





# Oregon

Kate Brown, Governor

**Higher Education Coordinating Commission**  
 Office of Community Colleges & Workforce Development  
 255 Capitol Street NE, 3rd Floor  
 Salem, OR 97301  
[www.oregon.gov/HigherEd](http://www.oregon.gov/HigherEd)

To: Oregon Community College Presidents and Business Officers

From: Patrick Crane, Director of Office of Community Colleges and Workforce Development   
 David Zerbe, Director of Operations 

Re: Capitol Construction Ranking for 2017-19 Biennium

Date: February 11, 2016

During the January Oregon Presidents Council (OPC) meeting, Higher Education Coordinating Commission (HECC) staff provided a very brief overview of the process that will be used to generate the list of community college capital construction projects. The Commission will review and consider these projects later this spring. This memo is meant to provide an overview of the process and timeline associated with the development of the list.

Date	Activity Description
Week of February 9 <sup>th</sup>	Due Diligence Report template and ranking information sent to colleges.
March 25 <sup>th</sup>	Due Diligence Reports for Tier I and Tier II projects are due to HECC's OCCWD.
Week of March 28 <sup>th</sup>	HECC staff will prepare Due Diligence Reports for the Capital Construction Workgroup (CCW) review and ranking.
April 1 <sup>st</sup>	Due Diligence Reports are sent to CCW.
April 4-13 <sup>th</sup>	CCW reviews and ranks Due Diligence Reports. In addition, the Committee meets to review scoring and make final recommendations to HECC staff.
April 14 <sup>th</sup>	HECC staff will present an overview of the ranking process as well as preliminary "high-level" information to the Commission such as: Estimated totals for Tier I and Tier II projects.
April 21 <sup>st</sup>	OPC reviews and finalizes recommendations to be sent forward to HECC Staff.
April 22-May 4 <sup>th</sup>	Final docket items are prepared for HECC review and consideration.
April 29 <sup>th</sup>	Deferred Maintenance Project lists are due to HECC's OCCWD.
May 12 <sup>th</sup>	HECC reviews final staff recommendation and considers list for approval and inclusion in 2017-19 Agency Request Budget.

As colleges prepare their 2017-19 capital construction Due Diligence Reports, a few things to consider as a result of the passage of SB 5506<sup>1</sup> in 2013:

- Colleges may not have more than one project approved for XI-G bond funding that are awaiting matching funds, other than projects approved prior to January 1, 2013.

<sup>1</sup> For a complete version of the bill: <https://olis.leg.state.or.us/liz/2013R1/Downloads/MeasureDocument/SB5506/Enrolled>



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- For biennia beginning on or after July 1, 2015, the aggregate amount authorized for issuance XI-G bonds for projects at a single college may not exceed \$8 million.

As indicated in the timeline above, colleges must submit their Due Diligence Reports no later than March 25, 2016 in order to be included in the ranking process. Please submit your college project indicating that it is either Tier I or Tier II to Aaron Reyna at the email address listed below.

Deferred Maintenance lists are also due to Aaron Reyna on or before April 29, 2016. As a reminder, Deferred Maintenance projects will be added to the Deferred Maintenance list in the order in which they are received.

Should you or your staff have questions regarding the project submission process or deadline(s), please contact Aaron directly via email at: [aaron.a.reyna@state.or.us](mailto:aaron.a.reyna@state.or.us) or by phone at: 503-947-2433. If you have technical questions regarding bond issuance or project eligibility, please contact Mark Neeley via email at: [mark.neeley@state.or.us](mailto:mark.neeley@state.or.us) or by phone at: (503) 947-2457.

**HIGHER EDUCATION COORDINATING COMMISSION  
OFFICE OF COMMUNITY COLLEGES  
AND WORKFORCE DEVELOPMENT**

**INFORMATION TO BE PROVIDED FOR DUE DILIGENCE REVIEW FOR  
COMMUNITY COLLEGE CAPITAL CONSTRUCTION PROJECT  
STEERING COMMITTEE AND LEGISLATIVE REVIEW**

**I. Statement of the Need**

- A. What is the nature of the problem to which this project is the solution?
- B. Who in the community college's Facilities Unit is primary point of contact? Please provide pertinent contact information including: e-mail, telephone number, fax, and the address of all involved.
- C. Why is this project required by the community college at this time?
- D. What is the program purpose to be served (varies by program -- academic justification for academic projects, auxiliary need for auxiliaries, etc.)?
- E. Is this project related directly to another project preceding or following it, to which an approval is tied?
- F. Are there external factors driving the need or timing (donor relations, community agreements, funding deadlines imposed by federal agencies, etc.)?

**II. Statement of the Proposed Solution**

- A. What is the final proposed solution to this need?
- B. What goals were set for the project and what criteria were used to examine alternatives?
- C. What alternatives were then examined, to what level of detail, and what were the conclusions the campus reached concerning them?
- D. At what stage of maturity is the solution, i.e., early concept, initial planning, schematic design, design development, construction drawings, and/or fund-raising and other implementation?
- E. If this is a phased project, with some approvals already in existence, please provide such information.

**III. Legislative Considerations**

- A. Identify any possible conflicts with existing statutes (ORS), policies, regulations, etc. If known.

**IV. Facility Information**

- A. Provide standard information on the physical characteristics of the project: location (with an accompanying map(s) showing the parcel in relation to any existing campus and/or city

- involved; building gross square feet and assignable square feet; height, design features.
- B. Provide detailed information on the academic (or other program) features of the project, such as amount of assignable square footage for major uses (classrooms, offices, athletic fields, conference rooms, etc).
  - C. Provide estimated costs for the project, including planning and programming (if they will be included in the funding request); refer to materials prepared. Include cost per net usable square foot.
  - D. Summarize any particular campus-related facilities issues that are affected by the project (i.e., replacement parking, movement of existing facility, notice of hazardous material remediation, etc).
  - E. Identify any architect and/or project development firms the community college has been working with to the analyze and develop the project.
  - F. Provide a complete estimate of the total project budget, identify any consultants that participated in developing the project budget.

## **V. Schedule**

- A. What is the expected schedule for beginning and completing this project?
- B. What elements are on the critical path for this project?

## **VI. Academic and Planning Considerations**

- A. Has the proposal been examined in light of the following and received necessary approvals from appropriate campus or municipal jurisdictions?
  1. Community college master plan and/or campus planning committee
  2. Community college academic plan
  3. Community college enrollment projections
  4. City and/or county master plan and zoning
  5. City and/or county design requirements
  6. City and/or county environmental issues, including traffic/parking
  7. City and/or county public information
- B. For each, please identify significant issues that have been investigated and resolved (i.e., competing land use, high-cost campus or city requirements exacted in return for approvals, neighborhood/municipal public concerns. If legal documents have been filed, please provide information on each.

## **VII. Financial Considerations**

- A. How will the community college's financial contribution to this project be funded? If any form of financing is expected to be used to fund the contribution describe the specific nature, amount, source of repayment and term of the financing.
- B. Please state amount of Article XI-G Bonds requested and the source of the required match funds. When will matching funds be secured?

- C. If an acquisition of a major property is desired, have you obtained:
  - 1. Tax assessor's statement
  - 2. Two independent appraisals
  - 3. Comparable sales information for similar facilities (if in rural areas, consider comparables from similarly-sized towns)
  - 4. If leasing of the space to others will be part of future stream of payment, identify estimated rents and tag to market
  - 5. Other considerations that may be required after this level of review
- D. List source(s) of repayment for all community college debt proposed. If you have a complex plan for repayment, offer detailed information by fund source for the entire period of the bond. [NOTE: State must also obtain proper review and approval of all bond-related matters from the OUS Bond Counsel, in addition to in-house review.]
- E. In cases where community college is leasing land to a Developer or third-party, over a long-term period, additional financial requirements will be placed, including, for example, the following:
  - 1. Review of Dunn and Bradstreet or similar ratings of financial performance.
  - 2. Review of past performance on related projects and any outstanding legal issues pertaining to them.

### **VIII. Legal Considerations**

- A. Copies of all leases, easements, etc., will be required to be provided to the Department of Community Colleges and Workforce Development for review prior to Ways and Means approval.

## Ranking of Community College Projects

Tier I \_\_\_\_\_ Tier II \_\_\_\_\_

DATE \_\_\_\_\_

Reader # \_\_\_\_\_ Priority # \_\_\_\_\_ College: \_\_\_\_\_

### OAR Criteria:

Criteria	Points
a. Clearly serves an instructional purpose (directly support classroom, shop or lab teaching, basic skills teaching, customized training, tutoring, student testing and assessment, student advising or counseling and library services)	/3
b. Clearly meets an important demonstrated service need of the college (described as part of the colleges capital plans documenting new construction, remodeling, maintenance, equipment and ADA project needs)	/3
c. Clearly meets a facilities need that cannot be adequately addressed through alternative, interim, or existing facilities (alternatives have been reviewed and found inadequate)	/3
d. Clearly serves to complete a comprehensive community college facility (see a & b)	/1
e. Clearly meets an important and articulated objective of the college (see b)	/1
f. Clearly reflects evidence of local planning and needs (see b)	/1
<b>TOTAL POINTS</b>	<b>/12</b>

### Additional Criteria from OPC:

Criteria	Points
Does the project upgrade, replace, or expand safety and security on campus	/5
Does the project meet a demand occupation, community, or economic need	/5
Does the project include other partners; K-12, university, CTE, workforce, industry, etc.	/5
Description of/or intention to meeting environmental sustainability standards	/5
Does the project support the upgrade, replacement, expansion of student services/spaces to increase completion and success	/5
<b>TOTAL POINTS</b>	<b>/25</b>

### Due Diligence Criteria:

Criteria	Points
a. Statement of need (nature of the problem and purpose to be served)	/5
b. Statement of solution (goals set for the project and maturity of description)	/5
c. Facility (building gross square footage and detailed information on academic (or other) program features;	/5
d. Costs (estimated cost including planning and programming)	/5
e. Schedule (expected schedule for completion)	/2
f. Planning considerations (received necessary approvals from appropriate campus and/or municipal jurisdictions)	/1
g. Financial considerations (funding for the college share)	/2
<b>TOTAL POINTS</b>	<b>/25</b>
<b>GRAND TOTAL</b>	<b>/62</b>