



CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, May 13, 2015 – 7:15 P.M.
Christiansen Board Room, Boyle Education Center

TIME**	ITEM	ENC.*	ACTION	PRESENTER
7:15 pm	I. Call to Order			Craska Cooper
7:16 pm	II. Introduction of Guests			Craska Cooper
7:20 pm	III. Agenda Changes			
7:21 pm	IV. Public Hearing and Testimony A.			
7:25 pm	V. Consent Agenda*** A. Minutes 1. Regular Meeting (April 8, 2015) B. Personnel 1. New Hire Report (April 2015) 2. Approval to Hire (Hazlett)	5.a1 5.b1 5.b2	X X X	Smith Sorenson ^A Sorenson ^A
7:30 pm	VI. Information Items A. Financial Statements B. Construction Projects - Update C. Faculty Forum – Report D. Housing Operations - Report E. Classified Staff – Report F. COCC/Crook County Open Campus-Update	6.a 6.b 6.c 6.d 6.e		Bloyer ^A McCoy ^A KSmith ^A Moore ^A Hunt/Asher ^A Metcalf/McCoy ^P
7:45 pm	VII. Old Business A. Achievement Compact – First Reading	7.a	X	McCoy ^P
7:50 pm	VIII. ADJOURN as Board of Directors CONVENE as Local Contract Review Board			
7:50 pm	IX. LOCAL CONTRACT REVIEW BOARD A. Solar Power Purchase Agreement Award and Protest Review 1. RFP Addendums 1-5 2. 1478-14 RFP Solar PPA 3. Exh. E-Proposed Construction 4. Exh. F-Solar Glare Analysis 5. Exh. G- Final Determination Letter 6. Award Findings 7. PCAH Protest	9.a 9.a1 9.a2 9.a3 9.a4 9.a5 9.a6 9.a7	X	Mosier/McCoy ^P
	X. ADJOURN as Local Contract Review Board RE-CONVENE as Board of Directors			

- 8:00 pm XI. **New Business**
- | | | | |
|--------------------------------------|------|---|--------|
| A. Coalition – OSU-Cascades Campaign | 11.a | X | Miller |
| B. Accreditation - Core Themes | 11.b | X | McCoy |
- 8:05 pm XII. **Board of Directors’ Operations**
- A. Board Member Activities
- 8:20 pm XIII. **President’s Report** Metcalf
- A. Updates
- XIV. **Dates**
- A. Thursday, May 14 (4 to 7 p.m.) 50th Anniversary Celebration – Bend Campus**
- B. Friday, May 29 @ 5:00 p.m. – Faculty Convocation–Wille Hall-Coats Campus Center and Elevation Restaurant
- C. Wednesday, June 10 @ 5:30 p.m. - Board of Directors Meeting – Prineville (COCC Crook County Open Campus)
- D. Saturday, June 13 @ 10:00 a.m. - COCC Commencement – Mazama Field
- E. Wednesday, June 17 Noon-1:00 p.m. President’s Scholarship Luncheon – Coats Campus Center-Dining Hall
- F. Thursday, August 20 @ 8:30 a.m. to 3:00 p.m. - Summer Board Retreat – Location: TBD
- 8:30 pm XV. **Adjourn**

* Material to be distributed at the meeting (as necessary).

** **Times** listed on the agenda are approximate to assist the Chair of the Board.

*** Confirmation of Consent Agenda items submitted by the President. Any item may be moved from the Consent Agenda to Old/New Business by a Board Member asking the Chair to consider the item separately.

P = indicates a Presentation will be provided. **A** = indicates the presenter is Available for background information if requested.



Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, April 8, 2015- 7:15pm
Christiansen Board Room
Boyle Education Center

PRESENT: Laura Craska Cooper, Bruce Abernethy, David Ford, Charley Miller, Anthony Dorsch, Vikki Ricks, Joe Krenowicz, Ron Bryant -Board Attorney, Shirley Metcalf-President, Julie Smith-Executive Assistant

INTRODUCTION OF GUESTS: Lester Friedman and Al Jamison-Budget Committee Members, Kathy Smith, Diana Glenn, Matt McCoy, Tony Russell, Jenni Newby, Chad Harris, Ron Paradis, Kevin Kimball, David Dona, Alicia Moore, Sharla Andresen, Sally Sorenson, Lisa Bloyer, Dan Cecchini, Jenni Newby, Michael Fisher, Jerry Schulz, Carol Higginbotham-Faculty Forum President, Glenda Lantis, Carol Higginbotham, Rebecca Plassmann, Renee Brazeau-Asher, Cady Mae Hunt, Jazmin Rogue, Abby Spegman-The Bulletin and others.

CONSENT AGENDA:

Mr. Bruce Abernethy moved to approve the Consent Agenda. Ms. Vikki Ricks seconded. MCU. Approved. M04/15:1

BE IT RESOLVED that the Board of Directors' approved the Regular Meeting Minutes of March 17, 2015 (Exhibits: 5.a1);

BE IT RESOLVED that the Board of Directors' reviewed and approved the March 2015 New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors' approved the employments contracts for Layton, Denison-Furness, Franklin, Erickson and Ruettgers (Exhibits: 5.c1);

BE IT RESOLVED that the Board of Directors' approved the employment contracts for Nunes and Billbrey (Exhibit: 5.c2 & 5.c3).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 6.a)

The Board of Directors' were apprised of the February 2015 Financial Statements.

Construction Projects – Update (Exhibit: 6.b)

The Board of Directors' were apprised of the Construction Projects Updates.

Housing Operations Report (Exhibit: 6.c)

Ms. Alicia Moore-Dean of Student and Enrollment Services gave a Housing Operations Report regarding Staffing, Occupancy, Budget, Timeline/Critical Path decisions and Marketing activities.

OLD BUSINESS:

2015-16 Tuition & Fees Rates (Exhibits: 7.a & 7.a1)

Kevin Kimball-Chief Financial Officer reviewed that for the 2014-15 academic year – COCC was the third lowest combined in-district tuition and fee rates of all the Oregon community colleges.

Mr. Joe Krenowicz moved to increase the 2015-16 tuition rate for in-district students by \$4. per credit, the out-of-district/border state by \$5 per credit, the out-of-state/international rate by \$9 per credit and the 2015-16 technology fee by \$.50 per credit.

Mr. Bruce Abernethy seconded. MCU. Approved. M04/15:2

NEW BUSINESS:

Grandview Re-Roof Contract Award (Exhibit: 8.a)

Mr. David Ford moved to accept the bid of Eagle Roofing for \$212,000 for the Grandview Re-Roof project and direct that a contract be executed. (Exhibit: 8.a). Mr. Bruce Abernethy seconded. MCU. Approved. M04/15:3

Residence Hall Furniture (Exhibit: 8.b)

Ms. Vikki Ricks moved to approve and direct that a contract be executed for \$287,555 to Workplace Resource for the office, lobby and lounge furniture for COCC's new residence hall. (Exhibit: 8.b) Mr. Bruce Abernethy seconded. MCU. Approved. MCU. Approved. M04/15:4

Ochoco Hall Furniture Purchase (Exhibit: 8.c)

Mr. Joe Krenowicz moved to direct staff that a contract be executed for \$194,063 to Workplace Resource for the office, lobby and lounge furniture for COCC's new residence hall. (Exhibit: 8.c). Ms. Vikki Ricks seconded. MCU. Approved. M04/15:5

BOARD OF DIRECTORS' OPERATIONS:

Board Member Activities

Mr. Dorsch Visited w/COCC Students in Campus Dining Hall

Mr. Miller Real Estate Committee Meeting
Board Policy Committee Meeting

Mr. Ford Real Estate Committee Meeting
Board Policy Committee Meeting

Mr. Abernethy Conversation w/Matt McCoy re: Board Policies
Board Policy Committee Meeting
Keyes Trust Meeting

Ms. Ricks Greater La Pine Adult Education Meeting

Mr. Krenowicz Madras Campus – Courtney Snead – going away party

Ms. Craska Cooper Real Estate Committee Meeting
Meeting w/President Metcalf and
Jerry Schulz-Interim Dean of Extended Learning

PRESIDENT'S REPORT:

Accreditation

President Metcalf reviewed the Agenda for the upcoming April 23 Accreditation Evaluation Visit.

