

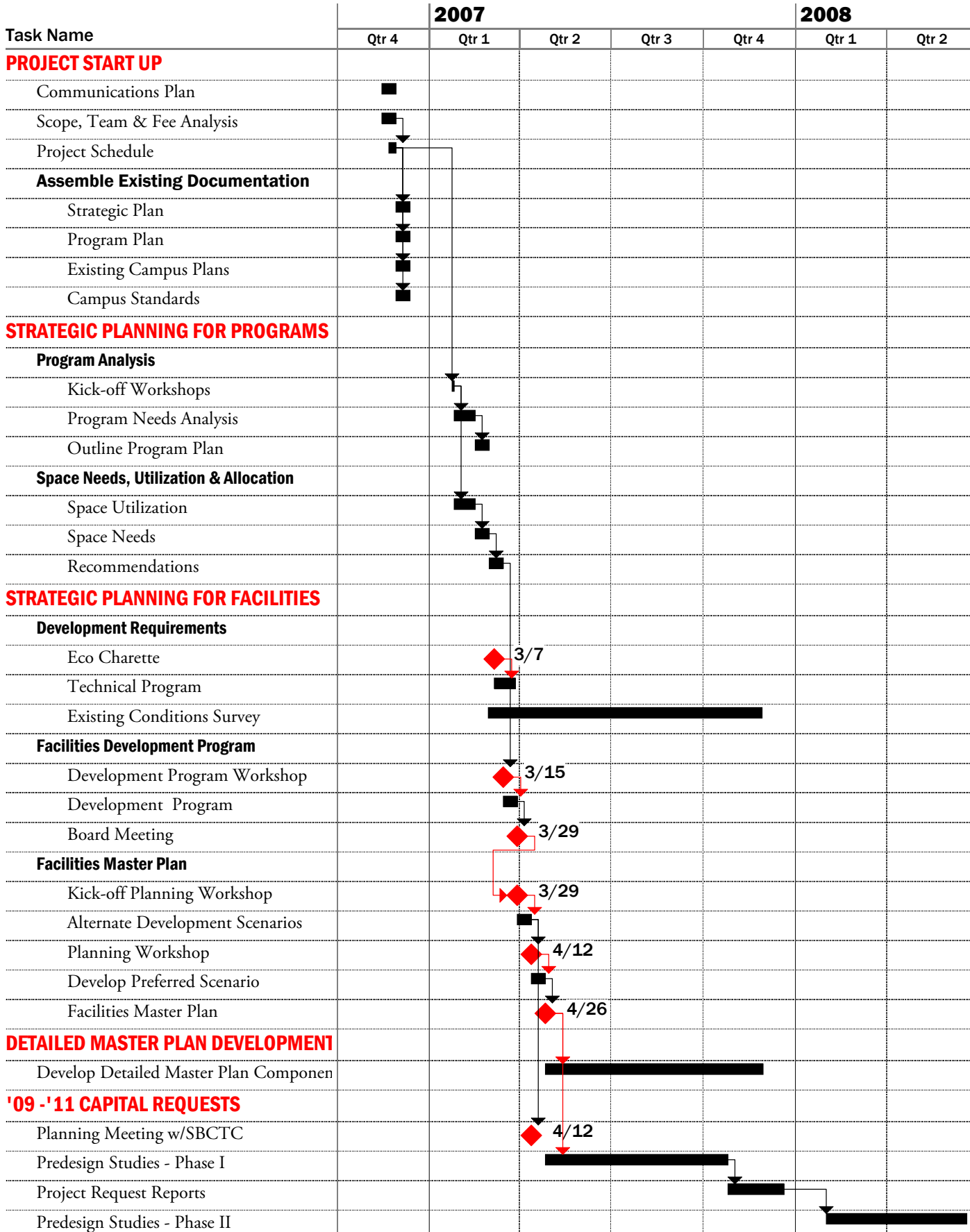
# olympic college campus master plan

## methodology & schedule

Following are the narrative methodology and schedule for Olympic College's Campus Master Plan. The College's biennial Strategic Planning process was completed prior to the commencement of the master plan. In order to coordinate the Strategic Plan and the Facilities Plan, the planning team organized interactive workshops with faculty and staff. The correlation of the two plans is published in the final master plan document.

