

# Office for Capital Facilities Newsletter

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Issue 14, March 2016



TOOLS  
TRAINING  
COMMUNICATION

## Upcoming Events

SUBOA  
4/6 & 4/7

Advanced Energy Conference  
4/20-4/22

Board of Trustees  
5/3 & 5/4

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### Note from the Executive Director- Karren Bee-Donohoe

**Emergency Planning:** While OCF has been closely involved with emergency planning and recovery, the office previously did not have a person dedicated to this area. In March, Al Styno became the Emergency Planning Specialist, reporting to Barbara Boyle. Look for new tools, training and communication in this area.

**Res Hall Capital Plans:** The annual request of Res Hall Capital Plans will be sent soon. Campuses should be considering all planned construction or renovation for the next 10 years. A comprehensive plan is essential for DASNY workload and OCF's bond sale planning.

**Res Hall Capital Project Request Form:** Initiation of new Res Hall Campus Projects is to be done using the Project request form, which is available on the OCF website. Please complete this form, as soon as possible when considering a new project, and send it to Don Smith for review and approval.

**Real Estate Transaction Initiation:** OCF has refined the application for *Approval to Advance Real Property Transactions For State Operated Campuses*. This form is to be used as the first step when considering the acquisition, disposition, demolition or transfer of a State owned real estate asset. The campus will provide key information to System Administration about the contemplated action via the form. This information will help determine if the transaction is appropriate and whether it will need Board of Trustees approval.

**Newsletter Archives and OCF Website:** Previous issues of the OCF newsletters are available on the OCF website. Visit the site to review information provided in previous editions, or to scan the multitude of additional information available. If there is content you would like to see added, please let me or one of the staff know.

<http://system.suny.edu/capital-facilities/>

### Advertising and Competitive Solicitation Limits - Jessica R. Miller

Several years ago the procurement threshold for advertisement in the New York State Contract Reporter (NYSCR) was raised from \$20,000 to \$50,000. The update was enacted through a legislative change to [NYS Economic Development Law \(§142\)](#). The change allows campuses to solicit responses to Invitations for Bids and Requests for Qualifications for contracts less than \$50,000, without advertising for 21 business days in the Contract Reporter.

It is important to note that this change did not impact the requirements associated with public bidding on construction contracts or selections on the basis of qualifications for construction-related consultant contracts. These requirements are set

forth in Education Law §376 and State Finance Law §136-a. Although campuses are not required to advertise in the Contract Reporter for contracts between \$20,000 and \$50,000 for construction, and between \$25,000 and \$50,000 for construction-related consultant contracts, the requirements for public bidding and consultant selections still apply.

For additional information please see the following procedures or contact [Jessica R. Miller](#).

- [Procedure 7554 Construction Contracting](#)
- [Procedure 7555 Construction-Related Consultant Contracts](#)



## MS4 Program: Municipal Separate Storm Sewer System Program - Barbara Boyle

Stormwater that runs off *during or after land development* (construction and post construction runoff) results in flooding and erosion, as well as significant pollution of lakes, streams, rivers and estuaries. Stormwater should be managed to minimize impacts. During construction, campuses control stormwater under a construction-SPDES permit, but there is another set of regulations that may apply to some campuses: MS4 or Municipal Separate Storm Sewer System program. Compliance is ongoing, not just during the construction period. These MS4 regulations work with construction SPDES permits, SWPPPs, and general SPDES permits, but do not replace them.

If a campus is located wholly or partially in a designated urbanized area, and has any stormwater conveyances or system of conveyances (including roads with drain-

age), the campus needs to assess the applicability of the MS4 regulations.

This requirement is not directly dependent on any current or recent construction or SPDES permit. The

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program looks at the whole campus, not just a project site. The urbanized areas are determined by the DEC and are based on census information. See the [NYS DEC MS4 Toolbox](#) for tools to determine if a campus is in an urbanized area.

Conveyances may include things like roads with drainage, catch basins, curbs, gutters, ditches, man-made

channels or storm drains.

To comply with permit conditions, campuses must develop and implement stormwater runoff controls, conduct public education and outreach, encourage public participation, detect and eliminate illicit discharges, manage construction site runoff, manage post-construction stormwater features and implement SOPs addressing pollution prevention and good housekeeping. These are often referred to as minimum control measures or MCMs.

Historically, these regulations were applied to municipalities, but they now apply to some non-traditional entities such as campuses. The [NYS DEC website](#) has information to support newly designated MS4s. The *Local School District Decision Tree for MS4 Designation*, found on this page, may be useful to campuses as well.