50th Anniversary Celebration Event – May 14

Mr. Ron Paradis-Director of College Relations gave a PowerPoint showing the 50th Anniversary Celebration “invitations” that will be emailed and mailed out to the Central Oregon Community.

8:15 pm ADJOURN

APPROVED;

ATTEST TO;

Ms. Laura Craska Cooper, Board Chair

Dr. Shirley I. Metcalf, President

Exhibit: 5.b1
 May 13, 2015
 Approve: ___ Yes ___ No
 Motion: _____

Central Oregon Community College
Board of Directors
NEW HIRE REPORT – April 2015

<u>Name</u>	<u>Date Hired</u>	<u>Location</u>	<u>Job Title</u>
Administrative Full-Time			
Bilbrey, Stephanie	04/10/2015	Bend	Student Hsng Mkt Sum Coord
Classified Full Time			
Johnson, Jessica	04/20/2015	Bend	Office Spec A&R
Oprish, Rebecca	04/01/2015	Bend	HR Specialist
Classified Part Time			
Nelson, Brian	04/08/2015	Redmond	Cust & Campus Grnds Spec
Part Time Faculty			
Bedortha, Darcy	04/01/2015	Bend	Social Science
Carlson, Lisa M	03/01/2015	Bend	Speech
Edwards, Lynn Elizabeth	03/01/2015	Bend	HIT
Giudice, Evan	03/01/2015	Bend	Addiction Studies
Hoffman, Michael R	03/01/2015	Bend	Social Science
Lemas, Noah	03/01/2015	Bend	Business Administration
Park, Norman E	03/01/2015	Redmond	NDTI
White, Christopher D	03/01/2015	Bend	Economics
Temporary Hourly			
Quisenberry, Lindsay	04/22/2015	Bend	Computer Lab Attend
Christiansen, Kyler	03/01/2015	Bend	EMS
Dunn, Ryan Adlen	3/01/2015	Bend	EMS
Glanville, Hallelujah Margaret	3/01/2015	Bend	EMS
Goss, Carson Jakob	3/01/2015	Bend	EMS
Hubbard, Loryn Michael	3/01/2015	Bend	Bookstore Cashier
Jeffreys, Robert Michael	3/01/2015	Bend	ITS AV and Tech Assist.
Jones, Alyssa	3/01/2015	Bend	EMS
Lee, Phillip K	3/01/2015	Bend	EMS
Pope, Benjamin Philip	3/01/2015	Bend	EMS
Rick, Matthew	3/01/2015	Bend	Culinary Program
Rizzo, Laurie	3/01/2015	Bend	Culinary Program
Seymore, Lauren Ainsley	3/01/2015	Bend	EMS

Exhibit: 5.b1
 May 13, 2015
 Approve: ___ Yes ___ No
 Motion: _____

Central Oregon Community College
Board of Directors
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Central Oregon Community College
Monthly Budget Status
Highlights of March 2015 Financial Statements

Cash and Investments

The Colleges' operating cash balances currently total \$34.7 million. The March average yield for the Local Government Investment Pool remains unchanged.

The bond proceeds held in cash totals \$6.9 million as of the end of March. The construction spend rate is approximately \$1.5 million per month.

General Fund Revenues

Spring term registration opened in March increasing tuition revenues by \$5.1 million over the prior month. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses include the approved inter-fund transfers-out for the fiscal year required at this point in time.

Budget Compliance

All general fund appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of March 31, 2015

College Portfolio	<u>Operating Funds</u>	<u>Bond Funds</u>	<u>Trust/Other Funds</u>
Cash in State Investment Pool			
4089 - General operating fund	\$ 33,794,134		
5482 - Debt service fund			\$ 486,987
3624 - Robert Clark Trust			\$ 371,391
3816 - General obligation bond funds		\$ 1,043,848	
3844 - Technology Center retention		\$ 51,556	
3707 - Residence Hall bond funds		\$ 5,233,732	
3948 - Residence Hall retention		\$ 618,165	
March Average Yield .50%			
Cash in USNB	\$ 1,526,055		
Cash on Hand	\$ 4,600		
Total Cash	<u>\$ 35,324,789</u>	<u>\$ 6,947,301</u>	<u>\$ 858,378</u>

Central Oregon Community College
Monthly Budget Status
March 2015

Exhibit 6a
13-May-15

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
Revenues					
District Property Taxes:					
Current Taxes	\$ 13,022,000	\$ 12,806,538	\$ (215,462)	98.4%	99.0%
Prior Taxes	773,000	396,877	(376,123)	51.3%	54.8%
Tuition and fees	16,980,000	17,128,569	148,569	100.9%	96.5%
State Aid	7,783,000	5,719,757	(2,063,243)	73.5%	82.0%
Interest & Misc. Income	75,000	5,857	(69,143)	7.8%	128.8%
Transfer-In	2,104,000	2,079,000	(25,000)	98.8%	100.0%
Total Revenues	\$ 40,737,000	\$ 38,136,598	\$ (2,600,402)		
Expenses by Function					
Instruction	\$ 18,508,768	\$ 13,051,538	\$ 5,457,230	70.5%	68.4%
Academic Support	2,944,131	1,997,913	946,218	67.9%	63.4%
Student Services	4,613,570	3,156,635	1,456,935	68.4%	66.2%
College Support	4,964,861	3,534,052	1,430,809	71.2%	71.4%
Plant Operations and Maintenance	4,527,569	2,892,291	1,635,278	63.9%	62.6%
Information Technology	3,975,475	2,703,340	1,272,135	68.0%	67.6%
Financial Aid	52,897	40,355	12,542	76.3%	61.5%
Contingency	800,000	-	800,000	0.0%	0.0%
Transfers Out	2,345,615	2,354,620	(9,005)	100.4%	99.8%
Total Expenses	\$ 42,732,886	\$ 29,730,745	\$ 13,002,141		
Revenues Over/(Under) Expenses	\$ (1,995,886)	\$ 8,405,853	\$ 10,401,739		

