

## Section 10

### PHYSICAL FACILITIES

#### 10.0 PLANNING AND CONSTRUCTION

##### 10.0.0 Introduction and Purpose (C)

The purpose of Section 10.0 is to outline policies which guide VCCS personnel in planning and developing capital outlay projects.

##### 10.0.0.1 General Codes and Standards

All construction, alterations, or renovations of community college facilities must meet applicable Federal and State codes and standards, and follow, where required, the approval procedures set forth in the Capital Outlay Manual of the Commonwealth. Where Federal funding is included in a capital outlay project, pertinent Federal codes and standards shall be in effect, in addition to State codes. Conflicts between Federal and State code requirements shall be identified for renovation by the System Office and staff. Where appropriate, the Attorney General's Office will be consulted.

##### 10.0.0.2 Responsibilities

The responsibility for planning the expansion of existing colleges and the addition of new campuses is delegated to the Chancellor by the State Board. This responsibility is implemented jointly by personnel from colleges and the System Office.

##### 10.0.0.3 Actions Requiring State Board Approval (SB)

It is the expressed direction that the State Board for Community Colleges will be informed in advance of any other agency, board, or body on matters that pertain to construction of any nature on a community college campus. Such matters will be heard before the State Board and consent must be granted by the Board prior to any contacts with other agencies, boards or bodies.

Approval of the State Board must also be gained for the following projects:

- a. Acquisition or conveyance of title to community college real property including exchanges;

- b. Master site plans;
- c. Requests for college specific line item appropriations, maintenance reserve funds, and all other blanket/umbrella appropriations;
- d. Proposed construction of new building space which is not covered under capital outlay;
- e. Preplanning Studies or Schematic Plans when Preplanning Studies are not required;
- f. Contract awards for any construction projects which meet the following criteria:
  - Price in excess of 10 percent of the authorized construction estimate or \$100,000, whichever is greater, or where a minimum of two (2) bids were not received.
- g. Any activity which would substantially affect the appearance of a campus, including demolition of any building, renovation of the exterior of any building, the construction of any site improvements including, but not limited to, parking lots, walls, fences, entrance signs, tennis courts, and other outdoor physical education areas;
- h. Any other commitment which would have substantial impact on the real property of the VCCS; and
- i. Any litigation proposed on behalf of the VCCS or initiated against the VCCS relative to construction or real estate.
- j. Any project requiring an increase in student fees. Guidelines for making such a submission will be available through the office of the Vice Chancellor for Administrative Services.

#### 10.0.1 Capital Outlay Planning

##### 10.0.1.0 Guides and Standards (C)

##### 10.0.1.0.0 Basic Guides (C)

Basic guides for planning and developing capital outlay projects are outlined in the following manuals and documents:

- a. Manual for the Planning and Execution of Capital Outlays, DGS/DEB.

- b. Commonwealth Planning and Budgeting System Manual, DPB.
- c. Fixed Assets Planning Guidelines and Special Requirements for Institutions of Higher Learning, SCHEV.
- d. The Virginia Uniform Statewide Building Code, State Board of Housing and Community Development.

10.0.1.0.1 General Design Criteria (C;Gov.)

The following general design criteria are to be considered:

- a. Economy of maintenance and operation;
- b. Functional and economic siting and building interior configuration;
- c. Unit costs for similar projects;
- d. Efficiency of design, with regard to common-use areas, such as hallways and lobbies, and in placement of plumbing, heating, ventilating, and cooling systems (ratio of assignable area to gross area of a building);
- e. Relationship between the number of floors in a building and the availability of land;
- f. Generally accepted architectural/ engineering standards;
- g. Harmonious integration of the new facility with the architectural environment; and
- h. Energy efficiency.

10.0.1.0.2 Funding, Construction, and Maintenance of Site Development (SB)

- a. The political subdivision(s) sponsoring and being served by the community college shall provide sufficient land for the initial establishment of the college, additional campuses and future expansion, acceptable to the State Board. Expenditures for site preparation beyond five feet from a building, and the construction of additional outdoor lighting,

sidewalks, outdoor athletic and recreational facilities, and parking lots shall be made only from appropriated Trust and Agency funds, including local government allocations or appropriations, or the proceeds of indebtedness authorized by the General Assembly. These include surveys, borings for parking areas and roads, grading, utilities to within five feet of the building, storm drainage, roads, parking facilities, sidewalks, landscaping, seeding, and outdoor facilities for physical education and recreation. (Excavation costs for basements, footings, and trenches for utility lines within or under the building extending five feet outside the building are part of the building costs.)

