

# Capital Templates 101

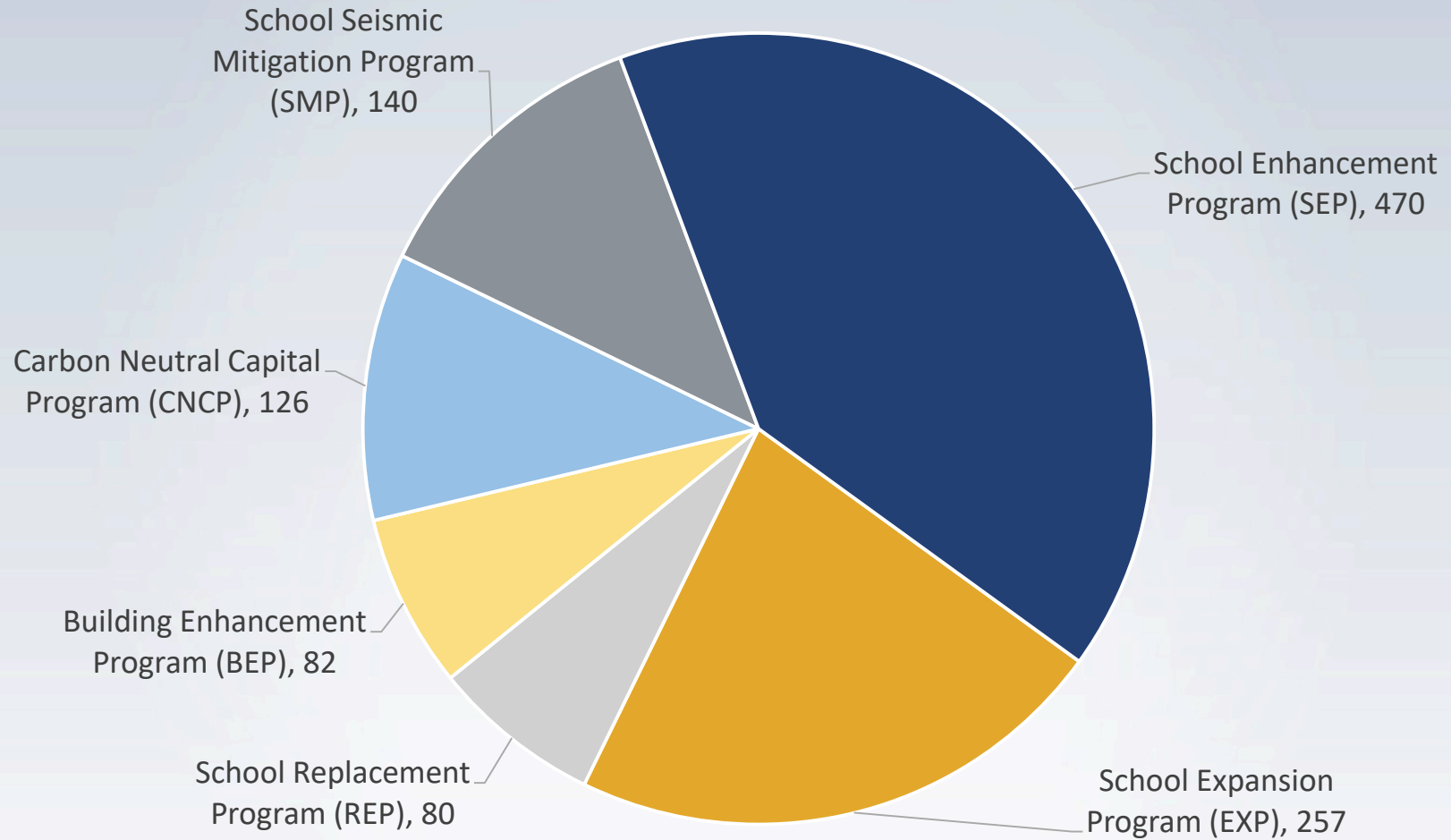
A4LE Fall Conference 2018

Mora Cunningham, Regional Director



Ministry of  
Education

## 2019/20 5-Year Annual Capital Plan Submissions (\$8.6B)



# WELCOME TO TEMPLATES

- **Project Request Fact Sheet (PRFS)**
  - Expansion
  - Seismic
- **Project Definition Report (PDR)**
  - Expansion
  - Seismic



