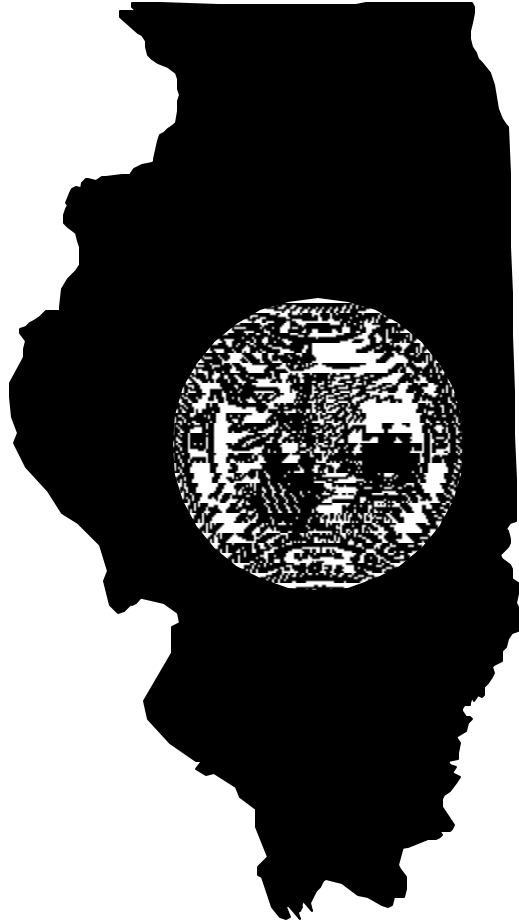


Capital Projects Manual

for the
Illinois Public Community Colleges



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May 1998

Printed by Authority of the State of Illinois

Illinois Community College Board

CAPITAL PROJECTS MANUAL

Table of Contents

	<u>Page</u>
Introduction and Contact List	1
At-A-Glance Flowchart	2
Section I - Community College Capital RAMP (Resource Allocation Management Program) <i>State-Funded Capital Projects</i>	3
Site Acquisition	3
Site Search and Selection (Primary Site)	3
Site Search and Selection (Secondary Site)	4
Site Purchase	4
District Site and Construction Master Plan	4
Construction of New Facilities	5
Planning/Design Phase	5
Selection of Architect/Engineer	5
Technical Reviews	5
Request for Release of State-Appropriated Funds	5
Establishment of a Trust Fund	5
Bidding and Awarding of Contracts	6
Changes in Budget or Scope	6
Completion of Project	6
Remodeling and Rehabilitation Projects	7
Section II - Locally Funded Capital Projects	8
Projects Funded through Bond Sales, Tax Levies, or Accumulated Revenue	8
Locally Funded Project Approval Criteria and Procedures	8
Projects Financed through Loans from Financial Institutions	10
Projects Financed through Gifts or Donations	10
Projects Financed through the Use of Federal Funds	
Energy Conservation Grants	10
Other Federal Grants	10
Section III - Protection, Health, and Safety Projects	11
Purpose	11
General Scope	11
Overview	11
Funding	12
Approval Process	12
Projects	12
Section IV - Other Capital Projects	13

Table of Contents
(Continued)

	<u>Page</u>
Section V - Credit for Previously Constructed or Acquired Facilities which are Initially Locally Funded	15
Section VI - Match Contribution	15
Section VII - Construction Defects or Deficiencies	16
Section VIII - Leasing of Facilities	16
Leases of Five Years or Less	16
Leases Longer than Five Years	16
Section IX - Handicapped Accessibility Requirements	17
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973	17
Illinois Accessibility Code	17
Section X - Insurance of Facilities	18
Section XI - Progress Reports	18
Section XII - Demolition of Buildings	18
Appendix A - Project Application Forms	19
C Capital Project Application Form - All Projects	20
C Programmatic Justification Narrative	22
C Scope of Work Narrative	24
C Attachment #1 Project Budget - All Projects (Appropriate Section)	26
C Attachment #2 Funding Source - All Projects	27
C Attachment PHS (Only Protection, Health, and Safety Projects)	28
C Square Footage Summary Attachment (Locally Funded New Construction and/or Remodeling Projects)	33
C Attachment CRG (Only Capital Renewal Grant Projects)	35
Appendix B - Sample Board Resolutions	37
Appendix C - Statements of Final Completion of State and Locally Funded Projects and Final Construction Compliance for PHS Projects	41
Appendix D - Facilities Codes	44
Appendix E - ICCB Rules - Subpart F: Capital Projects	46
Appendix F - Postsecondary Education Facilities Inventory and Classification Manual (PEFI&CM) - Chapter 4 and Portions of Chapter 5	62
Appendix G - Quality-Based Selection Process	127

Introduction

This manual is designed primarily for use by those persons at Illinois public community colleges who are responsible for planning and keeping records of college facilities. The Illinois Community College Board (ICCB) is mandated by law to approve the expenditure of state funds for purchase of sites and the construction of facilities and “to determine efficient and adequate standards for community college physical plants.” Upon approval of state-funded capital projects, the ICCB is responsible for developing an annual capital budget request which includes a priority listing of projects for submission to the Illinois Board of Higher Education (IBHE). The Public Community College Act and ICCB Rules also require ICCB approval of some locally funded construction projects.

The manual is to be used along with the Public Community College Act, as amended (herein referred to as the Act), and ICCB Rules 1501.601 through 1501.609. A copy of the appropriate ICCB Rules is included as Appendix E. The Capital Development Board’s rules also may be used in conjunction with this manual. A copy of these rules is available from the ICCB upon request.

It is important that accurate records of available facilities be kept. The ICCB Facility Inventory File is the official record of facilities at each college. As this record is changed only at the request of the college (by the submission of appropriate changes), new buildings should be added or changes in existing facilities submitted to the ICCB Information Technology division as soon as possible after completion.

The following sections of this manual present information useful when considering a capital project. Various types of projects are discussed in terms of classification, approval procedures, and criteria for approval. In addition, other capital matters such as progress reports, insurance, leasing, application forms, facility codes, ICCB rules, facility inventory classification guidelines, and the quality-based selection process to choose an architect can be found in the several appendixes located in the back of the manual.

Contact any of the following persons in the ICCB System Finances division if you have questions or need guidance concerning the manual, instructions, forms, or procedures:

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Section I
COMMUNITY COLLEGE CAPITAL RAMP
(RESOURCE ALLOCATION MANAGEMENT PROGRAM)

A college may request state funding for up to 75 percent of total project costs of any type of project listed in ICCB Rule 1501.603 (see also Section 5-4 of the Act). The vehicle for requesting state funds is the Community College Capital RAMP (Resource Allocation Management Program) request submitted to the ICCB and the IBHE in July of each year. ICCB staff review all requests submitted in RAMP to determine their eligibility for funding (see ICCB Rule 1501.603b). Eligible projects are then rated and prioritized in accordance with ICCB Rule 1501.603c. The projects receiving the highest evaluation are submitted to the ICCB for its consideration. Approved projects comprise the annual ICCB budget request to the IBHE.

The following are activities that need to take place in conjunction with a request for state funds.

Site Acquisition

Site Search and Selection (Primary Site). The primary college site is the site where chief college administrators and administrative functions are located, comprehensive student services and activities are provided, and the complete college instructional curricula are offered regularly.

Local district officials may conduct a preliminary study of available sites. Following this initial study, a detailed feasibility study should be conducted, preferably with the assistance of an architect. Minimally, the feasibility study should consider the location of the proposed site in relation to geography and population of the entire district and in relation to sites of the district's other colleges (if any); the impact on the surrounding environment; accessibility to the site by existing and planned highways and/or streets; cost of development of the site in relation to topography, soil condition, and utilities; size of the proposed site in relation to projected student population and land cost; the number, location, and characteristics of alternate sites considered; and the proper location of the site in relation to existing institutions of higher education. Before ICCB and IBHE approvals are requested, Capital Development Board (CDB) technical evaluation of the preferred site is required.

After a site is selected, the college is requested to provide the ICCB with the following:

1. A resolution by the local board of trustees stating that:
 - a. Local board of trustees has authorized purchasing the site.
 - b. The local share of funds is available.
2. Copies of three appraisals of the property by independent appraisers.
3. A copy of the feasibility study.
4. A copy of the CDB evaluation of the site.
5. A written request to the ICCB for approval to purchase the site.

These documents may be included as part of the RAMP submission.

Site Search and Selection (Secondary Site). Prior to acquisition, colleges wishing to acquire a new site and/or structure for purposes other than a primary site shall submit for ICCB consideration the following:

1. A resolution by the local board of trustees stating that:
 - a. Local share of funds is available to procure the site.
 - b. The programs offered have been approved by the ICCB or application for approval of these stated programs is pending.
 - c. The board has studied the site/structure and programs and approves the plan.
2. Copies of at least two appraisals of the property by independent appraisers.
3. Verification that the condition of the facility is not a threat to public safety. This shall include tests for structural integrity, asbestos, toxic materials, underground storage tanks, and other hazardous conditions. (Findings regarding the existence of these hazards shall not preclude the procurement of the site/structure, but the knowledge of the hazardous condition and any costs incurred in correcting the condition shall be incorporated into the total cost of procuring the facility.)
4. Identification of the location of the site and its relationship to the main campus and to community colleges and other higher education facilities in contiguous districts.
5. Identification of all estimated costs associated with the purchase and any subsequent construction and/or rehabilitation of the site structure.

Site Purchase. When state funds are appropriated, the college will work with CDB staff to purchase the site. If local funds are being utilized, the college may proceed to purchase the site after receiving the ICCB and the IBHE approval. CDB assistance may be obtained if desired.

District Site and Construction Master Plan

Each district will be required to submit and maintain a districtwide site and construction master plan. The purpose of the plan is to appraise the ICCB of possible new permanent site locations within the district. The plan should have a three-year horizon and be updated as the local board of trustees formalizes plans to construct or acquire a new site. It should be noted that the locally approved plan must be filed with the ICCB two months prior to the request for approval of a project or site acquisition.

It is not necessary for the plan to reveal the specific location of a site to be acquired. Rather, the plan should address the need to construct a permanent facility in an area of the district which will serve a specific population. The district may state, for instance, that a skills center which includes approximately 10,000 square feet should be constructed close to the central business district. This project then would be shown on a map of the district along with the current permanent college sites. Since this is only a plan, the district will be free to modify the statement at any time. However, a new plan must be submitted to the ICCB two months prior to the request for a new project.