#### Responsibility for Up-Grading Facilities

1. Growth-related expansion or upgrades must be funded by Trust and Agency funds, including local government allocations or appropriations, or the proceeds of indebtedness authorized by the General Assembly.
  2. State and Federal funding will be used for upgrading necessitated by changing State and Federal specifications.
- b. Parking is to be operated as an auxiliary enterprise by all colleges. Colleges should develop sufficient reserves for ongoing maintenance and replacement of parking facilities. Colleges shall establish a capital outlay plan for parking and a reserve fund from auxiliary enterprise revenues and/or contributions from local government jurisdictions to provide for the construction, repair, and maintenance of college parking facilities approved by the College Board which shall be submitted to the Chancellor by July 1 of each new biennium (Section 4.3.1.5 of the VCCS Policy Manual).
- c. Expenditures for maintenance, replacement, and repair of outdoor lighting, sidewalks, and other infrastructure facilities may be made from any appropriated funds. Auxiliary enterprise funds may be used for site improvements other than for construction

and maintenance of parking facilities when approved by the College Board and the State Board for Community Colleges (see Section 4.3.1.5 of the VCCS Policy Manual).

- d. Expenditures for operations, maintenance, and repair of athletic, recreational, and public service facilities, both indoor and outdoor, should be from nongeneral funds. However, this condition shall not apply to any indoor recreational facility existing as of July 1, 1988.
- e. Prior to the awarding of a contract, or modifications to an existing contract, that is funded in whole or in part from non-general funds (trust & agency/ local/private gifts) pursuant to the requirements of this section, such non-general funds, inclusive of all related cost (i.e., construction, inspection, project contingency, and other cost), must be on deposit either in the State Treasury or in local college accounts under the control of the local college board as authorized by the State Board for Community Colleges. The college president and the chairman of the college board shall certify in writing that this requirement has been met. Subsequently, the college must maintain all non-general funds held locally in dedicated general ledger accounts by project in the VCCS automated accounting system. The VCCS will not process expenditure invoices requiring non-general funds until the college demonstrates sufficient cash is on hand per the requirements above.

An exception to these requirements may be made for non-general funds committed to the college under written contract with a college foundation, local and federal governments, or other private donor if the balance of the funds is held in a legally escrowed, separately identified, account for the named project. The arrangement must be pre-approved by the Chancellor and appropriate documentation provided to validate the availability of funds. Funds held under escrow must still be transferred to the college and reflected in accordance with

the requirements above prior to having a related invoice processed. In case of funding from localities with regard to site development, exceptions to this policy may be granted by the Chancellor.

- f. On-site campus roads should be designed to meet requirements of the Virginia Department of Transportation (VDOT). Approval of plans should be secured in writing from the Resident Engineer to allow acceptance of the road into the State highway system for maintenance purposes. When on-site campus roads do not connect with State maintained highways, but into city streets, the VDOT remains responsible for the on-site road maintenance. The VDOT may arrange to have such maintenance performed by the city.
- g. Approval in writing of the plan must be secured from the Resident Engineer. Similar procedures should be followed with the city Department of Public Works when city streets are involved.
- h. Landscaping should include seeding of all disturbed areas. Planting should be laid out to complement the approved master site plan and to facilitate ease in lawn cutting.
- i. Outdoor physical education areas should include playing fields, tennis courts, and/or hard stand.

#### 10.0.1.0.3 Environmental Pollution Standards (C)

If applicable prior to construction, approval or concurrence must be received from the following State or local regulatory agencies:

- a. Approval by local and State air pollution agencies which pertain to burning and disposal of wastes;
- b. Approval by local and State Health Department and State Water Control Board, where required, for on-site water and sewage disposal systems;
- c. Approval by Virginia Soil and Water Conservation Commission of an erosion

and sediment control plan for any land-disturbing activities as defined in the Virginia Erosion and Sediment Control Handbook. Plans shall be prepared and submitted at preliminary and working drawings stages;

- d. Concurrence by the Resident Engineer and VDOT with regard to VDOT roadway drainage structures and channels.
- e. Preparation of a preliminary Environmental Impact Statement for projects costing more than \$100,000. See Procedures Manual for Environmental Impact Statements in the Commonwealth of Virginia by the Governor's Council on the Environment, June 1978.

10.0.1.0.4 Safety Codes (SG)

Rules and Regulations Governing the Safety and Health of Employees Engaged in Construction, as adopted by the Safety and Health Codes Commission of the Commonwealth of Virginia, Department of Labor and Industry, apply to all construction, demolition, and excavation projects.

10.0.1.0.5 Flood Plain (Gov.)

It is the policy of the VCCS not to build structures on existing flood plains nor to require unnecessary use of 100-year flood plains. If parking is located in a flood plain area, the design shall minimize damage which could result from possible flood conditions.

10.0.1.0.6 Physically Handicapped (Gov.)

The State requires that buildings and facilities constructed or altered with public funds, except public school buildings, adhere to certain standards so as to make them accessible to and usable by physically handicapped persons.

