

VFA



Proposal To:

Colorado College



Proposal For:
Facility Condition Assessment and
Capital Planning Solutions

Submit Date: February 10, 2012

David Raffin
VP Sales – State/Local Gov't & Education

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February 10, 2012

George Eckhardt
Colorado College
14 East Cache La Poudre St.
Colorado Springs, CO 80903

RE: Facility Condition Assessment Services and Capital Planning Software

Dear George,

VFA is pleased to submit our proposal to provide our professional services to help Colorado College create a comprehensive facilities capital plan, as requested. We understand that Colorado College would like to answer some important questions that will support a strategic and economic capital reinvestment / improvement plan including:

- ◆ What is the current condition of our facilities?
- ◆ How much money do we need?
- ◆ Is our level of funding appropriate?
- ◆ Given a budget what will happen to the condition of our assets over time?
- ◆ What should we do first?

VFA's sole business is focused on multiple types of facility audits and tools which will enable the Colorado College to take advantage of all the data collected during and after an audit. While VFA's staff is made up mostly of Architects, Engineers and Facility Professionals we don't engage in any design/build projects and therefore our findings will always be un-biased. We provide a clear, accurate and independent 3rd party view of your facilities with many years of experience behind us.

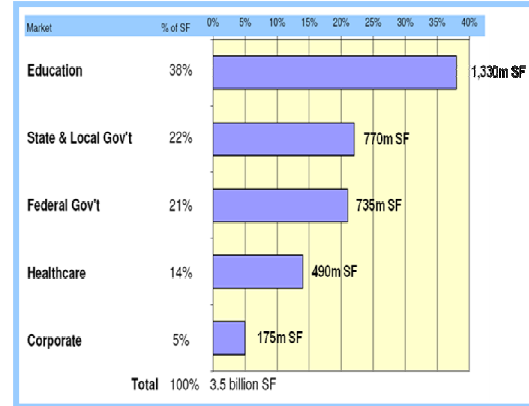
Our Client Advisory Board and end-user feedback have helped shape today's solution to provide our clients with a high ROI. The VFA solution will provide Colorado College with an accurate baseline of the current conditions and remaining system life of your assets, including:

- ◆ The current replacement value (CRV) of each asset, the amount of deferred maintenance, cost to remediate and the forecast of system renewals with resultant Facility Condition Index (FCI)
- ◆ The ability to determine if your current funding levels are adequate or need to be adjusted
- ◆ The ability to forecast the impact of various funding levels and develop multiple funding strategies
- ◆ Using specific funding targets we will be able to prioritize what should be funded first based on what is important to Colorado College.
- ◆ The ability to align the capital improvement plan with Colorado College academic and fiscal goals

Our track record within the education market, makes us uniquely qualified to meet all of the goals for this project and successfully complete all aspects in the most cost effective and timely manner. VFA has been selected by hundreds of educational institutions, government organizations and localities as their capital planning and management solution. VFA is a proven leader in our industry. Our clients have reported the reasons we remain the solution of choice include:

Experience and Qualifications

- ◆ VFA has provided more facility condition assessment services (FCA) than any other firm in the world with over 3.5 billion SF world-wide.
- ◆ Largest dedicated staff, over 100 Facility Assessors with experience on avg. of over 15 years
- ◆ VFA has successfully delivered hundreds of education FCA initiatives totaling over 1.3 billion SF



Proven Methodology

- ◆ Flexible approach that can adapt to a client's particular requirements
- ◆ Quality control process that involves the client and the vendor team

Past Performance

- ◆ Projects are delivered on time and on budget with lots of value adds to ensure 100% satisfaction

Technology

- ◆ One of the most compelling reasons so many institutions have selected VFA is the VFA capital planning and management software, VFA.facility. Our capital budget planning and repair / renovation decision support tool can truly enable Colorado College to maximize its return on investment in an undertaking such as this facility study by empowering you to optimally reinvest in your physical assets. This innovative web-based tool allows you to measure, monitor and project current and future condition and funding needs.

Value

- ◆ VFA is focused on stretching the client's dollar. For example, we have straight forward, cost effective approach in mind to make use of your prior studies and the associated asset data – i.e. validate via interviews and field work and attach the appropriate existing information with the appropriate asset location in the VFA database. Alternately, we are happy to explore other approaches that conceivably could result in actual mapping and importation of that data.

