



**2013/14**  
**Capital Plan**

**Capital Plan Instructions**

Resource Management Division  
April 2013

# **2013/14 CAPITAL PLAN - CAPITAL PLAN INSTRUCTIONS**

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## **PART I: OVERVIEW**

### **1 Introduction**

One of the core functions of the Ministry of Education is to allocate funds for the K-12 public education system. These funds include capital funding for school construction and operating funding for ongoing renovations and upgrading required to maintain the condition of existing capital assets. The Ministry is fiscally responsible for all aspects of the management of the capital procurement process with all costs associated with capital and operating funding incorporated within its budget.

#### **Capital Asset Management Framework**

In keeping with government's Capital Asset Management Framework, the Ministry has transferred accountability and responsibility for capital expenditures to boards of education, while retaining public accountability for ensuring that schools are planned, designed and constructed in a cost-effective manner.

Under the Ministry's resulting project procurement process, boards of education are required to develop and maintain a comprehensive School District Facilities Plan (SDFP), and to submit a Project Identification Report (PIR) for each project determined to be of the highest priority for an upcoming five-year capital plan.

#### **School District Facilities Plan**

A comprehensive SDFP forms the basis for a board of education's capital investment decisions. Such plans take into consideration education program requirements and trends; operating capacities and current condition of existing facilities; current and anticipated changes in land use; student yield rates; community demographics; local community and economic development strategies; and other long-term planning considerations.

The SDFP provides the rationale for specific projects that may be proposed as part of a board of education's five-year capital plan. In addition, the SDFP provides a district-wide framework for other key local decisions, such as school consolidations and locations for district programs. The SDFP should have a ten-year planning horizon with more general consideration for the longer term. The scope and emphasis of each SDFP will vary depending on the specific circumstances and priorities of each school district.

#### **Project Identification Report**

A Project Identification Report (PIR) must be completed in support of each of a board's highest priority projects included in its capital plan submission. The PIR must:

- confirm, update and expand the project rationale and definition of scale as presented in the School District Facilities Plan;
- identify the relative costs and merits of potential options, including (but not limited to):
  - additions to existing area schools;
  - construction of new space;
  - adjustment of existing school catchment areas;
  - relocation of programs to better utilize existing space.

- develop comprehensive cost estimates for each option, including identification and pricing of project specific reserve allowances;
- include Seismic Project Identification Reports (SPIRs) in the case of seismic project requests;
- include a comprehensive financial plan for the project;
- include a risk analysis that identifies the range of risks associated with the project and outline ways to transfer, reduce or mitigate those risks; and

PIR completion costs will be funded using existing school district financial resources. School districts will be reimbursed or credited for the cost of a PIR after the approval and signing of a Capital Project Funding Agreement.

## **2. Capital Funding**

Each year, boards of education are required to submit a five-year capital plan providing details on high priority projects needed for their school districts. Eligible project categories are listed below:

- Capacity (new and additions including sites);
- Replacement (including sites);
- Renovations
- Seismic Mitigation;
- Mechanical Upgrades
- Building Envelope Remediation
- Buses (new and replacement)

Upon receipt of all capital plan submissions, the Ministry analyzes individual project requests and the supporting PIR, and based on established criteria assigns the project a priority ranking.

## **3. Capital Cost Drivers**

Four primary capital cost drivers should be considered with respect to the management of a board of education's capital asset base:

### **(a) Enrolment Changes**

The Ministry develops ten-year enrolment projections based on the analysis and interpretation of data from BC Stats. School districts are required to provide projected enrolments for individual schools, such that the sum for the individual schools agrees with the Ministry projections. School districts may choose to develop their own ten-year projections based on local knowledge of future development and enrolment trends that can be presented to the Ministry in support of a capital plan submission.

School districts are required to develop a capital plan based on a ten-year projection horizon to allow identification of future site acquisition needs. All districts requesting the acquisition of new school sites or the expansion of existing school sites, in response to potential enrolment growth generated by new residential development, must have School Site

Acquisition Charges (SSAC) in place before the Ministry will support a site request. Once SSAC have been established in a school district, updated ten-year enrolment projections will inform the district's annual consultations with its local government regarding the need for new school sites and the calculated values of the per-unit SSAC.

**(b) Facility Age and Building Condition**

Where facilities have reached the end of their functional or economic life, building renovation may be necessary to return a facility to an appropriate working condition. Alternatively, replacement of a facility may be warranted. In support of a requested renovation or replacement project, school districts must provide the summary pages from a school's Facility Condition Assessment (FCA) report as completed by VFA Canada under the Ministry's Capital Asset Management System.

To qualify for capital funding, major renovation or replacement project requests must exceed \$1.5 million. Any renovation projects less than \$1.5 million are expected to be managed using Annual Facility Grant funding.

**(c) Seismic Risk**

The Ministry remains committed, under the Seismic Mitigation Program, to improving the safety of our public schools through the mitigation of seismic risks. This mitigation work includes structural upgrading projects that make existing schools more resistant to earthquakes, and non-structural seismic upgrading of operational and functional components that reduce life safety hazards within schools. Seismic remediation must be integrated into a board's overall capital planning strategy to effectively plan and implement priority seismic projects.

