



ADMINISTRATIVE BULLETIN

Date: November 5, 2002 (Revised October 28, 2009)

Subject: Requests for Wisconsin Technical College System Board Approval –
Land Acquisition, Construction, Renovation and Rentals

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Effective: Immediately

The statutes require that the Wisconsin Technical College System Board approve proposals by Technical College Districts for land acquisition, additional or new facilities, rentals and remodeling of existing facilities. The Wisconsin Administrative Code, Chapter TCS 5 includes the criteria to be used in the review of these proposals.

This Administrative Bulletin is issued to outline the process to request that approval.

Acquisitions, new or additional facilities, or remodeling in excess of \$1,500,000 (excluding movable equipment) and rentals with total lease payments over the term of the lease in excess of \$3,000,000 shall be reviewed under a two-phased process consisting of Project Concept Review and Project Approval.

Acquisitions, new or additional facilities, or remodeling of \$1,500,000 or less (excluding movable equipment) or rentals with total lease payments over the term of the lease of \$3,000,000 or less shall be reviewed in a single-phase process, Project Approval.

I. Project Concept Review

- A. Submission of Request. The submission must be made not less than 45 days prior to the State Board meeting at which the proposal will be reviewed. Depending on the complexity of the project and the completeness of the supporting material, WTCS Board action may not occur when requested.
- B. Content of the Request. The requests shall be made using forms prepared by Wisconsin Technical College System office staff. A copy of the form is attached.

Daniel Clancy, President

II. Project Approval

- A. Submission of Request. The submission must be made not less than 45 days prior to the State Board meeting at which the request will be considered. Depending on the complexity of the project and the completeness of the supporting material, WTCS Board action may not occur when requested. Certain projects may require an Environmental Impact Statement (EIS). In those cases, the EIS must be prepared and public hearings conducted prior to submittal of the request for approval.
- B. Content of Request. Requests shall be made using forms prepared by the Wisconsin Technical College System office staff. A separate form has been developed for each activity, i.e., acquisition, construction, rental or remodeling. Copies of the respective forms are attached.
- C. Approval Limits. Approvals are granted for a specific cost. If actual costs exceed the approved amount by more than 15%, additional review and approval by the WTCS Board is required. This additional approval shall be obtained prior to awarding of contracts.



Daniel Clancy
President
Wisconsin Technical College System

REQUEST FOR PROJECT CONCEPT REVIEW

Wisconsin Technical College System

This request for Wisconsin Technical College System Board review is made pursuant to s.38.04(10), Wis. Stats.

Project Title and Description:

District:

Authorized Representative:

Date Submitted:

Date of Requested WTCSB Review:

In support of this request, the following information is submitted relative to the proposal for evaluation by the Wisconsin Technical College System Board.

1. A description of the project including approximate areas of new construction and/or remodeling, preliminary budget, and project schedule.
2. A report relating programmatic and student requirements per TCS 5.04(2)(d). This report shall clearly document the need for the project.
3. Preliminary educational specifications or space program.

REQUEST FOR APPROVAL

LAND ACQUISITION

Wisconsin Technical College System

This request for Wisconsin Technical College System Board approval for additional or new facilities is made pursuant to s.38.04(10), Wis. Stats. and Chapter TCS 5, Wis. Adm. Code.

Project Title and Description:

District:

Authorized Representative:

Date Submitted:

Date of Requested WTCSB Action:

In support of this request and as outlined in TCS 5.04, the following information relative to the proposal is submitted for evaluation by the Wisconsin Technical College System Board.

1. *TCS 5.04(1)(a) "A resolution of the district board approving the land acquisition contingent upon board approval."*

Provide a copy of the resolution approving the land acquisition. The property to be acquired shall be clearly identified in the resolution. Please include as Attachment 1.

2. *TCS 5.04(1)(b) "A resolution of the district board requesting board approval for land acquisition."*

Provide a copy of the resolution requesting Wisconsin Technical College System Board approval of the land acquisition. Please include as Attachment 2.

3. *TCS 5.04(1)(c) "Evidence of compliance with s.1.11, Stats."*

The appropriate environmental review Environmental Assessment (EA) or Environmental Impact Statement (EIS) pursuant to Chapter TCS 12, Wis. Adm. Code, must be completed. During project planning and well before the submittal of a Request for Approval, district staff shall consult with the WTCS Director of Facilities Development for a determination pursuant to ch. TCS 12.03, Wis. Admin. Code, of the type of environmental review required. It should be noted that the EIS process can require 4 to 6 months to accommodate the required public comment periods. The environmental review must be completed prior to Wisconsin Technical College System Board action on the Request.

