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CHILDREN AND FAMILIES
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Facilities Acquisition and Management

PREPARING FACILITY PROGRAMS

The state Fixed Capital Outlay (FCO) budget process requires that a detailed statement of program needs be prepared and submitted for each specific FCO project. The intent of this document is to provide a set of standard guidelines to assist the circuit/regions and institutions in preparing these facility program documents.

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

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Assistant Secretary for
Administration

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This pamphlet has been updated to reflect the Department's current organizational structure.

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I. INTRODUCTION

PURPOSE. State law governing the FCO budget process requires that a detailed statement of program needs be prepared and submitted for each FCO project. The intent of this document is to provide a set of standard, user-friendly guidelines to assist the circuits/regions and institutions in preparing these facility program documents.

STATUTORY REQUIREMENT FOR PROGRAMS. Section 216.043, Florida Statutes (F.S.), requires each state agency to request needed amounts of FCO for the next legislative budget cycle with these requests to contain:

- (1) An estimate in itemized form showing amounts needed for FCO expenditures, to include a detailed statement of program needs, estimated construction costs and square footage, . . .
- (2) Proposed FCO projects, including proposed operational standards related to programs and utilization, an analysis of continuing operating costs and such other data as the Executive Office of the Governor deems necessary to analyze the relationship of agency needs and program requirements to construction requirements. (Note: This may include site criteria, including acquisition cost and utilities, estimated construction and equipment costs; continuing operating costs in a new facility, etc.)

Section 216.182, F.S., provides for the Executive Office of the Governor (EOG) to “approve the program plan of FCO projects to assure that each is consistent with legislative policies for operations, including approved operational standards related to program and utilization and reasonable continuing operating costs.” Thus, a facility program plan is required to be submitted for each FCO project. Adequate planning should occur before the FCO Budget Issue Proposal (BIP) is submitted by the requesting circuit/region or institution and such planning should take the form of a preliminary facility program. The most frequent approach employed in the past has been to submit a brief project justification for the legislative budget process and then to prepare the facility program after the appropriation is made. This has sometimes been necessary due to uncertainties in site locations; in some other cases, FCO projects are introduced by legislators and appropriated without input from the Department. In the majority of cases, however, there is a general reluctance to draft any kind of facility program before the amount of the appropriation is known.

PRELIMINARY AND FINAL FACILITY PROGRAMS. The final facility program which goes to EOG, and which is the basis for EOG approving the release of funds for the project (reference section 216.192, F.S.), must necessarily be prepared after the legislative session, when the final appropriation is known. However, it is Department policy, as well as legislative intent, that FCO funding requests be accompanied by a Preliminary Program document. Therefore, all BIPs submitted to the Department’s office of design and construction (ASGDC) MUST BE ACCOMPANIED BY A PRELIMINARY PROGRAM. Failure to include a program with the BIP will result in omission of the project from the FCO request, or downgrading of its priority, pending receipt of adequate programming.

BENEFITS OF A THOROUGH PROGRAMMING EFFORT. The program is the Department’s first and best chance to control the progression of the resulting FCO project; all institutional requirements which can be quantified should be specified at the programming stage. As it

traverses the state's FCO project management system, the program will be studied in turn by the design and construction staff director, the Department's project director, and most importantly, by each architect/engineer (A/E) proposing his or her services to the state on this project. The program will ultimately serve as a guide to the A/E in developing a physical facility which will successfully house the services offered, with sufficient flexibility to provide for future alterations and additions with minimal construction cost. If so specified during the contract negotiations, the program may become an attachment to the A/E contract. Thus, by the time the program has reached its official repository at the Executive Office of the Governor, it has provided information and direction for each and every member of the FCO project management team, as well as interested A/E firms, and has become a means in generating creative design and management solutions.

The institution or circuit/region office which is able to take full advantage of the programming process by fully and accurately detailing the project requirements, will reap benefits not only during the life of the project, but also throughout the life of the completed building. Whenever a selected design professional negotiates with the state to provide design services, he or she will have in mind some idea of the level of effort required to complete the design. If the project has been thoroughly programmed, the design professional will need to devote less of this effort to performing basic research; the design will benefit from a higher level of effort and the state may well benefit from lower design fees and lower construction costs arising from change orders.