Growth Path

VFA opens up a growth path for future services. For example:

- ◆ Green / Sustainability assessment services
- ◆ Energy assessment services
- ◆ Budget planning / Project ranking services
- ◆ Software integration services

In summary, we ensure success via a mutually beneficial partnership – just like the one we have established with Tufts University, Thomas Jefferson Foundation's Monticello, Babson, Brandeis, MIT, U MASS, Pratt Institute, Baylor, UT Austin and many other institutions of education. Our experience combined with our client's satisfaction makes it easy for Colorado College to be confident in teaming with VFA.



VFA is pleased to answer any questions that you may have and to discuss specific scope issues and other solution options as necessary. We are more than happy to adjust our fees and associated scope in order to provide the most value within the project budget. All of us at VFA look forward to working with all of you at Colorado College.

Best Regards,

David Raffin
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Statement of Work Summary

The following services and technology are contained in this proposal

- Detailed Facility Condition Assessment services for 37 buildings totaling 1,642,237 SF. The Building List is provided in attachment A. VFA understands the El Pomar Sports Center it is undergoing two additions and a 100% remodel of existing facilities over the next 12 months. The most cost effective way of capturing all the data is to have it assessed during the initial assessment while the team is onsite. We will create the Asset record and baseline of the building and all systems as it is at the time. Upon completion of the additions and the remodel the college will supply VFA a schedule of values and a set of drawings that indicate all of the changes. VFA will then update the asset records in VFA.facility for El Pomar reflecting all the changes. This update is included in the price shown in the fee schedule of this proposal.
- VFA.facility Capital Planning software for unlimited number of users
- Software Training
 - VFA.facility

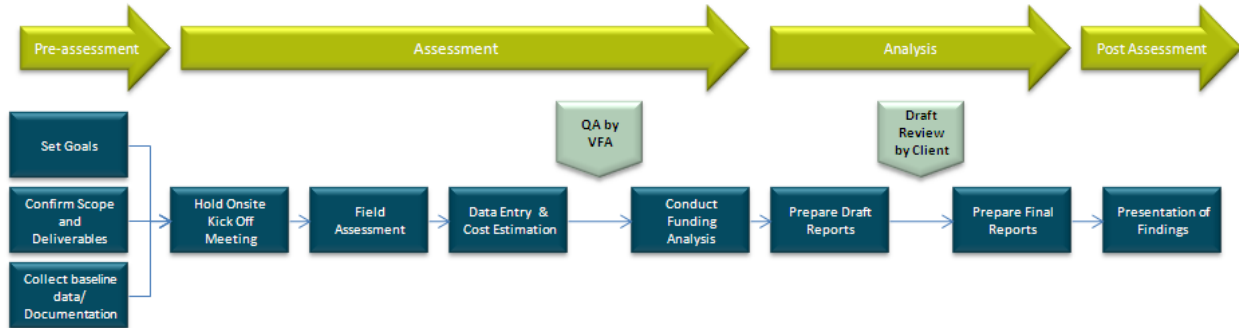


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Detailed Facility Condition Assessment Approach

VFA aims to provide you with consistent, reliable data and transparent, easy to follow program management advice that will enable you to effectively and efficiently manage the facility capital program. The following illustrates VFA's process for conducting facility assessments and providing deliverables that address building condition.



Pre-assessment During the Pre Assessment phase, the VFA team works closely with your stakeholders and staff to define the parameters of the project and ensure that the final deliverable is exactly what you are expecting to receive. This phase is also the time for the assessment team to collect data and documentation in advance to ensure that they maximize the value of your time on-site.

Set Goals To kick off the project, VFA will set up a meeting (either via teleconference or in person) with your key stakeholders to confirm the goals and objectives for the project. Understanding what you want to achieve with this project is the key to its success and will drive the project effort. This will ensure that the end deliverable is exactly what you are expecting and will best meet your goals.

Confirm Scope and Deliverables During this planning phase, VFA will work with your key stakeholders to establish and document the parameters for the assessment. A scoping meeting (also via teleconference or in person) will be held to discuss and confirm schedules, assessment criteria, data classifications, prioritizations and categorizations, and the best method for storing asset data to support your analysis, reporting, and planning needs. Often the goal setting and confirmation of scope and deliverables can be discussed and agreed in one meeting.

Collect baseline data/ Documentation

The VFA field team will communicate with your facility managers, plant maintenance managers, and staff members (via email or teleconference) to help them gather information that the VFA assessment team will need. This data typically includes asset location, number, use and name, dates of initial construction and any renovations, number of floors, gross area, and any other relevant data. Data that will be uploaded into VFA.facility must be provided to VFA in spreadsheet or database format. Additionally, any information regarding site maps, principal asset activities, occupancy schedules, any outstanding asset code violations, recent studies such as ADA or roofing inspections, that are provided to VFA, and that will impact how VFA conducts our assessment work, will also be reviewed.

