



MA State House



DIVISION OF
CAPITAL ASSET
MANAGEMENT &
MAINTENANCE



FY20 DEFERRED MAINTENANCE PROCESS

April 2019

DEFERRED MAINTENANCE AGENDA

- **Introductions**
- **Overview of the process**
- **Important dates:**
 - May 16, 2019**
 - June 7, 2019**
 - July 1, 2018**

DEFERRED MAINTENANCE PROCESS OVERVIEW

REQUEST

Research

Review CAMIS on existing projects. Update data.

Creation

Create a project and phase

Documentation

Studies, MAAB, Preventative Maintenance

OVERSIGHT

Approved and delegated projects, the responsibilities of the Agency receiving funding

FINANCE

ISA procedures and responsibilities

Requirements for Deferred Maintenance Funding Transfer Requests

- Appropriate staff attend current training sessions for submitting DM requests.
- Update CAMIS projects prior to submitting new DM requests.
- Improve documentation/communication for each request to assist evaluation.

Requirements for Deferred Maintenance Funding Transfer Requests

- Ensure that Secretariat or Central Oversight Bodies approve their reporting agencies' DM requests.
- Confirm that accessibility requirements and other code requirements are incorporated in project funding requests.

DEFERRED MAINTENANCE PROCESS

Deferred Maintenance Phase									
Export 4 total found Apply Filters Clear Filters Show More Filters Show: 50									
CAMIS Phase Code	Full Path	Name	Site	Location Name	Phase Type	Phase Status	Estimated Cost	Requested By	
Contains	Contains	Contains	Contains	Contains	Contains	Contains		Contains	
<input type="checkbox"/> J200001-1	\Locations\Sites\Quinsigamond Community College\335QCC0060 Ahlfors Math And English	Test #1 RB as Jracki - Study	Ahlfors Math And English	Ahlfors Math And English	DEF - MAINT - STUDY		\$9,000.00	Jim Racki	
<input type="checkbox"/> J200001-2	\Locations\Sites\Quinsigamond Community College\335QCC0060 Ahlfors Math And English	Test #1 RB as Jracki - D&C	Ahlfors Math And English	Ahlfors Math And English	DEF - MAINT - D&C		\$90,000.00	Jim Racki	
<input type="checkbox"/> J200003-1	\Locations\Sites\Quinsigamond Community College	Test #2 as JRacki - Study	Quinsigamond Community College	Quinsigamond Community College	DEF - MAINT - STUDY		\$5,000.00	Don Hall	
<input type="checkbox"/> J200003-2	\Locations\Sites\Quinsigamond Community College	Test Phase Status	Quinsigamond Community College	Quinsigamond Community College	DEF - MAINT		\$33.00	Don Hall	

Deferred Maintenance Project									
Export 2 total found Apply Filters Clear Filters Show More Filters Show: 50									
CAMIS Number	Name	Location Name	Full Path	Status	Total Est Cost	Project Type	Requested By		
Contains	Contains	Contains	Contains	Contains		Contains	Contains		
<input type="checkbox"/> J200001	Test #1 RB as Jracki	Ahlfors Math And English	\Locations\Sites\Quinsigamond Community College\335QCC0060 Ahlfors Math And English	Draft	\$99,000.00	DEF - MAINT	Jim Racki		
<input type="checkbox"/> J200003	Test #2 as JRacki	Quinsigamond Community College	\Locations\Sites\Quinsigamond Community College	Draft	\$5,000.00	DEF - MAINT	Don Hall		

DEFERRED MAINTENANCE PROCESS

- All prior unfunded DM project requests have been changed to **Identified**.
- If you wish to continue requesting this project you must change the designation to **Requested**.
- When you proceed to the phase aspects of the project, you will see the Attribute page which has a number of required fields.

DEFERRED MAINTENANCE PROCESS

- There are different components to a project, the overall **project** and **phase(s)**
- Every project will have a phase.
- The number of phases depends upon how many activities are required to complete the project.
 - The “J” number given to a project will have a **-1** or **-2** for the phases.

For example: A boiler replacement project that requires a study first will have J200000 for the project number, J200000-**1** for the first phase (study) and J200000-**2** for the second phase (design and construction).

DEFERRED MAINTENANCE PROCESS

Project Name

- Always start the name of the project request with the corresponding fiscal year.
- FY20 Boiler Replacement building X
- FY20 Condensate pipe repair to building X
- FY20 Elevator repairs building X

DEFERRED MAINTENANCE PROCESS

- If a project does not need a study < \$300,000 your project **J200000** will have only one phase **J200000-1** for the design and construction.
- The assigned DCAMM project number DOC2050, TRC2061, UML2055 will have a corresponding matching number for each phase:
- DOC2050 **FT-1**, TRC 2061 **FT-2**, UML2055 **FT-1**.

