An Introduction to what OCF can do to help you succeed!

Date: July 14, 2015
Time: 10:00-12:00
The Office for Capital Facilities was originally two main components; Physical Plant Support Services, led by director Jay Pollard, and Community Colleges and Environmental Services under director Bob Eadiccico. They reported to Vice Chancellor Irv Freedman and Associate Vice Chancellor Lindo Signorelli. When that office was disbanded, responsibilities transferred to SUCF in three stages; transfer of staff to SUCF, attrition of OCF staff and discontinuation of services. However, in the early 2000’s campuses started pushing SUNY to restore those services provided by OCF.

In November 2007, Phil Wood was appointed Vice Chancellor for Capital Facilities in addition to his capacity as General Manager of SUCF, modeling the organization under Irv Freedman. OCF met with SUBOA, PPAA, SESHA, and CCBOA Executive boards to find out what the Campuses most needed.

OCF Today:

The State University of New York Office for Capital Facilities is responsible for providing tools, training and communication to the 64 Campuses within the SUNY System in support of Campus programs for management of facilities. The office provides guidance, oversight and technical expertise regarding the management of campus facilities in accordance with applicable New York State laws and regulations. A variety of disciplines are represented within the department including:

- Campus Let Contracts Program
- Community College Capital Program
- Energy Management Program
- Energy Procurement & Utility Regulatory Affairs
- Environmental Health & Safety
- Residence Hall Capital Program

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Organizational Chart

Vice Chancellor for Capital Facilities
Robert Haelen

Executive Director, OCF
Karren Bee-Donohoe

Energy Manager
Eric Mazzone

Director of Energy Procurement & Utility Regulatory Affairs
Kathleen Slusher

Community College Program Manager
Rebecca Goldstein

Contract Specialist
Jessica Miller

Residence Hall Program Manager
David Ferrari

Director, Environmental Health & Safety
Barbara Boyle

Energy Procurement Sr. Accountant
Dan Russ

Energy Procurement Accountant
Melinda Race

Capital Financial Analyst
Donald Smith

<table>
<thead>
<tr>
<th>Function</th>
<th>State Operated</th>
<th>Community Colleges</th>
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<tbody>
<tr>
<td>Environmental Health and Safety</td>
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<td>✓</td>
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<tr>
<td>Sustainability</td>
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Compliance and Risk Management Program

Environmental Compliance:
- Hazardous Waste
- Universal Waste
- Medical Waste
- Oil Storage
- Air Effluent
- Waste Water Effluent
- PCBs
- Spill Prevention and Response

Occupational Safety and Health Compliance:
- Hazardous materials
- Bloodborne Pathogens
- Biological materials
- Fall protection
- Trenching/excavation
- Confined spaces
- Machine guarding
- Electrical safety/LOTO
- Laboratory safety
- Mold
- Indoor air quality
- Radiation
- Noise
- Asbestos/Vermiculite
- Respirators
- Personal protective equipment

Fire/Life Safety and Building Code Compliance:
- Permitting authority
- Life safety events
- Sprinklers
- Clery fire reporting
- Inspections
- Carbon monoxide
- Fireworks
- Codes training

Emergency Planning and Response Compliance (*shared responsibilities*)
- Emergency operations
- Preparedness drills
- Evacuation drills
- NY-Alert
- Emergency Notifications
- Business continuity

**NYS Employees and Facilities**
- Public employees in New York State are protected by PESH (state) rather than OSHA (federal).
- Worker Comp costs are through the NYS program and not directly charged back to the campus.
- There are a number of rules for state facilities, operations and contracts that do not apply to private entities.

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CAMPUS LET CONTRACTS PROGRAM

http://system.suny.edu/capital-facilities/campus-let-contracts-program/

- Provide guidance to campuses on various procurement and construction related topics including:
  - Construction Procurements- sealed bids, vendor debriefing, construction bonds, single source procurements, field order allowances, minor critical maintenance procedures
  - Construction related Consultant (Design) Procurements- consultant selections
  - Other related topics- insurance, furniture fixture and equipment purchases, minority and women owned business enterprise (MWBE) requirements, Division of Budget B-1184 approvals, real property transactions
  - Administer training related to procurement requirements, consultant selection and other related topics
  - Implement updates to capital procurement procedures and develop supplemental guidance documents

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RESIDENCE HALL CAPITAL PROGRAM

http://system.suny.edu/capital-facilities/residence-hall-capital-program/

Capital Planning:
♦ Oversee the cash flow models to insure sustainability
♦ Manage project requests and approvals

Bond Sales:
♦ Determine the sizing and timing of each sale
♦ Facilitate all calls and data collection for disclosure documents

Surveys:
♦ Private use survey - determines 3rd party use of SUNY facilities
♦ Insurance - DASNY insures all residence halls for property damage coverage
♦ Utilization - each fall we survey campuses to ensure occupancy is strong

NYS Division of Budget (DoB)- Annual Budget Submittal:
♦ Submit appropriation needs to DoB for hard dollar projects
♦ Review all language changes that may impact the residence hall program

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Coordinate energy procurement for commodity contracts such as electricity and natural gas which results in lower costs

Manage daily operations of its own electricity supply organization, SUNY EBG

Assist campuses to develop utility budgets, usage estimates, historical cost, usage data and other statistical information

Provide the energy information necessary to comply with outside agencies and governmental reporting, including the Executive Order 88, Directing State Agencies to be More Energy Efficient and Environmentally Aware.