10.0.1.0.7 Coordination with Government Agencies (C)

The Facilities Planning and Engineering Office (FP&EO) in close liaison with the local college coordinator, is responsible for coordinating reviews of master site plans and Capital Outlay designs.

### 10.0.1.1 Development of Capital Outlay Requests (C)

#### 10.0.1.1.0 Basic Policy

Requests for capital outlay to meet space needs are the joint responsibility of a number of agencies: individual colleges, the VCCS, the State Board, SCHEV, Division of Engineering and Buildings (DEB), the Governor's Office, and the Legislature. The sequence for developing capital outlay requests is outlined in the subsection which follows.

#### 10.0.1.1.1 Sequence for Capital Outlay Requests (C)

- a. Based upon guidance from central agencies, the System Office issues to each institution a complete package of documents.
- b. The System Office thoroughly reviews all completed space guides and capital outlay requests submitted by each college. The review includes checking to ensure that space needs and requests have been prepared in conformity with established guides. Discrepancies are called to the attention of appropriate college personnel and corrected.
- c. Following correct completion of all capital outlay requests, the State Board establishes priorities for VCCS capital outlay projects.
- d. The capital outlay requests with priorities are then presented to the Department of Planning and Budget by the Chancellor.

### 10.0.1.2 Priorities for Types of Facilities (SB)

The State Board establishes priorities for constructing facilities on a statewide basis. Priorities for the various types of facilities are listed below (modifications may be necessary to meet special needs):

- a. Basic college facilities;
  - (1) Basic instructional classrooms, laboratories, and shops, including facilities to house basic occupational/technical programs;
  - (2) Administrative counseling offices;

- (3) Learning resources center, including library and learning laboratories (These may be temporary facilities.);
  - (4) Basic student study lounge, including vending machines and bookstore;
  - (5) Lecture hall with audio-visual workroom;
  - (6) Faculty offices; and
  - (7) Maintenance, receiving, custodial and storage areas.
- b. Specialized occupational/technical laboratories and shops to meet local needs;
  - c. Permanent learning resources center, including library and learning laboratories (programmed materials, audio or language, and visual aids);
  - d. Permanent student study lounge, including vending machines or snack area, bookstore, and student activity rooms. This area should be planned as part of a building housing other facilities and not as a separate student study lounge building;
  - e. Additional general classrooms and faculty offices;
  - f. Physical education and fitness building for non-spectator use, to meet curricular requirements for transfer to four-year institutions;
  - g. Fine arts center, including instructional facilities for music, art, and drama; and
  - h. Theatre. If and when theatre facilities are constructed, they shall be designed to complement and supplement facilities and programs already existing in the community.

## 10.0.2 Architects and Engineers

### 10.0.2.0 Basic Policy (SB)

The policy of the State Board is to recommend an architectural/engineering firm to the Governor based upon the recommendation of the college board, college staff, and the staff of the System Office. First consideration is given to the employment of architectural firms which are located near the college site.

### 10.0.2.1 Selection of Architects (C)

Architects and engineers shall be selected in accordance with Procedures contained in the DGS/DEB Capital Outlay Manual.

The Building Committee (A/E Selection Panel) shall include at least one member from the System Office and others appointed by the college president including: a college business representative; the head of the department which will be the principal occupant; the Head of the Buildings and Grounds Department; and local board members as considered appropriate.

The Building Committee shall fulfill the roles contained in the Capital Outlay Manual and shall appoint a member to act as coordinator for the committee.

10.0.2.2 Owner - Architect Relationship (C)

The architect shall communicate directly with the Building Committee and the college president or the president's designee. Only the System Office is authorized to communicate all approvals, rejections, change of requirements and other similar information to the architect or engineer.

Orders to contractors shall flow only through the project manager and the architect/engineer.

10.0.2.3 Responsibilities

10.0.2.3.0 The Architect (C)

It is the responsibility of the architect/engineer to provide an economical design which results in a pleasing and functional facility and which results in economy of maintenance and operation.

10.0.2.3.1 The Owner (C)

The Assistant Vice Chancellor for Facilities Planning and Engineering shall serve as Contracting Officer for all capital outlay design and construction. Assistance shall be provided by the college Building Committee in the functional design. During the bidding, contract award and construction phases, the FP&EO shall act on behalf of the owner.

10.0.3 Real Estate

10.0.3.0 Basic Policy (SB)

The college board is responsible for providing sufficient land acceptable to the State Board for the initial establishment of the college and for future expansion. Normally, 100 acres is the minimum area for a campus site, except in certain urban areas. Real estate shall be acquired, disposed of, and managed in conformity with the DGS/DEB Directive Number 1.