Specifically, the master plan should include a map of the district showing the location of all facilities owned by the district or leased for a period exceeding five years and a narrative describing the district's:

1. Current permanent facilities where additions are planned.
2. General plans for future site acquisition or acquisition/construction of permanent facilities either on the primary site or secondary sites. The location may be identified in terms of the general geographic area within the district.
3. Proposed schedule for acquiring additional sites, constructing additions to existing facilities, or acquiring/constructing new permanent facilities.
4. Intended use of all proposed site acquisitions and facility acquisition/construction.

Construction of New Facilities

Planning/Design Phase

- A. Selection of Architect/Engineer. The local board of trustees may recommend an architect/engineer (A/E) to the CDB. The college must be able to document that the Quality-Based Selection (QBS) process was followed on selecting the architect, see Appendix G on QBS process. The CDB will appoint a panel to review the district's selection and recommend acceptance or rejection. If rejection is recommended, the district will have the opportunity to submit another name. Alternatively, a list of pre-qualified A/Es may be requested from the CDB to facilitate A/E selection. The final selection will be presented to the CDB to facilitate A/E selection. The final selection will be presented to the CDB for approval at its next meeting.
- B. Technical Reviews. The CDB will conduct technical reviews from initial schematic drawings through final working drawings on each project. A local community college representative should attend all CDB technical review sessions to provide a continued evaluation of the design of proposed facilities as they relate to the programmatic and functional needs of the college.

Project scope and/or budget changes must be approved by the ICCB and the IBHE as specified in ICCB Rule 1501.605.

Request for Release of State-Appropriated Funds. Written notification should be given to the ICCB that the college is ready to proceed with the project. After notification is received, ICCB staff will file a request for release of funds with the CDB. The CDB then will formally request release of construction funds from the Bureau of the Budget and the Governor.

Establishment of a Trust Fund. Prior to signing the architect and/or engineering contract, the local board of trustees and the CDB will establish a joint trust account which will include funds equal to 40 percent of the A/E and construction management contracts. This trust account will cover contract obligations through the design development stage of the project. The CDB will require the full local commitment prior to the request for bid.

Bidding and Awarding of Contracts. The CDB will handle bidding and the awarding of contracts for all state-funded capital projects. Under certain circumstances, a college may engage in an intergovernmental agreement with the CDB which would allow the local district to handle the bidding and awarding of contracts. Under this arrangement, the district will not receive state funds until the agreement is formalized. Moreover, it will be liable for any funds obligated prior to entering into the agreement. In order to determine eligibility for an intergovernmental agreement, a district should contact the CDB project manager assigned to its specific project. Contracts awarded pursuant to such agreements will be subject to the State Purchasing Act.

Section 3-27.1 of the Public Community College Act mandates that contracts for repair, maintenance, remodeling, or construction over \$15,000 must be awarded by competitive bids. Additionally, this section limits expenditures beyond the contract amount that are attributable to unforeseen circumstances to 10 percent of the contract amount. Changes less than 10 percent of the contract amount can be negotiated with the contractor.

Changes in Budget or Scope. The ICCB approval for changes in the budget or scope is not required if the amount of the modification does not increase or decrease the approved total by more than 5 percent. Each district is responsible for maintaining accurate and up-to-date records of change orders and modifications as each project progresses. At the completion of a project, the college will submit a reconciliation of the budget and scope to the ICCB. The reconciled amounts should total less than 5 percent of the approved budget/scope.

Changes in the ICCB approved budget and scope will require ICCB approval provided the aggregate modifications increase or decrease the budget or scope greater than 5 percent of the approved amount. The ICCB President/CEO has the authority to approve the requested change.

A request to change the budget/scope will require ICCB approval at that point when the summed total of the modifications increases or decreases the ICCB approved total budget/scope by an amount greater than 5 percent.

For instance, project A was approved for \$100,000 to construct a 10,000 square foot facility. During the course of the project, a change order costing \$2,000 is necessary during the first month, a second change order costing \$2,000 is required during the second month, and a third order is necessary in month three which costs \$3,000, and any change order will cause the project budget to increase above the \$100,000 approved amount. ICCB approval is not required for change orders number 1 and 2. However, when the college learns that change order number 3 is needed it should apply to the ICCB for approval of change order number 3 only, since this would raise the total project budget to \$107,000 which is more than 5 percent over the approved budget. In the event only the first two change orders are necessary, the college would provide this information in a reconciliation at the completion of the project. No ICCB approval would be required in the second scenario.

Completion of Project. Local districts will be requested by the CDB to sign Certificates of Substantial Completion by Contractors. Final acceptance of the completed project also must be signed by the college. The CDB, through its project manager, will determine and initiate action involving acceptance of substantial completion and final acceptance of the completed project.

Remodeling and Rehabilitation Projects

Local districts may request state funding for major remodeling and rehabilitation projects according to ICCB Rule 1501.603c. The ICCB and IBHE will integrate remodeling and rehabilitation projects in annual capital budget requests using the eligibility and priority criteria outlined for capital projects.

Section II

LOCALLY FUNDED CAPITAL PROJECTS

Projects Funded through Bond Sales, Tax Levies, or Accumulated Revenue

Requests for approval of locally funded projects may be submitted to the ICCB at any time, but sufficient time must be allowed for evaluation by the ICCB and the IBHE; generally this is one month. The request must be submitted and approved before planning or construction funds are expended by the local college. The request must be made via completion of an “Application for Approval of a Locally Funded New Construction Project” (see Appendix A) or an “Application for Approval of a Locally Funded Remodeling Project” (see Appendix A).

Locally funded projects will be administered by the college following ICCB and IBHE approval, although the CDB will assist or administer the project if requested to do so. A local district employee may be appointed project manager, or a professional project manager may be hired. The hiring of an architect; planning, bidding, and awarding of contracts; and supervision of the project are the responsibility of the local district. The local district is responsible not only for complying with bidding requirements, but for complying with building codes and for following other state and federal construction regulations (e.g., handicapped accessibility).

Locally Funded Project Approval Criteria and Procedures

Criteria. Locally funded capital projects are site acquisition or construction projects financed through bond sales, tax levies, or accumulated fund balances. Not all locally funded capital projects require ICCB approval. This section describes the criteria a district should consider when determining whether or not a project requires approval.

Locally funded projects not required to have ICCB approval include any project which is less than \$25,000 regardless of the work being performed. This allows colleges to modify various spaces in the college to meet immediate needs. One project should not be broken into several components in an effort to avoid approval. The sum total of the component parts should be considered as a single project.

Also exempt from approval are projects which meet the definition of maintenance as specified in ICCB Rule 1501.601. This definition allows colleges to perform routine and ordinary maintenance projects without ICCB approval.

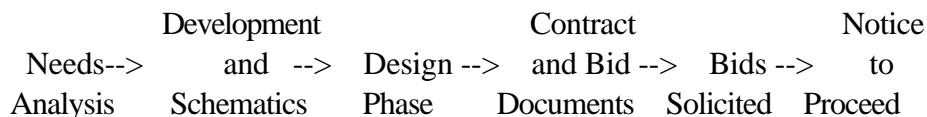
Finally, any project not creating a change in room use classification as defined in the Postsecondary Education Facilities Inventory and Classification Manual is exempt from ICCB approval. For instance, if a project simply would remodel and modernize several classrooms, then no approval is required. However, if the project, for example, resulted in a change from the classroom designation to an office designation, then the project should have ICCB approval. Whenever a change in room use classification will result from the project, ICCB approval should be obtained, provided the estimated total cost is greater than \$25,000.

Regardless of whether the project requires approval, any changes in the net assignable square footage should be reported to the ICCB as an update to the Facilities Master File. Assignable square footage for each facility is an important criterion used by the ICCB when considering approval of requests for locally and state-funded projects.

Utilization of existing facilities also is a prime criterion in the approval process. These data are determined by the ICCB using the annual fall submission of S6 records and classrooms and laboratories identified on the Facilities Master File.

Procedures. The appropriate approval process for a locally funded capital project depends upon the estimated dollar value of the project. A project estimated to cost in excess of \$2.5 million requires ICCB review sooner in the planning process than does a project estimated to cost less than \$2.5 million.

Each project should be considered in the context of the following flowchart:



For projects in excess of \$2.5 million, the ICCB is to be notified in writing concerning the district's interest in pursuing the specific project. This notification should be forthcoming upon completion of the needs analysis. The letter should state that the college has identified a need for a major capital project and include a description of the general scope of the project. The ICCB will respond to the college regarding any initial concerns with the project and will provide recommendations for subsequent action on the project.

All other projects also may be submitted after the needs analysis phase; however, this is not mandatory. If submitted at this stage of development, ICCB staff will review the project and offer appropriate feedback.

All projects require ICCB approval during the design phase of the development process. Typically, this would be midway through the project design. Request for approval must be made via completion of an "Application for Approval of a Locally Funded Construction Project." Project approval will be based on the substantial scope and programs that the college intends to offer. Budget approval will specify an acceptable range. Receipt of ICCB approval may require the college to modify the project; however, this should be possible with minimal cost for redesign and without restricting the progress of the project. Final ICCB approval is contingent upon receipt of the final project scope and budget as bid. In other words, the college should bid the project and notify the ICCB regarding the actual budget and final scope. Provided these amounts are within the ranges approved earlier, the ICCB will acknowledge the bid amounts as the official budget and scope. Any subsequent changes must be submitted for re-approval according to the criteria described for changes in project budget and scope in ICCB Rule 1501.605.

Projects Financed through Loans from Financial Institutions

When a project is financed in part by a loan from a financial institution, both the loan arrangement and the project itself must be approved by the ICCB and the IBHE (see Section 3-37 of the Act). In addition to the application for approval of the project, the local district must submit copies of the loan arrangement and other agreements which demonstrate that sources of revenue other than local taxes, student tuition, and state appropriations are sufficient to finance the construction or acquisition of the facility and to pay operating costs for the life of the installment arrangement.

Projects Financed through Gifts or Donations

Projects to be financed through gifts or donations (e.g., local foundations) are to be considered as locally funded projects and require ICCB approval.

Projects Financed through the Use of Federal Funds

Energy Conservation Grants. Colleges may apply for energy grants under the National Energy Act through the Illinois Department of Energy and Natural resources during the specified time period. If the college receives a grant, it must request ICCB and IBHE approval of the project. The ICCB will consider approval of such projects in the same manner as all other requests for capital construction.

