720						
740	Included w/ 720						
750	Central Service	4,000	0	(4,000)	4,000	0	(4,000)
760	Hazmat Storage	56	0	(56)	#DIV/0!	0	#DIV/0!
<b>800</b>	<b>HEALTH CARE</b>	<b>500</b>	<b>0</b>	<b>(500)</b>	<b>500</b>	<b>0</b>	<b>(500)</b>
<b>900</b>	<b>No Allowance</b>						
<b>050-090</b>	<b>No Allowance</b>						
<b>Total NASF:</b>		<b>73,397</b>	<b>0</b>	<b>(73,397)</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>

ONLY ON CAMPUS  
PERMANENT SPACE SHOULD  
BE INCLUDED ON THIS TABLE

SEE "SPACE ALLOCATION  
GUIDELINES" SHEET FOR  
FORMULAS AND DEFINITIONS

**ENROLLMENT/  
EMPLOYMENT  
STATISTICS**

	Fall 2006	Fall 2016
FTDE-C		
FTDE-N		
FTDE-T	0	0
WSCH-Lec-C		#DIV/0!
WSCH-Lec-N		
WSCH-Lec-T	0	#DIV/0!
WSCH-Lab-C		#DIV/0!
WSCH-Lab-N		
WSCH-Lab-T	0	#DIV/0!
FTE		
BVE	20,000	20,000
FT-Fac		#DIV/0!
FT-Libr		#DIV/0!
PT-Fac		#DIV/0!
FTEF	0	#DIV/0!
FT-Staff		#DIV/0!
PHC-T	0	#DIV/0!
Formulas = Headcount		

N/A =

Hard Data =

Formulas =

**CC Table 4: COMPUTATION OF PARKING NEEDS**

COLLEGE:

June 1, 2007

PARKING CATEGORY	FACTOR	Need Current	Inventory Current	Surplus/ (Deficit)	Need 10 Years	Inventory 10 Years	Surplus/ (Deficit)
FTDE-T	0.75	0		0	0		0
FT-Fac and FT-Staff	0.75	0		0	#DIV/0!		#DIV/0!
<b>SUBTOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>
Visitors	0.02	0		0	#DIV/0!		#DIV/0!
<b>REGULAR SPACES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>
Reserved Accessible*				0			0
<b>ALL SPACES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>

\* In addition to the regular parking spaces, the Americans with Disabilities Act requires reserved spaces for disabled individuals. Reserved accessible spaces shall conform to the requirements in the space allocation guidelines:

TOTAL SPACES	REQUIRED ADA	TOTAL SPACES	REQUIRED ADA
<= 25	1	201 - 300	7
26 - 50	2	310 - 400	8
51 - 75	3	410 - 500	9
76 - 100	4	501 - 1,000	2% of total
101 - 150	5	> 1,000	20 plus 1 for each 100 beyond 1,000
151 - 200	6		

ONLY PARKING FOR  
ON CAMPUS SPACE SHOULD  
BE INCLUDED ON THIS TABLE

"NEED" DATA FOR RESERVED  
ACCESSIBLE SPACES MUST  
ENTERED MANUALLY USING  
THE ABOVE ADA GUIDELINES

"NEED" DATA FOR ALL OTHER  
CATEGORIES ARE ENTERED  
AUTOMATICALLY FROM THE  
ENROLLMENT/EMPLOYMENT  
STATISTICS ON TABLE 3

## Project Impact Statement

Maryland Higher Education Commission  
Capital Project Summary  
FY 2009 Capital Budget

College Name (Enter Here)

Contact Person and Telephone (Enter Here)

Project Title (Enter Here)

FY Project First Listed in Facilities Master Plan (Enter Here)

FY For Which Project Scheduled FY 2009

Project Schedule Dates:

Design Start: (Enter Here)

Design End: (Enter Here)

Construction Start: (Enter Here)

Construction End: (Enter Here)

F&E: (Enter Here)

Project Completion: (Enter Here)