II. PROGRAM GUIDELINES

It is the responsibility of the Department to prepare programs using their own expertise and manpower. However, in unusual cases, the Department may request that the program be prepared by a design professional from the outside. This route might be advantageous in certain instances where preparation of a program within the Department would be equal to initiating a level of in-house design work.

A separate facility program is required for each specific project request and appropriation. However, where repairs, improvements, renovations, alterations, and/or additions to existing structures are involved, one program document may incorporate many related items.

Selection of the design professional, or the release of any funds for the project, cannot be accomplished until the final program is approved. In order to allow sufficient time to implement the project, the Department's design and construction staff must submit final programs according to the following timetable:

MAJOR PROJECTS (over \$100,000): All programs for major projects are required to be prepared by September 1st of the Appropriation Year.

MINOR PROJECTS (Up to \$100,000): All programs for minor projects are required to be prepared by November 1st of the Appropriation Year.

Because it is incumbent upon the Department to meet these deadlines, it is imperative that institutions and circuit/region offices provide final programs to the office of design and construction at least 30 days in advance of its due date, so that the necessary project budget

and schedule amendments can be made and final programs submitted by the required deadlines.

The outline provided herein (see Part III) is intended to be a guideline to assist institutions and circuit/region offices in collecting and inputting the necessary information for developing comprehensive facility programs. When developing a facility program document from the suggested outline, each category should be selected using a common-sense approach to determining its applicability. For example, a program for replacement of a single piece of HVAC equipment will not require the level of detail given a major building extension or renovation. Depending on the complexity of the project, the resulting program may be a single page, or it may be 100 pages or more in length.

Two copies of the "Preliminary Draft" program should be transmitted to the design and construction (ASGDC) staff director for review and technical approval. Pages (use 8 1/2" x 11" size whenever practical) should be typed on one side only and should follow the format described herein; categories from the outline considered "not applicable" should be excluded.

After the program is reviewed and technical approval is provided by the design and construction staff director, and supplemental information may be inserted into the project program as necessary to complete the final facility program. However, the institution or circuit/region office submitting the program is responsible for using its best efforts to furnish the necessary information. The actual writing of programs by ASGDC is limited to projects of unusual size or complexity or which require highly specialized technical skill to adequately define the project scope and even then are written only with the agreement of circuit/region and/or institutional representatives.

III. SAMPLE PROGRAM OUTLINE

What follows is a sample program outline for use by institutions and circuit/region offices in developing facility programs. Every effort has been made to compile a facility program outline which includes all possible inputs. Consequently, some items will not apply to all facility programs. In the case of a minor project, for which a single page description (including estimate of cost) will be adequate, many of the items in the outline would be unnecessary. In cases of major construction or renovation projects, it is usually desirable to provide a synopsis or executive summary, a historical background of the facility, as well as a scope of work and detailed cost estimate for the project. Generally, however, if a brief program statement can adequately describe a renovation project (such as enclosing a stairwell, replacing an air-conditioning system, waterproofing a building, or replacing a roof), then other program document items should be excluded (such as Philosophy of Program/Institution, Current and Projected Programs, Staffing Patterns and Detailed Descriptions of Various Spaces).

A. Summary Description of the Project:

A one-page executive summary narrative containing major elements of the program objective is often appropriate for programs of twenty pages or longer; a paragraph should be sufficient for smaller projects.

B. Purpose and Function of the Project:

1. Historical background.
2. Service area or regional impact or influence.

3. Public services delivered.
4. Definition of program terminology (if specialized).

C. Site Description:

1. Location, city and county.
2. Site access and major adjacent thoroughfares or terminals. (Include a map, if available.)
3. Available public transportation.
4. General topographic and geological features. (Include a site plan, if possible.)
5. Drainage - flood plain relationship.
6. Adjacent structures - to be removed or remaining.
7. Status of site ownership.
8. Zoning – present and required - if zoning change needed, steps taken by agency to obtain rezoning, waiver, special exception, etc.
9. Utilities – water, fire protection, sewer, gas, communications, electrical, drainage. Provide estimates of existing usage of utilities and projected additional needs. Include locations of connecting points for water, sewer, electricity and gas, and provide permit requirements for any permitted utility facilities.
10. Parking requirements.
11. Ordinances, special codes or deed restrictions affecting project development.
12. Include site maps, topographic surveys, soil tests, etc., when available.
13. Include information on known locations of asbestos-containing materials, petroleum tanks or other hazardous materials on the site.