DEFERRED MAINTENANCE PROCESS

DM Request
Notes & Documents
Save Save & Close More x

(Attributestabinfo):

General

CAMIS Number J203772 Status Draft

★ Name FY 17 Koussevitzky Elevator

Description Modernization of Koussevitzky Arts Center Elevator

★ Type DEF - MAINT

★ Requested By Dave Moran

Requested Date 05/17/2016

Estimated Cost \$16,625.00

Location Find Clear

★ Name Berkshire Community College

Full Path \Locations\Sites\Berkshire Community College

Priority Find Clear

★ Name 2 - Will become critical in 1-2 years

Rating 2

Building System Class Find Clear

★ Name Elevators

Assets Find Remove

0 total found

☐ ! Type Image ID Name Spec Name Spec Class

No data to display

Facility Assessment Deficiencies DeAssociate Find

0 total found

☐ Site or Building Name Assessment Name Total Estimated Cost Priority Timeframe Building System Class

No data to display

Phase Add

Export 1 total found

☐ CAMIS Name Description Status Phase Type Estimated Cost

☐ J203772-1 FY 17 Koussevitzky Elevator Study Study to provide a quote for the modernization of the Koussevitzky Arts Center elevator which is original to the building and is 45 years old. Requested DEF - MAINT - STUDY \$16,625.00

DEFERRED MAINTENANCE PROCESS

General	
Please fill out each entry completely and in detail. Funding approvals are dependent upon the information you provide below.	
CAMIS Phase Code	Phase Status
* Name	
Description	
* Type	* Estimated Cost \$
Requested By	
Location Name	
DM Attributes	
Study Attached	Agency Contribution \$
Who Did the Study	Planned Start Date
Cost Estimate Source	Plan End Date
Cost Est Date	IG Class Completed
Current Phase of Project	Current FY Spending \$
Other Documents	Next FY Spending \$
Life Safety Risk	Potential Penalty
Describe LifeSafety	Describe Potential Penalty
Shutdown Threat	Addresses Resiliency
Describe Shutdown Threat	Describe Addresses Resiliency
Further Damage	Accessibility Issue
Describe Further Damage	Describe Accessibility Issue
Age of Equipment or System (years)	PMs Completed (Yes/No)
Expected Remaining Life (years)	Is Equip/Sys Proprietary
Repair Cost Last 5 Years	Do you have a PM plan for new equip
Replacement Parts Available	



Examples of Life Safety

- Falling envelop detail
- Defective/failed fire alarm system
- Exposure to hazardous materials
- Defective/failed lock systems in correctional facility

Examples of Shutdown Threat

- Loss of heat/cooling in appropriate season
- Loss of water/sewerage
- Roof failure
- Flooding
- Loss of power

Examples of Penalty Threat

- Building inspection/code violation
- Accreditation violation
- Litigation
- Program disruption

EXAMPLES OF RESILIENCE

Managing the impact of climate change related natural disasters on state facilities

Examples of Facility Impacts

Flooding managed by:

- Moving critical equipment above ground (e.g. transformers, switchgears)
- Sealing manholes where manholes lead to critical underground equipment
- Installing green infrastructure (e.g. landscaped drainage areas)

Extreme heat issues minimized with:

- Energy recovery
- Low-e window films
- Better thermostatic zone controls
- Insulation, improved building envelopes

More information @ <http://resilientma.org/>



DEFERRED MAINTENANCE PROCESS

Evaluation Criteria

Area	Category	Weight
Health and Life Safety	Risk for Loss of Life	30
	Risk of Illness or Accident	20
Urgency	Penalty Threat	7
	Shut Down Threat	18
	Risk of Further Damage	10
Component Priority	Project Addresses Resiliency	5
	Impact to Accessibility	9
Ready to Proceed	Documentation Complete	1

DEFERRED MAINTENANCE PROCESS

Mandatory attachments

- Consistent Preventative Maintenance must be documented by attachment to the project request.
 - This can be a record of completed CAMIS work orders, a copy of your vendor maintenance contract, a “School Dude” report of activities, etc.
 - A written quote/estimate for a study from a house doctor, FCA report or design/construction/repair from a vendor.