Other Federal Grants. Colleges receiving federal grants for construction projects must request approval as outlined for a locally funded project. If the college plans to request state funds in RAMP to help defray the cost of the project, it must fund at least 25 percent of the total project cost, since the state plus federal share combined cannot exceed 75 percent. If no state funds are requested, there is no limitation on the project.

Section III

PROTECTION, HEALTH, AND SAFETY PROJECTS

Purpose

Protection, health, and safety projects are authorized by Section 3-20.3.01 of the Public Community College Act. The purpose of this funding is to alter and repair the facilities of a district such that the health and safety of the occupants may be protected, energy may be conserved, handicapped accessibility may be increased, the structural integrity of the physical plant may be preserved, or environmental hazards corrected.

General Scope

Alteration and repair projects where protection, health, and safety monies are used should be restricted in scope to those construction features or procedures which directly affect the health and safety of the facility's occupants, increase the facility's accessibility for environmentally limited persons, decrease total energy consumption, or preserve a facility's structural integrity.

Overview

Protection, health, and safety monies offer a community college a method of funding repairs and alterations as described in the General Scope when no operations and maintenance funding is available to pay for such projects. The legislative debate immediately preceding the passage of this provision specified that funds are "emergency authority in life-threatening situations to make repairs upon their facilities." Further statements specified that these funds are not to be used for "additional levy money for just plain maintenance items." Projects requested under this section of the Act will be evaluated on specific criteria and the college may be asked to provide independent documentation which demonstrates that the project falls within one of the identified categories. Projects failing to meet the criteria will not be eligible for funding under the protection, health, and safety provisions.

Specifically, each project will be evaluated on the basis of how well the parameters of the project meet the criteria listed in ICCB Rule 1501.608. Projects must demonstrate clearly that all criteria are met. This should include how the project poses a threat to the occupants, the calculations determining the energy payback period, how accessibility will be increased, or how the project will protect the structure of the buildings. For instance, if a building is not in compliance with a specific code, the code should be cited and a description included.

A fundamental approval consideration is the degree to which the problem addressed by the project was foreseeable and avoidable. The more foreseeable--and thus avoidable--the problem could have been, the less merit the project has under protection, health, and safety provisions.

Funding

Section 3-20.3.01 of the Public Community College Act provides two methods of funding protection, health, and safety projects. ICCB approval is required for either method. Upon approval, the ICCB will issue a certificate of approval authorizing the college to sell bonds or levy a tax. The law permits a college to have a total of \$4.5 million in protection, health, and safety bonds outstanding at any one time. Taxes may be levied up to \$.05 per \$100 of equalized assessed valuation for any one year. Also, projects may be funded using both bond proceeds and tax levy authority.

The college may accumulate excess funds from approved projects whose actual costs were less than budgeted and funded. **For example**, an ICCB approved \$75,000 fire alarm system upgrade project may have been completed for \$65,000. The \$10,000 excess funds available may be allowed to accumulate for another eligible protection, health, and safety project. However, even projects funded from excess funds require submission of a project application and ICCB approval.

Approval Process

When applying for approval of a protection, health, and safety project, the college must complete the appropriate forms (see Appendix A). The scope of work narrative of the project should include all major components involved in the repairs or alterations. This information should provide enough detail to completely and accurately define the project's scope. Each project application should include a detailed cost breakdown certified by a state-licensed architect or engineer. The programmatic justification narrative should provide enough information to demonstrate the appropriateness of using protection, health, and safety funds to finance the project. When the project is using structural integrity as the justification, the architect or engineer must certify the need using the appropriate form. Energy conservation projects require an eight-year payback in order to be eligible for protection, health, and safety funding. Calculations and certification by an architect or engineer documenting the expected payback period should be included with the application. Any additional information which will substantiate the legitimacy of the project under protection, health, and safety criteria should be submitted with the application.

Projects

Each project will be evaluated independently. The statute requires a minimum cost estimate of \$25,000 in order to qualify. Projects may have several component parts as long as each of these components clearly relates to the same objective. Projects not demonstrating a common objective will be considered as separate projects. Projects which are not clearly related that are combined in order to reach the \$25,000 minimum will be considered as individual projects.

Section IV

OTHER CAPITAL PROJECTS

A. Capital Renewal Grants

These grants are funded from the proceeds of the Capital Development Bond Fund which has specific restrictions on the uses of these monies. The following criteria should be considered when requesting capital renewal grants:

1. The project should provide long-term benefits.
2. The project should be durable and not consumed in use.
3. The project should significantly add to the value of the capital asset or appreciably prolong the life of the capital asset.
4. The project expenses should not be recurring.
5. The project should not be of a temporary nature.
6. A remodeling project may change the program use or significantly update the area. Redecorating should not be requested.

These projects will not be approved if new space is generated.

Capital renewal projects may include the following types of work: architectural planning and engineering (in relation to a specific repair or renovation project); demolition (in preparation for additional work); site preparation and improvement; utility work; reconstruction or improvement of existing buildings or structures; replacement of fixed equipment; and any other work which significantly increases the service potential of a building or structure.

Appropriations for capital renewal grants were made to the Capital Development Board for the Illinois Community College Board, and as in the past, the CDB will manage all grant projects. The use of CDB in-house design services may be available depending on the nature of the project and the availability of CDB staff. Colleges must request these services or those of an architectural firm.

These funds will not lapse at the end of the fiscal year and may be combined with any Build Illinois or other capital renewal funds that are unobligated.

Excerpts from ICCB rules relating to the Capital Renewal Grant are included for your information.

(Revised 11/3/99)

Administrative Rules of the Illinois Community College Board

SUBPART E: FINANCE

Section 1501.501 Definition of Terms

Capital Renewal Grants. Capital renewal grants are state grants allocated proportionally to each community college district based on the latest fall on-campus nonresidential gross square feet of facilities as certified by the ICCB. Such grants are to be utilized for miscellaneous capital improvements such as rehabilitation, remodeling, improvement, and repair; architect/engineer services; supplies, fixed equipment, and materials; and all other expenses required to complete the work.

Section 1501.516 Capital Renewal Grants

- a) Districts may apply annually to the ICCB for approval of capital renewal grant projects. Requests for ICCB approval of capital renewal grant projects shall be submitted using forms prescribed by the ICCB.
- b) Expenditures of funds from this grant are limited to capital renewal projects that are within the scope of the definition of capital renewal grants contained in Section 1501.501.
- c) Funds received from this grant shall be accounted for in the Operations and Maintenance Fund (Restricted) [see Section 1501.511(a)(7)].
- d) Other sources of funding may be added to capital renewal grant funds to finance larger projects.
- e) Projects shall be designed and constructed to meet all applicable facilities codes as specified in Section 1501.603(f).
- f) Authority to approve capital renewal grant projects is delegated to the ICCB or its Executive Director (subsequently changed to President/CEO).

B. ADA-Access for All Grant

These grants are funded from the proceeds of the Capital Development Bond Fund which has specific restrictions on the uses of these monies. The following criteria should be considered when requesting ADA grants:

1. The project should provide long-term benefits.
2. The project should be durable and not consumed in use.

(Revised 11/3/99)

3. The project should significantly add to the value of the capital asset or appreciably prolong the life of the capital asset.
4. The project expenses should not be recurring.
5. The project should not be of a temporary nature.
6. Any remodeling project should improve accessibility of district programs and services to students, faculty, and staff.
7. Any project should bring the college into compliance with the Illinois Accessibility Code, 71 Illinois Administrative Code 400, and the Environmental Barriers Act [410 ILCS 25).

These projects will not be approved if new space is generated.

ADA projects may include the following types of work: ADA study/evaluation, architectural planning and engineering (in relation to a specific renovation project); demolition (in preparation for additional work); replacement of fixed equipment; and any other work which increase accessibility for students, staff, and faculty and brings the college into compliance with the Illinois Accessibility Code and the Environmental Barriers Act.

The following types of expenditures will not be approved for ADA project funding: ADA moveable equipment, remodeling/renovations which do not make programs and services accessible for students, faculty, and staff, and remodeling/renovations not consistent with the requirements of the Illinois Accessibility Code and the Environmental Barriers Act.

Appropriations for ADA-Access for All grants were made to the Capital Development Board for the Illinois Community College Board, and as with Capital Renewal funded projects, the CDB will manage all grant projects. The use of CDB in-house design services may be available depending on the nature of the project and the availability of CDB staff. Colleges must request these services or those of an architectural firm.

These funds will not lapse at the end of the fiscal year and may be combined with any Build Illinois or capital renewal funds that are unobligated.

ICCB Policy Guidelines for Restricted Grant Expenditures and Reporting are included for your information.

(Revised 11/3/99)

Illinois Community College Board

Policy Guidelines for Restricted Grant
Expenditures and Reporting*ADA Access for All*

Purpose of Grant. ADA-Access for All funding are state grants allocated proportionally to each community college district based on a \$25,000 district base grant with the remaining funds distributed on the weighted average gross square feet of space as certified by the ICCB. Such grants are to be utilized for improvements to facilities which bring the district into compliance with the requirements of the Illinois Accessibility Code, 71 Illinois Administrative Code 400 and the Environmental Barriers Act [410 ILCS 25]. Such improvements should address accessibility of students, staff, and faculty to programs and services offered by the college.

Allowable Expenditures. Improvements to the existing physical facilities to improve access of students, faculty, and staff such as:

- *ADA study/evaluation, if needed*
- *remodeling and rehabilitation including planning, and architect/engineering fees*
- *door modifications*
- *restroom modifications*
- *wheelchair ramp additions/improvements*

Expenditure Limitations. All expenditures should serve to improve access of programs and services to students, faculty, and staff and bring the college into compliance with the Illinois Accessibility Code and the Environmental Barriers Act.

Grant Administrative Standards.

An application shall be submitted to the ICCB on forms prescribed by the ICCB before the start of any work.

No work shall begin until contracts for the architect/engineer and contractors have been awarded by the Capital Development Board.

Normally, these funds are administered by the Capital Development Board and will only be recognized as a completed asset but if the college should receive any funds directly they shall be accounted for in the Operations and Maintenance Fund (Restricted) [see Section 1501.511(a)(7)].

Capital renewal grant funds and ADA-Access for All funds may be combined to maximize the efficient use of the ADA-Access for All funds.

Section V

CREDIT FOR PREVIOUSLY CONSTRUCTED OR ACQUIRED FACILITIES WHICH ARE INITIALLY LOCALLY FUNDED

On September 18, 1978, the ICCB certified \$28.5 million in eligible credits and resolved to discontinue in the future the practice of approving locally funded projects for future state reimbursement credit. The amount certified by the ICCB represents an eligible credit which will be applied only toward the 25 percent local funding share of a state-funded capital project. This credit will be applied toward the local share by ICCB staff when developing the annual capital budget request. Credits do not represent funds available for appropriation to a district and are not applicable to any other type of project.