Central Oregon Community College
Monthly Budget Status
March 2015

Exhibit 6a
13-May-15

	<u>Adopted Budget</u>	<u>Year to Date Activity</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget Current Year</u>	<u>Percent of Budget Prior Year</u>
<u>Non General Funds</u>					
Debt Service Fund					
Revenues	\$ 10,274,513	\$ 4,736,438	\$ (5,538,075)	46.1%	93.8%
Expenses	10,459,337	2,849,228	7,610,109	27.2%	50.0%
Revenues Over/(Under) Expenses	\$ (184,824)	\$ 1,887,210	\$ 2,072,034		
Grants and Contracts Fund					
Revenues	\$ 1,739,289	\$ 645,147	\$ (1,094,142)	37.1%	32.2%
Expenses	1,815,260	978,788	836,472	53.9%	41.6%
Revenues Over/(Under) Expenses	\$ (75,971)	\$ (333,641)	\$ (257,670)		
Capital Projects Fund					
Revenues	\$ 15,829,844	\$ 5,131,398	\$ (10,698,446)	32.4%	9.1%
Expenses	38,683,419	15,042,373	23,641,046	38.9%	34.1%
Revenues Over/(Under) Expenses	\$ (22,853,575)	\$ (9,910,975)	\$ 12,942,600		
Enterprise Fund					
Revenues	\$ 6,247,103	\$ 3,482,356	\$ (2,764,747)	55.7%	51.6%
Expenses	6,940,222	3,637,532	3,302,690	52.4%	47.8%
Revenues Over/(Under) Expenses	\$ (693,119)	\$ (155,176)	\$ 537,943		
Auxiliary Fund					
Revenues	\$ 9,215,862	\$ 6,420,401	\$ (2,795,461)	69.7%	72.2%
Expenses	10,299,434	7,241,363	3,058,071	70.3%	67.0%
Revenues Over/(Under) Expenses	\$ (1,083,572)	\$ (820,962)	\$ 262,610		
Reserve Fund					
Revenues	\$ 11,455	\$ -	\$ (11,455)	0.0%	0.0%
Expenses	480,000	361,316	118,684	75.3%	77.7%
Revenues Over/(Under) Expenses	\$ (468,545)	\$ (361,316)	\$ 107,229		
Financial Aid Fund					
Revenues	\$ 21,343,788	\$ 11,213,850	\$ (10,129,938)	52.5%	54.4%
Expenses	21,369,235	10,839,484	10,529,751	50.7%	53.8%
Revenues Over/(Under) Expenses	\$ (25,447)	\$ 374,366	\$ 399,813		
Internal Service Fund					
Revenues	\$ 390,902	\$ 185,937	\$ (204,965)	47.6%	61.6%
Expenses	393,516	200,147	193,369	50.9%	57.2%
Revenues Over/(Under) Expenses	\$ (2,614)	\$ (14,209)	\$ (11,595)		
Trust and Agency Fund					
Revenues	\$ 1,888	\$ 1,365	\$ (523)	72.3%	74.9%
Expenses	3,500	2,000	1,500	57.1%	55.6%
Revenues Over/(Under) Expenses	\$ (1,612)	\$ (635)	\$ 977		

CCB Phase 1 Remodel – April 2015 Update

Scope

When the Campus Center Building was built, future capacity was included for the possible residence hall. Since the Residence Hall will be coming online in Fall of 2015, the planned capacity needs to be added to come online at the same time. The remodel will include added servery stations, dry and cold storage, seating and catering storage.

Budget Status

The budget is \$575,000. See attached updated cost projection.

Change Order Activity

N/A.

Schedule Status

The remodel will be done over Summer Quarter 2015 and be open for Fall Quarter 2015.

Recent Activity

A permit set is almost complete for submission to the City. We have been coordinating with Student Services to make sure we can keep the kitchen open for any summer programs that need it. FF&E planning.

Activity Next Month

Plans will be completed and the project will go out for bid. Bids will be due June 4th.

CCB Phase 1 Remodel – April 2015 Update

Project Participants

COCC Stakeholder Group

Kevin Kimball	-	CFO
Alicia Moore	-	Dean of Student and Enrollment Services
Lori Willis	-	Auxiliary Services Director
Gordon Price	-	Director of Student Life
Rich Brecke	-	Project Manager
Darren McCrea	-	IT Project Manager
Julie Mosier	-	Purchasing Coordinator

Design Team

Scott Steele	-	Steele Associates Architects
Steve Olson	-	Steele Associates Architects
Darek Olson	-	Steele Associates Architects

Contractor Group

TBD

Ochoco Remodel – April 2015 Update

Scope

The remodel has been split into two phases. The first phase will house the Humanities Department; create a new computer lab, an Anthropology/Geography Lab, and a Language Lab. Also included in the first phase is a full roof replacement as well as new air handlers serving the first floor and the middle section of the building. The first phase is confined to the first floor of the Ochoco Building.

Budget Status

The current total project budget is \$2,412,641.

Change Order Activity

There have not been any significant new issues this month. Please see Change Order Log.

Schedule Status

The project will be opening for Fall of 2015. A delay to the air handler equipment has caused the end date for construction to extend to 5/18/15. This extension will not affect the project opening date and is non-compensable.

Recent Activity

All finishes have been in full swing this month. Paint, Grid, Flooring and bathroom fixtures are all complete. MEP finishes are ongoing.

Activity Next Month

Construction on the project will complete. Punchlist and FF&E will commence.

Ochoco Remodel – April 2015 Update



Conference Room



Hallway in Humanities Wing

Ochoco Remodel – April 2015 Update

Project Participants

COCC Stakeholder Group

Matt McCoy	-	VP for Administration
Jenni Newby	-	Instructional Dean
Amy Harper	-	World Languages and Cultures Department Chair
Stacy Donahue	-	Humanities Department Chair
Rich Brecke	-	Project Manager
Darren McCrea	-	IT Project Manager
Julie Mosier	-	Purchasing Coordinator

Design Team

Mark Rossi	-	Pinnacle Architecture
Peter Baer	-	Pinnacle Architecture

Contractor Group

Samuel Griffin	-	Sr. Project Manager - Griffin Construction, LLC
Jamus Fewell	-	Superintendent - Griffin Construction, LLC
Dave Martin	-	Project Manager - Griffin Construction, LLC
Sam Griffin	-	CEO - Griffin Construction, LLC

Residence Hall April 2015 Status Report

Scope

Residence Hall project will provide approximately 330 beds for student housing, 320 of which are revenue generating. A floor and a half of support and common space will be provided within the middle section of the project. The building will be Earth Advantage Multi-Family Gold level certified. The project and parking lots will be accessed via a private drive off of Mount Washington Drive. 150 parking stalls will be provided. Summer programs will utilize the facilities and will be a revenue-generating source of community enrichment.

Budget Status

Project Budget included.

Change Order Activity (In addition to the GMP)

None.

Schedule Status

The project is on schedule and has a completion and move-in of summer 2015.

