SECTION 9.0 GLOSSARY OF TERMS

A

Architectural Master Planning – The purpose of this process is to determine a framework for the architectural design that meets the needs and requirements of the county. The elements that are typically included within the master plan are architectural specifications, architectural program, analysis of functional issues, and preliminary program cost analysis. To be most effective, the Architectural Master Plan is created in response to the functional program.

Architectural Program – The Architectural Program essentially defines a general scope for designing an architectural solution to a problem. This program assigns quantitative and qualitative constraints to the functional program.

B

Bid & Award – This phase defines the procedures for construction in accordance with the design documents. It is also referred to as the Procurement Phase.

C

Capital Improvement Plan – A long-range plan, usually five to ten years, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. Essentially, the plan provides a link between the County, other local government entities, comprehensive and strategic plans and the County's annual budget.

Capital Improvement Process – A focus on preserving the County's capital infrastructure while ensuring the efficient use of public funds.

Capital Improvement Project – A major fiscal expenditure which is made infrequently or which is non-recurring and includes one or more of the following:

1) Acquisition of Land
2) Construction or expansion of public facility, street, or utility lines
3) Non-recurring rehabilitation of a facility
4) Design work or planning study related to an individual project
5) Replacement and purchase of vehicles and equipment

Cash Flow Plan – In the context of this report, the Cash Flow Plan essentially defines the movement of money into and out of capital expenditures). It's plans for the cycle of cash inflows and cash outflows that determine a projects solvency.

California Environmental Quality Act (CEQA) – A California law passed in 1970 (California Public Resources Code section 21000 et seq.), shortly after the Federal Government passed the National Environmental Policy Act. CEQA does not directly regulate land uses, but instead requires that development projects submit documentation of their potential environmental impact.

Categorical Exemption – Types of projects which the Secretary of the California Resources Agency has determined do not usually have a significant effect on the environment as they relate to CEQA requirements.

Condition Assessment – A record of the state of the critical aspects of a facility at a given time for the purpose of developing options for future action and, as a record against which to judge change.

Construction Documents – Drawings and specifications created by an architect that set forth in detail requirements for the construction of a project.

Construction Documentation Phase – The last stage of the design process, focused on finalizing the drawings and specifications for all components and systems of a building, producing the Contract Documents. A complete set of Contract Documents provides a comprehensive, fully coordinated set of construction documents and specifications that a Contractor uses to construct the project.

Contract Documents – The complete set of documents encorporated into a construction contract for a project.

Cost-benefit – A formal discipline used to help appraise, or assess, the case for a project or proposal, which itself is a process known as project appraisal; and an informal approach to making decisions of any kind. Under both definitions the process involves, whether explicitly or implicitly, weighing the total expected costs against the total expected benefits of one or more actions in order to choose the best or most profitable option.

Cost Escalation – A factor that covers estimated future market and inflation conditions. Escalation factors are added once an implementation plan and timeline are developed and adopted.

Cost Modeling – A conceptual comparing study between various building types for a project. Each model evaluates building system options with the associated initial cost and life-cycle cost using Vanir's historical project cost database.

D

Design-Build – Design-Build is a project delivery method which combines architectural and engineering design services with construction performance under one contract agreement.

Design Development – A phase subsequent to schematic design where the schematic design decisions are worked out in greater detail. A clear and coordinated description of all aspects of the design including Architectural, Mechanical, Plumbing, Electrical and Fire Protection Systems is worked out providing a basis for the preparation of construction documents.

E

E-Government – Refers to governement's use of information technology to exchange information and services with citizens, businesses, and other arms of governement. E-Governemnt may be applied by the legislature, judiciary, or administration, in order to improve internal efficiency, the delivery of public services, or processes of democratic governance.

Environmental Impact Report (EIR) – An assessment of the likely influence a project may have on the environment. It is the process of identifying, predicting, evaluating and mitigating the biophysical, social and other relevant effects of development proposals prior to major decisions being taken and commitments made. The purpose of the assessment is to ensure that decision-makers consider environmental impacts before deciding whether to proceed with new projects.

Existing Facility Condition Assessment – A detailed, room-by-room examination, identifying deficiencies and the remaining life-cycles of building systems conducted after the preliminary survey and prioritization.

F

Facilities Survey – Conducted as a preliminary evaluation of the condtion of all existing buildings owned/leased by the County. The result is a general overview of the condtion and may include conceptual cost estimates of building renovation/modernization as a function of building age and size. The estimate can then be compared against utility costs to analyze the energy savings achieved by the repairs and upgrades.

Functional Program – Defines the basic functional requiements for facility and contains basic quantitating parameters such as population, function, and project costs. It is often the basis for securing funds, strategic planning, and architectural programming.

G

Geotechnical Engineer – An engineer who specializes in rock and soil mechanics, groundwater and foundations. The geotechnical engineer is responsible for determining that the ground will support the project safely.

