

**Capital Outlay Management Plan for the
Delegation of Capital Outlay Authority
For
Humboldt State University**

Date submitted to Certification Review Board: March 9, 2017

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***Typical Project Documents Utilized to Administer Projects** (available upon request)

- Validation of Code Compliance
- Statement of Required Inspections
- Project Service Level Agreement
- Project Budget Schedule of Values
- Project Cash Flow & Anticipated Schedule
- Stop Work Order
- Official Project Communication
- Certificate of Occupancy
- Certificate of Completion
- Release of Retention

**Does not include those forms developed by CPDC for project and construction administration purposes and then modified for the University as required to ensure successful implementation of campus projects.*

Introduction

Campus Name: Humboldt State University

Manager Responsible for this Update:

Traci Ferdolage, Associate Vice President, Facilities Management
(Facilities Management, 707.826.3646/707.826.5888/traci.ferdolage@humboldt.edu)

Manager's Administrative Assistant:

Krista Chalker, Administrative Analyst/Specialist
(Facilities Management, 707.826.4111/707.826.5888/krista.chalker@humboldt.edu)

Campus's Current Management Status (check one):

Full Delegation Probation No Delegation

Date Campus's Current Management Delegation Agreement: May 27, 2016

Provide a List and Summary of Changes of All Capital Outlay Management Plans Submitted Subsequent to Issuance of Above Management Delegation Agreement:

The University's Capital Outlay Management Plan has been updated and is being submitted for certification as required by CSU Executive Order 672. A brief summary of changes contained within this updated Plan which comprise all changes subsequent to issuance of the current management delegation agreement are as follows:

- 1) Updated organizational chart and description of roles of individuals as related to construction projects.
- 2) Updated signature authority for some positions.
- 3) Updated resumes.
- 4) Added information concerning training completed by staff whose resumes are included.
- 5) Updated campus project list.
- 6) Expanded information concerning manner in which projects are managed by the campus including its self-supports and auxiliaries.

Statement of Compliance

Humboldt State University

In signing below, the Vice President of Administrative Affairs certifies that she:

- Identified project executives and subordinate positions directly responsible for the administration of capital projects.
- Provided an organizational chart for the administration of capital projects identifying the following positions: Vice President, Asst. or Assoc. Vice Presidents/Directors, Construction Managers, Procurement Officers, Financial Analysts, Project Managers, Inspectors, and others; contracted positions and their supervisors are identified. Indicated those positions serving as Executive Facilities Officer, Deputy Building Official, Certified Access Specialist (CASp), Construction Administrator, Project Manager and Inspector of Record.
- Provided levels of signature authority for all project participants listed above and identify the maximum level of authority for each; contracted positions have no signature authority.
- Provided resumes of all positions listed in the organizational chart [resumes for president and vice president not required].
- Provide a report listing training completed by each staff member.
- Provided summary of projects in progress or completed within the past two years.
- Confirms that project management and administration staffs fully understand and shall comply with SUAM and all laws, executive orders, and CSU administrative manuals in fulfilling all project management responsibilities authorized under this delegation of capital outlay management authority, including project management for auxiliary projects. The undersigned further agrees to implement additional policies and procedures as necessary to fully manage projects in the best interest of the Board of Trustees.

Signature:

Joyce Lopes, Vice President
Administrative Affairs

Date

Organizational Chart for the Administration of Capital Projects

The organizational chart associated with the administration of capital projects at Humboldt State University is included as Attachment A.

Levels of Signature Authority for Major & Minor Capital Projects

Signature Authority Authorization (\$250,000.01 and Over)

Document Types: Contracts, Agreements, Change Orders, Field Instructions, Extra Service Authorizations, Purchase Orders, Service Orders, Task Service Orders and any other documents which contractually obligate the campus.

- Joyce Lopes, Vice President- Administrative Affairs

Signature Authority Authorization (Up to \$250,000)

Document Types: Contracts, Agreements, Change Orders, Field Instructions, Extra Service Authorizations, Purchase Orders, Service Orders, Task Service Orders and any other documents which contractually obligate the campus.

- Traci Ferdolage, Associate Vice President- Facilities Management

Signature Authority Authorization (Up to \$100,000)

Document Types: Contracts, Agreements, Change Orders, Field Instructions, Extra Service Authorizations, Purchase Orders, Service Orders, Task Service Orders and any other documents which contractually obligate the campus.

- Michael Fisher, Associate Director- Planning & Design

Signature Authority Authorization (Up to \$25,000)

Document Types: Contractor & Consultant Change Orders, Extra Service Authorizations & Field Instructions; Purchase Orders, Service Orders. Task Service Orders, Inspection Reports, Submittals, and RFIs

- Randy Davis, Facilities Maintenance Manager

Limited Signature Authority Authorization (Up to \$50,000)

Document Types: Field Instructions, Purchase Orders, Service Orders, Task Service Orders, Inspection Reports, Submittals, RFIs only.

- Zach Shelton, Construction Manager
- VACANT, Project Manager

Limited Signature Authority Authorization (Up to \$10,000)

Document Types: Field Instructions, Purchase Orders, Service Orders, Task Service Orders, Inspection Reports, Submittals, RFIs only.

- Travis Fleming, Facility Project Supervisor

Limited Signature Authority Authorization (Documents Only)

Document Types: Authority is limited to architectural drawings, specifications, submittals, RFIs, inspection reports and other documents affecting the permitted work but not directly encumbering University funds.

- Garrett McSorley, Architect of Record

The following individuals/positions do not have direct signature authority for major or minor capital projects. However, each position is critical in the planning, design, financial analysis, reporting, management and oversight for all capital projects.

- Designer- Cassidy Banducci
- Special Projects Leader/Principal Analyst- Elizabeth Whitchurch
- Business Operations Manager- Pat Comella
- Buyer II (VACANT)
- Controller (Interim)- Sylvia Shively
- Contracts, Procurement & Accounts Payable Specialist- Tawny Fleming
- Contracts Specialist- A. Gail Dungan
- Director, University Budget- Amber Blakeslee

Note: Consultants are not allowed contractual or monetary signature authority.

University Approach to the Administration of Capital Projects

Overview

Major and minor capital projects, as funded through the Chancellor's Office, directly by the campus, or through other sources of funds are managed in a manner compliant with this plan. This includes those projects associated with general fund, fee support, self-support or auxiliary organizations.

Position Specific Roles Associated with Management of Capital Projects

The University has designated a variety of positions as being responsible and accountable for the administration of major and minor capital projects. These positions are aligned with titles held by persons at the University and are designed to ensure all capital projects are properly overseen, managed and implemented. Each role, as related to the overall administration of capital projects, is described below and represented within the organization chart:

- *President*: Primary role is to provide guidance regarding the development and priority of campus projects, ensure appropriate resources are designated to properly administer construction on the campus, and, through delegation, provide oversight to ensure such is implemented successfully.
- *Vice President, Administrative Affairs*: Primary role is to provide guidance and oversight so as to ensure campus projects are administered in a manner that is

compliant from a fiscal and regulatory standpoint with Federal, State and California State University system requirements as well as with other authorities judged to have jurisdiction. This is accomplished primarily through the delegation of such responsibility to specific staff within the Administrative Affairs division who carry appropriate knowledge, education and expertise regarding such assignments.

- *Associate Vice President, Facilities Management:* Primary role is associated with management and supervision of the University's Planning, Design, Construction, Sustainability & Energy, Operations & Maintenance Management, and Parking & Commuter Services functions. Included are direct responsibility for Planning & Design functions associated with the Campus Master Plan, Five Year Capital Plan, Capital Improvement Plan and Major & Minor Capital Outlay Plan including planning, design and acquisition activities required to bring a project to fruition and in compliance with the University's adopted Campus Master Plan. In addition, this position manages CEQA compliance and oversees space planning and utilization as well University functions associated with property acquisition, management and land use. Oversight of Construction, Sustainability & Energy, Operations & Maintenance Management functions is provided for general fund facilities comprising over 150 acres of land and 1.5 million GSF of physical space. In addition, this position serves as the University's designated Executive Facilities Officer, Construction Administrator, Deputy Building Official and oversees the implementation of the Capital Outlay Management Plan for all University projects (general fund, auxiliary, self-support or other). In this combined role, the position oversees all campus construction activities including design and construction management, issues permits for all constructions, oversees project management activities, oversees inspection activities to ensure code compliance, acts as a liaison to authorities having jurisdiction, and oversees development of and enforces project management and inspection procedures as well as manages interface with upper administration regarding all construction projects.
- *Associate Director of Planning & Design:* Primary role is associated with management of the University's planning and design services, oversight of project management for assigned projects, and also assists the Associate Vice President, Facilities Management with functions related to the Campus Master Plan, Five Year Capital Plan, Capital Improvement Plan and Major & Minor Capital Outlay Plan. In addition, this position serves as the University's primary design manager and code compliance expert and is the University's designated Certified Access Specialist. In these combined roles, the position oversees all design activities including providing direction to in-house architects and design personnel and consultants, leading design review efforts including coordination with peer reviewers and other outside agencies, serves as the primary point of contact with design consultants, advises the Deputy Building Official regarding code compliance issues and issuance of permits, acts as a liaison to authorities having jurisdiction, develops and implements design management procedures, and manages the interface with the campus community

and maintenance and operations personnel throughout the design process. In addition, this position maintains an important leadership role during the construction phase through direct oversight of project management for assigned projects as well as overseeing coordination for all design-related issues with the designated project manager and in consultation with the design consultant's team. This position serves as a leader within the planning, design and construction functions for the campus by mentoring, advising, and guiding project management and inspection functions as required to ensure projects are successful.

