



The State University
of New York

Office for Capital Facilities Newsletter

Editor: Jessica R. Miller

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**TOOLS
TRAINING
COMMUNICATION**

Note from the Associate Vice Chancellor - Karren Bee-Donohoe

SUNY/PPAA Winter Meeting: The SUNY Physical Plant Administrators Association Board has determined the annual Winter Meeting will be in person at Saratoga, January 31- Feb 1. A PPAA Board meeting will be held the previous day, January 30. New members are being sought for the Board and the executive committee of the Board. The Winter meeting will provide an opportunity to hear an important update from the Construction Fund on the NYS Executive budget and the potential impact on capital funding, along with updates by the Office for Capital Facilities and DASNY. Additional educational sessions will round out the winter meeting.

New OCF Staff Member: OCF is pleased to welcome a new staff member, Nibu Daniel. Nibu is the AiM O&M Specialist and is working on supporting O&M campuses and assisting in bringing other campuses live onto AiM O&M.

AiM Upgrade to Release 13: AiM will be upgraded to release 13 the week of Thanksgiving. SUNY OCF is working with campuses to assure a smooth upgrade. Questions are to be directed to AimHelp@suny.edu.

Executive Order 22 and BuildSmart 2025 : NYPA recently communicated directly with campuses regarding submetering requirements of BuildSmart 2025. More information, and available data, will be shared with campuses shortly. Additionally, more information about Executive Order 22 is forthcoming.

Upcoming Events

SUNY/PPAA 2023 Winter
Conference Saratoga
PPAA Board Meeting 1/30/23
Sessions 1/31-2/1/23



They do not need to be mandatory: Walkthroughs - Jessica Miller

While walk-throughs and pre-bid meetings provide valuable information to both the campus and bidders, it is not recommended campuses make a practice of requiring mandatory walk-throughs or pre-bid meetings on all projects, as doing so could unduly restrict the bidding pool. However, on the rare occasion where specific expectations or requirements cannot be readily described in the drawings or specifications, the campus may choose to identify the pre-bid meeting or walkthrough as mandatory for all bidders.

A walk-through or site visit provides bidders with the opportunity to view the project site and become familiar with existing conditions. The design consultant should be required to attend the pre-bid meeting or walk-through if one is held. These pre-bid activities can prompt valuable information exchanges which may uncover questions or issues related to the requirements and bid documents.

Questions that arise during the walk-through related to the specifications and drawings should be recorded by the campus or consultant, but not answered during the walkthrough. Rather, additional information or clarifications should be documented in writing and issued to all bidders as an addendum to the bid documents. Verbal responses are prone to misinterpretation. Issuing a written addendum ensures that all bidders receive the same information.

Inside this issue:

Page	Title
1	Note from the Associate Vice Chancellor
1	Walkthroughs
2	New Capital Project Tracking System
2	NYISO - Power Trends 2022
3	Required Emergency Reporting
4	Annual Review of Campus Emergency Response Plans
4	Community College Capital Updates
5	State Emergency Management Office/EOC



State Rolls out New Capital Project Tracking System - Don Smith



New York State recently rolled out the Project Costing Improvement Project (PCIP) to track capital projects statewide. It is an initiative among State agencies, (DOB), OSC, and the State Financial System (SFS) to improve access to project financial information from SFS. State agencies and the PCIP project team worked closely to prepare for a successful implementation which went live on October 3, 2022.

This initiative impacts all state-wide capital programs receiving NYS budget appropriation, including the hard dollar/campus cash portion of the residence hall program. This portion of the budget represents \$75 to \$100M in annual spending from cash reserves and system administered revolving loans.

The University Controller's Office (UCO) and the Office for Capital Facilities (OCF) have been working together over the past 6 months developing the processes needed for conversion to this new system. This undertaking required identifying existing Residence Hall projects greater than

the \$1M threshold and establishing those as individual projects in SFS. Smaller projects (< \$1M) will be aggregated at the campus level and assigned to a specific "Res Hall Minor Rehab and Repair" project. These smaller projects will continue to be managed by the campus creating sub-accounts and moving allocation to the sub-accounts as needed. Projects over \$1M must follow the new process to establish the project as an individual project/account rather than as a sub-account of a lump sum. A new *Allocation Request Form* has been created for this purpose.

To assist in the transition to PCIP, the UCO managed the migration of all the financial data (contract encumbrances, disbursements, and appropriation) to the newly created accounts. An overview of the new system, along with an overview of the procedures was presented to the SUNY ABB group in mid-October. Additional trainings will be held to educate the various campus staff involved in residence hall capital processes. For questions please contact don-ald.smith@suny.edu

NYISO - Power Trends 2022: The Path to a Reliable, Greener Grid for New York– Melinda Race

THE NEW YORK INDEPENDENT SYSTEM OPERATOR, INC. (NYISO) is a not-for-profit corporation responsible for operating the electricity grid, overseeing of competitive wholesale markets, long-term planning of the power system, and advancing technological infrastructure. Annually, NYISO publishes Power Trends, summarizing key issues influencing New York State's electricity grid. [Power Trends 2022: The Path to a Reliable, Greener Grid for New York](#) was released in June.

