

## 3.0 The Planning Process



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### 3.1 THE PLANNING TEAM

DISTRICT:	GAVILAN COLLEGE Steve Kinsella, President, Superintendent Joe Keeler, Vice President-Administrative Services Art Kerr, Director-Facilities Services
PROGRAM:	KITCHELL, CEM Joe Demko, Area Manager Casey Michaelis, Project Director
PLANNING:	BFGC ARCHITECTS PLANNERS David R. Cartnal, FAIA Principal Architect Dean Tatsuno, AIA, Principal Architect
CONSULTANTS:	PUBLIC-PRIVATE VENTURES (Land Acquisition) Jim Goodell, Principal David Rodriguez, Associate  CANNON (Educational Planning) Merle E. Cannon, Principal  ALFA TECH (Mechanical/Electrical) Reza Zare, Principal Rich Garrison, Principal  DISABILITY ACCESS CONSULTANTS (Accessibility) Barbara Thorpe, Principal Michael Boga, Specialist  ENVIRONMENTAL CONSULTANT (CEQA) David J. Powers, Principal Judy Shanley, Principal  BKF ENGINEERS (Civil) Martain B. Parissenti, P.E.  ANGUS-HAMER (Low Voltage) Larry-Angus, Principal Marc Wallior, PM

### 3.2 PROGRAM MISSION

To align with the District's Long Range Strategic Plan, the Measure-E Bond Program will provide the resources to successfully implement high quality facilities and learning environments that enable the College to fulfill the objective of its adopted Mission Statement.

### **3.3 VALUES: OUR “FILTER” FOR ACTIONS AND ACTIVITIES**

- Tradition:* We respect and honor the dedication, hard work and achievement of those who founded and contributed to the College’s 86-year history.
- Stewardship:* We are the current beneficiaries of the facilities provided by our State and local community. We have an obligation to preserve, protect, and enhance these capital investments for those who will follow.
- Community:* Our College, our citizens, our students and our staff benefit from our cooperative partnerships in the life-long learning endeavor these facilities will serve.
- Fiscal:* Expenditures will be aligned with and focused upon the goals of our educational mission. Resources must be conservatively deployed throughout the life of the Program.
- People:* Our Employees and Consultants will work in an atmosphere of respect, professionalism, and achievement.
- Innovation:* We will take prudent, measured risks in attempting to optimize current, resources, while realistically planning for the future and for anticipated change.

### **3.4 VISION: WHAT OUR OUTCOMES SHOULD BE**

We will fulfill the “Mission” by creating lasting benefits in three key areas:

1. *VALUE:* Maximize the return on bond funds invested in facilities.
2. *SUITABILITY:* Provide facilities appropriate to the District’s “Mission” and educational program.
3. *SUPPORT:* Provide high quality service and support for educational activities and administrative operations.

### **3.5 ACTIONS: HOW DECISION-MAKING WILL OCCUR**

We will support & reinforce the District’s “Mission” by investing Measure-E funds that extend, improve and enhance the functional life of facilities for the College’s viable programs, including infrastructure, buildings and support structures.

### **3.6 PLANNING GUIDELINES**

The PURPOSE of this document is to express the Bond Program “Charter” that will govern all participants in the planning and facilities delivery process, hereinafter “The Program.” It is the District’s covenant with the voters that guides our collective vision and stewardship.

It is the intent of the CHARTER to set forth:

- Mission – Why we exist
- Values –What our outcomes should be
- Actions – How fair and objective decision-making will occur
- Strategies – How we translate Vision into realities

It establishes the Agreement between the Planning Team and those to whom we are accountable:

- Students, Staff and Users
- State and Local Regulatory Agencies
- President-Superintendent
- Bond Oversight Committee
- Board of Trustees

It addresses the Master Plan, Planning PROCESS, the framework for decision-making and the responsibility/accountability matrix. It has a fiduciary, an educational delivery and an operational perspective. The Plan will prioritize the :

- Must do's
- Should do's
- Nice to do's

As it applies finite resources to global objectives, it will also have a Customer perspective, as we seek to remove instructional and functional barriers, meet current program demands and incorporate further flexibility for innovation.

Our work product, the Master Plan, will be a sound road map for implementation of the Measure E-Bond Program - to ensure that commitments pledged to our voters are delivered in a timely and a non-disruptive fashion.

The program will have internal management controls to ensure realization of visionary planning concepts, user-friendly program leadership, cost-effective project management and regulatory code compliance. The Program will seek to effectively employ and deploy:

- Organizational Capital – systems, practices and culture
- Informational Capital – documentation, records and history
- Human Capital – District staff and professional consultants

The Program's ultimate success will rely upon a clear vision, well articulated needs and completed facilities that realize our adopted "Mission" with satisfied end-users and a proud, inspired community. It is to these ends our Planning Team has accepted this CHARTER.

### **3.7 STRATEGIES: HOW TO MAKE THIS VISION REAL**

#### **A. MAXIMIZE RETURN ON BOND FUNDS INVESTED**

1. Near Term:
  - a. Restructure existing debt to generate resources for ongoing facility maintenance.
  - b. Optimize ratio of overhead to direct costs

- c. Properly sequence improvements; avoid duplication/re-work
- d. Quality planning, project management and documentation to minimize costs from claims/disputes
- e. Ensure safety for students, staff and construction operations.
- f. Seek additional funding, where permissible.