Represent SUNY’s interests in utility regulatory issues for policy and pricing changes to other State and Federal energy organizations, such as Multiple Intervenors, FERC, NYSERDA, NYP, LIPA, NYPSC, and the NYISO

Serve as the principal point of contact for SUNY and campuses with all utility providers such as National Grid, NYSEG, RG&E, Central Hudson Gas and Electric, Consolidated Edison, NFGD, ORU, St. Lawrence Gas, NYP, LIPA, PSEG LI, and municipal organizations

Assist campuses in tracking energy efficiency, project costs and renewable energy generated on campuses through https://web.energycap.com/
Monitor and promote campus progress of energy project planning and sustainability efforts

Provide assistance with locating financial incentives

Review campus efforts to ensure continued energy savings

Monitor and support connection of submeters to NY Energy Manager

Promote implementation of specific energy savings measures

Assist with the interpretation and implementation of Executive Order 88 (EO88) guidelines

Develop case studies to showcase program projects

Energy Master Planning

Energy Forum Listserv: sunyutil@ls.sysadm.suny.edu
COMMUNITY COLLEGE CAPITAL PROGRAM

http://system.suny.edu/capital-facilities/community-college-capital-program/

- Assist in the planning and State financing for community college capital project costs and advocate on behalf of the colleges to various stakeholders such as the Governor, NYS Legislature and Division of Budget
- Provide procedures, documents and forms to assist colleges in navigating program rules
- Ensure capital projects adhere to federal, State and SUNY requirements and all necessary approvals to progress are obtained
- Oversee program bonding needs in conjunction with the Division of Budget to ensure funds are on hand to reimburse Colleges/Sponsors for the State costs of capital projects
- Assist in collection of capital data including current project statuses, cash flow, space use, private use and building condition
- Address real property actions and other capital issues needing SUNY Board of Trustees actions
- Provide orientation for new business officers and one-on-one working sessions with Colleges and deliver information and updates on community college capital to program users
- Assist community college staff and other stakeholders with various facility and capital-related issues
CLC-1 Construction Bonds
January 2012

CLC-2 Temporary Services
Updated March 2013

CLC-3 Construction Authority
Updated April 2013

CLC-4 Threshold Chart
Updated April 2012

CLC-5 Division of Budget Approval - B-1184
Updated December 23, 2014

CLC-6 Debriefing
December 2012

CLC-7 Single and Sole Source Procurements and Specific Allowances
Updated December 2013

CLC-8 Field Orders with Attachments
Updated June 2013

Attachment 1 - Field Order Proposal Form
Updated June 2013

Attachment 2 - Field Order Proposal Data Sheet Form

Attachment 3 - Listing of Field Orders Form

Attachment 4 - Field Order Authorization Letter Form

CLC-9 Furniture, Fixtures and Equipment (FF&E) Purchases
January 2014

Guidance Document CCP-1: Obtaining Capital Appropriation
Revised November 2014

Guidance Document CCP-2: Project Initiation and Revision
November 2014

Guidance Document CCP-4: In-Kind Donations as Local Funding Share
April 2013
From the SUNY website: http://system.suny.edu select Offices & Departments

Scroll down to Capital Facilities

Capital Facilities

- Plaza Operations
- Energy Management, E088 and Sustainability
- Energy Procurement & Utility Regulatory Affairs
- State University Construction Fund

Once Capital Facilities is selected you will be redirected to our office’s homepage:

http://system.suny.edu/capital-facilities/
The State University Construction Fund is a public benefit corporation established by Chapter 251 of the Laws of 1962. The Fund is administered by a Board of Trustees consisting of three members appointed by the Governor, one of whom must be a State University Trustee. Members other than the State University Trustee are also confirmed by the Senate.

As defined by statute in 1962, the purposes of the Fund are: "... to provide academic buildings, dormitories and other facilities for the State-operated institutions and contract and statutory colleges under jurisdiction of the State University, to reduce the time lag between determination of need for such facilities and actual occupancy thereof, to expedite the construction, acquisition, reconstruction and rehabilitation or improvement of such facilities and to assure that the same are ready for the purposes intended when needed and when scheduled under the approved master plan of State University."