# TEMPLATE

**For Preparing the PREDESIGN DOCUMENT**

TITLE & GRAPHIC PAGE

## Enter the title of the project and a graphic (sketch, logo, photo)

Submit the predesign document under a signed cover letter from the organization receiving the project or the local government entity that receives the appropriation. See the last page of this template for a sample letter.

[enter current date of completion of document]

### CERTIFICATION SIGNATURES

When the final predesign document is submitted to the Commissioner of Administration, the signature of the licensed architect / engineer should accompany the document.

|  |  |
| --- | --- |
| I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly registered ARCHITECT or ENGINEER (select one) under the laws of the state of Minnesota | |
| Date: | Registration Number |

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### INTRODUCTION

This template is an outline for the project proposer to use in preparing the final predesign document and it follows the format of the *“Predesign Manual 8th edition”* The project preparer should consult with the Manual for more specific information on the requirements.

The final predesign document will be the document used to convey instructions to the future design team. State Agencies, local units of government and non-profit organizations will use the predesign document costs to seek legislative funding, advertising for design services, negotiating a design contract, and it will serve as the instructions to a future architect and engineer(s) to design and prepare construction documents.

Questions regarding this document may be directed to Mr. Eric Radel at the Department of Administration at 651-201-2380; email: [eric.radel@state.mn.us](mailto:eric.radel@state.mn.us)

**[ Delete The above from your final submittal document- it is for informational purposes only ]**

**This predesign document has been prepared for the following purposes :**

* Identifying all project needs and costs to serve as the basis for funding requests.
* To be the source for future decision making during the development of the project by serving as the road map for future development.
* Provide organization management with the information they need so as to effectively communicate project details to legislators and stakeholders.
* Communicate essential project objectives with factual data before the actual design process commences or other decisions are made.
* Explore alternatives that had not been previously considered.
* Identify potential cost savings.
* Identify and minimize of risks associated with the project.
* Analysis of the best construction delivery method.
* Analysis of funding alternatives best suited for the project.
* Provide a basis for a Request For Proposal (RFP) for design services and in negotiating the future design contract.
* Provides instructions to the future architectural and engineering design firms and provide them the foundation on which to base their design.
* Predesigns will be required per MN Statute 16B.335 and if the appropriation calls for predesign.

## SECTION 1 Predesign Summary

Enter specific information on the project that is to be built; if there are multiple phases repeat information and the costs for each phase. Below is an example of required information. [delete these sentences in your final document]

# SECTION 1.A Project Summary Statement

###### PROJECT TITLE:

**SCOPE:** [Enter a narrative of the scope of the work- do not include non-essential information that does not describe what the scope consists of [delete this sentence in your final document]

**COSTS:** [Enter the costs [delete this sentence in your final document] New space (new construction):

Estimated construction Cost:

Remodeled space:

Estimated construction cost:

Total Estimated construction cost:

Estimated Total Project Cost: (all costs associated with the project)

**FUNDING SOURCE(S):** [Enter the funding sources ] [delete this sentence in your final document] State Funding Request:

Other funding sources: [List all sources]

**OPERATING COSTS:** [Enter operating costs] [delete this sentence in your final document]

**SCHEDULE:** [Enter milestone schedule dates ] [delete this sentence in your final document] Funding:

Site Acquisition:

Design:

Bidding & Award:

Construction:

Occupancy:

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# SECTION 1.B

**PROJECT DATA SHEET - New Construction**

Name of Project:

State Agency, Local Unit of Government or Non-Profit Organization:

Project/Building Location:

Building Occupancy Type: Primary Space Types:

Type of Construction:

Building Size

* Number of Stories:
* Square Feet per Floor:
* Total Square Feet:
* Space Efficiency:
  + Usable v. Circulation/Mechanical etc.
* Office Space:
* Gross Sq. Ft. per person:
* Typical Work Station Size: Site Size:
* Number of Acres:

Parking: (Enter information on new parking or replacement of existing, if not included indicate N/A)

* Type (surface or structured):
* Number of Stalls:
* Area of Parking:
* Total Cost of Structure:
* Cost per stall:
* Parking Structure SF:
* Roofing Type:
* Exterior Wall Type:
* Interior Wall Type:
* Structural System Type:
* Mechanical System Type:
* Fire Protection Description:
* Electrical System Type:
* Technology Systems:
* Life Expectancy of New Work:

Costs: (Enter costs that are included in the project, if not included indicate N/A)

* Total Project Cost:
* Furniture, Fixtures, Equipment, Signage:
* Predesign Cost:
* Relocation Cost: (not bondable)
* Design Cost (including B3 sustainability):
* Phasing Cost:
* Site Acquisition Cost:
* Technology Cost:
* Site Improvements Cost:
* Commissioning (req’d for B3):
* Parking Structure Cost:
* Building Cost:
* Hazardous Materials Abatement Cost:
* Surface Parking Cost:
* State Funding amount:
* Other Funding Source(s) Amount(s):
  + NOTE: Cost Estimates are based upon the information above

# SECTION 1.C

**PROJECT DATA SHEET –Existing building renovations**

Name of Project:

State Agency, Local Unit of Government or Non-Profit Organization:

Building Location:

Building Occupancy Type Existing Remodeled

* Primary Space Types:
* Type of Construction:
* Building Size:
* Number of Stories:
* Number of Stories to be remodeled:
* Square Feet per Floor:
* Square Foot of Remodeling:
* Total Square Feet:
* Total Square Feet of Remodeling:
* Space Efficiency:
  + Usable v. Circulation/Mechanical etc.
* Office Space:
* Gross Sq. Ft. per person:
* Typical Work Station Size:
* Site Size:
* Number of Acres/ square feet:

Parking: (Enter both existing and new work)

* Type (surface or structured):
* Number of Stalls:
* Area of Parking:
* Total Cost of Structure:
* Cost per stall: Parking Structure SF:
* Roofing Type: (Enter both existing and new work) Exterior Wall Type (s):
* Interior Wall Type(s):
* Structural System Type:
* Hazardous Material Removal:
* Mechanical System Type:
* Fire Protection Type:
* Electrical System Type:
* Technology Systems:

Costs: (Enter costs that are included in the remodeling, if not included indicate N/A)

* Total Project Cost:
* Furniture, Fixtures, Equipment, Signage:
* Predesign Cost:
* Relocation Cost: (not bondable)
* Design Cost (including B3 sustainability):
* Phasing Cost:
* Site Acquisition Cost:
* Technology Cost:
* Site Improvements Cost:
* Commissioning (req’d for B3): Parking Structure Cost:
* Building Cost:
* Hazardous Materials Abatement Cost:
* Surface Parking Cost:
* State Funding amount:
* Other Funding Source(s) Amount(s):
  + NOTE: Cost Estimates are based upon the information above

# SECTION 2

**BASIS FOR NEED – PROJECT BACKGROUND NARRATIVE**

MISSION

Project Owner’s Mission Statement:

The mission is often grounded in the legislative authority in statute(s). This section should summarize the statute authority or rule and reference the “long version” of the statute in an appendix to this document. Focus on the legislative/mandated authority in statute or ordinance that supports or demands the development of the project either directly or in the form of the creation of programs requiring physical accommodations.

For Local Units of Government and Non-Profit Organizations this would be your specific mission statement communicated through the appropriation request process.

STRATEGIC PLAN

Summary of how the requesting organization’s strategic plan serves its mission. (What is the strategic plan for efficiently providing the service or meeting the need of the organization).

OPERATIONAL PLAN

Summarize the project owner’s operational program to be supported by the project. This is an opportunity to indicate the effect of expanding programs, sentencing guidelines, or other directives creating the need to provide appropriate facilities. The program should clearly identify the basic elements of what is, what will be done, how, to whom, by whom, with what in terms of resources, and the results anticipated. This summary should not record physical facility requirements.

ALTERNATIVE ANALYSIS

Before building new space or major renovation, the requesting Organization provides an analysis that results in identifying the physical needs for the project.

The analysis and planning process should list alternates that were considered to meet the project's program requirements. Alternatives may include using existing space, new construction, or leasing space. Collocation with other agencies for projects outside of the metropolitan area must also be considered for State Agencies. When alternatives have been defined, conduct an analysis and summarize the project’s operational program requirements. The preferred alternative should be selected that maximizes program suitability and **minimizes cost and life of program costs**. Include clear a explanation of the thought process and criteria used to select the preferred alternative.

When analyzing its space inventory, the requesting organization should answer two questions:

* Is existing space available to meet the program requirements? If the answer is yes, then reusing existing space is a way to satisfy the program requirements.
* Is existing space, worthy of reinvestment, available for adaptation to meet the program requirement? If the answer is yes, then adapting existing space should be considered a alternative.

\*FACILITY CONDITION ASSESSMENT (FCA) The predesign submittal shall include the FCA and identify the upgrades or replacements being included in the project and costs. Insert the FCA in an Appendix to the predesign and reference it in this narrative.

\*FCA scoring would apply to State Agencies

# SECTION 2.A

### Sample of BASIS FOR NEED – PROJECT BACKGROUND NARRATIVE

This section of the predesign submittal describes and justifies the need for the project. A project must be justified based on carrying out the mission, strategic plan, and operational program. During the predesign process, the organization undertaking predesign will need to gather and summarize their MISSION, STRATEGIC PLAN, and OPERATIONAL PLAN to demonstrate the connection and need of their proposed project. This information should then be incorporated into the predesign submittal document. An example is below.

[delete the above your final document]

**The Strategic Plan** [attach full plan in the appendix and reference it here]

**The Operational Plan**

###### Basis For Need

###### Alternative Analysis

Before building new space or major renovation, the requesting Organization provides an analysis that results in identifying the physical needs for the project. The analysis and planning process should define alternative ways that were considered to meet the project's operational program requirements. Alternatives may include using existing space, adapting existing space, new construction, or leasing space.

**SECTION 3 ORGANIZATION PLANNING**

Organization planning is to **precede predesign** and be documented and incorporated into the predesign submittal document. This Section of information is used as backup documents to support and inform other Sections of the Predesign. If Organization planning assistance is needed, this needs to be identified early on so that these services can be procured prior to or as part of the Predesign activities.