## SUNY Sustainability Coalition - Eric Mazzone and Sadie Ross

Sustainability officers from around SUNY have come together to form the SUNY Sustainability Coalition (SSC), a subgroup of the New York Coalition for Sustainability in Higher Education (NYCHSE). The SSC serves as a state forum for sustainability initiatives, bringing together a broad spectrum of SUNY professionals to discuss issues critical to the acceleration, expansion and adoption of sustainable initiatives around curriculum, operations, research and engagement. The primary function of the group is to provide a voice for SUNY on sustainability issues, advocate for policies to further the sustainability goals of the system and increase awareness of

accomplishments. "It's a chance for us to formalize the dialogue that has been happening for a few years that began with the SUNY Sustainability Conference in 2010," says Ryan McPherson, Chief Sustainability Officer for the University of Buffalo and co-chair of the SSC.

The group welcomes participation from all members of the SUNY community who are formally tasked or interested in sustainability programming at a SUNY institution. "We are especially excited about giving folks from departments across the campus, like facilities, dining services, residential life, transportation or athletics, an opportunity to get

involved in the conversation of sustainability, and enhance their programs by communicating with people at other campuses", says Jamie Adams, Sustainability Program Coordinator at SUNY Oswego and co-chair of SSC.

To act as a voting member of SSC, become a member of NYCHSE by visiting [nycshe.org](#). To informally join the conversation, subscribe to the SSC listserv by contacting SSC secretary, [Sadie Ross](#).

To learn more about the SSC and the annual SUNY Sustainability Conference visit [www.esc.edu/sunysustainability](#).



## LISTSERVS - Are You in the Know?

The Office for Capital Facilities manages several Listservs in order to communicate the information you need most. To subscribe to any of the OCF Listservs, contact either [Ashley Brainard](#) or [Amanda Harbinger](#).

### **Facility Managers**

[FACILITYMGMT@ls.sysadm.suny.edu](mailto:FACILITYMGMT@ls.sysadm.suny.edu)  
[CCFACILITYMGMT@ls.sysadm.suny.edu](mailto:CCFACILITYMGMT@ls.sysadm.suny.edu)

These listservs are the primary means for general purpose communication from the Office for Capital Facilities, to the campus Facilities Managers for State operated and community colleges respectively. It is recommended that Facilities AVPs, Facilities Directors and their respective administrative support be on the appropriate list. These lists are restricted to SUNY campus staff.

### **Campus Let Contracts**

[SUNY-CLC@ls.sysadm.suny.edu](mailto:SUNY-CLC@ls.sysadm.suny.edu)

Discussion forum for campus administered construction and construction-related contracts. Information disseminated includes general guidance, procedural changes, and notice of upcoming training opportunities.

### **Emergency Managers**

[SUNYEM-L@ls.sysadm.suny.edu](mailto:SUNYEM-L@ls.sysadm.suny.edu)  
[SUNYEMCC-L@ls.sysadm.suny.edu](mailto:SUNYEMCC-L@ls.sysadm.suny.edu)

Discussion forum for campus Emergency Managers. This list is also used during emergency conditions for bi-directional communication with campus emergency contacts for information and status reports, and to receive and forward requests for resources during the emergency. This is a primary list used by the SUNY Desk during activations of the State Emergency Operations Center. It is restricted to the primary emergency contacts designated by each campus and System Administration support of the emergency response.

### **Environmental Health & Safety Managers**

[SUNY-EHS@ls.sysadm.suny.edu](mailto:SUNY-EHS@ls.sysadm.suny.edu)  
[SUNY-EHS-CC@ls.sysadm.suny.edu](mailto:SUNY-EHS-CC@ls.sysadm.suny.edu)

Discussion forum for the *primary* managers at each campus with Environmental Health and Safety responsibilities. This is the primary list for communication from the Office for Capital Facilities for SUNY-specific concerns, and where specific responses are required from the campuses. A more broadly subscribed and more

active list for non-SUNY specific discussions is the SEHSA listserv (see "Related Organization Listservs" Page 4).

### **Energy Buying Group**

[SUNYEBG@ls.sysadm.suny.edu](mailto:SUNYEBG@ls.sysadm.suny.edu)

Discussion forum related to the aggregated purchase of electricity under the SUNY Energy Buying Group (EBG). This list is restricted to Energy Buying Group members.

### **Sustainability**

[SUNYSUSTAINABILITY@ls.sysadm.suny.edu](mailto:SUNYSUSTAINABILITY@ls.sysadm.suny.edu)

Discussion forum for communication related to all aspects of sustainability including operations, facilities, academics, dining services, resident life and beyond. Any member of the SUNY Sustainability Association can join the listserv. For information on the Association visit <http://www.esc.edu/sunysustainability>.