10.0.3.1 Ownership (Code of Virginia)

- a. Ownership is vested in the Commonwealth of Virginia, State Board for Community Colleges. No deed to land may be accepted without the approval of the State Board and the Governor as provided by State law. Deeds must be secured by the college board, recorded in the local court, and the original recorded deed and title insurance covering the land submitted to the System Office. All deeds must be approved by the Attorney General's Office.
- b. Sale or any other disposition of college lands or facilities shall occur only with the prior authorization of the Governor, and upon recommendation of the college board and the State Board. Unless otherwise directed by the Governor or the General Assembly, proceeds from the sale of State Board for Community Colleges owned real property accrue to the local funds of the community college represented by the sale of the real property. The local college board shall develop a plan, to be approved by the State Board for Community Colleges, for use of the proceeds from the sale of real property owned by the State Board for Community Colleges. Investment and management of the proceeds shall be the responsibility of the local college board and the college administration. Investment and management of the funds shall be governed by existing policies of the Commonwealth of Virginia and the State Board for Community Colleges addressing the management and investment of local funds. The local college board and the college administration are encouraged to utilize the proceeds from the sale of real property and the earnings on the funds for future capital or site improvements and/or to benefit the general student population. The local college board and the college administration are encouraged to invest the funds so that proceeds from such an investment may continue to benefit students and the college in the future.

10.0.3.2 Removal of Buildings (Code of Virginia)

The removal of any permanent building must have the approval of the college board, the State Board, and the Governor. State funds are to be used to defray the cost of demolishing educational facilities.

10.0.3.3 Use of Movable Buildings (SB)

Each request must be reviewed and approved by the Facilities Committee and the State Board pursuant to DGS/DEB Directive Number 1.

10.0.3.4 Renovations (Gov.)

Major permanent repairs, replacements and improvements to existing buildings and installations which are estimated to have a total aggregate cost of \$75,000 or more must be classified as capital outlay expenditures. Such anticipated expenditures should be included within capital outlay budget proposals. If the anticipated expenditure is of an emergency nature, a G.O. Form E&B CO-2 (Request for Authority to Initiate Capital Outlay Projects) must be submitted for consideration by the Governor in accordance with rules contained in the Appropriations Act.

10.0.4 Master Site Planning

10.0.4.0 Basic Policy

- a. A ten-year educational master plan must be prepared by the college staff, approved by the college board, the Chancellor, and the State Board. (SB) See Section 8.0.2.
- b. A master site plan (MSP) is required for each community college campus and must be approved by the State Board. Once a master site plan has been approved, any changes in location, size, or use of buildings or other facilities shall be similarly approved.

10.0.4.1 Development Sequence for Master Site Plan (C)

- a. A MSP shall be developed for each campus in accordance with the guidelines contained in the DGS/DEB Capital Outlay Manual. The MSP shall encompass facility needs projected by the Educational Master Plan.
- b. After planning funds have been allocated for the MSP, an architect shall be selected and a contract executed by the System Office.
- c. The VCCS shall furnish the architect the approved development projection data, diagrams showing the relationships of buildings to each other, basic information such as traffic and parking standards, physical education needs, a topographic map, and utility projections.

10.0.4.2 Revisions for Master Site Plan (MSP) (C)

Significant changes recommended in locations of buildings, other constructed facilities or land use must be incorporated as revisions to the MSP and resubmitted for approval in the sequence noted in Subsection 10.0.4.0.

10.0.5 Educational Facilities Planning

10.0.5.0 Basic Policy and Procedure (Gov.)

The planning of educational facilities includes several distinct performance and approval phases, namely:

- a. Educational master plan;
- b. Educational-architectural program;
- c. Pre-planning;
- d. Authority to proceed;
- e. Schematic drawings;
- f. Preliminary drawings; and
- g. Working drawings.

These phases may be waived by the agencies authorized to provide specific approvals to construction plans.

10.0.5.1 Building Committee (C)

See Section 10.0.2.1. The Building Committee should consist of a college educational planner, and a decision-making representative of the college, other members appointed by the president, and an engineer from the System Office.

10.0.5.2 Educational-Architectural Program (C)

The educational-architectural program is the means by which the educator describes educational activities and spaces to be housed in a proposed new or renovated facility. The educational-architectural program should provide the architect necessary information to design the facility and develop architectural solutions.

In developing space requirements for the educational-architectural program, it is recommended that spaces be kept as flexible as possible, considering open, landscaped areas when feasible. The "egg crate" effect, created by excessive numbers of partitions, should be avoided.

10.0.5.3 Establishment of Planning Schedule (Gov.)

The college president, architect, college board, Chancellor, and DEB must agree upon a planning schedule for completing all major stages of planning through construction.