New Westminster Secondary, School District No. 40



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# PRFS Expansion

## Site Purchase / New School

Table A – Site Acquisition and New School

Proposed Project Information	School Information
School District Project Priority Ranking: • 0	Grade Configuration: • Grades 0 – 0
Phase 1 - Site Acquisition Project Allowable Site Size: • 0.0 acres/ 0.0 hectares Property Cost Estimate: • \$ Anticipated Site Purchase Closing Date: • MM/YYYY	Nominal Capacity: • 00 K/000 Elem/000 Sec Operating Capacity: • 00 K/000 Elem/000 Sec
Phase 2 - Design/Construction Project Project Budget Estimate: • \$ Anticipated Project Start Date: • MM/YYYY Anticipated School Occupancy Date: • MM/YYYY	

### Options Analysis

- 3 Viable and realistic options

### Project Budget/Schedule

- One budget per option

### Enrolment & Surrounding School Analysis

- 10 year projections

### Project Rationale

- Background information



časqanelä Elementary , School District No. 42



# PRFS Expansion

## Addition/Replacement

Table B – Addition to an Existing School

Proposed Project Information	School Information
School District Project Priority Ranking: • 0	Grade Configuration of Existing School: • Grades 0 – 0 Grade Configuration of Expanded School: • Grades 0 – 0
Addition Project Project Budget Estimate: • \$ Anticipated Project Start Date: • MM/YYYY Anticipated School Occupancy Date: • MM/YYYY	Nominal Capacity of Existing School: • 00 K/000 Elem/000 Sec Nominal Capacity of Expanded School: • 00 K/000 Elem/000 Sec Change in Nominal Capacity: • ±00 K/±000 Elem/±000 Sec
	Operating Capacity of Existing School: • 00 K/000 Elem/000 Sec Operating Capacity of Expanded School: • 00 K/000 Elem/000 Sec Change in Operating Capacity: • ±00 K/±000 Elem/±000 Sec
	Utilization of Existing School: • 00 % Utilization of Expanded School: • 00 %
	Number of Classrooms in Existing School: • 00 Kindergarten • 00 Elementary • 00 Secondary Number of Classrooms in Expanded School: • 00 Kindergarten • 00 Elementary • 00 Secondary Change in Number of Classrooms: • ±00 Kindergarten • ±00 Elementary • ±00 Secondary
	Number of Portable Classrooms On-Site • 00
	Facility Condition Index of Existing School: • 00.0 %

- Additions:
  - Enrolment & Surrounding School Analysis
- Replacements:
  - Structural or unsafe conditions are the main drivers
  - Competing pressures – seismic, building envelope & enrolment growth



Walnut Park Elementary, School District No. 54

# PRFS Seismic

Table C – Seismic Upgrade of an Existing School

Proposed Project Information						School Information					
School District Project Priority Ranking:						Grade Configuration of Existing School:					
• 0						• Grades 0 – 0					
Seismic Upgrade Project						Nominal Capacity of Existing School:					
Project Budget Estimate:						• 00 K/000 Elem/000 Sec					
• \$											
Anticipated Project Start Date:											
• MM/YYYY											
Anticipated School Occupancy Date:											
• MM/YYYY											
Seismic Project Identification Report (SPIR) Completion:						Operating Capacity of Existing School:					
• YES or NO						• 00 K/000 Elem/000 Sec					
If YES, provide date:											
• MM/YYYY											
If YES, provide Cost Estimate:											
• \$											
Seismic Rapid Assessment Completion:						Utilization of Existing School:					
• YES or NO						• 00 %					
If YES, provide date:											
• MM/YYYY											
Seismic Risk:						Number of Classrooms in Existing School:					
Seismic Risk Rating	H1	H2	H3	M	L	• 00 Kindergarten					
No. of Blocks	0	0	0	0	0	• 00 Elementary					
						• 00 Secondary					
						Number of Portable Classrooms On-Site					
						• 00					
						Facility Condition Index of Existing School:					
						• 00.0 %					

## Project Rationale

- Seismic rating, # of blocks, FCI & enrolment

## Options Analysis

- Upgrade, upgrade & partial replacement, and full replacement

## Project Budget/Schedule

- One budget per option



New West Secondary, School District No. 40



# Project Definition Report (PDR)

## Before you start...

- A PDR should not be prepared until the district has received support in their Capital Plan Response Letter
- PDRs are for Expansion, Replacement and Seismic projects
- Connect with a planning officer
- Review rationale and scope
- Use the Ministry template



*Margaret Ma Murray Elementary, School District No. 60*



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# Completing a PRD for Expansion

- **Needs Rationale**
- **Project Background**
- **Expansion Options**
- **Comparison of Options**
- **Recommendations**
- **Implementation**
- **Experience & Capacity**
- **Project Team**

