

Memorandum

To: CHAIR AND COMMISSIONERS
CALIFORNIA TRANSPORTATION COMMISSION

CTC Meeting: June 27-28, 2012

Reference No.: 4.15
Information Item

From: NORMA ORTEGA
Chief Financial Officer

Prepared by: Glenn A. Yee
Chief
Division of Business,
Facilities and Security

Subject: **2013 FACILITIES INFRASTRUCTURE PLAN (FIVE YEAR CAPITAL PLAN)**

SUMMARY:

Chapter 606, Statutes of 1999 (Assembly Bill 1473/Hertzberg), requires the Governor to annually submit a Five-Year Capital Outlay Infrastructure Plan in conjunction with the Governor's Budget. The California Department of Transportation's (Department) Draft 2012 Facilities Infrastructure Plan (Facilities Infrastructure Plan) will be transmitted to the California Transportation Commission prior to their June 27-28, 2012 meeting.

BACKGROUND:

The California Department of Finance issues an annual Budget Letter that specifies requirements and instructions to State departments for submittal of their plans. Only the Department's office facilities are required as part of the Budget Letter process.

In addition to office facilities, the workforce for the Department conducts business in a wide array of other buildings and structures (facilities). These transportation-related facilities include equipment shops, maintenance stations, materials laboratories, and transportation management centers.

The Facilities Infrastructure Plan includes the reporting requirements for the Five-Year Capital Outlay Infrastructure Plan. The Facilities Infrastructure Plan also provides information pertaining to the Department's transportation-related facilities.

Attachment

DRAFT

Rev. 06-01-2012

Fiscal Years
2013-14 through
2017-18



2013 Facilities Infrastructure Plan



District 8 Southern Regional Laboratory (SRL) in the city of Fontana, California

*Prepared by:
Division of Business, Facilities and Security
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1120 "N" Street, Suite 6803
Sacramento, California
June 2012*



*Office Buildings, Equipment Shops, Maintenance Facilities,
Materials Laboratories, & Transportation Management Centers*

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EXECUTIVE SUMMARY

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EXECUTIVE SUMMARY

Introduction

Chapter 606, Statutes of 1999 (Assembly Bill 1473/Hertzberg), requires the Governor to annually submit a Five-Year Capital Outlay Infrastructure Plan in conjunction with the Governor's Budget. The California Department of Finance (DOF) issues an annual Budget Letter (refer to the Appendix - Exhibit 7 on page 61) that specifies requirements and instructions to State departments for submittal of their Plans. The California Department of Transportation (Caltrans) is required to provide information for office facilities to the DOF.

In addition to office facilities, the workforce for Caltrans conducts business in a wide array of other buildings and structures (facilities). These transportation-related facilities include equipment shops, maintenance facilities, materials laboratories, and transportation management centers.

The Caltrans' 2013 Facilities Infrastructure Plan (Facilities Infrastructure Plan or FIP) includes the office facilities reporting requirements for the Five-Year Capital Outlay Infrastructure Plan. The Facilities Infrastructure Plan also provides information pertaining to the Caltrans' transportation-related facilities.

Facilities Infrastructure Planning and Reporting

In conjunction with the annual DOF reporting requirement, Caltrans is required to present plans and needs for rehabilitation and improvement of office and transportation-related facilities via the State Highway Operations and Protection Program process.

State Highway Operation and Protection Program

Government Code Section 14526.5 requires Caltrans to prepare a four-year "state highway operation and protection program for the expenditure of transportation funds for major capital improvements that are necessary to preserve and protect the state highway system". The Caltrans' State Highway Operation and Protection Program (SHOPP) fulfills this requirement. Office facilities projects and transportation-related facilities projects are included in the SHOPP.

Caltrans is required to submit the SHOPP to the California Transportation Commission (Commission) each even-numbered year. The Commission's review

of the SHOPP includes an assessment of the impacts on the State Transportation Improvement Program. The 2012 SHOPP is the most recent four-year program submitted to the Commission. The SHOPP must be transmitted to the Legislature and the Governor.

State Highway Operation and Protection Plan

Streets and Highways Code Section 164.6 requires Caltrans to prepare a “10-year plan for the rehabilitation and reconstruction ... of all state highways and bridges owned by the state”. Caltrans fulfills this requirement through development of the Ten-Year State Highway Operation and Protection Plan. Office facilities projects and transportation-related facilities projects are included in this 10-year plan.

Caltrans is required to submit this plan to the Commission each odd-numbered year. The most recent submittal was the 2012 Ten-Year SHOPP. Both the SHOPP and the Ten-Year SHOPP must be transmitted to the Legislature and the Governor.

Comparison of Facilities Infrastructure Plan and SHOPP

The chart below shows the chronology and fiscal year relationships of one complete cycle for the SHOPP and the Facilities Infrastructure Plan.

Chronology and Fiscal Year Relationships: Facilities Infrastructure Plan and SHOPP

	<i>Approximate Due Date</i>	<i>Fiscal Years</i>										
		2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
2011 Ten-Year SHOPP	Jan 2011				10-Year Plan							
2012 Facilities Infrastructure Plan	Jul 2011	5-Year Plan										
2012 Four-Year SHOPP	Jan 2012	4-Year Plan										
2013 Facilities Infrastructure Plan	Jul 2012		5-Year Plan									

Facilities Infrastructure Plan Summary

The Facilities Infrastructure Plan is comprised of four chapters. The first two chapters meet the DOF requirements for the State’s Five-Year Capital Outlay Infrastructure Plan. Caltrans presents additional information in Chapters 3 and 4 that are not part of the DOF reporting requirements. Chapter 3 of the Facilities Infrastructure Plan focuses on transportation-related facilities that the California Transportation Commission approves through the SHOPP. Chapter 4 provides an overview of the Caltrans’ facility resource conservation efforts.

The Facilities Infrastructure Plan includes \$139.3 million in construction costs during the five-year plan period. The required land acquisition is estimated at a cost of \$3.9 million. Associated capital outlay support costs (e.g., engineering and right of way acquisition staff) for these projects are \$50.0 million. The total estimated cost for the projects included in the Facilities Infrastructure Plan is \$193.3 million. A summary of these costs is presented in the chart below.

Projected Facilities Infrastructure Needs
Construction, Land, Capital, and Support
Fiscal Years 2013-14 through 2017-18

PROGRAMMED IN 2012 SHOPP	2012 SHOPP Fiscal Years						
	2012-13	2013 FACILITIES INFRASTRUCTURE PLAN Fiscal Years					2013 FIP Total
		2013-14	2014-15	2015-16	2016-17	2017-18	
Office Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Shops	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance Facilities	\$0	\$23,686,000	\$0	\$0	\$0	\$0	\$23,686,000
Materials Laboratories	\$3,248,000	\$0	\$0	\$0	\$0	\$0	\$0
TMC	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Totals	\$3,248,000	\$23,686,000	\$0	\$0	\$0	\$0	\$23,686,000
Land	\$0	\$3,929,000	\$0	\$0	\$0	\$0	\$3,929,000
Sub-total (Capital)	\$3,248,000	\$27,615,000	\$0	\$0	\$0	\$0	\$27,615,000
Support	\$1,727,000	\$13,030,000	\$0	\$0	\$0	\$0	\$13,030,000
Grand Total	\$4,975,000	\$40,645,000	\$0	\$0	\$0	\$0	\$40,645,000

UNPROGRAMMED NEEDS	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2013 FIP Total
Office Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Shops	\$0	\$23,400,000	\$27,263,000	\$2,500,000	\$0	\$0	\$53,163,000
Maintenance Facilities	\$0	\$55,500,000	\$3,400,000	\$3,600,000	\$0	\$0	\$62,500,000
Materials Laboratories	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TMC	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Totals	\$0	\$78,900,000	\$30,663,000	\$6,100,000	\$0	\$0	\$115,663,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total (Capital)	\$0	\$78,900,000	\$30,663,000	\$6,100,000	\$0	\$0	\$115,663,000
Support	\$0	\$25,248,000	\$9,812,160	\$1,952,000	\$0	\$0	\$37,012,160
Grand Total	\$0	\$104,148,000	\$40,475,160	\$8,052,000	\$0	\$0	\$152,675,160

Notes:
 Support is estimated at 32% of capital costs for projects not programmed in the 2012 SHOPP.
 The Facilities Infrastructure Plan reflects the last three years of the 2012 SHOPP, Fiscal Year 2012-13 is depicted in the table above for illustrative purposes.

The first three years of the 2013 Facilities Infrastructure Plan coincide with the last three years of the 2012 Four-Year SHOPP (refer to the chart on page vi). The 2012 Four-Year SHOPP includes an annual average of \$ 6.7 million (construction costs) and the 2013 Facilities Infrastructure Plan includes an annual average of \$27.8 million (construction costs). The chart below presents a comparison by facility type of the average annual construction costs for the 2012 Four-Year SHOPP and 2013 Facilities Infrastructure Plan. Transportation Management Centers are not included in the Facilities Improvement Program of the SHOPP; those projects are included with the Mobility Program.

Average Annual Construction Cost Comparison 2013 Facilities Infrastructure Plan and 2012 SHOPP

(\$ in millions)

Facility Type	2012 SHOPP	2013 FIP
Office Facilities	0	0
Equipment Facilities	0	10.6
Maintenance Facilities	5.9	17.2
Materials Laboratories	0.8	0
Totals:	6.7	27.8

Notes:

- 1) The "Annual Averages" do not include land acquisition or support cost.
- 2) The "Totals" do not include Transportation Management Centers.



CHAPTER 1

DEPARTMENT OVERVIEW

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INTRODUCTION

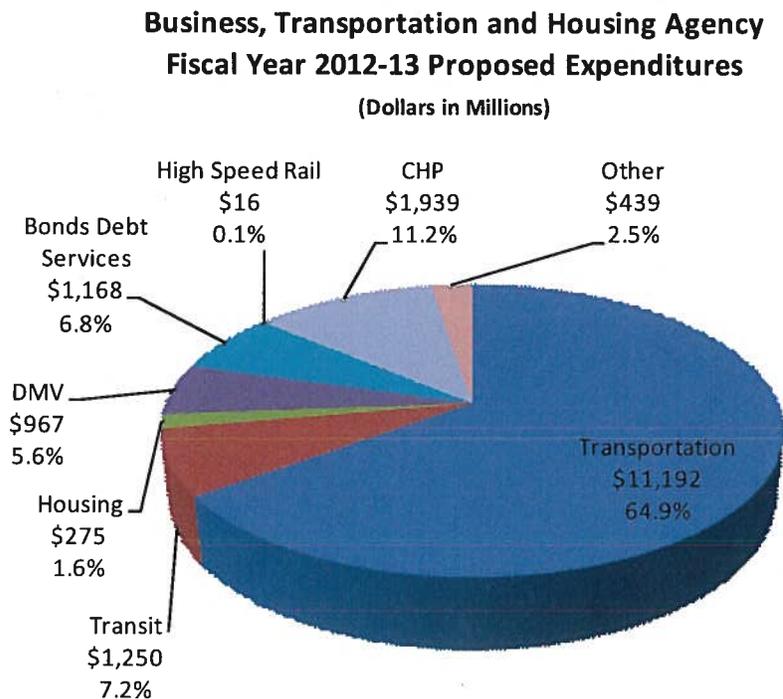
This chapter provides a summary of the California Department of Transportation (Caltrans). It illustrates the Caltrans' structure, including its hierarchy within the State government, and its district organization. It provides general budget and program information as well as the facilities of Caltrans' workforce.

Structure

Business, Transportation and Housing Agency

The Business, Transportation and Housing Agency oversees and coordinates the activities of various departments, offices, and economic development programs with responsibility for maintaining the strength and efficiency of California's infrastructure and financial markets. These programs provide financial and programmatic regulation important to an efficient marketplace and community development, assistance in ensuring patients' rights, and transportation infrastructure for the safe and efficient flow of people and commerce.

The Governor's Proposed Budget for Fiscal Year 2012-13 allocates approximately 65% of the Business, Transportation, and Housing Agency budget to Caltrans, as shown in the figure below.



California Department of Transportation

Caltrans constructs, operates, and maintains a comprehensive transportation system with more than 50,000 miles of highway and freeway lanes. It provides intercity rail passenger services under contract with Amtrak and helps local governments deliver transportation projects.

Program Descriptions¹

The Governor's Budget identifies six programs that relate to Caltrans staff. The programs are: Aeronautics, Highway Transportation, Mass Transportation, Transportation Planning, Administration, and Equipment. The table below identifies the programs, their respective code, and number of proposed personnel years² for Fiscal Year 2012-13. The following is a description of each of the programs listed numerically, by their program code:

**Governor's Proposed Budget
Fiscal Year 2012-13**

Code	Program	FY 2012-13 Personnel Years
10	Aeronautics	25
20	Highway Transportation	17,251
30	Mass Transportation	116
40	Transportation Planning	696
50	Administration	1,648
60	Equipment	703
Total Proposed Personnel Years:		20,439

¹ Source: Citation taken from the Proposed Governor's Budget for Fiscal Year 2012-13

² Source: California Department of Finance

10 AERONAUTICS

The Aeronautics Program's objective is to support California's aviation activities by promoting safe and effective use of existing airports and heliports. This program also alleviates problems such as incompatible land uses, potential safety hazards, aircraft noise, and airport congestion by: (1) ensuring that airports and heliports comply with safety regulations, (2) providing engineering and financial assistance for safety and infrastructure improvements, (3) preparing for changes in the aviation network by maintaining the California Aviation System Plan, (4) providing guidance for land use compatibility in areas around airports, (5) administering airport noise standards regulations, (6) enhancing goods movement to and from airports through improved ground access, and (7) promoting and maintaining aviation safety.