Please note that this document is formatted to be printed double-sided.

# Project Schedule



Following is a work plan for the development of a master plan for Olympic College's campuses. It is based on our commitment to an integrated planning process that takes into account stakeholders, programs, physical environments and the State Board's capital funding requirements.

## **STRATEGIC PLANNING FOR PROGRAMS**

### **I - Program Analysis**

Strategic planning for the long term growth of the College's facilities starts with an evaluation of the programmatic needs that determine the requirements for development.

#### **Assemble Existing Documentation**

The process begins with a review of the College's base line data. This includes the College's academic mission, educational goals, and strategic directions; current and projected enrollment summaries, a facilities inventory file listing each room on the campus with room size, department, station counts, and room use code; and floor plans of all buildings.

#### **Program Needs Analysis**

The planning team will work with the College to establish long range educational program needs. Using questionnaires, meetings and interviews, the College will be prompted to forecast its workforce training and academic programs in relation to ten and twenty-five year master plan scenarios.

#### **Outline Program Plan**

The planning team will compile the College's needs into a program outlining the workforce training and academic programs estimated by the College for the ten and twenty-five year targets.

### **II - Space Needs, Utilization & Allocation**

The planning team will analyze the impact of the Outline Program Plan on the College's physical plant.

#### **Space Utilization Analysis**

The Space Utilization Analysis provides the College with a broad indication of where its educational and administrative areas stand in relationship to recognized space guidelines. The planning team evaluates current patterns of utilization for instructional spaces and prepares an overview of major space types on campus.

#### **Space Needs Analysis**

The Space Needs Analysis identifies the College's educational and support space needs in relation to ten and twenty-five year master plan scenarios. It provides the College with the sense of how much space is required to meet its workforce training and academic program forecasts. The analysis includes an evaluation of existing facilities to identify surpluses and deficits of space requirements.

### **Space Allocation Recommendations**

Following the campus meetings and information review, the data is compiled to indicate types and quantities of spaces needed as well as adjacencies and relationships within the College. Using the space needs and adjacency findings gathered during campus meetings, recommendations will be made for the allocation of space to accommodate programmatic needs and for the reallocation of space to align facilities with functions.

## **STRATEGIC PLANNING FOR FACILITIES**

### **I – Development Requirements**

Evaluating the physical parameters for the Master Plan occurs in parallel with Strategic Planning for Programs. An assessment of long range site and building needs, as well as an outline of technical development requirements, is prepared to inform the College's program for capital development.

#### **Site Needs Analysis**

The work commences with an evaluation of the existing campus infrastructure and facilities. Issues that must be considered include topography, wetlands and other environmental issues, stormwater detention, parking and transportation, energy resources, power supply, firewater supply and data/com access. The planning team will review the College's existing database of studies and information related to these issues. Depending on the database's currency and requirements, identified in consultation with the City's land use officials, studies specific to the goals and objectives of this project will be recommended. The planning team will contract for and manage required site-related studies.

#### **Existing Facilities Conditions**

The planning team will review the College's database of existing facilities analyses. The team will tour the existing facilities in order to develop an understanding of the existing conditions on campus. A detailed analysis of existing facilities is not planned as part of this study. If the planning team determines that more information is required, a scope of work for an additional study will be prepared.

#### **Technical Program**

Based on the findings of the Site Needs Analysis and Existing Facilities Conditions, the planning team will prepare a Technical Program describing infrastructure and facility goals for the Master Plan. The technical program will outline development requirements that inform the development of the campus plan and serve as an outline for campus standards.

