





## DEFERRED MAINTENANCE AGENDA

Introductions

Overview of the process

Important dates:
 May 20, 2022
 June 15, 2022
 July 1, 2022



### **DEFERRED MAINTENANCE PROCESS OVERVIEW**

#### **REQUEST**

### Research existing projects

Review CAMIS on existing projects. Update data.

### New projects

Create a project and phase

#### **Documentation**

Attach Studies, MAAB checklist, Preventative Maintenance history

#### **OVERSIGHT**

The procurement, financial and reporting responsibilities of the

Agency receiving funding

**Evaluations** 

#### **FINANCE**

ISA procedures and responsibilities



# Requirements for Deferred Maintenance Funding Transfer Requests

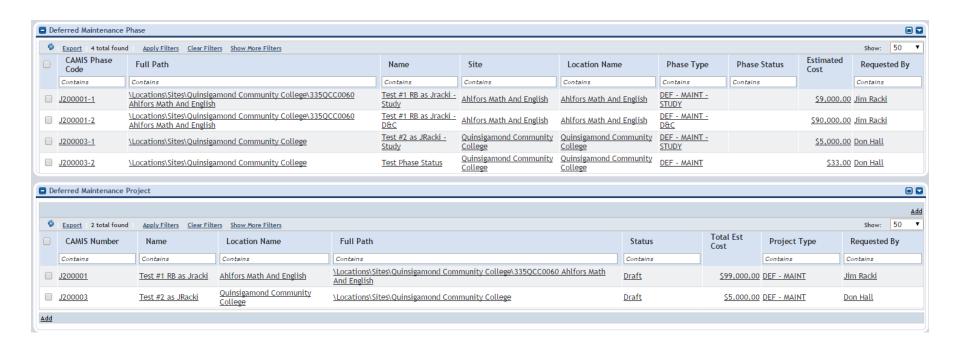
- Appropriate staff review process training for submitting DM requests.
- Update CAMIS projects prior to submitting new DM requests.
- Submit adequate documentation/communication for each request to assist evaluation.



# 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 that apply are incorporated in project funding requests.







- 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.



- 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).



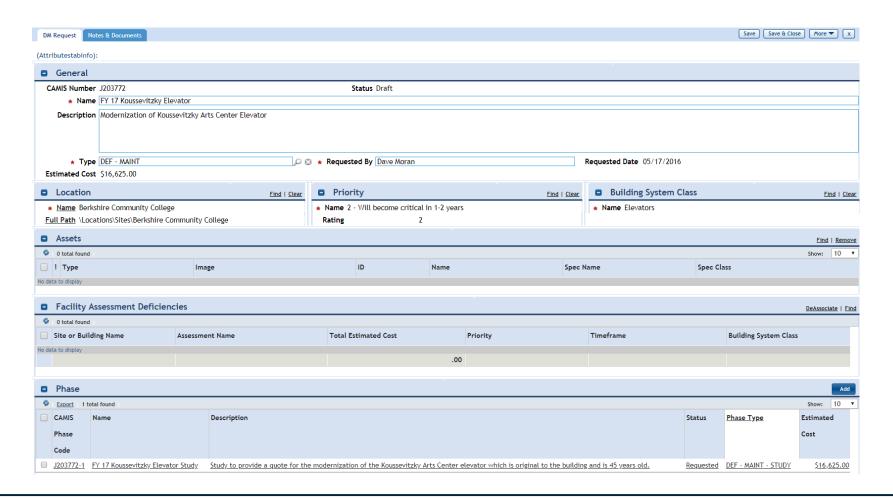
## **Project Name**

- Always start the name of the project request with the corresponding fiscal year.
- FY23 Boiler Replacement building X
- FY23 Condensate pipe repair to building X
- FY23 Elevator repairs building X

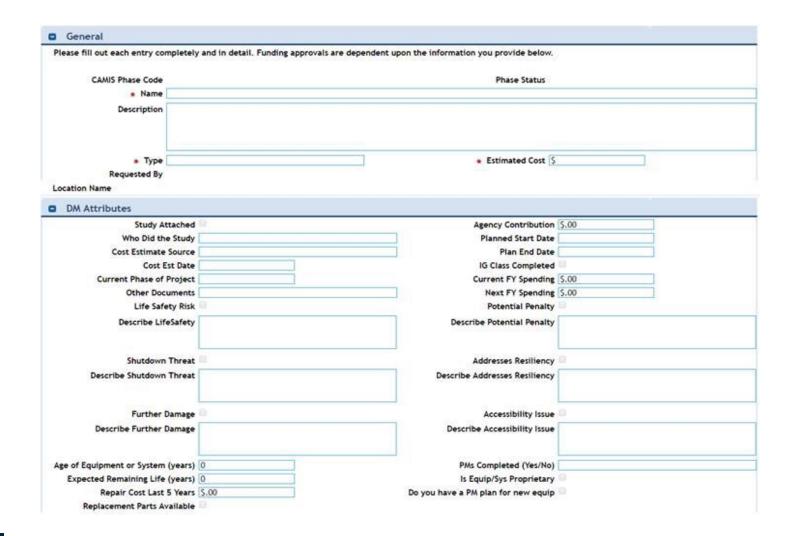


- If a project does not need a study ECC < \$300,000 your project J200000 will have only one phase J200000-1 for the design and construction.
- The assigned DCAMM project number DOC2350, DPH2361, DDS2355 will have a corresponding matching number for each phase:
- DOC2350 FT-1, DPH2361 FT-2, DDS2355 FT-1.











