



**Capital Outlay Request Report**  
044 - Martinez Hall Improvements and SBDC Roof

**Business Case Status**

Pending Start

**Request**

**Institution** NMSU - Grants

**Project Title** Martinez Hall Improvements and SBDC Roof

| Building                         | Building Age | Building GSF |
|----------------------------------|--------------|--------------|
| GRANTS, WALTER MARTINEZ BUILDING | 45.00        | 79,163       |
| GRANTS ROOSEVELT BUILDING        | 41.00        | 2,591        |

**Project Location** See Campus Plan

**Project Map**

**Project Map Link**

**FY Priority #** 1

**Master Plan Priority #**

1

**Total Project Cost** \$1,630,000

**State Funding Request**

\$1,500,000

**Committed Match Funding** \$130,000

**Match Funding Source**

NMSU Grants Institutional Funds

**Construction Type** Renovation

**Previous Request Summary** Renovations for Martinez Hall are a recurring request due to the building's poor condition, aging facility, large size, and importances to the campus for housing both administrative and classroom space, faculty offices, and library. The campus master plan identifies multiple fully phased projects for renovations. NMSU-G continues to request capital funding for portions of the entire renovation to address the deficiencies, confirmed in the recent Facility Condition Assessment (FCA) from May 2021. Requested and/or funded projects over the past three (3) Summer Hearings include th following: • 2018 NMSU-Grants GOB appropriation for Martinez Hall Renovation (Approp ID C5101) for Building renovations including restrooms, and roof upgrades. Requested \$1,700,000, and received \$1,500,000 (NMSU project 3692) • 2019/FY21- Request for Martinez Hall Renovations (\$1,800,000) and Roof Renovations (\$1,200,000). The top priority project was reduced to \$1,300,000, and reduced second priority (\$900,000) was not supported. Martinez Hall Renovations (Approp ID E5323) reduced to \$1,300,000. 2020 GOB funding expected 7/2021. • 2020/FY21- Request for Martinez Hall Roof Replacement (Approp ID F3116). Requested \$1,200,000 and recommendation reduced to \$887,500. STB funding expected 7/2021. This current 2020/FY23 request for 2022 GOB is Martinez Hall Improvements for: • Electrical distribution upgrade • Replace doors and door hardware • Classroom and lab renovation, and • SBDC (Roosevelt Building) roof replacement

**History of Facility** Martinez Hall was constructed in 1976. The building houses classrooms, laboratories, administrative offices, staff offices, the library, an auditorium, and a cafe. All instructional academic programs utilize this building, and these upgrades will benefit the entire enrollment and all employees. Walter Martinez Hall is the primary instructional building on campus, along with housing large gathering spaces and resources. Classrooms and laboratories are found in the facility. The library, cafe and auditorium are located in Martinez Hall, along with administrative/faculty offices and restrooms. NMSU Grants Martinez Hall is utilized by all employees and students. There are interior ADA compliant issues with the door hardware. The NMSU Grants Small Business Development Center (SBDC) is committed to providing quality direct assistance, entrepreneurial education and resource links for potential and existing small businesses to strengthen the economy of New Mexico. Whether you already own a small business or are thinking about becoming an entrepreneur, the Small Business Development at New Mexico State University can help you climb the ladder of success. The SBDC offers FREE management consulting, training course (nominal fees may apply), and government procurement assistance for western New Mexico business.

**Current Condition** Grants, Walter Martinez Hall is overall described as being in poor condition. The building assessment identified deficiencies for the facility related to site improvements, door hardware, ADA compliance, interior finishes and building systems that are in need of different levels of repair and replacement. The existing roof at SBDC is in need of replacement. This project will provide a completely new roof for a more energy-efficient roofing system that improves the appearance of the facility and extends the life of the building. Protecting the asset with the new roof enhances academic programs for the Grants campus.

**Renovation Information** The last improvement to Martinez Hall were the renovations of Classrooms 123/124 in 2016, was funded by Federal funds (total project cost \$285,161). The phased Classroom LED Lighting Project (15STB and BRR (95 percent STB and total project cost \$158,207), completed in 2019. The last improvement to the Grants Roosevelt buildings was an interior renovation in 2008 for flooring at the lobby; office and classroom reconfiguration; restroom upgrade; and ceiling/lighting improvements. The skylights on the roof were repaired/resealed and the roof drains were cleaned. No portion of the roof was otherwise repaired or replaced in the 2008 renovation.

