

SUMMER 2015 PPAA CONFERENCE

BRUNCH WITH THE OFFICE FOR CAPITAL FACILITIES

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

Date: July 14, 2015

Time: 10:00-12:00



The State University
of New York

Office for Capital Facilities

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

Our History:

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 Eadicco. 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, SESA, and CCBOA Executive boards to find out what the Campuses most needed.

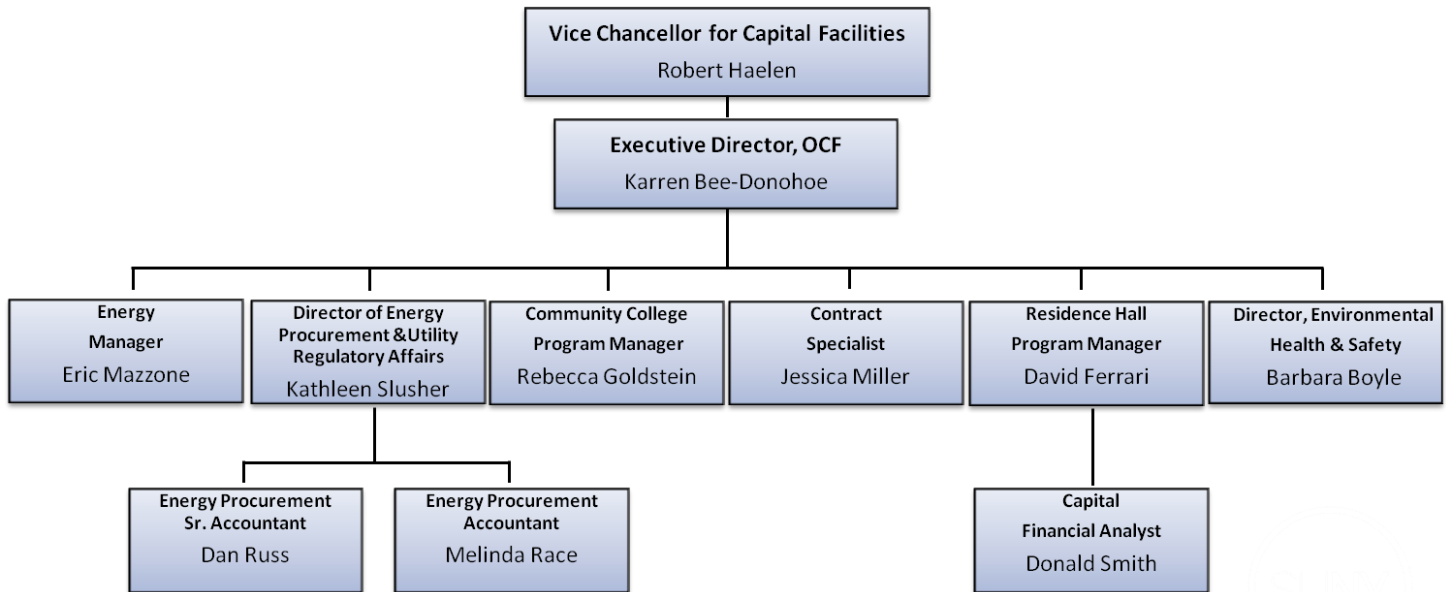
OCF Today:

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

Karren Bee-Donohoe
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Organizational Chart



Function	State Operated	Community Colleges
Environmental Health and Safety	✓	✓
Energy Buying Group	✓	✓
Residential Facility Capital	✓	
Community College Capital		✓
Campus Let Procurement	✓	
Emergency Management	✓	✓
Start-Up New York	✓	✓
Real Estate Issues	✓	✓
Sustainability	✓	✓

Notes



Notes



ENVIRONMENTAL HEALTH & SAFETY OFFICE

<http://system.suny.edu/capital-facilities/environmental-health-and-safety>

Compliance and Risk Management Program

Environmental Compliance:

Hazardous Waste	Air Effluent
Universal Waste	Waste Water Effluent
Medical Waste	PCBs
Oil Storage	Spill Prevention and Response

Occupational Safety and Health Compliance:

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

Fire/Life Safety and Building Code Compliance:

Permitting authority	Inspections
Life safety events	Carbon monoxide
Sprinklers	Fireworks
Clery fire reporting	Codes training

Emergency Planning and Response Compliance (*shared responsibilities*)

Emergency operations	NY-Alert
Preparedness drills	Emergency Notifications
Evacuation drills	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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Residence Hall Program Manager