DEFERRED MAINTENANCE PROCESS

Optional attachments

- Invoices for work performed
- Studies
- Code violation documents
- Incident reports
- Accident reports
- Photos

The more information attached to the project request, the better chance to be approved for funding.

DEFERRED MAINTENANCE PROCESS

If there are multiple phases to the project, a study and design and construction, you should only **request** the phase one for a study.

1. Get a quote from your house doctor for the study then input that dollar amount in the phase one.
2. Phase one (study) – **Complete** the attributes for this phase (as much as possible)
3. Phase two (design and construction) - **Mark** as identified and don't post the dollar amount (at this time)

DELEGATION/STUDY REQUIREMENTS

- All building projects with an Estimated Construction Cost (ECC) \$250,000 or greater require delegation authority from DCAMM's Commissioner.
- All building projects with an ECC \$300,000 or greater require a study following DCAMM's study template.
- The study must be submitted to DCAMM for certification by the DCAMM Commissioner prior to receiving funds for the design and construction to proceed.
- Delegation and Study requirements apply regardless of funding source or projects authorized under a DCAMM emergency waiver.

DEFERRED MAINTENANCE PROCESS

New Deferred Maintenance Study Template

DEFERRED MAINTENANCE PROCESS STUDY TEMPLATE

- Detailed instructions available
- Simplified Certification Request Form
- Guidelines for non certifiable projects
- Must include accessibility scoping form



DEFERRED MAINTENANCE PROCESS STUDY TEMPLATE

-
-
- **Section 1** **Study Summary**
- **Section 2** **Existing Conditions Investigation**
- **Section 3** **Code Summary**
- **Section 4** **Options and Proposed Solution**
- **Section 5** **Cost Estimate**
-
- **Section 6** **Proposed Schedule**
-
- **Section 7** **Appendices**
- Appendix A: MAAB Scoping Form
- Appendix B: Title of Document
- Appendix C: Title of Document
-
-



2020 Accessibility

MAAB requirements for building projects

:

<ul style="list-style-type: none">• less than \$100,000,	<ul style="list-style-type: none">➤ only the work being performed needs to be in compliance with MAAB
<ul style="list-style-type: none">• more than \$100,000 but less than 30% of the building's replacement value (see CAMIS value)	<ul style="list-style-type: none">➤ the work being performed must be in compliance as well as a public entrance, toilet room, drinking fountain and telephone (if provided) need to be in compliance with MAAB
<ul style="list-style-type: none">• equals or exceeds 30% of the building's replacement value	<ul style="list-style-type: none">➤ the entire building must be brought into compliance with MAAB or variances must be sought from the MAAB

2020 Accessibility Scoping Form

MAAB requirements for building projects

If repair work is limited to the following **exempt** categories and the total construction cost is no more than \$500,000 including any building permits issued in the last 3 years, then there are no specific requirements for accessibility.

- **Electrical systems**
- **Mechanical systems**
- **Plumbing systems**
- **Abatement of hazardous materials**
- **Retrofit automatic sprinklers**
- **Roof repair or replacement**
- **Window repair or replacement**
- **Masonry re-pointing and repair**
- **Title V work, site utilities, and landscaping**
- **Some energy efficiency work**

If the total cost exceeds \$500,000 (but is < 30% of the CAMIS value), then a public entrance, toilet room, drinking fountain and telephone must be accessible.

2020 Accessibility Scoping Form

DCAMM Accessibility Scoping Form for Building Repairs, Alterations, and Renovations

rev 9.9.15 beta version

DCAMM requires that all DCAMM-funded projects be in full compliance with state and federal accessibility laws and regulations, including the Rules and Regulations of the Massachusetts Architectural Access Board (521 CMR), Title II of the Americans with Disabilities Act (ADA), as amended, the 2010 ADA Standards for Accessible Design and other legislation and executive orders that may apply to upholding the rights of citizens with disabilities to equal access to programs, services, and activities of the Commonwealth, including employment.

This form is intended to help facility managers and design consultants during the Study Phase to determine the scope of MAAB requirements for a project. This form should be filled out as early as possible and incorporated into the Study document in the Code Review section. Completing this form does not relieve the designer and user agency of its obligations to provide equal access to persons with disabilities to programs, services, and activities. For technical assistance related to Title II ADA compliance contact the Statewide Accessibility Initiative (SAI) through Chris Becker at 617-727-4050 x31206 or email christopher.becker@state.ma.us.