10.0.5.4 Project Criteria and Schematic Drawings (Gov.)

10.0.5.4.0 Preliminary Information to the Architect

Upon authorization to proceed with project planning, the VCCS should furnish the following information to the architect: the preplanning study and/or CO-2 Form, detailed educational specifications, the educational-architectural program, projection data for the master site plan, topographic survey, and utilities data on building site.

10.0.5.4.1 Schematic Design (when not waived)

The college and the architect must submit to the System Office information on flood plain, if pertinent, type of water supply and sewage disposal systems proposed, and results of heating and A/C utilities study. These must be submitted along with the schematic drawings, and all must be approved by the System Office, the State Board, DEB, the Art and Architectural Review Board, and the Governor.

Early during schematic planning, the college and the architect must determine the feasibility of including any dual-purpose fallout shelter space in the initial design within the approved budget.

10.0.5.4.2 Borings or Load Tests

Prior to initiating the schematic drawings phase, borings or load tests for soil-bearing capacity shall be performed by a testing laboratory unless determined to be unnecessary by the A/E.

10.0.5.5 Preliminary Drawings (Gov.)

Preliminary drawings must be reviewed and approved by the college president, college board, System Office review staff, and the State Board.

After the initial approval of the project, no major changes in the buildings or the scope of the project shall be permitted without a complete review by the System Office.

10.0.5.6 Working Drawings (Gov.)

Exceptions to full approval of the preliminary drawings, as outlined in writing by DEB, must be resolved prior to authorizing architects to proceed with working drawings.

The completed working drawings and specifications must be reviewed and approved by the college president, college board, and System Office.

10.0.5.7 Additional Considerations

10.0.5.7.0 Windows (SB;Gov.)

Windows are to be provided in appropriate places in the architect's design of college facilities to allow scenic views from the building. However, the use of glass should not exceed 17.5 percent of the gross outside wall area (See Directive No. 9, Department of General Services, Division of Engineering and Buildings, July 10, 1979).

10.0.5.7.1 Trees (C)

Where possible, all existing healthy trees which would contribute to the beautification of the campus are to be saved. Necessary thinning of trees and removal of underbrush is allowable.

10.0.5.7.2 Approval of Color Combinations and Surface Materials (Gov.)

The college president must approve the recommendations of the architect concerning color combinations inside the facility. Exterior materials such as bricks and fascia material must be approved by the State Board.

## 10.0.6 Equipment

### 10.0.6.0 Basic Policy (Code of Virginia)

Capital outlay projects as approved by the Legislature include sufficient State funding to equip new buildings.

### 10.0.6.1 Fixed and Built-in Equipment (C)

The architect/engineer is responsible for the design of the fixed and built-in equipment simultaneously with the development of preliminary and final working drawings. This type of equipment shall normally consist of fixed laboratory tables, cabinets, counters, shelving, chalkboards, and tackboards. The college president, Building Committee, and VCCS FP&EO staff provide general quality standards and other specific description to the architect. Shelving, chalkboards, and tackboards are to be specified in the building construction contract.

### 10.0.6.2 Laboratory Equipment (C)

The purchase of laboratory equipment can be accomplished by including it in the scope of work to be performed by the general contractor or through the award of a separate contract to an equipment supplier. If the laboratory equipment is bid separately, the equipment supplier is responsible for the furnishing and installation of the items included under his contract. All electrical and mechanical hookups from the point of rough-in to the equipment should be included under the scope of work to be performed by the general contractor and not the equipment supplier. Movable laboratory tables or carts, which should have the same finish as fixed lab equipment, may be specified with the fixed equipment, but a separate cost breakout showing fixed, as well as furnishings and movable equipment must be shown for funding purposes. There is no objection to assigning the laboratory equipment contract under the general construction contract for more effective coordination. In this event, the equipment contract must be bid ahead of the general construction contract, and the amount of the equipment contract and name of equipment contractor being assigned shall be shown in the general construction specifications.

### 10.0.6.3 Movable Furnishings and Equipment (C)

The college president is responsible for specifying movable furnishings and equipment. These needs must be coordinated by local college personnel with specialists in

the System Office, as well as other applicable State agencies. Movable furnishings and equipment shall be bid competitively under established State bidding standards. A listing of the movable furnishings and equipment to be purchased shall be reviewed and approved by the System Office and the Department of General Services, with the expenditure of funds being authorized by the Department of Planning and Budget. Movable furnishings and equipment shall not be handled under the architect's contract, nor by consultants, except when so authorized by the System Office.

#### 10.0.6.4 Auxiliary Enterprise Equipment (SB)

##### 10.0.6.4.0 Food Service Equipment

Food service programs in a college normally fall into one of the following categories:

- a. Educational purposes only - It is permissible for kitchen and food service equipment to be provided from State funds.
- b. Self-supporting auxiliary operation - Kitchen and food service equipment would be provided from non-State funds.
- c. A combination of (a) and (b) - The cost of kitchen equipment should be prorated between the educational and auxiliary enterprise categories.

##### 10.0.6.4.1 Other Auxiliary Enterprise Equipment

Any other auxiliary enterprise equipment, such as for bookstore operations, should be provided from non-State funds.

In auxiliary operations, the college may lease equipment from food vending companies or utilize food service equipment made available by the Commission for the Visually Handicapped. If such arrangements are contemplated, they should be finalized early in the design stage in order that adequate space and utilities may be provided.

## 10.0.7 Bidding and Awarding Contracts

### 10.0.7.0 Basic Policy (Gov.)

Authority to advertise for bids must be obtained from the Governor's Office through DEB. The time and place for opening of bids shall be established by the System Office in consultation with the college and with DEB. Additional policy and procedure are contained in the several subsections which follow.

### 10.0.7.1 Bidding (C)

To determine proper allocation of costs for capital outlay projects when bids are received, architects must be instructed to include appropriate explanation in Special Conditions of the Specifications substantially as follows:

- a. Cost of building, built-in equipment and sitework shall be bid separately, and a combined base bid representing the total of the three sub-bids shall also be shown. The contract shall be awarded on the basis of the combined bid.
- b. Bidding alternates must be treated as additive alternates and must be listed in the bid in consecutive groupings for building alternates, built-in equipment alternates, and sitework alternates. The owner reserves the right to accept the low qualified combined base bid plus a combination of additive alternatives in succession as he may determine to be within the available funds.
- c. The basic building cost includes foundations, walls, partitions, floors, ceilings, roof, mechanical, electrical, and plumbing building service systems; vertical transportation; movable walls or partitions, time and communications systems, and other building items; utility lines within or under the building; excavation costs for basements, footings, piers, and trenches for utility lines under the building and extending a distance of five feet outside the building.
- d. Built-in equipment includes all items of equipment which are permanently fastened to the building and which are required to implement the function of the building. This includes chalkboards, corkboards, lockers, shelving, sink cabinet units with counters, dynamometers, and hydraulic lifts for automotive shops.

- e. Sitework shall include all clearing and grading of the site including rough grading under the building; all roads, curbs, gutters, sidewalks, parking facilities, and patios; all exterior lighting; all utility distribution systems beyond five feet from the building line; fine grading, seeding, and landscaping; and all other site improvements.

10.0.7.2 Bid Opening and Review (SB)

Line item appropriation bids should be reviewed by the college president and the architect. Their recommendation must be presented to the college board for concurrence and then submitted to the System Office for review. If all three concur in a recommendation, the System Office shall request approval by the State Board.

10.0.7.3 Negotiating with Low Bidder (SB)

In the event the low bid exceeds the estimate on file in the VCCS prior to advertising, the Contracting Officer and/or Purchasing Officer may elect to negotiate with the low bidder to try to effect a mutually agreeable price that can be funded with the approved funds that are available for the project. However, in no case shall the VCCS undertake negotiations unless the number and range of the bids received indicate that good competition existed in the bid market. Furthermore, unless time or other considerations are documented to be critical for the particular project, no negotiations shall be undertaken if the low bid exceeds the official prebid estimate by more than 10%.

It is understood that whenever bids are negotiated, the project shall still result in a complete and usable facility or fully satisfy service needs within the reduced scope and contract price.

In the event the VCCS elects to negotiate, the low bidder shall be notified in writing. Further, the low bidder must agree to submit his work papers which document the cost of the elements making up the bid. For construction projects where Option 2 (see Section 12 of the General Conditions of the Capital Outlay Manual) was used in the bidding process and the low bidder submitted work papers in accordance therewith, those work papers shall be used. In either circumstances, the work papers on which the bid was formed shall be the basis for the negotiations.

The negotiations shall be conducted over a period not exceeding ten consecutive calendar days and if agreement has not been reached, the negotiations shall be terminated in writing by the owner. Should some unusual circumstance dictate an extension of the period for negotiation, a reasonable extension may be made with mutual agreement of the owner and the bidder.

#### 10.0.8 Construction Activities

##### 10.0.8.0 Project Inspector (C)

The college president must recommend an experienced, competent full-time building construction inspector to assure that the project is built in accordance with plans, specifications, and contract documents. Employment of the inspector is subject to approval of the System Office. Duties of the project inspector include providing daily inspection and submitting a weekly construction progress report to the college president, architect, and FP&EO of the System Office. When construction is of a minor nature, the requirement for a project inspector may be waived and a member of the college staff appointed to serve as a part-time inspector.

##### 10.0.8.1 Change Orders (Gov. and/or C)

The Virginia Manual for the Planning and Execution of Capital Outlays provides guidance on the processing of change orders.

