

FACILITIES PLANNING MANUAL

(formerly known as the Capital Outlay Handbook)

California Community Colleges

***FACILITIES
PLANNING
MANUAL***

(formerly known as the Capital Outlay Handbook)

for the

California Community Colleges

Administration and Fiscal Policy Division

**Chancellor's Office
California Community Colleges**

The
***FACILITIES
PLANNING
MANUAL***

(formerly known as the Capital Outlay Handbook)

**for the
California Community Colleges**

November 1997



Administration and Fiscal Policy Division
Chancellor's Office
California Community Colleges
1107-Ninth Street
Sacramento, California 95814

Please consult your college's facility or business office to obtain a photocopy locally.

FACILITIES PLANNING MANUAL

Table of Contents

Preface	i
Acknowledgements	iii
A. Capital Outlay Process	
THE CHALLENGE.....	Chapter 1
B. Master Planning	
COLLEGE MASTER PLANNING.....	Chapter 2
C. Capital Outlay Budgeting	
PROJECT PRIORITIES AND SELECTION.....	Chapter 3
FIVE-YEAR CONSTRUCTION PLANS.....	Chapter 4
CAPITAL OUTLAY PROJECT PROPOSALS.....	Chapter 5
D. Capital Outlay Project Design and Construction	
PROJECT MANAGEMENT	Chapter 6
PROGRAMMING AND DESIGN	Chapter 7
BIDDING AND AWARD OF CONSTRUCTION CONTRACTS	Chapter 8
CONSTRUCTION AND AUTHORIZATION PROCEDURES	Chapter 9
E. Acquisitions	
SITE ACQUISITIONS FOR NEW COLLEGE AND CENTER DEVELOPMENT	Chapter 10

Table of Contents (Continued)

Appendices

Initial Project Proposal Form.....	Appendix A
Final Project Proposal Forms.....	Appendix B
Sample Final Project Proposal	Appendix C
Project Status Report.....	Appendix D
Project Design and Approval Checklists.....	Appendix E
Listing of Community Colleges, Campuses and Centers Approved for State Capital Outlay	Appendix F
Guide for Community Colleges, Projection of Enrollment and Annual Average Weekly Student Contact Hours for New Colleges and Educational Centers	Appendix G
Glossary	Appendix H
Agency Mailing and Internet Addresses	Appendix I

Preface

This *California Community College Facilities Planning Manual* is a “how-to” guide to the capital outlay process for use by community college staff and consultants, the Chancellor’s Office and the Department of Finance. The *Handbook* is intended to inform and assist in the development of state funded community college facilities and address the capital outlay process and its four components: 1) master plans; 2) capital outlay budgeting; 3) capital outlay project design and construction; and 4) acquisitions. Additionally, it emphasizes master planning and the funding and management of capital outlay projects consistent with the district’s educational needs.

The *Manual* contains a combination of legal mandates, procedural requirements and suggestions or advisories. Where specific procedures are required for consistency, in response to statute or regulation, specific sections are cited. For clarity, the term ‘**shall**’ is employed in all cases where legal mandates are discussed. ‘**Required,**’ and ‘**must,**’ are used to explain procedural requirements. Other less directive terms such as ‘**should**’ or ‘**it is advised**’ are used for advice and suggestions.

Any comments or ideas to this or subsequent editions can be submitted to the Chancellor’s Office on the following Suggestion Form. We suggest that the *Manual* be kept in a 3-ring binder to facilitate the removal or insertion of revisions.

This version of the *Manual* was approved by a task force appointed by the Consultation Council. If you have any comments or suggested changes regarding this *Manual* or its related policies and procedures, please contact the Facilities Planning and Utilization Unit at (916) 445-8283. Correspondence may be directed to:

California Community Colleges
Facilities Planning and Utilization Unit
1107 Ninth Street, 5th Floor
Sacramento, CA 95814-3607
Re: Manual Revisions

Suggested Changes to the Facilities Planning Manual*

Date: _____

District: _____ **College:** _____

Name: _____ **Phone #:** _____

Section/Page/Paragraph(s) of the manual to be revised: _____

Questions or Suggestions: {Continue on back and on additional pages if needed.}

Signature:

Title:

* Note: Completion of this form is NOT MANDATORY, but voluntary.

