

Guidelines for Submission of a

FACILITIES MASTER PLAN

to the Maryland Department of Budget and Management



June 2016

PURPOSE

These guidelines are provided to assist State Agencies in the collection, projection, and analysis of data, the identification of facility needs, and the development of recommendations to meet these needs over a 10-year period.

Recording this information systematically will enable the Agency to identify, evaluate, and address the conditions that affect its capital program. This will permit the development of sound capital programming to guide the physical development of the Agency's facilities. The Department of Budget and Management will benefit by being able to utilize the master plans to assist in preparing annual and five year capital budgets that reflect each Agency's needs and priorities.

PLAN PREPARATION

The Facilities Master Plan should be developed by Agency personnel and/or outside consultants, as needed. The Department of Budget and Management staff should be informed of proposals being formulated since understanding how the plan evolved will permit rapid review of the final document.

In large agencies it may be advisable to prepare separate plans for each institution within the State Agency. If this is the case, an additional report should be submitted summarizing and tying together the separate institutional plans.

PLAN SUBMISSION

One hard copy and one digital copy of a new or revised plan are due every five years after the submittal date of the original plan. However, if there have been major changes to a previously submitted plan a new submittal should be made sooner. Yearly updates showing population data are due January 1st of each year in which a capital improvement request will be made. Hard copies of the plan should be submitted in binders and sent to:

Department of Budget and Management
Office of Capital Budgeting
301 W. Preston Street, Suite 1209
Baltimore, Maryland 21201-2365

MAJOR PLAN ELEMENTS

Most capital construction results from the need to accommodate people, modernize or replace facilities, or provide space for services or programs. Therefore, the Facilities Master Plan should present information on each of these subjects. It should evaluate current conditions and projected needs, develop proposals for addressing any deficiencies noted, and present a recommendation which will enable the State Agency to meet its goals over the time frame of the plan. Where possible, an emphasis should be placed on renovating and repurposing existing structures and infrastructure before new construction is considered.

PLAN CONTENT

A. Executive Summary

This section should contain a narrative highlighting any deficiencies or needs identified, and proposals to deal with them.

B. Overview of State Agency

Provide background data on the responsibilities of the Agency. Describe each of the programs being carried out in the discharge of these responsibilities. Highlight those that affect capital needs. Include an appraisal of current operations and evaluate factors expected to influence future operations. If new responsibilities are foreseen, these should be indicated. In compiling this section, the following information should be provided:

1. Provide a statement of the mission, vision, goals, objectives, and strategies of the Agency and indicate how the plan will support these efforts.
2. List the institutions and facilities the Agency operates or coordinates, the relationships between them, and the programs or services each provides.
3. Evaluate the performance of the Agency and its institutions. Discuss the degree to which the Agency is meeting its responsibilities, any factors impeding its progress, and the consequences of not resolving these problems.
4. Identify any factors expected to influence future programs such as social economic, cultural, or other trends; or innovations in techniques, practices, treatments, facilities, and equipment.
5. Discuss anticipated changes in policies, programs or services of the Agency and how these changes will affect facilities and people served.

C. Institutional Background Data

Institutional background data for each facility operated by the Agency should be provided. Sufficient detail should be provided to support any planning proposals made later in the plan.

1. Provide an overview of each institution or facility of the Agency. Supply a location map, site plan, and narrative on the following:
 - a. Historical and contemporary factors that have influenced development.
 - b. Description of the physical characteristics of the institution.
 - c. Existing site acreage and available acreage for future development.
 - d. Circulation and parking.
 - e. Adequacy of utilities.
 - f. Consistency with adjacent land uses and conformity with master plans for the jurisdiction in which the institution is located.
2. Provide user data for each institution:
 - a. Indicate the client population served in each of the five preceding years and the current year.
 - b. Project client and staff data for each of the next five years, the 10th year, and as many five year increments thereafter as possible. Indicate the projection methodology utilized.
 - c. Explain any population characteristics relevant to the Agency.
3. For each institution provide an inventory and evaluation of existing facilities. Include facilities currently in use as well as those that are vacant. If available, reproductions of floor plans should be supplied. Other information provided should include:
 - a. Name and location of each building.
 - b. Size in NASF and GSF.
 - c. Capacity when fully occupied.
 - d. Year of original construction, and year and description of any additions or renovations.