4. *TCS 5.04(1)(d) "A copy of a certified land survey indicating the boundaries and legal description of the land to be acquired."*

In addition to the survey, provide a Phase I Environmental Audit of the land and improvements to be acquired identifying any potential for environmental contamination.

Please include as Attachment 4.

5. *TCS 5.04(1)(e) "A report relating programmatic and student station requirements, and the needs of business and industry, to the need for land acquisition. The report shall include data indicating the need for land acquisition based upon:*

(1) An analysis of needs of business and industry for persons with new skills and persons with updated skills.

(2) An analysis of changing and emerging technologies with the district.

(3) An analysis of available student stations, and the need for additional student stations, including a consolidation of the needs of persons with handicaps.

(4) Enrollment trends for the district, including placement data for all program areas and the program area to be expanded."

Each of the above noted considerations and analyses must be included in your response. In those cases where programs are affected, consultation with the appropriate WTCS Education Director must occur prior to submission of this request. A brief synopsis of that consultation should also be included in this response. Please include this response as Attachment 5.

6. *TCS 5.04(1)(f) "A statement of the costs to be incurred for the land acquisition, including survey and legal fees."*

In addition to the statement of costs, provide an appraisal of the market value for the property to be acquired.

Please include this statement as Attachment 6.

7. *TCS 5.04(1)(g) "A statement indicating the availability and specific source of funds for the land acquisition."*

Please include this statement as Attachment 7.

REQUEST FOR APPROVAL

ADDITIONAL OR NEW FACILITIES

Wisconsin Technical College System

This request for Wisconsin Technical College System Board approval for additional or new facilities is made pursuant to s.38.04(10), Wis. Stats. and Chapter TCS 5, Wis. Adm. Code.

Project Title and Description:

District:

Authorized Representative:

Date Submitted:

Date of Requested WTCSB Action:

In support of this request and as outlined in TCS 5.04, the following information relative to the proposal is submitted for evaluation by the Wisconsin Technical College System Board.

Pursuant to WTCS Board Policy #706, all new construction in excess of 5,000 square feet shall be designed and constructed to meet the U.S. Green Building Council's LEED Silver Certification Standards. A letter from the project architect, documenting compliance with the requirement and the appropriate LEED checklist shall be included in the Request for Approval.

1. *TCS 5.04(2)(a) "A resolution of the district board approving the additional or new facilities."*

Provide a copy of the resolution approving the additional or new facilities. The proposal shall be clearly identified in the resolution. Please include as Attachment 1.

2. *TCS 5.04(2)(b) "A resolution of the district board requesting board approval for additional or new facilities."*

Provide a copy of the resolution requesting State Board approval of the additional or new facilities. Please include as Attachment 2.

3. *TCS 5.04(2)(c) "Evidence of compliance with s.1.11, Stats."*

The appropriate environmental review Environmental Assessment (EA) or Environmental Impact Statement (EIS) pursuant to Chapter TCS 12, Wis. Adm. Code, must be completed. During project planning and well before the submittal of a Request for Approval, district staff shall consult with the WTCS Director of Facilities Development for a determination pursuant to ch. TCS 12.03, Wis. Admin. Code, of the type of environmental review required. It should be noted that the EIS process can require 4 to 6 months to accommodate the required public comment periods. The environmental review must be completed prior to Wisconsin Technical College System Board action on the Request.

4. *TCS 5.04(2)(d) "A report relating programmatic and student station requirements, and the needs of business and industry, to the need for additional or new facilities. The report shall include data indicating the need for additional or new facilities based upon:*

(1) An analysis that considers the joint use of facilities as required under s.20.901(4), Stats.

(2) An analysis of needs of business and industry for persons with new skills and persons with updated skills.

(3) An analysis of changing and emerging technologies within the district.

(4) An analysis of available student stations, and the need for additional student stations, including a consolidation of the needs of persons with handicaps.

(5) Enrollment trends for the district, including placement data for all program areas and the program area to be expanded."