20 HIGHWAY TRANSPORTATION

The Highway Transportation Program's objective is to operate, maintain, and continue development of our state highways. Development and delivery of capital projects make up the largest portion of these efforts. The program also meets its objectives through: (1) coordination and control required by federal and state law for implementing transportation projects, (2) furnishing assistance to city and county transportation programs, and (3) management of traffic through a system of monitoring, analysis, and control. In addition, this program strives to improve highway travel, safety, and the environment through the use of testing, research, and technology development.

30 MASS TRANSPORTATION

The objective of the Mass Transportation Program is to support the state's transportation system by providing leadership in the implementation of safe, effective public transportation, improved air quality, and environmental protection. The program achieves its objective through: (1) the administration of intercity rail service in California, including capital projects and rolling stock management, (2) grant administration of state and federal capital and operations programs, and (3) planning, support, and coordination for mass transportation services. Additionally, the Mass Transportation Program: (1) facilitates the transportation needs of all persons, including the elderly, the disabled, and the economically-disadvantaged, (2) improves intercity passenger service through enhanced services and facilities, (3) improves urban/commuter rail services, and (4) enhances mobility in congested corridors.

40 TRANSPORTATION PLANNING

The Transportation Planning Program's objective is to implement statewide transportation policy through coordination at the local and regional levels and to develop transportation plans and projects. Caltrans prepares the long-range state transportation plan required by state and federal law and provides long-range transportation system planning and transportation planning studies as input to the regional transportation plans, the State Transportation Improvement Program (STIP), and departmental policies and programs. Caltrans also prepares the Interregional Transportation Strategic Plan, which guides investment of the Interregional Improvement Program funds in the STIP.

50 ADMINISTRATION

The Administration Program provides the functions required to support the programmatic responsibilities of Caltrans. Major activities include accounting, budgeting, auditing, office facility operations and management, information technology, and a wide range of administrative services including human resources, procurement and contracting, training, and labor relations.

60 EQUIPMENT

The Equipment Program's objective is to provide mobile fleet equipment and services to other Caltrans programs through: (1) purchasing new vehicles, (2) receiving, servicing, and equipping new units, (3) assembling equipment components into completed units, (4) managing the fleet, (5) repairing and maintaining the fleet, including payments for fuel and insurance, and (6) disposing of used vehicles.

Caltrans Districts

Caltrans is comprised of 12 districts, each under the leadership of a District Director. The district boundaries and a listing of the counties within each district are shown below. District headquarters offices are located in the cities of Eureka, Redding, Marysville, Oakland, San Luis Obispo, Fresno, Los Angeles, San Bernardino, Bishop, Stockton, Irvine, and San Diego. The Caltrans Headquarters office is located in Sacramento.



Future Space Needs

Future space needs are driven, in part, by population. Population generates traffic that creates the need for highways and their associated planning, operations, and maintenance, which produces the need to house those performing those management activities. Caltrans houses employees in a wide array of facilities: maintenance stations, equipment shops, office buildings, material laboratories, and transportation management centers.

Determining where the need exists for future facilities depend in part on those areas of the State with the greatest projected population increase. The California counties with the greatest population increases are located within Caltrans' districts of San Bernardino, Los Angeles, Fresno, and Oakland. This is based on projected statewide population increases by the California Department of Finance (DOF) and the United States Census Bureau. The table below ranks the Caltrans' districts by the greatest population increases through year 2050.

**District Population Projections
Years 2010 through 2050**

District Number and Name	District Population		Numeric Increase ^{1/}	Percentage Increase ^{1/}
	Year 2010	Year 2050		
1 Eureka	315,739	449,796	11	9
2 Redding	363,960	661,548	10	5
3 Marysville	2,687,564	4,740,549	6	6
4 Oakland	7,150,739	10,294,746	4	8
5 San Luis Obispo	1,426,240	2,024,438	9	10
6 Fresno	2,516,107	5,827,509	3	2
7 Los Angeles	10,641,923	14,291,524	2	11
8 San Bernardino	4,224,851	8,393,115	1	3
9 Bishop	32,748	61,193	12	4
10 Stockton	1,614,012	3,879,342	5	1
11 San Diego	3,269,841	4,896,491	7	7
12 Irvine	3,010,232	3,987,625	8	12
California	37,253,956	59,507,876		

^{1/} Data Sources: California Department of Finance and U.S. Census Bureau

CHAPTER 2

OFFICE FACILITIES

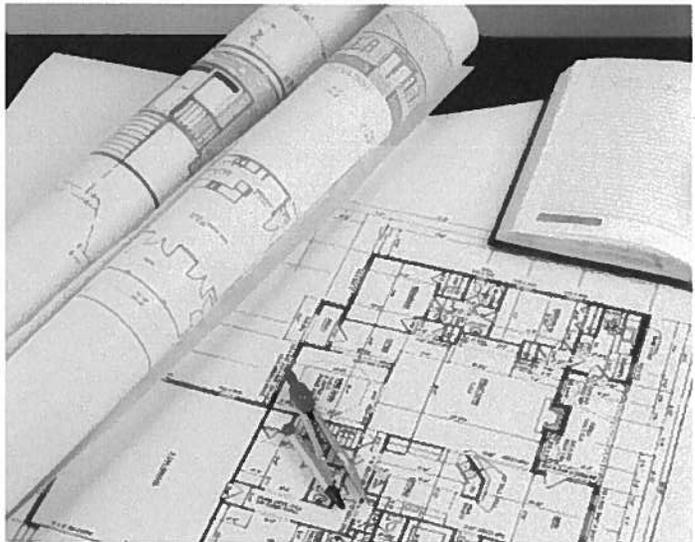
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INTRODUCTION

Chapter 606, Statutes of 1999 (Assembly Bill 1473/Hertzberg), requires the Governor to annually submit a Five-Year Capital Outlay Infrastructure Plan in conjunction with the Governor's Budget beginning in January 2002. The Statute requires State departments to submit a Five-Year Capital Outlay Infrastructure Plan (Plan), Capital Outlay Budget Change Proposals (COBCPs), and Capital Outlay Concept Papers (COCPs) for major capital outlay projects proposed for inclusion in the Governor's Budget. The Plan must include all COBCPs and COCPs for the five-year planning horizon from Fiscal Years 2013-14 through 2017-18. Only the California Department of Transportation's (Caltrans) office facilities require COBCPs or COCPs and therefore, are required as part of the process.

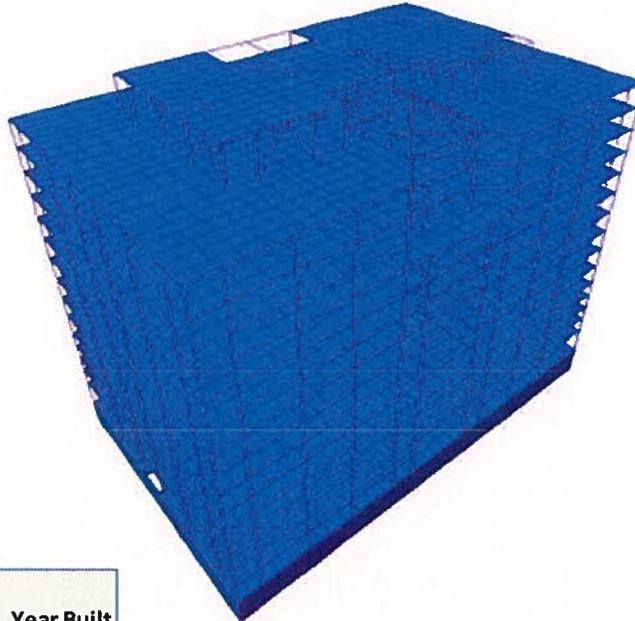
REQUIREMENTS

The California Department of Finance (DOF) issues an annual Budget Letter (refer to the Appendix – Exhibit 7 on page 61) requiring Caltrans to identify existing office facilities infrastructure, including their deficiencies, and the net need for the infrastructure. The general DOF Budget Letter requirements are found in this chapter. Those reporting requirements include a description of Caltrans' office building infrastructure, the projects needed to correct office building deficiencies, a linkage to the prior year's plan, and a summary of office building projects currently in progress. The Appendix contains the remaining reporting requirements of the DOF Budget Letter.



INFRASTRUCTURE DESCRIPTION

Caltrans occupies 13 office buildings, 12 State-owned and one leased. Five of the Caltrans' 12 State-owned buildings are less than 20 years of age. Their location and the year of their construction completion are as follows: Oakland, 1992; San Bernardino, 1997; Los Angeles, 2004; San Diego, 2006; and Marysville, 2010.



State and District Headquarters Office Buildings

District	Address	Year Built
1 Eureka	1656 Union Street	1953
2 Redding	1657 Riverside	1953
3 Marysville	703 B Street	2010
4 Oakland	111 Grand Avenue	1992
5 San Luis Obispo	50 Higuera Street	1955
6 Fresno	1352 West Olive Street	1958
7 Los Angeles	100 Main Street	2004
8 San Bernardino	464 West 4th Street	1997
9 Bishop	500 South Main Street	1954
10 Stockton	1976 East Martin Luther King Blvd	1955
11 San Diego	4050 Taylor Street	2006
12 Irvine	3337-3347 Michelson ^{1/}	NA
HQ Sacramento	1120 N Street	1936

There are seven State-owned office facilities that are at least 50 years of age. Caltrans worked with the California Department of General Services (DGS) to obtain facility and infrastructure studies that evaluated the condition of the existing building(s) and if necessary, the feasibility of replacing the structure(s). A list of facility studies that identifies specific inadequacies of the Caltrans' office building inventory may be found in the Appendix, Exhibit 2.

^{1/} The District 12 office building is a leased facility.

In general, the studies found that many of the buildings are functionally obsolete, inefficient, and expensive to maintain. Mechanical systems such as ventilation, elevators, electrical, and plumbing carry relatively high on-going maintenance and up-grade cost. The buildings' space is inefficient because they contain numerous columns, wide corridors, and offices that may be re-configured as cubical space. The table above lists Caltrans' office buildings and the respective year of construction.

Infrastructure Description - continued

Caltrans occupies approximately 3.0 million net square feet of office space among its districts and Headquarters (Sacramento). The amount of office space in each district is depicted in the table below. A listing of Caltrans' office space inventory is shown in the Appendix, Exhibit 3.

Leased and Owned Office Space

Department Summary by District

District	Owned (Gross SF)	Owned (Net SF)	Leased	Total (Net + Leased)
1 Eureka	91,456	60,866	18,325	79,191
2 Redding	55,581	38,187	47,027	85,214
3 Marysville	211,734	159,940	6,260	166,200
4 Oakland	525,000	459,774	16,850	476,624
5 San Luis Obispo	41,700	29,190	52,683	81,873
6 Fresno	78,000	58,000	149,348	207,348
7 Los Angeles	716,200	453,370	2,500	455,870
8 San Bernardino	235,714	155,000	0	155,000
9 Bishop	25,236	17,665	0	17,665
10 Stockton	78,974	54,982	0	54,982
11 San Diego	298,424	221,447	0	221,447
12 Irvine	0	0	151,453	151,453
RO Regional Offices	0	0	8,950	8,950
HQ State Headquarter	496,978	343,256	504,450	847,706
Statewide Total:	2,854,997	2,051,677	957,846	3,009,523

PROJECT

There are no office building projects proposed for the 2013 Facilities Infrastructure Plan.

LINKAGE WITH PREVIOUS PLAN

The 2013 Facilities Infrastructure Plan, when compared to the 2012 Facilities Infrastructure Plan, reports one project, the Eureka District Office Building (District 1), has completed the working drawings phase.

SUMMARY OF PROJECTS IN PROGRESS

Caltrans has one office facility project currently in progress. The project description, status, estimated completion date, and funding levels are shown below.

Project:

Eureka Critical Infrastructure Deficiencies

Description:

Fire, Life Safety corrections and infrastructure upgrade to an 81,000 gsf office building.

Status:

Planning phase completed.

Working drawings phase completed.

Construction phase anticipated to begin July 2012.

Estimated Completion Date:

Fiscal Year 2013-14

Funding:

<u>Cost</u>	<u>Phase</u>
\$ 695,000	Preliminary Planning
\$ 687,000	Working Drawings
\$ 8,716,000	Construction
\$10,098,000	Total



*District 1 Headquarters
656 Union Street, Eureka*

CHAPTER 3

TRANSPORTATION-RELATED FACILITIES

- **Equipment Shops**
- **Maintenance Facilities**
- **Materials Laboratories**
- **Transportation Management Centers**

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INTRODUCTION

This chapter provides transportation-related facility information for the 2013 Facilities Infrastructure Plan. These projects are approved by the California Transportation Commission as part of the State Highway Operations and Protection Program (SHOPP) and funded through enactment of the annual State budget.

The SHOPP is a four-year program of projects that have a purpose of collision reduction, bridge preservation, roadway preservation, roadside preservation, mobility enhancement, and preservation of other transportation facilities related to the State Highway System. All facility-related infrastructure projects are programmed in the SHOPP with the exception of the construction phase of major office facility projects that are typically financed with bonds and not programmed in the SHOPP.

The 2012 SHOPP spans Fiscal Years 2012-13 through 2015-16. The facility projects included in the final three years of the 2012 SHOPP (i.e., 2013-14, 2014-15, and 2015-16) are also included in the 2013 Facilities Infrastructure Plan. The table below illustrates the chronology and fiscal year relationships of one complete cycle for the Facilities Infrastructure Plan and the SHOPP.

Chronology and Fiscal Year Relationships: Facilities Infrastructure Plan and SHOPP

		<i>Fiscal Years</i>										
<i>Approximate Due Date</i>		2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
2011 Ten-Year SHOPP	Jan 2011				10-Year Plan							
2012 Facilities Infrastructure Plan	Jul 2011	5-Year Plan										
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2013 Facilities Infrastructure Plan	Jul 2012		5-Year Plan									

Infrastructure Description

The California Department of Transportation’s (Caltrans) transportation-related facilities include approximately 452 sites consisting of approximately 4,000,000 square feet of equipment shops, maintenance facilities, materials laboratories, and transportation management centers, as displayed below.