**Scope of Work** Renovation to update existing facility to include classroom/lab renovations, electrical distribution upgrade, and code compliance upgrades at Martinez Hall. Roof replacement and repairs at Small Business Development Center (SBDC) roof on the Grants Roosevelt Building. The budgetary estimate for the above reference includes the following for Grants Martinez Hall: • Replacement of door hardware and restroom fixtures to be ADA compliant • Replacement of ceiling tiles, flooring and paint in classrooms and labs • New furniture for lab classrooms • Upgrade to electrical distribution system and • Roof replacement at Small Business Development Center

**Phases**

Complete table if this project request contains multiple projects or if the project can be phased. List in priority order:

| Phase # | Description | Part of Request          | Amount | Start Date | End Date   |
|---------|-------------|--------------------------|--------|------------|------------|
| 1       | Project     | <input type="checkbox"/> | \$0.00 | 7/1/2023   | 12/31/2025 |

**Students Impacted**

Provide the instructional program majors being served by this project:

| Major | HeadCount | FTE | % Growth Last Year | % Growth Average |
|-------|-----------|-----|--------------------|------------------|
|-------|-----------|-----|--------------------|------------------|

**Enrollment**

Provide Fall Semester enrollment data per year as reported on the NMHED website/eDEAR:

| Year | FTE  | OFTE |
|------|------|------|
| 2013 | 1160 | 456  |
| 2014 | 1129 | 532  |
| 2015 | 1047 | 476  |
| 2016 | 1017 | 519  |
| 2017 | 1042 | 600  |
| 2018 | 1109 | 732  |
| 2019 | 861  | 604  |
| 2020 | 638  | 585  |

**B. Project Rationale and Need:**

**Measure B1: Projects promotion of enrollment growth, retention, and degree production**

**B1 Score** Substantially ▼

**B1 Explanation**

Academic programs at NMSU Grants range from a variety of associate and applied science associate degrees as well as a wide range of certificates that prepare students for careers in trades, technology, allied health, and social services. Many of the Associate Degree programs at NMSU Grants transfer into bachelor's degrees in the fields of Education, Nursing, Information Technology, and Social Work. Recently NMSU Grants has increased collaboration with area schools including Grants Cibola County Schools and Pine Hill High School to foster dual enrollment opportunities in both transfer and certificate degrees. Additional emphasis on the Adult Education program, increases in on-line course offerings, and expanding workforce training/certificates all contribute to assisting enrollment growth and retention. These activities all contribute to the institutional mission of providing quality education through innovative teaching and learning that promotes respect for our diverse students and community. The Capital Outlay request is for Martinez Hall Classroom and Lab Renovation, Martinez Hall Electrical Distribution Upgrades, and ADA and Code Compliance Upgrades. This request directly impacts the future enrollment growth for NMSU Grants as the labs identified to be renovated will support and expand the Electrical, Energy, and Welding Technology programs. The enrollment data from the past five years show an enrollment decline for NMSU Grants at the same time Cibola County has experienced a decrease in population of 3% (U.S. Census Bureau). These decreases are partly due to the closure of the Tri-State Generating Station and the Marathon Refinery which were two major employers in the region. The COVID Pandemic was the primary reason NMSU Grants experienced a low enrollment at of Fall 2020. The projected enrollment for NMSU Grants is based on a 3-year average and appears to show that NMSU Grants will recover from both the change in economy and the pandemic. NMSU Grants Overall Fall Enrollment 2015 Fall 1048 2016 Fall 1017 2017 Fall 1042 2018 Fall 1109 2019 Fall 861 2020 Fall 638 Projected Enrollment Based on Average 3 previous years 2021 Fall 869 2022 Fall 789 2023 Fall 766 To increase enrollment at NMSU Grants, new programming in Electrical and Energy Technology is being pursued to meet the needs of the local workforce. Locally, there are preliminary measures being taken to convert the former coal plant to a hydrogen plant which would require a workforce in Electrical and Energy Technology. Welding Technology is another area of growth for the campus as welders are hired by the Peabody Coal, NM Transportation Department, City of Grants, Cibola County, and the tribal communities. The campus is also expanding the welding certificate to Pine Hill High School as part of the dual credit initiative. The NMSU Grants campus persistence and retention rate appear to be relatively stable with the projected rates favorable to student success. To improve these rates further, NMSU Grants has reallocated funds to establish a centralized testing and tutoring center to support students in a holistic manner and provide one-stop services for student needing assistance with their classes. NMSU Grants Persistence (P) & Retention (R) Rate for First - time, Full time Degree - Seeking Students Semester P R 2015 Fall 76% 42% 2016 Fall 69% 47% 2017 Fall 63% 53% 2018 Fall 78% 54% 2019 Fall 83% 60% 2020 Fall 74% 55% Projected Enrollment Based on Average 3 previous years 2021 Fall 78% 56% 2022 Fall 78% 57% 2023 Fall 77% 56% Source: IPEDS 2015-2019 Fall Enrollment Survey The NMSU Grants Campus degree completion appears to fluctuate. The degrees awarded in 2016 – 2017 and 2017 – 2018 increased due to the NMSU Grants' reaction to the workforce needs of employees affected by the lay offs from Peabody Coal Mine. NMSU Grants assisted in retraining their employees by offering IT (Information Technology) Bootcamps in which all required skills would be earned in one semester. This model showed great success and was duplicated 4 times in that time frame. Students who completed these bootcamps were immediately hired by different local entities like the school district and industries like Facebook. The campus is exploring options of duplicating bootcamps in Criminal Justice, Education, Allied Health, and Electrical Trades. The projected enrollment indicate that the degree awards will hold steady and begin to show an increase. All the initiatives NMSU Grants has planned has been focused on increasing enrollment, retention, and degree completion. NMSU Grants Overall Graduation by year for Associate (A) and Certificate (C) degrees. Year A C 2015-2016 50 24 2016-2017 67 34 2017-2018 66 39 2018-2019 44 20 2019-2020 51 29 Projected Degrees Awarded Based on Average 3 previous years 2020-2021 54 29 2021-2022 50 26 2022-2023 51 28 Source: NMSU ODS Academic Outcome tables