2. Long Term

- a. Minimize erosion of bond funds thru inflation by critical path scheduling, efficient project packaging and expedited construction.
- b. Seek lowest life cycle costs, considering initial operating, maintenance and replacement costs
- c. Minimize long-term risk exposure by:
  - i) Safely abating hazardous materials, where encountered
  - ii) Improving seismic safety
  - iii) Making site and facilities ADA accessible
  - iv) Eliminating non-code-complying conditions
  - v) Providing safe secure and healthy facility environments

3. Incorporating flexibility in facility planning and design to avoid major remodeling as future changes occur to instructional program.

B. PROVIDE FACILITIES APPROPRIATE TO DISTRICT'S MISSION

- 1. Design and construct facilities that respond to current methods of educational program delivery that are easily adaptable to reasonably anticipated future needs.
- 2. Avoid tailoring any space or department to one particular teaching style; rather, to provide flexibility in uses and technologies to enable easy conversion of most instructional settings (including Lab spaces).
- 3. Provide healthy and safe environments where learning barriers have been removed.
- 4. Provide facilities that engender pride and respect from students, staff and the community and foster the life-long-learning approach to public education.

C. HIGH QUALITY SERVICE AND SUPPORT

- 1. Educational Services
  - a. Optimize efficiencies of time/effort spent soliciting and validating user-group requirements.
  - b. Minimize the effects of construction disruption on educational processes.
- 2. Administrative Support
  - a. Provide up-to-date, clear, accurate and comprehensive financial information (audit transparency)
  - b. Communicate simply and effectively with District stakeholders.
  - c. Interact openly and regularly with Community-at-large
  - d. Comply fully with regulatory agencies
  - e. Transact all business and render all decisions in the best interests of the District

- f. Be proactive and preventative in controlling issues/responses that promote disagreements, disputes and claims during planning and construction.
- g. Provide "District Standards" for materials, equipment and spaces, commensurate with State guidelines and equitable outcomes.
- h. Interact continuously with M&O leadership as decisions are being made that impact operational costs.
- i. Maximize integration of Bond and District business processes so as to minimize impacts on sound accounting and management systems in place.

### 3.8 SCOPE OF STUDY

The Gavilan College Facilities Improvement Bond (Measure-E) approved by the voters in March, 2004. This bond allocates \$108,000,000 for facilities improvements, which are targeted to specific areas as follows:

The areas are:

1. Improve Safety and Accessibility
 

a.	Disabled access	\$2,500,000
b.	Insure student and staff safety Through essential upgrades and improvements	\$3,500,000
c.	Increase parking spaces	\$2,000,000
	<b>Subtotal</b>	<b>\$8,000,000</b>
  
2. Upgrade and repair buildings, classrooms and labs
 

a.	Fourteen individual projects	\$27,702,000
b.	Instructional technology infrastructure	\$3,500,000
	<b>Subtotal</b>	<b>\$31,202,000</b>
  
3. Repair and upgrade buildings, the library, and technology systems to provide centralized, up-do-date student support services.
 

a.	Expand library	\$7,500,000
b.	Impove Student Services Center	\$5,000,000
c.	Replace computer system	\$3,500,000
d.	Renovate Maintenance / Security Bldg	\$1,202,000
	<b>Subtotal</b>	<b>\$17,202,000</b>

4.	Improve campus safety by completing basic repairs and upgrades	
	a.	Upgrade boiler systems \$1,000,000
	b.	Upgrade / expand water supply facilities \$2,000,000
	c.	Upgrade / expand electrical supply facilities \$5,000,000
	<b>Subtotal</b>	<b>\$8,000,000</b>
	<b>TOTAL</b>	<b>\$64,404,000</b>

The end result will be to assign this \$64,404,000 to specific projects and to develop a rationale of phasing and budgeting those projects that maximizes the investment for the District.

The following bond expenditures make up the balance of the \$108,000,000 and are outside the scope of this Master Plan

- An additional \$4,000,000 was allocated to refinance existing debt, bringing the Total Needed to Maximize Use of Existing Facilities to **\$68,404,000**.
- In order to expand local access to Educational Opportunities, \$39,596,000 was allocated for items such as providing a Center in San Benito County, expanding the Gilroy campus site to include a University Center, and acquire land for a permanent, expanded facility for Morgan Hill and Coyote Valley residents.

The intent of this report is to define, clarify and give direction to a thoughtful and deliberate Facilities response to College needs, using its:

- Mission – why we exist
- Values – our culture
- Vision – our concepts
- Actions – our decisions and implementation plan

### 3.9 REVIEW OF EXISTING DISTRICT INFORMATION

Documentation review includes:

1. Gavilan Community College District Facilities Master Plan (January 9, 2002, revised November 11, 2003), Maas Companies.
2. FUSION web site data for campus infrastructure
3. Five-year Construction Plan
4. District's Long-Range Strategic Plan
5. College's Educational Mission Statement
6. Measure-E Bond Language
7. Existing Site and Building Plans
8. Demographic projections

### **3.10 Meetings**

A series of planning meetings were held between March and July of 2005. Present were representatives from the District Administration and Facilities, BFGC Architects Planners, Kitchell, Merle Cannon, Public-Private Ventures, Angus-Hamer and David Powers

Issues discussed included the key elements of this plan, such as:

1. Accessibility
2. Infrastructure
3. District Space and Materials Standards
4. Bond Scope
5. Project Schedule
6. Project Budget