Each of the above noted considerations and analyses must be included in your response. Please note that the reference to s. 20.901(4) Stats., relates to cooperation between the University of Wisconsin System and Wisconsin Technical College System. In those cases where programs are affected, consultation with the appropriate Wisconsin Technical College System Education Directors must occur prior to submission of this request. A brief synopsis of that consultation should also be included in this response. The response shall include current and projected utilization (hours per week and students per class) for classrooms and laboratories. The need for additional space shall be clearly documented. Typically, enrollments for the past three years as well as three year projections of the affected programs should be provided. Please include this response as Attachment 4.

5. *TCS 5.04(2)(e) "Educational specifications relating specific space requirements for approved programs to the need for additional or new facilities."*

Provide a copy of the proposed space program identifying both net and gross square feet. For all proposed classrooms, laboratories or other instructional space, the number of student stations shall be identified. Include a discussion of the rationale and methodology used in programming the space. Include the responses as Attachment 5.

6. *TCS 5.04(2)(f) "An analysis of the fiscal impact of additional or new facilities on the district's operating budget, including availability and specific source of funds as required under s. TCS 5.05," which states:*

TCS 5.05 "Fiscal impact. The analysis of the fiscal impact of additional or new facilities, rentals and remodeling of existing facilities submitted to the board under s. TCS 5.04(2)(f), (3)(e) and (4) shall include:

(1) Data relative to increased instructional costs, increased administrative, maintenance and energy costs and costs for new or replacement equipment resulting from the additional or new facilities, rentals or remodeling of existing facilities.

(2) A list of the source of funds in substantially the following form:

- (a) Tax levy - FY _____*
- (b) Fund transfer or reserve fund*
- (c) Proposed sale of bonds or notes*
- (d) Other funds:*
 - 1. Federal funds*
 - 2. Gifts or grants*
- (e) Total funds*

(3) *A statement of compliance with ss.38.15 and 67.12 (12), Stats., if applicable.*"

The specific response to TCS 5.05(1) should compare the operating costs of the current fiscal year with those projected for the first year following project completion. All significant changes in those costs must be discussed. The "total funds" noted in TCS 5.05(2) should equal the project cost. The analyses of the fiscal impact must include a discussion of alternatives considered in the development of this project. The statement of compliance with the statutory requirements must be prepared by the District's bond counsel. Include these responses as Attachment 6.

7. *TCS 5.04(2)(g) "A conceptual sketch of the proposed additional or new facilities."*

Provide a copy of existing and proposed site plan and floor plan. Plans must be drawn to scale with the scale identified. Include as Attachment 7.

8. *TCS 5.04(2)(h) "The estimated project cost by the following categories:*

1. *General construction*
2. *Heating, ventilating and air conditioning*
3. *Electrical*
4. *Plumbing*
5. *Other contracts (specify)*
6. *Equipment, both fixed and movable*
7. *Miscellaneous costs (specify)*
8. *Fees.*

9. *TCS 5.04(2)(l) "A copy of the district energy study analysis indicating compliance with s.1.12, Stats."*

This study shall consist of energy modeling to meet the U.S. Green Building Council's LEED minimum energy performance and include all calculations and assumptions used. Include a copy of the study as Attachment 9.

10. *TCS 5.04(2)(j) "A list of the various sources of building energy available and a plan for performing a life cycle costs analysis for an alternate form of energy."*

and

TCS 5.04(2)(k) "A plan for performing a life cycle costs analysis for the structural frame, building skin and the total energy system, including the HVAC system, electrical system and plumbing system to satisfy the requirements under s.1.12, Stats."

These criteria are considered to be met when complying with the LEED minimum energy performance above.

REQUEST FOR APPROVAL

RENTALS

Wisconsin Technical College System

This request for Wisconsin Technical College System Board approval for additional or new facilities is made pursuant to s. 38.04(10), Wis. Stats. and Chapter TCS 5, Wis. Adm. Code.

Project Title and Description:

District:

Authorized Representative:

Date Submitted:

Date of Requested WTCSB Action:

In support of this request and as outlined in TCS 5.04, the following information is submitted relative to the proposal for evaluation by the Wisconsin Technical College System Board.

1. *TCS 5.04(3)(a) "A resolution of the district board approving the lease contingent upon board approval."*

Provide a copy of the resolution approving the lease. The lease shall be clearly identified in the resolution. Please include as Attachment 1.