- *Facilities Maintenance Manager*: Primary role as related to capital projects is associated with oversight, management and supervision of assigned minor capital projects as related to deferred maintenance and capital renewal whether accomplished by outside contractor or in-house staff. This position is involved with ensuring projects remain on schedule and within budget and manages the day-to-day effort associated with accomplishing such including in-house workforce resource allocation and scheduling, interface with contractors, architectural staff and the campus community. The position is also responsible for ensuring project requirements as defined in the permitted documents are properly adhered to and that all required documents are received and processed properly including ensuring inspections are completed with appropriate staff or consultants. As requested, this position also assists the inspector of record with preliminary inspection efforts and documentation associated with such.
- *Facility Project Supervisor*: Primary role as related to capital projects is associated with leading or assisting the effort required to implement assigned minor capital projects to be accomplished by in-house staff. This position is involved with ensuring projects remain on schedule and within budget and manages the day-to-day effort associated with accomplishing such including provision of direction to in-house workforce as well as interface with service providers, subcontractors, architectural staff and the campus community. The position is responsible to ensure requirements defined in the permitted documents are adhered to and that all required documents are received and processed properly including ensuring inspections are completed with appropriate staff or consultants. As requested, this position also assists the inspector of record with preliminary inspection efforts and documentation.
- *Special Projects Coordinator/Space Analyst*: Primary role is associated with planning, developing, leading and administering highly complex and specialized projects and initiatives which have broad campus and potentially, system-wide impact. Specific assignments include acting as the Maintenance Management System (AIM) system administrator/team leader; acting as the system administrator for FacilitiesLink (our facility information platform); acting as the system administrator/team leader for software systems associated with the annual APPA Facility Performance Indicator and Facility Repair & Renewal Management System (FRRMS); acting as the system

administrator and manager for the University's space and facilities database (SFDB) including multiple report requirements and in-depth space analytics; acting as the team leader regarding land use records and assists with real estate acquisition activities; oversees all property management activities associated with University properties beyond the primary campus; and acting as the team leader for special initiatives designed to improve overall efficiency and effectiveness of the Facilities Management organization.

- *Business Operations Manager:* Primary role as related to minor and major capital outlay projects is associated with working directly with the Associate Vice President- Facilities Management and Associate Director- Planning & Design and all project teams to properly support project financial activities including development of budgets, tracking financial records, production of financial reports, ensuring appropriate use of the University's accounting system and adherence to California State University requirements associated with construction project accounting and financial efforts. This role specifically oversees projects directly managed/implemented by Facilities Management on behalf of the University.
- *Buyer II:* Primary role is associated with procurement for minor capital projects carried out by Facilities Management. The position is responsible to ensure procurement efforts are in compliance with California State University and Public Contract Code requirements. The position also works collaboratively with the project team and Business Operations Manager to ensure financial records are accurate and advises as to when specific project allocations may be compromised (i.e., over engineer's estimate).
- *Director, University Budget:* Primary role is associated with planning the University's overall budget for all funds in collaboration with campus leadership and departments. This position is also responsible to produce budget reports and updates for the campus as well as provides guiding oversight regarding the development of project budgets and their assigned accounting chartfields within Peoplesoft. This position works closely with the Associate Vice President of Facilities Management and Business Operations Manager to ensure project budgets are properly accounted for and in alignment with California State University requirements.
- *Controller:* Primary role is associated with providing oversight of financial transactions and accounting systems for such projects. This position works closely with the Associate Vice President of Facilities Management, Director of the University Budget and Business Operations Manager to ensure all major and minor capital project efforts meet the requirements of the California State University with regard to accounting and fiscal management practices.

- *Director, Contracts, Procurement & Accounts Payable:* Primary role is associated with providing oversight, supervision and direction for capital project contract and procurement needs so as to ensure California State University requirements are being met while the requests of the campus are carried forward properly and based on overarching priorities of the campus. This position works closely with the Associate Vice President of Facilities Management, Associate Director of Planning & Design, Construction Manager, Project Manager, Facilities Maintenance Manager, and Facility Project Supervisor to ensure those services or supplies necessary to conduct the work and which cannot be procured directly by Facilities Management are procured appropriately and in a timely manner.
- *Contracts Specialist:* Primary role is associated with the procurement of public works contracts and supporting services ensuring California State University requirements are adhered to. This position works closely with the Associate Vice President of Facilities Management, Associate Director of Planning & Design, Construction Manager, Project Manager, Facilities Maintenance Manager, and Facility Project Supervisor to ensure those services or supplies necessary to conduct the work and which cannot be procured directly by Facilities Management are procured in a timely manner.

Project Specific Roles Associated with Management of Capital Projects

The University has also designated a number project specific roles not necessarily aligned with position titles but associated with the implementation of major and minor capital projects. These project specific roles are designed to ensure compliance with the state regulations, the building code and State University Administrative requirements as well as those guidelines, standards and procedures as developed by the Office of Capital Planning, Design & Construction. While many of these roles are consistent from project to project (i.e., Executive Facilities Officer, Construction Administrator, Deputy Building Official, etc.), others may vary based on the project scope, duration, and complexity; the University's overall project load and capacity; and the expertise of those individuals in position specific roles named in the previous section. Each role is described below with CSU-required roles designated within the organization chart and other University-specific roles named within the resumes for all individuals as included later in this Plan:

- *Executive Facilities Officer:* Primary role is associated with provision of guidance, oversight, management, and implementation of the Campus Master Plan, Five Year Capital Plan, Capital Improvement Plan, Major & Minor Capital Outlay Plan, and other University projects as such are developed. This includes efforts associated with planning, design and construction activities required to bring all University projects to fruition ensuring compliance with State, CSU and University requirements. In addition, this position oversees CEQA compliance, space planning and utilization, land acquisitions, land use and property management. The President appoints a University administrator to serve in this role as part of the annual submission of the Capital Outlay Management Plan. Through submission of this

Plan, the President has assigned this authority to the Associate Vice President, Facilities Management.

- *Construction Administrator*: Primary role is associated with provision of guidance, oversight and supervision as required to ensure all University major and minor capital projects are administered in a manner compliant with Federal, State and California State University system requirements as well as with other authorities having jurisdiction. The position also oversees development of and enforces project management and inspection requirements and procedures as well as manages the interface with upper administration regarding all construction projects. The President appoints a University administrator to serve in this role as part of the annual submission of the Capital Outlay Management Plan. Through submission of this Plan, the President has assigned this authority to the Associate Vice President, Facilities Management.
- *Deputy Building Official*: Primary role is associated with providing guidance, oversight and supervision of code compliance and enforcement related activities associated with construction, maintenance and repair of the University's physical assets including all properties owned or occupied by the University or its fee/self-support programs and auxiliaries so as to ensure compliance with the California Building Code or regulations to which the California State University must adhere to. This includes building plan review, issuance of building permits, and oversight of inspection programs associated with construction, maintenance and repair activities as well as code interpretation and enforcement. This position serves as the primary liaison and interfaces with all authorities having jurisdiction in association with code compliance by the campus (i.e., State Fire Marshal, Division of the State Architect, Humboldt County Public Health, etc.). The President appoints a University administrator to serve in this role as part of the annual submission of the Capital Outlay Management Plan. Through submission of this Plan, the President has assigned this authority to the Associate Vice President, Facilities Management. While appointment of this role is by the University President, the Deputy Building Official reports to the CSU Chief Building Official in carrying out all duties associated with this role.
- *Certified Access Specialist*: Primary role is associated with providing code interpretation and review of construction activities to ensure compliance with ADA regulations and requirements. This includes building plan review, certification of compliance for small campus projects, interface with the Students with Disabilities Center Director and the Division of the State Architect and ensuring projects are properly certified under current guidelines by the Division of the State Architect. The Associate Director of Planning & Design is assigned this responsibility through the ongoing maintenance of their certification through the Division of the State Architect CAsp Program and is responsible to the Deputy Building Official in carrying out the duties of this role.

- *Lead Planner:* Primary role is associated with leading the planning efforts required to properly support campus development efforts. This includes conducting programming and feasibility studies, development of alternatives, and planning for projects; collecting and applying data for planning related to long-term campus growth requirements; identifies problems, trends or future facility and infrastructure needs; develops plans for projects and identifies funds to achieve such; and assists the campus with prioritizing projects for both funding determination and implementation. This includes development of Request for Proposal documents as required to retain necessary consultants, review and evaluation of proposals and bids, working collaboratively with consultants and the campus community, and providing recommendations, advice and guidance to campus leadership concerning capital outlay plans and priorities. Persons in this role are also responsible to assist the University in identifying and securing outside sources of funding with which to pursue approved projects.
- *Assistant Planner:* Primary role is associated with assisting the Lead Planner in the completion of all duties related to project planning and development. See Lead Planner for description of overall duties associated with such.
- *Design Manager:* Primary role is associated with leading the design efforts for assigned projects to ensure design and construction administration services are carried out in a manner leading to overall project success. This includes development of design documents in collaboration with the Architect or University consultants as required to properly permit and construct projects. Duties include working collaboratively in development of University-issued Request for Proposal and bid documents, review and evaluation of proposals and bids, working collaboratively with consultants where retained by the University, leading the design review effort, review and evaluation of proposals and bids, and providing design-related construction administration support to the project manager and inspector of record during the construction and closeout stages of projects.
- *Assistant Design Manager:* Primary role is associated with assisting the assigned Design Manager in the completion of all duties related to design management. See Design Manager for description of overall duties associated with such.
- *Architect:* Primary role is associated with coordinating the architectural management of assigned major University projects including providing support during the design and construction administration stages as well as serves as the University's licensed architect for minor capital projects design by in-house staff. This includes working collaboratively to develop planning documents as well as Request for Proposal and bid documents, review and evaluation of proposals and bids, working collaboratively with consultants where retained by the University, participating in the design review effort, assisting in the development of bid

documents and review of bids received, and providing design-related construction administration services for assigned projects. Also included for those projects when serving as the architect of record are efforts associated with coordinating with other authorities having jurisdiction regarding to ensure design, request for information, submittal and inspection requirements are met. In addition, this position provides code compliance expertise and advice to the Deputy Building Official regarding the issuance of permits and advises the project manager and inspector of record as requested during the construction stage. This position requires the possession and ongoing maintenance of an architect's license through the State of California.