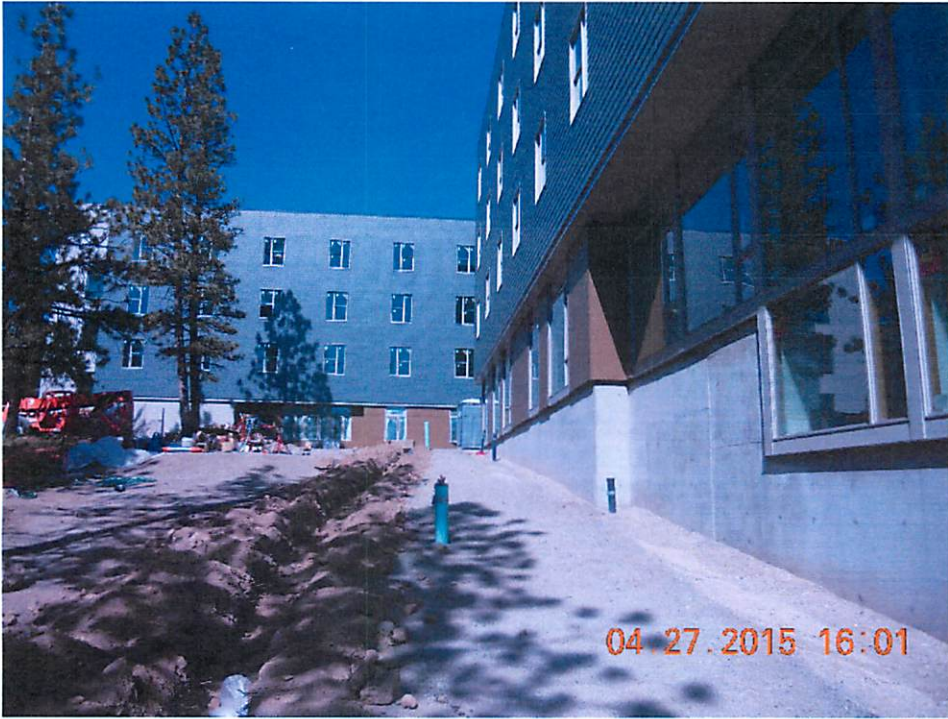
Activity in April

Completed low voltage wiring in lower bar and set ceiling grid at floors 1 and 2.
Complete low voltage wiring in middle bar.
Hang hallway doors.
Set hallway carpet in lower bar on floors 1 and 2.
Set hallway carpet in middle bar on floors 4 and 5.
Paint middle bar floors 1 and 2.
Begin setting flooring at upper bar 5th and 3rd floors.
Complete plumbing fixture installation and begin light fixture installation in middle bar.
Complete sheetrock and painting at upper bar.
Complete siding.
Install curb and gravel at majority of parking lot.

Activity planned for May

Complete low voltage wiring throughout and set all ceiling grid.
Set hallway carpet in remainder of middle bar and upper bar.
Complete interior painting.
Complete casework and countertops.
Set Kitchen appliances.
Complete setting suite flooring at upper bar.
Complete plumbing fixture installation and begin light fixture installation in upper bar.
Install concrete at entry areas and pave parking lots.
Set light poles.

Residence Hall April 2015 Status Report



Middle bar Flex Room

Residence Hall April 2015 Status Report



Residence Hall April 2015 Status Report



Residence Hall April 2015 Status Report



Entry reception area



Middle Bar lower level lounge

Residence Hall April 2015 Status Report

Schedule	Start	Finish
Design Development Phase	June 2013	October 2013
City of Bend Pre-application meeting	July 2013	July 2013
Site Plan Application Submittal/Review	October 2013	January 2014
Commissioning Consultant Selection	November 2013	December 2013
Board decision: 25% Construction Documents	October 2013	October 2013
25% Construction Documents	October 2013	November 2013
Lease Crutcher Lewis Bidding/Reconciling	December 2013	January 2014
GMP Presentation	January 2014	January 2014
Construction Documents	January 2014	March 2014
Special Inspection Consultant procurement	February 2014	March 2014
Permit Review/Approval	March 2014	May 2014
Construction	April 2014	July 2015
Furnishing Move-in	July 2015	August 2015

Residence Hall April 2015 Status Report

Project Participants

COCC Steering Committee

Shirley Metcalf, President
Kevin Kimball, Chief Financial Officer
Gordon Price, Director Student Life
Joe Viola, Director Campus Services

Matt McCoy, Vice President for Administration
Alicia Moore, Dean of Students
Paul Wheeler, On-Campus Housing Coordinator
Rick Hayes, Project Manager

Design Consultant

Mahlum Architecture, 1231 NW Hoyt, Suite 102, Portland, Oregon 97209
Kurt Haapala, Principal, Seth Moran & Beth Brett, Senior Project Manager
Pinnacle Architects (Associates) Peter Baer, Principal, Mark Rossi, Project Manager

Construction Manager General Contractor

Lease Crutcher Lewis, 550 SW 12th Avenue, Portland, OR 97205
Tony Church, Senior Project Manager Mike Levesque, Project Manager
Ted Gayman, Superintendent Isaac Smith, Project Engineer

Civil Survey Consultant

KPFF Consulting Engineers, 111 SW Fifth Avenue, Suite 2500, Portland, OR 97204-3628
Troy Tetsuka, Survey Manager

Geotechnical Engineer

FEI Testing & Inspection, Inc., 62979 NE Plateau Drive, #3, Bend, OR 97701
Bill Smith, Geotechnical Engineer,

Commissioning Agent

Hugh Cx, 4800 SW Meadows Rd, Suite 300, Lake Oswego, Oregon 97035
Doug Brown, Principal

Testing Agency

Carlson Testing, Inc., 8430 SW Hunziker, Tigard, Oregon 97223
Scott Jordan, Manager

March 25, 2015

COCC Redmond Campus Solar Array Project Status Report

Update since the last written Status Report on February 23, 2015

1. Request for Proposal - 1478-14 Solar Power Purchase Agreement was issued on January 14, 2015. At the request of prospective proposers, the RFP closing date was extended from February 12, 2015 to February 26, 2015. The new date for issuing the Notice of Award is April 9th instead of March 20. It is anticipated that the start date of the project will now be early May 2015.
2. COCC received three (3) responsive proposals from the solicitation. The RFP Evaluation Committee members are currently performing individual evaluations of the proposals and plan to meet April 1, 2015 to rank the proposals.

Project Description

COCC has approximately \$816,000.00 in legislatively required 1.5% for Solar Technology obligations, stemming from construction projects which have been completed or are currently in the Construction Phase. Funds to fully cover the obligation are currently budgeted for. COCC has until one year after construction of the Residence Hall is completed (2015) to fulfill its 1.5% Obligation.

Project Actions to Date

In early 2010 COCC hired Mazzetti Nash Lipsey Burch of Portland Oregon, to perform Solar Feasibility Study of the Bend, Redmond and Madras Campuses. The Solar Study indicated high solar potential for the Redmond and Madras Campuses. The Bend Campus was shown to have marginal solar potential.

Based on solar potential and current electrical load (including an estimated load for the Technology Education Center), the Redmond Campus was chosen as the site to install a ground mount solar array (250-500kW) to meet the College's solar obligation.

COCC Staff prioritized three (3) sites on the Redmond Campus for installation of the solar array.

One of the sites is located in the Runway Protection Zone (RPZ) for Roberts Field. The second site is located in an area designated, on the Roberts Field Master Plan, as a future RPZ. The third site is located adjacent to the future RPZ. Due to the sites being in or near the Roberts Field Protection Zones, the College submitted was required to submit Notices of Proposed Construction or Alteration to the FAA for its comments on the proposed sites for the project. While COCC has yet to receive official comments from the FAA, it has been brought to our attention that the FAA has concerns regarding the sites in the current and future RPZ. There does not appear to be a concern on the FAA's part with the site outside the future RPZ.

Project Delivery Options

A 500kW system is estimated to cost between \$1.2 million and \$2.2 million

COCC has investigated two options for the design, installation and maintenance of the Solar Array Project:

1. COCC would finance, design, install, maintain and retain full ownership of the system.
2. COCC would enter into a Power Purchase Agreement (PPA) with a third party provider. The College would have minimal costs associated with this option. With this option the third party would finance, design, maintain and own the system. COCC would agree to purchase the generated energy at an agreed to price with annual price increases over a certain period of time. (Normally 20years).

The agreed to price, and annual increases, would be less than what the College currently pays Pacific Power for energy and any future Pacific Power rate increases.