SPIRs are a mandatory first step in defining the scope, schedule, budget and risks for any seismic structural upgrade project. This template document is supported through a peer review process in partnership with the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC).

Further information about the Seismic Mitigation Program and SPIRs are located on under Appendix A (PIR Guidelines/Seismic Mitigation) and Appendix G (Summary of SPIR Guidelines).

**(d) Student Transportation Services**

School buses are considered capital assets and any new or replacement buses are funded as part of a board of education's capital plan submission. Replacement of an existing school bus will be considered based on age, condition and mileage. New school buses will only be supported due to increased district enrolment, whereas buses required as a result of school consolidations are expected to be funded from operating cost savings.

## **PART II: DEVELOPING A CAPITAL PLAN**

### **1. Capital Plan Submission Forms**

The Ministry has a series of online forms and reports available on its web-based Remote Data Entry Capital Planning (RDECP) system to assist school districts with their capital plan development and submission. RDECP can be accessed by designated users at:

[http://rdecpl.educ.gov.bc.ca/pls/rdecpl/rde\\_html\\_main\\_pk.rdecpl](http://rdecpl.educ.gov.bc.ca/pls/rdecpl/rde_html_main_pk.rdecpl)

When projects are requested in a board of education's capital plan, a CP-1 Capital Project Request Form must be completed for each project. Supporting documentation for the project requests must also be provided as part of the capital plan submission.

Each project request will appear on the CP-2 Five-Year Capital Plan Summary, which should form the basis of the submission that is approved by a board of education.

For the purposes of mandatory school site acquisition charge legislation, requests for new school sites should be entered into the CP-1 Capital Project Request Form and appear in the CP-2 Five-Year Capital Plan Summary of proposed capital expenditures over the next ten years. School site acquisition charges are established by boards of education based on the value of Ministry-approved eligible school sites. For further information, please refer to the Implementation Guide: School Site Acquisition Charge on the Ministry's Capital Planning Resources webpage at:

<http://www.bced.gov.bc.ca/capitalplanning/ssac/ssacguide.pdf>

The Ministry prepares ten-year enrolment projections for the province and for each school district based on population trends identified by BC Stats. School inventories and school district projections are reported in the CP-3 School District Summary of Capacities and Projected Enrolment Form. School districts must use this form to enter their ten-year enrolment projections on an individual school basis for Kindergarten, elementary and secondary students.

A CP-4 School Capacity and Enrolment Worksheet should be completed for each requested school project. The form allows identification of all neighbouring schools potentially affected by a proposed project and calculates the space ranking for that project.

### **2. Project Budgets for Capital Planning Purposes**

#### **(a) Area Standards**

Published Ministry of Education Area Standards (05/2012) are incorporated into the CP-1 Project Request Forms. Two versions of the CP-1 Form (Elementary; Middle and Secondary) are linked to space standard tables according to the specified facility type. Space requests are entered in the design aid sheets, which are linked to the tables for elementary, middle or secondary schools.

<http://www.bced.gov.bc.ca/capitalplanning/resources/areastandards.pdf>

**(b) Allowances, Rates and Costing Factors**

All factors associated with the development of capital budgets as published in the 2013/14 Capital Plan Allowances, Rates and Costing Factors Supplement are incorporated into the CP-1 Project Request Form.

<http://www.bced.gov.bc.ca/capitalplanning/resources/2013-14/2013-14-cpi-supplement.pdf>

More detailed information on the Allowances, Rates and Costing Factors is available in the Capital Plan Appendices.

These values will be updated, where necessary, to calculate the total project budget prior to the signing of a Capital Project Funding Agreement.

**(c) School Buses**

All requests for school bus acquisitions included as part of a board of education's capital plan submission will be reviewed on an individual basis. Where approved by the Ministry, bus acquisition funding will be based on a capital allowance. School districts must procure their school buses using the annual Request for Standing Offer (RFSO) process managed by the Ministry and the Association of School Transportation Services of British Columbia (ASTSBC). Details of the RFSO can be found at <http://www.astsbcc.org/>

Replacement of an existing school bus will be considered for the following situations:

- Type A2 mini-buses (20-29 passengers), which are more than 10-years old or have more than 250,000 km;
- Type C conventional buses (34-76 passengers), which are more than 12-years old or have more than 325,000 km;
- Type D-RE & Type D-FE (80+ passengers), which are more than 15-years old or have more than 400,000 km; or,
- None of the above applies, but the need for replacement can be substantiated.

**Note:** Seating capacity is based on manufacturers' specifications of three per seat, although different configurations are possible.

Funding requests for school buses will be considered for inclusion in a Ministry's capital plan only where school districts have submitted the following supporting documentation:

- For additional buses for new routes or trips, rationale for the request and copies of route sheets and route maps;
- For replacement of existing buses:
  - the latest Ministry of Transportation inspection report verifying the bus unit number, age, condition and number of kilometres;
  - If bus replacement is earlier than provided in Ministry guidelines, the reasons for early replacement and recent maintenance costs records are required;
  - Where the capacity of a replacement bus is to be increased, the rationale for the request must be provided.