- *Designer:* Primary role, in collaboration with others, is to lead the design effort associated with assigned routine minor capital projects as well as assisting with the design effort related to complex minor capital projects and major capital projects. This includes assisting with the development of Requests for Proposals including review of proposals received, working collaboratively with consultants where retained by the University, leading and/or assisting with the design and design review effort, assisting in the development of bid documents and review of bids received, and providing design-related construction administration services for assigned projects. This position also acts as a liaison to authorities having jurisdiction, and manages the interface with the campus community and maintenance and operations personnel and maintains an important role during the construction phase managing all design-related issues for assigned projects with the designated project manager.
- *Project Manager:* Primary role is associated with oversight and supervision of assigned major and minor capital projects including accomplishing such in a manner compliant with requirements of the California State University system and permitted documents. This position is involved with ensuring the project transitions smoothly from the design to the construction stage and also coordinates the occupancy phase. The position ensures the project remains on schedule and within budget and manages the day-to-day effort associated with accomplishing such including interface with contractors, architectural staff and consultants and the owner's client representatives and campus community. The position is also responsible for ensuring project requirements as defined in the permitted documents and CSU construction management protocols are properly adhered to and that all required project documents are received and processed properly. The position oversees the efforts of designated consultants (i.e., inspection, project management, etc.) as well as assists and supports the inspector of record, as requested, in the completion of their duties (i.e., preliminary inspection and documentation, etc.). The position also supports the Deputy Building Official in ensuring projects are completed in compliance with the California Building Code and in conformance with permitted documents.

- *Assistant Project Manager*: Primary role is associated with assisting the assigned Project Manager in the completion of all duties related to project management. See Project Manager for description of overall duties associated with such.
- *Inspector of Record*: Primary role is associated with oversight and implementation of all inspection efforts associated with major and minor capital project construction including accomplishing such in a manner compliant with requirements of the California State University system and permitted documents. This position completes and/or oversees the day-to-day effort associated with accomplishing such including interface with contractors, architectural staff and consultants. The position is responsible for ensuring project inspection requirements as defined in the permitted documents are properly adhered to and that all required project documents are received and processed properly. The position is critical in ensuring inspections are completed and oversees the efforts of inspection-related consultants as related to field coordination, management and documentation. In addition, the position supports the Deputy Building Official in ensuring projects are constructed in compliance with the California Building Code and in conformance with permitted documents. This position requires, at a minimum, certification as a commercial building inspector by the International Code Council or equivalent.
- *Assistant Inspector*: Primary role is associated with assisting the Inspector of Record in the completion of all duties related to project inspection and as specifically related to preliminary inspections and documentation. See Inspector of Record for description of overall duties associated with such.

Consultants Associated with Capital Projects

The University retains consultants to assist with the planning, design and construction phases of major and minor capital projects where campus staff workloads do not allow for the project to be pursued successfully based on schedule requirements or where campus staff do not have the technical expertise to complete the required work.

The Construction Administrator and Associate Director of Planning & Design lead all efforts to retain consultants in association with all University major capital projects including the planning, design and construction phases. Those consultants typically retained for such projects include architects, engineers, code check reviewers, CSU designated peer reviewers, site surveyors, geotechnical investigators, hazardous material surveyors and abatement supervisors, inspectors including special inspectors, and construction management consultants. All consultants are retained through a Request for Proposal process specific to each project. Consultants typically report to the Associate Director, Planning & Design and/or to the Construction Administrator.

The Construction Administrator provides oversight, guidance, and determination with regard to whether consultants be retained in association with planning, design and construction of minor capital projects. Determination of whether consultants should be retained or not are based on the scope of the project, the availability of technical in-house staff to complete the required services to successfully permit and administer the project, and the University entity responsible for the project. This determination is rendered by the Construction Administrator in consultation with the Associate Director of Planning & Design and the lead administrator of the University entity tasked with carrying out the project. Should it be determined that consultants will be retained for a project, the Construction Administrator is responsible to review and authorize all request for proposal or other documents associated with retention prior to such being advertised or distributed by Contracts & Procurement. To facilitate access to qualified consultants for minor capital projects, the Construction Administrator, in consultation with the Vice President of Administrative Affairs and Associate Director of Planning & Design, designates campus consultants in the following areas and as necessary dependent on the University's project portfolio: 1) Architect- Small Projects; 2) Electrical & Mechanical Engineer; 3) Code Check Agency; 4) Seismic & Structural Peer Reviewer; 5) Mechanical Peer Reviewer; 6) Site Survey & Geotechnical Investigations; 7) Hazardous Materials Survey & Abatement Oversight; and 8) Construction Management. These consultants are typically retained through either an existing California State University master enabling agreement or through a Request for Proposal process whereby the Task Service Order Agreement is utilized. Appointments are annual with an option to renew for up to two additional years.

In addition to the consultants named above, the University also retains a consultant as its designated Master Plan Architect and another as its Landscape Master Plan Architect. These consultants are appointed by the Construction Administrator in consultation with the Vice President of Administrative Affairs and President. Appointments are annual with an option to renew for up to two additional years.

Consultants are not provided with authority of any type which would allow them to encumber funds. Additionally, these consultants are not provided with the authority to direct a Contractor to conduct activities which may result in additional cost to the campus.

Campus-Based Definition of a Facilities-Oriented Project

The University defines a facilities-oriented project as a land acquisition or improvement, new construction, addition, alteration, or betterment of existing buildings, hardscape, landscape and infrastructure on the physical campus as well as other properties owned or leased by the University where at least two of the following criteria are satisfied:

- The minimum cost has been established as not less than \$15,000.
- A change in space type or function defined as one in which proposed usage following completion of the proposed scope of work is different from that for which the space was previously used (i.e., converting graduate research space to faculty offices, seminar space to graduate research space, adding or subtracting to planted landscape areas, extension of paved areas, etc.,).

- Complexity of the proposed scope is defined as scope that requires the application of regulatory compliance as well as campus and California State University requirements. Facilities Management shall be consulted to determine whether the proposed scope of work meets the complexity criteria. The Proposed scope of work will be evaluated based on the criteria noted below any one of which may allow the scope to be considered complex:
 - Requires a building permit.
 - Requires building code analysis.
 - Requires outside agency review.
 - Will result in scope of work for which implementation is fully outsourced.
 - Includes significant scope associated with modifications to multiple systems (i.e., plumbing, electrical, fire alarm, etc.,).
 - Requires multiple outside consultants to successfully complete the planning and design effort required to execute the scope.
- Change in the physical interior or exterior layout which includes adding, subtracting or otherwise modifying the existing square footage of a space or structure. For example, demolition and reconstruction of interior walls with a modified layout or modification to buildings, hardscape, landscape and infrastructure which results in changes in the footprint of such. Replacement in kind shall not be considered a change in physical footprint

Land acquisitions are considered to be a Project regardless of the ability to meet the criteria noted above.

Within the University work meeting the definition of a project is “flagged” with Facilities Management being consulted regarding requirements associated with the planning, design and construction phases and the University Budget Office and Financial Services Department being consulted regarding setting up the project administratively to ensure its financial activities are tracked properly for reporting purposes.

Project Initiation

Once a project is identified and proposed by a University entity, the Construction Administrator, in consultation with and assistance from the Associate Director of Planning & Design as well as with support from the University Budget Office, the Contracts & Procurement Office and others as necessary, undertakes the project initiation process. This process includes each of the following major milestone tasks:

- *Verification of Sponsorship & Priority*
- *Verification of Scope*
- *Verification of Funding Availability*
- *Approval of the Project & Use of Funds*
- *Establishment of Accounting Chartfield & Transfer of Funds*
- *Establishment of Project Teams & Service Level Agreements (as necessary)*

Issuance of Building Permits & Code Enforcement

The Deputy Building Official is responsible for the issuance of building permits and code enforcement associated with maintenance, repair and construction activities which occur on University property and facilities regardless of whether owned by the University, its fee or self-support programs or auxiliaries.

Building permit issuance is tracked and includes the issuance of a validation of code compliance and statement of required inspections. In addition for building permits associated with campus projects, the Deputy Building Official is also responsible for permitting any and all other such work which is not specifically covered in the annual maintenance and repair building permit granted to University entities. It is the responsibility of these entities to properly involve and engage the Deputy Building Official where they may be pursuing work not specifically covered in the annual permit. These entities are also responsible to ensure appropriate documentation is maintained regarding any and all work completed under annual permits; such must be available for inspection by the Deputy Building Official upon request. Examples of documentation for annual permit work include drawings/specifications of the work, inspection records, as-built records, etc.,.

Inspection reports for all projects are submitted to the Deputy Building Official by individuals or consultants serving as Project Inspector or Inspector of Record for review and acceptance.

Code enforcement actions are reported to the Chief Building Official of the California State University.

In carrying out the duties of the position, the Deputy Building Official reports directly to the Chief Building Official for the California State University while working collaboratively with the President, Vice President for Administrative Affairs and Construction Administrator to successfully resolve any and all issues associated with such.

Administration of General Fund Projects including Land Acquisitions

The University's Facilities Management organization is responsible for the management and administration of all general fund projects.

Administration of Fee & Self Support Projects including Land Acquisitions

The University's Construction Administrator provides oversight for those projects being pursued by fee and self-support entities of the University.

All fee or self-support major capital projects are administered entirely through Facilities Management (the University department which houses nearly all positions of authority for major and minor capital projects).

In general, nearly all fee or self-support programs of the University have their minor capital projects administered entirely through Facilities Management. Determination of the level

of direct management authorized for these entities for projects they are funding is dependent upon complexity of the scope of work and requirements for the project. Such decisions are rendered by the University's Construction Administrator who consults with the Vice President for Administrative Affairs, Associate Director of Planning & Design and lead administrator for the fee or self-support program prior to determining such. Determination is highly dependent upon the technical expertise required for the project and how such aligns with that housed within the fee or self-support program. Based on such assessment, a Project Service Level Agreement is adopted which specifically outlines the requirements, roles and responsibilities of Facilities Management and those delegated to the fee or self-support program.

Administration of Auxiliary Projects including Land Acquisitions

The University's Construction Administrator provides oversight for those projects, including land acquisitions, being pursued by auxiliary organizations associated with the University.

All auxiliary major and minor capital projects are administered entirely through Facilities Management (the University department which houses nearly all positions of authority for major and minor capital projects). A Project Service Level Agreement is adopted for each project which specifically outlines the roles and responsibilities of Facilities Management and the auxiliary.

Resumes of Individuals Directly Responsible for Capital Projects

Resumes have been provided for all individuals under the supervision or oversight of the Associate Vice President of Facilities Management regardless of whether such individuals have signature authority. Resumes for individuals assigned to other departments within the University but who have no direct signature authority for University major and minor capital projects have not been included but can be provided upon request.