Summary Transportation-Related Facilities

Facility Type	Square Feet	Number of Sites
Equipment Shops	666,561	26
Maintenance Shops	2,787,000	402
Materials Laboratories ^{1/}	312,093	11
Transportation Management Centers	207,165	13
Total:	3,972,819	452

^{1/} Chart only reflects Category I (Program Laboratories) and Category II (Main District Materials Engineering Testing Laboratories). The Field Construction Laboratories (113 sites) are not included in the figures in the table.

Projects

The 2013 Facilities Infrastructure Plan identifies \$23,686,000 in construction costs for transportation-related facility projects programmed in the 2012 SHOPP and \$115,663,000 in “unprogrammed” needs, which represent candidate projects for future SHOPP funding. Specific project funding for transportation-related facilities are presented on the following pages.

Transportation-Related Facilities	2012 SHOPP Fiscal Years						
	2012-13	2013 Facilities Infrastructure Plan Fiscal Years					2013 FIP Total
PROGRAMMED IN 2012 SHOPP							
Location/Descriptions		2013-14	2014-15	2015-16	2016-17	2017-18	2013 FIP Total
Equipment Shops	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance Facilities	\$0	\$23,686,000	\$0	\$0	\$0	\$0	\$23,686,000
Materials Laboratories	\$3,248,000	\$0	\$0	\$0	\$0	\$0	\$0
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Grand Total	\$4,975,000	\$40,645,000	\$0	\$0	\$0	\$0	\$40,645,000
UNPROGRAMMED NEEDS							
Location/Description	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2013 FIP Total
Equipment Shops		\$0	\$23,400,000	\$27,263,000	\$2,500,000	\$0	\$53,163,000
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Notes:
 Support is estimated at 32% of capital costs for projects not programmed in the 2012 SHOPP.
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EQUIPMENT SHOPS

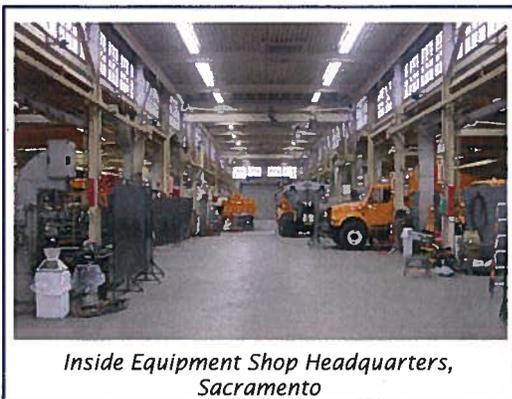
Introduction

The Division of Equipment (DOE) is responsible for Caltrans' fleet of light vehicles and heavy construction equipment consisting of approximately 13,000 vehicles. Light vehicles include automobiles, pickup trucks, and utility vehicles. Heavy construction equipment consists of road graders, loaders, dump trucks, snow blowers, drilling equipment, and other construction-related machineries. Both light vehicles and heavy construction equipment are serviced and repaired by approximately 400 professional equipment mechanics of the DOE.



A snow-plow receives maintenance inside an equipment shop.

The DOE replaces approximately 900 obsolete vehicles annually. As new vehicles are brought into Caltrans' fleet, they are customized for Caltrans use and must be received, serviced, and equipped (RS&E). Typical fleet RS&E include the installation of Caltrans delineation, warning lights, toolboxes, and other special equipment. Additionally, Caltrans provides mobile equipment and services to local public-funded agencies through Interagency Agreements.



Inside Equipment Shop Headquarters, Sacramento

Equipment shops provide space to store tools and materials for mechanics to repair and sustain the Caltrans' fleet of vehicles that are used to operate and maintain the State Highway System. An equipment shop complex may include structures such as office, shop, warehouse, storage, and other improvements.

Infrastructure Description

Caltrans maintains 26 equipment shops totaling 666,561 square feet statewide as displayed in the table below.

In addition to the 26 equipment shops, there are 123 resident mechanic facilities and 86 traveling mechanic facilities that are located within 209 of the maintenance facilities, which are under the Division of Maintenance, but are used/occupied by the DOE staff for the repair and maintenance of the Caltrans' fleet.

Transportation-Related Facilities Equipment Shops Inventory

	District	Address	City and Shop Number	Square Feet
1	Eureka	1650 Albee Street	Eureka (2101)	30,982
1	Eureka	3290 North State Street	Ukiah (2102)	28,560
2	Redding	1430 George Drive	Redding (2201)	35,532
2	Redding	471-800 Diane Drive	Susanville (2202)	5,091
3	Marysville	981 North Beale Road	Marysville (2301)	49,043
3	Marysville	10152 Keiser Avenue	Truckee (2302)	9,089
3	Marysville	2243 Carnelian Drive	Meyers (2303)	6,460
4	Oakland	1993 Mariana Boulevard	San Leandro (2401)	48,040
4	Oakland	Bay Bridge Toll Plaza	Oakland (2402)	17,360
4	Oakland	120 Rickard Street	San Francisco (2403)	3,568
4	Oakland	6010 Monterey, Building "B"	San Jose (2404)	30,745
4	Oakland	2019 West Texas	Fairfield (2405)	5,394
5	San Luis Obispo	66 Madonna Road	San Luis Obispo (2501)	25,433
6	Fresno	1385 North West Avenue	Fresno (2601)	33,352
6	Fresno	1200 Olive Avenue	Bakersfield (2602)	15,700
7	Los Angeles	13204 Golden State Road	Sylmar (2701)	70,681
7	Los Angeles	7301 East Slauson Avenue	Commerce (2702)	14,600
7	Los Angeles	100 South Main Street	Los Angeles (2703)	18,865
8	San Bernardino	320 South Sierra Way	San Bernardino (2801)	34,912
8	San Bernardino	1800 Dill Road	Barstow (2802)	8,400
9	Bishop	11 Jay Street	Bishop (2603)	23,829
10	Stockton	1603 South B Street	Stockton (3001)	24,396
11	San Diego	7179 Opportunity Road	San Diego (3101)	31,800
11	San Diego	1607 Adams Avenue	El Centro (3102)	4,202
12	Irvine	691 South Tustin Street	Orange (2704)	5,500
HQ	Sacramento	34th Street & Stockton Blvd	Sacramento (3201)	85,027
Total:				666,561

Projects

The 2013 Facilities Infrastructure Plan identifies no Equipment Shop projects that are programmed in the 2012 SHOPP¹ and five projects, identified as unprogrammed needs, which are candidate projects for future SHOPP funding. Project descriptions are provided on the following page.

Equipment Shops	2012 SHOPP Fiscal Years						
	2013 Facilities Infrastructure Plan Fiscal Years						
PROGRAMMED IN 2012 SHOPP	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2012 FIP Total
Location/Description							
Construction Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0						\$0
Sub-total (Capital)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Support	\$0						\$0
Grand Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNPROGRAMMED NEEDS							
Location/Description	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2013 FIP Total
D1 Ukiah Sub-Shop Retrofit		\$0	\$0	\$0	\$2,500,000	\$0	\$2,500,000
D1 Clearlake Oaks Resident Mechanic Facility		\$0	\$0	\$1,800,000	\$0	\$0	\$1,800,000
D1 Garberville Resident Mechanic Facility		\$0	\$1,900,000	\$0	\$0	\$0	\$1,900,000
D6 Fresno New Equipment Shop		\$0	\$0	\$25,463,000	\$0	\$0	\$25,463,000
D12 Irvine New Equipment Shop		\$0	\$21,500,000	\$0	\$0	\$0	\$21,500,000
Construction Totals	\$0	\$0	\$23,400,000	\$27,263,000	\$2,500,000	\$0	\$53,163,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total (Capital)	\$0	\$0	\$23,400,000	\$27,263,000	\$2,500,000	\$0	\$53,163,000
Support	\$0	\$0	\$7,488,000	\$8,724,160	\$800,000	\$0	\$17,012,160
Grand Total	\$0	\$0	\$30,888,000	\$35,987,160	\$3,300,000	\$0	\$70,175,160

Note:

Support is estimated at 32% of capital costs for projects not programmed in the 2012 SHOPP.

¹ The Facilities Infrastructure Plan reflects the last three years of the 2012 SHOPP, Fiscal Years 2013-14 through 2015-16.

Project Description

Unprogrammed Projects

District 1, Ukiah Sub-Shop – Construction Cost: \$2,500,000

The District proposes to retrofit the entire sub-shop located in Ukiah to comply with all applicable codes and regulations for seismic and other current building codes. The proposed retrofit will include doors that meet the door heights and width standards established for the DOE and will better accommodate the work being performed at the facility. The retrofit will provide an efficient working environment for its personnel.

The current sub-shop facility was built over 50 years ago. It does not meet the current Americans with Disabilities Act (ADA) codes or new standards established for the DOE. Furthermore, the design is antiquated, inadequate, and inefficient for the work taking place at the facility. The asphalt on the sub-shop grounds is in poor condition and needs to be repaved.

District 1, Clearlake Oaks Resident Mechanic Facility – Cost: \$1,800,000

The District proposes to replace the existing one-bay resident mechanic facility with a 2 ½-bay facility. The proposed bay replacement will accommodate an efficient work environment for the shop personnel. The existing one-bay resident mechanic facility is inadequate and antiquated in design. Servicing the customers in the region is difficult and inefficient with the existing facility.

District 1, Garberville Resident Mechanic Facility – Cost: \$1,900,000

The District proposes to replace the existing facility with an upgraded facility. The proposed facility will have 2 ½ bays to better serve the needs of the customers in the region. The upgraded facility will provide a safe and efficient work environment for its personnel.

The existing facility is inadequate and inefficient making it difficult to service its customer. The facility does not comply with new building codes or new standards established for the DOE.

District 6, Fresno Equipment Shop - Construction Cost: \$25,463,000

The District proposes to replace the existing equipment facility located at 1385 North West Avenue in Fresno with a 47,500 square foot equipment and office facility. The proposed structure will have ceiling clearance of 22 feet and 15 feet high roll-up overhead doors. The new design will allow drive through bays to accommodate an efficient repair service system. The design also allows sufficient vertical and horizontal clearance to use mobile cranes. These larger spaces with larger doors provide a safe and efficient working environment for shop personnel.

The original shop was designed in the late 1950's and built in the early 1960's. It is inadequate in size and antiquated in design. Servicing the Caltrans' fleet is both difficult and inefficient and must take place outside - in violation of environmental regulations. The facility does not meet the current ADA codes or Maintenance/Equipment standards. Lead and asbestos have been found in the construction materials of this facility, the office building has a leaky roof, and the facility has limited space for training events and meetings. There is insufficient space for the crew break room, filing, and use of equipment.

District 12, Irvine Equipment Facility - Construction Cost: \$21,500,000

The District proposes to build an equipment shop in the City of Irvine. Caltrans purchased an eight-acre parcel from the City of Irvine for the new District 12 Equipment Shop at a cost of approximately \$11,000,000 in June of 2006. The proposed facility will be a full-size equipment shop that will serve as the main Equipment Service Center in District 12. It will sufficiently meet the existing and future District 12 equipment repairs, services, and maintenance needs for the entire District. The new facility will be designed with the new LEED (Leadership in Energy and Environmental Design) concept.

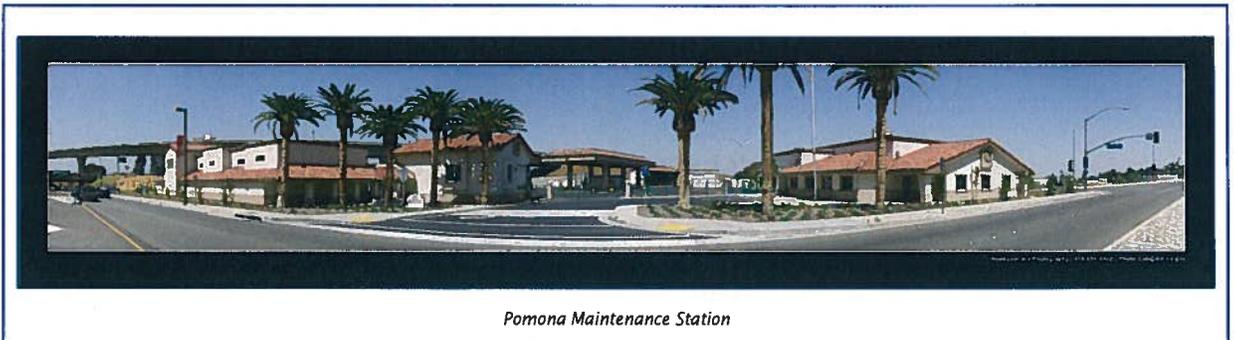
District 12 is the only District that does not have a full-size equipment facility. Equipment services are currently carried out at the Orange Maintenance sub-shop in the City of Orange with equipment staff working double shifts. The facilities at the sub-shop are not adequate to meet the Equipment programmatic needs for District 12. The existing facilities do not meet the current ADA standards for accessibility, Maintenance/Equipment design guidelines; and it is also in violation with CAL-OSHA and environmental regulations.

MAINTENANCE FACILITIES

Introduction

The Division of Maintenance is responsible for maintenance of the State Highway System in a manner consistent with the Caltrans' mission of improving mobility across California. This includes ensuring public and employee safety, preserving the highway infrastructure, and providing services that contribute to mobility and promote a clean and healthy environment. The Division of Maintenance consists of approximately 6,000 employees who work in partnership with other State agencies, local agencies, and private contractors to maintain the State Highway System.

Together, the Division of Maintenance and its partners maintain over 50,000 lane miles of highway, 12,656 bridges, 250,000 roadside acres, 25,000 acres of landscaping, 87 rest areas, as well as commercial vehicle enforcement facilities, and countless other items that make up the State Highway System inventory. Maintenance facilities are required to house staff, store equipment, and stockpile materials used in the maintenance and repair of the State Highway System. These facilities have building features such as: crew office space, equipment storage bays, equipment service bays, dormitories, employee housing, wash racks, material storage bins, bulk fuel, and hazmat storage.



