Assessments, Master Plans, Design and Construction

These modules handle the Facilities department's Project Management functions. It includes the following Modules:

Condition Assessment Activity

> Management of Condition Assessment projects performed, and entered, by contracted vendors. Project Recommendations can be easily copied over into the Capital Projects Module for further processing, if approved.

Capital Projects Estimating Module - LEED and Basic

> Once a year, users can submit, or re-submit, projects. Our Contracted vendors assess the projects and build detailed cost estimates for basic/standard construction and one for LEED (where applicable). This information is required to be reported to the BOCC for project and funding approval.

Capital Projects - Capital and Deferred Maintenance Planning

> Once projects have been entered, and Major Building Equipment designated, this activity allows the department to do 5-20 year budget forecasting for maintenance in the buildings. This piece has been expanded to other modules in Archibus as well.

Project Management Module

> Once projects have been approved, this module is used to track the "real" costs of the project, vs. Estimated, can show money saved by performing work in-house, instead of contracting it out, and is a repository for vendor notes on the progress of the project.

Capital Budgeting Module

> Once a project's funding has been established, this module is used to track the finer details of the budget. This module is geared towards managing Capital Improvement Projects, more so than Capital Maintenance Projects, but can be successful in managing both.

TEAMS - Green Buildings Module

> This module tracks projects and locations where we have met, or are attempting to meet, LEED Silver ratings. It allows for note taking, uploading of documents, and a placeholder for information, prior to submitting for certification.

Hamilton County Facilities Department

Available Support Services - IWMS
(Integrated Workplace Management System)

What is the Condition Assessment Activity

Benefits

Condition Assessment Activity

In order to properly prepare a Capital Plan, one must have the proper tools to determine the condition of a facility, and then the knowledge to know what to do with that information. County Facilities has developed a detailed facility condition assessment activity which identifies immediate and long-term facility needs, prioritize those needs by organizational importance, plan corrective measures, and budget for future capital expenditures.

This module provides our design partners with the appropriate CAFM solutions needed to collect, organize, and evaluate assessment data. With knowledge of handheld data collection options and software configuration, our design partners are equipped and trained as an assessment team to collect the necessary information about the condition and improvement costs in areas such as structure, interiors, roofs, HVAC systems, and/or code compliance. Once data is collected, deficiencies are analyzed and ranked by priority and type and then estimated. This is then used as the basis for capital planning purposes.

Benefits of the Activity:

- Consistent format for reporting assessment, no longer dependent upon the changing firms internal format

- Ability to allow our Partner firms to enter and update information on the secure website

- Details of the assessment are available to multiple people within the County, as needed

- Ability to generate recommended projects as Capital Projects for estimating and managing, with one click
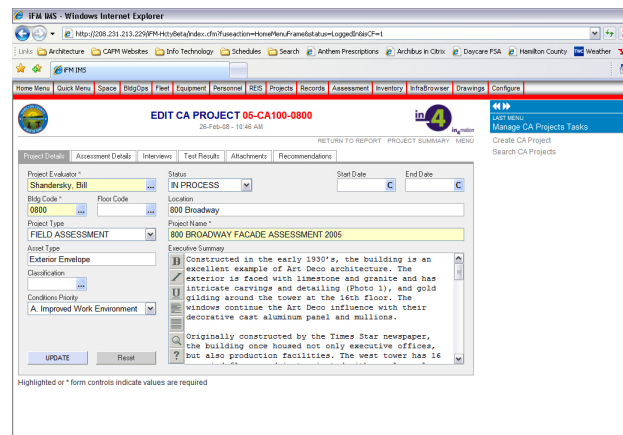
Capital Projects Estimating Module - Basic & LEED Estimates

What is the Capital Projects Estimating Module

How does the County use it

County Facilities annually collects capital project requests (number of annual requests average 130, with an estimated value of $24,000,000) from departments and building managers for new services, maintenance, safety, energy savings, and code related issues. The collection, evaluation, and budgeting of the requests is a significant effort, which historically was based entirely on paper. The County Facilities staff and our CAFM Partner developed a software process which streamlines our reporting process and has the ability to deliver the annual requests more efficiently. Utilizing the existing Space Management inventory as a platform to track data, and our Capital Project module by capturing and managing capital requests through a single data repository, we have achieved the following:
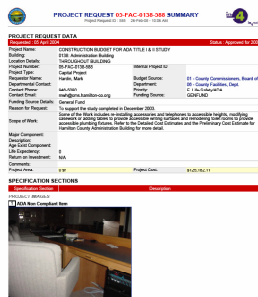
• Captured data for each project: location, description, contact information, schedule, dates, approvals; and project cost estimates provided by multiple architectural and engineering consultants