Assessment

The assessment phase is the actual field work done by VFA's assessment team and the entry of the data back at VFA's offices.

Hold Onsite Kick Off Meeting

On the morning of the first day of the field visit, to kick off the on-site survey work, VFA will organize a meeting with your staff that will be involved with the field assessment phases of the project. This meeting will enable your staff to meet the VFA assessment team and understand the project schedule. It will also include discussion of the logistics of the site visits, like gaining access to all elements of the facilities, and other practical information important to undertaking the physical assessment. VFA will ensure that all functional teams understand the project objectives, conditions, and goals.

Field Assessment

The field assessment is the stage where VFA's team will visually inspect all of the assets included in the scope of the project to identify deficient conditions and assess the remaining lifecycle of major asset systems. The teams will document any observed requirements and will take digital photographs of the asset exteriors and any observed conditions. The survey will include a visual inspection of the building and all of the building's architectural, mechanical, and electrical systems, including the following systems shown at right.

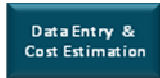
The inspection of the asset interiors will include all mechanical and electrical rooms, as well as a reliable representative sampling of repetitive room types. Examples of these room types could be offices, classrooms, lobbies, employee break areas, etc. Resultant requirements will be identified for the entire asset or system and not by individual room or component. The inspections of the asset exteriors will include an

Uniformat II Systems Include:

- Substructure
- Superstructure
- Exterior Walls
- Exterior Windows
- Exterior Doors
- Roofing
- Partitions
- Interior Doors
- Interior Walls
- Interior Flooring
- Fittings
- Stairs
- Wall Finishes
- Floor Finishes
- Ceiling Finishes
- Conveying
- Steam
- Chilled Water
- Compressed Air System
- Telecommunications & Paging
- Fuel Pumps & Storage Tanks
- Plumbing Fixtures
- Domestic Water Distribution
- HVAC Systems
- Heat Generating Systems
- Cooling Generating Systems
- Distribution Systems
- Terminal & Package Units
- Controls & Distribution
- Vertical Transportation
- Fire Suppression
- Electrical Service & Distribution
- Lighting & Branch Wiring
- Communications & Security
- Fire Service Water
- Electrical
- Chillers
- Boilers
- Generators

approximate ten-foot perimeter of the asset and the areas adjacent to and/or attached to the asset that are inherent to the asset's use, such as ramps, stairs, paving, landscaping, and exterior wall mounted lighting.

As intrusive and destructive testing is often very costly and disruptive, VFA does not include this as part of the standard assessment methodology. If observed field conditions warrant further testing, VFA will make recommendations for such investigation as appropriate.



Once back at VFA's offices, the survey team will review their notes and findings and begin entering all of the condition data into VFA.facility. This will include descriptive narratives, field entries and photos as described in the following list:

- **Asset Descriptions:** A narrative summary of each facility assessed will be documented in the asset description. Additional details of each of the asset's systems will be recorded in the system descriptions. This information is useful for having documents of record regarding the basic information and construction of the facility.
- **System Models and Conditions:** Assets (buildings) are broken down into their component systems in the database. These system models provide an up-to-date record of what exists within the building at the time of the assessment (i.e. what type of roof?), and how much of each (i.e. how much acoustical ceiling tile vs. gypsum ceilings in sq ft). System Models record the expected useful lifespan of each system (how long should this roof last?) and how much useful life remains based on the visual inspection (how long can we expect the roof will last?) A replace-in-kind replacement value is established for each system as well as a projected renewal cost (how much should we expect to pay when the system is at the end of its life?)

Based on the information gathered in the inspection, you will have an understanding of the reinvestment rate required on an annual basis to replace system components that have reached or exceeded the end of their useful lives.