Section VI

MATCH CONTRIBUTION - APPROVAL OF SPENDING LOCAL FUNDS TO MEET THE 25 PERCENT MATCH REQUIREMENT

At times the college may request approval of a project component (i.e., planning, a portion of state-funded construction/remodeling request) to be funded locally and performed before the project receives state funding (see Section I - Community College Capital RAMP). Where a project meets certain criteria, the college may request approval to apply the locally funded costs of that component toward the 25 percent match requirement of the total project. The college should make their request in writing, and it should be submitted with the locally funded project application. In order to be approved as a match contribution, the following criteria shall be met.

1. The project toward which the 25 percent match is to be satisfied must be on the ICCB recommended state-funded capital project list.
2. The request shall meet an immediate/urgent need of the district/college.
3. The component requested must be part of the scope of work narration of the project on the ICCB recommended state-funded capital project list.

The IBHE must approve of the match contribution, and the college will need to contact the Capital Development Board in order to keep them apprised of the work performed and how it relates to the proposed project requested on the ICCB recommended state-funded capital project list.

The college should keep in mind that approval of a match contribution is not a commitment of state dollars to the project on the ICCB recommended state-funded capital project list and will therefore only be allowed as a match specifically to that one specific state-funded capital project request. In no case will the match contribution serve to increase the state's share of a state-funded project above 75 percent. If the project never receives state funding, the match contribution approval is null and void. The match contribution cannot be applied to unrelated capital project requests. Further, a match contribution is not a "construction credit." See the section on construction credits for an explanation.

If a match contribution has been approved, the college should report the approved match contribution as local match on subsequent RAMP requests until the project has received state funding or the college decides not to pursue state funding.

Section VII

CONSTRUCTION DEFECTS OR DEFICIENCIES

A local district may request state funding for the entire cost of repairing or replacing state-funded facilities deemed to be unsafe or unhealthy if the problem has been caused by defective materials, workmanship, or design. Such a request normally is included with the RAMP submission but may be submitted to the ICCB at any time. The request must include information concerning the apparent problem and the results of any tests or studies made by college officials or professional architects or engineers (see Section 5-12 of the Act).

The ICCB will submit necessary information concerning the problem to the CDB. The CDB will evaluate the problem with staff and professional architects/engineers. If the problem is judged to be unhealthy and/or unsafe, and if it was caused by defects or deficiencies in original construction or design, the CDB will be asked to certify the problem as a construction defect or deficiency. If the project is certified, state funds will be requested to correct the problem.

Section VIII

LEASING OF FACILITIES

Leases of Five Years or Less

Local district officials may lease or rent facilities for time periods of five years or less at their own discretion, and do not require ICCB approval. Copies of local board of trustees action on such leases or rentals should be kept on file for state auditing purposes. However, leases five years or less with automatic or unilateral renewal options by either party generally are considered as greater than five years and will require ICCB approval. See the Section VIII, subsection entitled "Leases Longer than Five Years" for required information for ICCB consideration for approval.

Leases Longer than Five Years

In accordance with Section 3-38 of the Act, the local district shall request ICCB approval for any lease of rooms, buildings, or land for longer than five years. Such a request will specify location, size, need, and intended use of facilities. A copy of the proposed lease should accompany the request.

The ICCB will consider the request based on a study of the lease document, the college's justification of need, and the ability of the college to operate and maintain the additional space.

A request for approval of a lease which either transfers ownership or provides for an option to purchase land and buildings at the end of the lease term shall demonstrate that the college's justification of need and their ability to operate the additional space is not a temporary need and is in the best interests of the college.

Section IX

HANDICAPPED ACCESSIBILITY REQUIREMENTS

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as Amended

The Americans with Disabilities Act was signed into law in July 1990. This law is a wide ranging civil rights statute that prohibits discrimination against people with disabilities. Colleges were introduced to the issue of accessibility with the passage of the Rehabilitation Act of 1973. The regulations implementing Section 504 of that act become effective in June 1977 and required that no handicapped individual shall solely by reason of the handicap be denied benefits of or be subjected to discrimination under any program receiving federal financial assistance. In order to comply with this regulation, the concept of program accessibility was used and colleges designed a plan to provide programmatic accessibility to handicapped students. The ADA of 1990 is even more comprehensive in that it contains requirements for new construction, alterations or renovations to buildings and facilities, communications, transportation, and requires reasonable modifications of policies and practices that may be discriminatory.

Requests for handicapped accessibility projects must be submitted to the ICCB and the IBHE for approval as outlined for other capital projects. These projects may be submitted for state funding, or they may be locally financed. Qualifying projects may be submitted for up to 75 percent state funding. CDB technical assistance must be utilized if state funding is requested. Section 3-20.3.01 of the Public Community College Act (protection, health, and safety) also provides for funding such projects.

Illinois Accessibility Code (Title 71 Ill. Admin. Code, Ch. 1, Section 400)

This code is applicable for both locally and state-funded projects when new construction, alterations, additions, historic preservation restorations, or reconstruction is undertaken. Leased facilities constructed after May 1, 1988, should be in compliance with the minimum requirements of the code. Leased buildings constructed prior to May 1, 1988, should be in compliance with the accessibility code applicable at that time.

Section X

INSURANCE OF FACILITIES

The CDB requires that contractors providing services to the state provide builders risk and fire and casualty insurance for facilities being constructed, renovated, or remodeled. This insurance will be carried until the project reaches substantial completion or the facility is occupied by the college. It is the college's responsibility to obtain insurance for the facility at substantial completion or occupancy. Insurance on locally funded projects is the total responsibility of the local college from start of construction.

Section XI

PROGRESS REPORTS

In accordance with ICCB Rule 1501.607 and Section 5-10 of the Act, the local district shall submit a construction progress status report for all projects as of January 1 of the current year on forms provided by the ICCB. Such reports shall be submitted by January 31 of each year through completion of the project, with the final cost of the project reported when a project reaches 100 percent completion. The Statement of Final Construction Compliance for PHS Projects and the Statement of Final Completion of State and Locally Funded Projects (see Appendix C) for all other projects should be completed and mailed with the progress status report when a project reaches 100 percent completion.

Section XII

DEMOLITION OF BUILDINGS

When a college-owned facility is to be demolished, the college should notify the ICCB in writing prior to demolition of the structure. The notification should include the extent to which the razed facility will affect the square footage in the college's Facilities Master File. For instance, if the facility to be removed is a temporary classroom consisting of 1,000 net assignable square feet, the notice should indicate the fact that total temporary facilities will be reduced by 1,000 net assignable square feet. This information must be sent to the college's MIS coordinator so that local facility files will reflect accurately the square footage of campus facilities.

Appendix A

Project Application Forms

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District # _____
 Contact Person _____ Phone # _____
 Project Title _____
 Project Budget \$ _____ () check **T** here if the proposed project is to be financed with a combination of local, state,
federal, foundation gifts, etc and disclose on funding attachment 2 Date _____

Application Type (check the appropriate application type and follow instructions):

- ____ Locally Funded New Construction--complete/submit Sections I, II, and II.
- ____ Locally Funded Remodeling--complete/submit Sections I and III.
- ____ Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- ____ Protection, Health and Safety--complete/submit Section I and Attachment PHS.
- ____ Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.
- ____ ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes ____ No ____

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes? Yes ____ No ____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) _____

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Programmatic Justification and Scope of Work

INSTRUCTIONS FOR COMPLETION OF THE
PROGRAMMATIC JUSTIFICATION NARRATIVE

These instructions are intended to provide the college with a baseline of the type of information to describe the programmatic benefits of the proposed project. The length of the programmatic description should reflect the magnitude and complexity of the proposed project. Descriptions of work to be performed should be addressed in the Scope of Work section.

A narrative setting forth the specific purposes for which the project is requested must be presented. The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project. To assist in the development of a clear and concise programmatic justification, the following questions are presented for consideration. A programmatic justification does not necessarily lend itself to a question and answer format. The programmatic justification narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What will the proposed project accomplish?
2. State how the project will meet the instructional objectives of the college.
3. How will the new or remodeled space better serve instructional/programmatic areas as compared to existing facilities?
4. What facilities are already available to meet the above-referenced objectives? (Should be reflected on the Square Footage Summary form if remodeling existing facilities.)
 - A. What is the current utilization rate of space designated for this instructional/ programmatic area?
 - B. Why are existing facilities considered inadequate? Describe the condition of existing space designated for this instructional/programmatic area.
 - C. What factors are driving the need for new space? State the factors/conditions such as changes in enrollment patterns or enrollment mix, insufficient or inadequate types of space, an emerging local district issue/relationship/partnership, etc., which demonstrates programmatic need.
5. Is the project a part of the college master plan? (If not, explain why it is a priority and is the master plan being updated?)

Square footage discussed and explained in this section should also be reported on the Square Footage Summary form.

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

INSTRUCTIONS FOR COMPLETION OF THE
SCOPE OF WORK NARRATIVE

These instructions are intended to provide the college with a baseline of the type of information to describe the construction/work elements of the project. The length of the scope of work description should reflect the magnitude and complexity of the proposed project. Descriptions of the programs residing in the effected space should be addressed in the Programmatic Justification Narrative section.

This narrative is a statement setting forth the proposed work and defining the design parameters. The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis. To assist in the development of a clear and concise scope of work narrative, the following questions are presented for consideration. A scope of work narrative does not necessarily lend itself to a question and answer format. The scope of work narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What does the project include? Clearly describe the site(s), building(s), room(s), structure(s), equipment, utilities, land, and site improvements (i.e. landscaping, parking lot areas/spaces) affected by this proposed project. Describe the project using the applicable budget categories listed in Attachment #1 Project Budget. Clearly identify the name and address of any structures included in the project.
2. How does the proposed project relate to other ongoing or proposed projects?
3. Are there any state or federal rules or regulations which may impact the project budget? (IEPA, Historic Preservation, etc.) If so, be sure that costs of compliance are included in the estimated project costs?