### **Utility Managers**

[SUNYUTIL@ls.sysadm.suny.edu](mailto:SUNYUTIL@ls.sysadm.suny.edu)

Discussion forum for sharing pertinent information about the newest technology trends, product advancements, training opportunities, energy efficiency incentives, ideas for successful deployment of operations and maintenance protocols, raising awareness of best practices, and supporting the goals of a comprehensive energy management program. Notifications are issued here concerning electricity and natural gas constraints.

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### **Subscribe or review a SUNY LISTSERV**

To subscribe, send a new e-mail message to [listserv@ls.sysadm.suny.edu](mailto:listserv@ls.sysadm.suny.edu) with the body message, **SUB listname firstname lastname**. (Ex: SUB FACILITYMGMT john doe.)

To review a list use the message **Rev listname**. (Ex: Rev FACILITYMGMT) For all other questions regarding Listservs, refer to: <http://system.suny.edu/userservices/faqs/Listservs/>.



## RELATED ORGANIZATION LISTS

### **SUNY Physical Plant Administrators Association**

[SUNYPPAA@ls.sysadm.suny.edu](mailto:SUNYPPAA@ls.sysadm.suny.edu)

The SUNY/PPAA listserv includes campus facilities managers and general facilities staff, along with Construction Fund, DASNY, and OGS. This important discussion forum allows for the exchange of ideas and challenges faced by facilities, along with communication for PPAA conference, training, and employment opportunities. The list is managed by The College at Brockport. To be added to the listserv, contact [Stasia Molyneux](#).

### **NESEA**

[nesea@nesea.org](mailto:nesea@nesea.org)

The NY Coalition for Sustainability in Higher Education unites representatives of higher education and supporting organizations with a common interest to promote and support environmental, fiscal, and social responsibility. To subscribe go to <http://nycshe.org/>

### **SEHSA**

[sehsa-l@list.cornell.edu](mailto:sehsa-l@list.cornell.edu)

The SEHSA Environmental Health and Safety Association of NY, Inc. is an organization of professionals dedicated to promoting a culture of safety on public and private higher-education campuses throughout New York State. The group spans areas including employee training, emergency response, environmental compliance, fire safety, and other safety and industrial hygiene programs.

Membership is open to personnel with academic environmental health and safety responsibilities in New York State. The listserv is restricted to SEHSA members. Members post questions, discuss ideas, and share program documentation and resources. The listserv also allows members to stay abreast of regulatory changes, upcoming events, training programs, and SEHSA activities. SEHSA can be found at <http://www.sehsa.org>

## **New Clean Energy Fund Charge on Utility Bills - Kathy Slusher**

Pending budget legislation shows the existing System Benefit Charge (SBC), Renewable Portfolio Standard (RPS) and Energy Efficiency Portfolio Standards (EEPS) will be rolled into a single charge called the Clean Energy Fund (CEF). The SBC/RPS/EEPS line on utility bills will change to either a line description of Clean Energy Fund or be abbreviated to CEF. This change is expected to take effect as soon as the legislation passes and local utilities can make the changes, sometime after April 1, 2016. It is believed that all NYPA supplied campuses will be excluded from the new charge, as they were from the old ones.

Another change is that the charge will not apply to natural gas accounts, only electricity accounts. This is welcome news, as the new CEF funded incentives will be fuel neutral;

meaning any electricity account paying the CEF will qualify the campus for any energy efficiency incentives no matter the fuel source, be it electricity, natural gas or other fuel.

The Governor's budget suggests that the annual CEF charge will be calculated volumetrically based on the estimated kilowatt hours (kWh) delivered by each local transmission company to the customers. The utility companies must pre-pay their estimated CEF amount and subsequently collect that amount back from the utility customers. However, it is still unknown if the utilities will have any discretion as to how the amount can be collected. It could be collected at the same kWh rate charged by the Public Service Commission or they could vary the amounts charged per kWh. In the past, some utilities have varied amounts using service classifi-

cation type such as residential, commercial or industrial service. Once the PSC provides further details, and each utility company has filed their method of collecting the money, the OCF Energy Office will let campuses know the expected rates.

Once the Energy Office begins to see the utility formats change, all of the EnergyCap software's templates for campus reporting will be automatically updated and any Phase 2 changes necessary for campuses using the software for sub-meters will be coordinated. Until then, continue to use the current SBC/RPS/EEPS line for those charges. For further details, please contact [Kathy Slusher](#).