- **Requirements:** Requirements are repair and replacement issues such as systems or components that are unsafe, broken / damaged, can no longer perform the intended function, do not conform to current codes or may be an improvement to the facility. Each requirement will be individually classified by priority, category (cause of issue), and prime system. This will allow for multiple queries and flexible data analysis.
- **Digital Photos:** VFA will import digital photos taken during the assessment to visually illustrate existing field conditions. A selection of photographs of the asset exterior and the critical requirements within each asset will be stored and linked to requirements where a supporting photo is beneficial.
- **Priority:** The priority designates the time (Action Year), that the inspector recommends the requirement be addressed. This is based on the best judgment that can be made at the time of inspection and only on the condition of the system or building component. This evaluation does not factor in urgency based on business importance. Factors such as these can be applied by creating additional data classifications such as "mission criticality." All priorities and their associated "recommended action year offsets" will have been determined with you at the Confirm Scope and Deliverables phase. The following are VFA's recommended priorities and Action Year offsets. These will be finalized during the Confirm Scope and Deliverables Phase.
- **Category:** Categories are used to classify the cause or reason for the requirement and will be finalized with you during the Confirm Scope and Deliverables Phase.

Priority 1 Currently Critical (immediate):

- Require immediate action
- Correct a cited safety hazard
- Stop accelerated deterioration
- Return a facility or equipment to operation

Priority 2 Potentially Critical (year 1):

- If not corrected expeditiously, will become critical within a year.
- Potential life safety hazard
- Intermittent operations
- Rapid deterioration which will lead to loss of facility operation

Priority 3 Necessary - Not yet critical (years 2-5)

- Repairs which provide a rapid return on investment, often including energy efficiency projects
- Associated damage or higher costs if deferred further
- Building or site improvements uncompleted due to inadequate funding or other reasons
- Repairs which will preclude predictable deterioration, potential downtime, and / or higher short-term maintenance costs, or replacement of building components which have exceeded their predicted useful life

Priority 4 Recommended (years 6-10)

- Sensible improvement to existing conditions that is not required for the basic function of the facility
- Overall usability improvement
- Long term maintenance cost reduction

Priority 5 Does Not Meet Current Codes / Standards (“Grandfathered”):

- No action is required at this time, but substantial work performed in the future may require correction

Regulations compliance

- Accessibility
- Building Regulation
- Life Safety
- Grand fathered Regulations

Operations

- Energy
- Maintenance
- Security
- Planned major Refurbishments

Environment

- Air / Water Quality

Functionality

- Mission
- Modernization
- Obsolescence

Integrity

- Appearance
- Reliability
- Beyond Useful Life

VFA’s assessors will recommend a corrective action for each requirement accompanied by a construction estimate. All cost estimates will be developed using RSMeans™ Construction and Facilities Maintenance and Repair Costs data that are embedded in VFA.facility. In certain cases, a non-RSMeans estimate makes more sense and can be easily entered. If necessary, VFA will also work with you to identify proper local cost sources and factors to use to ensure that all the estimates are appropriate for you.



VFA ensures a quality project through a comprehensive Quality Assurance program. Data is reviewed by team members, project managers, and the designated QA manager for the project before submission for review by you.

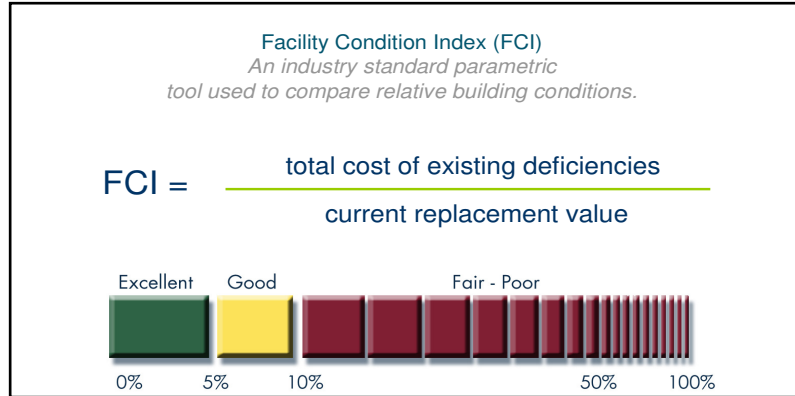


During this phase, VFA's capital planning and management software will be used by VFA's assessors to determine the long-term system renewal costs and timing, multiple funding options will be developed, and a comparative analysis of these funding options will be discussed with you.



VFA will prepare you with information to make sound decisions about long-term capital reinvestment in your existing buildings. We understand that the facilities’ conditions are not the only factor in determining what renovations, replacements or repairs to undertake, and are in many cases considered in support of other drivers such as impact on mission, risk, space planning needs, or changes in use.

VFA's capital planning software application, VFA.facility, will be used to determine the long-term system renewal costs and timing. In addition, multiple funding options will be presented and a comparative analysis of these funding options will be discussed. You will be able to ascertain the impact of various funding levels on the FCI of the assets, or alternatively, the funding requirements to achieve a specific asset FCI.