**Comprehensive/Master Plan:** Review of area, neighborhood, or campus master plans or other plans that may affect the project: Project decisions should be made with the requirements of existing plans in mind. These plans may include city, county, campus or other master plans.

**Site Selection:** If site selection is needed for the project, the Organization will need to provide identification of sites and definition of site selection criteria. Though alternative sites should be identified and selection criteria proposed before predesign, actual site selection may occur before predesign, during predesign, or as late as schematic design based upon funding, site control and environmental review.

**Historic Documentation:** If the project is located within a historic district or involves disposal of buildings that are on the National Register of Historic Places, provide all documentation and correspondence for inclusion into the predesign document.

**Disposal of State-Owned Buildings:** If the project involves the disposal or demolition of a State-owned building, the State Agency must obtain legislative authority for the disposal or demolition. Contact the Department of Administration’s Real Estate and Construction Services for assistance.

**Stakeholders:** Provide a list and narrative regarding the stakeholders involved and affected by the project (i.e. other agencies, organizations, and entities).

**Impacts:** The Organization is to provide a narrative of the impacts the project will have on:

1. Operations
2. Budget
3. Facility, other stakeholders and staff

All documents related to the topics above should be referenced in the Predesign document under this Section and attached as an exhibit.

# SECTION 4 PROJECT DESCRIPTION

### ARCHITECTURAL/ENGINEERING (A/E) PROGRAM

##### PREDESIGN REQUIRMENTS FOR THE A/E PROGRAM:

The A/E Program provided in the predesign submittal is to include:

* + - A detailed space program using a table of space names and sizes.
    - Space Needs Inventory data sheets for individual rooms (See Appendix 4a template form)
    - Adjacency Diagrams showing the activity and functional relationships among the spaces.
    - A listing of Furniture/Fixtures/Equipment/signage (FF&E) needs.
    - Narrative descriptions of the major Architectural, Civil, Structural, Mechanical, Electrical, and Specialty systems that are part of the proposed project.
    - Projects for new and remodeling of **state agency** offices are to follow the state’s *“Space Guidelines”*.
      * Current Space Guidelines
      * <http://mn.gov/admin/business/vendor-info/construction-projects/Guidelines/design.jsp>
    - Include the space program in the format of a table with the name of each space along with the square foot area required of each room, each floor and total square feet.

Alternatives/Options

* + - Show space adjacencies. Develop three options, in bubble diagram format on the site, that will satisfy the program; evaluate each option and select the preferred one. Provide explicit reasons for selecting the preferred option.
    - **Do not include full drawings sets, samples only**

#### PRECEDENT STUDIES

1. If applicable plan to visit and investigate at least two project facilities that are similar to the project that is being proposed in this predesign. Include the following:
   * Brief description and location of the project
   * Significance of the project
   * Description of the successful design features, systems, or elements that will be incorporated into the proposed project.
   * When using terms such as “cutting edge”, or “at the fore-front” describe what makes those facilities “cutting edge” and specifically what will be incorporated into the proposed project to make it “cutting edge”.

#### TECHNOLOGY PLAN

1. This section of the predesign is for the purpose of identifying and documenting the technology requirements for the project. Provide summary information technology and telecommunication plans to be incorporated into the project. Cost-effective information technology investment plans should be provided that would enable an organization to reduce its need for office space, provide more services electronically, and centralize or decentralize its services.

For **State Agency** projects, the predesign preparer shall prepare a Technology Plan using the

“*Technology Guidelines ”*

<https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/guidelines/>

\*\*For **State** projects the preparer shall work in coordination with the user agency and MN.IT to identify and document the technology needs for the project. And when completed, the Technology Plan is to be reviewed by MN.IT and a letter from MN.IT approving the technology plan is to be included in this section. If needed, the predesign team may need to meet with MN.IT prior to finalizing the plan.

#### TELECOMMUTING PLAN

* + - 1. For **State Agencies** Minnesota Statute 16B.335 Subd. 5 requires Agency requests for construction and remodeling funds shall include money for cost-effective information technology investments that would enable an agency to reduce its need for office space, provide more of its services electronically, and decentralize its operations.

Opportunities for combining technology with telecommuting are to be explored. State agency projects are to include an analysis of providing telecommuting for employees as a potential for reducing requirements for physical space. Provide the telecommuting plan with the technology plan to MN.IT for their review.

* + - 1. For Non-profit Organizations and Local Units of Government please list our you specific telecommuting plan. If non applicable please indicate NA in this section.

#### SUSTAINABILITY, ENERGY CONSERVATION, AND CARBON EMISSIONS

1. This section is to include instructions to the design team on the sustainability and energy efficacy. Specific information is to be included on each of the following:

**Sustainability and Energy Efficiency**

* + Sustainability and High Performance. Include a summary of sustainable design and construction goals in accordance with the *“The State of Minnesota Sustainable Building Guidelines”* (available at <https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/guidelines/> and over view athttps://www.b3mn.org/). Minnesota Statute § 16B.325 requires that the State’s Sustainable Building Guidelines be applied. https://www.revisor.mn.gov/statutes/cite/16B.325
  + 16B.325 does not apply to organizations who received a **general fund** **(cash)** appropriation.

###### Alternative and Renewable Energy

The following are state statutes having requirements for providing alternative and renewable energy sources. The predesign submittal must contain the information noted.

**16B.32 ENERGY USE**

## **Subdivision 1.**Alternative energy sources.

* + If the incorporation of cost-effective energy efficiency measures into the design, materials, and operations of a building or major building renovation subject to section [16B.325](https://www.revisor.mn.gov/statutes/cite/16B.325) is not sufficient to meet Sustainable Building 2030 energy performance standards required under section [216B.241, subdivision 9](https://www.revisor.mn.gov/statutes/cite/216B.241#stat.216B.241.9), cost-effective renewable energy sources or solar thermal energy systems, or both, must be deployed to achieve those standards.
  + The commissioners of administration and commerce shall review compliance of building designs and plans subject to this section with Sustainable Building 2030 performance standards developed under section [216B.241, subdivision 9](https://www.revisor.mn.gov/statutes/cite/216B.241#stat.216B.241.9), and shall make recommendations to the legislature as necessary to ensure that those performance standards are met.
  + For the purposes of this section:
  + "energy efficiency" has the meaning given in section [216B.2402, subdivision 7](https://www.revisor.mn.gov/statutes/cite/216B.2402#stat.216B.2402.7);
  + "renewable energy" has the meaning given in section [216B.2422, subdivision 1](https://www.revisor.mn.gov/statutes/cite/216B.2422#stat.216B.2422.1), paragraph (c), and includes hydrogen generated from wind, solar, or hydroelectric; and
  + "solar thermal energy systems" has the meaning given to "qualifying solar thermal project" in section [216B.2411, subdivision 2](https://www.revisor.mn.gov/statutes/cite/216B.2411#stat.216B.2411.2), paragraph (e).

## **Subd. 1a.**Onsite energy generation from renewable sources.

* + The total aggregate nameplate capacity of all renewable energy sources utilized to meet Sustainable Building 2030 standards in a state-owned building or facility, including any subscription to a community solar garden under section [216B.1641](https://www.revisor.mn.gov/statutes/cite/216B.1641), may not exceed 120 percent of the average annual electric energy consumption of the state-owned building or facility.

## **Subd. 2.**Energy conservation goals.

* + The commissioner of administration in consultation with the commissioner of commerce, in cooperation with one or more public utilities or comprehensive energy services providers, may conduct a shared-savings program involving energy conservation expenditures on state-owned and wholly state-leased buildings. The public utility or energy services provider shall contract with appropriate state agencies to implement energy efficiency improvements in the selected buildings. A contract must require the public utility or energy services provider to include all energy efficiency improvements in selected buildings that are calculated to achieve a cost payback within ten years. The contract must require that the public utility or energy services provider be repaid solely from energy cost savings and only to the extent of energy cost savings. Repayments must be interest-free. The goal of the program in this paragraph is to demonstrate that through effective energy conservation the total energy consumption per square foot of state-owned and wholly state-leased buildings could exceed existing energy code by at least 30 percent. All agencies must report to the commissioner of administration their monthly energy usage, building schedules, inventory of energy-consuming equipment, and other information as needed by the commissioner to manage and evaluate the program.

## **Subd. 3.**Gifts.

* + The commissioner may accept gifts for energy efficiency improvements in state-owned and wholly leased buildings. Energy cost savings from these improvements, up to the cost of these improvements, shall be deposited in a special revenue fund established in the state treasury. Money in the special revenue fund is appropriated to the commissioner to implement further energy efficiency improvements in state-owned or wholly leased buildings.

**\*\*MN Statute 16B.32 applies to all Agencies and Organizations who have received an appropriation.** [**https://www.revisor.mn.gov/statutes/cite/16B**](https://www.revisor.mn.gov/statutes/cite/16B)

# 16B.325 SUSTAINABLE BUILDING GUIDELINES

## **Subdivision 1.**Development of sustainable building guidelines.

* The Department of Administration and the Department of Commerce, with the assistance of other agencies, shall develop sustainable building design guidelines for all new state buildings by January 15, 2003, and for all major renovations of state buildings by February 1, 2009. The primary objectives of these guidelines are to ensure that all new state buildings, and major renovations of state buildings, initially exceed the state energy code, as established in Minnesota Rules, chapter 7676, by at least 30 percent.

## **Subd. 2.**Lowest possible cost; energy conservation.

* The guidelines must:
* focus on achieving the lowest possible lifetime cost, considering both construction and operating costs, for new buildings and major renovations;
* allow for revisions that encourage continual energy conservation improvements in new buildings and major renovations;
* define "major renovations" for purposes of this section to encompass not less than 10,000 square feet or not less than the replacement of the mechanical, ventilation, or cooling system of a building or a building section;
* establish sustainability guidelines that include air quality and lighting standards and that create and maintain a healthy environment and facilitate productivity improvements;
* establish resiliency guidelines to encourage design that allows buildings to adapt to and accommodate projected climate-related changes that are reflected in both acute events and chronic trends, including but not limited to changes in temperature and precipitation levels;
* specify ways to reduce material costs; and
* consider the long-term operating costs of the building, including the use of renewable energy sources and distributed electric energy generation that uses a renewable source or natural gas or a fuel that is as clean or cleaner than natural gas.