**Note:** A bus that has been replaced may not be used for any permanent routes, and once a bus has been claimed for replacement under no circumstances may it be claimed again.

## **PART III: 2013/14 CAPITAL PLAN**

### **1. 2013/14 Capital Plan Submission**

For the 2013/14 Capital Plan, eligible project categories are listed below:

- Capacity (new and additions including sites);
- Replacement (including sites);
- Renovations
- Seismic Mitigation;
- Mechanical Upgrades
- Building Envelope Remediation
- Buses (new and replacement)

#### **Major Capital Projects**

School districts will need to confirm the priority and scope of any previously unsupported seismic, capacity, replacement and renovation projects, requested in their 2012/13 Capital Plan submissions and also include any new projects in these categories for the 2013/14 Capital Plan.

Previously submitted Project Identification Reports will need to be revised, particularly to address changes in construction costs estimates and to update enrolment/ capacity utilization. Note: Only projects with current PIRs (or other required reports) will be ranked by the Ministry.

#### **Mechanical Upgrade Program (MECHUP)**

All school districts may submit requests for mechanical system upgrades.

Supporting documentation for projects will include an engineer's feasibility study report that identifies the project scope and schedule; validates the funding amount being requested; and provides estimates of emission reductions and operating cost savings.

#### **Building Envelope Program (BEP)**

School districts have been provided with a list of their currently identified and prioritized BEP projects. These projects should be reviewed within the context of the school district facilities plan. School districts will work with their Planning Officer to confirm or amend the priority order, based on the planned utilization of the individual school facilities and other rejuvenation work that may be completed in conjunction with the BEP remediation work. Individual BEP projects may then be submitted as part of the 2013/14 capital plan submission.



## 2. 2013/14 Capital Plan Timelines

<b>2013/14 Capital Plan Timelines</b>	
<b>April 2013</b>	<ul style="list-style-type: none"><li>• 2013/14 Capital Plan Instructions available on the Ministry's Capital Planning Resources webpage</li></ul>
<b>May – October 2013</b>	<ul style="list-style-type: none"><li>• School districts to work with Planning Officers in updating capital projects, preparing new PIRs and revising existing PIRs for the 2013/14 Capital Plan submission</li><li>• School districts to work with Planning Officers updating seismic upgrade projects and revising PIRs for the 2013/14 Capital Plan submission</li></ul>
<b>October 1, 2013</b>	<ul style="list-style-type: none"><li>• Due date for boards of education to submit 2013/14 Capital Plan to Ministry, to include:<ul style="list-style-type: none"><li>- Updated electronic capital planning forms for capital projects</li><li>- New or Updated PIRs for highest priority capital projects</li><li>- Board of Education resolution adopting the 2013/14 capital plan submission</li></ul></li></ul>
<b>October – December 2013</b>	<ul style="list-style-type: none"><li>• Ministry reviews all submissions and applies provincial ranking criteria to requested capital projects</li><li>• Ministry sends echo reports to school districts with assigned provincial project rankings including site acquisition projects for the purposes of establishing school site acquisition charges</li></ul>



**2013/14  
Capital Plan**

**Appendices**

Resource Management Division

April 2013

## **APPENDIX A: PROJECT IDENTIFICATION REPORT (PIR) GUIDELINES**

### **Purpose**

School districts must prepare a Project Identification Report (PIR) for the highest need projects being requested as part of their capital plan submission. The PIR should consider various options to provide the required educational programs, estimate the scope, budget, schedule and risks of the project as accurately as possible, and provide sufficient information to enable the Ministry to decide whether to include the project as part of its consolidated capital plan. A hard copy and an electronic copy of the completed PIR must be forwarded to the Ministry for Planning Officer review.

The primary consultant and participants involved in the PIR preparation should be identified. Also, each PIR should be dated and include a project number if available.

### **Options Analysis and Scale**

The background to the proposed project will be established in the School District Facilities Plan (SDFP). A summary of the SDFP and any updates must be included as part of the PIR, which:

- Updates enrolment forecasts and context as outlined in SDFP with the objective of confirming or modifying capacity.
- Explores and evaluates how demands may be met at existing sites or facilities, including potential reconfiguration of district programs to optimize capacity utilization.
- Provides a brief description of the rationale for the project (e.g., need for new space, renovation or replacement of a facility, or other reason).
- Confirms validity of the long-term role for the facility, including reference to the SDFP on how the facility fits within the plans for all schools and other capital needs in the school district.
- Confirms site area requirements based on capacity and potential future expansion.
- Estimates the required area of the facility using design aid calculations augmented with additional analysis, where necessary.

### **Review of Development Options**

In many instances, the focus of the PIR will be on assessing the relative costs and merits of relevant physical development options, such as:

- Redevelopment of the existing facility, which may include several alternative architectural schemes.
- Additions to neighbouring schools.
- Replacement on the existing site, which may involve several approaches to site development.
- Replacement on a new site, which may involve comparing the fit, cost and location merits of several alternative sites, including general types of sites as well as specific sites.
- Construction of a new facility if current area schools do not provide sufficient capacity.