**Measure B2: Projects impact on education and workforce needs in local and regional economies**

**B2 Score** Substantially ▼

**B2 Explanation**

The request will support the lab renovations for both the Electrical/Energy and Welding classrooms. The upgrades will include technology infrastructure to include remote learning for the theory portion of the curricula. The renovations will also include equipment to simulate the working environment for both Electrical and Welding curricula. According to the New Mexico Department of Workforce Solutions, the demand for students who earn a certificate in the NMSU Grants Electrical program is medium to high for the Northern and Central Areas of New Mexico which includes Grants, Gallup, Farmington and the Albuquerque metro area. The number of job openings in the Northern area for Electricians is 20 and 274 for the Central area. Due to the location of NMSU Grants it is likely that students who earn certificates in electrical or energy technology travel to Albuquerque for employment. The wages earned range from \$57,343 to \$62,400. Similar labor market exists for the Welding program which shows that the market need is growing with potential earnings of \$38,613 for both the Northern and Central Areas. The Cibola Communities Economic Development Foundation Board supports the expansion of the Electrical and Energy Program as it contributes to a stronger workforce for Cibola County. NMSU Grants is in Cibola County which has a population of 26,675. Because the population is below the threshold of 50,000 defining a rural community, Cibola County is considered rural (U.S. Census Bureau). The overall student demographics as of Fall 2020 include students who are Hispanic (48%) and Native American (35%) totaling a student body that is 83% minority. Additionally, Cibola County's poverty rate is about 26% and only 57% of the population has access to broadband Internet. These data indicate that NMSU Grants serves students who are primarily of minority, rural, and economically disadvantaged. Northern Area Job Summary - Electrician <https://www.jobs.state.nm.us/vosnet/lmi/profiles/profileSummary.aspx?enc=Um8N46vXuYJKIk6gI7MGgr1RG1icDf/gXxA1Da/KcW1gbB9675QjjuU0GSVe4J8o> Central Area Job Summary - Electrician [https://www.jobs.state.nm.us/vosnet/lmi/profiles/profileSummary.aspx?session=occdetail\\_lms&valueName=occupation Northern Area Job Summary - Welding https://www.jobs.state.nm.us/vosnet/lmi/profiles/profileSummary.aspx?enc=Um8N46vXuYJKIk6gI7MGgr1RG1icDf/gXxA1Da/KcW1gbB9675QjjuU0GSVe4J8o](https://www.jobs.state.nm.us/vosnet/lmi/profiles/profileSummary.aspx?session=occdetail_lms&valueName=occupation Northern Area Job Summary - Welding https://www.jobs.state.nm.us/vosnet/lmi/profiles/profileSummary.aspx?enc=Um8N46vXuYJKIk6gI7MGgr1RG1icDf/gXxA1Da/KcW1gbB9675QjjuU0GSVe4J8o)

**Measure B3: Projects support of HEI Strategic Plan or Facility Master Plan**

*Demonstrate project alignment with institutional mission and how project advances the institution's strategic or facility master plan.*

**B3 Score** Substantially ▼

[Master Plan](#)

[Master Plan Link](#)

**B3 Explanation**

The Martinez Hall Classroom and Lab Renovations, Electrical Distribution Upgrades, and the Accessibility/Code Upgrades supports the NMSU LEADS 2025 Strategic Plan. LEADS Goal 1: Enhance Student Success and Social Mobility The renovation of the classrooms/labs that support both Electrical Trades and Welding will provide students state of the art facilities including up to date equipment. The renovation will allow the flexibility to offer theory classes in a virtual setting to accommodate students who live a distance from campus while providing instruction to students in class. This teaching modality called Hy-flex offers the best of in-person learning and virtual learning. This type of offering promotes the LEADS Goal 1 of promoting social mobility for NMSU Grants students. LEADS Goal 4: Build a Robust University System The Martinez Hall Classroom renovation along with the Electrical Accessibility upgrades support the improvement of the campus for all stakeholders including students and community members. Martinez Hall was built in 1977 and needs upgrades with respect to accessibility and code compliance. The current electrical distribution is the original piece of equipment and need to be replaced by a more efficient model. The renovation of the classrooms and labs to include technology allowing virtual learning and teaching contributes to the making the campus a better place for students. Overall, the projects support a better environment for all

stakeholders at NMSU Grants. NMSU Grants Strategic Plan can be accessed at <https://grants.nmsu.edu/files/2021/04/NMSU-Grants-SEEDS-Strategic-Plan-2020-2025.pdf> NMSU Grants Five Year Plan is specifically listed in the campus master plan, along the Five Year Facilities plan for the Martinez Hall Improvement project.

**Measure B4: Facilities Assessment**

Provide the facility's most recent condition score and summarize the major structural and systems conditions that resulted in that score. Provide selected supporting documentation in appendices and reference them in the body of the proposal.

|   |  |                                     |                   |
|---|--|-------------------------------------|-------------------|
| <b>B4 Level of Study Completed</b>        | Substantially <span style="float: right;">▼</span>   | <b>Study</b>                        | <b>Study Link</b> |
| <b>Cost to Repair</b>                     | \$3,393,840  | <b>Cost to Replace</b>              | \$14,684,930      |
| <b>Replacement Cost Basis (\$ per SF)</b> | \$185  | <b>Cost to Repair AFTER Project</b> | \$0               |
| <b>B4 Explanation</b>                     | <p>The Facilities Conditions Index (FCI) is an indicator of the overall condition of a building; calculated by dividing the maintenance, repair and replacement deficiencies of the facility by the current replacement value of the facility. NMSU is currently in the process of updating FCI system-wide for all of the campuses. We have hired a third party licensed architect and professional evaluation team, Architectural Research Consultants (ARC), to assess. Of the 22 completed buildings at the academic core on the main campus, and Grants Martinez Hall (315Q) has received a FCI of 0.231 (Poor) and an ARC score of 82.40%, which is Satisfactory. Full building evaluations for Martinez Hall, assessment of building condition and recommendations, were completed in May 2021. See attached summary for Assessment Score details. Architectural Research Consultants Inc. (ARC) 2021 evaluation: The Grants Martinez Hall score 0.231 or Poor in the FCI and 82.40% in ARC's Score. This is an indication that a significant amount of capital funding is needed for the building. ARC's preliminary cost estimate in the amount of \$3.4 million dollars plus NMGRT in construction related renovations only begins to bring the dated building up to current code, meet ADA requirements, roof replacement (funded project), exterior skin (funded), improve the HVAC and electrical, replace existing finishes, and renovate existing classrooms. Deficiencies pertaining to this capital request scope of work include: • Interior doors that are equipped with knob-style hardware • Casework throughout building do not meet ADA requirements • Interior improvements for LED lights and ceiling tiles • Electrical distribution that dates back to 1977 and needs upgrading</p> |                                     |                   |

**Measure B5: Projects impact on On-campus and Off-campus Instruction**

Provide information on how this project request will support both on-campus and off-campus instruction.