## **Subd. 3.**Development of guidelines; applicability.

* In developing the guidelines, the departments shall use an open process, including providing the opportunity for public comment. The guidelines established under this section are mandatory for all new buildings receiving funding from the bond proceeds fund after January 1, 2004, and for all major renovations receiving funding from the bond proceeds fund after January 1, 2009.

## **Subd. 4.**Guideline revisions.

* The commissioners of administration and commerce shall review the guidelines periodically and as soon as practicable revise the guidelines to incorporate performance standards developed under section [216B.241, subdivision 9](https://www.revisor.mn.gov/statutes/cite/216B.241#stat.216B.241.9).

# 16B.327 RECYCLING CONSTRUCTION AND DEMOLITION WASTE FROM STATE BUILDINGS; REQUIREMENT.

* The commissioner shall require in contracts for the construction, renovation, or demolition of a state building that the contractor and any subcontractor must divert from deposit in a landfill and must recycle at least 50 percent of the nonhazardous construction and demolition waste, measured by tonnage or volume, produced by the project or demonstrate that the waste was delivered to construction and demolition waste recycling facilities that maintain a 50 percent annual recycling rate. This requirement applies to a project to construct, renovate, or demolish a state building that receives funding from the bond proceeds fund after January 1, 2011, provided that:
* the project is located within 40 miles of a construction and demolition waste recycling facility that meets the requirements of this section and can process the applicable building materials; and
* for construction and renovation projects, funding from the bond proceeds fund is $5,000,000 or more.
* For the purposes of this section, "state building" means a building wholly owned or leased by a state agency, the Minnesota State Colleges and Universities, or the University of Minnesota.

#### OPERATIONS AND MAINTENANCE REQUIREMENTS

1. This section is for providing instructions to the design team for those who will be operating the building. The organization facility care staff should be involved in design meetings and their input included in this section.

The predesign preparer will also need to include the following:

* + The impact of the project on the organization operations and budget
  + Documenting and incorporating maintenance requirements (special equipment needed to service the building lighting and equipment)

1. ​Include changes in staffing levels, anticipated expenses for salaries, operations, maintenance, and utilities as a result of the project. These estimates should be amounts that are anticipated over present levels of funding. The predesign should indicate whether the maintenance and operational services are expected to be performed by organization staff or private sector vendors.

#### STATUTE REQUIREMENTS

* + - 1. See the link below for requirements for capital projects that receive **bond funds** or **general funds** Insert the appropriate table into your final document and enter a short description on how the project will address each one.
      2. <https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/guidelines/>

#### 

#### SPECIALTY REQUIREMENTS

1. This Section is for unique requirements related to the project. Project Costs are to take into consideration the special requirements.
2. Examples of Specialty Requirements include:
   * Department of Health licensing requirements / rules / legislation for Supportive Living Facilities.
   * Laboratory Certification Requirements (i.e. Contamination/ Biohazard Level design requirements).
   * Data Center Tier Level design requirements
   * Correctional Facility Design Standards
   * Acoustical design requirements
   * Humidification controlled environments (Museum, wood instrument storage, etc)
   * Historical Design /National Register of Historical Places. (Archeological Site Surveys, coordination with State Historical Preservation Office (SHPO)
   * Environmental (National Environmental Preservation Act-NEPA, or State Environmental Assessments and/or Environmental Impact Statements).
   * Federal design standards requirements.
3. In addition to project specific requirements, all **State Owned/State Agency** projects have the following Specialty requirements: Unless noted otherwise, these documents can be found at: <http://mn.gov/admin/government/real-estate/manuals-guidelines-forms/index.jsp>
   * State’s *“Design Guidelines”* [*https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/guidelines/*](https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/guidelines/)
   * State’s *“Space Guidelines”* [*https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/guidelines/*](https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/guidelines/)
   * *“Minnesota Sustainable Building Guidelines”* (also known as B3 Guidelines which include the Sustainable Building-SB2030 energy conservation requirements).
   * *“Guide to Minnesota Environmental Review Rules”* for site. <https://www.eqb.state.mn.us/environmental-review/overview>
   * “*Building Infrastructure Guidelines for State Owned Buildings*” Include a Technology Plan for the project.
   * *“Building Air Quality – A Guide for Building Owners, Facility Managers and Agency Contacts”.*
   * *“Criteria For Locating State Offices and Agencies”.*
   * *“Contractors/Vendors Guidelines Related To Buildings and Parking Facilities”* For Projects located on the Capitol Complex.
   * *“Plant Management Preferred Equipment List”* for projects located on the Capital Complex.
   * *“Contractor Security Requirements”* for projects located within a Minnesota Correctional Facility. (Available from the correctional facility).
   * Security & Vulnerability Assessments - Unless an agency has security expertise, a qualified security consultant should be retained during the predesign process and work in coordination with the predesign team.
   * Demolition of State buildings: Legislative Authority is required if the project involves the disposal of a State owned building.
   * Other specialty requirements that are unique to a specific project are to be identified and
4. Furniture, Fixtures, and Equipment (FF&E). The new building will need to be equipped with furniture and other non-construction related elements. The organization will need to consider office furniture, office equipment, computers, wall hangings/art (See percent for art in State Buildings 16B.35), plants, files, signage, directories, video conferencing equipment, conference room projection, etc. The predesign is to include costs for all built-in and movable equipment and fixtures. Use of MINCOR products should be considered as well.
5. Exterior landscaping and site amenities.

Include all costs for landscaping and site amenities that will be part of the project.

1. Landscape design fees and amenities (plants, trees, bushes, benches, bike racks).
2. Exterior lighting design and construction (parking areas and building areas).
3. Exterior signage (design and signage).
4. Finally, if the project includes relocation of existing tenants; these costs need to be included in the total project cost. Costs to be considered are:
5. Move Consultant (Company that will organize the tenant for the move and assist with bidding)
6. Move vendor (company that will do the moving)
7. Swing space lease costs (if tenant relocations are needed during construction).

**Note: Relocation costs are not bondable. The State Agency will need to develop a general fund request for relocation costs.**

#### PROJECT PROCUREMENT AND DELIVERY

1. This section describes the proposed method for delivering the project. Options for delivery include: Design-Bid-Build (Low-Bid), Design-Bid-Build (Best Value), Construction Manager at Risk, or

Design-Build.

1. The recommended Project Delivery Method is to be accompanied by the reasons for the final determination
2. The project cost plan and estimates are to include the costs associated with the recommended delivery method.
3. For public projects, the predesign shall also contain instructions to future design teams regarding product specifications based on the State’s guidelines. All product specifications are to be written to allow multiple manufacturers and suppliers to competitively bid the products. No single product or single source shall be specified unless formal prior justification and approval are received.

#### PROJECT DESIGN SERVICES AND ADDITIONAL OWNER COSTS

* + 1. This section is for determining the design services required to deliver the project along with additional services the owner/State will need to provide.
    2. Carefully consider all of the design services and other owner soft costs that will be needed. The attached Appendix 6 has a comprehensive list of possible design and soft costs that should be considered for the proposed project.
    3. Complete the attached Appendix 6 and insert it in the final predesign document.
    4. Include these costs in the project budget and financial spreadsheets in Section 6.

#### 4.J QUALITY CONTROL PLAN

1. Provide the quality control plan outline and a listing of quality control measures that will be incorporated into the project delivery process for the project. Along with code required testing, **State Agency** projects for new construction, additions and major renovations, are to include the following quality control measures in the project AND project budget:
   1. Building Envelope Commissioning (design review commissioning and commissioning and inspections during construction).
   2. HVAC and Electrical Systems Commissioning (Design review commissioning and construction commissioning and inspections during construction).
   3. Building Envelope Analysis using WUFI software (performed by envelope commissioning agent). <https://wufi.de/en/> Performed during the design phase of the project.
   4. Specify mock-ups of envelope component systems and pre-installation conferences.
   5. Specify submittal of a quality control plan by the contractor and subcontractors.
   6. MN Sustainable Building Guidelines (B3) with SB2030 energy efficient design
   7. Building Information Modeling (BIM) for clash detection.
   8. BIM interface with Archibus.
2. For Local units of goverment and non-profits please include your specific quality control plan

**Section 4 APPENDICES FOLLOW THIS SECTION**

**APPENDIX 4a – Space Needs Inventory Form**

**APPENDIX 4b – Programming Methodology with Participatory Design APPENDIX 4c – Applicable Statutes for State Funded Projects**

**SECTION 4 - APPENDIX 4a**

SPACE NEEDS INVENTORY ROOM/SPACE NAME ►

SQUARE FOOT AREA ► SPACE STANDARD:

SPACE STANDARD AREA:

##### NUMBER OF OCCUPANTS ►

FUNCTION

*(Describe the activities that will occur in this space) (Describe the user’s objectives for this space)*

ADJACENCIES

*(Describe the spaces that need to be adjacent to this area)*

FURNITURE, FIXTURES & EQUIPMENT

*(Describe the equipment and furnishings that will be needed)*

##### ARCHITECTURAL FINISHES

FLOOR: WALLS:

WALLS: WALL BASE:

CEILING: CEILING HEIGHT:

LIGHTING: SPECIAL CRITERIA: **MECHANICAL/HVAC/PIPING REQUIREMENTS: ELECTRICAL REQUIREMENTS:**

##### TECHNOLOGY REQUIREMENTS:

**ROOM LAYOUT DIAGRAM**

*(Provide a conceptual layout of the room with furnishings and equipment)*

##### ADJACENCY LAYOUT DIAGRAM

*(Provide a conceptual diagram showing all room adjacencies for the building spaces*

###### SECTION 4 - APPENDIX 4b

**PROGRAMMING METHODOLOGY with PARTICIPATORY DESIGN**

The intent is to facilitate space programming to be a team oriented, discovery process leading to a more functional, efficient and habitable design.

