



STATE OF MARYLAND

Maryland Community College Facilities Manual

**Prepared by the Department of Budget and Management, the
Department of General Services, and the Maryland Higher
Education Commission**

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TABLE OF CONTENTS

MARYLAND COMMUNITY COLLEGE FACILITIES MANUAL

TABLE OF CONTENTS.....	i
PREFACE.....	iv
1. COMMUNITY COLLEGE CAPITAL FUNDING OVERVIEW	1-1
1.01 State Agency Functions and Responsibilities	1-2
1.02 Community College Construction Grant Program	1-4
1.03 Capital Project Justification	1-4
1.04 MHEC Capital Budget Priorities	1-4
1.05 Level of State Funding Support	1-5
1.06 Capital Project Funding	1-6
1.07 Legislative Process/Availability of State Share.....	1-7
1.08 Project Number Assignments	1-9
1.09 MHEC Community College Construction Grant Program Contingency Fund	1-10
1.10 Quarterly Cash Flow/Status of Funded Projects Report.....	1-13
1.11 Project Administration.....	1-13
2. FACILITIES MASTER PLANS	2-1
2.01 Elements of Facilities Master Plans	2-2
2.02 Review Process for Facilities Master Plans	2-7
3. FACILITIES INVENTORY SYSTEM.....	3-1
3.01 Overview	3-2
3.02 Purpose	3-2
3.03 Reporting Instructions.....	3-3
4. FACILITY PROGRAM.....	4-1
4.01 Introduction.....	4-2
4.02 Overview.....	4-3
4.03 Preparation and Submission Requirements	4-4
4.04 Approval and Post Approval Requirements	4-5
5. CAPITAL IMPROVEMENTS PROGRAM	5-1
5.01 Purpose of the Capital Improvements Program.....	5-2
5.02 Components of the Five-Year Capital Improvements Program	5-2
5.03 Review Process for Five-Year Capital Improvements Program.....	5-3
5.04 Capital Improvement Defined.....	5-3
5.05 Projects and Items That Qualify As Capital Improvements	5-4
5.06 Projects and Items That Do Not Qualify As Capital Improvements	5-9
5.07 General Requirements Concerning Capital Project Requests.....	5-10

TABLE OF CONTENTS, Continued
MARYLAND COMMUNITY COLLEGE FACILITIES MANUAL

6.	ARCHITECT/ENGINEER ADMINISTRATION	6-1
6.01	General Architect/Engineer Administration	6-2
6.02	Selection Procedures	6-2
6.03	Selection Criteria	6-3
6.04	Project Advertisement.....	6-3
6.05	Negotiation Summary	6-3
6.06	Board of Public Works Approval	6-4
6.07	Board of Public Works Award Release	6-6
6.08	A/E Fees.....	6-6
6.09	Architectural/Engineering Services	6-8
6.10	A/E Construction Ineligibility	6-9
7.	CONSTRUCTION MANAGEMENT	7-1
7.01	Overview of Construction Management Administration	7-2
7.02	Selection Procedures	7-2
7.03	Selection Criteria	7-3
7.04	Project Advertisement.....	7-4
7.05	Negotiation Summary	7-4
7.06	Board of Public Works Approval	7-5
7.07	Board of Public Works Release	7-6
7.08	CM Fees	7-6
7.09	Construction Management Services	7-6
7.10	CM Construction Ineligibility.....	7-7
7.11	Construction Delivery Studies.....	7-8
7.12	State Concerns with Non Traditional Construction Delivery Methods.....	7-11
8.	DESIGN REVIEW SUBMISSIONS.....	8-1
8.01	General for Design Review Submission	8-2
8.02	Correspondence	8-2
8.03	Incomplete Submissions	8-2
8.04	Phase I – Schematics	8-2
8.05	Phase II – Design Development.....	8-4
8.06	Phase III – Construction Documents	8-9
8.07	DGS Roofing Policy	8-25
9.	BIDDING PROCEDURES AND DOCUMENTS.....	9-1
9.01	Bidding Procedures.....	9-2
9.02	Bidding Documents	9-5