Name: Traci Ferdolage

Capital Outlay Management Plan Role: Executive Facilities Officer/Construction Administrator/
Deputy Building Official

Position Title: Associate Vice President, Facilities Management

- This position reports to the Vice President of Administrative Affairs.
- When fully staffed, this position has ten direct reports.

Payroll Classification: Administrator IV

Appointed: Current Position- 1/1/2013; Initial Hire Date- 10/18/2004

Position Description: This position is responsible for management and supervision of the University's Planning, Design, Construction, Sustainability & Energy, Operations & Maintenance Management, and Parking & Commuter Services functions. Included are direct responsibility for Planning & Design functions associated with the Campus Master Plan, Five Year Capital Plan, Capital Improvement Plan and Major & Minor Capital Outlay Plan including planning, design and acquisition activities required to bring a project to fruition and in compliance with the University's adopted Campus Master Plan. In addition, this position manages CEQA compliance and oversees space planning and utilization as well University functions associated with property acquisition, management and land use. Oversight of Construction, Sustainability & Energy, Operations & Maintenance Management functions is provided for general fund facilities comprising over 150 acres of land and 1.5 million GSF of physical space. In addition, this position serves as the University's designated Executive Facilities Officer, Construction Administrator, Deputy Building Official and oversees the implementation of the Capital Outlay Management Plan for all University projects (general fund, auxiliary, self-support or other). In this combined role, the position oversees all campus construction activities including design and construction management, issues permits for all constructions, oversees project management activities, oversees inspection activities to ensure code compliance, acts as a liaison to authorities having jurisdiction, and oversees development of and enforces project management and inspection procedures as well as manages interface with upper administration regarding all construction projects.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2013- Present Humboldt State University
 - Associate Vice President, Facilities Management
 - 2011- 2012 Humboldt State University
 - Senior Director of Facilities Planning & Design
 - 2005- 2011 Humboldt State University
 - Project Manager
 - 2004- 2005 Humboldt State University
 - Assistant Project Manager
 - 2002- 2004 Humboldt State University
 - Construction Management Intern
 - 1994- 2002 McKinleyville Community Services District
 - Director, Parks & Recreation
- Education & Certifications
 - Masters of Business Administration, Humboldt State University
 - BA, Physical Education, Humboldt State University
 - APPA, Institute for Facilities Management Graduate
 - SCUP Planning Institute, Level One Graduate
 - IFMA, Credential Program- Leadership & Strategic Planning Graduate
- Memberships/Affiliations
 - APPA, Association of Physical Plant Administrators
 - IFMA, International Facilities Management Association
 - SCUP, Society of College & University Planners
 - USGBC, United States Green Building Council
 - CPPA, California Public Parking Association

Summary of Relevant Project Experience & Role (last two years):

- Library Seismic (Construction Administrator/Deputy Building Official)
- Theatre Arts Seismic (Construction Administrator/Deputy Building Official)
- Schatz Energy Research Center Addition (Construction Administrator/Deputy Building Official)
- Electrical Switchgear & Building Transformer Replacement (Construction Administrator/Deputy Building Official)
- Data Center Fire Suppression Replacement (Construction Administrator/Deputy Building Official)
- Fire Alarm Replacement Phases 1 & 2 + Auxiliary/Self Support (Construction Administrator/Deputy Building Official)
- Elevator Replacement Phases 1 & 2 + Auxiliary/Self-Support (Construction Administrator/Deputy Building Official)
- Building Controls Replacement Phases 1 & 2 + Auxiliary (Construction Administrator/Deputy Building Official)
- Energy Information System Metering (Lead Planner/Construction Administrator/Deputy Building Official)
- Campuswide Metering (Lead Planner/Construction Administrator/Deputy Building Official)
- Redwood Bowl Track Replacement (Lead Planner/Design Manager/Construction Administrator/Deputy Building Official)

- G14/G15 Parking Lot Replacement (Lead Planner/Design Manager/Construction Administrator/Deputy Building Official)
- Jenkins Hall Renovation (Lead Planner)
- Transportation Hub Major Improvements (Lead Planner)
- Library Center for Teaching & Learning Improvement (Construction Administrator/Deputy Building Official)
- UC Exterior Lighting Replacement (Construction Administrator/Deputy Building Official)
- 1601 Samoa Acquisition (Lead Planner/Construction Administrator)
- Trinity Annex Acquisition (Lead Planner/Construction Administrator)
- Jacoby Creek Forest Acquisition (Lead Planner/Construction Administrator)
- 570 Granite Acquisition (Lead Planner/Construction Administrator)
- Lumberjack Arena Lighting Replacement (Construction Administrator/Deputy Building Official)
- Children's Center Improvements (Construction Administrator/Deputy Building Official)
- Marine Lab Seawater Storage Tank Replacement (Construction Administrator/Deputy Building Official)
- Green & Gold Room Renovation (Construction Administrator/Deputy Building Official)
- Natural Resources 203 Classroom Conversion (Construction Administrator/Deputy Building Official)
- Granite Avenue Landslide Remediation (Construction Administrator/Deputy Building Official)
- Campus Apartments Fiber Connection (Construction Administrator/Deputy Building Official)
- Marine Lab Boiler Replacement (Construction Administrator/Deputy Building Official)
- Siemens Hall Damper Replacement (Construction Administrator/Deputy Building Official)
- Paving Repair & Renovation (Construction Administrator/Deputy Building Official)
- Creekview Kitchen to Bedroom Conversion (Construction Administrator/Deputy Building Official)
- Cypress Residence Hall Deck Repair (Construction Administrator/Deputy Building Official)
- College Creek Marketplace Renovation (Construction Administrator/Deputy Building Official)
- Redwood Sciences Lab Fiber Extension (Construction Administrator/Deputy Building Official)
- Campus Apartments Structural & Safety Improvements (Construction Administrator/Deputy Building Official)
- Parking Lot LID Improvements (Lead Planner/Design Manager/ Construction Administrator/Deputy Building Official)
- 71 14th Street Acquisition (Lead Planner/Construction Administrator)
- Science D/E MBCx (Construction Administrator/Deputy Building Official)
- Founders Hall MBCx (Construction Administrator/Deputy Building Official)
- Gist Hall MBCx (Construction Administrator/Deputy Building Official)

Name: Michael Fisher

Capital Outlay Management Plan Role: Associate Director, Planning & Design/Certified Access Compliance Specialist

Position Title: Associate Director, Planning & Design

- This position reports to the Associate Vice President of Facilities Management.
- Fully staffed, this position has four direct reports.

Payroll Classification: Administrator II

Appointed: Current Position- 7/1/2011; Initial Hire Date- 2004

Position Description: This position is responsible for management of the University's planning and design services, oversight of project management for assigned projects, and also assists the Associate Vice President, Facilities Management with functions related to the Campus Master Plan, Five Year Capital Plan, Capital Improvement Plan and Major & Minor Capital Outlay Plan. In addition, this position serves as the University's primary design manager and code compliance expert and is the University's designated Certified Access Specialist. In these combined roles, the position oversees all design activities including providing direction to in-house architects and design personnel and consultants, leading design review efforts including coordination with peer reviewers and other outside agencies, serves as the primary point of contact with design consultants, advises the Deputy Building Official regarding code compliance issues and issuance of permits, acts as a liaison to authorities having jurisdiction, develops and implements design management procedures, and manages the interface with the campus community and maintenance and operations personnel throughout the design process. In addition, this position maintains an important leadership role during the construction phase through direct oversight of project management for assigned projects as well as overseeing coordination for all design-related issues with the designated project manager and in consultation with the design consultant's team. This position serves as a leader within the planning, design and construction functions for the campus by mentoring, advising, and guiding project management and inspection functions as required to ensure projects are successful.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2014- Present Humboldt State University
 - Associate Director, Planning & Design

- 2013- 2014 Humboldt State University
 - University Planner & Design Manager
- 2011- 2013 Humboldt State University
 - University Planner
- 2010- 2011 Humboldt State University
 - Facilities Management Administrative Trainee
- 2007- 2010 Humboldt State University
 - Construction Management Project Assistant
- 2004- 2007 Humboldt State University
 - Housing Maintenance Mechanic (Student Assistant)
- Education & Certifications
 - Masters of Business Administration, Humboldt State University
 - BS, Psychology & Business, Humboldt State University
 - Certified Access Compliance Specialist (license no. 672)
 - SCUP Planning Institute, Level One Graduate
- Memberships/Affiliations
 - APPA, Association of Physical Plant Administrators
 - SCUP, Society of College & University Planners
 - USGBC, United States Green Building Council

Summary of Relevant Project Experience & Role (last two years):

- Library Seismic (Lead Planner/Design Manager)
- Theatre Arts Seismic (Lead Planner/Design Manager)
- Schatz Energy Research Center Addition (Lead Planner/Design Manager)
- Electrical Switchgear & Building Transformer Replacement (Lead Planner/Design Manager)
- Data Center Fire Suppression Replacement (Lead Planner/Design Manager)
- Fire Alarm Replacement Phases 1 & 2 + Auxiliary/Self Support (Lead Planner/Design Manager)
- Elevator Replacement Phases 1 & 2 + Auxiliary/Self-Support (Lead Planner/Design Manager)
- Building Controls Replacement Phases 1 & 2 + Auxiliary (Lead Planner/Design Manager)
- Energy Information System Metering (Design Manager)
- Campuswide Metering (Design Manager)
- Redwood Bowl Track Replacement (Assistant Design Manager)
- G14/G15 Parking Lot Replacement (Assistant Design Manager)
- Jenkins Hall Renovation (Assistant Planner)
- Transportation Hub Major Improvements (Assistant Planner)
- Library Center for Teaching & Learning Improvement (Design Manager)
- UC Exterior Lighting Replacement (Design Manager)
- Lumberjack Arena Lighting Replacement (Assistant Design Manager)
- Children's Center Improvements (Design Manager)
- Marine Lab Seawater Storage Tank Replacement (Design Manager)
- Green & Gold Room Renovation (Design Manager)
- Natural Resources 203 Classroom Conversion (Design Manager)
- Granite Avenue Landslide Remediation (Design Manager)

- Campus Apartments Fiber Connection (Design Manager)
- Marine Lab Boiler Replacement (Design Manager)
- Siemens Hall Damper Replacement (Design Manager)
- Paving Repair & Renovation (Design Manager)
- Creekview Kitchen to Bedroom Conversion (Design Manager)
- College Creek Marketplace Renovation (Design Manager)
- Redwood Sciences Lab Fiber Extension (Design Manager)
- Campus Apartments Structural & Safety Improvements (Design Manager)

Name: Garrett McSorley

Capital Outlay Architect

Management Plan Role:

Position Title: Architect

- This position reports to the Associate Director of Planning & Design.
- This position has 0 direct reports.

