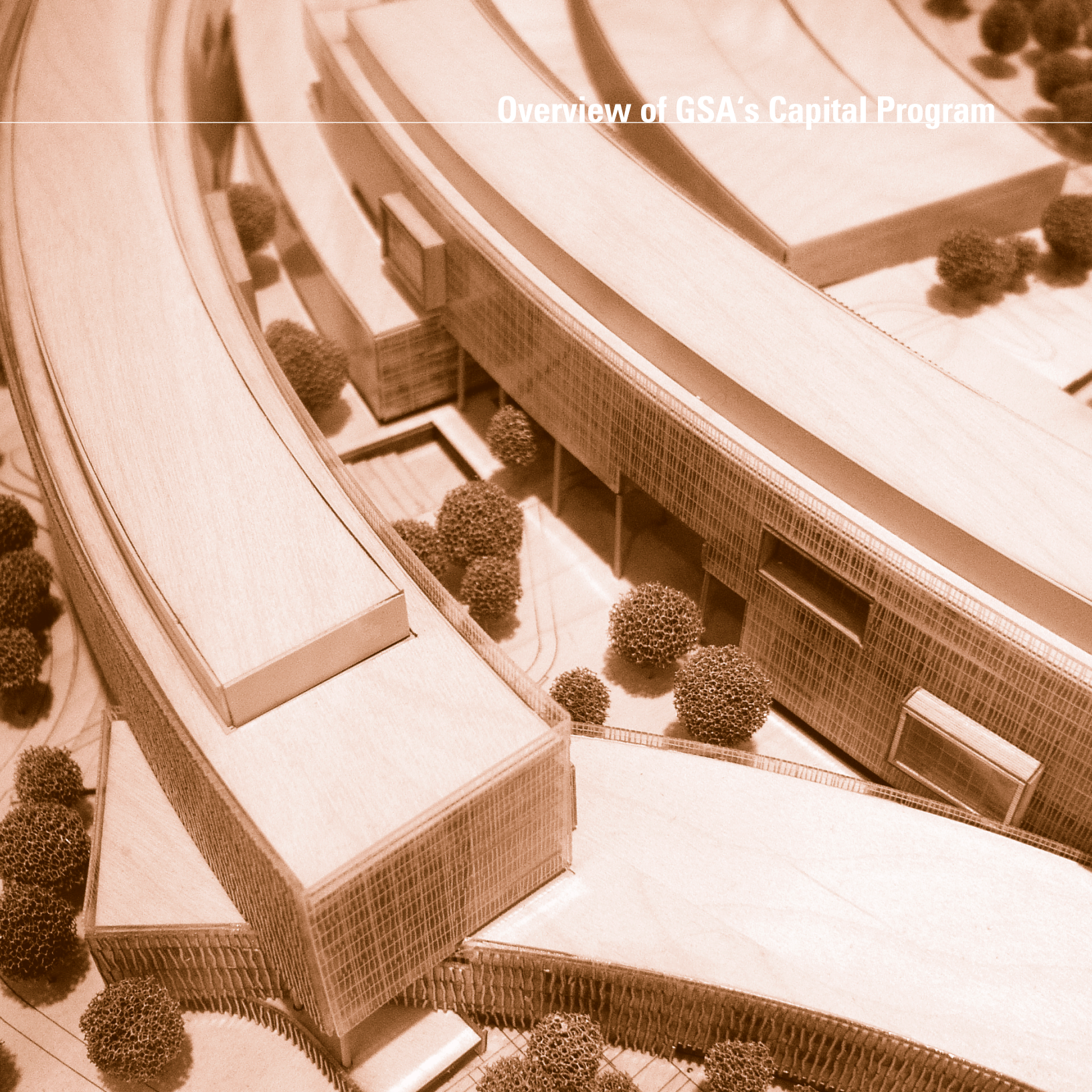


Overview of GSA's Capital Program



Overview of GSA's Capital Program



Sioux City, IA

The Asset Business Team played a key role in the capital development process for the renovation of this historic courthouse. In the Pre-Planning phase, a master housing plan for the agencies provided in-depth information for tenant needs. During the Feasibility Study, the team assisted with the scope of work, reviewed and commented throughout the process, and functioned as the core team for the project's funding and execution phases. Throughout the housing plan and the Feasibility Study, the team tracked tenant requirements by agency/bureau code, a skillful contribution to the quality of data (and everyone's sanity).