#### **Sustainable Design**

Sustainable design is an intrinsic part of the planning process. Incorporation of sustainable strategies is a basic element of the Technical Programming effort. Our goal is to develop an approach to green design that fits with the College's operational goals. Long term operating costs can be reduced through engineered site and building systems that are durable, reduce energy consumption and conserve resources.

## **II - Facilities Development Program**

Strategic Planning for Programs and Strategic Planning for Facilities come together with the preparation of the Facilities Development Program. Space utilization, space needs and space allocation recommendations from the strategic program plan are synthesized with the findings of the Site Needs Analysis, Existing Facilities Needs Analysis and Technical Program.

### **Development Program Workshops**

A team workshop that brings together all of the players on the planning team with the College's stakeholders provides an opportunity to discuss the possibilities for developing new facilities and/or renovating existing facilities to accommodate the strategic plan for the College's Facility Development Program. Depending on the College's preference for involving members of its community, the effort can be limited to just the Steering Committee or expanded to encompass the broader campus community. Either way, the goal of the workshop process is to identify the strategic direction for the capital development of the College.

### **Development Program**

Based on the direction outlined at the workshops, the planning team will develop a narrative describing the overall development goals for the Master Plan. The Development Program includes an outline building program for all prospective capital projects, including both new buildings and renovations/expansions of existing facilities. The Development Program also includes preliminary budgets for the proposed projects. A time line for capital development of the campus is part of the Development Program.

## **III - Facilities Master Plan**

The final step in the process is to combine the results of all of the previous phases into a Facilities Master Plan. Developing a campus master plan that gives conceptual form to the Development Plan is one of the most engaging parts of the project. It gives form to the College's long range program and illustrates the potential of the campus to create a place for its academic community. The master plan provides a phasing strategy that conforms to the requirements of the SBCTC capital request process.

### **Planning Workshops**

The campus planning process commences with a planning workshop to discuss the design goals for the campus plan in terms of access, orientation, spatial organization and aesthetics. The College will choose how wide to cast the net in terms of involving its internal and external stakeholders in the process.

### **Alternative Development Plans**

The planning team will develop a series of alternates to illustrate the range of possibilities for the development of the campus. The alternates include concepts for vehicular and pedestrian movement, parking, outdoor space and building location.

### **Preferred Scenario**

Depending on the direction provided by the College in response to the alternates, the planning team will develop a preferred campus plan scenario for inclusion in the Master Plan.

## **DELIVERABLES**

The final Facilities Master Plan is a product that incorporates all of the research, programming and planning that has occurred over the course of the project. The base document, organized for ease of use, will provide a summary of the overall plan, a narrative describing the College's long range goals for enrollment and programs, an outline of campus standards, an outline space program for all buildings on campus (existing, renovated or new) a capital budget summary, an implementation time line and illustrations of the campus plan.

Appendices will be provided that include the more detailed information on enrollment trends, academic and workforce training programs, existing conditions analysis and the like. They will also include engineering reports on site infrastructure, building infrastructure, sustainable design guidelines and transportation management.

## **CAPITAL REQUESTS**

Coordination of the master planning process with the State Board of Community and Technical Colleges is crucial to the success of the project. SBCTC is an important stakeholder in the process and has a great deal to offer in terms of insight into strategic decisions and long range planning.

### **Planning Meeting with SBCTC**

A meeting to discuss the overall study and development options provides the College with an opportunity to get the SBCTC's feedback on the feasibility of implementing a capital development plan. The planning team will prepare a briefing that provides background on the process, findings and alternate development scenarios. This will facilitate discussion between the College and SBCTC that will inform final decision-making.

### **Preparing for Project Request Reports**

The final form of the Facilities Master Plan will be organized to support future capital funding requests by the College. The success of funding requests depends heavily on a strategic plan that supports the project submittals. The master plan will be designed to provide a strong foundation for the College's long range capital development plan. The organization of a successful PRR depends upon a clear understanding of how the proposed project serves the College's long range strategic needs. Coordinating capital requests with the Facilities Master Plan improves the opportunity for a high ranking.