

Portland Community College

Facilities Plan - Phase 1

Monthly Report

March 24, 2017



SRG

Summary

The sections in this monthly report outline the status for each work group up through the current month. This addresses the key activities, areas of focus, outstanding questions or information requests, next steps and schedule progress. A work group summary may be followed directly with a team consultant report update.

Overall Project Topics:

1. SRG presented a mock-up of the final report format and direction to the task force on March 7th. This report format was also presented to the steering committee on March 13th.
2. Sample reports were requested by the task force. The planning team is continuing to assemble samples from each consultant for reference and review by PCC. These are being posted to the Google drive for review and comment by PCC.
3. Work Group chairs have elected to continue to meet on a monthly basis. The work group chairs have suggested having a peer review work session with all participants to be held on May 15th.

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Space Utilization Work Group

Chair	Members	Consultant Team
Kurt Simonds Dean of Instruction Cascade Campus	Laura Massey Tonya Booker Tricia Brand Ken Dodge Karen Sanders Tatyana Batazhan	Nita Posada (SRG) Robert Lochner (SRG) Tom Hier (Biddison Hier)

03.24.2017:

Summary of activities:

- After a series of meetings / conversations with various stakeholders at PCC (deans of instruction and others), we have resolved most of our data questions and are now moving into analysis mode for instructional spaces.

Key Focus for month:

- For the larger space inventory picture (i.e., beyond instructional spaces), to-date we have provided PCC with a breakout of the comprehensive inventory by type of space (e.g., classrooms, lab facilities, office facilities, study facilities, etc.); amount of each space type on each campus; etc.
- We will add some metrics to these analyses – e.g., amount of a specific space type per person or per department. To do so, we still need to resolve what information may be available to permit this (e.g., FTE headcounts, identification of which spaces are associated with which departments or programs, etc.).
- As is typical with these types of analyses, some additional questions may surface as we move forward with utilization analyses, but we have enough information to produce an initial set of analyses, and with feedback from these analyses, will make refinements as necessary.

Outstanding Items: No outstanding items identified at this time.

Next Steps:

- We are planning on an initial presentation of findings sometime in April, probably toward the latter part of the month.

Schedule: See attached overall project schedule.

Facilities Condition Assessment Work Group

Chair	Members	Consultant Team
John MacLean	Tony Ichsan Joe Gamble Mark Erickson Zahava Jones Heidi VanBrocklin	Gary Danielson (SRG) Bryan Higgins (SRG) Jason Karam (SRG) Nedzib Biberic (PAE) Jared Lewis (Catena) Tom Jaleski (Code Unlimited) Alex Simpson (WH Pacific) Melinda Graham (2.ink Studio) Paul Wroblewski (2.ink Studio)

03.24.2017:

Summary of activities: The Facilities Work Group has met every 2 weeks since 10/31/16.

Key Focus for month:

SRG:

SRG has completed site tours of the SE Campus and Rock Creek Campus. SRG has started site visits of the Cascade campus, following that will visit the Sylvania campus and then centers.

PAE:

PAE has completed review of the SE campus and Rockcreek campuses and are developing results from those visits. PAE is currently focused on site visits for the Cascade Campus. Attached is a report from PAE updating on this month's activities.

Catena (structural):

Catena consulting engineers has completed their walk-throughs on the following campuses:

- Southeast
- Sylvania
- Cascade

We have conducted a walk-through of Building Five at Rock Creek and will be concluding our walk-through of the Rock Creek campus the week of March 27, 2017.

Walk-throughs of the centers will be concluded the week of April 3, 2017.

We are meeting with SRG and the rest of the team on March 24, 2017 to discuss the outline and format of the report to PCC.

2.ink Studio:

2.ink Studio continues to focus on site visits and data collection. 2.ink participated in conference calls and work group sessions with the Sustainability Work Group to ensure coordination with work being completed in the Facilities Assessment Work Group. Additional meetings were conducted including meeting with the Cascade Grounds team as well as on-going Work Group meetings. Survey questions were developed for both students and staff/faculty, and forwarded to John MacLean for inclusion in the Sightline Survey.

Outstanding Items: As Consultants continue their site visits other documentation could be needed. No outstanding items identified at this time.

Next Steps:

Work in March continued to focus on site visits and data gathering for PAE, SRG, 2.ink, Catena.

Schedule: The attached overall project schedule shows site visits occurring in the months of January, February and March. Each team is currently in the process of visiting sites and scheduling upcoming site visits.