The financial analysis of the options should include all associated costs, including preliminary estimates of:

- Temporary accommodation costs
- Site development and other local development charges
- Risk reserve allowances (i.e., hazardous material removal, soils issues)
- Operating and maintenance costs over the life of the facilities.

Cost estimates must be as inclusive and accurate as possible, since the project cost will be a key factor provided in the business case to select a preferred option.

Where new sites are needed, sufficient site search analysis must be conducted to determine that suitable properties are available and to provide a realistic estimate for the cost to acquire a candidate property.

### **Seismic Mitigation Program**

Since 2005, a technical team led by the Association of Professional Engineers and Geoscientists of BC (APEGBC), working with its partners at UBC, have continued to refine the risk assessment and mitigation strategies for seismic retrofits through experience in actual seismic upgrade projects, extensive laboratory testing at UBC's world-class Earthquake Engineering Research Facility, and peer review by leading international structural experts. This work was the basis of a new assessment methodology that led to a reassessment of the remaining high-risk schools. The new assessment categories (High 1, High 2, High 3, Medium and Low), as well as the new assessment results for the remaining schools to be addressed from the 2004 assessments were communicated to schools districts in May 2012. The assessment data provided identifies the risk of buildings on a block-by-block basis. If an individual school's highest risk block is a High 2 block, the school is categorized as a High 2 school.

Government's current focus is on those schools classified with a High 1 or High 2 risk as they represent the greatest risk to life-safety.

High 3 sites will be addressed in future years after the High 1 and 2 sites have been completed. Within this framework, school districts are responsible for developing priorities for their projects, completing SPIRs to define the scope of work required to address the seismic structural deficiencies, and preparing PIR's in support of capital plan submissions.

Seismic retrofit projects are to address all high-risk seismic deficiencies for each school within one project (once a school has been upgraded, there should not be a reason to go back for additional/future seismic upgrades). This means that a project to retrofit a High 1 school will also correct any High 3 blocks at the same time, as well as any non-structural issues. Non-structural requirements for each school have been captured and are available in the Capital Asset Management System (CAMS).

The completion of a SPIR is a process recently developed with the help of APEGBC. The purpose of the SPIR is to engage structural engineers to develop solutions for structural upgrades, along with improved cost estimates for completing the work. The process provides for ongoing interaction between the structural engineer of record and a Technical Review Board comprised of APEGBC members. A template document has been developed for the SPIRs, along with a predetermined fee structure. For new seismic projects, school districts should complete the SPIR prior to undertaking the PIR as the results will impact the options contemplated in the PIR.

APEGBC has provided a guideline document (Appendix G) that also includes fee structures for structural engineers engaged to complete SPIRs.

### **Financial Plan**

Provide information relating to the proposed project that includes:

- A budget that is sufficiently detailed and comprehensive to accurately compare options (including potential risk reserves), as well as provide the Ministry with a realistic capital cost estimate for budget development.
- An analysis that demonstrates that the proposed development is within the Ministry's defined construction cost unit rates and supported supplementary costs.
- The identification of the scope of renovations and upgrades should be sufficiently investigated to generate a realistic cost estimate.
- Sufficient site analysis to allow the identification of site development and other costs associated with site variables.
- The identification of all other funds that will be contributed to the project; these may include Local Capital, Land Capital, Restricted Capital and outside sources.
- The identification of all associated capital costs that will be avoided as a result of the project.
- An estimate of the long-term operational cost impacts of the project, including an analysis of the facility life cycle costs, where applicable.

### **Risk Management**

Identify all significant issues that may affect the project's scope, cost or schedule, and outline ways to transfer, reduce or mitigate those risks. Cost estimates for applicable contingencies must be identified and included in the budgets for the various options being considered.

## **SCHEDULE A – Project Budget Estimate**

A detailed project budget estimate must be submitted as part of the PIR. The project budget must be summarized on the Financial Summary form, as shown on page A-7.

### **Ministry Area Standards**

Ministry area standards are published in the Ministry of Education - Area Standards (05/2012), available on the Ministry's Capital Planning Resources webpage at:

<http://www.bced.gov.bc.ca/capitalplanning/resources/areastandards.pdf>

Space allowances apply to all capital plan projects regardless of the procurement process.

### **Allowances, Rates and Costing Factors**

Allowance, rate and costing factors associated with the development of capital budgets are published in the 2013/14 Capital Plan Allowances, Rates and Costing Factors Supplement. These will apply to all capital plan projects regardless of the procurement process.

<http://www.bced.gov.bc.ca/capitalplanning/resources/2013-14/2013-14-cpi-supplement.pdf>

These values will be adjusted, where necessary, to calculate the total project budget prior to the signing of a Capital Project Funding Agreement.

More detailed information on the Allowances, Rates and Costing Factors categories are listed below.

### **Ministry Base Budget Rates**

An estimated capital budget will be calculated for each school space project (i.e., new schools, additions, replacements) using Ministry Base Budget Rates regardless of the procurement process. Set unit rates do not apply to renovation projects or seismic mitigation projects; these must be considered for budgeting on an individual project basis.

### **Location Factors**

Costing factors for location have been developed for all school districts, with some allowances for variations within specific school districts. The Location Factor is based on a combination of two variables; geographic factor (location based) and economic factor (market based).