<http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/scoping-form-maab.html>

Form completed by:	<input type="text"/>	Date:	<input type="text"/>
DCAMM project #:	<input type="text"/>		
Project name:	<input type="text"/>		
Building name:	<input type="text"/>	Site name:	<input type="text"/>
Study consultant:	<input type="text"/>		
Anticipated date of building permit:	<input type="text"/>		

1. Describe the scope of work:

2. Does the scope of work include a change of use from private space (ex. single family house) to public space (ex. administrative offices)? If yes, describe the situation, complete the rest of the form, and contact the Statewide Accessibility Initiative (SAI) for technical assistance.

Yes

No

3. Is the building connected by doors or corridors to another building? If yes, describe the situation, complete the rest of the form, and contact the SAI for technical assistance.

Yes

No

ADVISORY - Definition of Building per 521 CMR Section 5: Before proceeding with this form, please be aware that the definition of building per IBC or 780 CMR differs from the definition per 521 CMR. This form does not ask you to define the building in terms of 521CMR. However, please be aware that the scoping result may change depending on the information provided in Question #3 above. The SAI will provide technical assistance if Question #3 is answered affirmatively.

4. Enter the Estimated Construction Cost (ECC) including possible change orders and/or contingencies:

<input type="text"/>	Box A
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5. Enter the current CAMIS Value, ID#, and Building Name: Search the tab "2015 CAMIS Values" at the bottom of this worksheet.

<input type="text"/>	Box B
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DEFERRED MAINTENANCE PROCESS

OVERSIGHT

DEFERRED MAINTENANCE PROCESS

OVERSIGHT

Once the project funding has been approved and delegated; DCAMM and the receiving Agencies each have responsibilities as we move forward in the process.

Project Status Report

[DM Request Phase](#)
[DM Scoring](#)
[Project Status Report](#)
[Notes & Documents](#)
[Requested](#)
[Save](#)
[Save & Close](#)
[Cancel](#)
[x](#)

(Instructions): After filling in all of the Project Status Report information, click on the "Add" button to generate the update record.

Attention!

After filling in all of the Project Status Report information, click on the "Add" button to generate the update record.

DM Quarterly Update

Proj/Phase (ie.DCP1650FM1)	Example1850 FT1	Milestone		Projected Current FY Spending	\$250,000.00
ISA Expiration Date	06/30/2019	Milestone Status		Projected Next FY Spending	\$40,000.00
ISA Funding Amount	\$5.00	Milestone Start Date		Projected Out FY Spending	\$5.00
Other Funding Amount	\$5.00	Milestone End Date		Total Expended to Date	\$10,000.00
Study / House Doctor	Sample HD	Contract Awarded To	Sample Contractors	Estimated Complete Date	08/01/2018
Total Study Fee	\$25,000.00	Total Project Cost	\$300,000.00		
DCAM Certified Date	08/01/2017	Total Returned to DCAMM	\$5.00		
Designer / House Doctor	Sample Designer	Final Accept Date			
Comments	Enter in any important project details, updates, scheduling, pricing, clarification here				

DM Quarterly Update History

[illegible]

Requested Save Save & Close Cancel x



PROJECT STATUS REPORT REQUIREMENTS

- Date of Entry
- Project/Phase number/Total Project Cost
- ISA Expiration Date
- Other Funding Amount
- Estimated Completion Date
- Total Expended To Date
- Projected Current FY Spending
- Projected Next Fiscal Year Spending
- Total Returned To DCAMM

PROJECT STATUS REPORTS

Due Dates:

- **July 1, 2019**
 - *First Report due for all current and all prior year active projects*
- **October 1, 2019**
- **January 1, 2020**
- **April 1, 2020**

ISA TUTORIAL

- An ISA is a contract that documents the business agreement (joint venture) between two state departments within any branch of state government.
- Mass General Laws state that obligations may not be incurred unless there are sufficient funds available to support the obligation.
- The ISA will terminate on the date listed in the ISA form unless properly amended prior to that date or unless terminated earlier upon agreement by both departments.

ISA RESPONSIBILITIES

When authorizing payment on project invoice write project number and phase number on document before submitting to your fiscal department for payment

ISA RESPONSIBILITIES

By signing the ISA agreement you are committing to making quarterly Project Status Reports

COMMONWEALTH OF MASSACHUSETTS

INTERDEPARTMENTAL SERVICE AGREEMENT (ISA) FORM

ACCOUNT INFORMATION. Complete for all new ISAs and Amendments (even if account information is not changing) Check one option, indicate “add”, “delete” or “no change” and enter account, fund, major program code and program code.

☒ BGCN – non-subsidiarized (federal, capital, trust). Attachment C required for any new ISA or ISA Amendment involving federal funds.