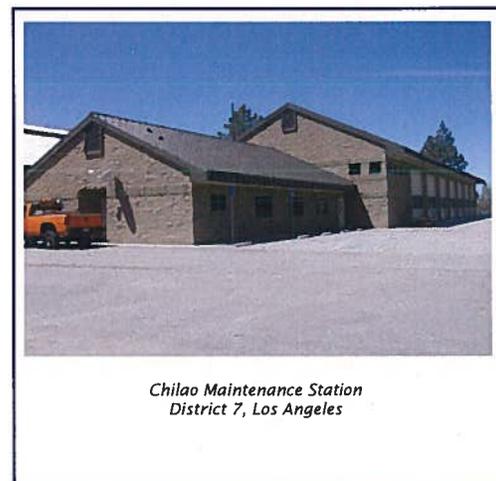
Infrastructure Description

The total Maintenance Facilities operation space is approximately 2,800,000 square feet. Maintenance facilities are of various types and are categorized as follows:

- Highway Maintenance Crew Stations
- Landscape Maintenance Crew Stations
- Special Crew Stations
- Salt/Sand Storage Sheds
- Satellite Stations

Transportation-Related Facilities Maintenance Facilities Inventory

District	Square Feet
1 Eureka	137,000
2 Redding	317,000
3 Marysville	376,000
4 Oakland	406,000
5 San Luis Obispo	143,000
6 Fresno	227,000
7 Los Angeles	338,000
8 San Bernardino	208,000
9 Bishop	130,000
10 Stockton	214,000
11 San Diego	128,000
12 Irvine	163,000
Total:	2,787,000



Projects

The 2013 Facilities Infrastructure Plan² identifies one Maintenance Facility project that is programmed in the 2012 SHOPP and a list of projects identified as unprogrammed needs, which are candidate projects for future SHOPP funding. Project descriptions are provided on the following page.

Maintenance Facilities	2012 SHOPP Fiscal Years						2013 FIP Total
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	
PROGRAMMED IN 2012 SHOPP							
Location/Description							
D4 East Bay Maintenance Complex		\$23,686,000	\$0	\$0	\$0	\$0	\$23,686,000
Construction Totals	\$0	\$23,686,000	\$0	\$0	\$0	\$0	\$23,686,000
Land	\$0	\$3,929,000	\$0	\$0	\$0	\$0	\$3,929,000
Sub-total (Capital)	\$0	\$27,615,000	\$0	\$0	\$0	\$0	\$27,615,000
Support	\$0	\$13,030,000		\$0	\$0	\$0	\$13,030,000
Grand Total	\$0	\$40,645,000	\$0	\$0	\$0	\$0	\$40,645,000
UNPROGRAMMED NEEDS							
Location/Description							
D2 Adin Maintenance Facility		\$0	\$0	\$0	\$3,600,000	\$0	\$3,600,000
D3 Auburn Maintenance Facility		\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000
D3 Roseville Maintenance Facility		\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
D4 Petaluma Maintenance Facility		\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
D4 Queens Street Maintenance Facility		\$0	\$0	\$1,800,000	\$0	\$0	\$1,800,000
D5 San Luis Obispo Relocation		\$0	\$26,900,000	\$0	\$0	\$0	\$26,900,000
D7 Ojai Maintenance Facility Replacement		\$0	\$3,300,000	\$0	\$0	\$0	\$3,300,000
D7 Florence Maintenance Facility Replacement		\$0	\$0	\$1,600,000	\$0	\$0	\$1,600,000
D8 San Bernardino Maint Fac Replacement		\$0	\$3,500,000	\$0	\$0	\$0	\$3,500,000
D11 Boulevard Maintenance Facility		\$0	\$2,800,000	\$0	\$0	\$0	\$2,800,000
D11 Lake Henshaw Maintenance Facility		\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000
D12 Stanton Maint Facility Replacement		\$0	\$12,000,000	\$0	\$0	\$0	\$12,000,000
Construction Totals	\$0	\$0	\$55,500,000	\$3,400,000	\$3,600,000	\$0	\$62,500,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total (Capital)	\$0	\$0	\$55,500,000	\$3,400,000	\$3,600,000	\$0	\$62,500,000
Support	\$0	\$0	\$17,760,000	\$1,088,000	\$1,152,000	\$0	\$20,000,000
Grand Total	\$0	\$0	\$73,260,000	\$4,488,000	\$4,752,000	\$0	\$82,500,000

Note:
Support is estimated at 32% of capital costs for projects not programmed in the 2012 SHOPP.

^{2/} The Facilities Infrastructure Plan reflects the last three years of the 2012 SHOPP, Fiscal Years 2013-14 through 2015-16.

Project Description

Programmed Projects

District 4, East Bay Maintenance Complex – Construction Costs: \$23,686,000

The project replaces the existing East Bay Maintenance Complex and landscaping located in Oakland on the median of Interstate 80 at the Toll Plaza of the San Francisco – Oakland Bay Bridge. The Complex will be situated east of the existing facilities, which were damaged by the Loma Prieta earthquake in 1989.

Unprogrammed Projects

District 2, Adin Maintenance Facility - Construction Costs: \$3,600,000

The proposed project replaces the equipment/office/crew building, salt house, detention basin and re-pavement of the yard. The existing facility has critical infrastructure deficiencies and does not meet current fire, life safety and ADA codes. Furthermore, the National Pollutant Discharge Elimination System (NPDES) requirements for stormwater runoff need to be addressed.

District 3, Auburn Maintenance Facility – Construction Costs: \$2,000,000

The proposed project consolidates, replaces and enlarges the equipment barn, crew rooms, bathrooms, and offices within one building. The existing facility has critical infrastructure deficiencies. The facility is old, the space inadequate, and does not meet current building codes and ADA codes. The safety issues include lead paint and asbestos exposure.

District 3, Roseville Maintenance Facility – Construction Costs: \$1,500,000

The proposed project consolidates, replaces and enlarges the equipment barn, crew rooms, bathrooms, and offices within one building. The existing facility has critical infrastructure deficiencies. The facility is old, the space inadequate, and does not meet current building codes and ADA codes. The safety issues include lead paint and asbestos exposure.

District 4, Petaluma Maintenance Facility – Construction Costs: \$1,500,000

The proposed project upgrades the security fence, lighting, and electronic gate; repairs the roof; repaves the facility; and retrofits the facility to comply with applicable codes and regulations, including ADA codes. The existing facility has fire, life safety deficiencies and there have been numerous break-ins. The pavement at the facility has deteriorated and does not address NPDES requirements for stormwater runoff. Furthermore, the current restroom facilities are not ADA compliant.

District 4, Queens Street Maintenance Facility – Construction Costs: \$1,800,000

The proposed project upgrades the electrical supply to the facility; repairs the roof; upgrades the security fence and lighting; and retrofits the facility to comply with applicable

codes and regulations, including ADA codes. The existing facility has fire, life safety and infrastructure deficiencies. The facility has frequent power overload issues that create an unsafe work environment and cause interruptions to the operation of the facility. The entrance to the facility and restrooms are not ADA compliant.

District 5, San Luis Obispo Relocation – Construction Costs: \$26,900,000

The proposed project relocates the existing maintenance facility on an acquired 56-acre parcel in San Luis Obispo. The purpose of the project is to mitigate issues with overcrowding at the facility that is shared with the District 5 San Luis Obispo office complex. There are safety concerns regarding heavy equipment from the maintenance facility being operated in close proximity to pedestrians from the offices and difficulty in accessing the highway due to increased traffic on adjacent streets. In addition, the site has flooded numerous times from the nearby creek and a majority of the buildings were built in 1955 and are in disrepair. The facility to be relocated includes road, landscaping, electrical, tree, sign, and bridge crews.

District 7, Ojai Maintenance Facility Replacement – Construction Costs: \$3,300,000

The proposed project replaces the existing maintenance building. The existing complex, located in a mixed residential, recreational and small-scale commercial neighborhood on a three and a half acre site was built in 1937. It is inadequate in size and antiquated in design. The existing complex has one under-sized office and one small unisex restroom. Furthermore, the crew utilizes the equipment bay portion of the building as a locker room. The maintenance vehicles must park outside because the equipment bays are too small to accommodate the vehicles. The complex does not meet current fire, life safety codes and is not ADA compliant.

District 7, Florence Maintenance Facility Replacement – Construction Costs: \$1,600,000

The proposed project replaces the existing maintenance building. The existing complex was built forty-five years ago. It is old, inadequate in size, and does not meet the fire, life safety codes and ADA requirements. It was constructed for one crew and is currently being used by two crews.

District 8, San Bernardino Maintenance Facility Replacement – Construction Costs: \$3,500,000

The proposed project replaces the existing maintenance building which will include an alternate Emergency Operations Center. The existing facility has critical infrastructure deficiencies; inadequate in size; and does not meet current seismic, ADA, and fire, life safety codes. Furthermore, the NPDES requirements for stormwater runoff need to be addressed.

District 11, Boulevard Maintenance Facility – Construction Costs: \$2,800,000

The proposed project modifies and expands the existing office and crew building and includes installation of a wash rack. The existing facility is inadequate in space and does not meet current building and ADA codes. Furthermore, the NPDES requirements for stormwater runoff need to be addressed. The pavement has deteriorated and needs to be repaved.

District 11, Lake Henshaw Maintenance Facility – Construction Costs: \$2,000,000

The project involves major rehabilitation to the maintenance building, which includes modifications and expansion to the existing office/crew building and adding a storage building. The existing building is old and does not meet current fire, life safety codes and is not ADA compliant.

District 12, Stanton Maintenance Facility Replacement – Construction Costs: \$12,000,000

The proposed project replaces the existing maintenance building. The existing maintenance station is 64 years old and is functionally obsolete and inadequate to properly service the area. The space is inadequate and does not meet current building and ADA codes. There are safety issues with lead paint and asbestos exposure. Furthermore, the NPDES requirements for stormwater runoff need to be addressed.

MATERIALS LABORATORIES

Introduction

Caltrans currently operates approximately 124 materials testing facilities, ranging in size from large complex laboratories to small field construction testing facilities. District Materials Engineering (DME) and Independent Assurance Laboratories are currently located in each District and the Translab is located in Sacramento. Additionally, Caltrans' new Southern Regional Laboratory in San Bernardino County was completed in Fiscal Year 2010-11. Each of these laboratories provides support for all phases of the project development process and is required to perform federal and state mandated quality assurance testing.



*State Headquarters
Materials and Testing Laboratory, Sacramento
(Sacramento TransLab)*

Staff routinely perform field and laboratory testing of highway materials in the construction phase and are responsible for providing materials information during the planning and design phases, including the Project Materials Report. District laboratories perform routine testing on soils, aggregate, asphalt concrete, and Portland cement concrete. This effort includes the coordination of skid testing, roadway and bridge profilographing, nuclear gauge administration, preliminary testing, calibration of equipment, and pavement coring.

The Translab and DME laboratories are over 45 years of age, resulting in facilities that are not in compliance with current codes or lack electrical/mechanical capacity to run testing equipment efficiently. These facilities require infrastructure assessments be performed to determine actual facility safety conditions and electrical/mechanical conditions, repair costs, operational issues, and facility code deficiencies.

Infrastructure Description

The materials testing facilities are divided into the following three category types:

- Category I – Program Laboratories (2)
 - Sacramento Translab
 - Southern Regional Laboratory
- Category II – Main District Materials Engineering Testing Laboratories (9)
- Category III – Field Construction Laboratories (113)
 - Fixed Sites – 42
 - Mobile Sites 71

The facility inventory for Caltrans’ Materials Laboratories (Category I and II) total 312,093 square feet as displayed in the table below.

**Transportation-Related Facilities
Materials Laboratories Inventory ^{1/}**

District	Address	City	Square Feet	
1	Eureka	1726 Albee Street	Eureka	4,000
2	Redding	1657 Riverside Drive	Redding	5,841
3	Marysville	5330 Arboga Road	Olivehurst	13,000
4	Oakland	324 San Bruno Avenue	San Francisco	7,600
5	San Luis Obispo	50 Higuera Street	San Luis Obispo	3,330
6	Fresno	1352 West Olive	Fresno	5,600
8	San Bernardino	13970 Victoria Street	^{2/} Fontana	81,000
9	Bishop	500 South Main	Bishop	2,200
10	Stockton	1976 East Charter Way	Stockton	5,617
11	San Diego	7177 Opportunity Road	San Diego	12,710
HQ	Sacramento	5900 Folsom Boulevard	Sacramento	171,195
Total:			312,093	

^{1/} Table only reflects Category I (Program Laboratories) and Category II (Main District Materials Engineering Testing Laboratories).

^{2/} The Southern Regional Laboratory in District 8 San Bernardino supports Districts 7, 8, and 12.

Projects

The 2013 Facilities Infrastructure Plan³ includes one Materials Laboratories project that is programmed in the 2012 SHOPP and no projects identified as an unprogrammed need, which is a candidate project for future SHOPP funding. Project descriptions are provided on the following page.

Materials Laboratories	2012 SHOPP Fiscal Years						2013 FIP Total
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	
PROGRAMMED IN 2012 SHOPP							
Location/Description							
D11 Kearny Mesa Materials Lab Upgrade	\$3,248,000						
Construction Totals	\$3,248,000	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total (Capital)	\$3,248,000	\$0	\$0	\$0	\$0	\$0	\$0
Support	\$1,727,000	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$4,975,000	\$0	\$0	\$0	\$0	\$0	\$0
UNPROGRAMMED NEEDS							
Location/Description							
Construction Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total (Capital)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Note:
Support is estimated at 32% of capital costs for projects not programmed in the 2012 SHOPP.