D. Space Requirements: by Department, Division, and Section.

1. Occupancy name or type.
2. Special access/delivery requirements.
3. Adjacency requirements (include bubble diagrams).
4. Number of staff positions.
5. Net area per space.
6. Furnishings and/or equipment.
7. Finish and color.
8. Special requirements.
 - a. Electrical and electronic communications, data processing.
 - b. Lighting.
 - c. Ventilation.
 - d. Security.
 - e. Hardware.
 - f. Acoustics.
 - g. Built-in casework.
 - h. Floor load requirement.
9. Summary of space requirements.

E. Moveable/Fixed Furnishings and Equipment:

1. New or existing.
2. Number of fixtures.
3. Description of fixtures.
4. Electrical or plumbing connection required.
5. Access (front, side, rear).

6. Area required (footprint plus access).
7. Special weight considerations.
8. Equipment and furnishings list.

F. Desired Date of Occupancy: (Be realistic.)

G. Attachments:

1. Capital Improvement Program Request (latest or most current).
2. Site plan diagram or survey.
3. Adjacency matrix, diagram or schematic.
4. Letter(s) of agency staffing.
5. Photographs of existing structure (for renovation projects).
6. List of known or suspected asbestos-containing materials in building(s), and other pertinent information from previous asbestos surveys or other hazardous or environmental assessments.
7. Special requirements; supporting data or brochures.
8. Other attachments that will define scope of program and assist the architect/engineer in the design of the project.

H. Professional Development Considerations (ASGDC):

1. Architecture and/or engineering.
2. Special consultants; landscaping, interior design, roofing, security, asbestos abatement, etc.

I. Budget: (by ASGDC, based on appropriation)

1. Site acquisition (including allowance for brokerage, appraisals, soil boring and analysis). Be sure seller has current environmental assessment for the property showing contamination.
2. Site preparation:
 - a. Exterior utilities and drainage.
 - b. Roads and parking.
 - c. Landscaping.
 - d. Other.
3. Construction by facility component.
4. Equipment and furnishings, communications, security, emergency generators and uninterruptable power, etc.
5. Contingencies.
6. Professional services.
 - a. Architect/Engineer.
 - b. Surveying and testing consultants.
 - c. Asbestos abatement consultant.
 - d. Other specialized technical consultants.
 - e. Construction representative (Clerk of the Works).
 - f. Code inspection consultant(s).
 - g. Other.
7. Art allowance, if applicable (use 0.5% of total appropriation).

8. Department of Management Services fee curve for administration services, if applicable, use websites:

<http://smsisdms02.state.fl.us/docs/DMSAEFeeGuidedefinition.asp>

<http://smsisdms02.state.fl.us/docs/DMSAEFeeGuideCalculate.asp>

- J. Project Schedule:

IV. TAILORING THE PROGRAM OUTLINE

The chart which appears below provides further guidance in selecting the categories which are applicable to the type of project for which a program is being compiled. As can be seen from the chart, a program for a building renovation requires a much more comprehensive approach than for a project to upgrade a utility system or a building system.

	New Building	New Site Utilities	Building Renovation	Utility Systems Upgrades	Building Systems Upgrades	Life Safety Upgrades
Brief Background	X	X	X	X	X	X
Site Considerations	X	X	X	X		
Present or Projected Resident Load	X	X	X	X	X	X
Projected Square Footage	X	X	X			X
Descriptions of Deficiencies			X	X	X	X
Copies of AHCA or Fire Marshal Citations			X	X	X	X
Building Equipment Size Requirement (if known)			X	X	X	
Bids or Projected Known Cost Estimates	X	X	X	X	X	X
Requirements for New Office Equipment/Furniture	X		X			
Scheduling Constraints (Construction)	X	X	X	X	X	X
Facility Maintenance Plan		X	X	X	X	X

The following supplemental information should also be included (may be furnished by ASGDC upon request)

Applicable Design Codes	X	X	X	X	X	X
Bubble Diagram	X		X			
Interior Finishes	X		X			
Construction Cost Estimate	X	X	X	X	X	X
Project Schedule	X	X	X	X	X	X
Project Budget	X	X	X	X	X	X

V. DEVELOPING THE PROGRAM OUTLINE

Once the program outline has been determined from a judicious selection of the above categories, each category should be developed in greater detail. The following suggested concepts are furnished as possible points to consider when attempting to develop a program outline into an effective informational tool for catalyzing a new project:

- A. Synopsis or Executive Summary (appropriate for large projects):
 1. Function and philosophy
 - a. Purpose (nature of programs to be conducted in the facility).
 - b. Statewide mission, operating philosophy and similar information.
 2. Description of needs.
 - a. Facilities needs.
 - b. Staffing needs.
 - c. Utility service needs
 - d. Individual needs of patients/residents.
 3. Architectural design factors as they relate to residents/clients and neighborhood.
 4. Budget, schedule and construction cost estimate.