The Consultation version of the Manual is in draft form and is undergoing review and testing of procedures. Procedures outlined in this handbook are to implemented on a test basis unless formal notice is sent from the Chancellor's Office to the contrary. Given that some proposal application procedures will be changed with final approval of the handbook in its present form, suggested modifications to the text are welcome.

Acknowledgments

The Chancellor's Office is sincerely appreciative of the efforts of the following individuals on the Community College Capital Outlay Handbook Task Force and the Chief Business Officers Facility Task Force that diligently worked to develop the *Manual*.

Community College Capital Outlay Handbook Task Force

Dr. Roland Allen, Task Force Chair, Los Rios Community College District
Ms. Karen Van Dorn, Consultant, ARC ONE Interactive Design
Ms. Kathleen Imhoff, Consultant, ARC ONE Interactive Design
Mr. Wayne Keithley, Coordinator, California Community Colleges

Dr. James Kossler, Team Leader, Pasadena Area Community College District
Dr. Barbara Mertes, Team Leader, Chabot-Las Positas Community College District

Mr. Chris Addington
Addington & Associates

Mr. William Fellers
Antelope Valley Community College District

Mr. Al Alves
Grillias, Pirc, Rosier & Alves

Mr. Dale Fleming
Fleming and Associates

Mr. Thomas Beckett
Contra Costa Community College District

Dr. Nancy Glock-Grueneich
California Community Colleges

Mr. Ron Bryant
Sierra Joint Community College District

Mr. Robert Grabski
Los Angeles Community College District

Dr. Rita Burleigh
Citrus Community College District

Mr. Don Haas
Los Rios Community College District

Ms. Sally Byers
Department of Finance

Dr. Benita Haley
Benita Haley Consultant

Mr. Merle Cannon
Cannon & Associates

Mr. Ken Harms
Vanir Construction Managers

Mr. John Cashion
CM West Construction Mgrs.

Mr. Robert Hench
Blurock Partnership Management Services

Mr. Dale Clevenger
California Community Colleges

Mr. Mal Leal
Foothill-DeAnza Community College District

Mr. Dwayne Dorsey
SARA Systems

Dr. Merrilee Lewis
Los Rios Community College District

Mr. Mike Maas
Maas, Rao, & Taylor

Ms. Shelly Mateo
Department of Finance

Mr. Tim Mead
Saddleback Community College District

Dr. Lynn Miller
California Community Colleges

Dr. Chris O'Hearn
Coast Community College District

Mr. Mark Reinmuller
Vanir Construction Managers

Mr. Walt Reno
California Community Colleges

Ms. D. Stephanie Ricks-Albert
California Community Colleges

Mr. Rod Rose
JCM Group

Mr. Joseph Ryan
Vanir Construction Managers

Mr. Nadeem Shafi
San Diego Community College District

Mr. James Spencer
Spencer Hoskins

Mr. Bruce Starkweather
Lionakis-Beaumont Design Group

Mr. Lyn Taylor
Maas, Rao, & Taylor

Mr. William Taylor
Glendale Community College District

Mr. Daniel Ter Avest
Napa Valley Community College District

Ms. Susan Van Velkinburgh
Department of Finance

Ms. Susan Vogel
Mountain View-Los Altos Union High School
District

Mr. Phillip Wagner
Chabot-Los Positas Community College District

Mr. Steve Wallace
Tech Five Construction Managers

Mr. Richard Walton
California Community Colleges

Dr. Donald Weichert
Weichert & Associates

Mr. Sherman Wong
Law Office of Sherman S. M. Wong

Ms. Gin Yang-Staehlin
California Community Colleges

Mr. Walt Zander
San Mateo Community College District

Chief Business Officers Facility Task Force

Mr. Lynn (Chris) Christopherson, Chair, Allan Hancock Community College District

Mr. Thomas Beckett
Contra Costa Community College District

Ms. Joan Reitz
West Valley-Mission Community College
District

Mr. Ron Bryant
Sierra Joint Community College District

Mr. Roy Stutzman
Solano County Community College District

Ms. Charrie Chappie
Palomar Community College District

Mr. Aan Tan
Riverside Community College District

Dr. James Kossler
Pasadena Area Community College District

Mr. Mark Zacovic
Lake Tahoe Community College District

Mr. Peter Krupczak
State Center Community College District