TABLE OF CONTENTS, Continued
MARYLAND COMMUNITY COLLEGE FACILITIES MANUAL

10.	EQUIPMENT ACQUISITION GUIDELINES	10-1
10.01	Overview.....	10-2
10.02	Equipment Application and Submission	10-2
10.03	General Eligibility Concepts.....	10-4
10.04	Detailed Criteria for Determination of Eligibility of Items for Acquisition with State Capital Funds	10-5
11.	PROJECT CLOSEOUT	11-1
11.01	General.....	11-1
11.02	Expenditure of Local Funds.....	11-1
11.03	Requests for Payment of State Share	11-2
11.04	Required CPE Payment Backup Information	11-3
11.05	CITS and Contingency Allowances.....	11-3
11.06	Instruction for Completing Project Expenditures Form	11-3
11.07	Closeout Submission.....	11-5
11.08	Change Order Eligibility	11-5
11.09	Final Closeout Certification of Project Expenditure	11-5
12.	SITE SELECTION AND LAND ACQUISITION	12-1
12.01	Importance of Site Selection.....	12-2
12.02	Site Selection Criteria and Procedures.....	12-2
12.03	Site Selection Scorecard	12-4
12.04	Acreage Needs	12-7
12.05	Site Analysis Report	12-7
12.06	Right-of-Way Agreement	12-8
13.	RELEVANT STATE LAWS AND REGULATIONS	13-1
13.01	Overview of Relevant Laws and Regulations.....	13-2
13.02	Annotated Code of Maryland, Education, Title 11 (Selected Sections).....	13-4
13.03	COMAR, Title 13B, Chapter 4 Construction Procedures	13-7
13.04	COMAR, Title 13B, Chapter 5 Space Allocation Guidelines	13-16
14.	ATTACHMENTS	14-1
14.01	Department of Budget and Management Forms.....	14-2
14.02	Department of General Services Forms.....	14-11
14.03	Maryland Higher Education Commission Forms	14-25
14.04	<u>Facility Program Manual, Current Edition</u>	14-51
14.05	<u>Procedure Manual for Professional Services, Current Edition</u>	14-52
14.06	<u>Instructions for the Preparation and Submission of Capital Project Requests for Non-State Projects within a State Grant and Loan Program, Current Edition</u> ..	14-53
14.07	<u>Roofing Policy</u>	14-54
15.	GLOSSARY	15-1

15.01 Abbreviations and Acronyms	15-2
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PREFACE

The *Maryland Community College Facilities Manual*, June 2005 edition, was jointly prepared by Maryland Higher Education Commission, the Maryland Department of Budget and Management, the Maryland Department of General Services, and the Facilities Planners Council to assist the Maryland community colleges in the planning, design, and construction of buildings, site improvements, and facilities. The *Manual* also covers the preparation of facilities master plans, capital budgets, and the planning and acquisition of real property or interests in land required in connection with buildings, site improvements, and facilities of Maryland's public junior or community colleges and regional community colleges.

The standard forms referenced in this manual are for submission of information to the State agencies by the community colleges. The forms are found in the Attachments and may be duplicated as needed.

The Facilities Planners Council and other users of the *Manual* are encouraged to submit any questions about information or procedures presented in this manual or recommendations for additions, deletions, or revisions as they arise. All questions, concerns, and recommendations for change will be in writing to the Maryland Higher Education Commission, as lead agency for *Manual* updates to permit careful analysis and evaluation. The *Manual* will be revised annually to update due dates for submissions.

Note, the *Facility Program Manual*, September 2003 edition, published by DBM and DGS is the "ruling" document for format, guidance and instructions for preparing Part I (program justification and scope) and Part II (detailed project description and requirements) for all program submissions. The *Facility Program Manual* is available in Section 14 – Attachments. MHEC sets the deadline for annual program submissions as May 1.

The Facilities Planners Council wishes to acknowledge the continuous support of David Beard, MHEC Finance Policy Analyst, Marsha S. Herr, DBM Capital Budget Analyst, and Robert Machin, DGS Program Administrator. Mr. Machin's earlier authorship in May 2001 of the *Administrative Procedure Guide for Community College Grant Projects* has served as the definitive foundation for this *Manual*. The Council is indebted to Mr. Machin.

For further information on the community college construction grant application and management process, please contact the respective reviewing agency: Department of Budget and Management www.dbm.state.md.us/, Department of General Services www.dgs.state.md.us/, or the Maryland Higher Education Commission www.mhec.state.md.us/.