B. Introduction:

1. Historical background
 - a. Date of creation by legislative action.
 - b. Refer to other facilities in the state providing same or similar services.
 - c. Refer to any documentation supporting needs (reports, studies, statutes, administrative codes, landmark court cases).
 - (1) As reflected in statewide need.
 - (2) As reflected in specific needs.
2. History of physical plant facilities
 - a. Year occupied (state-owned, leased).
 - b. Year and scope of last renovation at the site.
 - c. Describe existing facilities.
 - (1) Number of floors, elevators, stairs, total square footage (each floor).
 - (2) Condition (meet fire/life safety codes, handicap requirements).
 - (3) Provide sketches of existing layout or provide drawings if they are available.
 - (4) Describe existing special equipment (sketches as needed).
 - (5) If applicable, designate the catchment area in which facility is located (provide map showing proximity).
 - (6) Describe areas of known or suspected asbestos-containing materials.

C. Site Selection Criteria:

[NOTE: Criteria for site selection to be provided by respective program office per CFOP 70-4, Fixed Capital Outlay Projects Management and Coordination.]

1. Catchment area; resident service area.
2. Area needed; minimum and maximum.
3. Local ordinances; zoning requirements.
4. Lease or sublease from Department of Environmental Protection's Division of State Lands serving as staff agency for Board of Trustees of the Internal Improvement Trust Fund, other state agencies, other public entities.
5. Accessibility to:
 - a. Semi-skilled professional labor.
 - b. Low to moderate income housing.
 - c. Courts (county and district).
 - d. General hospital facilities; ambulance service.
 - e. Patient visitors.
 - f. Community volunteers.
 - g. Colleges and universities.
 - h. Other state facilities.
 - i. Low-cost public or private transportation.
 - j. Utilities.
 - (1) Power.
 - (2) Water.
 - (3) Sanitary sewer and storm water.
 - (4) Gas.
 - (5) Garbage collection (dumpster).
 - k. Fire protection (municipal).
 - l. Police protection (municipal).
 - m. Communications; public telephone, two-way radio, etc.

- n. Parking.
 - (1) Vehicular access and egress.
 - (2) Private transportation.
 - (3) Public transportation.
 - (4) Handicap spaces.
- o. Access by, and capacity of, the post office.
- 6. Environmental Factors.
 - a. Number of floors.
 - (1) Stairs.
 - (2) Elevators.
 - (a) Passenger.
 - (b) Non-ambulatory.
 - (c) Freight.
 - (3) Fire exits and escape routes.
 - (4) Dumb waiters.
 - (5) Laundry chutes.
 - b. Buffers.
 - (1) Safety.
 - (2) Privacy.
 - (3) Entry and contraband.
 - (4) Therapeutic environment.
 - c. Effect of natural environment.
 - (1) Pollution problems and sources.
 - (2) Adverse noise levels.
 - (3) Hazards.
 - d. Land use compatibility.
 - (1) Compatible with surrounding land use.
 - (2) Projected area patterns and policies.
 - e. Support facilities.
 - (1) Operations and maintenance.
 - (2) Laundry.
 - (3) Warehouse.
 - (4) Food service.
 - (5) Recreational.
 - f. Land acquisition.
 - (1) Zoning/land use classification/comprehensive plan requirements
 - (2) Land survey; title; abstract.
 - (3) Appraisals.
 - (4) Soil tests; flood plain studies.
 - (5) Environmental site assessments

D. Current and Projected Programs:

Describe briefly the current patient/resident service programs applicable to this project. Provide detailed statistics on number of patients, residents or other workload indicators for five and ten years into the future. Discuss any significant trends in workload indicators, resident-staff ratios or other expected changes that would impact use of the facility.

E. Staffing Pattern:

1. Direct Service Staff - List current and/or proposed number of each type, by position and pay grade.
2. Indirect Service Staff - List current and/or proposed number of each type, by position and pay grade.