1. Goal Setting
   1. Organize a programming team.
      * The programming team would be made up of the designer and user group representatives. A typical user group would consist of individuals from each department of the organization. (the user group representatives are not the same group as the building committee).
      * Obtain the mission statement of the organization, a strategic plan, and operational plan.
      * Obtain an organizational chart for the organization.
      * Obtain the State’s *Space Guidelines.*

**Critcal Step in the Process:** When developing a space program the team and users must focus on job function related needs in conjunction with the State’s *Space Guidelines* versus developing a “wish list” of space needs. The guidelines are available at https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/guidelines/ . Final approval of the space program will be made by the Department of Administration staff; thus, periodic consultation with the Department of Administration needs to occur during the programming phase of predesign.

* 1. Chose a Goal Setting methodology
     + This is where input from the users is gathered. And where the logic foundation for future decisions is based.
     + Organize a workshop, have the user group bring a brainstorm list of goal statements. Discuss goal statements with participants and eliminate any multiple

Statements. And then prioritize goals.

* + - These goals should not be detailed items, but should be comprehensive in nature. Something that would have a system wide affect or application. i.e. Our image should be conveyed as a strong, creative force in our industry. Or, we move workstations every 6 months, so the new environment should be a flexible one to accommodate this.
    - Prioritize and produce a final list of six goals to achieve. Balance these against the organization's mission statement, strategic plan and operational plan.
    - The program team should then formally submit the project goals to the higher echelon of the organization for approval.
    - Include the goal setting documentation in the Predesign Document.

1. Inventory of space
   1. Identify each "unit" in the organization.

The designer shall create a space needs inventory form. (See attached example).

* + - Record the activities performed by each unit and the equipment and space needed to carry out the activity. Include days & times this activity is performed in the space (i.e. time can be important if, for instance, with a code compliance office or sales office where the occupants are out of the office for much of the time.)
    - On the inventory form, indicate internal and external interactions that take place.
    - Have the user groups list desired objectives for the space. (or develop a questionnaire). i.e. view to exterior, more privacy when in meetings, and closeness to a printer.
  1. Evaluate
     + Using the completed inventory form and the list of desired objectives, schedule a workshop to discuss and evaluate the requirements for each functional "unit".
     + The designer, using a kits of 1/4" scale models of typical spaces and equipment, will facilitate the workshop in modeling and evaluating various options.
     + Summarize conceptual approaches and options resulting from the evaluation.

1. Define & Develop relationships
   1. The designer should at this point facilitate two research studies such as:
      * Social Mapping
      * Behavioral Mapping

Document this research and include in the Predesign Document.

* 1. Bubble Diagram.

In a workshop, have the participants discuss and diagram relationships of the activities. Include this in the Predesign Document

* 1. Activity matrix.

After diagramming and determining desired relationships between activities, the designer will develop a matrix showing the relationships.

1. Synthesis
   1. Synthesize the information from the mission statement, strategic plan, operational plan, project goals, research, questionnaires, activities inventory, and workshops to develop a program and potentials for design.
   2. Include the space program in the format of a table with the name of each space along with the square foot area required.
   3. Develop three options, in bubble diagram format on the site, that will satisfy the program; evaluate each option and select the preferred one. Provide explicit reasons for selecting the preferred option.
2. Approval
   1. **For State Agency projects**, obtain approval of the space program from the Department of Administration prior to publishing the final predesign document.

###### SECTION 4 - APPENDIX 4c

**APPLICABILITY OF STATUTES FOR PROJECTS RECEIVING STATE FUNDING**

**State General Fund Appropriations**

* See Applicability of Statutes – General Funds\*
* <https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/guidelines/>

**State Bond Fund Appropriations**

* See Applicability of Statutes – Bond Funds\*
* <https://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/guidelines/>

\*Other statutory requirements may apply to each individual organization

# SECTION 5 SITE ANALYSIS AND SELECTION

##### CRITERIA FOR LOCATING STATE OFFICES AND AGENCIES

* + 1. For **State Agency** projects, the Predesign submittal is required to contain an analysis of location(s) using criteria developed by the Department of Administration for locating state offices and agencies using the *“Criteria for Locating State Offices and Agencies”* (available at <http://mn.gov/admin/business/vendor-info/construction-projects/Guidelines/predesign.jsp> )
    2. The **State** **Agency** and their consultant shall be expected to consider and review numerous site options, then recommend, present and include three site options in the final Predesign document for potential development of the project. The three options are to include financial data and cost estimates for development and building of the project on each site.
       - The State agency and their consultant shall work with the Department of Administration’s Division of Real Estate Management to determine potential sites for consideration.
    3. Each of the three site options shall have sub-options based on funding strategies:
       - When the proposed project will be large scale, the consultant shall provide financial expertise, experienced in large scale construction funding, to work with the MN Management & Budget Agency to determine cost saving options and delivery methods for funding the construction.
       - The financial options for funding the project are to be integrated in the predesign document and presented with the consultant’s formal submittals.
       - Project cost estimates shall be presented in the State’s Capital Budget format.
    4. Issues for each site option, along with photographs shall be maintained . The feasibility of development and construction of the project on each of the three site options shall be presented and integrated into the predesign document. Site selection studies and criteria shall include (but not be limited to):
       - Access by the public client
       - Access by employees
       - Available Transportation
       - Environmental Impact
       - Sustainability
       - Site developmental costs relating to site utilities/infrastructure
       - Parking requirements / costs (Number of stalls/surface parking/structured parking)
       - Phased Development
       - Provide cost estimates for both surface and structured parking for each site being considered.

###### Local Government and Non-Profit Organization Projects:

Costs for three options is not required. Provide a brief description of the site options that were analyzed, the criteria used and why a preferred option was selected. Present the preferred option and its associated costs.

Where a site is located and how it functions can impact an organization’s operations and ongoing operational costs. For example: If an organization requires regular shipments and receipts of a product; where and how those shipments/receipts are accommodated on site will affect your operations and your operating costs. Thus, selecting a site for should be accomplished by

identifying needs criteria.

The predesign activities include development of selection criteria, analysis of sites that fit the criteria, and recommendation of a preferred site or sites. Initial criteria include:

* + - * Verify specific site restrictions with municipal zoning ordinances. i.e. park ratios, setbacks, rights-of-ways, need for retention ponds,
      * Site is adequate based on coverage of the building, parking and other impervious areas
      * Vehicle access, parking, circulation, and delivery on the site meet the needs of the operation.
      * Utilities servicing the site along with their capacities are adequate
      * Who does the facility serve, where do they commute from and where they will park
      * Where staff commute from and where they will park
      * Site is serviced by public transportation
      * Where shipments and receipts are made
      * Surrounding disturbances that may impact operations.
      * Environmental conditions – Is hazardous abatement/contaminated soil clean-up needed?
      * Is an Environmental Assessment or Environmental Impact Assessment needed?
      * Traffic study
      * Historical/Archeological requirements.
      * Security criteria
    1. Sustainable sites criteria. (See requirements under The B3 State of Minnesota Sustainable Building Guidelines (B3-MSBG) at <http://www.b3mn.org/guidelines/index.html> )

Criteria need to consider sustainable strategies for the site of the proposed project. These include:

* + - * Construction Activity pollution prevention
      * Brownfield development
      * Storm water design
      * Light pollution reduction
      * Bird protection
      * Community, Habitat, Transportation, Open Space,
      * When local/site energy systems have been analyzed and selected, the site criteria may include location of photovoltaic solar panels, wind generators, geothermal systems.
      * All other current B3 requirements
    1. Site Amenities and Signage

The predesign is to identify anticipated site infrastructure improvements and site amenities and signage and include their associated costs. Phase I and II Environmental site assessments should be requested prior to purchasing or building to determine the need and cost of soils mitigation.

* + 1. Security

Depending upon the organization needs and operations, a security/vulnerability assessment for site and building may be needed to establish the security criteria for site selection. This should be accomplished along with associated costs to implement.

* + 1. Site infrastructure, zoning and codes

All available information regarding the existing or proposed site is to be included in the predesign submittal including: Existing Conditions Assessment, Hazmat Investigation, Topographic Analysis, Geotechnical/soils Environmental Studies and Reports, etc.

Investigate the site utility infrastructure needs to determine if the existing utilities have the capacity or will meet the current codes to support the proposed project. Verify zoning requirements. When the predesign team has developed the proposed size and location of the project, it is recommended that the predesign team meet with code and zoning officials to obtain information and requirements.

# SECTION 6 FINANCIAL INFORMATION

##### CAPITAL EXPENDITURES

The Predesign Submittal for a proposed project must include ALL COSTS associated with the project.

Provide a project budget using the *Project Cost Form* in Appendix 6a and the *Construction Costs Form* in Appendix 6b (Appendix 6a and 6b forms are located at the end of this Section). In the *Construction Costs Form* in Appendix 6b, indicate the construction types (new/remodel/renewal).

The total project cost includes all direct and associated costs for all activities and phases, including design, surveys, testing, construction, loose equipment, furniture and fixtures, commissioning, move-in, temporary relocations, environmental site analysis, and contingencies. A qualified cost consultant, cost engineer or a professional consulting firm should be a part of the predesign team for preparation of costs and working with organization staff in developing the total project cost estimate. The construction cost estimate must pull together the program requirements, site conditions, and reasonable project/facility design assumptions.