It is the recommendation of the College Staff to proceed with the PPA Option. This recommendation is based on a number of issues.

1. The PPA option is legislatively allowed to fulfill the 1.5% Solar Technology Obligation.
2. The PPA Option would allow COCC to use the funds currently budgeted for the obligation for other purposes.
3. The third party provider would be responsible for the maintenance and all upgrades to the system during the life of the project. There should be no need for COCC to hire new or additional staff to maintain the system.
4. Utility cost for the Redmond campus would be less than if the energy was purchased from Pacific Power.

Power Purchase Agreement Investigations by the College to date.

COCC is a member of HGACBuy, a government procurement organization operated by the Houston-Galveston Area Council. This Organization has complemented a contract negotiation with SolarWorld and a select group of SolarWorld's Authorized installers providing of Solar System procurement through the PPA Option.

This membership enables COCC to contract with SolarWorld without the need for COCC issuing a formal Request for proposal for the PPA acquisition.

E2Solar, of Bend, is an authorized installer for SolarWorld. COCC would work directly with E2Solar should the PPA option be pursued.

COCC Staff have discussed the project with representatives of both SolarWorld and E2Solar.

Information Technology Update – April 2015

Current Projects

Phase 1 of the **Ochoco** remodel will provide office space for the Humanities Department as well as Anthropology, Language and Computer labs. The **Residence Hall** project is an approximately 83,000 square foot, multi-level structure that will include cable television, internet and Wi-Fi service to 80 suites and 330 beds. The **Pioneer 232** remodel will provide new network and computer labs as well as additional office space for the CIS Department.

Schedule Status

The **Pioneer** remodel was completed on schedule. The low-voltage installations for the new **Residence Hall** as well as the **Ochoco** remodel project are both on schedule at this time.

Activity in April

The low-voltage and electrical contractors completed their installation of CAT6 network cable and coaxial television cable in the lower bar and continue cable installation in the middle bar and building infrastructure pathways in the upper bar of the **Residence Hall**. In addition, the low-voltage contractor has pulled the copper and innerduct necessary to connect fiber from the **Residence Hall** to the main campus. The COCC IT Department has completed computer and network equipment installations for the **Pioneer** remodel and continues to migrate network equipment into the new MDF. The low-voltage contractor has completed installation of the low-voltage network cabling and infrastructure that will support the new offices and computer lab as part of the **Ochoco** remodel.

Information Technology Update – April 2015

Photos – Residence Hall



Telephone and Fiber rack installation - IDF



Network Innerduct and Coaxial Cable Installation - MDF

Information Technology Update – April 2015

Photo – Ochoco Remodel



Data and AV Floorbox Installation – Computer Lab

Upcoming Activities for May

Contractors will work towards completing the majority of their CAT6 network cable and coaxial television cable installation in the middle and upper bars the **Residence Hall**. In addition, fiber backbone cabling will be pulled to connect the **Residence Hall** with our campus network as well as with Apogee’s fiber network for high-speed ResNet services. In addition to completing cable installations, the low voltage contractor should be finished terminating wall plate and floor box connections within the **Residence Hall**. Once this work is complete, the COCC IT Department will begin installing network equipment to allow for the commissioning of elevator, fire panel, code blue, building access and environmental controls. The COCC IT Department will also begin to migrate network equipment in support of the **Ochoco** remodel.

Information Technology Update – April 2015

- COCC Construction PM** - Rich Brecke, 541-330-4375, email: rbrecke@cocc.edu
- COCC Construction PM** - Rick Hayes, 541-330-4391, email: rhayes@cocc.edu
- COCC Technology PM** - Darren McCrea, 541-383-7741, email: dmccrea@cocc.edu

General Contractor, Residence Hall

Lease Crutcher Lewis, LLC
550 SW 12th Avenue
Portland, OR 97205
503-223-0500

General Contractor, Ochoco Remodel

Griffin Construction, LLC
8361 NE Meadow Ridge Rd.
Prineville, OR 97754
541-447-7237

General Contractor, Pioneer Remodel

Griffin Construction, LLC
8361 NE Meadow Ridge Rd.
Prineville, OR 97754
541-447-7237

COCC FACULTY FORUM REPORT – SPRING 2015

In a time of declining enrollment, the Faculty Forum acknowledges the Board's support of instruction by approving the hiring of five FT tenure track faculty members to replace retiring and temporary faculty positions.

The faculty appreciate the opportunity to participate in the last two presidential searches. After two failed presidential searches, there is a strong faculty consensus that Shirley is a splendid choice!

After the resignation of the former VPI, the faculty were pleased to hear that Diana Glenn would serve as interim VPI for the remainder of the academic year. The forum is taking an active role in soliciting feedback from a variety of faculty members regarding the selection and appointment of the interim VPI for 2015-16. Specific potential faculty members have been discussed, as well as the important broader goal of encouraging stability in instruction. We hope that the VPI revolving door will soon stop moving, evidenced by the words of a newer faculty member, "I'm in my 4th year working at COCC and this is the 4th VPI we've had in that time."

There are about 42 full time faculty members teaching summer courses this coming summer. Although there has been a considerable decrease in summer term enrollment, most faculty think that summer school should continue as a support for students in completing their degree in a timely manner.



Spotlight on the Health and Human Performance (HHP) Department

The HHP department has 8 full-time faculty (Julie Downing – Chair, Ricky Virk, Karen Heckert, John Liccardo, Owen Murphy, Tim Peterson, Jessica Russell, and Jenny Cruickshank), 5 Adjunct faculty (Gregg Terhaar, Debbie Haynes, Becky Heinrick, Dan Montoya, & Tara Endries), approximately 35 part-timers, and several off-site contracted sites (i.e. Juniper Swim & Fitness Center, High Desert Martial Arts, Madras Aquatic Center, Stand on Liquid) that offer HHP activity classes. We have five main areas of instruction: 1) General health courses, 2) Exercise Science, 3) Outdoor Leadership, 4) Public Health / Health Promotion, and 5) Activity classes.

Selected 2014-2015 academic year HHP highlights:

- Two HHP faculty members (Julie Downing & Owen Murphy) were on the organizing committee for the American College of Sports Medicine (ACSM) Northwest Student Conference held at the Riverhouse in Bend on Feb 27-28, 2015. Five full-time HHP faculty members attended and we brought 15 COCC Exercise Science (EXSS) students with us. COCC EXSS Students represented COCC by participating in the College Quiz Bowl and helping with logistics. COCC EXSS sponsored the keynote address by Dr. Steven Blair, one of the leading Epidemiology / Exercise Science Researchers in the world. COCC's Dr. Downing introduced Dr. Blair.
- We have two signed articulation agreements with OSU-Cascades: Exercise Science (EXSS) & Outdoor Leadership (OL).