☐ BGCS – subsidiarized (budgetary)

☐ Other (CT, RPO as authorized by CTR): _____.

☐ Non-Financial ISA (no funds are transferred from Buyer/Parent to Seller/Child), however, resources are committed to ISA.

☐ Amendment with no Accounting Changes to Budget/Accounts or to Attachments B or C. (Indicate no change below and complete account information.)

<input checked="" type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> NO CHANGE	Account: 8900-8500	Fund: 0200	Major Program Code: DCDM	Program Code: DOC1955-FT2
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> NO CHANGE	Account:	Fund:	Major Program Code:	Program Code:
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> NO CHANGE	Account:	Fund:	Major Program Code:	Program Code:
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> NO CHANGE	Account:	Fund:	Major Program Code:	Program Code:

ISA ANTICIPATED START DATE: 02/17/2016, provided that the Seller/Child certifies that it will not incur any obligations related to this ISA prior to the date that this ISA is executed, NOR prior to the date that sufficient funding for the obligations for this ISA is available in the Seller/Child account for expenditure.

TERMINATION DATE OF THIS ISA: This ISA shall terminate on 06/30/2020 unless terminated or properly amended in writing by the parties prior to this date.

Dates to Remember – Deferred Maintenance Project Funding Requests

- **May 16, 2019** - Review and update deferred maintenance requests making sure all requests are entered into CAMIS.
- Confirm these projects have a status code of **REQUESTED** (any updates to the scope and cost of the project are entered into CAMIS)
- Only projects with a CAMIS status code of **REQUESTED** will be evaluated for FY 20.

Dates to Remember – Deferred Maintenance Project Funding Requests

- Do not submit funding requests for projects less than \$10,000.
- Do not submit separate project requests for each phase (study, design, construction) of a project.
- Each phase must have all associated CAMIS attribute fields filled in.
- If the project is not a priority for FY 20 leave the status as **IDENTIFIED**. (If the project was completed, regardless of the funding source, please **CLOSE** the project.)

Dates to Remember

Approval by Secretariat or Central Oversight Bodies of your DM requests

May 20, 2019

- An Excel Spreadsheet will be submitted to either the Secretariat or Central Oversight Body for approval and support of your DM requests.

June 7, 2019

- The spreadsheet should be returned to DCAMM noting both approval and support. The total value of the projects submitted should not exceed \$7M. At this point in time the weighing of the requests will begin.

Dates to Remember –

June 25, 2019

DCAMM will have reviewed each Secretariat or Central Oversight Body approved and supported project and made funding decisions

- DCAMM will notify Secretariats/central oversight bodies of the results of the project review process.
- DCAMM may determine that a project is a high priority based on its criteria.
 - If the estimated construction cost is \$300,000 or *greater*, DCAMM will provide funds to the agency to undertake a certifiable study to develop a more reliable cost estimate, all code requirements and a project schedule.

Dates to Remember

- If the study concludes that the work is necessary and can be accomplished at a cost less than \$5 million, the agency can expect funding for the balance of the project either in FY20 or a subsequent year, depending on the timeline for the study.
- If the cost estimate or scope of an approved project indicates that the project is too large or complicated to be transferred to the agency, or if the agency is unable to undertake the project, DCAMM will manage the project. (Generally over \$5M.)

Dates to Remember – Deferred Maintenance Project Funding Requests

Funds for projects that Agencies will undertake via a transfer process (ISA) will be distributed by DCAMM upon an approval of ANF to release funds – approximately 4-6 weeks following submission of project priorities.

DCAMM will work with Agencies' fiscal officers to recover unspent project funds from previously approved and transferred projects.

Dates to Remember – Deferred Maintenance Project Funding Requests

**Agencies will provide project documentation quarterly,
next due date July 1, 2019**

***Agencies need to report on all funded projects so DCAMM
can track FY 20 capital spending and plan for future
spending.***

CAMIS TEAM

Denis Fox, CAMIS Program Manager 857-204-1527

Robbie Brown, Program Coordinator 857-204-1319

Nancy Nisil , Program Coordinator 857-204-1456

DEFERRED MAINTENANCE TEAM

Tom Tagan – Director of Facility Resources

857-204-1272

Scott Calisti - DM Liaison Higher Ed

857-204-1267

Michele Davis - Study Certification, DM Liaison EOPSS

857-204-1330

Frank Nakashian – DM Liaison EOHHS, EOEEA

857-204-1232

Michael Silveira – DM Liaison Trial Courts

857-204-1291

QUESTIONS