# **Examples of Life Safety**

- Failing envelope 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

### Minimizing flooding 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)

#### Managing extreme heat by:

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





# **Evaluation Criteria**

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



## **Mandatory attachments**

- Consistent Preventative Maintenance must be documented by attachments 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 <u>written quote/estimate</u> for a study from a House Doctor, FCA report or design/construction/repair quote from a vendor.



# **Optional attachments**

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

More information attached to the project request gives you the better chance to be approved for funding.



If there are multiple phases to the project, a study and design and construction, you should only **request** the <u>phase one</u> 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.
- Upon project approval Agencies should request project delegation immediately.



# **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
- New Study Template being developed to address energy considerations



# DEFERRED MAINTENANCE PROCESS STUDY TIPS/RULES

- Once the Estimated Construction Cost (ECC) of a proposed Deferred Maintenance project exceeds \$250K to \$275K a study is recommended for approval before design/construction activities
- Certified studies prepared by House Doctors and submitted for approval by agencies must follow the entire format without modification(s)
- No element of the format may be omitted
- For studies with ECC under \$300,000 we have also produced a one page sheet to summarize the details of the project. (on-line) Please do not use this one-page sheet to request study certification



# DEFERRED MAINTENANCE PROCESS STUDY TIPS/RULES

 Please make sure that your house doctor completes his/her study completely as detailed in the template and that you review each study for compliance to the template. Studies submitted for certification missing information will not be certified but returned to you to be corrected by your house doctor. In these circumstances you alone will be obligated to pay for any additional charges from your house doctor



# Accessibility requirements for building projects

•

• less than \$100,000,	only the work being performed needs to be in compliance with MAAB
<ul> <li>more than \$100,000 but less than 30% of the building's replacement value (see CAMIS value)</li> </ul>	the work being performed must be in compliance. A public entrance, toilet room, drinking fountain and telephone (if provided) need to be in compliance with MAAB
equals or exceeds 30% of the building's replacement value	the entire building must be brought into compliance with MAAB or variances must be sought from the MAAB



# Accessibility requirements for building projects

If repair work is <u>limited</u> to the following **exempt** categories and the total construction cost is no more than \$500,000 <u>including any building permits issued in the last 3 years</u>, 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 (if provided) must be accessible.



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

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.

Form completed			
by:		Date:	
DCAMM project			
#:			
Project name:			
Building name:		Site name:	
Study consultant:			
Anticipated date	of building		
permit:			

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

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

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:



5. Enter the current CAMIS Value, ID#, and Building Name: Search the tab "2015 CAMIS Values" at the bottom of this worksheet

# **Accessibility Scoping Form**

http://www.mass.gov/anf/property-mgmtand-construction/design-and-construction-ofpublic-bldgs/scoping-form-maab.html



# **OVERSIGHT**

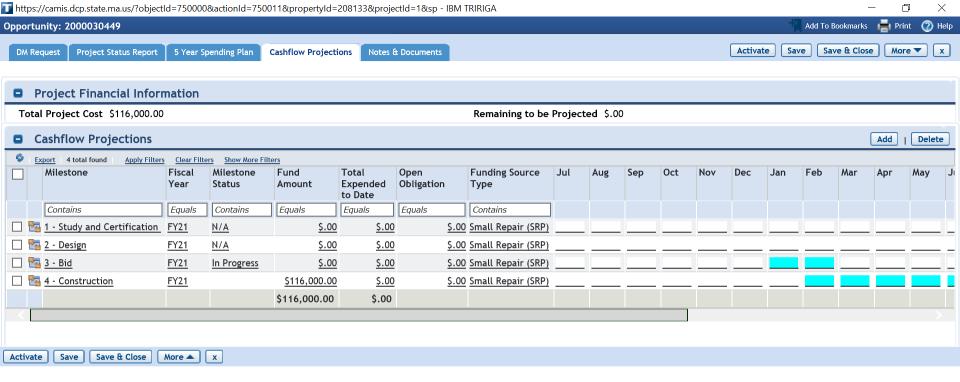


# **OVERSIGHT**

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



# **Cash Flow Projection Report**







# Cash Flow Projection Report REQUIREMENTS

- Four Milestones
- Fiscal Year
- Milestone Status
- Milestone Funding Amount
- Total Expended To Date per Milestone
- Open Obligation to Date per Milestone
- Funding Source Type
- Monthly Schedule



# **Cash Flow Projection Report**

## **Due Dates:**

- July 1, 2022
  - First Report due for all current, all prior year <u>active</u> projects and future planned projects
- October 7, 2022
- January 13, 2023
- April 7, 2023



## **EVALUATIONS TO DSB**

M.G.L. c. 7C, §48

**Evaluations are...** 

#### 1. Required:

"To be completed by every public agency ... upon completion of the work under a design contract under its control."