COCC FACULTY FORUM REPORT – SPRING 2015

- The HHP department’s EXSS program received a COCC Foundation grant both last year and this year, to be used to thank local EXSS practicum sites and fund student registration at the ACSM NW Conference.
- A selection of events where HHP faculty represented COCC nationally, regionally, and locally include:
 - Dr. Julie Downing is a member of the ACSM Exam Review Committee (group of 10 faculty representing the U.S. that write and review fitness professional certification exam questions) and is National Co-Chair of the ACSM Certified Personal Trainer Exam Team.
 - Owen Murphy, M.S. presented at the Central Oregon Food Summit and has implemented a student sustainability practicum to allow students to pursue hands-on college credits related to sustainable food issues.
 - John Liccardo, M.S., attended “Ahead of the Game” Concussion Conference run by The Center Foundation and volunteered to instruct free CPR and Basic First Aid training for community children ages 11-14 on COCCs campus as part of service learning project for HIT students.
 - The HHP Outdoor Leadership (OL) program continues to grow, both in size and scope. Fall 2015, the Outdoor Leadership program had its largest cohort of students to date at 32 students. OL faculty member Jessie Russell is working toward completion of her wilderness EMT certificate to expand wilderness medical training opportunities and this term the OL program is offering the first a canoe instructor course.
 - First-year Faculty member Dr. Karen Heckert recently participated in the annual national conference of the Society for Public Health Education (SOPHE) held in Portland. Karen and Owen Murphy are revising the Health Promotion / Public Health focus area to better transfer to the OSU Health Promotion Bachelor’s program with a goal of being able to offer all four pre-Public Health core course for seamless transfer into the BSPH (Bachelor of Science in Public Health)

Faculty Fun Fact

Four COCC’s faculty members (and members of the Central Oregon Symphony), Travis Allen (Music), Janet Gesme (German), Josh Evans (Spanish), and Emma Chaput (Biology), comprise the core members of the musical group, the Bend Cello Collective (BCC). BCC plays music from a wide variety of genres, from classical music composed for cello quartet to arrangements of pop music for six cellos and percussion. This photo is of the extended BCC group after a “Music in Public Places” event held at the Redmond Airport, sponsored by the Central Oregon Symphony (also a COCC affiliated organization).





HOUSING OPERATIONS REPORT Board of Directors' Meeting – May 2015

STRATEGIC PLAN CONNECTION

Institutional Sustainability: Objective IS.4, IS.6, IS.7
 Transfer and Articulation: Objective TA.1
 Workforce Development: Objective WD.1

STAFFING UPDATE

Residence Life Coordinator (live-in professional staff position, traditionally called an “RD”): Position posted during week of April 20 and will close on May 11. Note that April through June is a traditional hiring timeline for this type of position.

Community Advisors (traditionally called “RAs”, student positions): Hiring process started in April; 12 applications received for seven vacation positions (three staff are returning from prior year).

Administrative Assistant: Job description to be developed by early May; anticipate posting position by June 1.

Custodial Positions: Campus Services will be supervising the custodial positions. Position descriptions are currently being reviewed and updated.

OCCUPANCY UPDATE

Of all categories below, 20 students are current Juniper Hall residents and 21 are OSU-Cascades dually admitted students. Staff will work to redesign the report so this information is available only for the “ready for room assignment” category for the next report.

Application Stage	April report (March 25)	May report (May 4)
Started an application but have not yet finished it	11	17
Submitted a complete application but have not yet paid a deposit	38	46
Complete application and deposit and submitted information allowing staff to complete a background check ¹	25	31
Contract complete: Ready for room assignment	6	64

¹ The existing background check process is causing delay in students getting approved; therefore, staff are changing the process to more quickly move students to the “ready for room assignment” step.

BUDGET

Operational Budget

No changes since April report. Anticipate a breakdown of utility costs for the June report.

TIMELINE/CRITICAL PATH DECISIONS

Housing Operations Team Meeting

Gordon Price, Director of Student Life, coordinated a “housing operations team” meeting on Wednesday, April 23. This meeting included representatives from senior administration, Campus Services, Information Technology, Construction, Campus Public Safety, Food Services, College Relations, Residence Life and other staff critical to this project. Departments were given an overall update on the status of the project and provided individual updates as to various operational decisions.

Milestone/Activities Summary

COCC staff developed a document to outline milestone/critical path decisions which include six primary milestones, listed below. Note that this iteration separates “move-in preparation” into two new categories, housing operations and residence life operations:

- Detailed Budget Development (anticipated completion February 20, 2015)
- Student Contract Distribution (anticipated completion March 1, 2015)
- Staffing (anticipated completion June 12, 2015)
- Housing Operations (completion date July 1 and August 1, 2015)
- Residence Life Operations (completion date September 1, 2015)
- Post-Move In Considerations (future)

See Attachment A for a copy for an updated version of the milestone/critical path document.

MARKETING ACTIVITIES

Timing	Activity	Lead	Notes
Week of April 13	Postcard mailing to targeted prospective students (attachment B)	Admissions & Records	Will include follow up phone-a-thon approximately one week after postcards sent
Week of April 13 and beyond	Radio advertising to target population (local stations)	College Relations	
Week of April 13 and beyond	Pandora radio advertising to target populations	College Relations	Grants Pass, Ashland, West Linn, Lake Oswego, Wilsonville, Newberg, Sandy, select in Eastern Oregon locations, and Central Oregon tri-county area
Week of April 20	Email to current students (attachment C)	College Relations	Filter by target population: 21 and younger, 50 or fewer credits, and a 2.0 or higher GPA (2,133 students).
Week of April 20 and beyond	Facebook promotion	Admissions & Records	
Week of April 20	Photo shoot	College Relations	Update existing materials

Attachment A: Milestone/Activity Chart

**NEW STUDENT HOUSING:
 CRITICAL PATH TOPICS, DETAILS, AND DEADLINES**

Milestone	Task	Description	Anticipated Start	Deadline	Resource	Actual Completion Date
Student Contract	Software Implementation	Application, contract tracking, prospective student communication tracking	12/1/14	3/1/15	Sharon	3/4/15
Student Contract	Determination on mandatory live-in requirement	Campus wide discussion. Requires change in enrollment practices. Could affect occupancy rates	12/1/14	3/1/15	Gordon/Paul	1/9/15
Student Contract	Room rates	Budget impact, community comparison	1/5/15	2/11/15	Alicia	2/11/15
Student Contract	Board rates	Food service contract	1/5/15	2/11/15	Lori/Paul	2/11/15
Student Contract	Review existing residence life/housing policies: <ul style="list-style-type: none"> • Application • Move-in/move-out • Security deposit • Early arrival/late departure • Break housing • Room assignments • Termination clauses • Health and safety room inspections • Guests • Background check 	Review existing policies, updating as needed for a larger student population and consideration of “newness” of building.	1/23/15	3/1/15	Paul/Gordon	3/4/15
Student Contract	Add immunization requirement	Does COCC wish to require for residents/currently no for residents and students	1/5/15	3/1/15	Gordon/Alicia	1/23/15
Budget	Maintenance	Ticketing/payment process, determine responsibility with housing and Campus Services	11/1/14	2/20/15	Gordon/Paul/Joe	2/20/15