³ The Facilities Infrastructure Plan reflects the last three years of the 2012 SHOPP, Fiscal Years 2013-14 through 2015-16.

Project Description

Programmed Project

District 11 Materials Lab - Construction Cost: \$3,248,000

The District proposes improvements to the Kearny Mesa Materials Lab Facility, constructed in 1978, located at 7177 Opportunity Road, in San Diego. The project will rehabilitate the lab facility to meet the California Building Code seismic standards, upgrade the electrical to conform with fire-life safety codes and replace the heating ventilation and air conditioning units, diffusers, registers, control ductwork, and exhaust system.

TRANSPORTATION MANAGEMENT CENTERS

Introduction

A Transportation Management Center (TMC) is centrally important to the transportation-system management strategies to limit traffic congestion as quickly as possible. Since the original TMC was inaugurated thirty years ago, the role of the TMC has grown significantly to include managing virtually every aspect of State highway traffic flow within urban as well as rural areas.



District 8 Inland Empire Traffic Management Center

A TMC Master Plan was written in 1997 to develop the framework for standardized statewide strategies for TMCs. California is divided into three transportation regions, managed with the eight TMCs, based on geography and population centers. All TMCs and Satellites within each region cooperate when needed.

There are a total of 13 TMCs statewide; a TMC in each District and an additional winter operation at the Kingvale maintenance station. These TMCs conduct daily transportation management to smooth the flow of highway traffic and incident/emergency response coordination to limit the amount of resulting congestion. One urban TMC in each of the three regions is designated the “Regional TMC”, providing traffic operations services beyond their urban area as needed. Since California Highway Patrol (CHP) conducts the incident scene management and other public safety services (e.g., pacing traffic in foggy areas) on the state highways, communication and coordination between Caltrans’ Traffic Operations staff and CHP staff is critical. In some cases, CHP officers or dispatch staffs are co-located at a TMC. Also, in some locations, a local Emergency Operations Center (EOC) may be operated from the TMC due to its coordination and media capabilities.

Infrastructure Description

Caltrans maintains 207,165 square feet of TMC operating space, as shown in the table below. Typical TMCs may include security, communication, and dispatch areas; press coverage and briefing rooms; staff offices; and locker areas.

**Transportation-Related Facilities
Transportation Management Centers (TMCs) Inventory**

	District	Address	City	Year Built	Square Feet
1	Eureka	1656 Union Street	Eureka	1953	230
2	Redding	1657 Riverside Drive	Redding	1953	830
3	Marysville	3165 Gold Street	Sacramento	2010	34,200
3	Marysville	Donner Summit	^{1/} Kingvale	N/A	1,760
4	Oakland	111 Grand Avenue	Oakland	1992	10,200
5	San Luis Obispo	50 Higuera Street	San Luis Obispo	1955	1,500
6	Fresno	1352 West Olive	Fresno	1958	3,065
7	Los Angeles	2901 West Broadway	Los Angeles	2008	82,300
8	San Bernardino	13970 Victoria Street	Fontana	2011	6,000
9	Bishop	500 South Main Street	Bishop	1954	N/A
10	Stockton	1976 East Martin Luther King Blvd	Stockton	1955	1,860
11	San Diego	7183 Opportunity Road	San Diego	1996	37,720
12	Irvine	6681 Marine Way	Irvine	2003	27,500
				Total:	207,165

^{1/} Winter operation at the Kingvale Maintenance Station

Projects

The 2013 Facilities Infrastructure Plan⁴ includes no TMC projects that are programmed in the 2012 SHOPP and no projects identified as unprogrammed needs, which are candidate projects for future SHOPP funding.

Transportation Management Centers	2012 SHOPP Fiscal Years						2013 FIP Total
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	
PROGRAMMED IN 2012 SHOPP	2013 FACILITIES INFRASTRUCTURE PLAN Fiscal Years						
Location/Description	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2013 FIP Total
Construction Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total (Capital)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNPROGRAMMED NEEDS	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2013 FIP Total
Location/Description							
Construction Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total (Capital)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grand Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Note:
Support is estimated at 32% of capital costs for projects not programmed in the 2012 SHOPP.

^{4/} The Facilities Infrastructure Plan reflects the last three years of the 2012 SHOPP, Fiscal Years 2013-14 through 2015-16.

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CHAPTER 4

RESOURCE CONSERVATION

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RESOURCE CONSERVATION EFFORTS

The California Department of Transportation's (Caltrans) resource conservation policies, practices, and planning efforts are consistent with the Executive Order B-18-12 signed by Governor Edmund G. Brown Jr. on April 25, 2012.

Policy

Executive Order B-18-12

The Executive Order B-18-12 directs agencies and departments to take steps to green the State's buildings, reduce greenhouse gas emissions, and improve energy efficiency. Per the Executive Order, State agencies and departments are to:

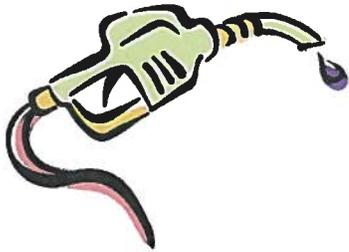
- ◆ Achieve the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) "Silver" certification or higher and to incorporate clean, on-site power generation (such as photovoltaic, solar thermal, wind power generation, and clean back-up power supplies) for new or renovated State buildings larger than 10,000 square feet;
- ◆ Set a target of zero net energy consumption for 50% of the square footage of existing State-owned buildings by 2025 and zero net energy consumption from all new or renovated State buildings design after 2025;
- ◆ Reduce their grid-based energy purchases and other non-building grid-based retail energy purchases by 20% by 2018; as compared to a 2003 baseline;
- ◆ Reduce overall water use by 10% by 2015 and 20% by 2020, as measured against a 2010 baseline; and
- ◆ Reduce greenhouse gas emissions by 10% by 2015 and 20% by 2020, as measured against a 2010 baseline.

Caltrans continues to work towards reaching the goals articulated in Executive Order B-18-12 and support the state's renewable power statutes, "green power" electric grid demand, energy conservation, Leadership in Energy and Environmental Design (LEED), and climate change mandates.

Practice and Planning

Clean Renewable Energy Bonds

Caltrans requested budget authority in Fiscal Year 2008-09 to spend \$20 million from the sale of Clean Renewable Energy Bonds (CREBs) to install roof-mounted solar panels at 70 transportation facilities. The goal is for the 70 sites to generate over 2.4 megawatts (MW) of energy. The funding for the debt service



payments will come from the utilities savings in the State Highway Account (SHA) that result from the installation of the photovoltaic systems.

In 2009, the bonds were sold and the design of the 70 projects started. As of January 2012, a total of 61 of the 70 projects (87%) were complete and generating electricity. It is anticipated that all 70 projects will be completed and generating electricity by the end of Fiscal Year 2011-12. The 2.4 megawatts of solar power that the Caltrans' 70 sites are expected to produce can power approximately 500 homes per year.

Computer Energy Savings

In late 2009, Caltrans began the statewide deployment of the Computer Energy Reduction and Documentation (CERD) which came online in July 2010. The software manages, measures, and reduces energy (and associated carbon dioxide emissions) consumption on personal computer networks. The CERD system tracks the Caltrans' computer usage and average energy used by each district.

In February 2010, the former Governor Schwarzenegger issued Executive Order S-03-10 which focuses on optimizing the State's Information Technology organization and setting cost reduction goals. Item 10, in Executive Order S-03-10, directly link computer energy savings goals to Executive Order S-20-04. Since April 2009, the CERD project has documented savings of about 1.4 million kWh which translates into a reduction in CO₂ by about 1,100 tons. These savings, when combined with other conservation and green power projects, will help Caltrans to meet or exceed the goals in Executive Order S-20-04 prior to its 2015 completion dates.

Leadership in Energy and Environmental Design

In the past seven years, Caltrans has constructed three new office buildings in Districts 3, 7, and 11 that are sustainable and have obtained an United States Green Building Council LEED (Leadership in Energy and Environmental Design) Green Building Rating of Silver or better. In 2010, a leased office building tenant improvement project in District 12 achieved an United States Green Building Council LEED for Commercial Interiors rating of Gold. Incorporated in these buildings and office space are energy-efficient lighting, window systems, and HVAC (heating, ventilation, and air conditioning) systems.

Other Energy-Efficiency Projects

- The Sacramento Headquarters office building was retrofitted with a modernized HVAC (heating, ventilation, and air conditioning) system.
- Utilizing a Los Angeles Water and Power (LADWP) rebate as a revenue resource, energy-efficient Light Emitting Diode (LED) lighting fixtures were installed in the District 7 Los Angeles Headquarters office building. Conventional fluorescent lighting fixtures in the stairwells and the four-level parking structure were replaced with approximately 850 new 69-watt-high/24-watt-low bi-level LED surface mount luminaries with occupancy sensors. In addition, the LED lighting technology were used to replace 100 halide fixtures in the auto shop and loading dock.
- Caltrans identified the District 7 Data Center as a site for an United States Department of Energy (USDOE) compliant Data Center Dynamic Cooling demonstration project. The Datacenter Automation Hardware and Software (DASH) system was installed in the existing Data Center. DASH dynamically modulates cooling unit fan speeds to require cooling while saving energy. DASH software running on a server monitors the data center temperatures through Wireless Sensor Modules and control Variable Frequency Drives (VFDs) on cooling units using Wireless Control Modules. There was no cost to Caltrans and a 50 percent energy savings is targeted.
- The Royal Oaks warehouse lighting was retrofitted in January 2012 utilizing a Federal American Recovery Act stimulus funding program offered by the Sacramento Municipal Utility District (SMUD). At no cost to Caltrans, approximately 130 less efficient 400-watt high intensity discharge (HID) lighting fixtures were replaced with T-5 fluorescent lighting fixtures. The new lighting fixtures produce the same or greater light as the less efficient bulbs, use approximately 40% less electricity, and have a longer life span. The projected annual savings on utility bills for the Royal Oaks warehouse is over \$20,000.

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Reconciliation to Previous Facilities Infrastructure Plan
(2013 FIP reconcile to 2012 FIP)

Programmed in 2012 SHOPP (Fiscal Years 2013-14, 2014-2015, and 2015-16)

District	Facility	Project	Reconciliation	2012 FIP	2013 FIP
4	Maint	Reconstruction maintenance facilities at SF-Oak Bay Bridge Toll Plaza	Project scheduled in FY 2013-14	\$24,251,000	\$23,686,000
11	Lab	Fire, Life Safety corrections and structural rehab at Kearney Mesa Lab.	"Dropped Off" 2013 FIP (Programmed FY 2012-13)	\$3,248,000	\$0
				\$27,499,000	\$23,686,000

Unprogrammed Projects

District	Facility	Project	Reconciliation	2012 FIP	2013 FIP
1	Equipment	Retrofit Sub-Shop	No Changes	\$2,500,000	\$2,500,000
1	Equipment	Construct Clearlake Oaks Resident Mechanic Facility	No Changes	\$1,800,000	\$1,800,000
1	Equipment	Construct Garberville Resident Mechanic Facility	No Changes	\$1,900,000	\$1,900,000
6	Equipment	Construct new Equipment Shop	No Changes	\$25,463,000	\$25,463,000
12	Equipment	Construct new Equipment Shop	No Changes	\$21,500,000	\$21,500,000
2	Maintenance	Adin Maintenance Facility - Major Rehabilitation	No Changes	\$3,600,000	\$3,600,000
3	Maintenance	Auburn Maintenance Facility - Major Rehabilitation	No Changes	\$2,000,000	\$2,000,000
3	Maintenance	Roseville Maintenance Facility - Major Rehabilitation	No Changes	\$1,500,000	\$1,500,000
4	Maintenance	Petaluma Maintenance Facility - Major Rehabilitation	No Changes	\$1,500,000	\$1,500,000
4	Maintenance	Queens Street Maintenance Facility - Major Rehabilitation	Moved to FY 2015-16	\$1,800,000	\$1,800,000
5	Maintenance	San Luis Obispo Lab Relocation	New proposed need (FY 2014-15)	\$0	\$26,900,000
7	Maintenance	Ojai Maintenance Facility Replacement	No Changes	\$3,300,000	\$3,300,000
7	Maintenance	Florence Maintenance Facility Replacement	No Changes	\$1,600,000	\$1,600,000
8	Maintenance	San Bernardino Maintenance Facility Replacement	No Changes	\$3,500,000	\$3,500,000
9	Maintenance	Crestview Maintenance Facility - Major Rehabilitation	"Dropped Off" 2013 FIP (Using Minor Money)	\$3,300,000	\$0
11	Maintenance	Boulevard Maintenance Facility - Major Rehabilitation	Revised Estimate	\$2,700,000	\$2,800,000
11	Maintenance	Lake Henshaw Maintenance Facility - Major Rehabilitation	Revised Estimate	\$1,200,000	\$2,000,000
12	Maintenance	Stanton Maintenance Facility Relocation	Revised Estimate	\$10,000,000	\$12,000,000
2	Lab	Redding Materials Lab - Fire, Life Safety corrections	"Dropped Off" 2013 FIP	\$10,000,000	\$0
				\$99,163,000	\$115,663,000

Total Construction Costs: **\$126,662,000** (pg 7 2012 FIP) **\$139,349,000** (pg vi 2013 FIP)

Appendix

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Infrastructure Functional and Physical Inadequacies

The California Department of Finance requests departments to provide documentation of the “infrastructure functional and physical inadequacies”. The reports documenting these inadequacies are too extensive to include within this report; however, a list of documentation is provided in the table below. These documents are available upon request from the California Department of Transportation.