### **Development Cost Charges and Off-Site Service Charges**

School districts must comply with Government guidelines related to funding support for local government Development Cost Charges, off-site service charges, and bylaw requirements. For further details, please refer to the Capital Project Budget Guidelines for Local Government Service Charges and Bylaw Requirements (issued March 25, 2009) on the Ministry's Capital Planning Resources webpage at:

<http://www.bced.gov.bc.ca/capitalplanning/resources/budget-guidelines.pdf>

### **Site Development**

A Site Development Allowance has been developed for differently sized new buildings and additions. This allowance is intended to provide for the completion of items associated with the scale of development, with the exception of any additional costs associated with any abnormal site conditions.

### **Supplementary Building and Site Allowances**

School districts are required to determine the ground conditions of a site prior to its acquisition, as outlined in the Ministry's School Site Selection Guide, which can be found on the Ministry's Capital Planning Resources webpage at:

<http://www.bced.gov.bc.ca/capitalplanning/projectmanagement/documents/siteselectionguide.pdf>

Where an unusual ground condition exists, a preliminary analysis of the site condition and its associated costs will be required prior to acquisition of the site.

**Note:** The Base Budget Rate is used to provide a budget estimate of construction costs for a capital project assumes a level site with normal load bearing capacity; otherwise, an appropriate ground factor should be selected to reflect the abnormal site conditions within the building footprint.

Supplementary site and building costs are defined as those costs that are unavoidable, extraordinary, significant, site-specific costs, not accounted for and not affordable within the construction budget. The Supplementary Building and Site Allowances must be calculated separately to include items not covered under the Base Budget Rate Building budget and Site Development Allowance.

The construction budget is established using the Ministry Base Budget Rates, cost allowances and factors. Supplementary costs therefore cover only premium costs for extraordinary work that do not form part of the normal costs of building and are not covered under the Ministry's Base Budget Rates or allowances for site development (e.g., demolition, asbestos removal, site contamination, retention ponds required during construction, temporary accommodation).

One area of concern for "Supplementary Costs" is where costly design or servicing stipulations are being placed by third party entities, (e.g., local government, Work Safe BC). In such situations, it is important that the design team identify clearly the source of the expense, its value and the impact on the budget.

It is important that supplementary funding be considered a funding of "last resort", and not inappropriately used to increase a project's total budget. Where high cost supplementary issues are identified, different options should be reviewed by the design team.

### **Planning and Design Fees**

For the purposes of capital planning, planning and design fees for school projects will be calculated as a percentage of the estimated construction and site development costs. Basic fee

rates of 10 percent for new construction and 16 percent for renovations (including seismic mitigation) have been established. Planning and design fees for new construction are further subject to adjustment, based on a sliding scale related to project size.

### **Contingency Planning and Allowances**

The use of contingency planning and allowances affords the design team a measure of flexibility within their budget and schedule to effectively manage project costs.

For other items, where the cost of a specific item of work cannot be determined within a reasonable level of confidence, an appropriate contingency may be assigned:

- a. For items of work covered by a fixed Ministry allowance, such as the approved Base Budget Rates or site development allowance, the estimated cost of the work plus the design contingency and any associated economic adjustment must remain within the Ministry allowance.
- b. For an item of work that meets the definition of a supplementary cost, a design contingency, up to a maximum of 10 percent of the estimated cost, may be included in the project budget.
- c. The Ministry contingency allowance of 3 percent for new space and 5 percent for renovations should be considered as construction contingencies and not used during design.

### **Equipment and Freight Rate Allowances**

Equipment allowances for elementary, middle, and secondary schools are calculated as a percentage of the base budget rate for new construction. For replacement or rejuvenation projects, the equipment allowance is 25 percent of the equivalent new allowance. A Freight Rate Allowance is included to reflect the variations across the province in shipping costs associated with the acquisition of equipment.

### **Other**

All costs of the project not specifically provided for elsewhere in the Financial Summary Form are to be included in this section. In addition to the items listed and any other items particular to the project, an estimate of the costs expected for the completion of the PIR Project Development Report (PDR) should be included.

### **Identified Risks**

Provide cost estimates for all significant issues identified as risks potentially affecting project scope, cost or schedule.



## SCHEDULE A – Project Budget Estimate

School Name:  
 Project No:  
 Project Description:

Nominal Capacity	Kindergarten	Grade 1 - 7	Grade 8 - 12	Grade Configuration
Existing				
Approved				
Additional				

Allowable Site Area (ha)

**Allowable Building Area (sqm)**

Total Allowable Area	<input type="text"/>
Less: Previously Existing Space	<input type="text"/>
Add: Area to be Demolished	<input type="text"/>
Area of New Space	<input type="text"/>
Allowable Area of Renovations	<input type="text"/>