PROJECT DESCRIPTION & JUSTIFICATION: INCLUDE IMPACT ON SPACE AND ENROLLMENTS

Project Building Space (Override examples)	NASF BY HEGIS CATEGORY: BEFORE & AFTER PROJECT COMPLETION										
	Classroom	Laboratory	Office	Study	Special	General	Support	Health Care	Total	Total	
	100	200	300	400	500	600	700	800	NASF	GSF	Efficiency
Project Completion	3,200	12,000	1,200	4,000	-	460	-	-	20,860	30,000	69.53%
Pre-Construction (If a renovation)	1,600	8,000	1,347	3,213	-	460	-	-	14,620	30,000	48.73%
Change	1,600	4,000	(147)	787	-	-	-	-	6,240	0	20.80%

Project Classroom & Laboratory Space	Classroom		Laboratory		Laboratory	
	110		210		220	
HEGIS Code	# Rooms	# Seats	# Rooms	# Seats	# Rooms	# Seats
Project Completion	4	120	10	120	2	30
Pre-Construction (If a renovation)	2	60	6	72	1	15
Change	2	60	4	48	1	15

Project Enrollment Capacity	Classroom FTDE	Laboratory FTDE	Laboratory FTDE	Total FTDE
Project Completion	-			-
Pre-Construction (If a renovation)	-			-
Change	-	-	-	-

Classroom WSCH	Laboratory WSCH	Laboratory WSCH	Total WSCH
-			-
-			-
-	-	-	-

**- CC FORM M -**

**LETTER OF INTENT**

**MARYLAND COMMUNITY COLLEGES**

TO: Maryland Higher Education Commission  
839 Bestgate Road Suite 400  
Annapolis, MD 21401-3013

RE: \_\_\_\_\_  
\_\_\_\_\_  
(Project Title)

This Letter of Intent is to assure the Maryland Higher Education Commission that the county intends to provide the local share of funds to design, construct, and equip the above referenced project.

A Resolution and Petition for the State's share of funds to design this facility will be submitted with the Annual Capital Budget Request, on or before \_\_\_\_\_ (approximate date of submission).

Signatures of:

(County Council) \_\_\_\_\_

(County Commissioners) \_\_\_\_\_

(County Executive) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_



**- CC FORM N -**

**RESOLUTION  
MARYLAND COMMUNITY COLLEGES**

RE: Proposal to Construct a Public Junior, Community,  
or Regional Community College or Addition Thereto

Board of Trustees of \_\_\_\_\_ County Community College  
\_\_\_\_\_, Maryland

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the counties in the financing of the cost of the acquisition of land and in the construction of public junior, community, or regional community college buildings and facilities, the cost of which were incurred after the effective dates of the acts; and

WHEREAS, The Board of Trustees of \_\_\_\_\_ County Community College proposes the (acquisition of land) (design) (construction of a public community) (construction of additional buildings and/or facilities of the public community college) at or near \_\_\_\_\_, Maryland and has determined that the sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_) in State financial assistance available under said acts is needed for this purpose;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of \_\_\_\_\_ County Community College does hereby formally request the County Commissioners to approve the proposed plans for (acquisition) (design) (construction) as set forth in the application for financial assistance, to file, as required by the provisions of \_\_\_\_\_ acts, the necessary petition with the Maryland Higher Education Commission for a State grant in the amount of \_\_\_\_\_ dollars (\$\_\_\_\_\_) and to make available the necessary local funds for completion of the project.

A True Copy

ATTEST: \_\_\_\_\_  
Secretary-Treasurer

Board of Trustees of \_\_\_\_\_ County Community College

Date \_\_\_\_\_ Project: \_\_\_\_\_

**- CC FORM O -**

**PETITION  
MARYLAND COMMUNITY COLLEGES**

RE: Petition for Grant of \$ \_\_\_\_\_  
Board of Trustees of \_\_\_\_\_ County Community College  
\_\_\_\_\_, Maryland

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the counties in the financing of the cost of the \_\_\_\_\_ acquisition of land and in the construction of public junior, community, or regional community college buildings and facilities, the cost of which were incurred after the effective dates of the acts; and

WHEREAS, A petition to participate in the financial assistance provided in the acts must be filed by the County Commissioners with the Maryland Higher Education Commission; and