Budget	Snow removal	Ticketing/payment process, determine responsibility with housing and Campus Services	11/1/14	2/20/15	Gordon/ Paul/Joe	2/23/15
Budget	Grounds	Ticketing/payment process, determine responsibility with housing and Campus Services	11/1/14	2/20/15	Gordon/ Paul/Joe	2/23/15
Budget	Custodial	Ticketing/payment process, determine responsibility with housing and Campus Services	11/1/14	2/20/15	Gordon/ Paul/Joe	2/23/15
Budget	Trash	Ticketing/payment process, determine responsibility with housing and Campus Svcs, removal within res hall	11/1/14	2/20/15	Paul/Gordon/ Seth	2/23/15
Budget	Campus Public Safety	Determine billing model	11/1/14	2/20/15	Paul/Gordon/ Seth	2/23/15
Budget	Security Cameras	Determine equipment upkeep and service, purchased in construction	11/1/14	2/20/15	Paul/Gordon/ Seth	2/23/15
Budget	IT Support	Determine billing model and relationship of support	11/1/14	2/20/15	Housing Leadership Team	2/23/15
Budget	ResNet	Determine cost and ongoing support	11/1/14	2/20/15	Gordon/Paul/ Darren	2/23/15
Budget	Impacts to other support services (Library, gym, etc.)	Determine budget allocation regarding potential impact on other departments (e.g, gym, library, CAP Center/billing model)	11/1/14	2/20/15	Gordon	2/23/15
Budget	Laundry	RFP, determine where revenue will go (housing or AUX)	11/1/14	2/20/15	Gordon/Lori/ Kevin	2/23/15
Budget	OSU-C Contribution?	\$ or # of students	11/1/14	2/20/15	Alicia	12/15/15
Budget	Finalized detailed budget to Alicia for review by Housing Leadership Team	Completion of above topics	11/1/14	2/10/15	Paul/Gordon	2/26/15
Budget	Finalized detailed budget to Fiscal Services	Completion of above topics	11/1/14	2/20/15	Alicia/Gordon	2/26/15
Staffing Model	Hire Residence Life Coordinator	Job description review, process, finalize; post mid-April, anticipate start mid-July	3/15/15	6/1/15	Paul	
Staffing Model	Hire Community Advisors	Job description review and start recruiting process by mid-April and complete by end of May; start date mid-September	3/1/15	6/1/15	Paul	
Staffing Model	Hire Summer Conferences/Marketing Coordinator	Position filled	1/9/15	6/12/15	Gordon	3/20/15

Staffing Model	Determine custodial support	Review job description, determine duties, responsibilities and reporting	2/1/15	6/12/15	Paul/Joe	2/18/15
Staffing Model	Hire Office Manager	Create job description and post position by June 1, anticipate early August start date	4/15/15	7/15/15	Paul	
Housing Operations	Microfridge rentals?	Could generate revenue, Does COCC wish to provide preinstalled or make available for rental. Summer conference usage	1/4/15	6/1/15	Paul	
Housing Operations	Key/fob distribution	Determine who handles support/storage	4/1/15	7/1/15	Paul	
Housing Operations	Trash removal	Determine when, how, where, who. Internal and external	4/1/15	7/1/15	Paul/Joe	
Housing Operations	Recycling removal	Determine when, how, where, who. Internal and external	4/1/15	7/1/15	Paul/Joe	
Housing Operations	Parking permits	Review current process evaluate any changes to process	4/1/15	7/1/15	Seth/Gordon	
Housing Operations	Address Designation, mail, FedEx, UPS delivery	Delivery and access to new bldg	4/1/15	7/1/15	Paul/ Lori/ Steve	
Housing Operations	Student ResNet account set up and communication	Communicate with Apogee re: set up, support, web page access and materials	4/1/15	8/1/15	Darren/ Gordon	
Housing Operations	Staff office set up	When to set up and what equipment to be moved or purchased	4/1/15	8/1/15	Julie, Construction/ Campus Services	
Housing Operations	Determination on when to cease operations in Juniper Hall	Current summer conference support, timeline to move housing office	4/1/15	8/1/15	Alicia	2/15/15
Housing Operations	Package tracking software	Process of tracking packages, purchased and in use now	8/1/14	8/1/15	Paul	9/15/14
Housing Operations	Front desk operations	Determine responsibilities, duties, hours.	4/1/15	8/1/15	Paul	
Housing Operations	Ribbon cutting	Who, what, when	6/1/15	8/1/15	Ron/ Alicia	
Residence Life Operations	OSU student move-in and activities	Determine early move in process, activities	1/4/15	9/1/15	Paul	
Residence Life Operations	Emergency procedures	Review and evaluate current policy/procedures	5/1/15	9/1/15	Gordon/Paul/ Seth/Jim	

Residence Life Operations	Student handbook	Outline and descriptions of policies, expectations and resources for residents	5/1/15	9/1/15	Paul	
Residence Life Operations	Staff training	Yearly training model, topics and timeline	5/1/15	9/1/15	Paul	
Residence Life Operations	Community development/programming model	Determine model, practices	5/1/15	9/1/15	Paul/ RD	
Residence Life Operations	Student orientation	Determine model and timeline	5/1/15	9/1/15	Paul/RD	
Future Considerations	Living/Learning Communities	Determine themes, connection with faculty and academics	Winter 2016	Fall 2016	Paul/ Gordon	
Future Considerations	Summer Conferences	Program development, model, integration with campus departments	4/1/15	Summer 2016	Gordon	
Future Considerations	Impacts to other support services (Library, gym, etc.)	Evaluate impacts, if any, on other departments (e.g. gym, library, CAP Center/billing model)	11/1/15	2/1/16	Gordon/Alicia	

Attachment B: Postcard (front) to Prospective Students



CENTRAL OREGON
COMMUNITY COLLEGE

RESIDENCE HALL

FALL 2015



COCC'S new residence hall will feature suite-style living in the heart of campus in close proximity to the Barber Library, Campus Center and Mazama Gymnasium. The design provides every four students with a living/common area and a bathroom or the choice to share the suite with just one other student.

Attachment C: Email to Current Students



COCC's New Residence Hall

Do you know where you're living next year? Rental market got you down? Sick of trying to find a parking spot on campus?

We've got you covered. COCC's new residence hall will be opening for Fall 2015. We'd love for you to be part of the first group of students to snag the best address in Bend.

This beautiful facility will feature semi-suite style living in the heart of campus. The best part? No need to check the snow report, you can see Mt. Bachelor from your new home.

Housing Applications

If you want to schedule a tour to see the view for yourself, email us at [welcome@cocc.edu](mailto:welc@cocc.edu) or visit our website for more information at www.cocc.edu/residence-life/.

Housing applications are now available for Fall 2015 at www.cocc.edu/residence-life/. Don't miss out!



[COCC Residence Life](http://www.cocc.edu/residence-life/)

[Central Oregon Community College](#) | [Residence Life](#)

2600 NW College Way, Bend OR 97701

An Overview of Classified Association of Central Oregon Community College

Some facts and figures that you may not know!

Exhibit: 6.e

May 13, 2015

Who are the classified staff?

The Classified Association provides support for all departments across each campus. We work directly with students, staff, faculty, and community members. With representatives on nearly every committee, we are showing our passion for the college and the continued success of its students. Nearly every member of the Association has a direct impact on both Student Success and Community Enrichment. Some of the services we provide and support include: Financial Aid guidance, fitness and first aid, computer skills, account access assistance, help getting resources from educational to financial, safety and security, payroll (including student workers), art, human resources, bookstore, library, purchasing of supplies and tools for the school, maintaining school grounds and physical resources plus so much more! We wear many hats to ensure the students experience at Central Oregon Community College is seamless, easy, and fun!



How many people currently make up the Classified Association?

The Association currently has 142 members, 24 Part-time and 118 full-time. We make up approximately 24% of all college employees and have the largest number full-time employees of any employment category.

What are our qualifications?

Our diverse team bring with them years of experience and education in our respective fields. Based on a recent voluntary survey our team combined have:

<ul style="list-style-type: none">• 1 PHD• 8 Masters degrees• 42 Bachelor Degrees• 63 Associates Degrees (This does not count individual certifications for specialized training)	<ul style="list-style-type: none">• 45 Classified members currently serve on college committees.• 900 combined years of experience which averages 6 years per employee• 4 employees have served the college over 25 years.
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*** Survey response was approximately 50%**

The following is a summary of just a few of the duties performed by each department in their supporting role.