#### 2. Enforced:

"A public agency that fails to complete and submit the designer or interior designer evaluation form .... within 70 days of the completion of a project shall be ineligible for receipt of public funds disbursed by the Commonwealth for public building or public works projects."

#### 3. Submitted:

A new online entry system has been developed by the DSB and is now available to agencies and firms: <a href="www.mass.gov/service-details/new-dsb-online-registration-process">www.mass.gov/service-details/new-dsb-online-registration-process</a>

**4. Utilized:** Searchable by the DSB and other public agencies throughout Massachusetts to assess designer performance for future projects.



## **SUBMIT AN EVALUATION**

Select the Evaluation for the appropriate project phase.

Study	Design	Construction
For "pre-design" services:	For	For
Study Certification, Contract Task	Construction Documents,	Construction
Completion, etc.	Bid Documents, etc.	Administration
Design Firm Evaluated AEOLUS ARCHITECTURE AND	D DESIGN	
	e scenarios to assist a Public Agency Official/Project N	Manager with measuring a design team's
Exceptional performance may refil demonstrated excellence in quality  3 - Satisfactory: at standard, satisfactor     Performance met contractual req.     May have had some minor proble     Problems were not repetitive.  2 - Improvement Required: below satisfactory: performance inconsistently met constitution of the performance inconsistently met constraintly met constraint	A degroy expectations and always provided exception ctc achievements to the Agency's benefit such as idea yor work and service delivery, and added value to the yeepformance idements, ms; however, satisfactory corrective actions taken by factory performance ontractual requirements, non-compliance issues or problems, mance ctual requirements and recovery did not occur in a time ctive actions have been ineffective, or no effort extended to satisfy the minimum contract.	utified cost-savings, innovative options or efficiencic project.  the Designer were highly effective.  hely or cost-effective manner.
Total Evaluation Score Average scores for each		
Overall Comments on the	e Designer's Performance	

#### Question #1: MANAGEMENT

Leadership & Cooperative Teamwork

#### A. To what degree did the Designer lead the project and cooperate with Agency personnel, consultants, and other project stakeholders?

- The Designer was **always** knowledgeable about all disciplines and in control of the project and provided leadership that **improved** the project approach. The Designer **exceptionally** cooperated with all parties and used the project team members as informational resources.
- The Designer was **routinely** knowledgeable about all disciplines and in control of the project and **clearly met** the Agency's expectations. **Satisfactory** cooperation with Agency personnel, consultants, and other project stakeholders.
- The Designer was **not routinely** knowledgeable about all disciplines and **required guidance** from the Agency to maintain control of the project. **Poor** performance in cooperation with all parties.
- The Designer was rarely in control of the project, with frequent team errors, disorganization, and miscommunication that resulted in extra work or schedule delays. Failure to engage and work well with Agency personnel, consultants, and other project stakeholders.

Communication & Management of Team, Issues and Resources

#### B. How were the Designer's communication skills with his/her team and Agency personnel?

- The Designer **always** kept team members informed and **consistently exceeded** the Agency's expectations. Problems that had the potential to affect the project were **proactively** addressed and resolved.
- The Designer **routinely** communicated with his/her team and Agency personnel in a clear, thorough, and periodic manner and **clearly met** the Agency's expectations. Information was communicated **effectively** and project issues were resolved **adequately**.
- The Designer generally, but inconsistently, communicated with his/her team and Agency personnel in a clear, thorough, and timely manner and Agency personnel had to initiate and clarify communications to move the project forward.
- Communication between the Designer and his/her team and the Agency was lacking and clearly had a negative impact on the completion of the project.



## 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 providing quarterly Cash Flow Projection Reports



• <u>May 20, 2022</u> - Review and update deferred maintenance requests making sure all requests are entered into CAMIS.

- Confirm the 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 23



- 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
- If the project is not a priority for FY 23 leave the status as **IDENTIFIED.** If the project was completed and all invoices paid, regardless of the funding source, please inform your liaison



Approval by Secretariat or Central Oversight Bodies of your DM requests

### May 27, 2022

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

### June 15, 2022

 The spreadsheet should be returned to DCAMM noting both approval and support. The total value of the projects submitted should not exceed \$10M.



### July 8, 2022

- DCAMM will notify Secretariats/Central Oversight Bodies of the results of the project review process.
- 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, review all code requirements and establish a project schedule.



### **Deferred Maintenance Project Responsibilities**

- o 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 FY23 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.)



### **Deferred Maintenance Project Funding Process**

Funds for projects that Agencies will undertake via a transfer process (ISA) will be distributed by DCAMM upon an approval of A&F 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.



Agencies will provide project documentation quarterly; next due date July 1, 2022

Agencies need to report on all funded and future planned projects so DCAMM can track FY 23 capital spending and plans for future spending.



# **CAMIS TEAM**

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# QUESTIONS Contact Your Assigned Liaison