|                       |  |
|-----------------------|--|
| <b>B5 Score</b>       | Substantially <span style="float: right;">▼</span>   |
| <b>B5 Explanation</b> | <p>NMSU Grants has never renovated the Welding and Electrical Trades classrooms. The renovation of these classroom/labs improves both on-campus and off-campus instruction. The renovation will include upgrades to the technology and equipment to allow virtual instruction for students who do not live in Grants. The renovation will also include equipment to offer simulations to support instruction. Along with the classroom renovations, indirect support for on-campus instruction are the upgrades to the Electrical Distribution system and upgrades to various on-campus structures to ensure ADA and code compliance. In order to meet the increased demand for online/virtual modes of instruction as well as virtual student services, and business support and communication, the repair and maintenance of key building infrastructure systems supports both on-campus and off-campus instruction by serving the key institutional technology systems and equipment necessary to accomplish and serve these multiple modalities.</p> |

**C. Green Screen for Buildings**

**Measure C1: Energy Audit or similar energy assessment**

Document details of the audit to include who performed the audit, when it was completed, level of audit/assessment, improvements proposed, and benefits to this project

|                               |  |
|-------------------------------|--|
| <b>C1 Score</b>               | Substantially <span style="float: right;">▼</span>   |
| <b>Energy Audit Completed</b> | <input checked="" type="radio"/> Yes <input type="radio"/> No  |
| <b>C1 Explanation</b>         | <p>In 2013 Ameresco preformed an investment grade audit of 46 of NMSU's buildings throughout the state, totaling nearly 2.7 million gross square feet. The audit included the facilities at Alamogordo, Carlsbad, Dona Ana Community College (DACC), Grants, remote Agricultural Science Centers, and all buildings on the main campus. NMSU also employs two Certified Energy Managers (CEM) who can look at the potential energy savings of projects. List of Green Screen strategies that will be incorporated in the project during construction include: • Construction waste management principles will be followed during the demolition. • Recycling of applicable materials. • Construction waste management principles followed during construction.</p> |

**Measure C2: Projects impact on Energy / Utility Cost Reduction**

Explain the impact of this project to the net energy / utility costs. Provide a justification if no operating budget impact is anticipated.

|                             |  |                                   |     |
|-----------------------------|--|-----------------------------------|-----|
| <b>Current Energy Usage</b> | \$0  | <b>Energy Usage AFTER Project</b> | \$0 |
| <b>C2 Explanation</b>       | <p>NMSU's building guidelines includes policies to encouraging energy reduction with nearly every project. Additionally, there have been specific projects focusing on energy reduction such as the Ameresco projects. With each project resulting in energy savings there will also be a utility cost savings which can result in an observable change. When the equipment is replaced with more a system with increased efficiency there will be a reduction in costs. However, the equipment change can also change the system maintenance requirements as well and without knowing what the replacement system will be we are unable to make accurate predictions.</p> |                                   |     |

**Measure C3: Executive Order (EO) 2019-003**

Provide detailed information on how this project will address the goal of reducing Green House Gas (GHG) emissions by 45% as called for in the EO. Explain the steps taken to reduce the buildings energy demands.

|                 |   |
|-----------------|---|
| <b>C3 Score</b> | Somewhat <span style="float: right;">▼</span> |
|-----------------|---|

**C3 Explanation**

For main campus over 95% of NMSU’s scope 1 and 2 emissions are building emissions a similar distribution of emissions is expected for Grants as well. Reaching the goals within EO 2019 -003 for greenhouse gas emission reduction, remodeling and updating existing infrastructure will be required. NMSU building guidelines insure projects keep in mind sustainable infrastructure and planning, energy efficiency technologies, and more.

**D. Stewardship - Detail how the HEI provides stewardship for its assets.**

**Measure D1: Project Estimates**

Describe how this projects cost estimates were developed. Provide the total dollars attributed to inflation. Percentage increases MUST be defended in the narrative portion of the document, or 0% inflation will be assumed.

**D1 Score**

Substantially ▼

**Base Project Estimate**

\$1,498,657

**Dollars Related to Inflation**

\$33,364

**Formal Estimate Provided**

Yes  No

**Formal Estimate**

**Estimate Link**

**D1 Explanation**

The process for determining the capital outlay needs begins with the University Architect (UA), who stays in touch with the needs of the education enterprise through communication on various levels. Each year, the University Architect and Associate Vice President for Facilities and Services set up an in-person meeting with the Community College Presidents and Deans of the Colleges to review the capital outlay requests for the year. The Capital Outlay Briefing is presented to the University Administrative Council, and the flowchart that outlines the process for a project concept to become a priority on NMSU’s Five Year Facilities Plan. The estimate is assigned directly to the in-house professional estimator, Senior Project Manager. The scope of work is determined with the relevant stakeholders and UA. Budgetary estimates are produced with the use of 2020 ProEst Estimating Software that is built using the current RS Means database. Note that the in-house professional estimator with Facilities and Services PDE must meet satisfactory evidence of the necessary qualifications as required by the Certifying Body of the American Society of Professional Estimators. The Executive Director for PDE reviews the proposed costs to confirm the estimate is reasonable and accurate. Then the AVP of Facilities reports to the Administration for further action and/or inclusion into Capital Outlay or University Capital Plans. Budgetary estimates older than a year are reviewed and adjusted for inflation as part of the capital outlay process, and incorporation to the current campus Five Year Facilities Plans.