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

Attachment #1 Project Budget

Check One:

- New Construction**
- Remodeling**

Project Name _____

	Budget Amounts	
	New Construction	Remodeling
Land		N/A
Site Development		N/A
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name _____

	Budget Amounts
Project Costs	
Contingency	
A/E Professional Fees	
Total	

Attachment #2 Funding Source

District/College Name _____

Project Name _____

Check the source(s) of funds:

Available fund balance _____ Fund name (s): _____
(Including excess funds from
previously approved protection,
health, and safety projects)

Bond Proceeds _____ Type of bond issuance (s): _____
(including protection, health,
and safety bonds)

Protection, Health, and _____ Tax rate/fiscal year: _____
Safety Tax Levy
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)

Lending Arrangement with a _____ Term of Lending Arrangements in months: _____
Financial Institution
(ILCS 805/3-37)

Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

ADA _____
Access for All Funding _____ Proposed Fiscal Year Source(s): _____

Attachment PHS

Protection, Health, and Safety Signature/Certification Page

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	_____
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect’s recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

PROTECTION, HEALTH, AND SAFETY PROJECT

Structural Integrity

Name and address of architect/engineer providing the estimate:

I certify that the proposed project is necessary because the current condition of the facility poses a threat to the structural integrity of the facility.

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

PROTECTION, HEALTH, AND SAFETY PROJECT

Certification for Energy Conservation

Name and address of architect/engineer providing the estimate:

I certify that the methods and calculations used to determine the estimated energy usage, cost savings, and payback period, as submitted in the attached, meet or exceed those prescribed by industry standards. I further certify that the historic energy costs used in these calculations reflect accurately those of the college.

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

**Square Footage
Summary Attachment**

Square Footage Summary

District/College Name _____

Project Name _____

Identify the increased square footage associated with a new construction project or provide a detailed summary of the space affected by this project. If additional explanation is necessary, please include in the scope of work narrative.

Net Assignable Square Feet

	New Square Footage	Existing Square Footage	Remodeled Square Footage
Classrooms	_____	_____	_____
Laboratories	_____	_____	_____
Offices	_____	_____	_____
Study	_____	_____	_____
Special Use	_____	_____	_____
Support	_____	_____	_____
Other	_____	_____	_____
Total NASF	_____	_____	_____
Total Gross Square Feet (GSF)	_____	_____	_____
Efficiency (NASF / GSF)*	_____ %	_____ %	_____ %

*Minimum acceptable efficiency is 70 percent.

Architect Recommendation Form

ARCHITECT RECOMMENDATION FORM
(To Be Submitted For Capital Renewal or ADA proposed projects)

1. Provide your preference for architectural and/or engineering services:

- Capital Development Board in-house services (skip to 2)
- Capital Development Board to select A/E firm (skip to 2)
- Using an A/E firm with whom we have a satisfactory relationship. *Attach a separate letter which states the projects completed over the last five years by the A/E firm and the college's satisfaction with that work. List the A/E firm below (only one needed).*
- College recommended A/E firm (must supply the name, address, phone number, and contact person of your top three choices).

1st Choice: _____ 2nd Choice: _____

3rd Choice: _____

Provide the following if the A/E firm was college recommended:

The firm recommended _____ (is or is not) CDB certified as a minority business enterprise/female business enterprise company.

The firm recommended was chosen using a quality-based selection process.
 Yes No

If A/E firm will use a consultant, please provide the following information:

Name of consultant/firm _____

Type of work to be performed (mechanical, electrical, etc.) _____

Percentage of work estimated to be completed by a consultant _____

Minority or Female owned business? Yes or No

2. Please attach a copy of the local board minutes approving the project.

Please return this form along with any attachments and the board minutes to:

Edward Smith
Director for System Finances
Illinois Community College Board
401 East Capitol Avenue
Springfield, Illinois 62701-1711

Attachment ADA

ADA - ACCESS FOR ALL PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

I certify that the recommended accessibility project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and costs are true and accurate. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for a Disabilities Act accessibility project as defined in the Illinois Accessibility Code , 71 Illinois Administrative Code, 400 and the Environmental Barriers Act [410 ICLS 25].

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Appendix B

Sample Board Resolutions

The following sample board resolution is for illustrative purposes only and is intended to highlight key elements needed for approval of a protection, health, and safety funded project. The sample resolution clearly identifies what the source of funding will be to finance the project, the college's approval of the project, and the college's ability or lack of ability to pay for such project from the Operation and Maintenance Fund of the district. The college should consult their legal counsel if questions arise about contents of their resolution for specific projects.

**Resolution to Approve Protection,
Health, and Safety Projects**

- A. Whereas**, pursuant to the provisions of the statutes of the State of Illinois, Community College District #123, is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and
- B. Whereas**, there is a need for repair and alteration of certain facilities of ABC Community College District #123; and
- C. Whereas**, Section 3-20.3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such repairs or alterations upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs or alterations; and
- D. Whereas**, Section 3-20.3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to sell protection health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and
- E. Whereas**, the Board has received reports from a licensed professional architect that there are the following projects at ABC Community College which require repair and alterations, as defined in ICCB Rule 1501.601; and
- F. Whereas**, those projects recommended for repair and alterations are:
- | | |
|--------------------|--------------------------|
| 1. Project #1 Name | Project #1 Budget Amount |
| 2. Project #2 Name | Project #2 Budget Amount |
- G. Whereas**, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for energy conservation, health or safety, environmental protection, or handicapped accessibility and not routine maintenance projects.

Now, be it resolved by the Board of Trustees of ABC Community College District #123, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project(s) set forth above require alterations or repairs and are necessary to remove a health or safety hazard to the students, employees, or visitors of ABC Community College.

3. There are not sufficient funds available in the Operation and Maintenance Fund of ABC Community College to complete the project(s) set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect, is not less than \$25,000 and shall be financed in accordance with RECITAL C or RECITAL D (*specify which one*), as stated above, in the total dollar amount of \$ _____.
5. Properly completed application forms shall be completed and forwarded to the President/CEO of the ICCB for approval of the above-referenced project(s).

Appendix C

Statements of Final Completion of State and Locally Funded Projects and Final Construction Compliance for PHS Projects

Statement of Final Completion of State and Locally Funded Projects

Name and address of architect/engineer providing the Statement of Final Completion:

Final cost and scope of the project:

Approved Budget \$_____ Actual Cost \$_____

Approved Scope:

Actual Scope:

Classrooms	_____	_____
Laboratories	_____	_____
Offices	_____	_____
Study	_____	_____
Special Use	_____	_____
Support	_____	_____
Other	_____	_____

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

District Official's Signature

Date

Protection, Health, and Safety Project

Statement of Final Construction Compliance

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Final cost of the project:

Approved Budget \$ _____ Actual Cost \$ _____

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor’s pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Architect/Engineer’s Signature

Date

Illinois Registration or License Number

Seal

Approved by the _____ Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

Appendix D
Facilities Codes

Facilities Codes

All construction, remodeling, and rehabilitation of facilities, whether funded through local sources, are required to be in compliance with the latest editions of the following codes (ICCB Rule 1501.603f2).

1. Uniform Building Code (International Conference of Building Officials, Whittier, California) or Building Officials and Code Administrators (Building Officials and Code Administrators International, Inc., Homewood, Illinois).
2. Basic Mechanical Code (Building Officials and Code Administrators International, Inc., Homewood, Illinois).
3. National Electrical Code (National Fire Protection Association, Quincy, Massachusetts).
4. Illinois Plumbing Code (77 Ill. Adm. Code 890).
5. Illinois Accessibility Code (71 Ill. Adm. Code 400)
6. National Fire Protection Association 101 Life Safety Code (National Fire Protection Association, Quincy, Massachusetts).
7. ASHRAE 90A Energy Conservation in New Building Design (American Society of Heating, Refrigeration, Air Conditioning Engineers, Atlanta, Georgia).
8. Any local building codes that may be more restrictive than the codes listed above.
9. Any items not covered in the codes listed above will be designed on the basis of generally accepted standards for the community or institutions of higher education.
10. Fire Protection Code (41 Ill. Adm. Code 100).

Appendix E

ICCB Rules - Subpart F: Capital Projects

Administrative Rules of the Illinois Community College Board

SUBPART F: CAPITAL PROJECTS

Section 1501.601 Definition of Terms

Alter. To remodel or modify a facility, without changing its original purpose or adding to its total dimensions, that would have been constructed differently had existing handicapped accessibility, energy conservation, or environmental protection laws, codes, or standards [as specified in Section 1501.603(f)(2)] been in effect at the time of construction.

Building Efficiency. "Building efficiency" is the ratio of the total net assignable square feet (NASF) of a building, which includes the interior of classrooms, class laboratories, offices, study areas, libraries, special or general use areas, and supporting areas for each of these space types, to the total gross square feet (GSF) of a building, which includes circulation areas, custodial areas, mechanical areas and structural areas plus the NASF as defined above.

Capital Project Design Phase. The design phase of a capital project includes development of detailed architectural plans, specifications, and cost estimates.

Capital Project Needs Assessment. Capital project needs assessment is the initial conceptualization and justification of the scope of the project.

Credits. "Credits" are capital project local contribution allowances certified by the ICCB at its Board meeting on September 18, 1987.

Facility. Any physical structure or entity that is necessary for the delivery of the district's programs and related services.

Hazard. A hazard is a risk or peril resulting from unsanitary conditions, deficiencies in codes specified in Section 1501.603(f)(2), conditions increasing the risk of fire, or conditions otherwise endangering human life to a degree greater than normal.

Licensed Architect or Engineer. An architect or engineer licensed by or registered with the Illinois Department of Professional Regulation.

Locally Funded. A "locally funded" project is a capital project funded totally from local district bond issues, local district operating funds, federal grants, foundation or other grants, gifts, student fees, or any nonstate-appropriated source.

Maintenance Project. A maintenance project is one which keeps a facility or asset in efficient operating condition, preserves the condition of the property, or restores property to a sound state after prolonged use.

Primary Site. A primary site includes any site constituting a campus as defined in Section 1501.301.

Repair. To rehabilitate or return a facility to its original condition after damage or deterioration, without changing its original purpose or adding to its total dimensions, when the condition of the facility poses a hazard to individuals or threatens the structural integrity of the facility.

Scope. "Scope" is a term relating to the parameters of the project, primarily the physical dimensions of the project and the function of space included therein.

Secondary Site. A secondary site is any location where the district maintains a permanent presence, but does not meet the criteria of a primary site.

State-Funded. A "state-funded" project is a capital project partially or fully funded with a state appropriation.

Structural Defect/Deficiency Project. A "structural defect/deficiency" project is a capital project which has a defect or deficiency directly attributable to inadequate design or construction, or defective construction materials.