WHEREAS, The Board of Trustees of \_\_\_\_\_ County Community College proposes the (acquisition of land) (design) (construction of a public community college) (construction of additional buildings and/or facilities of the public community college) at or near \_\_\_\_\_ County, Maryland; and upon resolution duly adopted by it, a copy of said Resolution being appended hereto, request the County Commissioners of \_\_\_\_\_ County, Maryland to petition the Maryland Higher Education Commission for the sum of dollars (\$) \_\_\_\_\_ needed for the purpose of assisting the financing of the public community project which is described in the application for financial assistance;

NOW, THEREFORE, BE IT RESOLVED, By the County Commissioners of \_\_\_\_\_ County, Maryland that petition is hereby made to the Maryland Higher Education Commission for a grant of \_\_\_\_\_ dollars (\$) \_\_\_\_\_ from the available funds of the various community college construction loan acts in order to participate in said financial assistance; and

BE IT FURTHER RESOLVED, That the County Commissioners of \_\_\_\_\_ County, Maryland shall provide all the remaining funds necessary to complete the described project even if the Board of Public Works approves a grant which is less than the amount requested by this Petition.

Signatures of County Commissioners: \_\_\_\_\_

Date: \_\_\_\_\_

Project: \_\_\_\_\_

- CC FORM P -

QUARTERLY CASH FLOW REPORT: EXAMPLE

MEMORANDUM

TO: Facilities Planners  
Maryland Community Colleges

FROM: David S. Beard  
Finance Policy Analyst

SUBJECT: Quarterly Cash Flow Report - Status of Funded Projects at Maryland Community Colleges

Attached is the FY 2004 FORM P, **Third Quarter** template. The template contains four worksheets: 1-Instructions; 2-Cash Flow Projections; 3-Status of Design; and 4-Status of New Construction. **Please USE THE ATTACHED WORKSHEET to fill in the necessary information and return to MHEC by Friday, April 23, 2004.**

When completing the requested information, please note the following:

- The dates for each quarter in this report are as follows:

First Quarter - July 1-September 30, 2004 - PROJECTED  
Second Quarter - October 1-December 31, 2004 - PROJECTED  
**Third Quarter - January 1-March 31, 2004 - ACTUAL**  
Fourth Quarter - April 1-June 30, 2004 - PROJECTED

- Only the **State Share** in the Cash Flow sheet is to be reported. This information is used to project cash disbursements by general obligation bond bills and to report expenditures to the Maryland State Treasurer. The Design and Construction sheets require State Costs and Total Costs for each project. In addition, please include your **College Name** in Row 5, Cash Flow sheet. Without this information, identifying the college is difficult. Please submit the information in a timely manner. Thank you for your cooperation and please call me at (410) 260-4550 if you have any questions.

**MARYLAND COMMUNITY COLLEGES**  
**(COLLEGE NAME HERE-CLICK COLUMN A5 TO INSERT COLLEGE NAME)**  
**THIRD QUARTER FY 2007**

Date: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

NOTE: The following information should be provided to the Maryland Higher Education Commission immediately upon contract award approval by the Board of Public Works and on a quarterly basis thereafter.

Projects	PROJECTED		PROJECTED		ACTUAL		PROJECTED		TOTAL
	First Qtr. Jul-Sep 2007	Phase A,P,C,E	Second Qtr. Oct-Dec 2007	Phase A,P,C,E	Third Qtr. Jan-Mar 2007	Phase A,P,C,E	Fourth Qtr. Apr-Jun 2007	Phase A,P,C,E	
<b>Example:</b>									
Library Addition-Project #888 CC-31-MC98/99-888 Date of Initial Request for Pmt: 3-Jan-05	\$ 50,000	P					\$ 25,000	P	\$ 75,000
New Student Ctr.-Project #907 CC-31-MC99-907 Date of Initial Request for Pmt. 1-Jun-05	\$ 80,000	P	\$ 1,100,000	C					\$ 1,180,000
<b>Total</b>	<b>\$ 130,000</b>		<b>\$ 1,100,000</b>		<b>\$ -</b>		<b>\$ 25,000</b>		<b>\$ 1,255,000</b>