* + - Project Delivery Method (Construction Management, Design-Build, Design-Bid Build)
    - Owner’s Project Representative
    - Specialty design consultants and systems. (Security, Acoustics, Food Service, Lab etc.)
    - Site/Land Acquisition and development (roads, curbs, parking, lighting, landscaping, site amenities, site signage, and zoning requirements such as setbacks, parking/sf ratios)
    - Furniture, Fixtures, Equipment (including interior signage)
    - Percent for Art
    - Site Surveys & Geotechnical Investigations (Investigate property and include easements).
    - Site Environmental Assessments (Phase I and II Environmental Site Assessments)
    - Sustainability Design and energy modeling. See Minnesota Sustainable Building Guidelines (B3)- (Add’l service by design team)
    - Commissioning (HVAC, electrical, building envelope) Including design review. Note: Systems commissioning required by MN Sustainable Building Guidelines (B3)
    - Building Information Modeling (required on new or major remodeling of state buildings)
    - Sewer/Water Access Charges (SAC & WAC)
    - Building Permits and Inspections costs
    - Deconstruction/salvage as part of demolition
    - Insurance costs to be borne by the contractor and owner.
    - Phasing (or interrupted schedules) or schedules requiring overtime
    - Temporary Utilities and Facilities
    - Facility and site restrictions or conditions that effect costs. Investigate whether the site has sufficient utility infrastructure sizing to accommodate the new project.
    - Cold Weather Construction
    - Facility Security Requirements (affects cost and schedule)
    - Financing Costs
    - Facility Condition Assessment (renovations)
    - Hazardous Material removal (asbestos, lead paint, mold, PCBs, etc).

###### Site infrastructure, codes and zoning

Utility infrastructure needs can be costly and it is important to include infrastructure, zoning and code upgrade costs in the total project budget. When the proposed project will be a major renovation or an addition, investigate the site utility infrastructure needs to determine if the existing utilities have the capacity or will meet the current codes to support the proposed project. Verify zoning requirements for building and site.

When the predesign team has developed the proposed size and location of the project, it is recommended that the

predesign team meet with code and zoning officials to obtain information and requirements.

###### Existing Facilities Analysis

When the project involves renovation of an existing facility, the organization shall conduct a FACILITY CONDITION ASSESSMENT (FCA) or other building scoring matrix to assist in determining the replacement and upgrade needs of the existing building and all of its systems (structural, mechanical, electrical, civil systems).

The predesign submittal shall then include this analysis and identify the upgrades or replacements being included in the project and costs.

Insert the findings in and Appendix to the predesign and reference it in this narrative.

[insert information following the topics in bold font and delete the above your final document]

###### Hazardous Material (Remodeling)

When the project involves renovation or remodeling of an existing facility, any asbestos, lead paint or other hazardous building materials will need to be identified and removal costs included. This can have a significant impact on the overall project budget and it is encouraged that an initial non-destructive survey be undertaken to identify materials and their removal costs.

[insert information following the topics in bold font and delete the above your final document]

###### Site Soils

Conduct Phase I and II Environmental Site Assessments. For new structures on existing owned or property to be acquired, there should be a query into the history of the site to determine soil bearing conditions and whether there is a history of contaminated soils. Removal and replacement of unsuitable soils can have a significant impact on the overall project budget and it is encouraged to do some initial investigation to identify soil abatement and replacement with their associated costs.

[insert information following the topics in bold font and delete the above your final document]

**See 6.5 Risk Mitigation below for additional costs to be considered**

Large projects will require owner’s project management costs. Since organizations are not staffed to oversee project development and construction, having an individual or company represent the State and perform the day-to-day activities required of a project will be needed. Costs will vary from two to five percent of the construction cost depending upon the level of service desired.

Relocation costs, if applicable, need to be covered in the predesign also. These costs are funded from the general fund and not bond sales. Information regarding the Chart of Accounts will be presented when the Capital Budget Instructions are prepared and forwarded to the agencies in advance of each bonding cycle.

Actual cost histories adjusted for program variations that support the proposed budget are to be included and the source of these costs should be provided as well. Prior to each bonding session and during the Capital Budget Process, an inflation table will be posted on the Department of Minnesota Management and Budget (MMB) web site at: <http://mn.gov/mmb/budget/budget-instructions/capbud2014sess/index.jsp>

Cost planning is based on the principle that new project budget ranges should be derived from analysis of historical data for similar projects. If the proposed project costs do not follow historical cost patterns, then the reasons should be determined and explained in the proposed project budget.

##### ONGOING OPERATING EXPENDITURES

1. Along with the initial capital cost of a project, the ongoing operational costs must also be considered and then compared with current levels of funding for operations, maintenance and staffing.
2. The Predesign Submittal must include a breakdown of ongoing operating costs that will be incurred as a result of the project. The *State Operating Costs Form* – Section 6 -Appendix 6c (located at the end of this Section) is to be included. Also indicate the source of funding for the operating costs.
   * Estimate of project impact on the requesting organizations operating budgets (for state agencies): An estimate of project effects on operating budgets including staffing levels and corresponding salaries and building repair, replacement, utilities, and maintenance should be included. This information should follow the format of information supplied in the *State Operating Costs Form* - Appendix 6c, located at the end of this Section. Particular attention should be paid to whether the maintenance and operational services are expected to be performed by organization personnel or will be contracted out to private vendors.
   * Summary of proposed operating revenues and expenditures (nonstate agencies and grants): A five-year estimate of operating budgets that identifies major categories of expenditures and identifies associated revenue sources. If revenue sources include fee generated revenue, a full description of these fees and the assumptions used in making the projections and their justifications should be provided. Potential revenue sources and amounts should also be discussed in this section. All revenue sources (parking decks, dormitories, student centers, cafeterias, etc.) should be listed individually and totaled to show the offset of operational expenses.
   * This section should end with a narrative that illustrates a comparison of costs that are anticipated over or under present levels of funding for operations and maintenance and staffing.
3. Although an outside consultant might prepare this section with information provided by the organization should review the presentation in detail.

##### LIFE EXPECTANCY

This section is used to analyze the costs and life expectancy of primary building components. Provide an estimate the life cycle (life expectancy in years) and cost of the proposed project and major elements. (Walls, Foundation, Roof, Structural System, Mechanical System, Electrical System)

And include a cost comparison analysis of at least 2 to 3 options on those major elements. i.e. Steel vs Concrete vs Precast Structural System

Identify the selected elements that are to be used and that are in the cost plan.

If the project involves abandoning an existing building and building a new one, this section should also include a comparison of the cost to renovate the existing building vs building new.

##### COMPARATIVE FINANCIAL ANALYSIS

Any financial studies or analysis to determine whether new space should be leased, leased to purchase, or owned by the State will need to be funded by the organization from sources other than the bonding bill. If the outcome of the study results in a state-owned facility, the predesign (funded by bond proceeds) can then be undertaken.

The predesign document will then contain the analysis showing long term cost comparisons.

##### RISK MITIGATION

Identify and assign budget contingencies to risks associated with the project. For **State Agency** projects

involving new construction, additions and major renovations, are to include the following project quality control plan AND project budget:

1. Building Envelope Commissioning (Design reviews and construction commissioning and inspections during construction).
2. HVAC and Electrical Systems Commissioning (Design reviews and construction commissioning and inspections during construction).
3. MN Sustainable Building Guidelines (B3)
4. Building Information Modeling (BIM) with interface of equipment with Archibus.

Identify all potential site related risks:

* Ownership of the site (property liens, deed, etc)
* Zoning ordinances. Design standards and setback requirements, parking/sf ratios, exterior lighting, green space or natural amenities that need to be preserved or given special treatment.
* Easements, both existing and what will be required for new development
* Acquisition issues, including timing
* Stakeholders- local/community and whether community stakeholder meetings are a part of the process
* Location, description and dimensions, including soil type, climate and topography
* Potential issues with the surrounding neighborhood or facilities.
* Vibration, or other monitoring during construction
* Utility infrastructure capacity, extension or relocation issues
* Environmental regulations and site mitigation, including history of possible contamination
* Wetlands and shoreline impacts, including a wetlands delineation and the need to fill wetlands
* Shoreline jurisdiction issues
* Requirements for the State Environmental Policy Act and National Environmental Policy Act
* Environmental Worksheet and Impact statement requirement (and schedule impact).
* Other regulatory requirements, such as State licensing requirements or U.S. Army Corps of Engineers or Department of Natural Resources permits
* , Site access issues, Parking and access issues improvements required local road impacts and parking demand.
* Impact on surroundings and existing development with construction lay-down areas and phasing
* Historical and/or archaeological considerations
* Site compatibility with sustainability requirements and possible costs

Identify risks associated with the design and construction of the building:

* Building codes
* Bidding climate
* Labor/trades availability
* Labor/trade bargaining agreements
* Availability and delivery lead time of materials or components; or shortages of.
* Impact if construction is not completed by a critical date. i.e. if operations are moving from a leased location into the new construction and leases have an expiration date near the completion date.

**The predesign is to include the risks and the associated plan for mitigating each of the risks along with contingency amounts included in the project budget.**

##### SECTION 6 - APPENDIX 6

**WORKSHEET FOR DESIGN AND OWNER COSTS**

|  |  |  |
| --- | --- | --- |
| **Item** | **Scope of Work** | **Fee/Cost** |
|  |  |  |
| **X** | Basic Services -Architectural |  |
|  | Civil |  |
|  | Landscape |  |
|  | Structural |  |
|  | MEP (Mechanical, Electrical, Plumbing) |  |
|  | Hazardous Material survey, design, air monitoring, abatement |  |
|  | **Additional Services** (See Section 4.J Quality Control Plan) |  |
|  | 1. Specialty Design Security design Food Service Technology Fire Protection  Full time site observation Historical  Other |  |
|  | 2. Interior & Furniture, Fixtures & Equipment (FF&E) bid package(s) |  |
|  | 3. Minnesota Sustainable Building Guidelines & SB2030 |  |
|  | 4. Building Information Modeling (BIM) |  |
|  | 5. Move/Occupancy Consultant & Moving company |  |
|  | 6. Environmental Assessment Worksheet-Impact of selected site |  |
|  | 7. Presentation model of building |  |
|  | 8. Presentation Sketches of building |  |
|  | 9. Presentations to Legislature, Management, others |  |
|  | 10. Exterior utility costs |  |
| OWNER COSTS (See Section 4.J Quality Control Plan) | | |
|  | 1. Owner’s Project Representative (1 – 2% of construction) |  |
|  | 2. CM at Risk Preconstruction Fees (0.5% of construction) |  |
|  | 3. Other State Project Management Costs (0.75% of construction) |  |
|  | 4. Construction costs auditor – (for CM-Risk & Design Build) |  |
|  | 5. Building Abatement Design and Removal (Renovation & Demo) |  |
|  | 6. Topographic (ALTA) Survey of selected site |  |
|  | 7. Geotechnical Investigation of selected site |  |
|  | 8. Phase I and II Environmental Site Assessment (for contaminants) |  |
|  | 9. Environmental Assessment Worksheet-Impact Statement (if required) |  |
|  | 10. HVAC and Electrical Systems Commissioning (B3 Requirement) |  |
|  | 11. Building Envelope Commissioning |  |
|  | 12. Construction Testing and curtainwall testing services |  |
|  | 13. Permit Costs |  |
|  | 14. Sewer Access Cost (SAC) and Water Access Cost (WAC) |  |
|  | 15. Wetlands Delineation and (Design & Mitigation) |  |
|  | 16. Utility Service Upgrades (Water, sewer, gas, electric) & Const’n |  |
|  | 17. Traffic Studies |  |
|  | 18. Historic Structures Report (Historic Preservation Consultant fee) |  |