Capital Projects Work Group

Chair	Members	Consultant Team
Linda Degman Director Bond Program	Zahava Jones Debra Jarcho Rebecca Ocken Gary Sutton Tony Ichsan	Nita Posada (SRG) Jason Karam (SRG) Susan Gust (SRG)

03.24.2017:

Summary of activities: PCC has presented the following bond capital projects to the board:

Tier I

- 01 Health Professions / IPT Building – Combined with 04 IT Location
- 02 Metro Center
- 03 OMIC Columbia County Center – Awaiting on PCC to provide original estimate, this will be a verification from an existing report. We will send as soon as we receive from PCC sometime next week.
- 04 IT Location – Combined with 01 Health Professions / IPT Building
- 05 Cascade Public Safety Building
- 06 Sylvania Site Improvements
- 07 Student Housing Feasibility Study
- 08 Rock Creek Events Center Parking Lot- Verification from existing estimate
- 09 Sylvania Health Technologies Building – This was previously a verification item, the scope has been slightly modified since previous estimate was completed

Tier II

- 01 Sylvania Makerspace – Removed from Scope
- 02 Rock Creek CTE Building
- 03 Rock Creek Makerspace – Removed from scope
- 04 Hillsboro Center Permanent Location
- 05 Downtown Center
- 06 Central Distribution Permanent Location

Key Focus for month: Scenario planning to allow for projected bond funding and project cost estimates.

Outstanding Items: NA

Next Steps: PCC to prepare the bond submission in June or July for the November vote.

Schedule: The bond submission by PCC will occur in June or July of 2017 for the November bond vote.

Safety and Security Work Group

Chair	Members	Consultant Team
Derrick Foxworth Director Public Safety Mike Sturgill – Co-chair	Debra Jarcho Alan Bral Mike Sturgill Kevin Crowley Tony Ichsan Neal Naigus Ryan Aiello	Gary Danielson (SRG) Bryan Higgins (SRG) Rob Layne (Layne) Mark Peterson (Layne)

Summary of activities: March 28, 2017

Below is a summary from Layne Consultants on Work Group activity through march 28, 2017:

1. Continued review and analysis of applicable documentation including:
 - ASG AMAG and Milestone System Summary and Recommendations, 4/17/16.
 - RFI Distributed Antenna System (DAS), 11/2/16
 - RFI Distributed Antenna System (DAS), 11/3/16
 - Basis of Design Guidelines – Electronic Security & Door Hardware, 7/7/14
 - Electronic Security System spreadsheet – date unknown
 - Security Infrastructure and Operational Requirements, 6/24/16
 - National Fire Alarm and Signaling Code – Mass Notification, 2013 Edition
 - Campus Safety at Post-Secondary Education Institutions, October 2016
 - RFP, Bid Package B, PCC Cascade Campus Phase 1, 2012
 - PCC Campus NVR Assessment, 5/6/15
 - Convergent Proposal, Emergency Communications System Upgrade Phase 1, 7/1/16
 - Convergent Proposal, Emergency Communications System Upgrade Phase 2, 7/7/16
 - Work Group meeting notes, 2/1/17: PCC staff desired functionality for ESS subsystems.
 -
2. Requested plans and specifications for the Access Control project for review.
3. Mass Notification
 - Review Convergent proposals for Wave’s upgrade; Phase 1 and 2.
 - Continued discussion with Eaton to better understand the upgrade features and migration path for the Waves upgrade.
 - The upgrade included the ability to initiate live voice messages from Sylvania control room to any of the remote sites. However, the network requirements to enable this feature is contrary to PCC network configuration standards. Therefore, this feature does not operate.
 - The functional requirement for the use live voice commands (above) has not be validated.
 - The upgrade is in progress. Equipment is on site but not completely installed/configured. The completion has been delayed to ensure proper configuration and that users are properly trained.

- The RF (radio) transmission method of the existing Waves system is being phased out and will no longer be supported. The current upgrade will use the existing RF transmission until such time as there is a comfort level with an IP solution. It is unclear at this point whether the Eaton system will provide the desired functionality within the PCC network environment.
- Recommendations have been made to develop a Mass Notification Plan (as per NFPA) to define the specifics of use and operation. This is a high priority need.

4. Video Systems

- Safety and Security is performing the following:
 - Audit of all cameras (analog and IP) and gathering IP, MAC address, and configuration information. Should be ready by end of April.
 - Adjusting system log-in privileges and password management for appropriate level of access and user control.