Facility Studies		
Dist	Study	Date
1	DGS Economic Analysis	August 2007
	DGS Infrastructure Study Update	June 2006
2	DGS Facility Study and Economic Analysis	March 2007
	DGS Infrastructure Study	February 2003
	Seismic Study (Risk Level 5)	October 1997
3	Seismic Study, (Risk Level 5), Rutherford & Chekene	January 1998
	DGS Economic Analysis	September 1999
	DGS Facility Study	1994
4	Seismic Report, Degenkolb Engineer/Crosby Group	May 2004
	Physical & Numerical Performance Evaluation of Steel Monument Frames	December 2002
	DGS Seismic Assessment	1990
5	DGS Facility Study and Economic Analysis	March 2007
	DGS Infrastructure Study	February 2003
	Seismic Study (Risk Level 5), Rutherford & Chekene	January 1999
6	DGS Infrastructure Study	Cancelled
	DGS Economic Analysis	September 2000
	DGS Infrastructure Study	November 1990
8	Seismic Assessment, Wong Hobach and Lau	1998
	Seismic Study (Risk Level 4), Rutherford & Chekene	March 1998
9	DGS Feasibility Study Report, Shah Kawasaki Architects	March 2008
	DGS Feasibility Study Report	October 2007
	DGS Infrastructure Study	October 2003
10	DGS Infrastructure Study	July 2009
	Seismic Study (Risk Level 3), State Architect	September 1997
HQ	Equipment Shop, DGS Study State Headquarters, DGS Infrastructure Study	Cancelled July 2006

Appendix

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Calculation of “Net Need”

The California Department of Transportation (Caltrans) projects a “net need” for office space totaling approximately 85,000 square feet (less than 3% of the statewide total).

A significant amount of Caltrans’ State-owned office space inventory will exceed 50 years of age during the 2013 Facilities Infrastructure Plan time-period. These facilities will require renovation or replacement. Additionally, in some geographic areas a significant¹ number of Caltrans’ employees are housed in leased office space.

STATEWIDE SUMMARY OFFICE FACILITIES "NET NEED"					
	Facilities Infrastructure Plan Years				
	Year 1 FY 2013- 14	Year 2 FY 2014- 15	Year 3 FY 2015- 16	Year 4 FY 2016- 17	Year 5 FY 2017- 18
New Office Building Construction ¹ (location of new office building)	-	-	-	-	-
Number of Buildings Vacated ² (due to new office building construction)	-	-	-	-	-
Number of Leases Eliminated ³ (due to new office building construction)	-	-	-	-	-
Office Space "Supply" ⁴ (net square feet of owned and leased space)	3,009,523	2,991,198	2,991,198	2,991,198	2,991,198
Office Space "Demand" ⁵ (220 net square feet per person)	3,076,260	3,076,260	3,076,260	3,076,260	3,076,260
Office Space "Net Need" ⁶ (supply less demand - in square feet)	- 66,737	- 85,062	- 85,062	- 85,062	- 85,062
Office Space "Net Need" ⁷ (supply less demand - as a percentage)	- 2.22%	- 2.84%	- 2.84%	- 2.84%	- 2.84%

Chart Footnotes:

- 1) Actual and proposed construction of office facilities by location and fiscal year.
- 2) The number of office buildings vacated due to the actual or proposed new office facilities.
- 3) The number of leases terminated due to the actual or proposed new facilities.
- 4) The amount of office space statewide, stated in net square feet (nsf), based upon the actual inventory of space.
- 5) The amount of office space needed statewide, stated in net square feet (nsf), based upon 220 nsf per staff person and that office-related positions statewide are assumed stable at 13,983.
- 6) The surplus or shortage of office space statewide, stated in net square feet (nsf), based upon the actual inventory and the amount needed.
- 7) The surplus or shortage of office space statewide, stated as a percentage.

¹ Executive Order W-18-91 states that, “The State shall, where possible and feasible, own those real estate facilities necessary for State operations, where the need for the facility is long-term and ownership is economically advantageous over the life of the facility.”

EXHIBIT 3 | "Net Need" | Appendix

Office Facilities "Net Need"
Fiscal Years 2013-14 through 2017-18

District	Address		Owned (O) Leased (L)	Owned Gross	Owned Net	Leased	Total "gross space" (Owned Gross &	Total "net space" (Owned Net &	Other
District Office Facilities									
D1	1656 Union Street	Eureka	O	80,800	56,560				
	1835 6th Street (modular)	Eureka	O	6,480	4,536				
	TMC, 1656 Union Street	Eureka	O		(230)				
	1656 Union Street (modular)	Eureka	O	4,176					
	2440 6th Street (temp. swing space)	Eureka	L			18,325			
	District Totals:			91,456	60,866	18,325	109,781	79,191	
D2	1657 Riverside	Redding	O	55,581	38,907				
	TMC, 1657 Riverside	Redding	O		(720)				
	1031 Butte Street	Redding	L			47,027			
	District Totals:			55,581	38,187	47,027	102,608	85,214	
D3	703 B Street	Marysville	O	211,734	159,940				
	2379 Gateway Oaks	Sacramento	L			6,260			
	District Totals:			211,734	159,940	6,260	217,994	166,200	
D4	111 Grand Avenue	Oakland	O	525,000	473,774				
	TMC, 111 Grand Avenue	Oakland	O		(14,000)				
	595 Market Street, Suite 1700	San Francisco	L			14,823			
	595 Market Street, Suite 800	San Francisco	L			2,027			
	595 Market Street (storage)	San Francisco	L						140
	District Totals:			525,000	459,774	16,850	541,850	476,624	
D5	50 Higuera Street	San Luis Obispo	O	41,700	29,190				
	20 Higuera Street (vacant)	San Luis Obispo	O						7,500
	1150 Laurel Lane (or equivalent)	San Luis Obispo	L			44,459			
	3232 S. Higuera	San Luis Obispo	L			8,224			
	District Totals:			41,700	29,190	52,683	94,383	81,873	7,500
D6	1352 West Olive Street	Fresno	O	78,000	60,000				
	TMC, 1352 West Olive Street	Fresno	O		(2,000)				
	2015 E. Shields Avenue	Fresno	L			98,575			
	855 M Street	Fresno	L			50,773			
	District Totals:			78,000	58,000	149,348	227,348	207,348	
D7	100 Main Street	Los Angeles	O	716,200	598,370				
	Space adjustment: 11th Floor	Los Angeles	O		(47,000)				
	Space adjustment: LADOT	Los Angeles	O		(98,000)				
	950 Country Square	Ventura	L			2,500			
	District Totals:			716,200	453,370	2,500	718,700	455,870	
D8	464 W. 4th Street	San Bernardino	O	235,714	165,000				
	TMC, 464 W. 4th Street	San Bernardino	O		(10,000)				
	720 East Carnegie (storage)	San Bernardino	L						2,015
	District Totals:			235,714	155,000		235,714	155,000	

Office Facilities "Net Need"
Fiscal Years 2013-14 through 2017-18

District	Address		Owned (O) Leased (L)	Owned Gross	Owned Net	Leased	Total "gross space" (Owned Gross &	Total "net space" (Owned Net &	Other
District Office Facilities (continued)									
D9	500 S. Main Street	Bishop	O	20,250	14,175				
	500 S. Main Street (modular)	Bishop	O	4,986	3,490				
	District Totals:			25,236	17,665	0	25,236	17,665	
D10	1976 E. Martin Luther King Blvd.	Stockton	O	64,574	45,202				
	TMC, 1976 E. Martin Luther King Blvd.	Stockton	O		(300)				
	1976 E. Martin Luther King Blvd. (mod. R/W)	Stockton	O	5,760	4,032				
	1976 E. Martin Luther King Blvd. (mod. PPM)	Stockton	O	5,760	4,032				
	1976 E. Martin Luther King Blvd. (mod. Perm.)	Stockton	O	2,880	2,016				
District Totals:			78,974	54,982	0	78,974	54,982		
D11	2829 Juan Street (vacant)	San Diego	O						102,950
	4050 Taylor Street	San Diego	O	298,424	221,447				15,428
	4024 Taylor (vacant Arch. Build.)	San Diego	O						2,345
	District Totals:			298,424	221,447	0	298,424	221,447	
D12	3337-3347 Michelson	Irvine	L			151,453			
	District Totals:			0	0	151,453	151,453	151,453	
District Totals:				2,358,019	1,708,421	444,446	2,802,465	2,152,867	
Regional Office Facilities									
D8	21073 Pathfinder Road, #200 (Lab)	Diamond Bar	L			8,950			
Regional Totals:				0	0	8,950	8,950	8,950	
State Headquarters Facilities									
Headquarters	1120 N Street	Sacramento	O	462,392	323,674				
	1120 N Street (CTC leased space)	Sacramento	O		(4,628)				
	5900 Folsom Blvd. (Lab)	Sacramento	O	15,146	10,602				
	5900 Folsom Blvd. (Lab; Qdz I)	Sacramento	O	6,480	4,536				
	5900 Folsom Blvd. (Lab; Qdz. II)	Sacramento	O	6,480	4,536				
	5900 Folsom Blvd. (Lab; Qdz. III)	Sacramento	O	6,480	4,536				
	1801 30th Street (FMP I)	Sacramento	L			160,900			
	1727 30th Street (FMP III)	Sacramento	L			123,736			
	1820 Alhambra Blvd (FMP II)	Sacramento	L			87,423			1,463
	1823 14th Street (backfill)	Sacramento	L			27,366			
	1500 5th Street (backfill 2415-001)	Sacramento	L			25,248			
	1500 5th Street (2nd floor 2415-003)	Sacramento	L			5,631			
	1500 5th Street (2nd floor 2415-004)	Sacramento	L			3,804			
	1304 "O" Street	Sacramento	L			18,695			
	1616 29th Street	Sacramento	L			18,101			
	1227 "O" Street	Sacramento	L			17,000			
	1515 Riverpark #210	Sacramento	L			6,642			
	1101 R Street	Sacramento	L			3,820			
	3390 Lanatt Street	Sacramento	L			3,769			26,146
	1115 P Street	Sacramento	L			2,315			
State Headquarters Totals:				496,978	343,256	504,450	1,001,428	847,706	
GRAND TOTALS:				2,854,997	2,051,677	957,846	3,812,843	3,009,523	157,987

Appendix

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Categories for Existing Infrastructure

- 1. Critical Infrastructure Deficiencies.** Condition of existing facilities impairs program delivery or results in an unsafe environment. Such projects would correct conditions that significantly limit the efficiency and effectiveness of program delivery. Also included are projects that correct code deficiencies that pose a hazard to employees, client populations, or the public, such as compliance with Fire Marshal regulations, flood control projects, seismic projects, and health related issues such as asbestos abatement and lead removal.
- 2. Facility/Infrastructure Modernization.** Building is structurally sound but modernization of facility will result in an upgrade or betterment that will enable or enhance program delivery. Such projects could include lighting, HVAC, utilities (sewer, water, electrical) and remodeling of interior space to increase efficiency.
- 3. Workload Space Deficiencies.** Additional space required to serve existing programs because of increased workload (not E/C/P based). Within this category departments could divide the category into specified types of space such as offices, storage, laboratories, classrooms, field offices, etc.
- 4. Enrollment/Caseload/Population (E/C/P).** Changes to E/C/P estimates resulting in a reduction or increase in the amount of existing space needed or a change in the use of existing space.
- 5. Environmental Restoration.** Land restoration or modification for environmental purposes. Examples include wetlands restoration for habitat purposes.
- 6. Program Delivery Changes.** Modifications to existing facilities necessitated by authorized changes to existing programs or newly required programs.

Categories for New Infrastructure

- 7. Workload Space Deficiencies.** Additional space required to serve existing programs because of increased workload (not E/C/P based). Within this category departments could divide the category into specified types of space such as offices, storage, laboratories, classrooms, field offices, etc.
- 8. Environmental Acquisitions and Restoration.** Land acquisitions and restoration of newly acquired land for the improvement or protection of wildlife habitat.
- 9. Public Access and Recreation.** Acquisitions or projects to facilitate, or allow public access to state resources and landholdings such as coastal and park acquisitions as well as development of access points to beaches for recreation or for open space preservation.
- 10. Enrollment/Caseload/Population (E/C/P).** Changes to E/C/P estimates resulting in the need for additional space.
- 11. Program Delivery Changes.** New facility needs resulting from authorized changes to the existing program delivery systems.

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Critical Infrastructure Deficiencies

Fire and Life Safety applies “minimum standards for the prevention of fire and for the protection of life and property against fire, explosion, and panic”³.

Seismic Deficiency takes into account both seismic rating of the facility (Seismic Risk Level) along with the geographic tendency (Seismic Zone) to a seismic event.

- Seismic Risk Level identifies the risk level (I through VII) as defined by the California Department of General Services.
- Seismic Zone identifies Type “A”, “B”, or “C” Faults as defined in the Maps of Known Active Fault Near-Source Zones in California and Adjacent Portions of Nevada, to be used with the 1997 Uniform Building Code, published by International Conference of Building Officials, February, 1998.

Building Deficiencies evaluates on a “cost to cure” basis Building Systems and Tenant Improvements.

- Building Systems include infrastructure such as heating, ventilation, and air conditioning (HVAC); electrical wiring; plumbing; security; fire alarm; and elevators.
- Tenant Improvements include any tenant-added infrastructure in/on the property.

Code Deficiencies examines ... “non-critical Fire and Life Safety issues, and all other code deficiencies except Americans with Disabilities Act requirements”⁴.

Facility/Infrastructure Modernization

Operational Deficiencies examines the functional utility, or efficient use, of the existing space of the infrastructure.

American With Disabilities Act (ADA) Compliance considers how the existing facility fulfills ADA requirements.

Energy Inefficiencies considers inefficient energy-related systems, such as windows, heating, air-conditioning, gas lines, and water supply.

Security Deficiencies assesses employee and community exposure to criminal activity and other outside threats.

Effective Age evaluates the overall condition of infrastructure taking into account its actual age. Well-maintained infrastructure will have a lower effective age than poorly maintained infrastructure.