- e. General condition.
 - f. Description of how building is utilized.
 - g. Indication of continuing usefulness of each building.
4. Describe the programs, services, or operations that are provided in each institution. Indicate if they are to be discontinued, remain unchanged, or expanded. Indicate if any new programs or services will be initiated. To the extent they affect construction list:
- a. Staff client ratios.
 - b. Minimum/maximum client participation rates in programs.
 - c. Scheduling.
 - d. Movement of clients within the facility.
 - e. Staff contract provisions that affect facility needs.
 - f. Policies, goals, or philosophies that determine facility needs.

D. Institutional Evaluation

An evaluation must be made of the requested background data on the various institutions of the Agency. The existence or development of any problems should be identified and the impact any such problems will have on facilities must be determined.

1. Provide a site analysis. Comment on the adequacy of open space for development, the relationship of the institution to adjacent land uses, and the condition of parking, circulation, and utility systems. Specify any physical limitations that may impede the delivery of services.
2. Summarize the impact of user trends and the results of under or over utilization. Comment on the application of space guidelines, standards of capacity, or indicators of facility use.
3. Comment on the need for renovation, conversion, building modification, new construction, or demolition. Include building and fire codes, energy usage, and adaptability of buildings to new technological uses.
4. Indicate the suitability of facilities to accommodate present and future programs and services. Comment on accreditation standards or legal mandates that determine needs.

5. Comment on any factors not otherwise covered that may affect the need for, or the financing of facilities; for example, the award of a federal grant which includes funds for capital costs.

E. Facilities Master Plan Proposals

Based on the evaluation of the background data, identify facility needs for each institution of the Agency for the next ten years. List temporary administrative changes that might reduce construction needs such as changes in program goals, clients served, or space utilized. Describe the full range of options including new construction, renovation, conversions, sharing space, leasing space, or purchasing space on the open market.

1. List and evaluate alternatives for meeting needs. Include a comparison of the estimated impact each alternative will have on the institution's users, facilities and programs or services.
2. Discuss the need for surge space that may be necessary during implementation of any master plan proposals and how and where this space will be provided.
3. Provide estimated operating and capital costs for each alternative.
4. Indicate the likelihood and time frame of any facilities being funded with non-State capital funds, such as federal funds, special funds, or private grants.
5. Explain any plans to provide facilities by leasing, sale-leaseback, or purchase.
6. Indicate the consistency of plan proposals to the State Economic Growth, Resource Protection, and Planning Policy (Md. STATE FINANCE AND PROCUREMENT Code Ann. § 5-7A-01). State capital investments should be planned and designed to develop appropriate facilities in already-developed areas with existing infrastructure, and areas that are designated and approved for future growth. State capital investments should be consistent with State and local land preservation and environmental protection efforts.
 - a. Indicate how the local and State goals of targeted growth and conservation were incorporated into the facility master plan.
 - b. If appropriate, contact the Maryland Department of Planning to discuss any issues with the siting of projects included in the facility master plan if they do not appear to be consistent with the local and State targeted growth and conservation goals.

- c. If projects included in the facility master plan do not appear consistent with local and State goals of targeted growth and conservation, discuss what alternatives were considered and why the preferred alternative was chosen.
7. Master Planning should give consideration to creating sites and opportunities for public art under the Maryland Public Art Initiative (MPAI). See the Facility Program Manual and State Finance and Procurement Article, § 3-602.2 for additional guidance.
8. The Maryland State Finance and Procurement Article, §3-602.3 requires that, beginning July 1, 2015, State capital projects will be constructed or renovated in compliance with Coast Smart siting and design criteria in order to address sea level rise and coastal flood impacts on projects. Explain how Coast Smart siting and design criteria will be incorporated in plan proposals. See the Coast Smart Construction Program for additional guidance.
9. Describe how green infrastructure and site design will be incorporated in plan proposals. It is the policy of the State to require individual projects to comply with stormwater management and other regulations.

F. Recommendations

Based on the evaluation of the master plan proposals, select those that best allow the institution to achieve the missions, goals and objectives of the Agency. Indicate how these plan proposals should be prioritized and phased. The proposals should be presented in phased priority order and be as specific as possible with respect to costs, locations, square feet of building space, types of programs and individuals served.

1. Present a 10-year facilities plan consisting of proposals to address each problem discussed.
2. Prioritize these proposals into short-term, mid-term, and long-term objectives.