The report, as in previous years, highlights NYISO's continuing efforts to "support a grid in transition", as "New York's climate policies are driving profound changes on the electric system." NYISO is working to achieve NYS emission mandates, and at the same time, maintain electric grid reliability. Below are key points from the report.

State of the Grid

Reliability: Over the past several decades, New York has benefited from strong reliability margins, with grid power resources above the minimum required levels. This provides additional capacity in the event of unforeseen events like extreme weather. Today, these margins are narrowing due to fossil-fuel resources retiring at a faster pace than clean-energy resources are entering the market. To maintain reliability, deactivation of current fossil-fueled resources must not exceed the pace of development and deployment of new, non-emitting supply resources.

Fossil-fuel resources are needed to maintain reliability, until non-emitting resources can effectively replace them.

"Tale of Two Grids": Transmission constraints, i.e. insufficient electric lines, limit the extent to which Upstate New York clean-energy resources can reach Downstate New York, where most of the electricity demand is located. Upstate produces 92% of its electricity from zero-emissions resources, while Downstate produces only 9% of its electricity from zero-emissions resources. New transmission capability is needed and is currently under construction to alleviate constraints and increase the flow of emission-free electricity to needed areas. New York has agreements with two developers to build new transmission to transport renewable electricity into New York City, however it will be several years before these projects are completed.

Load Shapes: Load shape refer to the low and high demand points for grid electricity throughout the day and seasons. Current load shapes are shifting with the adoption of behind-the-meter (BTM) solar resources and distributed energy resources (DERs), such as community solar. Such changes reduce the total energy consumed from traditional grid resources when the BTM and DER resources are producing electricity. Daily peak demand for the traditional grid generation, is likely to shift to later in the day when load-reduction effects of BTM & DERs wane, especially solar resources. This will increase the demand on the bulk electric system at those times.

To support effectiveness of BTM & DERs in helping the load shape, Energy Storage Resources (ESRs), such as battery technologies, are needed. These devices capture electricity produced at one time for use at a later time, which can shave peaks from the load shape.



Required Emergency Reporting - Lauren Lieberman

Please review the below reminder from SUNY System Administration Emergency Services as well as the Commissioner for University Police about emergency notifications:

Consistent with current practice, campus officials are required to promptly inform the Chancellor of the State University of New York when a major unplanned event occurs **on or near** a campus that could have a significant adverse impact on the campus community, campus property, or other component of the State University of New York. Campus officials may include emergency managers, university police, facilities managers, or any other employee with a responsibility for managing or informing on campus emergencies.

All campus emergency events should be reported to SUNY System Administration using the address emergency@suny.edu as per SUNY Policy 5608 (available on the SUNY System Admin webpage).

Reportable events could be related to the campus community, which includes students, faculty, staff and their families; as well as those that impact the physical infrastructure or environment; involve financial, legal, or reputational concerns. In all cases, campuses should take immediate action to address the event. Events which would trigger notification often concern health and safety or public safety matters and include, but are not limited to:

- death or major injury to a member of the campus community, especially those that may present trauma to other campus community members
- facility evacuation or serious restrictions of use or operation of facilities
- significant fires or sudden environmental hazards, spills, or incidents
- significant acts of violence
- off-campus events that have significant impact on many members of the local community
- outbreak of serious infectious disease
- large scale civil disorder

The campus notification is to include information such as the type of emergency, when and where it occurred, affected areas, and closed facilities, campus actions and instructions, name and contact information for the campus official who can provide additional information and any assistance requested by the campus. The notification should be a brief summary of the event. It is understood that not all details will be available for the initial notification and additional updates may be necessary.

***Tip:** If your campus has emergency@suny.edu embedded into your campus notification software, please ensure that any quarterly maintenance testing and or updates do not exclude emergency@suny.edu from your address list inadvertently.





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Annual Review of Campus Emergency Response Plans - Lauren Lieberman

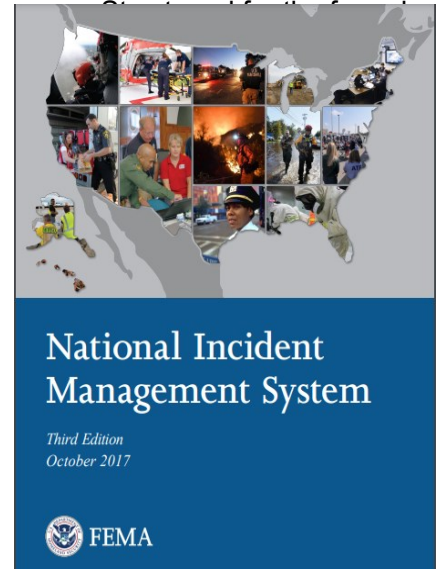


In order to ensure compliance with SUNY Policy 5606 and meet National Incident Management System (NIMS) Objectives, we are required to review each campus Emergency Response Plan (ERP) on an annual basis.