Payroll Classification: Administrative Analyst/Specialist II Exempt

Appointed: June 2015

Position Description: This position is associated with coordinating the architectural management of assigned major University projects including providing support during the design and construction administration stages as well as serves as the University's licensed architect for minor capital projects design by in-house staff. This includes working collaboratively to develop planning documents as well as Request for Proposal and bid documents, review and evaluation of proposals and bids, working collaboratively with consultants where retained by the University, participating in the design review effort, assisting in the development of bid documents and review of bids received, and providing design-related construction administration services for assigned projects. Also included for those projects when serving as the architect of record are efforts associated with coordinating with other authorities having jurisdiction regarding to ensure design, request for information, submittal and inspection requirements are met. In addition, this position provides code compliance expertise and advice to the Deputy Building Official regarding the issuance of permits and advises the project manager and inspector of record as requested during the construction stage. This position requires the possession and ongoing maintenance of an architect's license through the State of California.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2015- Current Humboldt State University
 - Architect
 - 2009- 2015 K. Boodjeh Architects
 - Architect
 - 2007- Present University of Oregon
 - Graduate Research Fellow, Energy Studies in Buildings Laboratory
 - 2005- 2006 K. Boodjeh Architects
 - Architecture Staff

Name: Kassidy Banducci

Capital Outlay Designer

Management Plan Role:

Position Title: Designer

- This position reports to the Associate Director of Planning & Design.
- This position has 0 direct reports.

Payroll Classification: Administrative Analyst/Specialist II Exempt

Appointed: August 2015

Position Description: This position is responsible for leading the design effort associated with routine minor capital projects as well as assisting with the design effort related to complex minor capital projects and major capital projects. This includes assisting with the development of Requests for Proposals including review of proposals received, working collaboratively with consultants where retained by the University, leading and/or assisting with the design review process, assisting in the development of bid documents and review of bids received, and providing design-related construction administration services for assigned projects. This position also acts as a liaison to authorities having jurisdiction, and manages the interface with the campus community and maintenance and operations personnel and also maintains an important role during the construction phase managing all design-related issues for assigned projects with the designated project manager.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2015- Present Humboldt State University
 - Designer
 - 2013- 2015 LACO Associates
 - Designer & Project Manager
 - 2011- 2013 K. H. McKenny, Inc.
 - Designer & Project Manager
 - 2008- 2011 John Ash Group Architects
 - Director of Architecture
- Education & Certifications
 - Bachelor of Architecture, University of Oregon
 - Associate of Arts, College of the Redwoods
 - Associate, American Institute of Architects
 - LEED Accredited Professional
 - California Architect License (in progress)

- Memberships/Affiliations
 - APPA, Association of Physical Plant Administrators
 - AIA, American Institute of Architects
 - USGBC, United States Green Building Council

Relevant Project Experience Summary (last two years):

- Redwood Bowl Track Replacement (Assistant Design Manager)
- G14/G15 Parking Lot Replacement (Assistant Design Manager)
- Library Center for Teaching & Learning Improvement (Designer)
- UC Exterior Lighting Replacement (Designer)
- Lumberjack Arena Lighting Replacement (Designer)
- Children's Center Improvements (Designer)
- Green & Gold Room Renovation (Designer)
- Natural Resources 203 Classroom Conversion (Designer)
- Campus Apartments Fiber Connection (Designer)
- Creekview Kitchen to Bedroom Conversion (Designer)
- College Creek Marketplace Renovation (Designer)
- Redwood Sciences Lab Fiber Extension (Designer)

Name: Zach Shelton

Capital Outlay Management Plan Role: Construction Manager & Inspector

Position Title: Construction Manager & Inspector

- This position reports to the Associate Vice President, Facilities Management.
- This position does not have any direct reports.

Payroll Classification: Administrator II

Appointed: Current Position- 1/1/2013; Initial Hire Date- 2/1/2009

Position Description: This position oversees assigned campus construction activities and University construction administration including contract, budget and schedule management, coordination of inspections, coordination with designers for resolution to field issues, document management, coordination with authorities having jurisdiction and campus, and evaluation and recommendation of contract changes and claims. In addition, this position serves as inspector of record, provides oversight of assistant inspectors, ensures code compliance for field installation, acts as a liaison to authorities having code authority jurisdiction, develops and enforces project management and inspection procedures and manages the interface with campus operations throughout all contracted construction projects. The position is responsible for ensuring project requirements as defined in the permitted documents are properly adhered to and that all required project documents are received and processed properly.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2013- Present Humboldt State University
 - Construction Manager & JOC Coordinator
 - 2011- 2012 Humboldt State University
 - Facility Service Maintenance Manager
 - 2009- 2011 Humboldt State University
 - Supervisor of Building Trades
 - 2006- 2009 CSU Sacramento
 - Electrician I
 - 2006 Collins Electrical
 - Service Electrician
 - 2002- 2006 NMI Industrial Contractors
 - Foreman Electrician
 - 1997- 2002 Various Contractors, IBEW 340
 - Electrician

- Education & Certifications
 - Certificate of Completion, Electrical Program, American River College
 - Certificate of Completion, Electrical Apprenticeship, IBEW Local Union 340
 - Certificate of Completion, PLC, Fire Alarm & NFPA70E, NTT Training
 - ACT 20 Building Inspector
 - Asbestos Management Planner (certification 14646)
 - Asbestos Building Inspector (certification 146465)
 - CPDH Lead Supervisor & Project Monitor
 - Commercial Electrical Inspector, International Code Council
 - Commercial Plumbing Inspector, International Code Council
 - Commercial Building Inspector, International Code Council
- Memberships
 - APPA, Association of Physical Plant Administrators
 - USGBC, United States Green Building Council

Relevant Project Experience Summary (last two years):

- Library Seismic (Project Manager/Inspector of Record)
- Theatre Arts Seismic (Project Manager/Inspector of Record)
- Schatz Energy Research Center Addition (Project Manager/Inspector of Record)
- Electrical Switchgear & Building Transformer Replacement (Project Manager/Inspector of Record)
- Data Center Fire Suppression Replacement (Project Manager/Inspector of Record)
- Fire Alarm Replacement Phases 1 & 2 + Auxiliary/Self Support (Project Manager/Inspector of Record)
- Redwood Bowl Track Replacement (Inspector of Record)
- Library Center for Teaching & Learning Improvement (Inspector of Record)
- UC Exterior Lighting Replacement (Inspector of Record)
- Lumberjack Arena Lighting Replacement (Inspector of Record)
- Children’s Center Improvements (Inspector of Record)
- Marine Lab Seawater Storage Tank Replacement (Project Manager/Inspector of Record)
- Green & Gold Room Renovation (Inspector of Record)
- Natural Resources 203 Classroom Conversion (Inspector of Record)
- Granite Avenue Landslide Remediation (Inspector of Record)
- Campus Apartments Fiber Connection (Inspector of Record)
- Paving Repair & Renovation (Project Manager/Inspector of Record)
- Creekview Kitchen to Bedroom Conversion (Inspector of Record)
- Cypress Residence Hall Deck Repair (Inspector of Record)
- College Creek Marketplace Renovation (Inspector of Record)
- Redwood Sciences Lab Fiber Extension (Project Manager/Inspector of Record)
- Campus Apartments Structural & Safety Improvements (Project Manager/Inspector of Record)
- Parking Lot LID Improvements (Project Manager/Inspector of Record)

Name: Randy Davis

Capital Outlay Management Plan Role: Facilities Maintenance Manager

Position Title: Facilities Maintenance Manager

- This position reports to the Associate Vice President, Facilities Management.
- This position has 26 direct reports.

Payroll Classification: Administrator II

Appointed: Current Position- 7/1/2013; Initial Hire Date- 2/1/2009

Position Description: Primary role with regard to this Capital Outlay Management Plan is associated with oversight, management and supervision of assigned minor capital projects as related to deferred maintenance and capital renewal whether accomplished by outside contractor or in-house staff. This position is involved with ensuring projects remain on schedule and within budget and manages the day-to-day effort associated with accomplishing such including in-house workforce resource allocation and scheduling, interface with contractors, architectural staff and the campus community. The position is also responsible for ensuring project requirements as defined in the permitted documents are properly adhered to and that all required documents are received and processed properly including ensuring inspections are completed with appropriate staff or consultants. As requested, this position also assists the inspector of record with preliminary inspection efforts and documentation associated with such.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2013- Present Humboldt State University
 - Facilities Maintenance Manager
 - 2007- 2013 Humboldt State University
 - Facility Project Supervisor
 - 1998- 2007 Humboldt State University
 - Facilities Maintenance Mechanic
 - 1995- 1998 Humboldt State University
 - Building Maintenance Worker
- Education & Certifications
 - Graduate, Eureka High School
 - Graduate, Stationary Engineers Local 39 Apprenticeship Program
 - Graduate, APPA Supervisor's Toolkit
 - APPA, Institute for Facilities Management, Years One & Two
 - Asbestos Contractor Supervisor (certification 141106)

- Asbestos Building Inspector (certification 141111)
- Confined Space Competent Person (certified 3/14/13)

- Memberships/Affiliations
 - APPA, Association of Physical Plant Administrators
 - USGBC, United States Green Building Council

Relevant Project Experience Summary (last two years):

- Energy Information System Metering (Project Manager)
- Campuswide Metering (Project Manager)
- Library Center for Teaching & Learning Improvement (Project Manager)
- Children's Center Improvements (Assistant Project Manager)
- Campus Apartments Fiber Connection (Project Manager)
- Marine Lab Boiler Replacement (Project Manager)
- Siemens Hall Damper Replacement (Project Manager)
- Campus Apartments Structural & Safety Improvements (Project Manager)
- Science D/E MBCx (Project Manager)
- Founders Hall MBCx (Project Manager)
- Gist Hall MBCx (Project Manager)

Name: Travis Fleming
Capital Outlay Management Plan Role: Facilities Project Supervisor
Position Title: Facility Project Supervisor

- This position reports to the Associate Director of Planning & Design.
- This position has 0 direct reports.
- This position has does not have financial signature authority associated with campus construction projects.