###### SECTION 6 - APPENDIX 6a

**PROJECT COST FORM**

**Fiscal Years 2024-2029**

**Dollars in Thousands ($137,500 = $138 thousand)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TOTAL PROJECT COSTS**  All Years and All Funding Sources | Project Costs All Prior Years | Project Costs FY 2025-26 | Project Costs FY 2027-28 | Project Costs FY 2029-30 | Project Costs All Years | Project Start (Month/ Year) | Project Finish (Month/ Year) |
| **1. Property Acquisition** | | | | | |  |  |
| Land, Land and Easements, Options |  |  |  |  |  |
| Buildings and Land |  |  |  |  |  |
| Other Costs |  |  |  |  |  |
| **SUBTOTAL** |  |  |  |  |  |  |  |
| **2. Predesign SUBTOTAL** |  |  |  |  |  |  |  |
| **3. Design Fees** | | | | | |  |  |
| Schematic |  |  |  |  |  |
| Design Development |  |  |  |  |  |
| Contract Documents |  |  |  |  |  |
| Construction Administration |  |  |  |  |  |
| Other Costs |  |  |  |  |  |
| **SUBTOTAL** |  |  |  |  |  |  |  |
| **4. Project Management** | | | | | |  |  |
| State Staff Project Management |  |  |  |  |  |
| Non-State Project Management |  |  |  |  |  |
| Other Costs |  |  |  |  |  |
| **SUBTOTAL** |  |  |  |  |  |  |  |
| **5. Construction Costs** | | | | | |  |  |
| Site & Building Preparation |  |  |  |  |  |
| Demolition/Decommissioning |  |  |  |  |  |
| Construction |  |  |  |  |  |
| Infrastructure/Roads/Utilities |  |  |  |  |  |
| Hazardous Material Abatement |  |  |  |  |  |
| Construction Contingency |  |  |  |  |  |
| Other Costs |  |  |  |  |  |
| **SUBTOTAL** |  |  |  |  |  |  |  |
| **6. Art SUBTOTAL** |  |  |  |  |  |  |  |
| **7. Occupancy** | | | | | |  |  |
| Furniture, Fixtures and Equipment |  |  |  |  |  |
| Telecommunications (voice & data) |  |  |  |  |  |
| Security Equipment |  |  |  |  |  |
| Commissioning |  |  |  |  |  |
| Other Costs (i.e. relocation) |  |  |  |  |  |
| **SUBTOTAL** |  |  |  |  |  |  |  |
| **8. Inflation** | | | | | |  |  |
| Midpoint of Construction |  |  |  |  |  | Midpoint Date: | |
| Inflation Multiplier |  |  |  |  |  |  |  |
| Inflation Cost **SUBTOTAL** |  |  |  |  |  |
| **9. Other SUBTOTAL** |  |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |  |  |  |

###### SECTION 6 - APPENDIX 6b

##### CAPITAL BUDGET REQUEST CONSTRUCTION COSTS FORM

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONSTRUCTION TYPE OF SPACE** | **EXISTING** | **NEW CONSTRUCTION** | | | **REMODELED** | | | **RENEWAL**  **(Asset Preservation)** | | | **TOTAL** |
| List Major Type of Space (Office, Lab, Ramp, etc.) | Gross Sq.  Feet | Gross Sq. Feet | Cost (in $000) | Cost Per Sq. Foot (in $) | Gross Sq. Feet | Cost (in $000) | Cost Per Sq. Foot (in $) | Gross Sq. Feet | Cost (in $000) | Cost Per Sq. Foot (in $) | **COST**  **(in $000)** |
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| **TOTAL** |  |  |  |  |  |  |  |  |  |  |  |

This Form is for Reporting and Analysis of *Construction Costs* only

No other cost items from the Project Cost Form should be included on this form.

###### SECTION 6 - APPENDIX 6c CAPITAL BUDGET REQUEST

**OPERATING COSTS FORM (This form can be edited as needed or another format can be used)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHANGES IN STATE**  **OPERATING COSTS** | **Current Cost** | **Projected Cost** (Without Inflation) | | | |
| **F.Y 2025** | **F.Y.**  **2026-27** | **F.Y.**  **2028-29** | **F.Y.**  **2030-31** | **F.Y.**  **2032-33** |
| Compensation (Program and Building Operation) |  |  |  |  |  |
| Other Program Related Expenses |  |  |  |  |  |
| Building Operating Expenses |  |  |  |  |  |
| State-Owned Lease Expenses |  |  |  |  |  |
| Nonstate-Owned Leased Expenses |  |  |  |  |  |
| Other Expenses: (specify): |  |  |  |  |  |
| Revenue Offsets |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |
| No. of FTE\* Personnel |  |  |  |  |  |

**\*FTE= Full Time Equivalent**

NARRATIVE: Insert a narrative that illustrates the impact of the proposed project, by comparing costs that are anticipated over or under present levels of funding for operations and maintenance and staffing.

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### SECTION 7 SCHEDULE

##### SCHEDULE INFORMATION

Proposed project schedule: Predesign should include a realistic schedule for all stages of the project. Site selection and acquisition required government actions and proceedings at all levels, designer selection, design approvals, construction, occupancy/relocation, and commencement of operations (commissioning) should all be included (if applicable). Pay special attention to environmental approvals, phasing and associated costs.

Proposed funding sequence: The schedule should include a funding sequence for the project that reconciles the organizations needs with the alternate year capital budget cycle if the project will receive funds from more than one appropriation cycle. And the schedule shall include relocation time and sequencing.

The schedule should include owner related functions also such as:

* + 1. Identify and purchase land
    2. Develop land to provided needed utility services.

1. Environmental Assessments or Impact Statements
2. Owner required shut-downs
3. Regulatory reviews (Codes, Health Dept, Environmental, Planning Commissions, etc).
4. Secured access by contractors (work within a secure facility will extend the construction schedule due to entry/exit inspections, tool inventories, and security functions which typically reduce actual hours worked per day).
5. Owner review of documents
6. Commissioning
7. Move/relocation

##### SCHEDULE INFORMATION REQUIREMENTS

A summary of milestone dates are to be provided: Funding received

Design Completion Date Bidding/Award of Construction

Construction Start Date

Midpoint of Construction (see Project Cost Form and Inflation table) Construction Completion Date

Move in dates

The predesign document may also contain a bar chart (such as a Gantt chart) schedule with all milestone events related to the project.

##### PREDESIGN CHECKLIST

1. **Minnesota Statute §16B.335 Subdivision 3 requires submittal of a Predesign Document to the Commissioner of Administration on proposed projects that have a construction cost of $750,000 or greater ($1,500,000 for a local government project) when State money (of any amount) is used on the project.**
   1. **\*Non-profits please see Applicability of Statutes for requirements under your specific appropriation**
2. **When an appropriation is made for a major construction project, Minnesota Statute §16B.335 Subdivision 1 further requires that you not prepare final plans (construction documents) until you present the program plan and cost estimates for all elements necessary to complete the project to the chair of the Senate Finance Committee and the and the Chair of the House Ways and Means Committee and they have made their recommendations and the Chair of the House Capital Investment Committee is notified. Exempt projects under Subd 1 will also need legislative notification.**
3. **Non-Profit Organizations should work with their Grant Admin to determine needed notifications, notification will need to submit to the House and Senate per MN Statute 16B.335**

COMPLETE THE CHECKLIST AND ATTACH AT BACK OF DOCUMENT

**PREDESIGN CHECKLIST** - continued

Complete this checklist, sign, and submit with the predesign document.

|  |  |  |
| --- | --- | --- |
| Complete | N/A |  |
| **** | **** | **1.** Review the Contents *of a Predesign Submittal* in the State's *Predesign Manual*. weblink: [http://mn.gov/admin/government/construction-projects/manuals-guidelines-](http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/index.jsp) [forms/index.jsp](http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/index.jsp) |
| **** | **** | **2.** Structure the format of your Predesign submittal to contain the Components of Predesign. Include component tabs to readily identify and access each component. The components are: |

* 1. Predesign Summary Statement
  2. Basis for Need – Project Background
  3. Organization Planning
  4. Project Description
     1. Architectural/Engineering Program
     2. Precedent Studies
     3. Technology Plan
     4. Sustainability, Energy Conservation, and Carbon Emissions
     5. Operations and Maintenance Requirements
     6. Statute Requirements
     7. Specialty Requirements
     8. Project Procurement and Delivery
     9. Quality Control Plan
  5. Site Analysis and Selection
  6. Financial Information
  7. Schedule Information
* **** **3.** *Section 1 – Predesign Summary Statement.* Work with the user organization to develop the executive summary. Be brief, with a two or three paragraph scope description of the project. Below the description include costs, funding sources and schedule.
* **** **4.** *Section 1 Predesign Summary Statement*: Complete the "*Building/Project Data Sheet*" to tabulate the pertinent data upon which the cost estimates are based. Include this sheet as a second page to the Section 1 – Predesign Summary Statement.
* **** **5.** *Section 1 Predesign Summary Statement*: If the project involves remodeling of an existing building, use the "*Building Audit Sheet*” to perform an audit/survey of the building’s major components, systems and their conditions. Use and amend the "*Building/Project Data Sheet*" to indicate the scope of work for the proposed project. Insert behind the Summary Statement.
* **** **6.** *Section 2 Basis For Need-Project Background:* Gather the Section 3 planning information from the Organization and synthesize it into the format shown in the example. Detailing the Mission, Strategic Plan, Operational Plan and Basis for Need for the project. At the back of this include any additional background information on the project from your work with the organization.
* **** **7.** *Section 2 Basis For Need-Project Background:* **Verify that the scope of the predesign complies with the language of the appropriation.** (For projects that

**PREDESIGN CHECKLIST** - continued Complete N/A

have already received a legislative appropriation).