2. *TCS 5.04(3)(b) "A resolution of the district board requesting board approval of the lease."*

Provide a copy of the resolution requesting State Board approval of the lease. Please include as Attachment 2.

3. *TCS 5.04(3)(c) "A copy of the proposed lease reviewed by the district's legal counsel."*

Include documentation from legal counsel that the lease has been reviewed. Include as Attachment 3.

4. *TCS 5.04(3)(d) "A report relating programmatic and student station requirements, and the needs of business and industry, to the need for the rental. The report shall include data indicating the need for rental based upon:*

(1) An analysis of needs of business and industry for persons with new skills and persons with updated skills.

(2) An analysis of changing and emerging technologies within the district.

(3) An analysis of available student stations, and the need for additional student stations, including a consolidation of the needs of persons with handicaps.

(4) Enrollment trends for the district, including placement data for all program areas and the program area to be expanded."

Each of the above noted considerations and analyses must be included in your response. In those cases where programs are affected, consultation with the appropriate Wisconsin Technical College System Education Directors must occur prior to submission of this request. A brief synopsis of that consultation should also be included in this response. The response shall include current and projected utilization (hours per week and students per class) for classrooms and laboratories. The need for additional space shall be clearly documented. Please include this response as Attachment 4.

5. *TCS 5.04(3)(e) "An analysis of the fiscal impact of additional or new facilities on the district's operating budget, including availability and specific source of funds as required under s. TCS 5.05," which states:*

TCS 5.05 "Fiscal impact. The analysis of the fiscal impact of additional or new facilities, rentals and remodeling of existing facilities submitted to the board under s. TCS 5.04(2)(f), (3)(e) and (4)(f) shall include:

(1) Data relative to increased instructional costs, increased administrative, maintenance and energy costs and costs for new or replacement equipment resulting from the additional or new facilities, rentals or remodeling of existing facilities.

(2) A list of the source of funds in substantially the following form:

- (a) Tax levy - FY _____*
- (b) Fund transfer or reserve fund*
- (c) Proposed sale of bonds or notes*
- (d) Other funds:*
 - 1. Federal funds*
 - 2. Gifts or grants*
- (e) Total funds*

(3) A statement of compliance with ss.38.15 and 67.12 (12), Stats., if applicable."

The specific response to TCS 5.05(l) should compare the operating costs of the current fiscal year with those projected for the first year following project completion. All significant changes in those costs must be discussed. The "total funds" noted in TCS 5.05(2) should equal the project cost. The analyses of the fiscal impact must include a discussion of alternatives considered in the development of this project. The statement of compliance with the statutory requirements must be prepared by the District's legal counsel. Include these responses as Attachment 5.

REQUEST FOR APPROVAL

REMODELING

Wisconsin Technical College System Board

This request for Wisconsin Technical College System Board approval for additional or new facilities is made pursuant to s.38.04(10), Wis. Stats. and Chapter TCS 5, Wis. Adm. Code.

Project Title and Description:

District:

Authorized Representative:

Date Submitted:

Date of Requested WTCSB Action:

In support of this request and as outlined in TCS 5.04, the following information relative to the proposal is submitted for evaluation by the Wisconsin Technical College System Board.

Pursuant to WTCS Board Policy #706, all major renovation in excess of 5,000 square feet, where major renovation involves elements of major HVAC renovation, significant envelope modifications and major interior rehabilitation, shall be designed and constructed to meet the U.S. Green Building Council's LEED Silver Certification standards. A letter from the project architect documenting compliance with this requirement and the appropriate LEED checklist shall be included in the Request for Approval.

1. *TCS 5.04(4)(a) "A resolution of the district board approving the remodeling of existing facilities."*

Provide a copy of the resolution approving the remodeling of existing facilities. The proposal shall be clearly identified in the resolution. Please include as Attachment 1.

2. *TCS 5.04(4)(b) "A resolution of the district board requesting board approval of the remodeling of existing facilities."*

Provide a copy of the resolution requesting State Board approval of the remodeling of existing facilities. Please include as Attachment 2.