Section 1501.602 Approval of Capital Projects

- a) Notwithstanding any provision to the contrary [see subsection b and Section 1501.604(b)], requests for approval of capital projects shall be submitted to the ICCB on the forms prescribed by the ICCB.
- b) A project requiring the expenditure of state or local funds for purchase, construction, remodeling, or rehabilitation of physical facilities at a primary or secondary site shall have prior ICCB approval, except the following: (1) locally funded projects that meet the definition of a maintenance project as defined in ICCB Rule 1501.601, or (2) locally funded projects that result in no change in room use, or (3) locally funded projects for which the total estimated cost is less than \$25,000.
- c) A District Site and Construction Master Plan shall be filed with the ICCB by January 1, 1991. The purpose of the plan is to apprise the ICCB of possible primary site new construction and secondary site acquisition/construction plans for the next three years throughout the district. The plan should be updated, as needed, to ensure that any project submitted for approval has been reflected in the district plan on file with the ICCB at least two months prior to submission of the project. Any primary site new construction or secondary site acquisition/construction projects must be reflected in the plan in order to receive consideration for approval. The plan, at a minimum, shall consist of a map of the district showing the location of all facilities owned by the district or leased for a period exceeding five years and a narrative describing the district's:

- 1) Current permanent facilities where additions are planned.
 - 2) General plans for future site acquisition or acquisition/construction of permanent facilities either on the primary site or secondary sites. The location may be identified in terms of the general geographic area within the district.
 - 3) Proposed schedule for acquiring additional sites, constructing additions to existing facilities, or acquiring/constructing new permanent facilities.
 - 4) The intended use of all proposed site acquisitions and facility acquisition/construction.
- d) The authority to approve locally funded projects is delegated to the Executive Director (subsequently changed to President/CEO) of the ICCB, who shall in turn report such actions to the ICCB.

Following are proposed amendments to ICCB Rule 1501.603:

Section 1501.603 State-Funded Capital Projects

- a) Projects Eligible to Receive State Funds. State funds may be requested for capital projects, both those to be purchased and those to be constructed, as defined herein. The funds shall be requested prior to construction and may include or consist of architectural and engineering fees associated with the project. Such projects shall consist of:
- 1) Buildings, Additions, and/or Structures (including fixed equipment). Types of buildings that may be included are:
 - A) Administration and student personnel services facilities.
 - B) Central utility facilities.
 - C) Classrooms.
 - D) Fine and applied arts classrooms and laboratories.
 - E) Libraries.
 - F) Occupational, technical, and semi-technical laboratories, shops, and classrooms.
 - G) Other structures used for the operation and maintenance of the campus.
 - H) Physical education instructional facilities.
 - I) Science laboratories and related science facilities.
 - J) Student areas appropriate to the needs of a commuter institution, including food services, lounge areas, study areas, storage lockers, child care facilities, and facilities for student activities such as newspaper editing and student government.
 - 2) Land.
 - 3) Movable Equipment.

- 4) Utilities (those beyond a five foot perimeter of buildings).
 - 5) Remodeling or Rehabilitation of Existing Facilities. Such projects include provision for:
 - A) Access for handicapped students.
 - B) Emergency repairs (including construction defects/deficiencies).
 - C) Energy conservation.
 - D) Programmatic changes.
 - 6) Site Improvements.
 - A) Clearance.
 - B) Drainage.
 - C) Earth movement.
 - D) Finish grading, seeding, landscaping.
 - E) Other work required to make land usable as a building site.
 - F) Parking.
 - G) Streets and walkways.
 - 7) Planning. A building project may be divided into sub-projects with planning funds (architect or engineering fees) requested for one fiscal year and construction funds requested in a subsequent year.
- b) Application Criteria for New Construction Projects at the Primary Site. In order for capital projects for new construction to be considered for state funding, the following requirements shall be met:
- 1) The information required under Section 1501.510(a) shall have been submitted.
 - 2) Certification of local board approval of the project(s) requested shall be provided.
 - 3) Certification shall be provided that funds or credits are available to provide the local share of the project(s) in accordance with Articles IIIA and V of the Act.
 - 4) Certification shall be provided that a suitable construction site is available. Suitability is determined through a site feasibility study and a Capital Development Board technical evaluation. The feasibility study shall address, at a minimum, the following:
 - A) The location of the site in relation to geography and population of the entire district and in relation to sites of the district's other colleges.
 - B) The impact on the surrounding environment, including the effect of increased traffic flow.

- C) Accessibility to the site by existing and planned highways and/or streets.
 - D) Cost of development of the site in relation to topography, soil condition, and utilities.
 - E) Size of the proposed site in relation to projected student population (as determined by census data) and land cost.
 - F) The number, location, and characteristics (types of terrain, geography, roadway access, and suitability of the site for building purposes) of alternative sites considered.
 - G) The location of the site in relation to existing institutions of higher education.
- 5) Requests for site acquisition shall include a local board of trustees authorization to purchase the site, a copy of the feasibility study, a local board of trustees resolution that local funds are available, a copy of the Capital Development Board evaluation, three appraisals of the property, and a written request for ICCB approval in addition to the information requested in the Resource Allocation and Management Plan/Community Colleges (RAMP/CC).
 - 6) Evidence of need for the space requested shall be provided either on a general enrollment basis as specified in Section 1501.603(e)(4)(C) or a specific program need basis as specified in Section 1501.603(e)(4)(D).
 - 7) The project shall be within the mission of a community college as set forth in Section 1-2(e) of the Act.
- (c) Application Criteria for Remodeling and Rehabilitation Projects. Projects to remodel and rehabilitate a facility shall require submittal of the following:
 - 1) An application on forms prescribed by the ICCB.
 - 2) Certification of local board approval of the project(s) requested.
 - 3) Certification that funds or credits are available to provide the local share of the project(s) in accordance with Articles IIA and V of the Act.
 - 4) A summary detailing the effects of the remodeling on space usage (classrooms, laboratories, offices...).
 - 5) A justification statement regarding the need to remodel.
 - d) Application Criteria for Secondary Site Projects. Projects for the acquisition/construction of a new site and/or structure for purposes other than a primary site facility and projects for

acquisition of sites and/or structures adjacent to the primary site shall require submittal of the following:

- 1) A resolution by the local board of trustees stating that:
 - A) Local funds or credits are available to provide the local share of the project(s) in accordance with Articles IIA and V of the Act.
 - B) The programs offered have been approved by the ICCB and Illinois Board of Higher Education (IBHE) or approval of these stated programs by those boards is pending.
 - 2) Copies of at least two appraisals of the property.
 - 3) Verification that the condition of the facility is not a threat to public safety. This shall include tests of structural integrity, asbestos, toxic materials, underground storage tanks, and other hazardous conditions. (Findings regarding the existence of these hazards shall not preclude the procurement of the site/structure but the knowledge of the hazardous condition and any costs incurred in correcting the condition shall be incorporated into the total cost of procuring the facility.)
 - 4) Identification of the location of the site and its relationship to the main campus, community college facilities in contiguous districts, and other higher education facilities in contiguous districts.
 - 5) Identification of all estimated costs associated with the purchase and any subsequent construction and/or rehabilitation of the site/structure.
- e) Project Priority Criteria. All projects must meet requirements as stated in ILCS 805/5-3 and 5-4. Capital project priorities will be established within the categories named in Section 1501.603(a) according to the following criteria:
- 1) New Facilities: The acquisition of buildings/additions/structures through construction of new facilities or purchase of existing facilities. Includes planning, qualifying fixed and moveable equipment as necessary to support the new facility, land acquisition required for the facility, and any site improvements or utility work necessary to support the facility. All requests for new facilities must meet the criteria specified in either Rule 1501.603(b) for new construction at a primary site or 1501.603(d) for secondary site projects.

Each of the following criteria will be considered in establishing priorities for new facilities:

- A) Type of space to be constructed (in priority order):
 - i) Instructional, study, office and student areas (all weighted equally):

- C Instructional space including basic classrooms, lecture halls, seminar rooms and other rooms used primarily for scheduled instruction, both credit and noncredit. These rooms may contain multimedia or telecommunications equipment. Space utilized as classroom service, i.e., projection rooms, telecommunication control booths, closets, etc., are included. **(FICM Codes 110 -115)**. Instructional space also includes laboratory facilities, both class and open, used for instructional purposes and service areas that serve as an extension of the activities of the laboratory **(FICM Codes 210 - 255)**.

- C Study areas including all library facilities, any rooms or areas used by individuals at their convenience, general learning labs, and any service areas necessary to support the activities of these rooms. **(FICM Codes 410 - 455)**.

- C Office facilities that provide work areas to support the academic, administrative, and service functions of the colleges. Also includes rooms such as student counseling rooms and testing areas, staff conference rooms, file rooms, and break rooms **(FICM Codes 310 - 355)**.

- C Student service areas include general use facilities such as child care facilities **(FICM Codes 640 and 645)**, food service facilities **(FICM Codes 630 and 635)**, lounge facilities **(FICM Codes 650 and 655)**, merchandise areas such as bookstores, student supply stores, or ticket outlet services **(FICM Codes 660 and 665)**, and rooms utilized for recreation and amusement **(FICM Codes 670 and 675)**. Meeting rooms used by the institution or the general public for a variety of nonclass meetings also are included **(FICM Codes 680 and 685)**.

- ii) Support areas including central administrative computer and telecommunications rooms, maintenance shops, garages, warehouses, and storage facilities **(FICM Codes 710 - 765)**.
- iii) Assembly areas including theaters, auditoriums, arenas, exhibitionrooms, and concert halls used primarily for general presentations or performances. Includes areas that serve as an extension of the activities in that facility **(FICM Codes 610 - 625)**.
- iv) Physical education areas used for physical education instructional programs, intercollegiate, and recreational activities. Includes areas such as gymnasias, athletic courts, swimming pools, and other special use athletic facilities **(FICM Codes 520, 523, and 525)**. **(Does not include specific classrooms more appropriately classified under FICM code series 100.)**
- v) Special use facilities not included elsewhere such as armory, armory services, media production services, clinics, etc. **(FICM Codes 510, 515, and 530-590)**.