Change orders in construction contracts may be authorized by the System Office, upon recommendation of the architect and the college president or the president's designee, provided the increase or decrease is \$10,000 or less. Changes involving an increase or decrease of more than \$10,000 may be authorized by the System Office only after the Governor's written approval has been obtained. Appropriate cost detail, as submitted by subcontractors and the contractor, must accompany all change orders.

Emergency changes which may produce damaging delays to construction progress are handled as follows:

- a. The nature of the emergency and the extent of the extra cost or credit involved are determined by the architect and reported to the Facilities and Engineering representative.

- b. If the need for prompt action is demonstrated, and sufficient funds exist, approval is secured and telephoned to the college within 24 hours.
- c. A copy of the System Office authorization for the change is then sent to the college.

10.0.8.2 Final Inspection (Gov.)

Final inspection is arranged by the Facilities and Engineering representative, following assurances from the college staff and architect that the construction is complete and punch list items corrected. Representatives of DEB, college staff, architect, engineer, and System Office should attend. The final inspection should be scheduled after construction is completed but prior to occupancy.

10.1 Maintenance and Operations (Gov. & SB)

10.1.0 The purpose of Section 10.1 is to outline policies which guide VCCS personnel in maintaining facilities.

10.1.0.1 General Codes and Standards

Work on buildings or structures must conform to the requirements of the Virginia Uniform Statewide Building Code (VUSBC). The Code of Virginia, §36-98.1, designates the Department of General Services, acting through its Division of Engineering and Buildings (DEB), as the Building Official for state owned buildings and structures and makes DEB responsible for enforcement of the VUSBC. DEB has a Building Permit Policy for Construction of State Owned Buildings & Structures which sets forth the rules and guidelines for determining when a permit is required for work on state property. The only work that does not require a building permit is ordinary repairs and maintenance which are not regulated by the VUSBC and which would replace in kind materials and equipment with that of similar characteristics in the same location.

The DEB Building Permit Policy includes the ability to obtain an Annual Permit on certain types of work as follows:

For projects limited to the addition, removal, alteration, or relocation of all, or part, of a Means of Egress, Exit Requirements, or Fire Rated Assembly, DEB requires construction documents that are signed and sealed by a registered architect or engineer and review and approval of the Regional Fire Marshal is required.

For projects limited to the addition, removal, alteration, or relocation of any wall or partition, site improvements limited to parking lots and roads, fences, and other work regulated by the VUSBC, roof replacement projects

where the scope of work is limited to the replacement of more than 25 percent of an existing roof covering, DEB requires construction documents that are prepared under the supervision of and signed by a registered architect or engineer.

For projects limited to alteration or relocation of HVAC, electrical, plumbing, gas piping, fire sprinkler, fire suppression and fire alarm systems, DEB requires construction documents. For asbestos abatement, construction documents must be prepared and signed by a licensed asbestos designer.

The State Board for Community Colleges grants authorization to its community colleges to request Annual Permits. College requests must include all documentation required by DEB. The request must be submitted by the College President to the Chancellor for approval, and for subsequent submission to DEB for approval. The college representative responsible to the State Building Official must be a registered architect or engineer on the college staff.

An Annual Permit Activity Report, as of June 30, listing work initiated under the Annual Permit is required to be submitted each year to the Virginia Community College System Facilities Management Services office. This report will be presented to the State Board for Community Colleges at its July meetings for approval and subsequent submission to the State Building Official by July 31 of each year. If appropriate documentation is not maintained and/or appropriate enforcement of VUSBC and State Board standards are not maintained by a college, its Annual Permit authority will be withdrawn.

#### 10.1.0.2 Responsibilities

Each college president is responsible for maintenance of college facilities including allocation of adequate resources for maintaining and safeguarding buildings and grounds in accordance with State and VCCS policies.

#### 10.1.0.3 Reporting and Auditing the Condition of Facilities

All required reports regarding facilities shall be submitted by the colleges to FP&EO for review, consolidation, appropriate internal action, and forwarding to the issuing authorities.

Colleges shall conform to the requirements of Chapter XI of DEB's Capital Outlay Manual with regard to maintenance and shall annually, no later than January 15, report with their maintenance requirements in the level of detail required to initiate designs for contracts. These reports are to provide the principal support for seeking maintenance reserve

funding and for the annual Facilities Report to the State Board. The reports must include all identified deficiencies such as safety, fire, and health problems which have been noted by outside inspection agencies, including the Fire Marshal, OSHA and Department of Health. Reports shall contain major accomplishments made during the previous year, identification of all needed capital maintenance and maintenance reserve projects, summary statements regarding ordinary maintenance, and assessments of the adequacy of personnel and financial resources to maintain and safeguard the colleges' physical facilities.