Overview of the Process

As a federal agency, GSA has a prescribed method (see Exhibit 1.1) for evaluating, proposing, and securing funding for capital projects. This is known as the Capital Investment and Leasing Program (CILP). The key characteristics of the program are described below:

- GSA Regional Offices submit annual proposals for consideration and inclusion into the GSA's budget request to GSA's Central Office, which develops the submission to the Office of Management and Budget (OMB). The Regional project submissions for a given authorization are sent in about two years before the fiscal funding year to allow for internal and OMB reviews. For example, projects for authorization for 2005 were submitted to GSA's Central Office in the spring of 2003.
- GSA issues the specific requirements for project submittal in an annual *Planning Call* to its Regional Offices. The specific requirements for these submissions may vary slightly from year to year, but the basics remain constant.
- GSA's Feasibility Studies and Program Development Studies (PDSs) form the foundation of the Capital Program.
- GSA typically must receive separate authorization for design and site acquisition funding (Feasibility Study) and construction funding (PDS). These actions are usually two years apart.
- GSA requires a Feasibility Study to support an authorization request for site acquisition and design funding.
- GSA requires a Program Development Study (PDS) to support an authorization for construction funding. Design/build and lease construct projects follow a different path, using a one-step funding process. In these cases, the Feasibility Study and PDS are combined into a single document.

Exhibits 1.2, 1.3, and 1.4 include a summary of the Pre-Planning, Feasibility Study, and PDS activities, respectively.