² DOF and Caltrans staff met February 23, 2005 to review the Caltrans' drivers. The result of that and previous meetings is the agreement that the Caltrans' drivers are appropriate for the Existing Infrastructure classification.

³ Source: State Fire Marshal, Title 19, Public Safety, Division 1, Chapter 1, Subchapter 1, Article 1.

⁴ Source: State Administrative Manual; Section 6839.

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ALTERNATIVES TO UTILIZING THE CAPITAL OUTLAY PROCESS

State departments are required to explore non-capital outlay alternatives that can be utilized to address net needs. The California Department of Transportation (Caltrans) office space needs are currently met by a combination of State-owned and leased office space.

Alternatives that may be considered in lieu of the capital outlay process include: leasing office space, changing program/project delivery methods, alternative work schedules, and public-private partnerships.

Lease Office Space

Utilizing short and/or long-term leased office space may result in increased support costs and may not be cost effective over the long term. Additionally, Executive Order W-18-91 states that, "The State shall, where possible and feasible, own those real estate facilities necessary for State operations, where the need for the facility is long-term and ownership is economically advantageous over the life of the facility."

Change Program/Project Delivery Methods

This alternative would encompass changes that would reduce staffing levels and the corresponding level of office space needs. This alternative may not be cost effective or efficient and could result in a negative impact on Caltrans' project delivery efforts.

Alternate Work Schedules/Telework/Hoteling

Caltrans will consider, when appropriate, the use of Telework as a viable management tool (where work performance can be measured) to improve the effectiveness and productivity of employees, optimize facility utilization, and improve asset management without jeopardizing safety, internal controls, Caltrans' needs, or services to the public.

Caltrans may use the Telework option, when viable, as one of the strategies to improve safety, mobility, delivery, stewardship, and service by reducing traffic congestion, improving air quality, or effectively resuming business as part of a disaster recovery or emergency. This policy recognizes the business, societal, and personal benefits made available through a carefully planned and well-managed Telework Program.

Public-Private Partnerships

Caltrans will seek public-private partnerships as authorized by the California Legislature.

Appendix

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BUDGET **L**ETTER

	NUMBER: 11-09
SUBJECT: CAPITAL OUTLAY FIVE-YEAR INFRASTRUCTURE PLAN AND BUDGET SUBMISSION FOR 2012-13	DATE ISSUED: June 17, 2011
REFERENCES: STATE ADMINISTRATIVE MANUAL SEC 6821, ET. SEQ. AND AB 1473 (CHAPTER 606, STATUTES OF 1999)	SUPERSEDES: BL 10-05

TO: Agency Secretaries
 Department Directors
 Department Budget Officers
 Department Accounting Officers
 Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

NOTE: Budget Officers are requested to forward a copy of this Budget Letter (BL) to the Department's Facilities Manager as well as program personnel with capital outlay infrastructure needs.

Deadlines and Deliverables

August 1, 2011	Five-Year Infrastructure Plans, including all required supporting documentation, due to your Department of Finance budget analyst.
----------------	--

Updated Budget Letter is Forthcoming

submit a five-year infrastructure plan, including the necessary COBCPs and COCPs, Capital Outlay Concept Papers (COCPs) as detailed in this BL. Adjustments that are needed to conform to the enacted 2011-12 Budget are due by September 1, 2011.

1. Submittal of the 2012 Five-Year Infrastructure Plans, COBCPs, and COCPs.

A. FIVE-YEAR INFRASTRUCTURE PLANS

The Governor is required to annually submit a Five-Year Infrastructure Plan in conjunction with the Governor's Budget. A procedures manual for completing the five-year plan in accordance with the statutory requirements is available on the Department of Finance's (Finance) website: <http://www.dof.ca.gov/fisa/bag/bagtoc.htm>, Capital Infrastructure Plan Procedure. Per this BL, these plans are due **August 1, 2011**, along with all necessary COBCPs and COCPs.

Reminder – All Five-Year Infrastructure Plans must consider the state planning priorities, as required by Government Code section 65041.1, including, but not limited to the following:

- Promote infill development by rehabilitating existing infrastructure.
- Protect environmental and agricultural resources by protecting and preserving the state's most valuable natural resources.
- Encourage efficient development patterns by ensuring that infrastructure associated with development, other than infill, support efficient use of land and is appropriately planned for growth.

STATE OF CALIFORNIA

All state entities are required to provide a narrative explanation of how these planning priorities have been incorporated into their five-year infrastructure plan on a statewide basis as it relates to programmatic drivers and infrastructure needs as reported in the Five-Year Infrastructure Plans.

Because these planning priorities are most relevant at the project level, the COBCP includes a section to describe how each project is or is not consistent with these statewide planning priorities. Additional justification must be provided for projects that are not consistent with these statewide planning priorities to be considered for funding.

B. MAJOR CAPITAL OUTLAY

All COBCPs and COCPs for all *major* capital outlay projects proposed for the 2012-13 Governor's Budget and the 2012 Five-Year Infrastructure Plan must be submitted to Finance no later than August 1, 2011 (one month later than last year's schedule).

Reminder – State agencies requesting new or expanded facilities must clearly demonstrate how existing facilities do not meet programmatic needs. Given the Administration's desire to continue to work to achieve state government efficiencies and to downsize government operations, it is important that departments consider the effect programmatic efficiencies and reductions will have on future infrastructure needs.

- **Documents Required to Request Capital Outlay Funds:**

- ✓ For budget year and project specific out-year proposals included in the Five-Year Infrastructure Plan: COBCP(s) as described in Attachment 1.

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(except as approved by Finance) with each tab clearly labeled with the corresponding project title.

- ✓ It is essential that FIW formatting, including the number of lines and calculated cells, is not adjusted. Therefore, the FIW in attachment 4 must be used to generate all FIWs for the 2012 Five Year Infrastructure Plan. **Do not use previous versions of the FIWs.**
- ✓ All documents submitted to Finance must also be provided in hard copy.
- **When to Prepare a COBCP:** Complete COBCPs are required for all new projects or capitalized leases (See Attachment 1) proposed to be included in the 2012-13 Governor's Budget. For continuing phases of previously funded projects, departments must submit a complete COBCP and FIW; any changes to the cost or scope of the project must be clearly identified and justified.
- **Requesting Budget Packages:** Budget packages are used to verify feasibility, scope, and costs of projects. Finance may utilize infrastructure planning funds for budget packages when Finance determines a budget package is required for a specific project and funding is not otherwise available. Departments may submit requests to Finance to fund specific budget packages or utilize departmental support funds to contract with the Department of General Services (DGS), Real Estate Services Division, prior to submission of COBCPs. However, use of support funds does not guarantee future funding of a project, so departments are advised to check with Finance prior to initiating their own budget package.

- **Agency Review and Distribution:** Five-Year Plans, including COBCPs and COCPs must be approved by the Agency Secretary, as applicable, *prior* to submission to Finance. After agency approval, submit:
 - ✓ Three copies to Finance, Capital Outlay Unit, 915 L Street, Ninth Floor. (Submit *four* copies to the Capital Outlay Unit for projects based on enrollment/caseload/population changes, program workload adjustments, or program policy changes [the extra copy will be given to the Finance support analyst]).
 - ✓ **DO NOT** submit copies of COBCPs or COCPs to the Legislative Analyst's Office (LAO). Finance will coordinate release of the information to the LAO.

These copies are in addition to any copies that the Agency Secretary may require.

- **Late Five-Year Plans:** Requests for late Five-Year Plan submittals must be approved by the Agency Secretary, as applicable, and submitted in writing to Greg Rogers, Assistant Program Budget Manager, by July 1, 2011. Late submittals without prior approval may be returned without review.
- **Updates to COBCPs, COCPs, and Five-Year Infrastructure Plan:** Updates to 2012-13 COBCPs, COCPs, and the Five-Year Infrastructure Plan will be accepted no later than September 1, 2011, and only under the following circumstances:
 - ✓ Changes to the required construction cost index or escalation procedures (see

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- **Major Capital Outlay Budget Reminders:**
 - ✓ A capital outlay appropriation is required for the acquisition of real property or any lesser interest in real property (includes, but not limited to, capitalized leases, easements, purchase options, and rights-of-way), except as otherwise authorized.
 - ✓ All major capital outlay projects are subject to the administrative oversight of the State Public Works Board (PWB) unless specifically exempted. Departments must follow PWB and Finance administrative requirements when implementing projects. Questions on these requirements should be directed to the Finance Capital Outlay Unit at (916) 445-9694.
 - ✓ Augmentations to capital outlay appropriations may be made by the PWB in accordance with GC section 13332.11, through the Budget Act, or through special legislation.
 - ✓ Project scope may *not* be altered except in conformance with GC section 13332.11. Finance determines which project changes are classified as scope changes. Project managers and departments must review potential scope changes with the Finance Capital Outlay Unit. **Unapproved scope changes may result in project termination.** To avoid project termination, it is recommended that departments err on the side of caution and discuss any potential scope changes with Finance before proceeding with those changes.
 - ✓ Funds may not be transferred between major capital outlay projects, unless specifically authorized in the Budget Act or by other statute.

- ✓ Capital outlay appropriations and reappropriations are generally available for three years. However, appropriations for preliminary plans and working drawings are only available for encumbrance for one year. Construction appropriations are available for encumbrance for up to three years, but revert at the end of the first year of appropriation if Finance has not allocated the funding through fund transfer or approval to proceed to bid (see Section 1.80, Budget Act of 2010 for current availability periods for all project phases).

C. MINOR CAPITAL OUTLAY

Minor capital outlay is any project under **\$600,000** (except an acquisition project), which has been specifically budgeted as a minor project and which a department has been authorized to implement directly pursuant to Public Contract Code section 10108. Resources Agency capital outlay projects up to \$777,000 may be budgeted as minor projects with the concurrence of Finance. Departments may not circumvent the budget process by "piecemealing" larger projects through several minor projects.

- **Deadlines and Distribution:** Minor capital outlay projects are included in the five-year program as a lump sum for each of the five years. A single summary COBCP is also required for minor projects. Send two copies to Finance and two copies to DGS.
- ✓ **Augmentations:** A minor capital outlay project is not subject to PWB oversight, and by practice the PWB does not augment projects not subject to its approval. However,

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If you have any questions, please contact your Finance capital outlay budget analyst at (916) 445-9694.

/s/ Karen Finn

Karen Finn
Program Budget Manager

Attachments

EQUIPMENT SERVICE CENTER FACILITY DESIGN GUIDELINES¹

The Equipment Service Center (EqSC), after discussions with Office of Structures Design, Headquarters Maintenance Program, and Transportation Programming have reached concurrence that the attached Equipment Shop facilities design guidelines shall be made integral to the Maintenance Station Design Manual and implemented by the Districts during the project scoping process. These guidelines shall be recognized as minimal standards when designing facilities for EqSC use.

It is also recognized that the EqSC's long-term "Master Plan" for siting of facilities, such as Resident Mechanic facilities, SubShops, and Main Shops, is reactive to the needs and actions of its various service group customers. No significant changes of numbers or locations of facilities are currently projected other than those addressed in the 1997 Equipment Service Facilities Location Assessment. Replacement of existing facilities that reach service life expectancy will be addressed as appropriate.

Shop Functions

HEADQUARTERS FACILITY

The function of the Headquarters' Facility is the management, research, development, specifications, procurement, component fabrication, assembly, repair and disposal of fleet equipment.

DISTRICT SHOP FACILITIES

The function of the District Shop is to fully support fleet equipment within the shop's area of responsibility. The district shop supports field personnel and may support one or more Subshops. District Shop personnel include superintendent, clerical staff, supervisors, parts personnel, and repair personnel. District Shops are divided into three "grades". According to the size of the fleet they support:

- A Grade 1 shop supports from 450 to 750 units.
- A Grade 2 shop supports from 850 to 1,000 units.
- A Grade 3 shop supports from 1,300 to 3,000+ units.

SUBSHOP FACILITIES

Subshops support concentrations of equipment in areas that cannot be conveniently serviced by the District Shop. Subshop personnel include parts personnel, supervisor(s) and three to ten repair personnel.

FIELD MECHANIC FACILITY

Field mechanics provide support wherever needed to most fully support fleet equipment. The goal of field mechanics facilities is to improve service, reduce travel and reduce downtime. They are staffed by one to three Heavy Equipment Mechanics. Neither parts personnel nor supervisors are stationed at field mechanic facilities.

DISTRICT EQUIPMENT SHOPS and SUB-SHOPS

¹ In concurrence: A.D. Wells, Director Equipment Service Center; Randall H. Iwasaki, Program Manager, Maintenance Program; John L. Allison, Deputy Director, Engineering Service Center; Structures, Jim Nicholas, Program Manager, Transportation Programming.

Standard Features and Options

Communications Closet

All District Shops and Subshops shall have a communications closet to house telecommunications and computer equipment, i/c, servers, junction boxes, hubs, etc.

Compressed Air

Compressed air outlets will be provided at the end of each stall and wherever else convenient to the repair and welding bays. Outlets will also be provided in the machine shop area. The shop shall be equipped with air compressor(s) and plumbing capable of providing 25 CFM to each repair bay at no less than 120 PSI at the outlets. Outlets shall be provided near doorways, for outside use.

Cranes

Shops will be equipped with powered, three ton, two-speed 4 directional, raise/lower bridge cranes. A five-ton bridge crane may be substituted for one of the three-ton bridge cranes with adequate justification. Cranes for use by field mechanics need to be justified, and will be considered case by case.

Crew Room/Customer Waiting Area/Meeting Room

A crew room will be provided for a break area for the crew members. Size will be determined by the number of personnel assigned at the location, and appropriate field staff. This area should be equipped with a sink, counter, and area for a refrigerator. When sized appropriately, this area can satisfy need for EqSC customer waiting area.