• Provided a website with security access for each requestor, approver, estimator, and reviewer with the appropriate level of authority to view and update information

• Provided County employees with a website for request and re-submission of projects

• Provided a means for inflating project costs when they are estimated, declined and then re-submitted in the following year

• Associated digital photos with each project, where available, for additional background

Benefits of the Capital Projects Module

• Enables flexible reporting by location, priority, cost, department, project name, and project number

• Automated annual capital request process

• Tracking of all project estimates in a central database

• **Tracking of all LEED Silver Cost Estimates for comparison to "Basic" Estimate**

• Flexible reporting on project information

Add-On Activities

The Capital Projects Estimating Module also has efficient reporting features to speed up the reporting process, and scoreboards are available for reporting overall requested project costs.

Activities for the Capital Projects Estimating Module:
• Capital and Deferred Maintenance Planning

Additional related Modules:
• Project Management

• Capital Budgeting

Capital Projects Estimating Module Add-On Activities
Capital Projects - Capital and Deferred Maintenance Planning

What is the Capital Planning Activity

In addition to the Capital Estimating Module and the Project Management activity, it was determined that the County also needed a method for estimating future spending based on the available life of our assets. This activity is tied into the Capital Estimating module and it's functionality for cost calculations in an effort to produce Capital and Deferred Maintenance Projects from the projected needs.

County Facilities now has the ability to include a replacement cost and replacement year to each asset, and the ability to create scoreboard reporting for budget projections. The scoreboards can project costs for 5, 10, or 20 years out. They also include individual reporting options for the following types of budgeting needs:

Hamilton County Five Year Plan
Project Details For Courthouse
Computer Equipment

- Capital planning
- Deferred Maintenance planning
- Vehicle replacement
- Building Automation System upgrade and replacement planning
- Computer equipment replacement planning
- Software upgrade cost planning

This activity allows us to do the following:

- Develop and maintain reliable cost information
- Plan for future costs to the department
- Develop replacement plans for spreading necessary costs over various years
- Show the impact of not approving certain funds
- Provide quality information to the Board of County Commissioners for budget approval