Based on the criteria selected (i.e., assets, building systems, requirement priorities and categories, number of years forecasted, etc.), VFA.facility will calculate the long-term renewals for the assets and systems included in the project utilizing the previously developed system models and systems conditions evaluation. In addition, VFA will also explore and analyze alternative funding strategies for restoring and maintaining a targeted level of asset condition. By varying levels of funding, timing and project content, the impact on facilities condition over time can be viewed. These alternative strategies will be reviewed and discussed with you.

Using these analytical capabilities, competing funding requirements can be analyzed based on criteria and logic that VFA will establish with you to ensure consistent, equitable, goal-oriented, needs-based, and most efficient capital planning. The resulting funding analysis can then be used by you to establish funding levels to support the development of your Capital Plan.



A preliminary draft report will be submitted to you after the data has been evaluated and entered into VFA.facility. This preliminary report will give you an opportunity to review content, including a review of data classifications (such as priorities, categories, and systems), general consistency of overall estimates, and report

formats. The draft report will contain:

- ◆ Narrative Summary: A complete description of the facility and a summary of deficiencies listed within each section of the detailed report. (Asset lists and summaries – by age, use, FCI)
- ◆ Facility Photographs: Digital
- ◆ Facility Work Type Summary: A summary breakdown of type of work and total costs for each facility. (Deferred maintenance summaries – presented by priority, system and category and cross tabular format)
- ◆ Facility System Summary: A summary breakdown of the total costs for a facility by assessed system. (System renewal forecasts and SCI reports)
- ◆ Major Deficiency Photographs: By inspection types using digital cameras
- ◆ Inspection Details: This report is divided by inspection type for each facility (Asset snapshots – asset descriptions, systems information, requirement lists)



In addition, VFA will establish a read-only user account during the course of the project which will allow your personnel to monitor progress, review data, and make comments on facility assessment data once it has been submitted for review.

Prepare Final Reports

Following your review of the Draft Facility Condition Assessment Report format, the VFA Project Manager will make any adjustments to the format of the report and will prepare The Final Facilities Condition Report for the remainder of the assets. The Final Facilities Condition Assessment Report will document the findings and present analyses of the FCA, and will include the following sections:

Executive Summary

Assessment Methodology

Portfolio Capital Needs and Funding Analysis

Client Summary Data:

- a. Portfolio Data Summary (Region and Campus level summaries)
- b. Asset Summaries – by age, use, FCI
- c. Deferred Maintenance Summaries – presented by priority, system and category and cross tabular format
- d. System Renewal Forecasts

Post Assessment

Once the assessment and analysis is complete, VFA will present their findings and assist you to become self-sufficient in maintaining the data and reporting from the software.

Presentation of Findings

The final key step in the assessment process is the Presentation of Findings. This is a formal meeting, presented by the VFA Project Manager or Project Director via WebEx or at your site to present the final results of the assessment. The data will be presented logically and methodically.

VFA.facility Description

VFA.facility® 9.x

An organization's facilities are one of its most significant assets. Yet managing the wealth of information related to those facilities and their various building systems is an ongoing challenge, particularly for organizations with large and geographically diverse portfolios. Data about value, condition, age, and function, as well as about maintenance and renewal needs, is often scattered across multiple locations and systems, creating islands of knowledge.

Capital planners may have limited insight into operational issues that could significantly impact planning requirements. Facility directors may be uncertain about how recently completed projects impact their annual funding requirements. Meanwhile, executives don't have a clear picture of how spending on facilities supports organizational objectives over the long term.

VFA.facility® empowers your organization with a central source of facility information, accessible across the organization. It provides facility managers, capital planners, financial analysts and executives with tools to effectively manage and maintain that data and to leverage it in making optimal decisions about facility spending and capital planning.

Centralize Information about Facility Assets

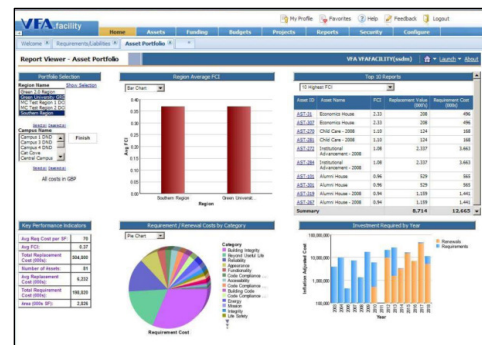
VFA.facility's powerful knowledge-base supports the collection and management of a wide range of asset information, such as location, structure, type, uses, conditions, requirements and their associated costs, and related projects and plans.

- ◆ **Configure data and views to your needs.** Organize asset data into numerous levels and create customized fields and drop-down lists on the fly. Sort, group and filter asset information based on your specific criteria, and view your portfolio by site, building type, size, ownership and more.
- ◆ **Dashboards and Reports provide easy access to key indicators.** Dashboards provide a graphic view of the state of your portfolio - use the dashboards provided or make your own from any available report in the VFA.facility Report Center. Dashboards can even include data from other applications, such as work order management systems.
- ◆ **Enhance your understanding of your portfolio with photographs and CAD drawings.** Associate drawings and photos with specific building records, assets, rooms or requirements. Annotate CAD drawings with icons illustrating prioritized requirements, and link them to detailed requirements records.

Put The Power of VFA.facility to Work in Your Organization

Understand the condition and value of facility assets

- Accurately estimate long-term capital costs
- Evaluate asset performance against targets
- Rapidly model multiple portfolio scenarios and evaluate tradeoffs
- Allocate resources based on clearly identified priorities
- Integrate sustainability initiatives into capital plans and budgets



- ◆ **Attach relevant documents and links.** Documents and links to other sites and data sources can be associated site-wide, or attached to objects including regions, assets, and requirements. Some examples include policy and procedure documents, maintenance schedules, approved budgets, and facility-specific reports.

Ensure Accuracy with Built-in Industry Standards

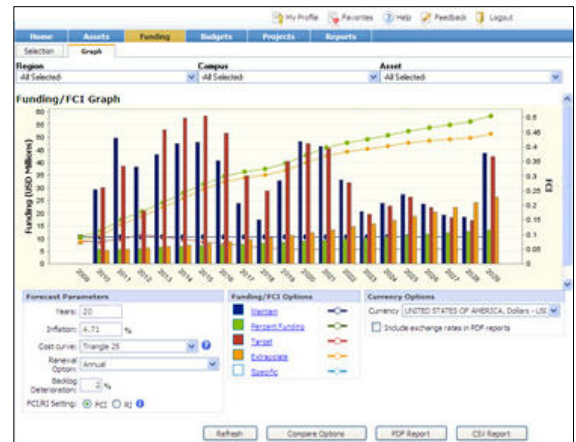
VFA.facility integrates cost data from RSMeans and lifecycle data from the Building Owners and Managers Association (BOMA) to ensure reliable cost projections for deferred maintenance and systems renewal.

Streamline Cost Estimation

A library of building and system model templates enables you to rapidly and accurately estimate the cost of capital asset renewal and replacement. Users may adjust industry standard cost and lifecycle data in the models for precise renewal and replacement calculations.

Accurately Estimate Renewal Needs

Modeling tools in VFA.facility allow you to estimate system renewal costs and timelines based on the combination of both observed condition and asset age that you determine is most appropriate.



Determine the impact of different levels of spending

Scenario analysis tools let you project long-term costs and graphically explore the impact of different funding levels. Evaluate strategies for maintaining a targeted facility condition level, varying spending, timing and project content to see the effect on facility condition and cost of capital over time.

Prioritize Capital Needs

Create multi-year budgets based on organization-wide priorities and strategies. All capital requirements are rank-ordered according to the prioritization strategies you develop, allowing you to identify the most important capital needs. Create multiple ranking strategies for different types of assets, and compare various budget scenarios to see the impact of different investment levels.

Develop Efficient Projects

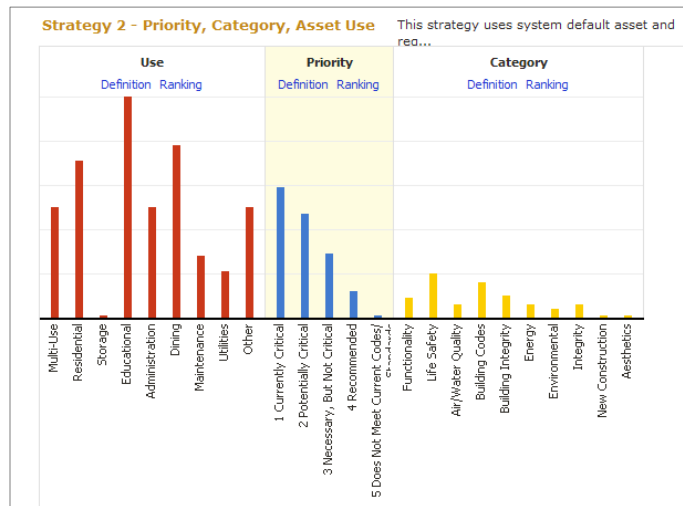
Rapidly develop cost-effective capital projects from your prioritized capital needs and evaluate different project scenarios. Grouping requirements across facilities and sites allows you to identify opportunities to bundle projects cost-effectively, and readily determine the intersections of multiple projects.

