APPENDIX D

PROJECT REPORT & FACT SHEET

PROJECT NAME

PROJECT LOCATION

State Project Number

REPORT FOR MONTH OF

MONTH

YEAR

PREPARED BY

NAME OF FIRM/CONSULTANT/ORGANIZATION/AGENCY

ADDRESS

CONTACT PERSON

PHONE & EMAIL

NOTE TO CONSULTANT: THIS IS AN IMPORTANT COMMUNICTION TOOL TO KEEP STAKEHOLDERS INFORMED OF THE PROGRESS OF THE PROJECT. PROVIDE MONTHLY UPDATES ON THE PROJECT USING THIS TEMPLATE. IN ADDITION, INCLUDE THE MOST RECENT MONTHLY REPORT IN YOUR DESIGN PHASE SUBMITTALS.

PROJECT REPORT & FACT SHEET

Date January 2050

Project
Name: MCF Faribault Expansion – Phase 1
State Proj # 78900FLL

Project Members
Contracting Agency: Department of Administration, Real Estate & Construction Services-St Paul
A/E Consultant: XYZ Architects, Inc.
Contract# 123456
Contractor: Contractor /Construction Manager at Risk: Construction, Inc. (CM@Risk)
Contract #: 443509

Budget/Costs
Funding: Laws 2010 Chap 189 Sec 18 Subd 5
Project Budget: $47,500,000
Construction Budget: $39,108,290

Scope
- Total Area: 2 stories, 118,800 sq ft (new construction) and 33,000 sq ft of one story renovation
  Includes 14,000 sq ft mechanical penthouse, 4,000 sq ft vehicle/equip. storage
  1,800 sq ft addition to existing main building
- Program: Functional spaces include support spaces for treatment program and infrastructure (physical plant spaces, food preparation)

Construction Materials
- Exterior walls — Architectural Precast Concrete, Brick veneer
- Interior structure — Structural Steel
- Interior walls — Gypsum Board on Metal studs, concrete masonry
- Interior Security — Door Lockdown and detection, and camera surveillance
- Exterior Security — High Security double row fence with concertina wire (razor wire), motion detection, camera surveillance, and patrol road

Schedule
- Current Schedule Status — Design DD Phase- 80% Complete
- Design Completion/Bidding — August 1, 2050
- Notice to proceed date- construction — September 21, 2050
- Substantial Completion date — July 2052

Current Status
Construction of Footing & Foundation underway

Issues
Poor soils encountered during excavation. Replacement with engineered fill is underway

BUILDING SYSTEMS

Describe primary elements of the project; then, provide a narrative description of the design parameters and goals to be achieved with the system.
NOTE: INCLUDE LIFE EXPECTANCIES OF ALL SYSTEMS

ARCHITECTURAL:

Site size:
Site amenities:
Parking ☐ Surface ☐ Ramp/Structure & Number of Stalls
Historical Society (State Historic Preservation Office) review required features:
Narrative:

STRUCTURAL:

Roof
Walls
Floors
Foundations
Narrative:

MECHANICAL:

Heating System & Controls:
Cooling System & Controls:
Fire Protection System:
Narrative:

ELECTRICAL

Primary Service Conductors with voltage
New components
Narrative:

TECHNOLOGY:

Main Point Of Presence System:
Alternate Point of Presence System:
Narrative:

CIVIL/SITE INFRASTRUCTURE:

Electrical Service:
Gas Service:
Water Service:
Sanitary Sewer Service:
Storm Sewer Service:
Fire Department Hydrant/Service:
Phone/Telecommunications:
Narrative:

SUSTAINABILITY & ENERGY EFFICIENCY FEATURES

The following sustainability and energy efficiency features are included in the project. (Based on *The State of Minnesota Sustainable Building Guidelines*]

A. Site & Water

B. Energy & Atmosphere

C. Indoor Environmental Quality

D. Material & Waste – Describe waste management & recycling plan and provide metrics of amounts of materials that were recycled and diverted from landfills.

E. ALTERNATIVE ENERGY SOURCES

1 **MN Statute 16B.32 Energy Use:** Plans for a new building or for a renovation of 50 percent or more of an existing building or its energy systems must include designs which use active and passive solar energy systems, earth sheltered construction, and other alternative energy sources where feasible. A new building must consider meeting at least two percent of the energy needs of the building from renewable sources (limited to wind and sun) located on the building site. **Include narrative describing the decision making process.**

2 **MN Statute 16B.325 Sustainable Building Guidelines:** New buildings and substantially "stand alone" additions receiving funding from the bond proceeds fund after January 1, 2004 and all major renovations receiving funding from the bond proceeds fund after January 1, 2009 must comply with the State of Minnesota Sustainable Building Guidelines (B3-MSBG), including Section E.1, Energy Use Reduction by at Least 30%.

3 MN Statute 16B.326 Geothermal and Solar Applications for Heating and Cooling Systems for State Funded Buildings: Where practicable, geothermal and solar thermal heating and cooling systems must be considered when designing, planning, or letting bids for necessary replacement of initial installation of cooling or heating systems in new or existing buildings that are constructed or maintained with state funds. For the purposes of this section, "solar thermal" means a flat plate or evacuated tube with a fixed orientation that collects that sun's radiant energy and transfers it to a storage medium for distribution as energy for heating and cooling.

Include a narrative of information on the alternative energy source systems

CODES & LIFE SAFETY

ZONING

Project/Building:

Building/Site ratio:
Parking requirements:
Number of Stalls:
Setback requirements:

Environmental Assessments or Environmental Impact Statements:

Narrative:

CODE

Design based upon the State of Minnesota Building Code (Minnesota adopts and amends the International Building Code)

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:

Fire Protection Description:

CAPITOL AREA ARCHITECTURAL PLANNING BOARD (CAAPB)

(On the Capitol Complex, building permits are issued by the CAAPBoard)
Requirements: