INSTRUCTION FOR MONTHLY SUBMITTALS

The following are instructions to aid and clarify the information needed and required for the New Mexico Higher Education Department (HED) to evaluate each project. These are the minimum requirements and additional information may be asked for to fully understand and evaluate the project.

The HED principles and procedures for approval of proposed capital outlay projects are stated in the New Mexico Administrative Code (NMAC) 5.3.10 and New Mexico Statutes Annotated (NMSA) chapter 21. HED shall render interpretations and clarifications on the intent of the rules and regulations. Any questions shall be directed to HED’s Capital Projects Director, Ron James, at (505) 476-8434 or Ronald.James@state.nm.us.

GENERAL INSTRUCTIONS

DELIVERY OF SUBMITTALS

Projects will only be received through the HED ftp website. All Institutions (except NMSU and UNM Branch colleges) have received one or more logins and passwords. If additional logins are required, please contact the Capital Projects Director. Address to the website is:

https://nmhedss1.state.nm.us/ThinClient/Login.aspx

☐ PDFs must be “Text Recognition” capable. Beware that just printing and scanning does not automatically allow text recognition or optical character recognition (OCR).

☐ PDFs from institutions, design professionals, and consultants must have protection removed. Sometimes HED needs to move the drawings around or insert them into the documents.

SUBMITTAL OF FORMS FOR PROJECTS

Projects submitted to HED shall be “Technically Designed”. This requires that the minimum design to be submitted includes site plan, floor plan(s), elevation(s) to show differentiation in the facades, probable construction cost, and energy measures. It is best that a project not be “Shovel Ready” as any revisions at that point may cost additional services. For infrastructure projects, “Technically Designed” shall mean site plan, enlarged plan(s) to show scope, and estimated construction cost.

When submitting the forms, FORMS 1-6 shall be kept together with no other documents between the pages. After FORMS 1-6, the supporting documentation shall be included in the following order:

I. Funding documentation
   - Bond language (with bond highlighted, underlined, circled, etc.).
   - Foundation letter stating that the donor’s funds have been received and in an account.
   - Letter from Student Council stating that they have agreed to a fee increase and how the student body vote was taken and the results.
   - If Institutional funds utilized, then just the financial screen shot is required.

II. Financial screen shot – Banner screen or accounting/budgeting program used.

III. Campus map indicating where the project(s) is occurring in relation to the whole campus.

IV. Site plan.
V. Floor plan(s). The best floor plans to include would be the design professional’s Code Analysis plans that show exiting, occupancies, and room areas. If the project is a renovation, then include existing floor plans.

VI. Building elevation(s) if there is exterior work.

VII. Any other drawings that explain the design. Perspectives, renderings, or model pictures for example. Do not include:
   - Reflected ceiling plans (RCP) unless there is a special features that effect cost.
   - Casework elevations unless there are specialty items/features.

VIII. Cost Breakdown. See Form 4 – Project Budget explanation.

IX. Green Screen – See Form 3 explanation.

X. Energy Efficiency information – See Form 3 explanation.

XI. Fact sheets/Governing Board presentation/Additional description or rationale – optional

XII. Parking Calculations/Certificate of Adequate Parking

XIII. Any other supporting documents

The form to be used MUST be the current document from the HED website. Check the HED website under the RESOURCE tab to verify the current document number before filling the forms out.

DO NOT submit the original Word Document or PDF forms. Submit one complete PDF document labeled as: [Institution Acronym] [Brief Project/Doc Title] [yyyy-mm-dd]

CHANGES FROM HED COMMENTS AND QUESTIONS

When submitting changes, these must still be uploaded to the HED ftp website, no matter how small. An email is to be sent stating a revision has been uploaded. HED does not assume responsibility for emailed documents for monthly submittals.

When revising, only the revised forms need to be submitted. Each of the revised forms must be submitted as individual PDF files.

If the Institution desires to resubmit ALL the forms, then the revised forms must have the institution’s changes or responses in red letters or highlighted to indicate the differences from the initial submittal forms. The attachment documents do not have to have revisions emphasized unless desired.

TRANSMITTAL SUMMARY SHEET

The form is set up with “Text Form Fields”. Double click on the gray shaded area and fill in the area labeled “Default Text”. The line will grow with the text.

The date on the top of the page is to be the date submitted to HED. The meeting for the HED meeting goes down below.

Project title is to match the title in the bond language if funded by a bond. Any rename of a facility can occur after the project has begun construction. Remember that buildings cannot be named after living people.
FORM 1: PROJECT INFORMATION

The following submittal dating is typical for Forms 1-6.

Original Date: When submitting the project for the first time, check the “Original” box and fill in the date when the project is being submitted to HED. Not the desired Committee Meeting date.

Resubmittal Date: The “Revision” box is to be checked ONLY when resubmitting the project due to a change in scope or in the project budget. DO NOT check this box or put in a date unless the project had been previously approved by HED and the Cabinet Secretary. Both the “Original” date, with the first submittal date, and the “Revision” date are to be filled out for a resubmittal.

Upon providing the Description and Rationale information, please limit the information to 200 words in each section. At the top of each section are items that need to be included in each narrative and will be requested if not provided. This goes for revenue bonds and property acquisitions.

- Revenue Bonds – Must include what project(s) and amount that will be funded by the bond. If refunding, indicate the savings, current interest rates, and projected interest rates.
- Property Acquisitions – In the rationale include the plans for the purchase and a timeline as to when it serve this function.

FORM 1-A: INSTITUTIONAL AND GENERAL INFORMATION

On and Off Campus Enrollments, the figures provided are to be the end of the past Fall Semester. The figures provided are to be similar to the ones provided to HED’s Data and Research Division.

- When submitting a project during the months of December through April, after the figures, indicate which Semester the figures are for by “Fall 20xx”. HED does not publish confirmed final data for a Fall semester until April, however, Capital Projects does verify enrollment.
- If the Institution wants to provide the enrollment numbers for another Semester, after the figures place the Semester and year.

At no time are the Growth Percentages to have the time period changed.

Program Enrollment is to be for those On-Campus Programs. HED is aware that students may take a class in another subject that is not in their major. The figures to be provided are for those students that will major in a Program. If there is more than one program, list each of those programs and their enrollment and percentage numbers.

- Exceptions: Campus-wide infrastructure project, bond refunding, and property acquisition that does not involve a construction project.

FORM 2: SPACE INFORMATION

Alterations is defined as renovation, remodel, and/or improvements to a facility. Under the column Alterations, list only those spaces that will be effected in the project. The whole floor area is not to be listed, unless the project involves the total floor.

The following are the definitions that are indicated on the form and are per the “Postsecondary Education Facilities Inventory and Classification Manual” published by the U.S. Department of Education.
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**NASF** - Net Assignable Square Footage is computed by calculating measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure are met.

**NUSF** - Net Usable Square Footage is the sum of all areas on all floors of a building either assigned to, or available for assignment to, an occupant or specific use, or necessary for the general operation of a building. Basically, this is all area inside the exterior walls subtracting interior structural load bearing walls, shear walls, and columns which are to be subtracted.

**GSF** - Gross Square Feet is computed by calculating measurements from the outside faces of exterior walls, disregarding cornices, pilasters, buttresses, etc., that extend beyond the wall faces. Includes all interior structural load bearing walls, shear walls, and columns. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure are met.

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**FORM 3: ESTIMATED UTILITY COST**

By working to make efficient use of finances and energy, the State of New Mexico has in place Executive Order 2006-001. The following are the parameters that are set in EO 2006-001:

(a) all infrastructure projects and/or if the facility is less than or equal to 5,000 s.f., shall provide a Green Screen Sheet;

(b) if the facility is greater than 5,000 s.f. and less than or equal to 15,000 s.f., evidence of 50% reduction in energy use compared to existing facilities of similar type as defined by the United States department of energy and a Green Screen Sheet; or

(c) if the facility is greater than 15,000 s.f., evidence of 50% reduction in energy use compared to existing facilities of similar type as defined by the United States department of energy and the LEED checklist indicating a silver rating or better.

When providing the Green Screen Sheet, the following is a suggested list of items that could be part of the project, but not limited to just them. When listing any green items, provide an explanation on how that item is being incorporated in the project. There may be some additional items that are project specific that are not listed. Please include those items.

- **SITE ENVIRONMENT**
  - Site Usage
  - Building Orientation
  - Erosion Control/Prevention
  - Waste Material Management
  - Transportation Options
  - Heat Reduction
  - Water Efficiency
  - Water Harvesting
  - Low Water Usage Landscaping

- **ARCHITECTURAL**
  - Recycle/Reuse Material
  - Energy Efficiency
  - Thermal Control
  - Design Elements

- **MECHANICAL/PLUMBING**
  - Energy Efficient Equipment
  - Low Water Usage
  - Ventilation
  - Energy Efficient Motors
  - Heat sinks

- **ELECTRICAL**
  - Energy Efficient Lighting
  - Lighting Controls
  - Photovoltaic

Submittal of evidence of 50% reduction in energy use or Energy Star® Target Finder shall have all the lines filled out, signed, and stamped by the design professional. It is understood that this is a design parameter and not the final design calculations.
FORM 4: PROPOSED PROJECT COSTS

It is preferred that the design professional or a certified estimator provide the probable construction costs. An institution may prepare the estimate if they have personnel trained in estimating or minimum of 5 years' experience working for a contractor.