- B) Core Campus Considerations. Priorities will be assigned to colleges who do not have adequate core campus components in place. A core campus generally consists of classrooms, laboratories, student services, day care, learning resources/library, business and industry training services and facilities to support high enrollment programmatic areas.
 - C) Space Criteria/Considerations.
 - C Utilization of Existing Space. Priorities will be assigned so that the higher utilization rate generated by weekly instructional hours for credit and noncredit courses offered at permanent locations owned by the college (college holds title, lease purchase, or purchasing contract for deed), the higher the priority will be assigned. Instructional hours are defined as those enrollments generated by students taking credit and noncredit courses.
 - C Space per Student. Requests for space will be assigned priorities so that the less existing permanent space per student available at facilities owned by the college (college holds title, lease purchase, or contract for deed), the higher the priority assigned to the project.
 - D) Program Considerations. Consideration will be given to the need for special facilities based on the programs to be housed in the requested facilities. Priorities will be assigned so that the greater the need for special facilities, the higher the priority. Criteria evaluated for need will include (not in priority order) but not be limited to:
 - i) Documented need as evidenced by the college's accountability and productivity reviews.
 - ii) Labor market demand for completers of the program (as indicated by current manpower data).
 - iii) Unavailability of special facilities needed for the program.
 - iv) Other special needs or measures as described in the program justification statement submitted by the college with the project request.
- 2) Remodeling or Rehabilitation of Existing Facilities. Remodeling or rehabilitation projects will be evaluated on (1) structural considerations **and/or** programmatic considerations and (2) core campus considerations, if applicable to project. Requests for remodeling or rehabilitation projects must meet the criteria specified in Rule 1501.603(c). The following criteria will establish the order of remodeling/ rehabilitation projects:
- A) Structural Considerations (in priority order).
 - i) Those projects which will reduce physical health and safety hazards to the student body and staff (e.g., structural defects/deficiencies, handicapped modifications).

- ii) Overall condition of space and/or other structural integrity considerations.
 - iii) Those projects which will result in financial and/or natural resource savings (e.g., energy conservation).
 - iv) Those projects which will result in the development of more efficient utilization of existing space.
- B) Program Considerations. Consideration will be given to the need for remodeling or rehabilitation of facilities based on the programs to be housed in the facilities. Priorities will be assigned so that the greater the need for remodeling or rehabilitation the higher the priority. Criteria evaluated for need will include (not in priority order), but not be limited to:
- i) Documented need as evidenced by the college's accountability and productivity reviews.
 - ii) Labor market demand for completers of the program (as indicated by current manpower data).
 - iii) Unavailability of special facilities needed for the program.
 - iv) Other special needs or measures as described in the program justification statement submitted by the college with the project request.
- C) Core Campus Considerations. Priorities will be assigned to colleges who demonstrate the need for remodeling or rehabilitation of existing core campus components due to either structural integrity issues or increased demand for services. A core campus generally consists of classrooms, laboratories, student services, day care, learning resources/ library, business and industry training services and facilities to support high enrollment programmatic areas.
- 3) Land. Requests for state funds for land purchases not related to new facilities acquisition will be evaluated based on the need to support existing campus facilities and services. Requests must meet applicable criteria specified in Rule 1501.603(b) for land purchases at the primary site or Rule 1501.603(d) for secondary site projects.
- 4) Utilities. Utilities projects (beyond a five foot perimeter of buildings) not related to new facility acquisition will be evaluated based on the need to support existing campus facilities and services.
- 5) Site Improvements. Site improvements not related to new facilities acquisition will be evaluated in conjunction with the facilities to which they relate and other demonstrated need.
- 6) Additional consideration may be given to the priority ranking of a project if it had previous ICCB approval for planning or construction.

- f) Construction Standards. The following standards shall be applied in the design and construction of facilities:
- 1) Building Efficiency. Campuswide building efficiency should be at least 70 percent. However, individual buildings may be below this level if they are high-rise (four or more floors), include a large number of small classrooms and/or labs, or if a large portion of the building is designed for custodial or mechanical purposes to serve the entire campus.
 - 2) Facilities Codes. All construction, remodeling, and rehabilitation of facilities shall be in compliance with the following standards:
 - A) Uniform Building Code (International Conference of Building Officials, Whittier, California, 1988 or BOCA Basic/National Building Code, 1987 Edition (Building Officials and Code Administrators International, Inc., Country Club Hills, Illinois).
 - B) BOCA Basic/National Mechanical Code, 1987 Edition (Building Officials and Code Administrators International, Inc., Country Club Hills, Illinois).
 - C) National Electrical Code (National Fire Protection Association, Quincy, Massachusetts, 1988).
 - D) Illinois Plumbing Code (77 Ill. Adm. Code 890).
 - E) Illinois Accessibility Code (71 Ill. Adm. Code 400).
 - F) Fire Prevention and Safety (41 Ill. Adm. Code 100).
 - G) National Fire Protection Association 101 Life Safety Code (National Fire Protection Association, Quincy, Massachusetts, 1988).
 - H) ASHRAE 90-80 Energy Conservation in New Building Design (American Society of Heating, Refrigeration, Air Conditioning Engineers, Atlanta, Georgia, 1980).
 - I) Any local building codes that may be more restrictive than the code listed above.

Section 1501.604 Locally Funded Capital Projects

- a) All locally funded capital projects shall meet the same codes or standards listed in Section 1501.603(f)(2).
- b) Requests for ICCB approval of locally funded capital projects shall be submitted using forms prescribed by the ICCB. All locally funded capital projects must receive prior ICCB approval except those meeting any one of the following criteria:

- 1) A project which meets the definition of a maintenance project as specified in Section 1501.601.
 - 2) A project which does not create a change in room use.
 - 3) A project which is less than \$25,000 regardless of the work being performed.
- c) Requests for ICCB approval of locally funded capital projects shall be submitted to the ICCB according to the following criteria:
- 1) All capital projects other than those excluded in Section 1501.604(b) require ICCB approval during the design phase of the project.
 - 2) Capital projects estimated to cost in excess of \$2.5 million shall be reported to the ICCB following a project needs assessment.
 - 3) The final budget and scope of the project shall be reported to the ICCB after bids are received but before contracts are awarded. If the budget or scope exceeds that approved by the ICCB, the project shall be resubmitted for approval.
- d) Application Criteria for New Construction Projects at the Primary Site. Applications for new construction projects submitted to the ICCB shall have attached to them the following:
- 1) A copy of the resolution or motion passed by the local board of trustees approving the budget and scope of the project.
 - 2) A statement identifying the source of local funds for the project.
 - 3) For primary sites, certification shall be provided that a suitable construction site is available. Suitability is determined through a site feasibility study. The feasibility study shall address, at a minimum, the following:
 - A) The location of the site in relation to geography and population of the entire district and its relation to sites of the district's other colleges, community college facilities in other contiguous districts, and other higher education facilities in contiguous districts.
 - B) The impact on the surrounding environment, including the effect of increased traffic flow.
 - C) Accessibility to the site by existing and planned highways and/or streets.
 - D) Cost of development of the site in relation to topography, soil condition, and utilities.

- E) Size of the proposed site in relation to projected student population (as determined by census data) and land cost.
 - F) The number, location, and characteristics (types of terrain, geography, roadway access, and suitability of the site for building purposes) of alternative sites considered.
 - 4) Requests for primary site acquisition shall include three appraisals of the property.
 - 5) Evidence of need for the space requested shall be provided either on a general enrollment basis as specified in Section 1501.603(e)(4)(C) or a specific program need basis as specified in Section 1501.603(e)(4)(D).
 - 6) The project shall be within the mission of a community college as set forth in Section 1-2(e) of the Act.
- e) Application Criteria for Projects Funded in Accordance with Section 3-37 of the Act. In addition to the above, applications for projects proposed for funding in accordance with Section 3-37 of the Act must include:
- 1) A copy of the proposed lease agreement showing that income is sufficient to pay the costs of constructing or acquiring and operating and maintaining the facility for the life of the installment loan arrangement entered into by the college.
 - 2) A copy of the loan arrangement entered into by the college showing the installment costs to be incurred by the college.
 - 3) Any other agreement between the college and another group which commits funds toward the project by that group.
- f) Application Criteria for Remodeling and Rehabilitation Projects. Projects to remodel and rehabilitate a facility shall require submittal of the following:
- 1) A copy of the resolution or motion passed by the local board of trustees approving the budget and scope of the project.
 - 2) A statement identifying the source of local funds for the project.
 - 3) A summary detailing the effects of the remodeling on space usage (classrooms, laboratories, offices...).
 - 4) A justification statement regarding the need to remodel.
- g) Application Criteria for Secondary Site Projects. Projects for the acquisition/ construction of a new site and/or structure for purposes other than a primary site facility and projects for acquisition of sites and/or structures adjacent to the primary site shall require submittal of the following:

- 1) A resolution by the local board of trustees stating that:
 - A) Funds are available to procure the site.
 - B) The programs offered have been approved by the ICCB and IBHE or approval of these stated programs by those boards is pending.
 - 2) Copies of at least two appraisals of the property.
 - 3) Verification that the condition of the facility is not a threat to public safety. This shall include tests of structural integrity, asbestos, toxic materials, underground storage tanks, and other hazardous conditions. (Findings regarding the existence of these hazards shall not preclude the procurement of the site/structure but the knowledge of the hazardous condition and any costs incurred in correcting the condition shall be incorporated into the total cost of procuring the facility.)
 - 4) Identification of the location of the site and its relationship to the main campus, community college facilities in other contiguous districts, and other higher education facilities in contiguous districts.
 - 5) Identification of all estimated costs associated with the purchase and any subsequent construction and/or rehabilitation of the site/structure.
- h) Construction projects for use by the college which are financed in whole or in part by college foundations are to be submitted for ICCB approval as locally funded projects.

Section 1501.605 Project Changes

Changes in budget and/or scope to approved construction projects shall be submitted for approval according to the following criteria:

- a) Changes in budget/scope totaling five percent or less of the approved project budget/ scope shall be reconciled at the completion of the project and submitted to the ICCB for information purposes.
- b) When changes in the project budget/scope have reached 5 percent, any subsequent change modifying the budget/scope of the project shall require approval by the ICCB Executive Director (subsequently changed to President/CEO), prior to expenditure of funds on the additional work. The criteria which the ICCB Executive Director (subsequently changed to President/CEO) will use for approving changes in the project budget/scope will be the same as are listed in Sections 1501.603 and 1501.604 above.

Section 1501.607 Reporting Requirements

Each college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated;

- a) Progress reports of all construction projects by January 1 of each year.
- b) Course resource data showing the facilities used by each course offered for credit during the fall term within thirty (30) days after the end of the term.
- c) An inventory of its facilities and an update of this inventory annually as of the fall term within sixty (60) days after the end of the fall term.

Section 1501.608 Approval of Projects in Section 3-20.3.01 of the Act

Projects proposed for construction under the provisions of Section 3-20.3.01 of the Act shall meet the criteria listed below.