* **** **8.** *Section 3 Organization Planning:* This Section supports the *Basis for Need–Project Background.* Obtain the following from the user organization:
  1. Planning documents such as org charts, mission statement,
  2. Strategic plan, and
  3. Operational plan for the project.

This information would include any supporting data, analysis or studies which support the proposed project and demonstrates the need for the project by linking it to the organizations mission, strategic and operational plans; which, in turn were used to prepare Section 2.

* **** **9.** *Section 3 Organization Planning:* Included a list and narrative regarding the stakeholders involved and affected by the project (i.e. other agencies, organizations, and entities). Also include issues that remain to be resolved among stakeholders along with budget and schedule impacts upon the project.
* **** **10.** *Section 3 Organization Planning:* Impacts on Operations, Budget and Facility Staff are detailed.
* **** **11.** *Section 4.A Architectural /Engineering Program:* ( For **State Agency** projects) Obtain and coordinate space planning standards with the Department of Administration. Then, include a review sign-off from The Department of Administration’s Real Estate and Construction Services Division. Focus on job related functional needs and the State’s *Space Guidelines* when developing the square foot areas of spaces. (Space Guidelines are located at <http://mn.gov/admin/government/construction-projects/> ).
* **** **12.** *Section 4.A Architectural/Engineering Program.* Work with the user/owner to develop the space program. Employ a participatory programming methodology similar to the example) to analyze operations and activities.
  1. Your methodology should consider Post-Occupancy Evaluation (POE).
* **** **13.** *Section 4.A Architectural/Engineering Program.*: Complete the *Space Needs Inventory* sheet for each room of the project. Include these sheets in the predesign document. The Space Needs sheet should also identify special Mechanical or Electrical needs or upgrades for the space. For instance, you would state the need for special humidification for wood instrument storage in a music classroom.
* **** **14.** *Section 4.A Architectural/Engineering Program.*: Prepare and include a detailed architectural space program with a Table of Spaces and their respective areas (square footages) with a total of assignable and gross square feet.
* **** **15.** *Section 4.A Architectural/Engineering Program.*: Provide adjacency diagrams of all spaces and a diagrammatic/conceptual layout of spaces. Superimpose these diagrams onto the Site Plan to show building/site fit and site relationships.

**PREDESIGN CHECKLIST** - continued Complete N/A

* **** **16.** *Section 4.A Architectural/Engineering Program.*: On **state agency** projects, identify potential MINNCOR Industries [www.minncor.com](http://www.minncor.com/) and Minnesota State Industries products [http://stateindustries.org](http://stateindustries.org/) for the project.
* **** **17.** *Section 4.A Architectural/Engineering Program.* (for **State Agency** Projects): If applicable to the agency, work with the user agency to incorporate a *Telecommuting Plan* for this project. Include the *Telecommuting Plan* with the Predesign submittal document. Obtain review & response letter from MN.IT.
* **** **18.** *Section 4.A Architectural/Engineering Program.* Develop the Furniture, Fixtures and Equipment (FF&E) needs and include the associated costs as a line item in the project cost estimate. Consider Interior/Exterior Signage Exterior landscaping and fixtures, Telecommunication devices, Security Camera System, Lockers, Trash compactor, Window washing equipment, phasing costs, and Moving costs. (Note: moving costs are not bondable).
* **** **19.** *Section 4.B Precedent Studies:* Research the project. Visit similar building types and include *precedent* projects into the predesign document and how the precedent affects the proposed project. Include information on the facilities (name, location, size, design features) ; Then indicate any features that will be incorporated into the proposed project. Special attention should be paid to design features that result in efficiency of program operations and ability to reduce long term operating costs.
* **** **20.** *Section 4.C Technology Program* (for **State Agency Projects**): Identify and document the technology needs for the project. Develop a Technology Plan for the project using the State's Technology agency (MN.IT) guidelines (“*Building Infrastructure Guidelines for State Owned Buildings”)* located at: [http://mn.gov/admin/government/construction-projects/.](http://mn.gov/admin/government/construction-projects/) Technology plan is to be reviewed by MN.IT.
* **** **21.** *Section 4.C Technology Plan* (for **State Agency** Projects): Forward the Technology Plan to MN.IT (The State’s Information Technology Agency) for review; and obtain a written letter from MN.IT. Incorporate any changes requested by MN.IT.
* **** **22.** *Section 4.D Sustainability, Energy Conservation and Carbon Emissions:* In accordance with Minnesota Statute §16B.235 identify Sustainable and High Performance goals for the project using *“The State of Minnesota Sustainable Building Guidelines”* at <http://www.b3mn.org/guidelines/index.html> . Include a summary table of goals & strategies. Also include the B3-MSBG project submittal report for the Predesign Phase that is generated by use of the B3-MSBG Tracking Tool at <http://www.b3mn.org/guidelines/index.html> .

This requirement applies when the project is new building, addition, or major renovation. See the Applicability rules at the B3-MSBG website.

* **** **23.** *Section 4.D Sustainability, Energy Conservation and Carbon Emissions:* Include a table of strategies to comply with Sustainable Building (SB) 2030 requirements. For SB2030 requirements, see: [http://www.mn2030.umn.edu](http://www.mn2030.umn.edu/)

**PREDESIGN CHECKLIST** - continued Complete N/A

* **** **24.** For the *Section 4.D Sustainability, Energy Conservation and Carbon Emissions:* In accordance with MN Statute § 16B.32, a identify alternative energy uses and associated systems. This applies to a new building or for a renovation of 50 percent or more of an existing building or its energy systems. Anticipate future designs which use active and passive solar energy systems, earth sheltered construction, and other alternative energy sources where feasible.
* **** **25.** *Section 4.D Sustainability, Energy Conservation and Carbon Emissions*

When the project is for a **State Agency,** provide a cost-benefit analysis for

1. including alternative energy (wind and/or solar) sources to provide 2% of the proposed building’s energy consumption. An example of an analysis is located at:[http://mn.gov/admin/business/vendor-info/construction-](http://mn.gov/admin/business/vendor-info/construction-projects/Guidelines/predesign.jsp) [projects/Guidelines/predesign.jsp](http://mn.gov/admin/business/vendor-info/construction-projects/Guidelines/predesign.jsp)
2. a 40 Kw “Made in Minnesota” photovoltaic solar system

* **** **26.** *Section 4.D Sustainability, Energy Conservation and Carbon Emissions:* Include a narrative in the predesign that the project specifications are to include requirements for the contractor to submit a “Waste Management and Recycling Program Plan” for both demolition and construction.
* **** **27.** *Section 4.D Sustainability, Energy Conservation and Carbon Emissions:*

Estimated yearly energy consumption and associated costs are included.

* **** **28.** *Section 4.E Operations and Maintenance Requirements:* Conduct information gathering and program meetings with operations and maintenance staff. Document and include these needs into the predesign.
* **** **29.** *Section 4.E Operations and Maintenance Requirements:* For Projects located on the Capitol Complex, obtain *“Plant Management Preferred Equipment List”, “Capitol Complex Guidelines”*, and *“Signage Guidelines”.* (available at [http://mn.gov/admin/government/construction-projects/manuals-guidelines-](http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/index.jsp) [forms/index.jsp](http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/index.jsp) ). Include these documents in the Predesign document as instructions for the future design team.
* **** **30.** *Section 4.F Statute Requirements:*

See Appendix 4c for statute requirements related to all projects receiving any amount of state funding. Enter information on how the project will comply with each statute and include in the final predesign document.

* **** **31.** *Section 4.F Statute Requirements,:* Review the table of statutes contained in

**PREDESIGN CHECKLIST** - continued Complete N/A

this manual. Identify the statutory requirements for the project. These are to be included in the final Predesign Document.