Exhibit 1.1: Capital Program Delivery Process



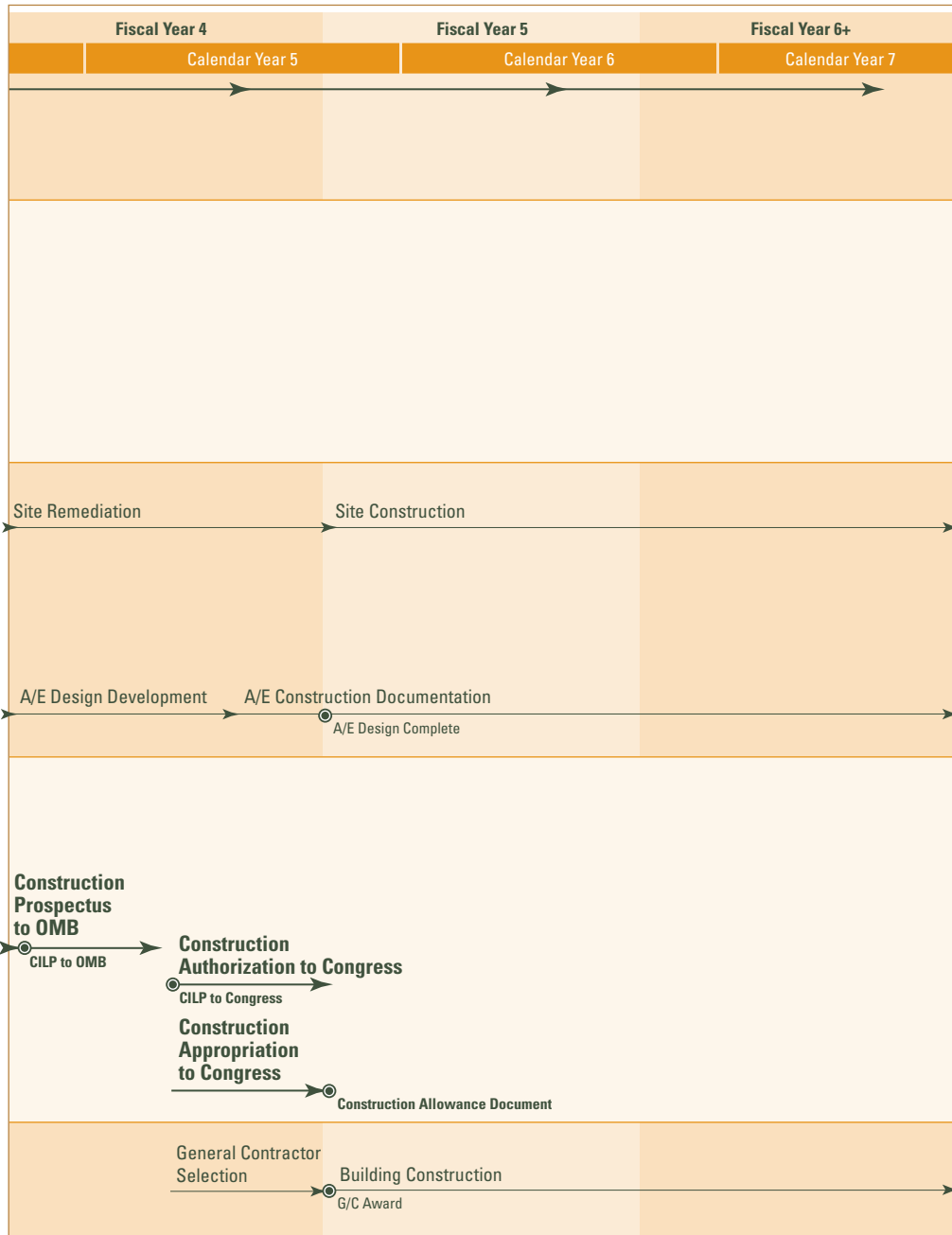


Exhibit 1.2: Summary Sheet—Pre-Planning Phase

Goal	The Pre-Planning phase represents GSA’s day-to-day facility operations. It assembles the people, information, and budgets needed for an effective evaluation of the alternatives that will be developed in the Feasibility Study. During the Pre-Planning phase, GSA becomes familiar with much of this information (e.g., special studies, customer agency plans, facility requirements, and community characteristics).
Keys to Success	<ul style="list-style-type: none">• Know GSA’s inventory in the community and the local market.• Maintain close working relationships with customer and community stakeholders.• Know GSA facility needs and urgencies.
Tasks	<ul style="list-style-type: none">• Maintain ongoing communication with the customer agency and community stakeholders.• Complete Local Portfolio Plans (LPPs) and Asset Business Plans (ABPs).• Complete facility conditions and other special studies, including Building Evaluation Reports (BERs), Building Preservation Plans (BPPs), and seismic and security studies, among others.• Assess the customer’s present and future needs.• Reserve budgets for additional required studies.• Know community plans and develop local contacts.
Deliverables	<ul style="list-style-type: none">• Topic-specific studies necessary to prepare the Feasibility Study or PDS (e.g., BERs, BPPs, seismic).• Ongoing small renovation projects (Budget Activity 54, BA54).• Informal customer agency needs assessments or space requests.
Approvals	<ul style="list-style-type: none">• N/A

Resources**Office of the Chief Architect**

- *The Project Planning Guide*
- *GSA Preservation Desk Guide*
- *U.S. Courts' 5-Year Plan*
- *Courthouse Project Handbook*
- *Building Commissioning Guide*
- *CivicSquare—Urban Development/Good Neighbor Insite*

Regional Border Station Center

- Border Station Partnership Council Long-Range Plan

Regional Office of Real Property Asset Management

- Customer agency space plans
- Local Portfolio Plans (LPPs)
- Asset Business Plans (ABPs)

Regional Property Development

- Building Evaluation Reports (BERs)

Regional Historic Preservation Officer

- Building Preservation Plans (BPPs)

Each of these publications and documents is available, along with other resources, on PBS Web sites.

Exhibit 1.3: Summary Sheet—Feasibility Study (FS) Process

Goal

In the Feasibility Study phase, the project team and the customer agency consider alternatives and set a course of action for the project. By the completion of this phase, GSA must recommend an alternative to meet a customer's need or a facility's requirement. The choice must establish a sound foundation for the design and execution of the project. The Feasibility Study process has the single greatest influence on a project's development.

Keys to Success

- Supply logistical support for the Site/Design Prospectus.
 - Understand the customer's business goals.
 - Develop an integrated project team (consistent with OMB guidance and GSA's overall emphasis on integrated design).
 - Evaluate a broad range of alternatives.
 - Identify and evaluate viable sites.
 - Set realistic customer expectations for future projects.
 - Supply sufficient information to establish the site and design budget.
 - Provide clear pricing and tenant improvement (TI) information.
 - Identify investment returns.
 - Emphasize the importance of the Project Management Plan.
-

Tasks

- Establish project goals.
- Assemble needed resources and guidelines.
- Identify team roles and responsibilities.
- Assess existing facility conditions.
- Assess the customer's present and future needs.
- Create a customer/community Communications Plan.
- Identify the range of alternatives to meet needs and goals.
- Evaluate the program, cost, and project goal implications of each alternative.
- Assess logistical considerations and risks.
- Recommend an alternative.
- Establish the project schedule.
- Initiate Section 106 of the National Historic Preservation Act (NHPA) and National Environmental Policy Act (NEPA) consultation.
- Create a Project Management Plan.

- Provide documentation to support the Site/Design Prospectus.
- Recommend a designer procurement process.

Deliverables

- Feasibility Study (all alternatives).
- Project Management Plan (developed concurrently).
- Site/Design Prospectus request.
- Project Development Rating Index (PDRI).

Approvals

- Project Management Plan submittal.
- GSA submittal of project to OMB.
- OMB inclusion of project in budget request.
- Congressional authorization of Site/Design Prospectus.

Resources

Office of the Chief Architect

- *The Project Planning Guide*
- *Facilities Standards for the Public Buildings Service (P-100)*
- *Scope of Work for Feasibility Studies*
- *The Site Selection Guide*
- *Project Management Plan Outline (samples)*
- *Design Excellence Program Guide*
- *QA/Commissioning Tool*
- *CivicSquare–Urban Development/Good Neighbor Insite*
- *General Construction Cost Review Guide (GCCRG)*
- *Courthouse Project Handbook*
- *Building Commissioning Guide*
- *GSA Preservation Desk Guide*

Office of Real Property Asset Management

- *CILP Planning Call*

Regional Office of Real Property Asset Management

- *Asset Business Plans (ABPs)*
- *Local Portfolio Plans (LPPs)*

Regional Border Station Center

- *Border Station Partnership Council Long-Range Plan*

Regional Historic Preservation Officer

- *Building Preservation Plans (BPPs)*

Office of Applied Science

- *NEPA Desk Guide*

Each of these publications and documents is available, along with other resources, on PBS Web sites.

Exhibit 1.4: Summary Sheet—Program Development Study (PDS) Process

Goal	In the PDS phase, the project team and their customer agency refine the project created in the Feasibility Study phase. With the completion of this phase, GSA has a sound foundation to pursue construction funding.
Keys to Success	<ul style="list-style-type: none">• Evaluate Feasibility Study conclusions and assumptions.• Understand the design strategy.• Develop a detailed Implementation Plan.• Supply a sufficient construction budget.• Develop clear pricing and building shell and tenant improvement (TI) information.
Tasks	<ul style="list-style-type: none">• Assess Feasibility Study and new information.• Establish project goals.• Assemble needed resources and guidelines.• Identify team roles and responsibilities.• Refine customer/community Communications Plan.• Identify a range of alternatives.• Evaluate the program, cost, and project goal implications of each alternative.• Assess logistical considerations and risks.• Consult State Historic Preservation Officer (SHPO)/Advisory Council on Historic Preservation (ACHP) on preservation impacts.• Recommend detailed alternatives (design directives).• Recommend a contractor procurement process.• Establish/refine project schedule.• Refine Project Management Plan.• Provide documentation to support Construction Prospectus.
Deliverables	<ul style="list-style-type: none">• PDS.• Project Management Plan.• Construction Prospectus request.• Project Development Rating Index (PDRI).

Approvals

- Approval of Project Management Plan.
- PBS submittal of project.
- OMB inclusion of project in budget request.
- Congressional authorization of Construction Prospectus.

Resources

Office of the Chief Architect

- *The Project Planning Guide*
- *Facilities Standards for the Public Buildings Service (P-100)*
- Scope of Work for Feasibility Studies
- *The Site Selection Guide*
- Project Management Plan Outline (samples)
- *Design Excellence Program Guide*
- QA/Commissioning Tool
- *CivicSquare—Urban Development/Good Neighbor Insite*
- *Courthouse Project Handbook*
- *Building Commissioning Guide*
- *GSA Preservation Desk Guide*
- Scope of Work for PDSs

Office of Real Property Asset Management

- *CILP Planning Call*

Regional Office of Real Property Asset Management

- Asset Business Plans (ABPs)
- Local Portfolio Plans (LPPs)

Regional Border Station Center

- Border Station Partnership Council Long-Range Plan

Regional Historic Preservation Officer

- Building Preservation Plans (BPPs)

Office of Applied Science

- *NEPA Desk Guide*

Each of these publications and documents is available, along with other resources, on PBS Web sites.