**Measure D2: Describe how this project addresses/reduces deferred maintenance on campus**

**Deferred Maintenance**

\$0

**Deferred Maintenance AFTER Project**

\$0

**D2 Explanation**

In 2006, the state of New Mexico contracted with Parson’s 3DI to assess all higher education facilities in the state and to develop a Facilities Condition Index (FCI) for each facility. At the time, this was intended to be the methodology for assessing capital outlay and capital renewal funding requests. This effort was abandoned at the state level in 2008, so in 2010 NMSU contracted with Arcadis, an assessment firm, to bring the 2006 assessment up to date. Facilities and Services then began tracking the FCI through AiM, and we joined Assetworks for a beta test with the new Assessment and Needs Assessment (ANA) module. This installation is nearly complete and will allow for updates to be made both from inspections and by reducing the needs automatically through the work order system as remedial maintenance is performed. Project level needs are met through Project Development and Engineering. We have completed a multi-year Building Renewals and Replacements plan that addresses the deficiencies at the building system level. At the highest level, we use the Capital Outlay Process and the Campus Master Plan in conjunction with the Facilities Condition Index (FCI). We recently added the Assessment and Needs Analysis module to AiM to help us track system improvements that lower the FCI. The FCI/Replacement cost information for NMSU-G Martinez Building: Walter Martinez Building (315Q), built in 1976, 2019 FCI (30.34), 2013-2015 Replacement Cost is \$22,044,758.60. NMSU’s building guidelines includes policies to encouraging energy reduction with nearly every project. Additionally, there have been specific projects focusing on energy reduction such as the Ameresco projects. With each project resulting in energy savings there will also be a utility cost savings which can result in an observable change. Installing a cool roof does not always cost more than a non-cool roof. However, the cool roof will have lower cooling demands and better insulation will decrease the energy used by the building reducing the energy costs to operate the building. There are also rebates available through the SCORE plus program for ENERGY STAR Certified Cool Roofs. Lastly by installing a cool roof and decreasing the roof temperature may extend roof service life. Source: - El Paso Electric - <http://epesavings.com/score-newmexico.html> - U.S Department of Energy - <https://www.energy.gov/energysaver/design/energy-efficient-home-design/cool-roofs>

**Measure D3: Asset Stewardship Provide information on how the HEI supports the ongoing operational and maintenance needs of current and proposed assets.**

**D3 Score**

Not at all ▼

**Level of Plan**

Not at all ▼

**BRR Plan**

**D3 Explanation**

Process at NMSU- Grants for determining Capital Outlay needs: Annually, in conjunction with the timing of the Capital Outlay cycle for the state, the NMSU Grants President and Manager of Facilities Services meet to discuss the Capital Outlay needs. Additionally, there is consultation with the Business Manager III. These discussions center on near- and long-term needs of the institution based upon credit program offerings. NMSU Grants does not currently conduct any form of contract, non-credit training. NMSU Grants is the smallest community college campus in the NMSU System and we have no licensed personnel employed by the campus. Therefore, work related to electrical, mechanical, and structural needs must be contracted out. This is true for any Building Renovation and Renewal (BRR) needs any work related to construction or renovation tied to Capital Outlay. Additionally, although the campus has been fortunate, we do have periodic and unanticipated needs for repairs – in many of the areas listed. We discuss immediate needs, long term needs, and ideas that may impact the future infrastructure of the campus. Over the years, the process of placing priorities on the “five-year plan” has been updated as needs change. If there is a more pressing need in one area/facility versus another that may be listed as a priority, we would recommend shifting the priority to more immediately address the most dire need first. Also, if we decide a building is ineffective as it is currently designed and it is costing us a lot of money in regular maintenance, we will stick it on the list a bit further down. To determine the amount of money to request, the Manager of Facilities will request quotes from a licensed contractor or contractors. In continued discussions, the President and Manager of Facilities will work to determine a reasonable increase of cost. We do this because there is often a years-long lag in getting to capital outlay projects – time goes by and prices increase. We also add administrative and design costs – generally 15%. If I do not get an estimate from a contractor, I will use previous costs from similar projects. Process at NMSU Grants for determining BR&R needs: The usual practice is to use BRR funds to unanticipated costs – a structural break, internal line (gas or water) break, damage to a roof that compromises the integrity of the roof, etc. I use this money to handle immediate unplanned issues. These “surprise” events most often are electrical, mechanical, or structural. Using the current (most up-to-date) NMSU Grants Five Year Facility Plan that was finalized after the 2019 Capital Outlay hearings, the process is as follows: • In consultation with the NMSU System University Architect and Facilities Project and Development and Engineer planning team, the five-year facilities plan is reviewed. • Based upon current need, if the projects listed in the plan serve the present purpose of the college, each project rotates upward

in the list. Only when pressing need exists to realign a facility or a portion of a facility do we request to re-order the projects.

**Measure D4: Maintenance Cost Reduction**

*Describe in detail how this project will affect operating appropriations for the current year and all out-years. Provide a justification if no operating budget impact is anticipated.*

**Total O&M Budget**

\$0

**Total O&M Budget AFTER  
Project**

\$0

**D4 Explanation**

The Martinez Hall upgrades to and replacement of the electrical distribution should lead to operating more efficiently reducing the amount of electricity used. It should also provide the campus with safe and reliable power reducing the number of power surges and possible equipment loss. The replacement of the electrical distribution system will also decrease the costs to repair the system as it will be new and hopefully have a warranty. The renovation of the classroom also provides improved learning spaces without the need to add additional staff or maintain additional square footage. Due to the nature of the project, the operating budget will not be impacted. Completion of this project will reduce the following maintenance and operations costs: • Deductibles and insurance claims caused by water intrusion • Costs associated with water cleanup and unscheduled repairs to include drywall, flooring, ceiling tiles, and furniture • Instruction and research time lost due to the facility being closed for unscheduled repairs • Costs associated with temporary relocating instruction and research while the facility is closed for unscheduled repairs • Reduced electric utility costs associated with the installation of an energy efficient roofing system for SBDC

**Measure D5: Health, safety, and security**

**Describe how this project will address major health and safety issues/concerns on campus, including how it will improve physical safety and cybersecurity on campus. Provide selected supporting documentation and reference them in the body of the proposal.**

**D5 Score**

Not at all 

**Level of Plan**

Level 1 

**HSS Plan**

**D5 Explanation**

Re-roofing will stop frequent leaks, which can possibly lead to mold conditions and contribute to the overall deterioration of the existing facilities. Continued deterioration will result in a need to replace older facilities with new buildings, at a greater cost than the renovation of existing structures. Door hardware that can be operated with a closed fist or a loose grip accommodates the greatest range of users. Hardware that requires simultaneous hand and finger movements require greater dexterity and coordination, and is not recommended. Replacement of doors and door hardware will improve ADA compliance and safety. Cabinets and furniture that do not need adequate height and knee space are not accessible to all. The replacement casework/furniture design will provide proper knee and toe space, and maneuvering clearance per ADA requirements.

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**Appropriation Language**

\$1,500,000 to plan, design, construct, renovate, and equip upgrades at Martinez Hall and roof replacement to the NMSU Grants Small Business Development Center (SBDC) on the Roosevelt Building at New Mexico State University- Grants.

**Follow up Questions**



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|                              |                |                               |                |                |
|------------------------------|----------------|-------------------------------|----------------|----------------|
| <b>Starting Fiscal Year</b>  | 2021           | <b>Expense Type</b>           |                |                |
| <b>Planned Project Start</b> |                | <b>Planned Project Finish</b> |                |                |
| <b>Investment to Date</b>    | \$0            | <b>Funds Needed By</b>        |                |                |
| <b>Discounting Switch</b>    | Off            | <b>% Complete</b>             | 0%             |                |
| <b>Discount Rates</b>        | 2022:<br>0.00% | 2023:<br>0.00%                | 2024:<br>0.00% | 2025:<br>0.00% |