* **** **32.** *Section 4.F Statute Requirements:* Include any design requirements or other mandated requirements.
  1. The statute that gives authority for the operational program
  2. Licensing requirements. (i.e. Department of Health or other authority)
  3. Design requirements (i.e.. American Correctional Association standards).
  4. Operating Standards (required State, Federal, & Industry standards)
  5. Federal Statutes/Laws/Requirements.
  6. Significant Building Code or land use/ zoning requirements.
* **** **33.** *Section 4.G Specialty Requirements:* Review the need to conduct a security and/or vulnerability assessment for the project. Include the study in the predesign document along with associated costs.
* **** **34.** *Section 4.G Specialty Requirements:* Include any unique requirements that are applicable to the specific project. i.e. performance requirements, unique testing requirements, environmental reports, assessments, impact statements, facility condition audits that may have been done, hazardous materials surveys, unique construction, restrictions.
* **** **35.** *Section 4.G Specialty Requirements:* For renovations and demolitions, verify if the building or structure or amenity is on the register of historic places and/or within a historic district. Meet with the State Historic Preservation Office (SHPO) to determine requirements. Include all SHPO requirements in the predesign as well as all specialty consultants (historic preservationist, archeologist) required for the future design team.
* **** **36.** *Section 4.H Project Procurement and Delivery:* Provide a written statement and recommendation of the proposed construction delivery method to be used on the project. Include the reasons for this selection. Options include: Design-Bid-Build, Best Value, Construction Manager at Risk, Design-Build.
* **** **37.** *Section 4.I- Project Design Services and other Owner Costs:* Provide a listing of all costs that will be incurred in order to build the project.
* **** **38.** *Section 4.J- Quality Control Plan:* Provide a listing of all quality control services and costs that are needed and will be incurred in order to building the project.
* **** **39.** *Section 5 Site Analysis and Selection:* Provide a narrative on why the preferred site was selected for the project based on the locations that best meet pre-identified site criteria. For State-owned buildings/**State Agency** projects, coordinate this effort with the Department of Administration, Real Estate and Construction Services.
* **** **40.** *Section 5 Site Analysis and Selection:* When locating or relocating or when proposing a new building or renovation, the Predesign Document must include an

**PREDESIGN CHECKLIST** - continued Complete N/A

analysis of the agency’s location(s) using *“Criteria for Locating State Offices and Agencies”* located at: <http://mn.gov/admin/government/construction-projects/>

* **** **41.** *Section 5 Site Analysis and Selection:* If the proposed project is a new building that will be in a campus setting (i.e. school, university, prison, extended care); review location options on the campus in regards to efficient operation and programs provided on the campus. (i.e. Agency master planning of a campus should occur in order to give direction as to future growth and organization - Note: Master planning is not a bondable activity).
* **** **42.** *Section 5 Site Analysis and Selection:* Verify if the project will be required to undergo a State Environmental Review. To determine this, go to: <http://www.eqb.state.mn.us/EnvRevGuidanceDocuments.htm>. If required the predesign will need to include all applicable information and direction to the future design team to provide assistance to the owner and responsible government unit in conducting an environmental assessment (EAW) and environmental impact statement (EIS).

Note: If the project includes federal dollars, determine the need to complete an Environmental Assessment in accordance with the National Environmental Protection Act (NEPA).

Include all applicable guidelines for EAWs and EISs into the predesign submittal document if available; if not include costs for these in the project budget. Identify required timelines in the project schedule.

* **** **43.** *Section 6 Financial Information*: Compile the project costs using the Department of Minnesota Management and Budget’s *Capital Budget Request* spreadsheet form (this form is included in this manual). Complete this form and include it in the submitted Predesign document.
* **** **44.** *Section 6 Financial Information:* Compile the projected operating costs using the *State Operating Costs* form (this form is included in this manual). Other formats/forms are also acceptable.
* **** **45.** S*ection 6 Financial Information*, review the Project Delivery Method (single prime, multiple prime, design/build )for impact on the *Cost Plan* for the project.
* **** **46.** *Section 6 Financial Information,* include design fees for special consultants in the project costs (i.e. food service, acoustical, security, etc.).
* **** **47.** *Section 6 Financial Information,* verify existing utility infrastructures for adequate capacity needed to support the proposed building/facility or renovation. Incorporate costs for upgrades into the budget.
* **** **48.** *Section 6 Financial Information*: If applicable and/or desired, include percent for Art in the project cost. Statute 16B.35 Subdivision 1 applies [up to 1% of the appropriation can be allocated to art in public buildings – Detention facilities and non-public buildings are exempt.]

**PREDESIGN CHECKLIST** - continued Complete N/A

* **** **49.** *Section 6 Financial Information*: Assist the user organization in identifying and incorporating contingency phasing and funding plans into the predesign to anticipate questions during legislative hearings.
* **** **50.** *Section 6 Financial Information*: When the proposed project is for an existing correctional facility, obtain the contractor security requirements for the facility and include appropriate cost and schedule adjustments. (Working in a secure facility will add approximately 15-20% cost to the project).
* **** **51.** *Section 6 Financial Information*: On major building projects, use the predesign to develop an options based strategy for the organization to use in approaching the governor and legislature when requesting funding. The predesign should anticipate possible questions by presenting options for varying scopes and costs. Examples are:

1. It may make sense to break out options (and costs) to spread the funding rover several capital bonding sessions.
2. Phasing of the project

* **** **52.** *Section 6 Financial Information*: For renovations, a Facility Condition Assessment has been conducted on the existing building and associated upgrade costs are included in the estimate.
* **** **53.** *Section 6 Financial Information*: Conduct an industrial hygiene investigation to determine if there are any hazardous material/asbestos abatement clean-up costs, fuel tank removal and/or contaminated soils clean-up costs for the proposed project or site.
* **** **54.** *Section 6 Financial Information:* Provide the Life Expectancy of the major building components and building as a whole and included in the predesign document. Show comparison costs of varying construction systems/components and their life span. Indicate the selected system that was used to prepare the cost estimates.
* **** **55.** *Section 6 Financial Information:* (For **State Agency** projects) State’s Design Guidelines were reviewed and associated costs accounted for.
* **** **56.** *Section 7 Schedule Information*: Include a schedule narrative and bar chart in the submittal document. Include time for hazardous material abatement, site clean- up, fuel tank removal and soils replacement costs, project schedule phasing time, relocation/move time, and any potential long-lead material deliveries.
* **** **57.** *Section 7 Schedule Information*: Include a quality control/coordination review of the construction documents by a third party. Include the cost cost of this in the design budget. Indicate a minimum of 2 months in the schedule for this review.
* **** **58.** For **State Agency** projects: Complete the Technology Checklist. Insert the MN.IT letter indicating they have reviewed and approved the Technology and

**PREDESIGN CHECKLIST** - continued Complete N/A

Telecommuting Plans.

* **** **59.** This predesign document contains all the necessary requirements and costs for:
  1. The owner to confidently pursue funding based on the cost estimates contained.
  2. The owner to advertise for design services and structure their contract with a design firm as to the design scope of work and fee; and,
  3. The future design team for all project requirements in order to carry out the proposed design.
  4. All owner costs required to deliver the proposed project.
* **** **60.** Include the SIGNATURE sheet, with signature of the ARCHITECT (see page 1).

**PREDESIGN CHECKLIST** – continued

##### TECHNOLOGY & TELECOMMUNICATIONS

###### Complete N/A

* **** **1.** Obtain a copy of MN.IT’s “*Building Infrastructure Guidelines For State-Owned Buildings”* and review the requirements for costs to be included in the project. For future design use, should the project be funded, include the Technology Plan and guidelines in the predesign submittal.
* **** **2.** In coordination with MN.IT, determine the need for and develop a Technology & Telecommunications Plan for the project. Form and convene a Predesign meeting to determine the organization’s technology needs, goals, timelines and objectives. The Predesign Team will consist of, but will not be limited to:

Organization /customer



Real Estate and Construction Services’ (RECS) Project Manager Telecommunications Analyst (S)/Designer (if required for predesign)

Note: The State’s (RECS) Project Manager will provide the MN.IT contact name.

* **** **3.** For remodeling projects, verify existing technology infrastructures for adequate capacity. Include upgrade costs in the Cost Estimate.
* **** **4.** Identify the user organization’s short and long range plans for technology needs.
* **** **5.** Identify if the project is or will be a single building or campus configuration.
* **** **6.** Identify existing distribution rooms and their capacity.
* **** **7.** Identify requirements for new distribution rooms.
* **** **8.** Identify Fiber Optic requirements, existing locations, new fiber lines.
* **** **9.** Identify copper-wiring requirements, existing and new.
* **** **10.** If information technology work is to be within an existing building, identify existing conditions; i.e. floor & ceiling heights & conditions, piping and duct conditions, water problems, feeder cable limitations, equipment room limitations.
* **** **11.** Identify existing telecommunications infrastructure service to the building.
* **** **12.** Identify types of existing cable trays and requirements for new cable trays.
* **** **13.** For projects in existing buildings, identify available communications “pairs” coming into the building.
* **** **14.** Identify MPOP (Main Point of Presence), APOP (Alternate Point of Presence), Internet Point of Presence locations and needs.
* **** **15.** Forward a copy of the project Technology Plan and Telecommuting Plan to MN.IT.
* **** **16.** Obtain a written letter from MN.IT indicating acceptance of the Technology

**PREDESIGN CHECKLIST** – continued

##### TECHNOLOGY & TELECOMMUNICATIONS

Complete N/A

Plan and Telecommuting Plan for the project. Incorporate MN.IT’s letter into the Predesign Document.

* **** **17.** Incorporate any changes into the Technology Plan as requested by MN.IT (resulting from review of organization’s technology plan for the project).
* **** **18.** Verify existing utility infrastructures for adequate capacity and cost upgrades needed to support the proposed building/facility or renovation.

##### PREDESIGN CHECKLIST

Check off the above items as they are completed and include this checklist with your final submittal document. Completion of this checklist is **MANDATORY.**

##### CONSULTANT SIGNATURE:

Signature:

Name of Project:

Printed Name:

Agency/Organization:

Title:

Facility:

Company:

State Project No.

##### SAMPLE PREDESIGN SUBMITTAL COVER LETTER

LETTERHEAD

of Agency or Organization

###### [insert date]

Commissioner **[insert name of Commissioner of Administration ]**

c/o Eric Radel

Real Estate and Construction Services 309 Administration Building

50 Sherburne Ave St. Paul, MN 55155

Dear Commissioner **[insert name]**,

RE: Predesign Submittal for **[insert “a new”]** or **[“the remodeling of”] [insert name]** building

In accordance with Minnesota Statutes §16B.335, Subdivision 3, enclosed you will find the Predesign submittal document for the **[insert name of project, building & location**]. This predesign outlines the **[insert name of agency/** **organization /political subdivision]** ‘s capital budget request for the **[insert year]** state legislative session.

This project consists of the **[new construction of]** or **[remodeling of] [insert number of square feet]** of space to support **[insert operational plan/goal]**. The total project cost is estimated to be **[ insert amount ]**. This proposal seeks **[insert “full funding”]** or **[“matching funds”]** in the amount of **[insert amount]**.

Sincerely,

###### [insert Commissioner/Authority Name]

[or head of political subdivision or other approving authority]

Enclosure

cc: