Instructions for DPB Form S-1
Project Scope Profile

This form is to be prepared only for projects authorized for detailed budget development during the 2006-2008 biennium. The C-1 and S-1 forms are combined in a single Excel spreadsheet format to facilitate completion by the requesting agency and to facilitate review by the central agencies. A number of embedded calculations and hyperlinks have been incorporated into this new format to simplify the completion and review of these documents. Several macros are also contained within the file to facilitate printing. To take advantage of these macros, you must select "enable macros" when opening the file.

The DPB Form S-1 has two functions. For the requesting agency, the form serves as a checklist to ensure that major items defining the project scope have been considered by the agency. For the central agencies, the detail provides a more in-depth understanding of overall project scope in a format that is uniform and consistent across all agencies.

This form, along with the H-1 and C-1 forms, will be used to determine the project's budget and its size and scope. Be certain to identify all unique aspects of the project scope that affect project cost. Failure to do so may result in understating the amount of funds needed to complete the project. Complete only those sections that are applicable to your project. Use this form to identify any specific requirements for materials, systems, or special features of the building. If an item is unknown or cannot be determined, indicate that it will be determined by the architectural and engineering firm during the design phase of the project by using the notation "A/E" in that space on the form. **Liberal use of this notation, however, may suggest poor definition of project scope such that full or partial funding cannot be recommended by the central agencies.**

Supporting documentation that cannot be sent electronically should be sent to the Capital Submission Clerk at the Department of Planning and Budget (See Section IV of the basic instructions for addresses and required number of copies).

INSTRUCTIONS:

- ✓ **Identify the biennium - - 2006-2008 - - and date the form**
- ✓ **Save each proposal as a separate Excel file. Use the following file naming convention:**
  agency code – priority – biennium - C1S1 – brief description.xls
  (e.g., "207 – 12 - 2004-2006 - C1S1 – Renovate Miller Center.xls")
- ✓ **This form must be sent electronically. Supporting documents may be sent electronically or in hard copy. See Section IV of the basic capital outlay instructions for number of copies and addresses.**
- ✓ **The instructions contained in this document address content. Additional instructions for working within the spreadsheet file are accessible from the Main Menu page of the spreadsheet proper.**

Section A. General Information

Item 1. Agency Name. Enter your agency's name.

Item 2. **Agency Code.** Enter the three-digit agency code for your agency.

Item 3. **Project Title.** Give the new project a clear descriptive title.

Item 4. **Agency Priority.** Number from the DPB Form H-1 (Tab A, Item 4).

Item 5. **Name of Person to Contact about this Form.** Enter the name of the person to contact who can answer specific questions concerning the information provided on this form.

Item 6. **Contact Person's Telephone Number.** Enter the telephone number of the contact person.

Item 7. **Contact Person's E-mail Address.** Enter the e-mail address of the contact person.

Section B. New Construction Information

Complete this section for new buildings and building additions.

Item 1. **Proposed Use.** Describe the general functions and activities that will be accommodated by the new building or addition.

Item 2. **Basic shape.** Describe the basic shape (e.g., rectangular, "L" shaped, irregular, etc.) required for the building.

Item 3. **Number of stories.** Identity the number of stories above grade. In addition, indicate any basement levels.

Item 4. **Height.** Identify the height of the building.

I**tem 5**. **Exterior walls.** Identify the visible exterior wall materials required (e.g., brick, stone, horizontal wood siding, concrete, etc.).

Item 6. **Interior walls.** Identify the visible interior wall materials required (e.g., painted gypsum wallboard, vinyl wall covered gypsum wallboard, brick, etc.).

Item 7. **Floor finishes.** Identify the finished interior floor materials required (e.g., sealed concrete, terrazzo, carpet, vinyl composition tile, etc.).

Item 8. **Ceilings.** Identify the finished ceiling materials required (e.g., painted gypsum ceiling board, suspended acoustical tile, suspended linear metal panels, exposed to structure above, wood plank, etc.).

Item 9. **Special building features and rationale for each.** Identify any required special building features and the rationale for each (e.g., atrium, clerestory windows, skylights, sun-shading devices, monumental stairs, laboratory equipment, etc.).

Item 10. **Special building mechanical systems or features.** Identify any special building mechanical systems or features (e.g., humidity control, laboratory gases, fire extinguishing systems, smoke exhaust, etc.).

Item 11. Special building electrical systems or features. Identify any special building electrical systems or features (e.g., fire alarm systems, fiber optics, paging and clock systems, intercom systems, television cable, television satellite dish, etc.).

Section C. Renovation Information

Complete this section for renovation of existing buildings.

Item 1. **Description of present use.** Describe the general functions and activities that are currently accommodated in the areas to be renovated.

Item 2. **Description of proposed use.** Describe the general functions and activities that will be accommodated by these areas after renovation.

Item 3. **Basic shape.** Describe the basic shape (e.g., rectangular, "L" shaped, irregular, etc.) required for the building.

Item 4. **Number of stories.** Identity the number of stories above grade. In addition, indicate any basement levels.

Item 5. **Height.** Identify the height of the building.

Item 6. **Year building was constructed.** Enter the year the building was originally constructed. If the building subsequently underwent a major improvement project, identify that year as well.

Item 7. **Summary of existing conditions.** Describe the overall condition of existing building. Provide details for each building system in Item 10.

Item 8. **Summary of proposed improvements.** Describe the overall scope of the proposed renovations/alterations. Provide details for each building system in Item 10.

Item 9. **Date of building condition survey.** Enter the date that the building survey was conducted (for example, June 15, 2002). Information provided on this form may come from a previous survey.

Table C-1 **Existing conditions/proposed improvements.** For each building system listed in this table:

1) Identify the existing conditions (i.e., check the appropriate box: needs no work, needs minor repair, needs major repair, needs replacement). If more than one condition applies to a system, use percentages rounded to the nearest 10 percent (e.g., 50% needs minor repair; 50% needs replacement).

2) Describe the improvements to be completed under the proposed project.

3) Identify the affected gross floor area (or roof area, if appropriate).

Section D. Space Requirements Information (Embedded Excel worksheet)

This table must be completed for new buildings, building additions, and Type "A" renovations as defined below. Do not include Type “B” renovations in this table.

RENOVATION TYPE DEFINITIONS

Type "A" Renovation:

Renovation of a space which involves:

- a change in Use or Occupancy as defined by the building code.
- removal, relocation, or addition of any wall or fixed partition.

Type "B" Renovation:

Any other renovation scope not already accounted for by a Type "A" renovation. Examples include:

- replacement in kind
- ordinary repairs
- cosmetic improvements
- removal, addition, or alteration of mechanical, electrical, and plumbing systems

When completing this table, use one row for each "type of space" comprising the new construction or Type A renovated spaces. Do not list "non-assignable" spaces in this table. Non-assignable spaces are spaces that are not directly related to the program and include spaces such as corridors, stairs, elevators, vestibules, columns, shafts, lobbies, toilets, mechanical rooms, etc. See Chapter 7 of the Construction and Professional Services Manual for more detailed information on assignable versus non-assignable space. Non-assignable spaces are included in the gross area by application of the building efficiency factors. See the calculation for Item 4.

Column a. **Space Type.** Enter a **descriptive** name for each of the assignable spaces in the new construction project or affected by the improvement to an existing building (such as dean's office, faculty office, general classroom, computer classroom, physics laboratory, engineering laboratory, patient wards, semi-private patient room, inmate dormitory, inmate cells, book storage, or hazardous waste storage).

For institutions of higher education only, preface the space type name with the appropriate "Room Use Code," which is provided in **Appendix D**. Do not use the "Room Use" names provided in Appendix D for this item as these names are not sufficiently descriptive for cost estimating purposes. An example of a good descriptive name would be (220) CADD Laboratory *(220 is the code for an Open Laboratory, which is the room use code that applies to this example.)*

Column b. **Function / User.** Enter the planned function, use, or activity that will take place in the space (such as administration, biology instruction, physics research, book storage, physical therapy, dental hygiene, or auto maintenance). Also describe the type of occupant who will use the space (such as the general public, employees, students, prisoners, or mentally ill patients).

For institutions of higher education only, preface the function description with the appropriate "Taxonomy of Functions Code," which is provided in **Appendix E**. Do not use the "Taxonomy of Functions" names provided in Appendix E for this item. They are not sufficiently descriptive for cost estimating purposes. An example of a good activity use or function would be (1.1) CADD Instruction *(1.1 is the code for General Academic Instruction, which is the functional category that applies to this example.)*

Column c. **Special Requirements / Basis for Area Requirements.** Describe any unusual features that must be accounted for in the design (such as ceiling height, finishes, built-in equipment, hazardous materials, heavy live load, acoustics, shielding, humidity control, special temperature control, utilities, communication, or lighting).

Also identify the basis for the square foot requirement (such as the statewide building code, agency policy, the Construction and Professional Services Manual (CPSM) standard, SCHEV guidelines, or other rationale by which the area was determined). Examples include: The Virginia Uniform Statewide Building Code (VUSBC) requires 15 net square feet per person in an assembly area with tables and chairs, agency policy requires 35 net square feet clear area in a prison cell, CPSM standards limit the office size of a department or agency head to 256 square feet, SCHEV guidelines designate square feet per student. Other rationale could include special activity or industry area requirements.

Column d. **Number of Stations or Users.** Enter the maximum number of occupants or units of occupancy planned for the space (such as employees, students, prisoners, beds, seats, tables, computer stations, or laboratory stations).

Column e. **Number of Spaces.** Enter how many of this type of space will be in the building (such as five offices, 20 classrooms, 10 teaching labs, seven research labs, two storage rooms, three counselors' offices, or 200 dormitory rooms). Enter the numerical value only.

Column f. **Required Net Square Feet per Space.** Enter the required net square feet for the space. Identify the basis for the proposed space requirement in Column c.

Column g. **Total Net Square Feet.** Formula-driven. Multiplies Item e by Item f

Column h. **Net Area apportioned to New Construction.** For each type of space (each row), identify the portion of the total net area that will be housed in the new construction.

Column i. **Area Apportioned to Type "A" Renovations.** Formula-drive. Item g – Item h. For each type of space (each row), identifies the portion of the total net area that will be housed in the renovated building**.**

(Note: Row entries in Column h and Column i must sum to the entry in Column g.)

[redacted]

Item 2. Net area. Formula-driven. Calculates the Net Area totals for Column g, Column h, and Column i.

Item 3. **Building efficiency factor.** Enter the proposed ratio of net area to gross area for the new spaces (Column h) and the renovated spaces (Column i). Guideline efficiency ratios are published in Chapter 7 of the Construction and Professional Services Manual.

Item 4. Gross area. Formula-driven. For Columns h and Column i, the net area (Item 2) is divided by the building efficiency factor (Item 3) to obtain the proposed gross area of new construction and Type "A" renovation.

Section E. Gross Area Summary

Complete this section for all building projects, both new and/or renovated.

Item 1. **Tabulation of Total Project Area.** Complete the tabulation of gross areas in this table as follows:

Item 1a. **Type "A" Renovation**. Formula-driven. The gross area from Section D, Item 4, Column i.

Item 1b. **Type "B" Renovation**. Formula-driven. The total gross area being renovated (Item 1c), less the Type A renovation gross area (Item 1a).

Item 1c. **Total Renovated Area**. Enter the total project gross area being renovated. Include the gross area attributed to both Type "A" and Type "B" renovations.

Item 1d. **Total New Construction**. Formula-driven. The gross area from Section D, Item 4, Column h.

Item 1e. **Total Project Gross Area**. Formula-driven. Item 1c plus Item 1d.

If the Total renovated Area and the Total New Construction Area amounts do not match those listed on the DPB Form H-1, an explanation should be included on DPB Form CNJ.

Item 2. Tabulation of Total building area. Complete the tabulation of building areas in this table as follows:

Item 2a. **Total Renovated Area**. Formula-driven. The renovation area from Item 1c above.

Item 2b. **Existing Building Area Not Renovated**. Formula-driven. Item 2c less Item 2a.

Item 2c. **Total Original Building Area**. Enter the total existing gross area as calculated from existing floor plans.

Item 2d. **Total New Construction Gross Area**. Formula-driven. The new construction area from Item 1d above.

Item 2e. **Total Revised Building Area**. Formula-driven. Item 2c plus Item 2d.

Section F. Site Information

Complete this section for all projects.

Describe all features and requirements that may affect project cost. When possible, send small scale-site plans and photos of the existing site and surrounding environment to the Capital Submission Clerk at DPB.

Item 1. **Location.** Identify the location of the project site.

Item 2. **Special site conditions.** Describe special site conditions (such as site area and shape; adjacent buildings and structures; existing foundations, walls and fences; historic and archaeological issues; accessibility issues; security items; easements and environmental concerns; year flood plains and water table; views; prevailing wind direction; or solar and shading orientation).

Item 3. **Soil conditions/Special foundation requirements.** Describe soil and subterranean conditions (such as rock, uncontrolled fill, marshes, natural springs, clay, or sand).

Item 4. **Topography.** Describe the general site topographical conditions (such as the degree of sloping terrain, types of vegetation, land surface materials, bodies of water, or wetlands).

Item 5. **Roads and parking.** Describe on-site roads and parking in terms of general location, size, and capacity, and their connection to roads accessing the site. Describe any mass transit stops to access the site.

Item 6. **Landscaping.** Describe landscaping features such as pedestrian spines, sidewalks, nature and bicycle trails, or large open spaces. Include the relationship of any planting, water, and site structures with these features.

Item 7. **Existing buildings or structures.** Describe the condition of existing buildings or structures to remain as is, those to be renovated or restored, and those proposed for demolition.

Item 8. Other. Describe any other site characteristics not listed above that may affect this project.

G. Utilities Information

Complete this section for all projects.

Describe all features and requirements that may affect project cost. Send small-scale site plans and photos of the existing site and surrounding environment, when possible, to the Capital Submission Clerk at DPB. See Section IV for number of copies to submit.

Item 1. Electrical distribution. Describe existing and proposed electrical power distribution.

Item 2. Area lighting. Describe existing and proposed area lighting.

Item 3. Mechanical distribution. Describe existing and proposed mechanical distribution (such as steam, hot water, chilled water, or gas).

Item 4. Water lines. Describe existing and proposed water distribution for domestic use, fire, and irrigation. Include any water towers, water tanks, or wells.

Item 5. Sanitary lines. Describe existing and proposed sanitary sewer systems, including gravity systems, forced main extensions, or pump stations.

Item 6. Storm water management. Describe existing and proposed storm water management systems (such as storm sewers, retention basins, underground storage, or district plan).

Item 7. Other. Describe existing and proposed other utility systems (such as telephone, telegraph, television cable, data lines, loudspeakers, or security systems).

H. Non-Building Project Information

Complete this section for all "non-building" projects, such as water treatment plants, boiler plants, steam tunnels, surface parking lots, etc.

Describe all features and requirements that may affect project cost. Send small-scale site plans and photos of the existing site and surrounding environment, when possible, to Capital Submission Clerk at DPB.

Item 1. Type of project. Describe the type of project (e.g., boiler plant, wastewater treatment, etc.)

Item 2. System size or other significant quantities. Enter the key quantity parameter measurement for the project. To illustrate, for a wastewater project, enter the gallons per day; for a sewer line or steam tunnel replacement, enter the linear footage; and for a central cooling plant, enter the total tons of cooling.

Item 3. Description of purpose. Enter a description of the purpose, or primary function, provided by the proposed project.

Item 4. Description of work. Enter a description of the proposed scope of work. As this section is less structured than the earlier sections for building projects (due to the wide variety of "non-building" projects), it is important to provide sufficient detail to assist the central agencies and budget committees in understanding the scope of work. To the extent that quantities, capacities, and/or sizes are known for project components, please provide this information.

Item 5. **Description of any special existing conditions.** If not already described in Item 4 above, provide a description of any special existing conditions, special features, hazardous wastes, existing or new incidental structures, and other items that may have an impact on the project budget.

Item 6. **Relationship to other projects.** Enter a description of the relationship of this project to any other existing, concurrently constructed, or future project. For example, if a new central chiller plant must be operational to serve a new academic building to be built concurrently, describe this relationship.