Share Data

Users of VFA.facility can easily exchange key data about projects with their current Computerized Maintenance Management System (CMMS) through the optional AssetFusion Integration toolkit. Through the application programming interface (API), users can extract data from VFA.facility for use in other applications or portals.

Benchmark Your Progress

Use industry-standard benchmarks, such as the Facility Condition Index (FCI), to quickly compare assets across a portfolio or against industry standards. Configure your FCI and define other measures critical to your organization, such as system condition indices and benchmarks for mission adequacy.



Evaluate green options

VFA.facility enables users to incorporate green requirements into the long-term capital planning process, evaluate the costs and benefits of sustainability improvements, and prioritize green investments relative to other capital requirements.

Create Customized Reports

Powerful reporting and query tools give you rapid access to the data you need to support capital planning decisions. The Report Center provides a variety of standard reports which you can view and output in a variety of formats, schedule to run at specific times, and even automatically distribute to recipients you specify. With the optional Report Author tool, you can also create reports on the fly using a simple drag-and-drop interface. Use any available reports to create your own dashboards.

Requirement Detail					
Asset Name	Requirement Name	Priority	Category	Phase System	Requirement Cost
Region Name: (D) (AF) Europe					
AF Woburn Location (D)	Ceiling: Replace ACT (panels only)	3-Necessary - Not Yet Critical	Integrity	C300 - Ceiling Finishes	146,820
	Drinking Fountains: End of Life	3-Necessary - Not Yet Critical	Integrity	D2010 - Plumbing Fixtures	62,617
	Flooring: Aged Carpet	3-Necessary - Not Yet Critical	Integrity	C300 - Floor Finishes	709,817
	Lightning Protection: Cabling Prayed	3-Necessary - Not Yet Critical	Integrity	D5090 - Other Electrical Systems	458
AF Woburn Location (D)					
Fort Worth	Ceiling: Replace ACT (panels only)	3-Necessary - Not Yet Critical	Integrity	C300 - Ceiling Finishes	41,530
	Flooring: Aged Carpet	3-Necessary - Not Yet Critical	Integrity	C300 - Floor Finishes	134,936
Fort Worth					
George Dome	Ceiling: Replace ACT (panels only)	3-Necessary - Not Yet Critical	Integrity	C300 - Ceiling Finishes	137,758
	Flooring: Aged Carpet	3-Necessary - Not Yet Critical	Integrity	C300 - Floor Finishes	87,064
Georgia Dome					
Lowell Location (D)	Ceiling: Replace ACT (panels only)	3-Necessary - Not Yet Critical	Integrity	C300 - Ceiling Finishes	127,758
	Drinking Fountains: End of Life	3-Necessary - Not Yet Critical	Integrity	D2010 - Plumbing Fixtures	59,885
	Lightning Protection: Cabling Prayed	3-Necessary - Not Yet Critical	Integrity	D5090 - Other Electrical Systems	418
Lowell Location (D)					
Parklane Plaza	Ceiling: Replace ACT (panels only)	3-Necessary - Not Yet Critical	Integrity	C300 - Ceiling Finishes	100,187
	Drinking Fountains: End of Life	3-Necessary - Not Yet Critical	Integrity	D2010 - Plumbing Fixtures	50,166
	Flooring: Aged Carpet	3-Necessary - Not Yet Critical	Integrity	C300 - Floor Finishes	581,498
	Lightning Protection: Cabling Prayed	3-Necessary - Not Yet Critical	Integrity	D5090 - Other Electrical Systems	253
Parklane Plaza					
Southern Company	Ceiling: Replace ACT (panels only)	3-Necessary - Not Yet Critical	Integrity	C300 - Ceiling Finishes	132,530
	Drinking Fountains: End of Life	3-Necessary - Not Yet Critical	Integrity	D2010 - Plumbing Fixtures	54,993
	Electrical Switchboard: Obsolete	3-Necessary - Not Yet Critical	Integrity	D5010 - Electrical Service and Distribution	338,629
	Penthouse: Deteriorated Finish	3-Necessary - Not Yet Critical	Integrity	B2010 - Exterior Walls	26,141
Southern Company					
(D) (AF) Europe					2,716,903

Support Users in Multiple Languages and Currencies

VFA.facility is localized for use in US English, UK English, French and German. Language preference is automatically enabled based on the user's web browser and PC locale settings. Multiple currencies are also supported. Local currencies may be used for regions, campuses and assets, with a standard site-wide global currency for rolled-up reporting.