Benefits for the County and Partner Firms

Hamilton County Five Year Replacement Plan Summary
Capital Projects

LOCATION		2009 Recommendation	2010 Recommendation	2011 Recommendation	2012 Recommendation	2013 Recommendation	Building Totals
Administration Building	Bldg Detail	$108,038.00	$173,691.00	$2,314,417.00	$0.00	$40,816.00	$2,636,962.00
Alms & Doepke Building	Bldg Detail	$0.00	$0.00	$2,608,676.00	$0.00	$0.00	$2,608,676.00
Engineer's Galbraith Rd Garage	Bldg Detail	$0.00	$0.00	$0.00	$0.00	$10,514.00	$10,514.00
William Howard Taft Center	Bldg Detail	$99,026.00	$218,432.00	$80,642.00	$85,337.00	$0.00	$483,437.00
237 William Howard Taft Building	Bldg Detail	$1,861,483.00	$348,454.00	$30,648.00	$0.00	$32,342.00	$2,272,927.00
Hillcrest Campus	Bldg Detail	$407,381.00	$1,501,803.00	$638,913.00	$0.00	$0.00	$2,548,097.00
250 William Howard Taft Building	Bldg Detail	$122,902.00	$461,585.00	$19,527.00	$0.00	$415,924.00	$1,019,938.00
264 William Howard Taft Building	Bldg Detail	$0.00	$0.00	$35,016.00	$0.00	$0.00	$35,016.00
800 Broadway Building	Bldg Detail	$2,783,179.00	$11,111.00	$1,009,891.00	$0.00	$20,906.00	$3,825,087.00
Courthouse	Bldg Detail	$2,702,492.00	$2,001,572.00	$3,255,980.00	$913,533.00	$843,760.00	$9,717,337.00
Patrol Headquarters	Bldg Detail	$0.00	$279,939.00	$9,470.00	$2.00	$0.00	$289,411.00
Engineers Burlington Road Garage	Bldg Detail	$0.00	$0.00	$0.00	$94,186.00	$0.00	$94,186.00
Justice Center	Bldg Detail	$1,022,849.00	$1,386,066.00	$3,033,185.00	$1,048,922.00	$0.00	$6,491,022.00
Alms & Doepke Parkhaus	Bldg Detail	$199,750.00	$0.00	$0.00	$14,529.00	$0.00	$214,279.00
B&B Parking Lot	Bldg Detail	$470,636.00	$0.00	$0.00	$0.00	$0.00	$470,636.00
Memorial Hall	Bldg Detail	$84,928.00	$0.00	$0.00	$72,838.00	$0.00	$157,766.00
Juvenile Youth Center	Bldg Detail	$174,304.00	$361,366.00	$0.00	$0.00	$0.00	$535,670.00
Hillcrest Administration	Bldg Detail	$286,569.00	$0.00	$229,377.00	$0.00	$0.00	$515,946.00
Hillcrest Chapel	Bldg Detail	$92,554.00	$0.00	$0.00	$0.00	$0.00	$92,554.00
Hillcrest Training School	Bldg Detail	$745,777.00	$0.00	$0.00	$847,397.00	$0.00	$1,593,174.00
Hillcrest Dining Rec	Bldg Detail	$327,036.00	$0.00	$0.00	$0.00	$0.00	$327,036.00
Hillcrest Security	Bldg Detail	$0.00	$0.00	$0.00	$32,055.00	$0.00	$32,055.00
Hillcrest Gym Pool	Bldg Detail	$0.00	$84,797.00	$0.00	$0.00	$0.00	$84,797.00
Hillcrest Groundskeeping	Bldg Detail	$0.00	$28,313.00	$0.00	$0.00	$0.00	$28,313.00
Hillcrest Maintenance	Bldg Detail	$0.00	$39,633.00	$0.00	$0.00	$0.00	$39,633.00
Hillcrest Pole Barn	Bldg Detail	$35,908.00	$0.00	$0.00	$0.00	$0.00	$35,908.00
Hillcrest Storage	Bldg Detail	$15,226.00	$0.00	$0.00	$118,276.00	$0.00	$133,502.00
Hillcrest Evergreen Cottage	Bldg Detail	$0.00	$98,479.00	$0.00	$496,047.00	$0.00	$594,526.00
Hillcrest Walnut Cottage	Bldg Detail	$153,832.00	$0.00	$0.00	$0.00	$0.00	$153,832.00
Hillcrest Cedar Cottage	Bldg Detail	$0.00	$90,198.00	$0.00	$0.00	$0.00	$90,198.00
Hillcrest Cypress Cottage	Bldg Detail	$95,464.00	$0.00	$0.00	$0.00	$0.00	$95,464.00

Hamilton County Facilities Department
Available Support Services - IWMS
(Integrated Workplace Management System)

What is the Project Management Module

**Benefits for the County and Partner Firms**

Project Management & Capital Budgeting Modules

The Project Management Module is the second phase of the Capital Improvement (and Deferred Maintenance) Project process. Once projects are estimated, in the estimating module, they are sent to the Board of County Commissioners for approval for the upcoming year's budget. Once all projects have been approved by the Board and the money is appropriated, the projects are approved in the ARCHIBUS module.

Once approved, the projects are moved to the Project Management module. In this activity, information is maintained by the Facilities department and the project Architects, Engineers, and Structural Engineers. This module allows us to achieve the following:

- Track actual project costs including change orders

- Compare actual project costs to original estimated costs with a percentage of variance

- Manage annual budgeted dollars as changes occur and how actual costs can vary from estimates

- Management of actual project costs

- Cost comparison to original estimates and history showing why it changed

- Track project notes and updates on progress from each partnering firm

- Track internal costs if it is determined that some or all of the work can be performed by in-house staff instead of contracting the work out

- Compare estimated costs for outside vendors to internal costs, if a project is turned over to in-house staff

- Ability to Archive completed projects with all associated estimating details, work order details, and original request submissions