Payroll Classification: Facility Project Supervisor

Appointed: 4/1/14

Position Description: Primary role with regard to this Capital Outlay Management Plan is associated with leading or assisting the effort required to implement assigned minor capital projects to be accomplished by in-house staff. This position is involved with ensuring projects remain on schedule and within budget and manages the day-to-day effort associated with accomplishing such including provision of direction to in-house workforce as well as interface with service providers, subcontractors, architectural staff and the campus community. The position is responsible to ensure requirements defined in the permitted documents are adhered to and that all required documents are received and processed properly including ensuring inspections are completed with appropriate staff or consultants. As requested, this position also assists the inspector of record with preliminary inspection efforts and documentation.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2014- Present Humboldt State University
 - Facility Project Supervisor
 - 2011- 2014 Myrtle town Insulation
 - Division Manager
 - 2007- 2011 Ray Wolfe Construction
 - Project Manager & Estimator
 - 2004- 2007 Fox Farm Soil & Fertilizer Co.
 - Assistant Production Manager
- Education & Certifications
 - BA, Humboldt State University
 - AS, College of the Redwoods
 - Building Envelope Inspector
 - Asbestos Management Planner

- CPDH Lead Supervisor & Project Monitor
 - EPA/HUD RRP Lead Certified
- Memberships/Affiliations
 - APPA, Association of Physical Plant Administrators
 - USGBC, United States Green Building Council

Relevant Project Experience Summary (last two years):

- Energy Information System Metering (Assistant Project Manager)
- Campuswide Metering (Assistant Project Manager)
- Library Center for Teaching & Learning Improvement (Assistant Project Manager)
- UC Exterior Lighting Replacement (Project Manager)
- Lumberjack Arena Lighting Replacement (Project Manager)
- Children's Center Improvements (Project Manager)
- Green & Gold Room Renovation (Project Manager)
- Natural Resources 203 Classroom Conversion (Project Manager)
- Campus Apartments Fiber Connection (Assistant Project Manager)
- Campus Apartments Structural & Safety Improvements (Assistant Project Manager)

Name: Elizabeth Whitchurch
Capital Outlay Management Plan Role: Space Analyst/Special Projects Coordinator
Position Title: Space Analyst/Special Projects Coordinator

- This position reports to the Associate Vice President of Facilities Management.
- This position has 0 direct reports.

Payroll Classification: Administrative Analyst/Specialist III Exempt

Appointed: Current Position- 05/24/2015; Initial Hire Date- 08/18/2012

Position Description: Reporting to the Associate Vice President of Facilities Management and in collaboration with the Department's management team and colleagues across the campus, the incumbent is responsible for planning, developing, leading and administering highly complex and specialized projects and initiatives. Projects and duties assigned have broad campus and potentially, system-wide impact and include acting as the Maintenance Management System (AIM) system administrator/team leader; acting as the system administrator for FacilitiesLink (our facility information platform); acting as the system administrator/team leader for software systems associated with the annual APPA Facility Performance Indicator and Facility Repair & Renewal Management System (FRRMS); acting as the system administrator and manager for the University's space and facilities database (SFDB) including multiple report requirements and in-depth space analytics; acting as the team leader regarding land use records and assisting with real estate acquisition activities; oversees all property management activities associated with University properties beyond the primary campus; acting as the team leader for special initiatives designed to improve overall efficiency and effectiveness of the Facilities Management organization; and other duties of a similar broad and far reaching nature.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2015- Present Humboldt State University
 - Special Projects Coordinator/Space Analyst
 - 2012- 2015 Humboldt State University
 - Lecturer, Biological Sciences
 - 2010- 2012 University of Washington
 - Postdoctoral Research Fellow

- 2007- 2010 University of Oregon
 - Adjunct Lecturer & Postdoctoral Researcher
- Education & Certifications
 - PhD, Biology, Institute of Neuroscience, University of Oregon
 - BS, Chemistry/Biochemistry, Utah State University
- Memberships/Affiliations
 - APPA, Association of Physical Plant Administrators

Relevant Project Experience Summary (last two years):

- Redwood Bowl Track Replacement (Assistant Planner)
- G14/G15 Parking Lot Replacement (Assistant Planner)
- Jenkins Hall Renovation (Assistant Planner)
- Transportation Hub Major Improvements (Assistant Planner)
- 1601 Samoa Acquisition (Assistant Planner)
- Trinity Annex Acquisition (Assistant Planner)
- Jacoby Creek Forest Acquisition (Assistant Planner)
- 570 Granite Acquisition (Assistant Planner)
- 71 14th Street Acquisition (Assistant Planner)

Name: Pat Comella
Capital Outlay Management Plan Role: Business Operations Manager
Position Title: Business Operations Manager

- This position reports to the Associate Vice President of Facilities Management.
- This position has 8 direct reports.

Payroll Classification: Administrator I Exempt

Appointed: Current Position- 01/19/2015; Initial Hire Date- 09/01/2010

Position Description: Primary role is associated with working directly with the Associate Vice President- Facilities Management and Associate Director- Planning & Design and all project teams to properly support project financial activities including development of budgets, tracking financial records, production of financial reports, ensuring appropriate use of the University's accounting system and adherence to California State University requirements associated with construction project accounting and financial efforts. This role specifically oversees projects directly managed/implemented by Facilities Management on behalf of the University.

Experience Summary, Degrees, Certifications or Other Comments:

- Experience
 - 2017- Present Humboldt State University
 - Business Operations Manager
 - 2015- Present Humboldt State University
 - Financial & Budget Analyst
 - 2010- 2015 Humboldt State University
 - Administrative Support Coordinator
 - 2010 Humboldt State University
 - Emergency Hire, Provost's Office
 - 2009- 2010 Food For People
 - Fund Development Director
 - 2007- 2010 Western Web Printing
 - Administrative Assistant/Customer Service Representative
 - 1991- 2007 Dancing Dragon
 - Catalog Production Manager
- Education & Certifications
 - AA, College of the Redwoods
 - BA (in progress), Humboldt State University
- Memberships/Affiliations
 - APPA, Association of Physical Plant Administrators

Relevant Project Experience Summary (last two years):

- This position does not directly manage construction projects. However, the position has successfully collaborated with Facilities Management and other campus personnel and provides financial oversight for all capital projects directly administered by Facilities Management.

Report of Staff Training Completed (within past two years)

The following table includes information concerning training completed by individuals having direct or indirect involvement with Major and Minor Capital Projects at the University.

Name	Training Topic	Sponsoring Organization	Training Date	Notes
Traci Ferdolage	General Conditions Decoded- A Six Part Webinar Series, Part 1	CPDC	Sep-15	
	Facilities Replacement & Renewal Model Annual Update	CPDC	Oct-15	
	APPA Facilities Performance Indicator Update	CPDC	Oct-15, Jul-16, Nov-16	
	APPA Institute for Facilities Management, Year 4	APPA	Jan-16	
	The Law of Design & Construction- Advanced	CPDC	Feb-16	
	P3C Public-Private Partnership Conference & Expo	P3C	Mar-16	
	Fire Resistive Construction, CBC Chapter 7	CPDC	Mar-16	
	CSU Online Advertising	CPDC	Mar-16	
	Space & Facilities Database	CPDC	Apr-16	
	Campus Land Rights & Management	CPDC	May-16	
	Jumping Jeopardy II	CPDC	May-16	
	SETC Unit 6 Collective Bargaining Agreement	CO	May-16	
	CSTI Earthquake School	CSTI	Jul-16	
	Leveraging Your Space Database for Informed Decisionmaking	CPDC	Aug-16	
	Capital Projects- All Things Financial	CPDC	Aug-16	
	Stepping Through Accessibility	CPDC	Aug-16	
	Energy Public Private Partnerships	CPDC	Sep-16	
	P3C Public-Private Partnership Higher Education Summit	P3C	Oct-16	
	IFMA Facilities Management Professional Credential- Leadership & Strategy	IFMA	Oct-16	
	CSU Facilities Management Conference	CPDC	Oct-16	
	Means of Egress CBC Chapter 10	CPDC	Feb-17	
Michael Fisher	Jumping Jeopardy I	CPDC	May-16	
	Project Inspection Management	CPDC	Aug-15	
	The Law of Design & Construction- Advanced	CPDC	Feb-16	
	The Mechanics of CSU Real Property Transactions	CPDC	Jan-16	
	CSU Online Advertising	CPDC	Mar-16	
	Space & Facilities Database	CPDC	Apr-16	
	Jumping Jeopardy II	CPDC	May-16	
	Means of Egress CBC Chapter 10	CPDC	Feb-17	
Garrett McSorely	Best LED Lighting Solutions	Lighting Wizards	Jun-15	
	Project Inspection Management	CPDC	Aug-15	
	Accessible Trails	AIA	Nov-15	
	The Law of Design & Construction- The Basics	CPDC	Dec-15	
	Accessible Museum Exhibits	AIA	Dec-15	
	Protruding Objects	AIA	Jan-16	
	Title 24 Part 6 Essentials, 2016 California Energy Code	N/A	Sep-16	
	Zero Carbon- Net Zero Energy Case Studies & Technical Dives	N/A	Jan-17	
Kassidy Banducci	ARE Exam- Building Design & Construction Systems	ARE	Aug-16	
	The Law of Design & Construction- The Basics	CPDC	Dec-15	
	ARE Exam- Site Planning & Design	ARE	Jan-16	
Zach Shelton	Jumping Jeopardy I	CPDC	Apr-15	
	Bidding Regional JOC	CPDC	Jan-16	
	The Law of Design & Construction- Advanced	CPDC	Feb-16	
	CSU Online Advertising	CPDC	Mar-16	
	Asbestos Management Planner	Cal Inc	Apr-16	
	Lead Supervisor & Project Monitor	Cal Inc	May-16	
	Commercial Building Inspector	ICC	Jun-16	
	Job Order Contract Program & Procedures	Gordian Group	Nov-16	
	Commercial Plumbing Inspector	ICC	Dec-16	
	Asbestos Building Inspector Refresher	ICC	Jan-17	