The annual self-appraisal (semi-annual for roofs) shall be conducted by persons qualified to assess the condition and the remaining useful life of roof systems. This activity may be performed by outside experts.

#### 10.1.0.4 Annual Facilities Report

Annually, at the March meeting, the State Board shall be provided a consolidated report on condition of facilities under the control of the State Board. The report shall include a plan to accomplish the identified needs.

### 10.1.1 Maintenance Standards

Minimum acceptable standards for facilities maintenance management are outlined below:

#### 10.1.1.0 Organization

Each college must develop an organization structure clearly defining responsibility/authority for the maintenance of all permanent facilities under its control. Individuals responsible should be technically competent through experience, education, certification, etc., to discharge their assignments. Agencies without technically qualified facility maintenance managers may choose to retain such experts under contract.

#### 10.1.1.1 Agency Policy

A clearly defined written Facility Maintenance Program stating maintenance policy best suited to obtaining the goals and objectives of the Capital Outlay Manual is required. The program's intent should be aimed at extending asset life expectancy and reducing cost while assuring a functionally safe and well-maintained facility plant.

10.1.1.1.0 Maintenance programs may be formal or informal and performed by employees or provided by service contracts. Facility maintenance programs can be manual or computerized but every college must have a maintenance program.

10.1.1.1.1 A typical maintenance program should address, as a minimum, the following:

- o Organization
- o Work control system
- o Job skills, selection and training
- o Parts, supplies, and tools
- o Scheduling/prioritizing
- o Planning
- o Preventive maintenance
- o Cost control and cost accounting
- o Work measurement
- o Inventory of assets

10.1.1.2 Importance of Maintenance

A good maintenance program has as its objective the timely accomplishment of all maintenance requirements. To achieve this objective, colleges must identify their maintenance requirements and allocate adequate resources to satisfy identified need.

A poorly developed or inadequately funded maintenance program will result in substantial deferred maintenance requirements and the long-term deterioration of the physical plant.

Recognizing this, the General Assembly has identified maintenance of facilities as a high priority for biennial appropriation and is attempting to provide the capital necessary for the colleges to assure development and execution of an effective program.

10.1.1.3 Semi-Annual Roof Inspections

Each college is required to perform semi-annual roof inspections, completing and retaining on file a condition report for each building roof. Such inspections shall be performed by competent individuals experienced in roofing design and repairs.

10.1.1.4 Self-Appraisal

Good facilities maintenance incorporates an annual self-appraisal inspection listing its building and equipment deficiencies.

## 10.2 OFF-CAMPUS SITE OFFERINGS

### 10.2.0 Introduction and Purpose

The purpose of Section 10.2 is to outline policies which guide VCCS personnel in establishing off-campus sites. Activities governed by this requirement are those at locations not contiguous to the main campus of the institution where credit or non-credit offerings are provided and for which full-time, part-time, or resident staff are employed unless specific appropriations identifying the additional activities have been made.

If the off-campus site is an employee's primary work location and the employee provides administrative or student services support such as counseling and financial aid at the off-campus site, the employee is considered resident staff.

### 10.2.1 General Codes and Standards

Occupancy and control of the use of space is considered an acquisition of real property and as such is governed by the guidelines promulgated by the Department of General Services for leases and by the State Board for Community Colleges policy for off-campus site offerings, as delegated to the State Board by the Appropriations Act.

### 10.2.2 Authority

Unless otherwise stated below, authority is delegated to the college presidents to establish off-campus sites in accordance with leasing guidelines promulgated by the Department of General Services.

State Board approval is required when a college establishes an off-campus site of 10,000 square feet or more at which classes are offered and support service staff are resident.

The Chancellor's approval is required when a college established an off-campus site of 10,000 square feet or more at which classes are offered but support service staff are not resident.

The Chancellor's approval is required when a college establishes an off-campus site in excess of 2,500 but less than 10,000 square feet at which classes are offered and support service staff are resident.

The Chancellor's approval is required when a college establishes any off-campus site involving a Foundation.

The Chancellor or State Board's approval is required when a previously established off-campus site expands or if support service staff become resident and the requisite approvals cited above have not been received.

## 10.3 LEASEHOLD INTEREST IN REAL PROPERTY

### 10.3.0 Introduction and Purpose

The purpose of Section 10.3 is to outline policies which guide VCCS personnel in leasing interest in real property.

#### 10.3.0.1 General Codes and Standards

All leasing of real property must follow approval procedures set forth by the Bureau of Real Property Management.

#### 10.3.0.2 Responsibilities

Once appropriate approvals have been received relative to the established of an off-campus site, the responsibility for leasing real property is delegated to the Presidents by the State Board.

#### 10.3.0.3 Leases Requiring State Board Approval

Colleges may not enter into any capital lease, as defined by the Department of Planning and Budget, without prior approval of the State Board for Community Colleges.