

# STATE TELECOMMUNICATIONS MANAGEMENT MANUAL

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| State of California<br>Department of Technology           |   | Statewide Telecommunications<br>and Network Division |
| Category:<br><b>Cable, Fiber, and<br/>Wire Management</b> | Chapter Title:<br><b>New Construction</b> | Chapter Number:<br><b>0603.0</b>                     |

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## PURPOSE

The purpose of this section is to describe the process and procedures for planning telecommunications systems in newly constructed buildings.

## DISCUSSION

As part of DGS's ongoing consolidation activities, agencies are periodically requested to consolidate multiple sites within a particular geographic area, into a single site. These sites are either new construction or major renovation of existing structures. This is usually accomplished in one of two ways.

1. A site constructed or renovated by a private developer
2. A site constructed or renovated by the State

In the first case, a site is selected, and a private developer is chosen to manage either a design/build construction or renovation. These projects are typically lease arrangements, where the ownership of the building often becomes the State's within some specific period of time (usually 20 years). In the second case, a site is proposed either by the Governor or Legislature, and is assigned to the Department of General Services (DGS), Real Estate Division (RESD). The project is funded and managed by the State, through the use on construction bonds.

In either case, telecommunications distribution systems are included as part of the initial definition of these projects. In privately developed buildings, the specifications of the government tenants must be defined early, as the cost of these systems amortized into the per/square footage rent assigned a particular tenant. In State developed buildings, it is equally important that specifications be defined early in order to obtain public funding, and delineate which cost factors shall be assigned to the per/square footage rent, and which costs which shall be assigned to a specific agency for obtaining a Budget Change Proposal (BCP).

## POLICY

***STND is responsible for developing uniform cable and wire distribution standards in state occupied buildings, and acquiring planning and designing new telecommunications sites and spaces.***

## **RESPONSIBILITY**

STND and Real Estate Design Division (RES D) are responsible for jointly defining and designing the telecommunications specifications for the “overall” building or property in new construction. Each agency is responsible for jointly working with RES D to define the telecommunications requirements for their specific tenant area.

## **PROCEDURES**

### **DESCRIPTION**

For privately developed projects, RES D solicits bids from several developers in order to obtain the best building design given certain requirements and cost restraints. The developer responds with a lump sum cost to design and complete the building. The developer’s cost is typically based on a per office or workstation basis, combined with costs for special features such as energy efficient lighting/HVAC, the degree that the building is considered an essential service or requires specialized spaces. Telecommunications distribution competes with all other building programming requirements for part of this lump sum. Specifications provided by each agency are submitted to the electrical contractor and their communications subcontractor for determining an overall cost for this line item. In particular, agencies should identify in their specifications any unusual or extraordinary situations that are required, and are not part of the “standard” configuration that the developer may have assumed in the bidding process. Each agencies specification for telecommunications distribution should be submitted as early and comprehensively as possible, in order that funds are properly allocated for building-wide telecommunications distribution, and not redirected elsewhere.

In State developed projects, the legislature approves, and RES D obtains, a bond issue to fund a project. Although specific tenants are not always entirely identified at that time, RES D uses the information that is available from the known tenants, as well as per office/workstation forecasts to obtain a monetary figure for this line-item in the bond request. Many times these projects are request funding up to seven years prior to the actual move-in date. Agencies that become aware of involvement in consolidations projects should use their latest IT plan or forecast when communicating their telecommunications requirements to RES D and STND. The Department of Finance reviews these requests, and largely determines which costs of the telecommunications plan are to be assigned to the building rent, and which will require a separate BCP from agencies occupying a specific space. Even in this situation, agencies compete for available funds in the telecommunications budget. A well-prepared BCP is the only guarantee that an agency will have adequate resources to satisfy their requirements at the time of installation and move-in.

In either case, the primary reason for submitting specifications early and comprehensively is the issue of “Change Orders”. Once the project has begun, changes to the agreed upon design can result in the assessment of substantial penalties; sometimes up to 20% of the value of the changes. This seriously dilutes the agency’s ability to obtain a low cost telecommunications distribution network.

## **SERVICES**

CALNET provides consultation and design services, at little or no cost as long as the scope is limited to the “building as a whole”, and not a specific tenant. CALNET provides services on contract for agencies developing specification for submission to Developers or RESD. CALNET can also, upon request, do complete turnkey solutions from design through installation in new construction.

STND also has trained staff that can provide consultation, design, and project management for any agency anticipating a move into new premises. STND has assisted a large number of agencies in transitioning to new buildings, and can provide a seamless interface between tenants and CALNET for resolution of questions or difficulties.

## **RATES**

Information regarding rates may be obtained from CALNET at [www.calnet.ca.gov](http://www.calnet.ca.gov). STND provides similar services as CALNET for design and consultation. For issues regarding the “core” building, or for tenants requesting assistance on projects of lesser complexity, there is no cost involved when dealing with STND. For major projects with greater complexity, cost may be involved depending on the number of engineering, client service and project management hours that are dedicated to the request.

## **ORDERING PROCEDURE**

To order these services, submit a [STD. 20](#) form to the CALNET vendor, stating the scope of the consultation/engineering services that are anticipated as well as the scope of the project. The Network Engineering Unit is available to provide technical assistance in all phases of telecommunications design and installation within new or renovated buildings. You can contact the Department of Technology, Statewide Telecommunication and Network Division (Technology-STND) directly at (916) 657-9150.

## **AUTHORITY**

State Administrative Manual (SAM) [Section 4535](#)