5. Continued development of report straw man, in progress:

- Needs analysis to establish functional and integration requirements for electronic security systems (ESS).
- Evaluation and recommendations for PCC ESS Basis of Design (BoD) and standards.
- ESS matrix by site to identify system types and version levels. Identify deficiencies associated with established functional requirements.
- Roadmap recommendations for migration from current system status to short/near term future end-point solutions.
- Analysis of 3rd-party versus PCC ESS hardware/software support including total cost of ownership.
- ESS operations including staffing and applicable policies and procedures.

Key Focus for month:

1. Audit operational needs analysis to validate electronic security configuration parameters.
2. Inventory systems by site and version levels at each site.
3. Identify ESS functional/integration features, by system.
4. Develop a technology roadmap matrix to provide consistent deployment across PCC.

Outstanding Items: NA

Next Steps:

1. Site operational review meetings March 28 – 29.
 - a. Interface with IT.
 - b. Video Systems
 - c. Access Control Systems
 - d. Intrusion (Burglar) Systems
 - e. Mass Notification System

f. Blue Light Systems

2. Mass Notification - Coordinate conference call w/Safety/Security, IT, and Eaton to better understand the configuration challenges associated with the upgrade and future technology roadmap.
3. Develop a matrix of product current standardization across PCC facilities.

Transportation and Parking Work Group

Chair	Members	Consultant Team
Kathleen McMullen Manager Transportation and Parking	Karissa Nickerson Wendy Palmer Jennifer deLaix Mark Gorman Michael Kuehn Narce Rodriguez Dean Halley	Bryan Higgins (SRG) Gary Danielson (SRG) Todd Mobley (Lancaster) Miranda Wells (Lancaster) Phil Worth (Kittelson)

Summary of Activities: A transportation group meeting was held on March 16th where we've reviewed a submitted DRAFT draft of the report. Most data has been gathered from the appropriate folks, and we are ahead of schedule on finishing the report and document and with this additional time have identified additional pieces to add to the report that will be great additions to the base we've already completed.

Key Focus for the Month: In March we had been focusing on summarizing background facility information to make sure all information needed to validate and justify our solutions and strategies was included.

We've set-up a transportation and parking work group specific schedule to review our documents that summarize all the data and brain storming from the meetings. We are currently ahead of our internal team schedule which feeds into the bigger schedule. With that additional time we'll be adding extra nice to have information in our reports.

Our Matrix of Strategies that we are working on is in the attached DRAFT Draft report and is as follows:

Strategy	Implementation Recommendations
Department Operations	
Add additional resources to the PCC transportation and parking team	<ul style="list-style-type: none"> Hire one full-time (1 FTE) staff member to be an ambassador Hire one full-time (1 FTE) staff member to be an active transportation lead Two additional FTE for maintenance for evenings for shuttle services Additional drivers to support additional higher shuttle frequency and longer hours Additional office support staff for transportation and parking department Additional enforcement staff (2 FTE) for transportation and parking
Improve the method at which to incorporate transportation solutions into other projects	<ul style="list-style-type: none"> Integrate campus and center needed improvement into local agency projects where possible: <ul style="list-style-type: none"> -Powell/Division -SW Corridor -Springville -Planning and Policy Plans (i.e., transportation safety action plans, transportation system plans) Early stage involvement for new campus and centers from transportation and parking department Transportation and parking department involved in campus updates (i.e., overlays, building upgrades)
Integrate transportation specific guidelines for new PCC buildings, campuses, and centers and have transportation input sooner for new	<ul style="list-style-type: none"> All new infrastructure should include bicycle lanes, sidewalks, and safe crossings. All new infrastructure should include safe bicycle storage areas and showers if size is large enough. All new infrastructure should exceed ADA guidelines. – paths from parking to building (meet owner standards and needs of the population)