Electrical

A 480V, 3-phase outlet should be supplied to alternate ends of each repair bay. Welding bays shall have 480V, 3-phase outlets at each end of the bay and one in the middle of the bay. A 120V, 1-phase outlet should be available at each end of every bay and wherever else they can be included in the shop design, to include overhead, between bays and outside. Other outlets shall be provided as identified at time of design. Adequate cabling for phone lines, PC modem and fax/data transmission to be included, both in the shop and in the Supervisors offices.

Emergency Shower/Eyewash

Emergency shower(s) and eyewash(s) shall be located inside repair and welding bays.

Heating

Shop heaters shall be blower type to provide maximum warmth at floor level. Heated floors will be acceptable in snow regions. Coolers shall be provided as appropriate.

In-Floor-Tie-Downs

One set of in-floor-tie-downs will be provided in the welding bay. If the shop does not have a welding bay, the tie-downs will be located in a repair bay.

Lighting

Interior lighting should be adequate for routine night operation of equipment repair. Lights should be mounted as low as possible to light the undercarriage of vehicles. Adequate exterior lighting will be provided to allow equipment to be repaired on the apron at night. Security lighting will be provided throughout the yard.

Locker Room/Rest Rooms

A crew room will be provided for a break area for the crew members. Size will be determined by the number of personnel assigned at the location, and appropriate field staff.

DISTRICT EQUIPMENT SHOPS and SUB-SHOPS

Standard Features and Options - continued

This area should be equipped with a sink, counter, and area for a refrigerator. When sized appropriately, this area can satisfy need for EqSC customer waiting area.

Lubrication Equipment

Lube racks will be provided in service bays designated for vehicle lifts. Additional lubrication equipment will require justification.

Machine Shop & Component Repair Area

Machine shop and component repair area will be provided in main shops and larger subshops only. Any area will be provided between the supervisor's office and the Parts Department for a machine shop, tool storage and component rebuild. This area will vary based on justification and needs, but may require movable benches, and extra lighting.

Overhead Doors

All repair and welding bays will be equipped with 15' high overhead doors with electric operators. A 15' vertical clearance shall be maintained throughout the bay.

Parts Department

Grade 1 Shops: The Parts Department will be located at one end of the shop across from the Supervisor's office.

Grade 2 and 3 Shops:

The Parts Department will be located in the center of the shop across from the Supervisor's office.

The Parts Department will be comprised of a parts storage area, parts counter, parts office and, a 150 sq. ft. office for the parts manager. The office will be adjacent and visible to the parts counter. A separate, non-conditioned area or building will be provided for the storage of tires, wear parts, lubricants, stock steel, etc. Size of these areas varies and will be determined by the fleet makeup and the amount of these items stocked. A powered overhead door to the parts storage area will require a number of computer terminals, a FAX and a copier as well as records storage area and parts manual storage area.

Repair Bays

Where ever possible, drive-through type bays should be used.

Type of Facility	Type of Bay	Length	Width
Resident Mechanic (counts as two bays configured end-to-end)	Drive-through	80'	25'
Resident Mechanic	Drive-in	55'	25'
Shop/Subshop	Drive-through	80'	25'
Shop/Subshop	Drive-in	60'	25'

Number of bays shall be determined by using the formula:
 $B = 2 \times M$

3

Where:

B = number of 80' long repair bays and
 M = number of mechanics assigned to the shop

Sealed concrete should be used for bay floors, with slab joints at the sides of the bay rather than in the middle of the bays. Floors shall be smooth and level. All bays will be equipped with a vehicle exhaust evacuation system for both diesel and gasoline powered vehicles. Overhead design is preferred. Additional repair bays require adequate justification.

Shop Supervisors Office

Resident Mechanic: Provide 240 sq. ft. of office/parts storage area.

Traveling Mechanics: Provide 120 sq. ft. parts storage area.

Grade 1 Shops: Provide a supervisor's office at one end of the shop for two people.

Grade 2 Shops: Provide a supervisor's office located in the middle of the shop for three people.

Space allocation will be 150 sq. ft. for the first supervisor and 120 sq. ft. for each additional supervisor/LHEM. Offices will be of sufficient size to accommodate computer terminals, FAX, copier, radio base station, file cabinets and reference library. (A field supervisor may be located with the shop supervisors.)

Superintendent's Office

The Superintendent's office area can be either attached to the shop building or separate. The size and make-up of the area will be determined at the time the fact sheet is drawn up and the staffing within the office is identified. Areas will need to be provided for clerical staff and offices as needed. A conference room may be included with adequate justification. Security gates or doors at lobby, should be included as appropriate.

Vehicle Lifts

One standard, 60,000 lbs, four-column electro mechanical vehicle lift will be provided, per facility. Additional lift(s) require adequate justification.

Welding Bays

Welding bays are the same size as repair bays. One end of welding bay will be equipped with in-floor be-downs. Welding bays should be isolated from work bays by a full floor to ceiling wall of required fire rating. A self-closing walk through door and an overhead door shall be provided for the movement of personnel and parts between the welding and the repair bays. Each Grade 1 District Shop will have one full welding bay. All Grade 2 and 3 District Shops will have two full-welding bays. Subshops will not have a separate welding bay unless justified. Resident Mechanic facilities will not have dedicated welding bays. Additional welding bays require adequate justification.

Work Benches

Work benches will be provided at each bay. Bench tops shall be heavy gauge steel.

Equipment Service Center Facility Design Guidelines

DISTRICT EQUIPMENT SHOPS and SUB-SHOPS

Standard Features and Options

A. APPURTENANT STRUCTURES

Antifreeze Storage

Each shop will be provided an outside covered area adjacent to the shop with a 200-gallon double containment type tank for fresh antifreeze mix. A 200-gallon double containment type tank will also be included in this area for antifreeze.

Fencing/Security

Yard shall be completely security fence. Building will be protected with adequate motion sensing alarm system.

Hazardous Materials Storage Area

Each shop and subshop will be provided an area for hazardous materials storage. The area should be fenced and covered and the floor sealed concrete with a berm to contain any spillage. Usable area should be a minimum of 15' x 20'. An all metal building with a containment type floor system, specifically designed for hazardous waste storage may be utilized, when provided with forklift access ramp.

Outside Parts Storage Areas

Secure outside storage areas will be provided as required by the needs of the particular shop. Some of area may need to be covered to protect parts from the environment.

Paint Booth

A down-draft style paint booth shall be an option at District Shop facilities which have sufficient justification and providing that required permits can be obtained. Paint booths will also require a flammable paint storage locker.

Parking Areas

Visitors parking will be located so as to reduce or eliminate visitor access to the rest of the shop yard. The amount of employee parking required will be determined by standard design guidelines for the staffing level of the shop. Parking area equivalent to 5 percent of the fleet will be provided for parking equipment awaiting repairs, assignment and delivery. Appropriate signage will be located throughout the facility for all buildings.

Radio Tower and Pad

Available as designed by telecommunications.

Surveyed Vehicle Storage Area

Each shop shall have reasonable access to a secure fenced parking area for the storage of surveyed vehicles awaiting sale. Parking area shall be equivalent to 10 percent of the assigned fleet.

Used Oil Storage

Each shop will be provided a covered, minimum 300-gallon double containment type used oil storage tank. Adequate weather protection to be provided. A pump(s) and plumbing shall be provided to deliver the used oil to the tank from a collection point(s) within the shop. Approved, mobile, interior tanks may be considered for substitution.

Vehicle Wash Rack

Each shop shall have convenient access to a vehicle wash rack. On-site wash racks shall be equipped with a high pressure, hot water cleaner and a waste water treatment system. All shops shall have a single bay wash rack, not less than 60' x 25' minimal height. Additional bays may be included at a Grade 3 shop with adequate justification.

DESIGN STANDARDS

Subshop Standard Design

Larger subshops (i.e., five mechanics or more) will be constructed similar to a Grade 1 shop, except without the Superintendent's office. Smaller Subshops will be designed to the requirements of the areas.

RESIDENT MECHANIC FACILITY STANDARD DESIGN

A building to house one to three resident mechanics will be constructed similar to the design of the Mt. Shasta mechanics' building. Justification and sizing of the building will be in accordance with the June 8, 1992 Memorandum from John Allison to all District Directors addressing the "Process for Determining Needs for Dedicated Field Equipment Repair Facilities". Minor changes may be made at time conceptual report is written up if they are justified.

Space Planning Guidelines / Standards | Appendix | Exhibit 8

Equipment Service Center Facility Design Guidelines

UTILIZING THE EQUIPMENT SERVICE CENTER "STAFFING MODEL" TO JUSTIFY LAND AND BUILDING NEEDS

The Equipment Service Center "Staffing Model" may be utilized when justifying facilities. The model is used by inputting the mobile equipment compliment of the area involved.

DISTRICT SHOP FACILITY

Input into the model all equipment in the shop's fleet.

Repair Bays

Total Average Repair Hours + Other Paid Time Hours = Total PYs Expended
1984 Hrs/PY

Total PYs Expended – Subshop Mechanics – PYs Expended in Field = District Shop PYs.

District Shop PYs x 2 = Number of 80' Drive-Through Bays Needed

Supervisor Personnel

Sup. Needed Hours – Subshop Supervisors = District Shop Supervisors
1984 Hrs/PY

This may include both shop supervisors and field supervisor(s); does not include Superintendent.

Parts Personnel

Parts Staff Needed Hours = Total Parts Personnel for all Shop Facilities
1984 Hrs/PY

Total Parts Personnel – Subshop Parts Personnel = Number of Parts Personnel Assigned to District Shop

Staff Personnel

Office, Staff Needed Hours
1984 Hrs/PY = Total Office Personnel Assigned to District Shop Includes Superintendent.

Subshop Facilities

Input all units assigned to the subshops service area, include EqSC units that are stationed in the area and any transient vehicles that are in the area on a regular basis. Transient vehicles are added at a percentage of their time as shown under Resident Mechanic Facilities.

Repair Bays

Total Average Repair Hours + Other Paid Time Hours
1984 Hrs/PY = Total PYs Expended

Total PYs Expended – Field Assigned Mechanics = Subshop Mechanic

Subshop Mechanics x 2

3 = Number of 80' Drive-Through Bays Needed

Supervisory Personnel

Sup. Needed Hours
1984 Hrs/PY = Number of Supervisor Assigned to Sub-shop.

This may include both shop supervisors and field supervisors.

Parts Personnel

Parts Staff Needed Hours
1984 Hrs/PY = Number of Parts Personnel Assigned to Subshop

Resident Mechanic's Facility

Input into the model all mobile equipment within the assigned area under consideration; be sure to include any EqSC assigned units kept within that area. Transient units which are in the area on a regular basis, i.e., construction vehicles and special crews units are inputted into the model separately, and the result added in as a percent representing the time the units actually spend in the area, i.e., if the units are in the area 60 percent of the time, then multiply transient unit hour by 60 percent.

Total Average Repair Hours + Other Paid Time Hours
1984 Hrs/PY = Total PYs Expended

Total PYs Expended = PYs Expended at field Location
2

Use the "PYs Expended at Field Location" in Phases I & II of the evaluation process.

Space Planning Guidelines / Standards | Appendix | Exhibit 8

Office Facility Planning Standards

POLICY

Space Allocation Standards
State Administrative Manual

Code Requirements
American with Disabilities Act (ADA)
Uniform Building Code
California Building Code (Title 24)

SPACE ALLOCATION

<u>Description</u>	<u>Size NSF</u>
General Space Planning	
Office space per person	220 NSF
Circulation @ less than 500 NSF	40%
Circulation @ 500 NSF and greater	25%
Space Conversion Factor	1.3
Space Conversion Factor "Gross-to-Net"	GSF / 1.3 = NSF
Space Conversion Factor "Net-to-Gross"	NSF X 1.3 = GSF
Open Space	
Rank and File	72
Senior	108
Retired Annuitants/Student Assistants	36
Private Space	
Attorneys	150
Supervising Professional	200
Managerial	200
SSM III	200
CEA or Equivalent	200
District Director	300
Program Chief	300
Division Chief	300

Notes:

Deviation from the stated guidelines is appropriate if justified. The Department requires Space Plans for all new leases or building construction.

Caltrans space standards allow private offices for classifications with "M" managerial designations or those without the subject designation on a case-by-case basis, if warranted due to handling sensitive personnel matters.

SPECIAL USE STANDARDS

<u>Description</u>	<u>Size NSF</u>	<u>Allocation</u>
Area or Room		
Cafeteria	3,000	1 per District Office
Library	1,500	1 per District Office
Storage (general)	1,500	1 per 500 staff
Conference (large)	1,000	1 per 400 staff
Video	600	1 per 400 staff
Break (large)	500	1 per 250 staff (none if cafeteria)
Conference (medium)	500	1 per 125 staff
Break (small)	200	1 per 150 staff (none if large break room)
Reception (Program area)	200	1 per Program Office
IDF	150	1 per floor
Quiet	150	1 per 35 staff
Security (room)	150	1 per 500 staff + 30 NSF for each 100 staff as needed
Storage (equipment)	150	3 NSF per employee based on need.
Supply	150	1 per 20 Specialized staff
Squad Table/Layout Area	144	1 per Program Office
Copy	100	1 at each main building entrance
Security (kiosk)	72	1 per 75 staff
Coffee Bar	60	1 per Program Office
Mail	60	1 per Program Office
Requires written justification		
Dining	tbd	Capacity based on 15 NSF per person
Training	tbd	Capacity based on 20 NSF per person
Auditorium/Assembly	tbd	Capacity based on 7 NSF per person
Common Workstations (CA)	tbd	Part of General Storage
File	tbd	Part of General Storage
Map	tbd	Part of General Storage
Plotter	tbd	Part of General Storage
Project File	tbd	Part of General Storage
Based on use/functional character of operations housed in the building		
Loading Dock	tbd	
Shipping and Receiving	tbd	
Based on local building codes		
Bicycle lockers	tbd	
Lockers	tbd	
Showers	tbd	
Based on ISSC determination		
UPS	tbd	

Appendix

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