Alterations on an original submittal is to mean renovations, remodels, and/or improvements.

When submitting a revised project due to scope or cost changes, use the form found on the HED website titled “Form 4 - Revised Project Budget”.

Provide a cost breakdown of the project costs, especially of A. 1 General. An Excel spreadsheet is provided on the HED website under RESOURCES to calculate and provide a cost breakdown. The estimate may be in the design professional or estimator’s standard format. All cost breakdowns must be submitted in the CSI/MasterSpec format and total spaces equaling the lines in the Project Budget.

Expenditure A. 5. Code Compliance. Explain what code compliance issues will be resolved or if what abatement is required. This can be accomplished through the Cost Breakdown, in the project description, or on a separate page.

Expenditure E. 1 Architectural/Engineering: All Architectural/Engineering fees are to be according to NMAC 1.5.18 and are the highest permissible rates for each building-type group. These fees are set by the Secretary of General Services Division per Section 13-1-124 and approved by the State Board of Finance per 14-4-1 through 14-4-9 of the NMSA. All educational institutions are to use these fees as a basis for setting fees. For facilities not listed within the groups or as those that are ambiguous, contact the HED Capital Projects Director.

Additional and reimbursable fees may be negotiated depending upon the project conditions and complexity. A written explanation is to be provided listing all additional services. Additional services are those items not listed in NMAC 1.5.18.9 as basic services.

Expenditure E. 2. Construction Administration is for the cost of Construction Manager at Risk (CMAR), Institution Administration fees (NMSU and UNM only), third party architect, or similar services; Design Professional’s construction administration is part of the basic services listed in NMAC 1.5.18.9 and is not to be indicated on this line.

When expenditure F. Moveable Equipment is budgeted into the project, a list of all equipment that is to potentially be purchased with these funds shall be provided. Contingencies are already figured into the project and this is not be a “slush” fund for the project.

New Mexico Gross Receipts Tax (NMGRT) is to be provided under the Project Budget table as an individual line items for the T.C.C., Architect/Engineering, Construction Administration, and Institution Administration Fee(s) prior to taxes, the tax amount, and the total to be paid including taxes. The total to be paid shall equal the line item amount indicated for each cost.
FORM 5: PROPOSED PROJECT SQUARE FOOTAGE AND FUNDING SOURCES

 Costs per Gross Square Foot table is to have the GSF of the entire building to compare with the cost for new construction. For Alterations, this cost is only within the existing exterior walls and is only to include the area of the work. It is not to include the entire building, unless the project includes the entire floor.

 Ratio of Net Usable to Gross Square Feet (NUSF/GSF) table provides how much interior space is available for New Construction. For Alterations, this provides what the percentage of the entire building is being modified and the impact on the facility’s use.

 All Funding Sources must be listed for the project. If using a State appropriated bond, the line must include the type of bond/fund, the DFA number, the Bill number, Law year, chapter, and section. All this can be found on the Capital Projects Monitoring System (CPMS). A copy of the Bill with the appropriation language highlighted, circled, underlined or similar emphasis is to be provided.

FORM 6: CERTIFICATION BY GOVERNING BOARD

 Certification must be signed by the Institution’s President and, in rare cases or desired by the Governing Board, be signed by the Governing Board’s President. HED must have on file the authorized signatures of the Institution President and Governing Board President.

 A project may be submitted to HED without the Certification, only if a signed copy will be received within 10 business days after the submittal deadline. If not received within this time, the project will be placed on the agenda for the next month.

MISCELLANEOUS DOCUMENTS

 All drawings submitted must have a graphic scale on the document.

 Verification of adequate parking is required by statute for all post-secondary institutions where there is a revision or addition of square footage. For institutions that go before the State Board of Finance, a Certificate of Adequate Parking is required and must be signed off by the HED Capital Projects Director, with the exception of NMSU and UNM. To adequately review and approve available adequate parking, the following items are to be submitted with the project:

- Number of existing parking spaces on the campus (regular and handicap spaces)
- Required parking for the existing facilities
- Occupant load of the proposed new facility or the altered facility
- Existing occupant load for the existing facility to be altered

 Infrastructure projects that do not change the number of existing parking spaces, re-roofing, façade repair, structural repair, and other projects as determined by HED will not require verification of adequate parking.

END OF INSTRUCTIONS