DOUBLE-CLICK INSIDE TABLE TO ACCESS SAMPLE TEMPLATE AND WORKSHEET TABS

# ALLOCATION REQUEST

## DESIGN WITH BASIC AND SPECIAL SERVICES

\*\*\*\*\*

Date

Mr. David S. Beard  
Finance Policy Analyst  
Maryland Higher Education Commission (MHEC)  
839 Bestgate Road Suite 400  
Annapolis, MD 21401-3013

Re. ABC College – Wye River Campus  
Academic Building 1 - Design  
CC-99-MC02-999

Dear Mr. Beard:

**ABC College** requests that the Maryland Higher Education Commission recommend State participation in funding for design of the **Academic Building 1** project in the amount of **\$100,000 (State Share of 50.0%)** and forward that recommendation to the Department of General Services (DGS) for presentation to the Board of Public Works (BPW) for approval. The College recommends award of the contract to the low responsive bidder, **XYZ Design**, with a total design fee of **\$200,000**, which includes basic services of **\$175,000** and special services for: **“a” service - \$10,000; “b” service - \$10,000; and “c” service - \$5,000.**

Attached are copies of the Board of Trustees Resolution and award recommendation, the County's Petition for State assistance and all required design items as listed on the DGS/BPW checklist. Copies of this package have been forwarded to the Department of Budget and Management and the Department of General Services as appropriate.

This phase is scheduled to begin **Date** and to be completed by **Date**.

If you have any questions, please call me at (123) 456-7890.

Sincerely,

John Doe

cc: Marissa Kuhn, DBM  
Robert Machin, DGS

# ALLOCATION REQUEST

## CONSTRUCTION

\*\*\*\*\*

Date

Mr. David S. Beard  
Finance Policy Analyst  
Maryland Higher Education Commission (MHEC)  
839 Bestgate Road Suite 400  
Annapolis, MD 21401-3013

Re. ABC College – Wye River Campus  
Academic Building 1: Construction  
CC-99-MC02-999

Dear Mr. Beard:

**ABC College** requests that the Maryland Higher Education Commission recommend State participation in funding for construction of the **Academic Building 1** in the amount of **\$438,400 (State Share of 50.0%)** and forward that recommendation to the Department of General Services (DGS) for presentation to the Board of Public Works (BPW) for approval. The College recommends award of the contract to the low responsive bidder, **Contractor, Inc.**, with a total construction fee of **\$876,800**.

Attached are copies of the Board of Trustees Resolution and award recommendation, the County's Petition for State assistance and all required construction items as listed on the DGS/BPW check list. Copies of this package have been forwarded to the Department of Budget and Management and the Department of General Services as appropriate.

Construction is scheduled to begin **Date** and to be completed by **Date**.

If you have any questions, please call me at (123) 456-7890.

Sincerely,

John Doe

cc: Marissa Kuhn, DBM  
Robert Machin, DGS

# ALLOCATION REQUEST

## CONSTRUCTION WITH CONTINGENCY & CITS

\*\*\*\*\*

Date

Mr. David S. Beard  
Finance Policy Analyst  
Maryland Higher Education Commission (MHEC)  
839 Bestgate Road Suite 400  
Annapolis, MD 21401-3013

Re. ABC College – Wye River Campus  
Academic Building 1: Construction  
CC-99-MC02-999

Dear Mr. Beard:

**ABC College** requests that the Maryland Higher Education Commission recommend State participation in funding for construction of the **Academic Building 1** in the amount of **\$438,400 (State Share of 50.0%)** and forward that recommendation to the Department of General Services (DGS) for presentation to the Board of Public Works (BPW) for approval. The College recommends award of the contract to the low responsive bidder, **Contractor, Inc.**, with a total construction fee of **\$876,800**, which includes a base of **\$800,000** plus a 5% contingency allowance of **\$40,000** and a 4.6% construction inspection and testing services fee of **\$36,800**.

Attached are copies of the Board of Trustees Resolution and award recommendation, the County's Petition for State assistance and all required construction items as listed on the DGS/BPW check list. Copies of this package have been forwarded to the Department of Budget and Management and the Department of General Services as appropriate.

Construction is scheduled to begin **Date** and to be completed by **Date**.

If you have any questions, please call me at (202) 456-7890.