## Appendices

- Appendix A: Project Budget Estimate
- Appendix B: Life Cycle Cost Analysis
- Appendix C: Project Request Fact Sheet (PRFS)
- Appendix D: Cyclical Renewal Coat
- Appendix E: Design Aid Sheet
- Appendix F: Modular Analysis Information



*Salish Secondary, School District No. 36*





# Completing a Seismic PRD

## Key points for a seismic PDR....

- Scope should follow the Seismic Project Identification Report (SPIR)
- The SPIR must be signed off by the Technical Review Board (TRB)
- The district should talk to their planning officer before you begin
- Use the Ministry of Education template



*Kitsilano Secondary, School District No. 39*



# Seismic Project Definition Report

## Design Aid Sheet

- Capacity confirmation

## Temporary Accommodations

- **Explore existing options**
  - Underutilized schools/closed schools
  - Un-utilized portables
  - Project phasing

## Options Analysis

- **Explore 3 options:**
  - Seismic upgrade
  - Seismic upgrade & partial replacement
  - Full replacement



*Handsworth Secondary, School District No. 44*

# Seismic Project Definition Report

## Schedule

- Should consider - design timelines, permitting issues, procurement type, phasing, availability of temporary accommodations

## Scope

- SPIRs to be completed to the latest Seismic Retrofit Guideline (SRG3)
- Ensure all scope is directly related to the seismic upgrade work that is occurring



*Alpha Secondary, School District No. 41*



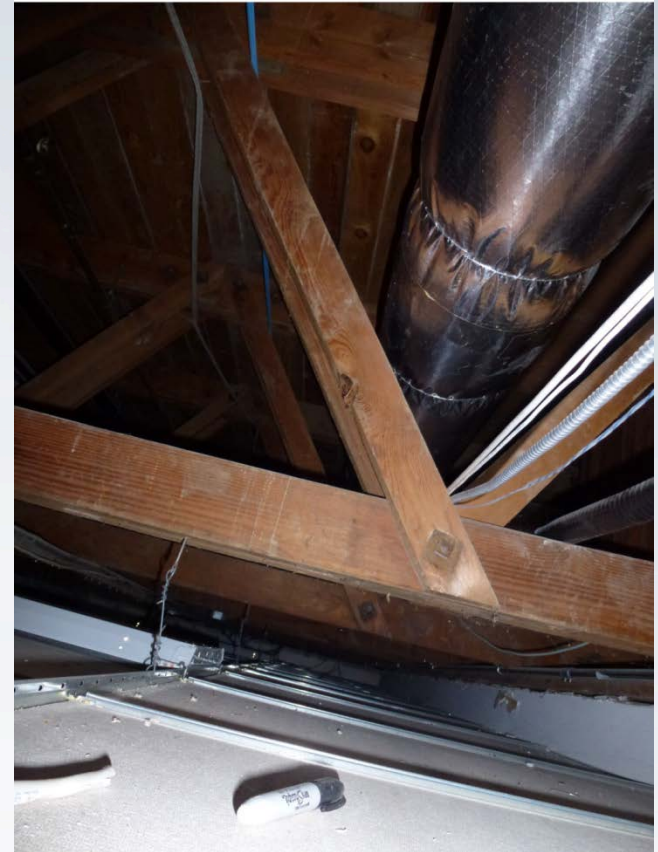


# Seismic Project Identification Report (SPIR)

- **SPIR:** Defines preliminary scoping & costing for seismic mitigation options.
- SPIR report was developed by **Engineers and Geoscientists BC (EGBC)** for the Ministry

<https://www.egbc.ca/Practice-Resources/School-Seismic-Upgrade-ProgramOptions> Analysis

- The report needs the approval of the **Technical Review Board (TRB)**



*Timber Trusses Langley Secondary, School District No. 35*



# Website Resources

The Capital Management Branch has a new and improved website! Visit us here for informative resources:

<https://www2.gov.bc.ca/gov/content/education-training/administration/capital/planning>

The best resource is the Ministry of Education planning officer

# School District Assignments

Regional Directors

Planning Officers

Surrey,  
Langley, New  
West, Maple  
Ridge, Mission,  
Fraser Cascade

Mora  
Cunningham

Nancy Dubé

Vancouver  
Richmond,  
Delta, North  
Shore

Lesley  
Ballman

Hailley  
Honcharik/  
Alexander  
Angus

Islands, NW,  
Coquitlam,  
Kootenays

Rachelle Ray

Rosa Cutler/  
Marek  
Benedik

Chilliwack,  
Abbotsford,  
Burnaby, NE,  
Interior

Rob Drew

Travis  
Tormala

Capital  
Programs  
(All SDs)

John  
Woycheshin

Damien  
Crowell



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# Thank You



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