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ENERGY PROCUREMENT & UTILITY REGULATORY AFFAIRS OFFICE

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

- ◆ 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, NYPA, 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, NYPA, LIPA, PSEGLI, and municipal organizations
- ◆ Assist campuses in tracking energy efficiency, project costs and renewable energy generated on campuses through <https://web.energycap.com/>

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ENERGY MANAGEMENT, EO88 & SUSTAINABILITY

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

- ◆ 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

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Energy Manager

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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

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GUIDANCE DOCUMENTS

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

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

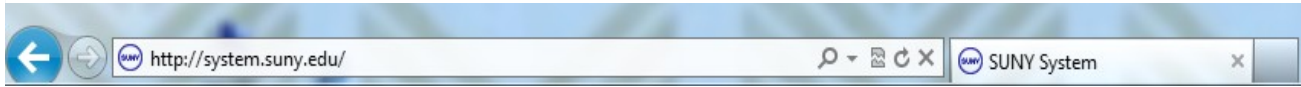
Guidance Document CCP-2: Project Initiation and Revision

November 2014

Guidance Document CCP-4: In-Kind Donations as Local Funding Share

April 2013

Finding our Webpage



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/>

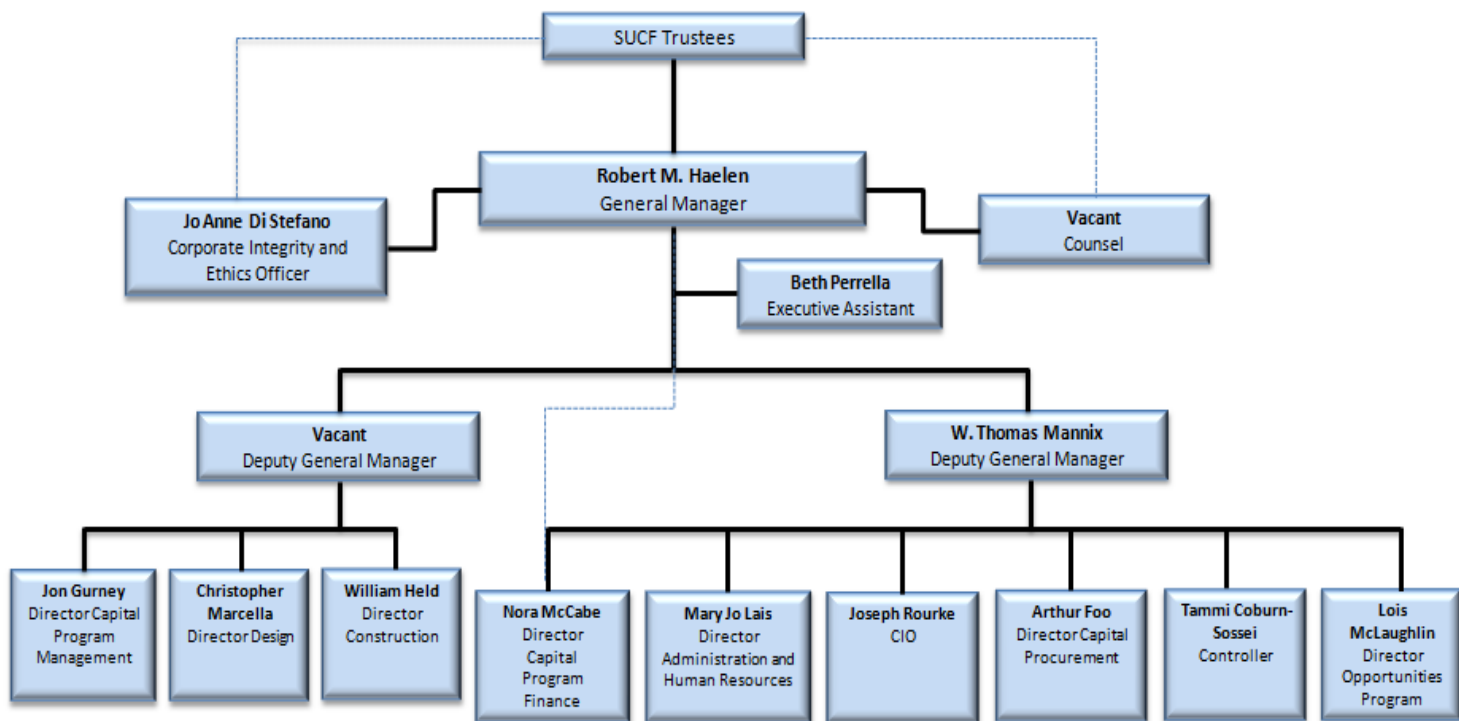


State University Construction Fund

<http://www.sucf.suny.edu/>

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."



**The State University of New York
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