**Unit Rate for Construction (\$/sqm)**

New	<input type="text"/>
Renovations	<input type="text"/>

**Maximum Allowable Budget**

Site Acquisition	<input type="text"/>
Development Cost Charges	<input type="text"/>
Offsite Costs	<input type="text"/>
Site Development	<input type="text"/>
Supplementary Site Construction:	
New	<input type="text"/>
Renovation	<input type="text"/>
Supplementary Building Fees	<input type="text"/>
Contingency:	
Design	<input type="text"/>
Construction	<input type="text"/>
Equipment	<input type="text"/>
Other:	
Project Insurance	<input type="text"/>
LEED Gold Measures & Certification	<input type="text"/>
Hazardous Material Removal	<input type="text"/>
Environmental & Site Remediation Costs	<input type="text"/>
Temporary Facilities	<input type="text"/>
Project Management	<input type="text"/>
Demolition	<input type="text"/>

Escalation: To Capital Project Agreement

Total Funding

**Identified Risks "Not to Exceed" Contingencies**

Environmental Site Risks	<input type="text"/>
LEED Gold Measures & Certification	<input type="text"/>
Asbestos Remediation	<input type="text"/>
Mould Remediation	<input type="text"/>
Hazardous Material Removal During Construction	<input type="text"/>
Unexpected Soil Conditions	<input type="text"/>
Third Party Partnership Agreements	<input type="text"/>
Land Value Adjustments	<input type="text"/>

**Total Identified Risks**

Escalation From CPA to Effective Start of Construction

**Funding Source**

Capital Plan	<input type="text"/>
Capital Reserve	<input type="text"/>
Land Capital Reserve	<input type="text"/>
Local Capital Reserve	<input type="text"/>
Annual Capital Grant	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

## SCHEDULE B – Design Aid Sheet

For space projects a design aid sheet for the project must be provided as part of the PIR.

### DESIGN AID SHEET FOR ELEMENTARY SCHOOLS

Grades: K to 7

School Name: ABC ELEMENTARY

Facility Code: \_\_\_\_\_

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

District: XX (XXXXXXXXXX)

School Capacity: • Nominal: Kindergarten - 20 Elementary - 250  
 • Operating: Kindergarten - 19 Elementary - 233

Agreed Nominal / Operating Capacity:

\_\_\_\_\_  
 Ministry of Education

\_\_\_\_\_  
 Date

This sheet is for use with the procedures in the Ministry of Education - Area Standards

PART 1 - BASIC AREAS				
Space Function	A - Existing	B - Allowable	C - Deficit	D - New
Administration / Health				80
Gen. Instruction				800
Gen. Storage				40
Gym Activity				380
Gym Ancillary				65
Media / Tech. Centre				160
Multi-Purpose				100
Spec. Education				120
Mechanical				65
Kindergarten				90
Design Space				430
* Other				
Sub-Total	Ai	Bi		Di 2,330.0
• Surplus classroom area included in DESIGN space = <input type="text"/>				
PART 2 - TOTAL AREAS				
	E - Existing		F - New	
Total Basic Areas	Ai		Di	2,330.0
			Ji	
<b>Total Gross Allowable Area</b>				<b>2,330.0</b>

#### Comments:

#### \* Other:

### **SCHEDULE C – Facility Condition Assessment**

The results of a facility condition assessment, completed by VFA Canada under the Ministry's Capital Asset Management Services, must be included as part of the PIR for a renovation, replacement or seismic mitigation project. The summary sheets from this report are sufficient.

### **SCHEDULE D – Life Cycle Cost Analysis**

The results of a life cycle cost analysis generally should be provided as part of the PIR for a renovation or replacement project, including a seismic mitigation project where building operating costs may be materially affected.

The life cycle study period will be 40 years.

The following are the minimum criteria to be considered in the life cycle analysis:

- Capital investment
- Unplanned maintenance
- Planned annual maintenance, including interior retrofit
- Operating costs (including energy)
- Utility costs
- Cyclical renewals (including roofing)
- Planned expenditures to bring the facility into compliance with the building code (e.g., accessibility, fire suppression, electrical, exits)
- Residual value of existing building
- Residual value of replacement building
- Status of non-structural seismic

The life cycle cost analysis is expected to determine the most cost-effective option, based on capital and life-cycle cost assessments, functional and educational program requirements, energy and operating efficiency, and life expectancy targets for major components.

## **APPENDIX B: CP-1 CAPITAL PROJECT REQUEST FORM**

As part of the web-based capital planning system, school districts must complete a CP-1 Form for each project provided in Year One to Year Five of their capital plan submission. All information related to those projects not supported for funding in a previous year can be brought forward and updated. Only new requests require completion of a new CP-1 Form.

Please note the following aspects of the CP-1 Capital Project Request Form:

1. Project codes are used by the Ministry to sort project requests into various categories for evaluation and prioritization. A list of the project codes is provided on page A-11.

The project codes are assembled into two distinguishing categories, capacity or non-capacity, which are ranked based on different sets of criteria. Capacity projects include those projects that result in an increase in student capacity, a change in grade structure (e.g., from elementary school to middle school) through the construction of new space, or the reconfiguration of internal spaces with changes in use. These projects are ranked based on capacity utilization for the area where the project is being requested. Projects that do not result in an increase in the capacity or change in grade configuration of a facility are considered non-capacity projects, even though they may result in increased area. These projects are ranked based on facility condition (i.e., facility condition assessment or seismic risk ranking), but will only be considered if supported by capacity/utilization data.

Addition projects that include significant renovations or replacement projects that include an increase in capacity may be supported by the Ministry. However, for the purposes of capital planning, a separate CP-1 Form must be completed for each of these two construction activities, as different evaluative criteria are applied to each of these project types. A determination may also be made as to the feasibility and benefits of combining an upgrade with an increase in capacity.

2. Unlike the prescribed project codes, there is an expanded field where project descriptions must be entered by school districts. The description should identify project specifics, such as the change in capacity; type of additional spaces; and location (where this may be ambiguous). Sample phrases are provided on page A-12. Descriptions are not limited to these phrases but should be used, where possible.
3. School board project ranking categories (i.e., High, Medium or Low) are provided on the CP-1 Form. Planning Officers will work with school districts to ensure that project evaluation criteria and methodologies are consistent with those of the Ministry, in order to produce a closely correlated rank order. The Ministry will then apply standard technical criteria to evaluate and rank all requests from across the province. The Ministry will 'echo' its ranking back to each school district. For Capital projects, only those projects that have a PIR (or other required reports) submitted will be ranked by the Ministry.
4. For the existing capacity of a school, the capacity will appear as recorded on the CP-3 School District Summary of Capacity and Projected Enrolments Form.
5. Financial estimates must be provided in current dollars and not inflated for future years.
6. The source of funding included for site acquisition projects may include land capital funds, which are generated through the collection of School Site Acquisition Charges.
7. The proposed sources of funding for other capital projects may include Ministry of Education Restricted Capital, Local Capital, or other (e.g., community funds).

## **CAPITAL PROJECT CODES**

### **Capacity Related School Projects**

- ADD Addition [increases the area of an existing school with a resulting increase in capacity; includes planning and completion phases]
- NEW New School [new facility; includes site acquisition, planning and completion phases]
- SITEEXP Site Expansion [increases site size of an existing school]

### **Non-Capacity Related School Projects**

- REPLACE Replacement School [completely replaces an existing school with a new facility or partially replaces a portion of an existing school; may include site acquisition phase; includes planning and completion phases.]
- RENO Renovation [upgrades an existing facility with no change in capacity; includes planning and completion phases]
- SPS Seismic Project Structural [structural seismic mitigation, includes planning and completion phases]
- MECHUP Upgrades to mechanical systems of an existing facility
- BEP Building Envelope Program [remediates premature building envelope failure]

### **Other Projects**

- BUSNEW New School Bus
- BUSREP Replacement School Bus

## **PROJECT DESCRIPTIONS**

<b><u>Project Code</u></b>	<b><u>Project Title</u></b>	<b><u>Project Description</u></b>
NEW	Name of School	New 40K/300 capacity elementary
ADD	Name of School	Increase capacity from 40K/200 to 40K/300
REPLACE	Name of School	Replace existing 40K/350 capacity elementary with new 40K/300 capacity elementary
	Name of School	Replace 1953 classroom block
RENO	Name of School	Renovations required to upgrade facility
SITEEXP	Name of School	Expand site to accommodate school addition
SPS	Name of School	Upgrade resistance to seismic loading
MECHUP	Name of School	Upgrade mechanical system
BEP	Name of School	Remediate building envelope
BUSNEW		One new 72 passenger bus
BUSREP		Replace 1232, 1234 & 0231 (1 – 84, 2 - 72 PASS)

## **APPENDIX C: CP-2 FIVE-YEAR CAPITAL PLAN SUMMARY**

The intent of the CP-2 Five-Year Capital Plan Summary is to communicate to the Ministry how a school board wishes to schedule proposed capital projects for a five-year planning timeframe. Site acquisition requests may be included for a ten year timeframe (although budgets for sites in years six to ten will not be shown on the CP-2).

The CP-2 Summary allows projects to be organized, as follows:

### **1. Projects by Year**

The Five-Year Capital Plan reflects an orderly sequence of capital works, and is an indication of funding requests by year. The funding amount indicated for each project is only an estimate for capital planning purposes.

Under the capital project approval process, a project requiring purchase of a site must be entered as two separate project phases normally requiring financial information in two different capital years. The two phases are:

- site acquisition; and
- planning/completion.

### **2. Project Priority**

Each capital project must be assigned a numerical School District priority ranking, ordered from highest to lowest. Indicate the priority from “1 to n” sequentially, starting with “1” as the school board’s highest priority. The same priority number may not be assigned to more than one project.

Within project categories the highest ranked project will be considered the first or highest priority within that project type.

## **APPENDIX D: CP-3 SCHOOL DISTRICT SUMMARY OF CAPACITY AND PROJECTED ENROLMENT FORM**

Each school district should review the enrolment data provided in the CP-3 School District Summary of Capacity and Projected Enrolment Form. The facility statistics, such as nominal capacity, reflects data from the Ministry's facility inventory. The Actual Enrolment reflects the approved student headcount enrolment with the following exclusions:

- Continuing Education
- Correspondence
- Home School Registrations
- Students Younger than School Age
- Students Older than School Age
- International Students

The Ministry projection of school district enrolment is shown as district totals for Kindergarten, elementary (grades 1 – 7) and secondary (grades 8 – 12). Using the Ministry enrolment projections as a base, enrolment breakdowns by grade-type and school must be provided on the CP-3 School District Summary of Capacities and Projected Enrolment Form. School Districts must ensure that the sum of the individual schools agrees with the Ministry projections.

