



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
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Sacramento, CA 95825
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February 5, 2003

In reply refer to:
9100 (P)
CA-944

EMS TRANSMISSION: 2/5/03
Instruction Memorandum **No. CA-2003-017**
Expires: 09/30/04

To: CDD District Manager and all Field Office Managers

From: State Director

Subject: Submission Requirements for FY 2005-2009 Plan for Deferred Maintenance
and Capital Improvements **DD: 02/14/03**

Submission of new or revised Project Data Sheets (PDS) for the Bureau of Land Management's FY 2005 - 2009 Plan for Deferred Maintenance and Capital Improvement Projects is due in the State Office on **February 14, 2003**. The schedule for submissions and due dates are as follows:

- February 14, 2003 Zone Engineers submit draft PDSs to State Office (CA 944)
- March 10, 2003 State Engineers submit draft PDSs to WO 360
- March 17, 2003 EAT review of Bureau draft submissions
- April 4, 2003 State Director submits final PDSs to the Director (WO 360/880)
- May 9, 2003 Bureau submits final PDSs to the Department

Generally, only new or revised projects should be submitted. Projects that are on the current 5-Year, FY 2004 - 2008 Deferred Maintenance and Capital Improvement Plans should not be resubmitted unless the project has been revised. Reasons for submitting a previous project as a revision include changes in cost estimate (including design costs if an A&E consultant is now being considered) or a change of scope. The 5-year, FY2004-2008 Deferred Maintenance and Capital Improvement Plans are currently being revised in the WO. Contact David Wilson if you have any questions about projects that you have previously submitted that should be on the current lists.

Overall guidance for this process is found in the March 2000, document, "Draft" Five Year Deferred Maintenance & Capital Improvement Planning Process. Each Field Office should have a copy of this document. Revisions to this document were provided to the engineering/maintenance staffs at the State Engineering Advisory Team meeting in Sacramento on February 26, 2002.

Additional copies of the revisions can be obtained by contacting Dave Wilson at 916-978-4441. Field Offices will electronically submit separate PDSs for new and revised deferred maintenance and capital improvement projects to their respective Zone Engineer: CDD, Mark Graham; CenCal, Glen Yamashita; NorCal East, Virgil Whitten; Nor-Cal West, Brad Job. The Zone Engineers will review submittals for completeness, accuracy, and full documentation of the rationale for the claimed point values. Provide a completed cost estimate form for each PDS to justify and document the requested funding. The cost estimate shall be prepared using industry standards, such as the Means Cost Estimating Guides, and/or historical cost data from similar projects. A completed condition assessment form is also needed to document deferred maintenance needs. Blank PDS, cost estimating, and condition assessment forms are attached.

Field Offices will use the following general guidance when preparing PDSs.

- ✓ Deferred Maintenance is maintenance that was not performed when it should have been or was delayed for a future period. This includes compliance with health, fire and building codes, executive orders and regulations; renovation of an existing facility or any of its components to restore or extend the life of the facility; replacement of a facility or component for another having the same function without expanding the old facility; and demolition and removal of a deteriorated facility or item of equipment. Minimum project cost is \$25,000. Projects less than \$25,000 should be combined, if reasonable, to exceed the minimum or funded as annual maintenance. Example: Replace two pit toilets with vault toilets on different sites as a combined project even though the separate projects may not meet the minimum.
- ✓ Capital Improvement is the construction of a new facility, alteration or expansion of an existing facility to accommodate a change of function or unmet programmatic need. Minimum project cost is \$100,000, with no maximum limit.
- ✓ If a project is mixed between capital improvement and deferred maintenance the decision to submit the project as either capital improvement or deferred maintenance will be based on the 51% or greater cost level. Thus, if a capital improvement project includes 51% or greater (by cost estimate) deferred maintenance, it competes for deferred maintenance funds, which are more plentiful, and the minimum project cost drops to \$25,000.
- ✓ Phasing projects should be considered when the planning, design, and construction of the project is expected to extend over multiple years. This will allow adequate lead time to complete a detailed survey and design, prepare NEPA documents, perform any required consultations, and complete the necessary project planning and permitting. Submit a separate PDS for each phase of the project. Each PDS must have the same title for all phases, except to identify the phase. The write-up on each PDS should be the same, identifying the work to be completed in each phase and the funding breakdown for each phase.
- ✓ Deferred Maintenance Examples:
 1. Vault toilet replacement
 2. Seismic retrofit
 3. Cultural/historical facility repairs
 4. Communication tower replacement for OSHA compliance

✓ Deferred Maintenance Examples: (Continued)

5. Road aggregate replacement
6. Water system replacement
7. Sewage system replacement
8. Road drainage structures replacement

✓ Capital Improvement Examples:

1. New facilities where none existed before
2. New bituminous surfacing
3. New bridges where none existed before
4. Expansion of existing facilities

✓ Examples of Projects Not Eligible for Deferred Maintenance or Capital Improvement:

1. Fire facility construction or repair
2. Security retrofits
3. Annual road grading
4. Emergency repairs
5. Resource projects that do not involve a facility or structure
6. Hazardous materials cleanup or restoration
7. Equipment (not installed) or temporary building replacement or repair

If you have any questions concerning the 5-Year planning process or filling out the required forms to submit a project for the 5-Year plan, call Dave Wilson at (916) 978-4441.

Signed by:
Richard Grabowski
Acting State Director

Authenticated by:
Richard A. Erickson
Records Management

6 Attachments:

- 1- Project Data Sheet Form (2pg)
- 2- Cost Estimate Form (1pg)
- 3- CA Adm. Site Condition Assessment Form (2pg)
- 4- CA Bldg. Site Condition Assessment Form (3pg)
- 5- CA Rec. Site Condition Assessment Form (2pg)
- 6- CA Road and Trail Condition Assessment form (2pg)