This year, EHS staff in the Office for Capital Facilities have developed a procedure that correlates to each of the items listed in SUNY Admin Policy 5606 to guide the process further. In addition, work aids like a cross walk and a training spreadsheet will also be distributed as tools to ensure the best possible emergency response plan topics are present in campus plans.

OCF is requesting each campus submit their plan, along with copies of after-action reports based off simulated or real-world events that tested their ERP.

Finally, OCF is also asking for a list of planned training exercises corresponding to the ERP for the next year. These can be tabletop exercises, limited scope, or full campus scope exercises. Remember the purpose of these exercises is to help assess whether or not the plan meets the needs of the campus and to identify areas that may need improvement.



Community College Capital Updates - Rebecca Goldstein

23/24 NYS Budget Capital Request

Although the capital request for the 23/24 NYS Budget is ongoing, please note the December 15th deadline to get project documentation to OCF is fast approaching. Questions should be referred to Rebecca Goldstein.

Capital Reports

Colleges received capital reports in the first week of October. These reports outline historic and current projects, along with any unused/future appropriation allocated to the college. Although colleges should alert OCF immediately of any project changes, OCF asks the colleges to do the following on a quarterly basis:

- **Initiate new projects** - existing future appropriation can be used if documented local funding is available.
- **Review old projects** - close out projects if possible or provide details on remaining work and dates.
- **Provide cash flow projections** - for each active and future project where schedules are available.
- **Facility's use changes** - email AIM-Help@suny.edu for assistance in updating college AiM Property and Space data. (function, going on-line, disposal, etc.)



HEERF Stimulus Funding Use as Capital Match:

SUNY has received approval from the NYS Division of Budget to use Higher Education Emergency Relief Fund (HEERF) as the sponsor match for capital activities related to COVID. Specifically, projects must address COVID-related capital needs to ensure college operations continue safely and effectively and may include projects being accelerated because of newly identified safety needs. Several colleges have already completed the process and received approval. Colleges are encouraged to submit materials to Rebecca Goldstein for project approvals.

Requests from the State Emergency Management Office/Emergency Operations Center - Al Styno

SUNY as a State Agency has a role in the State's response to natural disasters and public health emergencies. Periodically, the New York State Emergency Operations Center (NYS EOC) will request support from SUNY in the form of: equipment; personnel; space for logistics; and/or space for sheltering to be operated by the American Red Cross.

Weather events are a common cause of requests for support from the NYS EOC. This includes during and after hurricanes, flooding, and major snow storms. The COVID pandemic and other seasonal public health events have also led to numerous requests including establishment of seasonal response pods or support through delivery of equipment. System Administration and the State are greatly appreciative of the campus efforts to support these needs.

Some recent examples of SUNY support include:

- Supply delivery to the repatriation center at JFK as part of Covid -19 response and planning.
- NYS EOC site staffing during disaster recovery from Hurricane Ida.
- Vaccination pod staffing
- Delivery of a 500-gallon water buffalo during a city-wide water main break in Gloversville.
- Providing appropriate safety vehicles and generators to the NYS Fair.
- Providing locations and support equipment for Covid -19 testing and vaccination sites.
- Coordinating delivery of generators back and forth between SUNY campuses.
- Opening of a temporary shelter at New Paltz during an extended electrical power outage.
- Fulfillment of orders for 133,400 Covid -19 home test kits to supply 35 SUNY campuses.

Requests from the NYS EOC are received by the SUNY liaison and transmitted to campus(es) with a potential to assist. These requests are time sensitive and should be addressed as soon as possible. If the request is for personnel, please share that request with the campus Human Resources office to review opportunities for staff willing to volunteer to support the request, and to assure proper procedures are followed. If the request is for equipment, supplies, or use of buildings or parking lots, please review with facilities and campus leadership to confirm availability.

As SUNY strives to participate in the overall response to the needs of the NYS EOC and responsibility to support requests whenever possible, SUNY campuses can help by proactively assessing campus resources. OCF urges campuses to meet with Facilities and HR Departments to determine who might be suited and willing to volunteer and/or lend resources in the event of an emergency need.

When receiving an email stating it is a NYS EOC or the State Emergency Management Office request, please make every effort to respond as soon as possible whether the campus can or cannot support the request.

If the SUNY NYS EOC liaison is physically working at the NYS EOC requests are likely to come from the email address SUNYBunker@suny.edu, otherwise most typically Lauren Lieberman, or Allen Styno will be the requestor.

If you have any questions or concerns, or would like to participate as a SUNY liaison to the NYS ECO, please contact [Allen Styno](#).