-Continued on Next Page-

Name	Training Topic	Sponsoring Organization	Training Date	Notes
Randy Davis	Jumping Jeopardy I	CPDC	Apr-15	
	APPA Institute for Facilities Management, Year 1	APPA	Sep-15	
	Jumping Jeopardy II	CPDC	May-16	
	APPA Institute for Facilities Management, Year 2	APPA	Jan-17	
	Asbestos Building Inspector	Cal Inc	Jan-17	
	Asbestos Contractor Supervisor	Cal Inc	Jan-17	
Travis Fleming	EPA/HUD Lead Renovation, Repair & Painting Supervisor	Cal Inc	Apr-15	
	Jumping Jeopardy II	CPDC	Apr-15	
	Asbestos Building Inspector	Cal Inc	Oct-15	
	Introduction to Construction Estimating	SDSU Extended Education	Fall 2015	
	CPDH Lead Supervisor & Refresher	Cal Inc	Jan-16	
	Asbestos Supervisor & Refresher	Cal Inc	Jan-16	
	Construction Math	SDSU Extended Education	Spring 2016	
	Estimating & Bidding I	SDSU Extended Education	Spring 2016	
	Best Lighting Solutions- LED	PG&E	N/A	
	Construction Materials & Processes	SDSU Extended Education	Spring 2017	
	Construction Blueprint Reading	SDSU Extended Education	Spring 2017	
Elizabeth Whitchurch	CPDC 101	CPDC	Sep-15	
	Facilities Replacement & Renewal Model Annual Update	CPDC	Oct-15, Sep-16	
	APPA Facilities Performance Indicator Update	CPDC	Oct-15, Jul-16, Nov-16	
	The Mechanics of CSU Real Property Transactions	CPDC	Jan-16	
	Space & Facilities Database	CPDC	Apr-16	
	All Things Financial	CPDC	Aug-16	
	Stepping Through Accessibility	CPDC	Aug-16	
	CSU Facilities Management Conference	CPDC	Oct-16	
Pat Comella	Jumping Jeopardy I	CPDC	Apr-15	
	APPA Facilities Performance Indicator Update	CPDC	Jun-15, Jul-16	
	Business Management Institute, Track 1	WACUBO	Aug-15	
	CPDC 101	CPDC	Sep-15	
	Peoplesoft	Oracle	Mar-16	
	Jumping Jeopardy II	CPDC	May-16	
	CSTI Earthquake School	CSTI	Jul-16	
	Business Management Institute, Track 2	WACUBO	Aug-16	
	Stepping Through Accessibility	CPDC	Aug-16	
	Energy Public Private Partnerships	CPDC	Sep-16	
	CSU 101	CSU	Oct-16	
Amber Blakeslee	Budget & Planning	NACUBO	Sep-16	
	Annual Auxiliary Organizations Association Conference	CSU	Jan-16	
	Annual Business Conference	CSU	Mar-16	
A. Gail Dungan	The Law of Design & Construction- Advanced	CPDC	Feb-16	
	CSU Online Advertising	CPDC	Mar-16	
Tawny Fleming	Opportunities & Challenges of Public-Private Partnerships	CPDC	Nov-15	
	Future Leader's Forum	WACUBO	Dec-15	
	Annual Auxiliary Organizations Association Conference	CSU	Jan-16	
	Southwest Higher Education University Group Regional Conference	Alliance	Mar-16	
	CSU Online Advertising	CPDC	Mar-16	
	Annual Business Conference	CSU	Mar-16	
	Jumping Jeopardy II	CPDC	May-16	
	Financial Officer's Association Conference	CSU	Spring 2016	

Summary of Significant Projects Administered Under Delegated Authority

Following is a list of significant projects which the University has administered under its delegated authority over the past two years.

Project Name:	Library Seismic
<ul style="list-style-type: none">• University Project ID:• Project Delivery Method:• Total Project Budget:• Total Construction Budget:• Current Status of Development:• Actual Start:• Actual Completion:• Project Performance Report Date:• Comments:	XPL177 Design-Bid-Build \$5,447,000 \$5,031,000 In Construction 10/2015 Projected 2018 Upon Request by CPDC N/A
Project Name:	Theatre Arts Seismic
<ul style="list-style-type: none">• University Project ID:• Project Delivery Method:• Total Project Budget:• Total Construction Budget:• Current Status of Development:• Actual Start:• Actual Completion:• Project Performance Report Date:• Comments:	XPL190 Design-Bid-Build \$7,604,000 \$7,085,000 In Design 01/2016 Projected 2018 Upon Request by CPDC N/A
Project Name:	Schatz Energy Research Center Addition
<ul style="list-style-type: none">• University Project ID:• Project Delivery Method:• Total Project Budget:• Total Construction Budget:• Current Status of Development:• Actual Start:• Actual Completion:• Project Performance Report Date:• Comments:	XPL182 Design-Bid-Build \$901,350 \$689,000 In Construction 05/2017 Projected Fall 2017 Upon Request by CPDC This is an auxiliary project funded by the Advancement Foundation.

Project Name: Electrical Switchgear & Building Transformer Replacement

- **University Project ID:** XPL181/183
- **Project Delivery Method:** Design-Bid-Build
- **Total Project Budget:** \$2,187,000
- **Total Construction Budget:** \$2,051,000
- **Current Status of Development:** In Design
- **Actual Start:** 01/2016
- **Actual Completion:** Projected Spring 2018
- **Project Performance Report Date:** Upon Request by CPDC
- **Comments:** N/A

Project Name: Data Center Fire Suppression

- **University Project ID:** XPL180
- **Project Delivery Method:** Design-Bid-Build
- **Total Project Budget:** \$250,000
- **Total Construction Budget:** \$232,000
- **Current Status of Development:** In Construction
- **Actual Start:** 01/2016
- **Actual Completion:** Projected Fall 2017
- **Project Performance Report Date:** Upon Request by CPDC
- **Comments:** N/A

Project Name: Fire Alarm Phases 1 & 2 Replacement

- **University Project ID:** XPL87
- **Project Delivery Method:** Design-Bid-Build
- **Total Project Budget:** \$836,000
- **Total Construction Budget:** \$666,500
- **Current Status of Development:** In Design & Construction
- **Actual Start:** 01/2016
- **Actual Completion:** Projected Early 2018
- **Project Performance Report Date:** Upon Request by CPDC
- **Comments:** N/A

Project Name: Elevator Phases 1 & 2 Replacement

- **University Project ID:** XPL189
- **Project Delivery Method:** Design-Build
- **Total Project Budget:** \$1,048,000
- **Total Construction Budget:** \$981,000
- **Current Status of Development:** In Design & Construction
- **Actual Start:** 01/2016
- **Actual Completion:** Projected Mid 2018
- **Project Performance Report Date:** Upon Request by CPDC
- **Comments:** N/A

Project Name: Building Controls Phases 1 & 2 Replacement

- **University Project ID:** XPL188
- **Project Delivery Method:** Design-Build
- **Total Project Budget:** \$1,098,000
- **Total Construction Budget:** \$1,025,000
- **Current Status of Development:** In Design
- **Actual Start:** 01/2016
- **Actual Completion:** Projected Late 2018
- **Project Performance Report Date:** Upon Request by CPDC
- **Comments:** N/A

Project Name: Energy Information System Metering

- **University Project ID:** XPL194
- **Project Delivery Method:** JOC/In-House Workforce
- **Total Project Budget:** \$300,000
- **Total Construction Budget:** \$200,000
- **Current Status of Development:** In Design
- **Actual Start:** 05/2016
- **Actual Completion:** Projected Late 2018
- **Project Performance Report Date:** Upon Request by CPDC
- **Comments:** N/A

Project Name:	Campuswide Metering
<ul style="list-style-type: none"> • University Project ID: XPL176 • Project Delivery Method: JOC/In-House Workforce • Total Project Budget: \$249,550 • Total Construction Budget: \$225,000 • Current Status of Development: In Design • Actual Start: 08/2016 • Actual Completion: Projected Late 2018 • Project Performance Report Date: Upon Request by CPDC • Comments: N/A 	
Project Name:	Redwood Bowl Track Replacement
<ul style="list-style-type: none"> • University Project ID: XPL206 • Project Delivery Method: Design-Bid-Build • Total Project Budget: \$700,000 • Total Construction Budget: \$591,000 • Current Status of Development: In Design • Actual Start: 01/2017 • Actual Completion: Projected Fall 2017 • Project Performance Report Date: Upon Request by CPDC • Comments: N/A 	
Project Name:	G14/G15 Parking Lot Replacement
<ul style="list-style-type: none"> • University Project ID: XPK102 • Project Delivery Method: Design-Bid-Build • Total Project Budget: \$2,089,000 • Total Construction Budget: \$1,904,000 • Current Status of Development: In Design • Actual Start: 01/2016 • Actual Completion: Projected Late 2018 • Project Performance Report Date: Upon Request by CPDC • Comments: N/A 	

Project Name:	Jenkins Hall Renovation
<ul style="list-style-type: none"> • University Project ID: TBA • Project Delivery Method: CM At-Risk • Total Project Budget: \$10,309,000 • Total Construction Budget: \$9,524,000 • Current Status of Development: In Design • Actual Start: Early 2019 • Actual Completion: Mid 2020 • Project Performance Report Date: Not Required • Comments: N/A 	
Project Name:	Transportation Hub Major Improvements
<ul style="list-style-type: none"> • University Project ID: XPK106 • Project Delivery Method: TBD • Total Project Budget: TBD (Grant Dependent) • Total Construction Budget: TBD (Grant Dependent) • Current Status of Development: In Planning • Actual Start: TBD (Grant Dependent) • Actual Completion: TBD (Grant Dependent) • Project Performance Report Date: Not Required • Comments: N/A 	
Project Name:	Library Center for Teaching & Learning
<ul style="list-style-type: none"> • University Project ID: TBD • Project Delivery Method: In-House Workforce • Total Project Budget: \$300,000 • Total Construction Budget: \$285,000 • Current Status of Development: In Design • Actual Start: 10/2016 • Actual Completion: 10/2017 • Project Performance Report Date: Not Required • Comments: N/A 	

Project Name: UC Exterior Lighting Replacement

- **University Project ID:** XUC003
- **Project Delivery Method:** In-House Workforce
- **Total Project Budget:** \$75,000
- **Total Construction Budget:** \$68,000
- **Current Status of Development:** In Construction
- **Actual Start:** 08/2016
- **Actual Completion:** 10/2017
- **Project Performance Report Date:** Not Required
- **Comments:** N/A

Project Name: 1601 Samoa Acquisition

- **University Project ID:** N/A
- **Project Delivery Method:** Acquisition
- **Total Project Budget:** \$2,000,000
- **Total Construction Budget:** N/A
- **Current Status of Development:** In Negotiation
- **Actual Start:** N/A
- **Actual Completion:** N/A
- **Project Performance Report Date:** Not Required
- **Comments:** N/A

Project Name: Trinity Annex Acquisition

- **University Project ID:** N/A
- **Project Delivery Method:** Acquisition
- **Total Project Budget:** \$2,111,774
- **Total Construction Budget:** N/A
- **Current Status of Development:** In Negotiation
- **Actual Start:** N/A
- **Actual Completion:** N/A
- **Project Performance Report Date:** Not Required
- **Comments:** N/A

Project Name:	Jacoby Creek Forest Acquisition
<ul style="list-style-type: none"> • University Project ID: N/A • Project Delivery Method: Acquisition • Total Project Budget: TBD • Total Construction Budget: N/A • Current Status of Development: In Negotiation • Actual Start: N/A • Actual Completion: N/A • Project Performance Report Date: Not Required • Comments: This is a joint donor/grant funded project with the City of Arcata; acquisition costs, if any, are intended to be minimal. 	

Project Name:	570 Granite Acquisition
<ul style="list-style-type: none"> • University Project ID: N/A • Project Delivery Method: Acquisition • Total Project Budget: \$331,632 • Total Construction Budget: N/A • Current Status of Development: Acquired • Actual Start: N/A • Actual Completion: N/A • Project Performance Report Date: Not Required • Comments: Acquisition was funded through the Real Estate Holding Corporation which is part of the Advancement Foundation. 	

Project Name:	Lumberjack Arena Lighting Replacement
<ul style="list-style-type: none"> • University Project ID: XPK102 • Project Delivery Method: In-House Workforce • Total Project Budget: \$220,000 • Total Construction Budget: \$200,000 • Current Status of Development: Closeout • Actual Start: 09/2016 • Actual Completion: 04/2017 • Project Performance Report Date: Not Required • Comments: N/A 	

Project Name:	Children's Center Improvements
<ul style="list-style-type: none"> • University Project ID: XPL191 • Project Delivery Method: In-House Workforce • Total Project Budget: \$466,049 • Total Construction Budget: \$456,716 • Current Status of Development: Closeout • Actual Start: 03/2016 • Actual Completion: 04/2017 • Project Performance Report Date: Not Required • Comments: N/A 	
Project Name:	Marine Lab Seawater Storage Tank Replacement
<ul style="list-style-type: none"> • University Project ID: FO3015 • Project Delivery Method: Design-Bid-Build • Total Project Budget: \$346,345 • Total Construction Budget: \$280,000 • Current Status of Development: In Construction • Actual Start: 11/2016 • Actual Completion: 8/2017 • Project Performance Report Date: Not Required • Comments: N/A 	
Project Name:	Green & Gold Room Renovation
<ul style="list-style-type: none"> • University Project ID: XPL200 • Project Delivery Method: In-House Workforce • Total Project Budget: \$97,000 • Total Construction Budget: \$90,000 • Current Status of Development: Closeout • Actual Start: 03/2016 • Actual Completion: 11/2016 • Project Performance Report Date: Not Required • Comments: N/A 	

Project Name: Natural Resources 203 Classroom Conversion

- **University Project ID:** XPL203
- **Project Delivery Method:** In-House Workforce
- **Total Project Budget:** \$75,000
- **Total Construction Budget:** \$69,000
- **Current Status of Development:** Complete
- **Actual Start:** 06/2016
- **Actual Completion:** 10/2016
- **Project Performance Report Date:** Not Required
- **Comments:** N/A

Project Name: Granite Avenue Landslide Remediation

- **University Project ID:** XHS206
- **Project Delivery Method:** In-House Workforces
- **Total Project Budget:** \$120,000
- **Total Construction Budget:** \$101,000
- **Current Status of Development:** Complete
- **Actual Start:** 10/2015
- **Actual Completion:** 08/2016
- **Project Performance Report Date:** Not Required
- **Comments:** N/A

Project Name: Campus Apartments Fiber Connection

- **University Project ID:** XPL161
- **Project Delivery Method:** In-House Workforce
- **Total Project Budget:** \$170,000
- **Total Construction Budget:** \$144,500
- **Current Status of Development:** Complete
- **Actual Start:** 11/2015
- **Actual Completion:** 10/2016
- **Project Performance Report Date:** Not Required
- **Comments:** N/A

Project Name: Marine Lab Boiler Replacement

- **University Project ID:** XPL199
- **Project Delivery Method:** In-House Workforce
- **Total Project Budget:** \$36,000
- **Total Construction Budget:** \$33,000
- **Current Status of Development:** Complete
- **Actual Start:** 05/2016
- **Actual Completion:** 10/2016
- **Project Performance Report Date:** Not Required
- **Comments:** N/A

Project Name: Siemens Hall Damper Replacement

- **University Project ID:** XPL196
- **Project Delivery Method:** In-House Workforce
- **Total Project Budget:** \$35,000
- **Total Construction Budget:** \$30,000
- **Current Status of Development:** Complete
- **Actual Start:** 05/2016
- **Actual Completion:** 10/2016
- **Project Performance Report Date:** Not Required
- **Comments:** N/A

Project Name: Paving Repair & Renovation

- **University Project ID:** XPK105
- **Project Delivery Method:** JOC
- **Total Project Budget:** \$
- **Total Construction Budget:** \$
- **Current Status of Development:** Complete
- **Actual Start:** 05/2016
- **Actual Completion:** 08/2016
- **Project Performance Report Date:** Not Required
- **Comments:** N/A

Project Name: Creekview Kitchen to Bedroom Conversion

- **University Project ID:** N/A
- **Project Delivery Method:** In-House Workforce (Housing)
- **Total Project Budget:** N/A
- **Total Construction Budget:** N/A
- **Current Status of Development:** Complete
- **Actual Start:** 05/2016
- **Actual Completion:** 11/2016
- **Project Performance Report Date:** Not Required
- **Comments:** N/A

Project Name: Cypress Residence Hall Deck Repair

- **University Project ID:** N/A
- **Project Delivery Method:** In-House Workforce (Housing)
- **Total Project Budget:** N/A
- **Total Construction Budget:** N/A
- **Current Status of Development:** Complete
- **Actual Start:** 05/2016
- **Actual Completion:** 10/2016
- **Project Performance Report Date:** Not Required
- **Comments:** N/A

Project Name: College Creek Marketplace Renovation

- **University Project ID:** N/A
- **Project Delivery Method:** In-House Workforce (Housing)
- **Total Project Budget:** \$60,000
- **Total Construction Budget:** \$50,000
- **Current Status of Development:** Complete
- **Actual Start:** 01/2016
- **Actual Completion:** 10/2016
- **Project Performance Report Date:** Not Required
- **Comments:** N/A

Project Name:	Redwood Sciences Lab Fiber Extension
<ul style="list-style-type: none"> • University Project ID: XPL192 • Project Delivery Method: JOC • Total Project Budget: \$31,660 • Total Construction Budget: \$29,000 • Current Status of Development: Complete • Actual Start: 10/2015 • Actual Completion: 08/2016 • Project Performance Report Date: Not Required • Comments: N/A 	
Project Name:	Campus Apartments Structural & Safety Improvements
<ul style="list-style-type: none"> • University Project ID: XPK102 • Project Delivery Method: JOC • Total Project Budget: \$145,000 • Total Construction Budget: \$130,000 • Current Status of Development: Complete • Actual Start: 7/2014 • Actual Completion: 10/2015 • Project Performance Report Date: Not Required • Comments: N/A 	
Project Name:	Parking Lot LID Improvements
<ul style="list-style-type: none"> • University Project ID: XPL155 • Project Delivery Method: JOC • Total Project Budget: \$555,000 • Total Construction Budget: \$455,000 • Current Status of Development: Complete • Actual Start: 03/2014 • Actual Completion: 11/2015 • Project Performance Report Date: Not Required • Comments: N/A 	

Project Name:	71 14th Street Acquisition
<ul style="list-style-type: none"> • University Project ID: N/A • Project Delivery Method: Acquisition • Total Project Budget: \$340,000 • Total Construction Budget: N/A • Current Status of Development: Complete • Actual Start: N/A • Actual Completion: N/A • Project Performance Report Date: Not Required • Comments: Acquisition was funded through the Real Estate Holding Corporation which is part of the Advancement Foundation. 	

Project Name:	Science D/E MBCx
<ul style="list-style-type: none"> • University Project ID: XPL150 • Project Delivery Method: In-House Workforce • Total Project Budget: \$124,000 • Total Construction Budget: \$60,000 • Current Status of Development: Complete • Actual Start: 2015 • Actual Completion: 2016 • Project Performance Report Date: Not Required • Comments: N/A 	

Project Name:	Founders Hall MBCx
<ul style="list-style-type: none"> • University Project ID: XPL149 • Project Delivery Method: In-House Workforce • Total Project Budget: \$157,000 • Total Construction Budget: \$60,000 • Current Status of Development: Complete • Actual Start: 2015 • Actual Completion: 2016 • Project Performance Report Date: Not Required • Comments: N/A 	

Project Name:**Gist Hall MBCx**

- **University Project ID:** XPL151
- **Project Delivery Method:** In-House Workforce
- **Total Project Budget:** \$118,000
- **Total Construction Budget:** \$50,000
- **Current Status of Development:** Complete
- **Actual Start:** 2015
- **Actual Completion:** 2016
- **Project Performance Report Date:** Not Required
- **Comments:** N/A