infrastructure	<ul style="list-style-type: none"> • Throw in power and communication as you go – create plan • Include when major class changes occur – quick analysis from transportation team to evaluate parking lot availability • Evaluate shuttle locations to minimize conflict with other modes while servicing the highest anticipated use locations
Create a district wide communications plan for transportation options	<ul style="list-style-type: none"> • Maintain transportation ambassador position, potentially add additional ambassador • Reintegrate discussion of transportation options into welcome day, new employee orientation, • Transportation solutions in permit renewal email and other mass email options • Create a transportation communications plan • Collaborating with other district services to share information • Include transportation information in “potty talk”
Parking	
Integrate new technology solutions for parking (i.e., pay by space, license plate reader)	<ul style="list-style-type: none"> • Take lessons learned from systems being implemented at college campuses in the Pacific Northwest to build a system at PCC • Build the capital cost for these solutions into longer term plans (i.e., PCC Master Plan) • Require new or expanding campuses and centers to build systems in as they are constructing new infrastructure
Long-term evaluation of impact to changing parking fees and structure of the system	<ul style="list-style-type: none"> • Conduct a detailed study to evaluate costs and impacts for parking fee increases • Identify methods that allow flexibility in parking fees by campuses and centers • Negotiate language in union contract to allow for more flexibility for staff parking fees • Collections for non-student and staff for parking fees • Allow flexibility in use of transportation fee • Incorporate transit subsidies into the balance of parking fees and alternate mode use
Transit and Shuttle	
Expand the shuttle program	<ul style="list-style-type: none"> • Create hubs at each campus. • Run during the summer • Higher frequency • Additional transportation coordinator • Increase driver wages to be competitive for starting pay (lower positions) • Align shuttle use with programs/classes • Develop a program that allows the shuttle service to operate as a typical transit program: <ul style="list-style-type: none"> ○ Keep maintenance in house ○ Identify bus barn location ○ Hire dispatch service (or in house person) • Hire additional drivers
Walking and Biking	
Make alternative modes more attractive	<ul style="list-style-type: none"> • Integrate a wellness incentive program in for employees to use alternative modes • Increase transit subsidies • Increase frequency of shuttle services to better serve staff schedules • Add shuttle stops at centers • Integrate a guaranteed ride home program • More showers at campuses and centers • More short-term and long-term bike storage at campuses and centers • Add additional electric vehicle stations • On-going coordination with NikeTown to identify potential expansions in bikeshare program

	near campuses and centers
Improve pedestrian, bicycle, and ADA infrastructure to buildings from parking	<ul style="list-style-type: none"> • ADA compliant path from ADA parking spots to building entrances • Make sure new projects coming in integrate improvements (i.e., SW Corridor improving ADA and implementing pedestrian, and bike improvements from transit stops to buildings) • Add additional ADA spots at high utilization locations <ul style="list-style-type: none"> ○ Bicycle and pedestrian facilities be added or integrated into access roads
Other	
Broaden incentives for students and staff to live near	<ul style="list-style-type: none"> • Use land that PCC owns next to Sylvania to build housing options for students and staff • Evaluate purchases of land near other campuses for building housing options for students and staff • Guidelines for new campuses to buy additional land for building housing near the campus • Identify incentives for students and staff that live near campus (i.e., reduction in transportation fee)

Outstanding items: None to date

Schedule: We've applied an internal schedule to our working group that includes the consultant providing the current documentation to date approximately once a month to the team to refine solutions and strategies. We are currently ahead of schedule in getting the documentation to the full team. Schedule is as follows:

Next Meeting and Updated Matrix: April 28th

Draft Report: May 22nd

Draft Report Comment Meeting: Week of May 29th

Updated Report and Executive Summary to SRG: Early June

We have field visited each campus, but are planning another visit to gather more information and pictures on infrastructure (example shown below from Sylvania Campus) and wayfinding signs for pedestrians and bicyclists.



Information Technology Work Group

Chair	Members	Consultant Team
Val Moreno, Chief Information Officer Information Technology	Michael Northover Debra Jarcho James Reece Ed Hawkins Payam Damghani Andy Freed Kevin Edwards Hank Schottland	Bryan Higgins (SRG) Bjorn Clouten (SRG) Richard Bussell (Vantage) Ken Godachy (Vantage) Jon Young (Vantage)

3.27.2017:

Summary of activities: Vantage Consultants conducted initial site surveys and evaluations of district technology spaces between March 20 through March 23. Locations completed during this period include:

Campuses:

- Cascade – All buildings, all BDFs, IDF, Server rooms
- Rock Creek – All buildings, all BDFs, IDF, Server rooms
- Southeast – All buildings, all BDFs, IDF, Server rooms
- Sylvania – All buildings, all BDFs, IDF, Server rooms, MDF, Data Center

Centers:

- CLIMB
- Downtown
- Swan Island
- Metropolitan
- Willow Creek
- Distribution Center

A Strategic / Visioning meeting took place with the CIO, and Vantage will be continuing to follow-up with the team as we move forward.

Review and analysis of data provided through access to Struxureware reports.