Forecast

|                            | FY 2021    | FY 2022    | FY 2023    | FY 2024    | FY 2025    | Total      | Notes  |
|----------------------------|------------|------------|------------|------------|------------|------------|--|
| <b>Pre-Project</b>         |            |            |            |            |            |            | <b>Definition: Non-recurring cost to get to an approved and funded project.</b>                              |
| Internal Staff Labor \$    | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Internal Contract Labor \$ | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| External Staff Labor \$    | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| External Contract Labor \$ | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Software \$                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Hardware \$                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Facilities and Power \$    | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Internal Services \$       | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Outside Services \$        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Telecom \$                 | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Other \$                   | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| <b>Total Pre-Project</b>   | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |  |
| <b>Project</b>             |            |            |            |            |            |            | <b>Definition: Non-recurring cost to implement and field the product or service.</b>                         |
| Internal Staff Labor \$    | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Internal Contract Labor \$ | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| External Staff Labor \$    | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| External Contract Labor \$ | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Software \$                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Hardware \$                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Facilities and Power \$    | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Internal Services \$       | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Outside Services \$        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Telecom \$                 | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Other \$                   | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| <b>Total Project</b>       | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |  |
| <b>Post-Project</b>        |            |            |            |            |            |            | <b>Definition: Recurring cost to support the product or service through the end of the planning horizon.</b> |
| Internal Staff Labor \$    | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Internal Contract Labor \$ | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| External Staff Labor \$    | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| External Contract Labor \$ | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Software \$                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Hardware \$                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Facilities and Power \$    | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Internal Services \$       | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Outside Services \$        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Telecom \$                 | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Other \$                   | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| <b>Total Post-Project</b>  | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |  |
| <b>Total Cost</b>          | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |  |

|                             | FY 2021    | FY 2022    | FY 2023    | FY 2024    | FY 2025    | Total      | Notes  |
|-----------------------------|------------|------------|------------|------------|------------|------------|--|
| <b>Revenue</b>              |            |            |            |            |            |            | <b>Definition: Incoming revenue associated with the product or service.</b>                          |
| <Source 1> \$               | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| <Source 2> \$               | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| <Source 3> \$               | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| <Source 4> \$               | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| <Source 5> \$               | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| <Source 6> \$               | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| <Source 7> \$               | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| <Source 8> \$               | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| <b>Total Revenue</b>        | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |  |
| <b>Cost Reduction</b>       |            |            |            |            |            |            | <b>Definition: Money saved that is being spent today. True cost take-out.</b>                        |
| Internal Staff Labor \$     | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Internal Contract Labor \$  | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| External Staff Labor \$     | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| External Contract Labor \$  | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Software \$                 | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Hardware \$                 | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Facilities and Power \$     | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Internal Services \$        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Outside Services \$         | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Telecom \$                  | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Other \$                    | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| <b>Total Cost Reduction</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |  |
| <b>Cost Avoidance</b>       |            |            |            |            |            |            | <b>Definition: Preventing money from having to be spent that is not currently being spent today.</b> |
| Internal Staff Labor \$     | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Internal Contract Labor \$  | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| External Staff Labor \$     | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| External Contract Labor \$  | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Software \$                 | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Hardware \$                 | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Facilities and Power \$     | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Internal Services \$        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Outside Services \$         | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Telecom \$                  | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| Other \$                    | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |  |
| <b>Total Cost Avoidance</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |  |
| <b>Total Benefit</b>        | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |  |

|                      | FY 2021    | FY 2022    | FY 2023    | FY 2024    | FY 2025    | Total      |
|----------------------|------------|------------|------------|------------|------------|------------|
| Total Pre-Project    | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
| Total Project        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
| Total Post-Project   | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
| <b>Total Cost</b>    | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |
| Total Revenue        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
| Total Cost Reduction | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
| Total Cost Avoidance | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
| <b>Total Benefit</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |
| Return               | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
| Cumulative Return    | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        |
| ROI %                | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      |
| Cumulative ROI %     | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      | 0.00%      |

Results

|  |     |                            |       |                                    |       |
|--|-----|----------------------------|-------|------------------------------------|-------|
| Total Investment Required (i.e. Total Cost): | \$0 | Return \$:                 | \$0   | Revenue % of Total Benefit:        | 0.00% |
| Investment to Date: (i.e. \$ Spent so far):  | \$0 | ROI %:                     | 0.00% | Cost Reduction % of Total Benefit: | 0.00% |
| Investment Remaining to Go:                  | \$0 | Payback Period (in Years): | 0.00  | Cost Avoidance % of Total Benefit: | 0.00% |

**Notes:** 1) These metrics are designed to depict the strength of the business case by the type of benefit. A business case that has its strength in cost avoidance, particularly in the out-years, is not as strong a business case as one that commits to benefits earlier or that delivers cost reduction. 2) The payback period is the length of time required to recover the cost of the investment.