Geotechinical Investigation/Survey – The process of evaluating the earth under the project site. This is done to determine the stability of the site and what, if anything, needs to be done to reinforce the site prior to construction.

Green Building – The practice of increasing the efficiency of building and their use of energy, water, and materials, and reducing building impacts of human health and the environment. Through better siting, design, construction, operation, maintenance, and removal (the complete building life-cycle).

H

Hard Cost – The tangible cost of construction (brick, mortar and labor).

High Performance Architecture – Envirnmental Sustainability in building design and construction. If integrated early into the duilding desgin, addtional costs can be minimal.

H.V.A.C. – An acronym that stands for "heating, ventilation, air-conditioning and cooling." This is sometimes referred to as "climate control" or "Environmental Control Systems."

I

Implementation Plan – The last step of the Condition Assessment, this plan presents all the data and renovation/expansion possibilities for each of the owned facilities. The goal of the plan is to determine how fast, how much, and when to implement the projects.

Information Technology – L The study, design, development, implementation, support or management of computer-based information systems, particularly software applications and computer hardware." In short, IT deals with the use of electronic computers and computer software to convert, store, protect, process, transmit and retrieve information, securely.

Initial Cost – Purchase, Acquisition, Design & Construction Costs

L

LEED Certification – The Leadership in Energy and Environmental Design (LEED) Green Building Rating System, developed by the U.S. Green Building Council (USGBC), provides a suite of standards for environmentally sustainable construction.

Life Cycle Cost – Life cycle costs include all costs incident to the planning, design, construction, operation, maintenance and demolition of a facility, or system, for a given life expectancy, all in terms of present value.

M

Master Planning – At the highest level or in its broadest sense, Master Planning is the overall identification of an Owner's space needs for a given function.

Master Schedule – A document that is developed at the outset of a project/program. It defines the overall schedule goals of the project/program in a summary format and details the activities related to the pre-design phase of the project/program.

Mitigated Declaration – An environmental document prepared (in accordance with CEQA guidelines) for a project with significant environmental impacts that are clearly mitigated.

N

Negative Declaration – An environmental document prepared (in accordance with CEQA guidelines) for a project with no significant impacts.

O

Operational Cost – The on-going costs for running a product, business, facility or system. In the case of facilities, a significant component to the operational cost is the facility staffing (salaries and burdens)

P

Pre-Design Phase – The period before schematic design commences, during which the project is initiated and the program is developed; the planning and conceptual phase.

Preliminary Site Evaluation – Side-by-side comparison of sites, for the viability of new construction, based upon predetermined objective evaluation criteria.

Porosity – A measure of the void spaces in a material, and is measured as a fraction, between 0–1, or as a percentage between 0–100%. The term porosity is used in multiple fields including manufacturing,

Projection Model – A method for predicting the growth rate of a subject entity by applying the historical an projected growth rates of other entities or processes that greatly influence the growth of the subject.

S

Schematic Design – Traditionally this is the first phase of a design professional's basic services. In the schematic phase, the design professional ascertains the requirements of the project and prepares schematic design studies consisting of drawings and other documents illustrating the scale and relationships of the project.

Shear Strength – In reference to soil is a term used to describe the maximum strength of soil at which point significant plastic deformation or yielding occurs due to an applied shear stress, such as wind loads or seismic forces. There is no definitive 'shear strength' of a soil, as it depends on a number of factors affecting the soil at any given time and on the frame of reference, in particular the rate at which the shearing occurs.

Soft Cost – The costs associated with planning, designing, and inspecting a project as well as costs associated with owner purchased equipment and furnishings.

Space Needs Assessment – The process by which the County is able to prepare for future staffing growth and the increased demand for services. The space needs assessment also consist of a formally inventory the County's allocated space and its purpose. The goal of this assessment is to provide input for Organizational and Capital Master Planing.

Strategic Business Plan – A formal statement of a largely enforced strategic goal, the reasons why they are believed attainable, and the plan for reaching those goals. The plan can include the organization's process of defining its direction and making decisions on allocating its resources to pursue this strategy, including capital and people.

Swale – A term used to describe a defined depression in the ground that carries water from one point to another.

T

T.C.A.G. – Acronym for Tulare County Association of Governments.

Title Report – A report showing the condition of the title before a sale or loan transaction. After completion of the transactions, a title insurance policy is issued.

V

Value Engineering – A specialized cost control technique, which utilizes a systematic and creative analysis of the functions of a project or operation to determine how best to achieve the necessary function, performance, and reliability at the minimum life cycle cost. This often occurs during the later stages of a project's design as an attempt to reign in a construction budget that has swelled beyond its original parameters. This often has limited success because as the design progresses, there are progressively fewer opportunities to trim construction costs and any significant changes to the design have significant impacts to the design budget and schedule.