Access Through a Standard Web Browser

Using VFA.facility requires only a browser and internet connection, so you can get up and running quickly and focus on your business, not on technology. Individuals from across the organization and around the world can easily and securely access facility data from any location.

VFA.facility Training Overview

Training enables customers to maximize the benefits of VFA's facility management solutions. Software training is intended to enable users to become proficient in using and manipulating the facilities data. All participants should

- Possess basic Internet and Microsoft Windows navigation skills
- Have previously used Microsoft Word and Excel or other similar programs,
- Have an understanding of facility management
- Be familiar with the cost estimating concepts. A background in cost-estimation is required for users wishing to estimate costs/values.
- Have an understanding of the subject discipline to create new requirements and action

The VFA software training consists of two day sessions, comprised of lecture demonstrations and hands on student exercises. Learners will be able to understand how the database will serve as a dynamic tool for planning, budgeting and project implementation. The first module focuses on Asset Data and general navigation of the tabs within VFA.facility. VFA's trainer will demonstrate how asset data is structured and how it can be entered and manipulated in the software. The second module focuses on Planning, Funding and Reporting, including scenarios, creating projects from requirements, creating plans from projects and an in-depth discussion on creating and using reports.

VFA.facility 101 Asset Data Management

Topics covered include:

- Summary of the assessment process and building a central repository of asset information
- Navigating the Assets module
- Understanding the database hierarchical structure
- Entering and updating records
- Developing detailed cost models, system lifecycles and component renewals
- Estimating costs for deferred maintenance and improvements using the built-in RS Means Estimator.

VFA.facility 201 Capital Planning & Budgeting

Topics covered include:

- Running reports and analyzing data
- Creating and analyzing "what if" scenarios
- Creating projects & fiscal plans
- Capital Budgets (Demonstration)



Client Responsibilities

- ◆ Client responsible for providing computer training room, including computers, Internet connections, etc for participants and trainer.
- ◆ Trainer works with client and IT reps for schedule, set-up and agenda content



Attachment A

Building List

Building Name	Address	Size in SF
Armstrong Hall	14 E Cache La Poudre	129,195
El Pomar Sports Center	44 W Cache La Poudre	103,505
Worner Campus Center	902 N Cascade	100,779
Mathias Hall	123 E Uintah	100,350
Palmer Hall	1025 N Cascade	93,986
Slocum Hall	130 E Cache La Poudre	85,845
Packard Hall (With Addition)	5 W Cache La Poudre	76,773
Loomis Hall	1104 N Cascade	74,381
Cornerstone Arts Center	825 N Cascade	72,419
Barnes Science Center	1040 N Nevada	71,402
Olin Hall	1030 N Nevada	68,365
Tutt Library North	1021 N Cascade	66,286
Bemis Hall	920 N Cascade	59,295
Tutt Science Center	1112 N Nevada	56,058
Spencer Center	830 N Tejon	51,698
Cossitt Hall	906 N Cascade	38,337
Honnen Ice Arena	30 W Cache La Poudre	32,584
Shove Chapel	1010 N Nevada	29,291
Edith Gaylord House	1124 N Cascade	26,741
Tutt Library South	1021 N Cascade	25,215
McGregor Hall	930 N Cascade	24,234
John L. Knight Apartments	1090 N Cascade	24,227
Colorado College Inn	820 N Nevada	24,063
Schlessman Natatorium	44 W Cache La Poudre	21,050
El Diente Apartments	1158 N Cascade	18,886
Blanca Apartments	1070 N Cascade	18,554
Antero Apartments	1040 N Cascade	17,641
Boettcher Health Center	1106 N Cascade	15,789
Ticknor Hall	926 N Cascade	14,435
Lennox House	1001 N Nevada	14,258
Facilities Services (Van Briggie Bldg.)	1125 Glen	13,680
Montgomery Hall	1030 N Cascade	13,612
Elbert House	1138 N Cascade	13,177
Stewart House	1228 N Wood	13,011
Breton Hall	1131 N Cascade	11,664
Cutler Hall	912 N Cascade	11,432
Hamlin House	1148 N Cascade	10,019
Total		1,642,237