

Chapter 32 – Lands and Buildings Facilities

Table of Contents

CHAPTER 32 - Lands and Buildings Facilities.....	3
Lands and Buildings Facility Category Structure	3
Office Buildings (353)	3
Unique Lands and Building Facilities Features	3
Comply with State Energy and Environmental Design Requirements.....	3
District & Headquarters Relationship	4
Project Manager	5
Design Responsibilities	5
Minor Projects	5

CHAPTER 32 - Lands and Buildings Facilities

Lands and Buildings Facility Category Structure

Projects in the Lands and Buildings Facilities Category of the Highway Capital Outlay Program are divided into four programs: 20.201.351 Equipment Shops (351); 20.201.352 Maintenance Facilities (352); 20.201.353 Office Buildings (353); and 20.201.354 Materials Laboratories (354). Each program is assigned to a Headquarters (HQ) division chief to act as the State Highway Operation and Protection Program (SHOPP) program manager.

The HQ Division of Transportation Programming provides overall coordination and programming among the subprograms. Lands and Buildings Facilities projects are generally funded in the SHOPP.

A Facility Project Study Report (FPSR) or equivalent shall be approved by the District Director prior to listing any project in the SHOPP. Refer to [Chapter 9](#) of this manual for additional information on the project initiation of SHOPP projects.

Office Buildings (353)

The Department of Finance (DOF) must approve office building projects before they are included in the Governor's Budget. They must conform to *State Administrative Manual (SAM)* requirements. New office buildings and annexes follow a specialized approval process due to their uniqueness. Districts must work closely with the Administrative Service Center, the Division of Budgets, and the Division of Transportation Programming for office building project development and funding proposals, as well as the Department of General Services (DGS) for their design.

Unique Lands and Building Facilities Features

The Lands and Building Facilities Category has several features which differentiate it from other SHOPP categories. Although it is a relatively small program, it has added importance because it directly affects the working environment of Caltrans' employees. Project candidates are usually derived from facility master plans prepared by the respective program managers. The needed architectural and structural engineering expertise has been centralized within Caltrans in the Division of Engineering Services (DES), Office of Transportation Architecture (OTA).

Comply with State Energy and Environmental Design Requirements

To comply with Executive Order S-20-04, Caltrans shall:

- Take all cost-effective measures as described in the State of California Green Building Action Plan to build and operate the most energy- and resource-efficient buildings; and
- Design, construct, and operate all new and renovated buildings at a "Leadership in Energy and Environmental Design (LEED) Silver" or higher rating. The United States Green Building Council developed the LEED Rating System to advance energy and material efficiency and sustainability.

The Executive Order and Green Building Action Plan are available at the following link: <http://www.green.ca.gov/default.htm>.

To achieve the desired LEED rating for the project, LEED components shall be identified as part of the scope of work in both the FPSR and project report. DES and district designers will collaborate on what these LEED components will be. The architect will be the project LEED coordinator. The architect will assist the project development team in identifying the appropriate LEED components and credits, and ensuring the credits are achieved throughout the life of the project. The project architect will be responsible for completing the LEED Credit Checklist based on the identified credits. The completed LEED Credit Checklist is required as an attachment to both the FPSR and project report. Contact Office of Transportation Architecture for a copy of the LEED Credit Checklist.

District & Headquarters Relationship

Districts are responsible for project management and, through the project manager, are ultimately responsible for project delivery. Districts are usually directly responsible for project identification, FPSR, project report, environmental clearance, right-of-way acquisition, site plan preparation (utilities, drainage, paving, etc.), and plan review.

DES is responsible for the building design portions of Lands and Buildings Facilities projects with the exception of office buildings that are completed by DGS. Both DES and the district share in the construction-engineering portion of the projects. If the design is contracted out, the consultant may be responsible for both the architectural and the district plans, with technical review provided by DES and the district design units.

The SHOPP program managers are responsible for ensuring individual project compliance with the goals of the funding program. The SHOPP program managers advise the districts in project identification and development. They prioritize project candidates within their subprograms and generally provide technical expertise.

Even though the Lands and Buildings Facilities Category has unique features, it is still part of Caltrans' Capital Outlay Program. Although the districts are responsible for delivering individual projects, the program as a whole is managed on a statewide basis and the districts have not been delegated authority to change scope, cost, or schedule without Headquarters' approval. The SHOPP program manager is responsible for balancing available funding on a statewide basis.

Project Manager

For every project, the district must name a project manager who has responsibility for developing and meeting schedules and insuring accurate cost estimates. The project manager should be assigned as early as possible, after a project is identified as a high priority in the facility master plan, and definitely before commencing the project initiation document. The project manager should be identified in all reports and correspondence.

Design Responsibilities

For non-office buildings, DES has the role of consultant to the districts. At the district's request, they will provide engineering and architectural services, including advice relating to the program. Project delivery priorities are established through the project programming process.

Minor Projects

Usually, a minor program is a district program with minimal input from HQ. However, for the Lands and Buildings Facility Program, a limit on available design resources has led to annual prioritization of minor projects. The district Minor A program manager, in conjunction with the HQ SHOPP Lands and Buildings Facility Program Manager and DES, develops a priority list approximately two years in advance for each fiscal year. Any changes will require both district and HQ approval.