F. Proposed Space and Other Requirements of Facility:

1. General Observations – Include pertinent comments not provided for or covered fully under above categories, such as identifying any discernible trends in patient care and resident service, which may affect the future function of the facility.
2. Application of criteria to establish square footage generated for office space can be used as a guideline on the generation of space (apply space criteria standards adopted by the Governor and Cabinet, as referenced in CFOP 70-1, Procuring Leased Space).
3. Desired Relationships:
 - a. Describe desired relation to other facilities, at same institution, or to other facilities nearby, or throughout state. Identify and describe proposed site and include brief reasons for its selection. Considerations for site selection criteria are presented in C above. Describe proposed relations to external service providers, such as hospitals, fire stations, delivery trucks and similar “outside providers.”
 - b. Describe (and diagram, if appropriate) development of functional relationships between various spaces within the proposed facility.

G. Detailed Description of Various Spaces:

1. Provide an overall summary to show each type of space and the total net assignable square feet (NASF).
2. For each individual space or category of space, give the following information:
 - a. Type or title of space.
 - b. Brief description of utilization, including any special requirements of environmental control.
 - c. Number of rooms, if applicable.
 - d. Personnel capacity of each room.
 - e. Built-in or special equipment for each space (including necessary utility connections).

H. Movable Equipment and Furnishings:

1. Itemize all movable equipment and furnishings to occupy each space listed under Section III.
 - a. Furniture.
 - b. Office equipment.
 - c. Office machines.
 - d. Patient/resident service equipment.
 - e. Facility maintenance equipment.
 - f. Other _____.
2. Provide a narrative summary of equipment and furnishings in this section.

I. Conformance to applicable codes:

Building construction, whether new construction, repairs, improvements, renovations, alterations, and/or additions, must fully comply with all applicable state and federal codes. A listing of codes and standards which may be applicable is as follows:

1. Chapter 553, Florida Statutes, "Building Construction Standards."
 - a. Section 553.06, F.S., "State Plumbing Code."
 - b. Section 553.73, F.S., "State Minimum Building Codes."
2. State of Florida Model Energy Efficiency Code.
3. Chapter 59A-3, Florida Administrative Code (F.A.C.), "Hospital Licensure."
4. Chapter 65D-38, F.A.C., "Intermediate Care Facilities for the Developmentally Disabled."
5. Sections 553.501-.513, F.S., "Florida Americans with Disabilities Accessibility Implementation Act."
6. Section 4A-3.012, F.A.C., "Standards of the National Fire Protection Association Adopted"

J. Construction Cost Estimate:

1. Construction cost estimates should be current for all items listed in the program.
2. It may, in certain instances, be appropriate to provide a narrative summary of cost estimates in this section.
3. Upon request, the Department's design and construction staff director and staff will assist in preparing a construction cost estimate.

K. Project schedule. A sample project schedule appears below.

<u>Activity</u>	<u>Milestone Completion (due date)</u>
ASGDC requests all institutions & regions to submit their FCOLBR.....	31-May-Request Year
Preliminary program prepared by institution/circuit/regions	01-June-Request Year
All Budget Issue Proposals (BIPs) forwarded to ASGDC	30-June-Request Year
BIP and preliminary program review by ASGDC	31-July-Request Year
<u>FCO LBR Capital Improvement Plans (CIPs) requests forwarded to Budget and submitted to EOG</u>	
	15-Sept-Request Year
Legislative appropriations made after veto	01-June-Appropriation Year
Final program prepared by institution/circuit/region	15-June-Appropriation Year
<u>General Appropriation Act (GAA) 20% budget release</u>	
	01-July-Appropriation Year
ASGDC review & program revision	15-July-Appropriation Year
Final allotments made on statewide issues	01-Aug-Appropriation Year
Send final projects to program offices for approval	30-Aug-Appropriation Year
<u>Request release of 80% balance of the FCO GAA</u>	
	30-Sept-Appropriation Year
ASGDC advertises for A/E services	30-Oct-Appropriation Year
A/E selection.....	01-Nov-Appropriation Year
ASGDC review of A/E fee proposals	01-Dec-Appropriation Year
A/E negotiation	05-Dec-Appropriation Year
ASGDC prepares A/E contract papers	30-Jan-Implementing Year
Issue A/E contract, Notice to Proceed	30-Jan-Implementing Year
A/E prepares study report or concept schematics	15-Mar-Implementing Year
ASGDC review of study report or schematics.....	30-Mar-Implementing Year
A/E prepares design development drawings	30-Apr-Implementing Year
ASGDC review of design development drawings	15-May-Implementing Year
A/E prepares 50% construction documents.....	15-June-Implementing Year
ASGDC review of 50% construction documents.....	30-June-Implementing Year
<u>Request certification forward for all unspent FCO budget</u>	
	01-July-Implementing Year
A/E prepares 100% construction documents.....	30-July-Implementing Year
ASGDC review of 100% construction documents.....	30-Aug-Implementing Year
Advertise for construction contractor	15-Sept-Implementing Year
Bid opening, Notice of Award	15-Oct-Implementing Year
Prepare construction contract papers.....	15-Nov-Implementing Year
Issue construction contract	15-Dec-Implementing Year
Notice to Proceed, permit application	15-Jan-Reversion Year
<u>Reversion (19 months) of GAA that was unencumbered</u>	
	01-Feb-Reversion Year
Shop drawing submittal & approval (fire sprinkling)	15-Feb-Reversion Year
Shop drawing submittal & approval (bldg. construction materials)	01-Mar-Reversion Year
Construction	15-May-Reversion Year
Substantial completion.....	30-April-Reversion Year #2
Punch list items, final completion.....	30-May-Reversion Year #2