3. *TCS 5.04(4)(c) "Evidence of compliance with s. 1.11, Stats."*

The appropriate environmental review Environmental Assessment (EA) or Environmental Impact Statement (EIS) pursuant to Chapter TCS 12, Wis. Adm. Code, must be completed. During project planning and well before the submittal of a Request for Approval, district staff shall consult with the WTCS Director of Facilities Development for a determination pursuant to ch. TCS 12.03, Wis. Admin. Code, of the type of environmental review required. It should be noted that the EIS process can require 4 to 6 months to accommodate the required public comment periods. The environmental review must be completed prior to WTCSB action on the Request.

4. *TCS 5.04(4)(d) "A report relating programmatic and student station requirements, and the needs of business and industry, to the need for additional or new facilities. The report shall include data indicating the need for additional or new facilities based upon:*

(1) An analysis of needs of business and industry for persons with new skills and persons with updated skills.

(2) An analysis of changing and emerging technologies within the district.

(3) An analysis of available student stations, and the need for additional student stations, including a consolidation of the needs of persons with handicaps.

(4) Enrollment trends for the district, including placement data for all program areas and the program area to be expanded."

Each of the above noted considerations and analyses must be included in your response. In those cases where programs are affected, consultation with the appropriate Wisconsin Technical College System Education Directors must occur prior to submission of this request. A brief synopsis of that consultation should also be included in this response. The response shall include current and projected utilization (hours per week and students per class) for classrooms and laboratories. The need for additional space shall be clearly documented. Typically, enrollments for the past three years as well as three year projections for the affected programs should be provided. Please include this response as Attachment 4.

5. *TCS 5.04(4)(e) "Educational specifications relating specific space requirements for approved programs to the need for remodeling of existing facilities."*

Provide a copy of proposed space program including net and gross square feet. For all proposed classrooms, laboratories or other instructional space, the number of student stations shall be identified. Include a discussion of the rationale and methodology used in programming the space. Include as Attachment 5.

6. *TCS 5.04(4)(f) "An analysis of the fiscal impact of additional or new facilities on the district's operating budget, including availability and specific source of funds as required under s. TCS 5.05," which states:*

TCS 5.05 "Fiscal impact. The analysis of the fiscal impact of additional or new facilities, rentals and remodeling of existing facilities submitted to the board under s. TCS 5.04(2)(f), (3)(e) and (4)(f) shall include:

(1) Data relative to increased instructional costs, increased administrative, maintenance and energy costs and costs for new or replacement equipment resulting from the additional or new facilities, rentals or remodeling of existing facilities.

(2) A list of the source of funds in substantially the following form:

- (a) Tax levy - FY _____*
- (b) Fund transfer or reserve fund*
- (c) Proposed sale of bonds or notes*
- (d) Other funds:*
 - 1. Federal funds*
 - 2. Gifts or grants*
- (e) Total funds*

(3) *A statement of compliance with ss.38.15 and 67.12 (12), Stats., if applicable.*"

The specific response to TCS 5.05(l) should compare the operating costs of the current fiscal year with those projected for the first year following project completion. All significant changes in those costs must be discussed. The "total funds" noted in TCS 5.05(2) should equal the project cost. The analyses of the fiscal impact must include a discussion of alternatives considered in the development of this project. The statement of compliance with the statutory requirements must be prepared by the District's bond counsel. Include these responses as Attachment 5.

7. *TCS 5.04(4)(g) "A conceptual sketch of the proposed remodeling of existing facilities."*

Provide a copy of existing and proposed site plan and floor plan. Plans must be drawn to scale with the scale identified. Include as Attachment 7.

8. *TCS 5.04(4)(h) "The estimated project cost by the following categories:*

1. *General construction*
2. *Heating, ventilating and air conditioning*
3. *Electrical*
4. *Plumbing*
5. *Other contracts (specify)*
6. *Equipment, both fixed and movable*
7. *Miscellaneous costs (specify)*
8. *Fees.*

9. *TCS 5.04(4)(l) "A list of the various sources of building energy available and a plan for performing a life cycle costs analysis for an alternate form of energy."*

and

TCS 5.04(4)(j) "A plan for performing a life cycle costs analysis for the structural frame, building skin and the total energy system, including the HVAC system, electrical system and plumbing system to satisfy the requirements under s.1.12, Stats."

Major remodeling projects designed to U.S. Green Building Counsel's LEED Silver Certification require energy modeling to verify compliance with minimum energy performance. For those projects, attach the modeling calculations as Attachment 9. The criteria is not applicable to other remodeling projects.