If a school district chooses to develop its own ten-year projections based on local knowledge of future development and enrolment trends, these projections may only be entered into its CP3 Form following discussion with the Ministry.



## **APPENDIX E: CP-4 SCHOOL CAPACITY AND ENROLMENT WORKSHEET**

The CP-4 School Capacity and Enrolment Worksheet calculates the level of need, based on the operating capacities, current enrolments and projected enrolments of all schools in a particular geographic area of a school district.

Completion of the CP-4 Worksheet consists of identifying all neighbouring schools that may be affected by a project. Neighbouring schools include all schools in the area that may be considered part of a single large catchment area and whose enrolments are likely to be affected by the requested project. In urban areas, this catchment area is usually a three-kilometre radius for elementary schools and a five-kilometre radius for secondary schools. In rural areas, where busing is common, this radial distance should be increased.

Geographic features, such as rivers, ravines, or major arterial roads, may reduce the catchment area in some instances.

## APPENDIX F: BOARD OF EDUCATION CAPITAL PLAN RESOLUTION SAMPLE

For the Ministry to process a capital plan submission, a copy of the board of education's resolution that adopts the capital plan must be included as part of the hard copy supporting documentation submitted to the Ministry. A sample resolution is provided below.

*(District Letterhead)*

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*(Date)*

That the Board of Education of School District No. \_\_ *(school district name)* approve the Capital Plan as outlined on the attached summary.

I hereby certify this to be a true copy of the resolution for approval of the Capital Plan adopted by the Board of Education, the \_\_\_\_\_ day of \_\_\_\_\_, 201x

*(Signature)*

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

## APPENDIX G: SUMMARY OF SPIR GUIDELINES

The Seismic Project Identification Report (SPIR) is a specifically formatted report that documents the seismic retrofit concepts proposed for a seismically deficient school block.

The Ministry requires that a School District submit a SPIR for any eligible block within a school as the first step in the District's request for seismic retrofit funding. APEGBC, as the Ministry's technical advisor for the Seismic Mitigation Program, was requested by the Ministry to develop the format and technical requirements for the SPIR.

SPIRs are due diligence documents designed to present seismic upgrading options to assist seismic safety planning by both the School District and the Ministry. The expectation is that SPIR information will guide the seismic upgrading of school blocks in a safe and cost-effective manner.

Selected general requirements for the preparation of an SPIR include the following:

- (a) **SPIR Funding:** A School District is required to initially fund the preparation of the SPIR. The Ministry will reimburse the School District through the Certificate of Approval mechanism after the project funding has been approved.
- (b) **Renewal:** The scope of the SPIR is to include only that work (structural, architectural, mechanical and electrical) to implement the seismic upgrade. Renovation or renewal work is excluded if such work is not an essential part of the seismic upgrade.
- (c) **Prime Consultant:** The prime consultant for the preparation of the SPIR must be a structural engineer who has attended both the SPIR Guidelines workshop on April 20, 2012 and the Seismic Retrofit Guidelines 1st edition (SRG1) workshop on September 30, 2011.
- (d) **Construction Cost Estimate:** A qualified cost consultant must prepare a Class C construction cost estimate for the seismic upgrade (cost consultant report an appendix in SPIR).
- (e) **Multi-disciplinary SPIR Consulting Team:** The majority of SPIRs are anticipated to require nominal architectural, mechanical, electrical and geotechnical engineering services. The prime consultant must make a request to the Technical Review Board (TRB) for approval of additional funding for such services at the onset of the SPIR. The TRB will then recommend additional funding to the Ministry, as required.

The consulting fee schedule for the preparation of an SPIR for one block is given in Table 1. These fees are the total fees of the multi-disciplinary team. The fees for the cost consultant are expected to be in the 15% – 20% range of the total fees.

If a consultant is retained to prepare SPIRs for several high risk blocks at a given school (one SPIR for each of several blocks), the consultant fees are calculated on a block-by-block basis, not on the basis of the aggregate floor area for the given blocks. The one qualification is for multiple similar blocks; fees for similar blocks are 80% of the fees given in Table 1.

Refer to the SPIR Guidelines 1st edition manual for further details on the preparation of an SPIR and on SPIR consulting fees.

**Table 1: Consulting Fees for a SPIR for One Block**

<b>Floor Area</b>	<b>Consulting Fees</b>
$\leq 1000 \text{ m}^2$	\$10,000
$5000 \text{ m}^2$	\$25,000
$> 5000 \text{ m}^2$	\$5 / $\text{m}^2$

**Notes:**  
(1) Fees based on floor areas documented by District.  
(2) Above fees exclude HST.  
(3) Fees for building in the (1,000 m<sup>2</sup> – 5,000 m<sup>2</sup>) range calculated by interpolation.

**Note:** At the time of releasing the Capital Plan Instructions for 2013/14, revisions to update the SPIR document and processes is under development. Changes are expected to enhance the process, and not be extensive.

The Ministry and APEGBC will communicate the changes when available.