- Manage Project tasks and time lines

- Coordinate budget resources

- Consolidate PM activities in one place

- Manage day-to-day budgeting
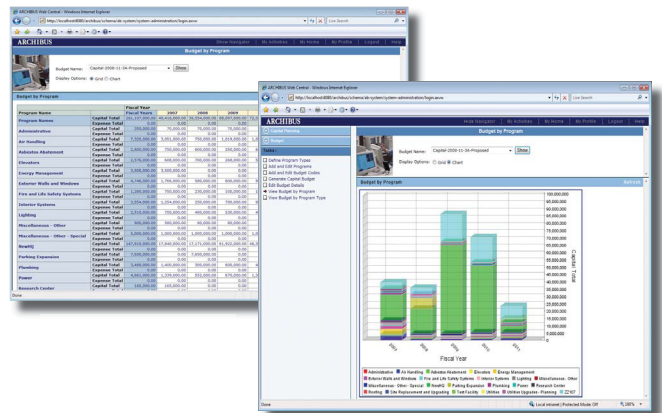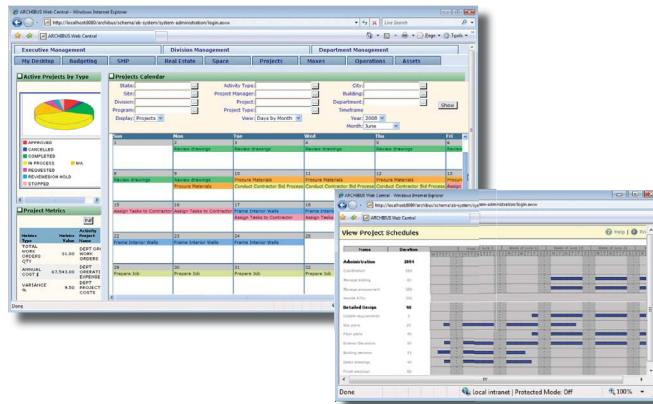
What is the Green Buildings Module
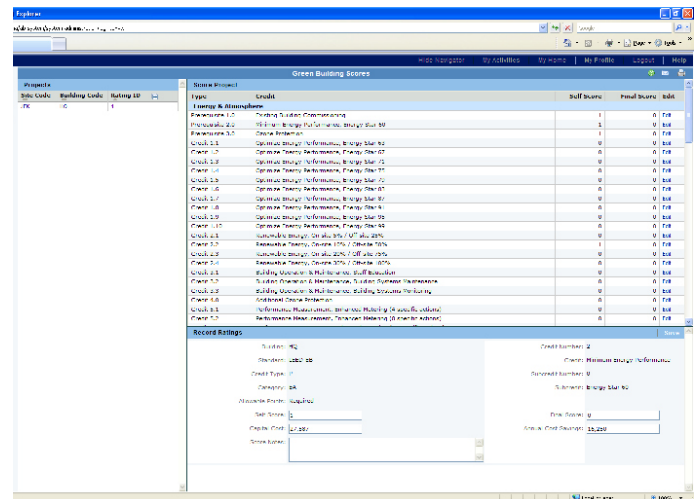
TEAMS - Green Buildings

The Green Buildings Module was purchased for tracking LEED Certified and other Green projects. This application allows you to enter each project and then track progress for each project, including an activity log and document library.

How do your various LEED or other green projects compare to one another? Are you learning from successes and challenges related to each project? Use of this application facilitates a comparison of projects to develop best practices and develop an enterprise-wide program.

Track capital costs, cost savings (ROI) and overall costs related to each project, or in aggregate. Integrate the application with energy management solutions to take your sustainability program into measuring the total building life cycle including operation and maintenance.

Features

- Walks you through the scoring system in a user friendly interface.

- Upload background information for reference and documentation.

- Track submissions, comments, responses and revisions so you can see project status.

What are the Benefits for the County

- See how your entire organization is doing on sustainable construction

- Document and track progress through green rating projects (e.g., LEED)

  - Provides step-by-step scoring

  - Creates a documented record of process by scoring category, including document library and activity log

  - Share practices between locations and projects to develop best practices

  - Calculate capital costs and savings (ROI)

Business Value
- Own the process; own the information

- Creates a "road map" for sustainable business practices

- Document cost savings and return on investment

-

Activities for the Green Buildings Module:
- Carbon Footprint Tracking

- Utility Tracking