VI. SPECIAL PROVISIONS

BUILDING COMMITTEE.

The design and construction staff director, in concert with circuit/region and/or institutional staff members, may convene a building committee if the existence of such a committee would accrue to the benefit of the project. Such a committee should consist of three to five people from various areas within the Department, who are knowledgeable of the needs of the project and have a functional responsibility in the area. These staff members will provide guidance, input and counseling to ASGDC in the preparation of the facility program narrative, preparation of cost estimates, schedules of values and in other programmatic areas during the programming phase.

BUBBLE DIAGRAMS

The “bubble diagram” is an architectural tool for defining spatial relationship requirements. Each building area is represented as a bubble on the diagram and the bubbles are interconnected as necessary to reflect proximity requirements and other programmatic needs. While such preliminary design work is properly the domain of the project architect, inclusion of a desired bubble diagram into the preliminary program not only gives the architect a better understanding of the needs of the institution or circuit/region, but also gives the institution or circuit/region a hand in shaping the ultimate product. Also, by being in a position to hand the selected design professional a more advanced program statement on which the design is to be based, the Department comes out ahead.

Bubble diagrams submitted as part of a preliminary program may be refined and developed further by the ASGDC architect reviewing the preliminary program, particularly if requested to do so. In some cases, circuits/regions and institutions may prefer to develop a preliminary floor plan sketch (or sketches), rather than work with the more abstract bubble diagram concept. Such preliminary floor plan sketches are equally acceptable for inclusion into the preliminary program. The ASGDC architect will then have the responsibility of seeing that bubble diagrams are developed, either in-house or by a design professional.

“WORKS OF ART” ACT

Section 255.043, F.S. (Chapter 79-188 Laws of Florida) requires that “Each appropriation for the original construction of a state building, which provides for public access, shall include an amount of one-half of one percent (0.5 percent) of the total appropriation for the construction of the building to be used for the acquisition of works of art produced by, but not limited to, Florida artists or craftsmen. Those works of art acquired shall be displayed for viewing in public areas in the interior or on the grounds or exterior of the building and not in private offices or areas with limited public access.”

MULTI-AGENCY COMPLEXES

Circuit/region/institution building committees are to ensure maximum interagency utilization of facilities in order to provide collocated human service functions in the most economic facility. Contacts are to be made with local school boards, local city and county governments and other state agencies in an effort to cooperatively plan, program and operate multi-agency complexes. Maximum utilization of existing public school facilities must be assured. All FCO budget requests and building programs must provide written verification that such coordination efforts have been performed.

REFERENCES: The following source materials are recommended to the program writer for reference:

1. Florida Statute 216, Planning and Budgeting.
2. Florida Statute 253.025, Acquisition of State Lands.
3. Florida Statute 255, Public Property and Publicly-owned Buildings.
4. Florida Statute 287, Procurement of Personal Property and Services.
5. Florida Statute 553, Building Construction Standards.
6. DMS Space Management Standards.
7. Rules and Regulations, Division of Accounting and Auditing, Office of the Comptroller.