Sincerely,

John Doe

cc: Marissa Kuhn, DBM  
Robert Machin, DGS



# ALLOCATION REQUEST

## CONSTRUCTION WITH ALTERNATES

\*\*\*\*\*

Date

Mr. David S. Beard  
Finance Policy Analyst  
Maryland Higher Education Commission (MHEC)  
839 Bestgate Road Suite 400  
Annapolis, MD 21401-3013

Re. ABC College – Wye River Campus  
Academic Building 1: Construction  
CC-99-MC02-999

Dear Mr. Beard:

**ABC College** requests that the Maryland Higher Education Commission recommend State participation in funding for construction of the **Academic Building 1** in the amount of **\$438,400 (State Share of 50.0%)** and forward that recommendation to the Department of General Services (DGS) for presentation to the Board of Public Works (BPW) for approval. The College recommends award to the low responsive bidder, **Contractor, Inc.**, with a base bid of **\$800,000** plus **alternates 1-a for \$40,000** and **1-b for \$36,800** for a total award of **\$876,800**.

Attached are copies of the Board of Trustees Resolution and award recommendation, the County's Petition for State assistance and all required construction items as listed on the DGS/BPW check list. Copies of this package have been forwarded to the Department of Budget and Management and the Department of General Services as appropriate.

Construction is scheduled to begin **Date** and to be completed by **Date**.

If you have any questions, please call me at (123) 456-7890.

Sincerely,

John Doe

cc: Marissa Kuhn, DBM  
Robert Machin, DGS

# ALLOCATION REQUEST

## FURNISHING & EQUIPPING: MULTIPLE VENDORS

\*\*\*\*\*

Date

Mr. David S. Beard  
Finance Policy Analyst  
Maryland Higher Education Commission (MHEC)  
839 Bestgate Road Suite 400  
Annapolis, MD 21401-3013

Re. ABC College – Wye River Campus  
Academic Building 1: Furnishing & Equipping  
CC-99-MC02-999

Dear Mr. Beard:

**ABC College** requests that the Maryland Higher Education Commission recommend State participation in funding for furnishing and equipping the **Academic Building 1** in the amount of **\$150,000 (State Share of 50.0%)** and forward that recommendation to the Department of General Services (DGS) for presentation to the Board of Public Works (BPW) for approval. The College recommends award to the low responsive bidders, **Furnishings, Inc. for \$200,000 and Equipping-U, Inc. for \$100,000** for a total award of **\$300,000**.

Attached are copies of the Board of Trustees Resolution and award recommendation, the County's Petition for State assistance and all eligible furnishing/equipping items as listed on the DGS/BPW check list. Copies of this package have been forwarded to the Department of Budget and Management and the Department of General Services as appropriate.

This last phase of the project is scheduled to begin **Date** and to be completed by **Date**.

If you have any questions, please call me at (123) 456-7890.

Sincerely,

John Doe

cc: Marissa Kuhn, DBM  
Robert Machin, DGS

#### **14.04 FACILITY PROGRAM MANUAL, CURRENT EDITION**

See the Department of Budget and Management's web site for the current edition of the Facility Program Manual:

[http://dbm.maryland.gov/dbm\\_publishing/public\\_content/dbm\\_taxonomy/budget/capital\\_budget/capital\\_budget\\_instructions/facilityprogmanual.pdf](http://dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/budget/capital_budget/capital_budget_instructions/facilityprogmanual.pdf)

#### **14.05 PROCEDURE MANUAL FOR PROFESSIONAL SERVICES, CURRENT EDITION**

See the Department of General Services' web site for the current edition of the Procedure Manual for Professional Services:

<http://www.dgs.maryland.gov/overview/const2.htm>

**14.06 INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF CAPITAL PROJECT REQUESTS FOR NON-STATE PROJECTS WITHIN A STATE GRANT AND LOAN PROGRAMS, CURRENT EDITION**

See the Department of Budget and Management's web site for the current edition of instructions:

[http://dbm.maryland.gov/dbm\\_publishing/public\\_content/dbm\\_taxonomy/budget/capital\\_budget/capital\\_budget\\_instructions/capitalbudgetinstructions.html](http://dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/budget/capital_budget/capital_budget_instructions/capitalbudgetinstructions.html)

## **14.07 ROOFING POLICY**