Key Focus for month: Evaluation of physical technology spaces, noting conditions, compliance with PCC Technology Standards, deficiencies, and exceptions

Outstanding Items: Access to WAN topology (Level 3 documentation)

Next Steps:

Technology spaces Centers to be evaluated on follow-up trip:

- Hillsboro
- Newberg

Audio Visual spaces to be evaluated:

Representative classroom, meeting, and lecture spaces.

Schedule:

- Vantage scheduled to return for the completion of IT space evaluations, and initial evaluation survey of Media Services / Audio Visual spaces on Monday April 10 & Tuesday April 11, 2017.

ADA Work Group

Chair	Members	Consultant Team
Alex Baldino (New Chair)	Wendy Palmer Donna Bezio Jody Giffen Maria Mendez Kathy McMullen	Jason Karam (SRG) Gary Danielson (SRG) Alex Simpson (WH Pacific) Joshua Klyber (Code Unlimited)

03.24.2017:

Summary of activities:

After a number of meetings, it was agreed that summary of the ADA scope is the following:

Transportation (Lancaster and Kittelson Engineering): Transportation has started to identify locations of the ADA parking areas on the attached site maps for use in the path way assessments.

Site (SRG & Civil Team): SRG, Civil Engineering and Code Unlimited are coordinating on identifying the main entrances to each building for use in the path way assessment process. The Civil team has started their site review with Rockcreek assessing the pathway from the ADA parking to the main building entrances. See attached sample site plan.

Building (SRG & Code Unlimited):

SRG has developed a building review matrix that record items noted in site visits and is scored to help prioritize issues. The site visit reports will describe the compliance issues by type and room number where the issue occurs and is then ranked.

Code Unlimited has finished all site visits and is currently assembling information and reports. Attached is a sample report from one building at the Sylvania campus.

Key Focus for month: Key focus for March was Code Unlimited finishing their building site visits. Identifying SRG's building review matrix categories that focus on ADA topics.

Outstanding Items: NA

Next Steps: SRG and consultant team will continue to conduct site visits. A test report has been issued by Code Unlimited for PCC review. Site visits will continue and be finished in the month of April by the Civil team for the pathway assessments.

Schedule: The attached overall project schedule shows site visits occurring in the months of January, February and March. Each team is currently in the process of visiting sites and scheduling upcoming site visits.

Sustainability Work Group

Chair	Members	Consultant Team
Briar Schoon Manager Sustainability	Laura Ward Julie Mast Alyson Lighthart Elaine Cole Jack Lussier	Lisa Peterson (SRG) Bryan Higgins (SRG) Emily Dawson (SRG)

03.24.2017:

Summary of activities: The group met two times during the month of March, March 8th and March 22nd.

The first meeting's new topic was Grounds and Natural Systems. Zink provided an overview of what other campuses are doing in this area and recapped what work they have done to date with the Grounds team.

Jack Lussier presented six goals and recommendations for discussion Grounds and Natural Systems as follows:

- Herbicide free district-wide by 2018 (continue at the 2 campuses and 2 centers currently)
- Pesticide free district-wide 2020
- Removing synthetic fertilizers 2020
- Outside Water use reduction by 25% by 2025
- Reduce turf areas 40% by 2020
- Expand food forest program district-wide and integrate edible plantings into campus landscape plans (for example adjacent to cafeteria)

The second portion of the meeting was a review of the recommendations for Health and Well Being Section. Emily reviewed the goals, mandates and commitments. The group requested SRG provide a ROM (rough order of magnitude) \$, \$\$, or \$\$\$ cost for each goal, for New Construction, Renovation and Retrofit projects.

The second meeting's new topic was Campus Operations. Briar presented the extensive list of activities / policies that the College is already doing to support sustainability in Campus Operations. Lisa presented the much less well developed plans that other Colleges and Universities have incorporated

The second portion of the second meeting reviewed the other areas PCC may want to explore further in the grounds and natural systems subcategory and refined the goals and recommendations

Key Focus for month: Grounds and Natural Systems and Campus Operations.

Outstanding Items: Energy modeling for space utilization strategies which will inform our final energy and emissions work recommendations.

Next Steps: Next meeting is scheduled for 4/5. Topic areas: Education.

Schedule: The Sustainability work group will continue to meet every two weeks until all the categories have been reviewed. At that time the group will circle back on our overall progress. Two additional meetings have been scheduled for the reconciliation period. recommendations into three cost buckets. The committee will review the costs and make recommendations for which measures to move forward with.