- a) Each proposed project shall meet the definition of "alter" or "repair" in Section 1501.601.
- b) Each proposed project shall meet the definition of "facility" in Section 1501.601 and be owned by the district or leased where the district has assumed the obligation to make alterations or repairs.
- c) Each proposed project shall not be considered a maintenance project.
- d) Projects to repair facilities shall be for the purpose of correcting a hazard.
- e) Each proposed project shall be one which is estimated by a licensed architect or engineer to cost \$25,000 or more, and if financed through bonds in accordance with Section IIIA of the Act, is estimated by a licensed or registered architect or engineer to cost no more than \$1,500,000. A project may have several component parts if these components clearly relate to the same objective.
- f) Each proposed project shall have prior approval of the ICCB or its Executive Director (subsequently changed to President/CEO).
- g) Each proposed energy conservation project shall provide an estimated "pay back" of eight years or less as certified by a licensed architect or engineer.
- h) Each project shall meet the codes specified in Section 1501.603(f)(2).
- i) An application for each proposed project shall be submitted to the ICCB for approval on forms prescribed by the ICCB and shall include all of the following:
 - 1) A certified copy of a lawful order of any federal, state, county, or municipal agency having authority in statute or ordinance to regulate the protection, health, or safety of individuals as such relate to community college facilities; a licensed architect or engineer's certification that the present condition of the facility poses a threat to the structural integrity of the facility; or a copy of the resolution indicating that the local board of trustees has determined that the proposed project is necessary for energy

conservation, health or safety, environmental protection, or handicapped accessibility purposes.

- 2) A copy of a statement that, in the judgment of the local board of trustees, there are not sufficient funds available in the Operations and Maintenance Fund of the district to fund the project.
- 3) A certified copy of a licensed architect or engineer's estimated budget of the cost and scope of the project.
- 4) A copy of the local board of trustees' action authorizing the project.

Section 1501.609 Completion of Projects Under Section 3-20.3.01 of the Act

When completed, each project shall be certified by a licensed or registered architect or engineer as having been constructed within the budget and having met applicable plans, codes, and specifications.

Section 1501.610 Demolition of Facilities

A district may demolish a facility owned by the district. The ICCB shall be notified upon demolition of the facility.

Appendix F

Postsecondary Education Facilities Inventory and Classification Manual (PEFI&CM)-Chapter 4 and Portions of Chapter 5

Appendix G

Quality-Based Selection Process

Quality-Based Selection Guidelines Selection of an Architect

Introduction

Under Public Law 85-854 (50 ILCS 510) community colleges are required to base their selection of an architect, engineer, or land surveyor on demonstrated competence and qualifications for the type of services required. This statute mandates that a specific process and criteria be used when making a selection for locally funded capital projects. State-funded projects must follow a similar process as specified in Public Act 87-673. Fundamentally, there is little difference between these two statutes, and it appears that the intent of this legislation is to provide the institution with the most qualified professional as required by the nature of the project.

Community colleges which receive state appropriations for a specific project will be required to utilize the quality-based selection (QBS) process for each project. The Capital Development Board (CDB) has established QBS guidelines and procedures for selecting architectural/engineering firms and will make the selection for a college. A college may recommend an A/E firm for a project provided the college has proper documentation that demonstrates the QBS process was used.

Community college districts requesting state funding assistance for a capital project through the Resource Allocation Management Plan (RAMP) are not required to have the capital plan developed by a licensed architect. However, should a college choose to utilize the services of an architect in preparing the RAMP submission and wish to continue its relationship with the architect through the duration of the project, it is the college's responsibility to select an architect using the QBS process. The ICCB staff, in cooperation with the CDB staff, have compiled the following guidelines for selecting an architect/engineer using proper QBS procedures. Since fiscal year 1996, projects receiving state appropriations must use QBS procedures when selecting an architect. Use of these guidelines will facilitate acceptance of the A/E recommendation by the CDB.

Procedure

The following procedures are based on Public Act 87-673 which is applicable for state-funded projects and is administered by the CDB. Use of these procedures also will meet the requirements of PA 85-854 for locally funded projects.

Exceptions:

- C If the contract for professional services will be less than \$25,000, QBS procedures are not required.
- C Emergency situations requiring an A/E may permit the CDB Executive Director to exempt the project from the QBS process when public health is threatened.

Public Notice:

Requirement: Whenever a project will require professional services, a 14-day advance notice must be published in a professional services bulletin or advertised within the official state newspaper. The notice must include a description of the project, the services to be procured, the time and place for interested firms to submit a letter of interest, and if required in the notice, a statement of qualifications.

Action: A college may request the CDB to place a project scope and description in the next issue of the Professional Services Bulletin. This publication is mailed to all prequalified A/E firms. If the college selects not to use the Professional Services Bulletin, it will be necessary to place an advertisement/notice in the official state newspaper. (A sample of the notice is attached.) Colleges are encouraged to place the same notice in newspapers within the district.

All firms responding to the Professional Services Bulletin advertisement will be instructed to complete standard form #255. The CDB provides a copy of this form with each Professional Services Bulletin. Firms responding to the newspaper notice with a letter of interest should be sent a form on which the A/E can provide the information necessary for evaluation and selection. A college may use the #255 for these purposes.

Documentation: A copy of the advertisement and certification of publication. A copy of the Professional Services Bulletin containing the notification. Copies of all letters of interest. Copies of all standard evaluation forms submitted.

Prequalification:

Requirement: The Act requires a state agency (CDB) to maintain a list of prequalified professional service providers that want to provide architectural or engineering services. Prequalification requires an A/E firm to provide a summary of professional services offered, relevant project/work experience, and the type of personnel employed by the firm.

Action: The Professional Services Bulletin is mailed quarterly to all prequalified professional service firms. If a college uses a publication other than the Professional Services Bulletin, the college should have established its own prequalification criteria and list of prequalified professional service firms or specify that all interested parties must be CDB prequalified. Applications and forms for prequalification are available from the CDB.

Documentation: A copy of the notice stating that a firm is CDB prequalified or summary information stating the district's prequalification criteria. The list of the college's pre-qualified professional service firms.

Evaluation Procedures:

Requirements: A committee shall be formed to review the A/E firms submitting letters of interest and any A/E firms on the prequalified list which meet the specific project needs. The evaluation of interested firms should take into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location or proximity to the site, current workload of the firm, and any other qualifications stated in writing by the college.

The college may require the most qualified firms to make public presentations regarding their qualifications, approach to the project, and ability to furnish the required services.

In no case may the college seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, or percentage of construction cost, or any other measure of compensation, prior to making a selection and ranking of the three most qualified professional service firms.

Action: The college personnel should compile a "spreadsheet" report which lists all of the firms and the criteria to be evaluated. This sheet should identify those firms which do not meet necessary criteria such as past performance or appropriate qualifications. The report should be distributed to each selection committee member for their "ranking" of each firm based on the written project criteria. The ranking could be based on a numeric scale or some other appropriate basis which will enable the committee members to determine the most qualified A/E firm for the project. The evaluation criteria must be in writing and should be included as part of the public notice. The following list provides some criteria used for evaluation purposes:

Prequalification status	Prior performance
Proximity to the site	Appropriate disciplines on staff
Appropriate prequalification profiles and experience	Quality of consultants
Ability to meet work schedule	Prior work at the same location
Prior identical or similar work	MBE/FBE status
Proposed use of MBE/FBE consultants	Other factors deemed appropriate and placed into writing for this specific project

Documentation: Copy of the ranking sheets and a written summary of the committee's actions.

Selection Procedures:

Requirements: On the basis of the evaluations, discussions, and presentations, the committee must then select the three most qualified firms and rank them in order of qualifications. The district must then contact the firm ranked most preferred to negotiate a contract at fair and reasonable compensation. If fewer than three firms submit letters of interest, the district may proceed directly to ranking the firms and negotiation of a contract.

Action: The selection committee must consider all of the criteria and analyze the information submitted to determine the three most qualified firms. If an additional presentation is desired by the committee, each of the three firms shall be given an opportunity to make a presentation. From these three firms, the committee must determine which firm would best serve the college for this project. The discussions of the rankings should remain confidential and are not required to be made public.

Once the top firm is established, the college may initiate contract negotiations to determine a fair and reasonable compensation. If the project is to be **state-funded**, the fee negotiated will be applicable to costs incurred prior to the college receiving a state appropriation. These costs would include master planning, RAMP document preparation, and preliminary project development. Once the project has received a state appropriation and the funds have been released by the Governor, the CDB must ratify the A/E selection and will negotiate an appropriate fee.

Documentation: The district should prepare records indicating the committee's selection of the top three firms in rank order. If fewer than three firms submitted letters of interest, this should be documented via a memorandum.

Contract Negotiations:

Requirements: The college must develop a written description of the scope of the proposed services. This description will be used as a basis for negotiation of the contract with the highest ranked firm. The negotiations should take into account the estimated value, scope, complexity, and professional nature of the services to be rendered. The college may not establish a maximum overhead rate or other payment formula designed to eliminate firms from contention or restrict the competition or the negotiation of fees.

The college must begin negotiations with the firm ranked most preferred. Should the college and the firm not reach an agreement, the college shall terminate negotiations with the first firm and begin negotiations with the second most preferred firm.

Action: A scope of proposed services must be developed in writing. This scope will be used as the basis for negotiations. The college should negotiate with the top firm to reach an equitable contract. These negotiations are confidential and only the final contract made public. If the college and the A/E firm cannot reach an agreement, the college must terminate the negotiations and begin negotiations with the second ranked firm based on the same scope of proposed services. If negotiations fail to result in a contract with the second firm, the process is repeated with the third ranked firm.

Documentation: The college should have a written scope of services to be provided which will be used as a basis for all contract negotiations. A final contract document upon which both parties have agreed.

Firm Performance Evaluation:

Requirement: Upon completion of a state-funded project, the college and the CDB shall evaluate the performance of the firm. The evaluation will be made available to the firm, who may make a formal written response. The evaluation and response will not be made available to any other person or firm and is not subject to the Freedom of Information Act.

Locally funded projects are not required to evaluate the performance of the A/E.

Action: If the project is state-funded, the CDB will perform the evaluation and maintain the documentation. Additionally, college staff will complete an evaluation of the professional services. Projects which are totally funded locally do not require a post-project evaluation. However, for future reference it is advisable for the college to maintain documentation as to the performance of the A/E.

Documentation: No documentation is required by the college.