Human Resources overview – 2 employees. Human resources provide many services to the staff and faculty of COCC. These services include: Benefits overview and guidance, various forms related to employment, wellness program resources, general resources for faculty, and training for staff and faculty of COCC. Their guidance not only assists with hiring for various permanent positions on the campuses, but also for the Work Study program allowing students to get hands on experience working in various departments across all campuses.

- **Impact on Students/Community** – Ensure the correct procedures are in place to allow for students to apply for both work-study jobs and irregular wage jobs. Many students find after being a part of the COCC family, they pursue a permanent position here.
- **Department Statistics:**
 - 84 positions posted for employment with COCC between 3/14 – 12/14 (including Student Work Study positions)

Fiscal Services overview – 4 employees. This department audits for compliance to College policy, compliance to Federal (IRS), grant funding, state funding. Handle Capital purchases, accounts payable, auditing all purchase orders under \$2500 individually! Each step must be done quickly and to perfection prior to approval of any payment. Also invoicing to OSU and Redmond tenants. And outside contract event booking and billing.

- **Impact on Students/Community** – Ensures policy compliance to state and federal standards so student experience is at and usually above expectations on all levels in relationship to financial laws. Equipment is being replaced constantly to ensure students and staff have the necessary resources to focus on their education. The audits ensure that the money collected from taxes and bonds is being spent on filling the needs of the college and our students.
- **Department Statistics:**
 - Over ½ of Accounts Payable checks have multiple invoices included in a single payment. Each invoice is individually verified/audited and manually entered
 - Current YTD – 3,031 checks processed (above average)
 - 2014 had 10,965 checks processed
 - 286 Expanded Option for high school students obtaining college credits
 - \$5.7 million posted to individual accounts from the Veterans Department

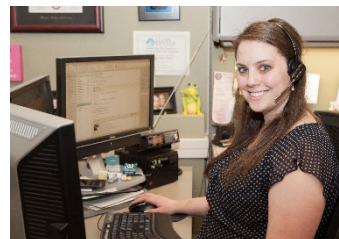
Library overview – 6 employees Offers resources, research help, and information literacy instruction support to all faculty, staff, and students at all of COCC's campuses in Bend, Redmond, Madras, and Prineville. Provides access to local collections (print and online) in addition to the OSU Libraries collection. For resources not provided through the network of services, there is the Inter Library Loan network that is national and provides access to material anywhere in the country direct to students. Each month the library features a theme, with a collection of books and other resources provided for students that are interested. The library also has computers and workrooms available for student



and the public to access. At the reference desk, students can find help with research and other informational needs.

- **Impact on Students/Community** – Nearly unlimited resources available for students and public to access for learning, studying or research. Allows for anyone without direct access to computers to come in and complete their work, whether school related or a job search. Printing and other resources are also available.
- **Department Statistics:**
 - Access to over 20 million academic resources around the Pacific NW
 - 72,000 square feet of space on the Bend campus alone!
 - 80,000 physical books, DVDs, government documents, and journals
 - Over 100,000+ online resources
 - Hosted 18 student success events in 2014

Campus Public Safety overview – 6 employees Dedicated to providing professional services through protection, education and enforcement for all students, staff, faculty, and visitors. Campus Public Safety (CPS) is responsible for the Safety and Security of the Bend, Redmond, Madras and Prineville Campuses. This includes OSU-Cascades, Chandler Lab (Bend), Brightside Veterinary Center (Redmond) and COCC related programs at the Deer Ridge Correctional Facility in Madras.



- **Impact on Students/Community** – Responsible for the safety, security, and protection of the districts students and community users. Officers provide assistance and respond to incidents ranging from medical emergencies, assaults, attempted murder, thefts, sexual assaults, and violations of college policies.
- **Department Statistics:**
 - Officer initiated outreach activities for Feb-April currently over 800!
 - Call volume (Jan. – Sept)
 - 2011 saw a total of 1781
 - 2012 saw a total of 2110
 - 2013 saw a total of 3003
 - 2014 currently has 5655

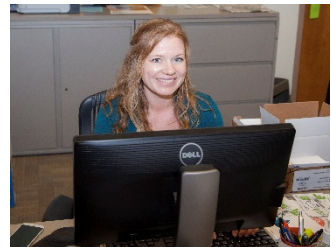
HHP & Physiology overview – 2 employees One of the services provided is a lab environment that performs multiple health and physical tests, open to students. Some of the tests include: Strength testing, flexibility, body composition, V02 testing (for athletes to determine training levels), bike testing for cyclists! Tests have been conducted for the US Olympic Ski Team and the US Paralympics' Ski Team along with other athletes from around the world based on the quality of our tests. COCC has recently been named an IRB to allow us to begin research of human subjects for publication! This team also oversees the on-campus recreation facilities, gymnasium, tennis courts, weight room along with a large variety of classes covering nutrition, stress management, Tae Kwon Do and even rock climbing.

- **Impact on Students/Community** – Provides access to trained staff and precision equipment for both athletes and people looking to improve their overall health. This is open to both students and the community. The recognition and accreditation for this program draw positive attention to our school and Central Oregon.
- **Department Statistics:**
 - Students have 30-60 hours of practicum per term
 - Earned the IRB (institutional review board) designation
 - Collected \$12,300 in Phys. Lab testing fees for 2013/2014 academic year.

Bookstore, Copy Center, and Mail Delivery overview – 9 employees. The Campus Bookstore serves COCC and OSU-Cascades students. The main bookstore is located in Newberry Hall on the Bend Campus. There is also a branch at the Redmond campus. They sell textbooks, academic supplies, electronics, art supplies, greeting cards, gifts and much more. Rentals are also offered as a cost savings to students on a budget. The Copy Center is setup to allow for printing large-scale jobs (including larger formats). Essential for functions, flyers and other promotional material or academic materials for students and staff. Mail is delivered across each campus and between campuses on a regular schedule allowing for quick and efficient communication across all of Central Oregon.

- **Impact on Students/Community** – Sells required materials for all courses and specialized studies necessary for student success. Offers online ordering and local pick-up to reduce student time/traffic in the store, giving students more time to focus on studies. Open to the community for purchasing various specialty industry tools and study materials.
- **Department Statistics:**
 - Annual merchandise budget of \$394,288 (does not count textbooks or food)
 - Annual sales of \$438,947 from the Bookstore
 - Staff of 3 student workers
 - Process approximately 88,800 copies of textbooks each year for 1260 courses requiring textbooks

College and Public Relations overview – 5 employees. Creates and submits press releases to local and national media outlets to announce noteworthy events and generate visibility and a positive awareness of the College, its people and its programs. Helps departments to promote college events, new programs or other newsworthy events. Provides internal documents including business cards, ID cards stationary and more. The COCC website is maintained by each department, but overall by Public Relations.



- **Impact on Students/Community** – Provide students with impactful information in the form of flyers, posters, web content and other media releases to keep them informed of events, specials, guest speakers and more.

- **Department Statistics:**

- During Fall, Winter and Spring term, a total of 30,000 calls came into the main switchboard, not counting an additional 3 phone lines.
- 4,000 ID card blanks ordered for current year.

Continuing Education overview – 5 employees. COCC's Continuing Education Department offers a wide variety of innovative, high quality, community-driven, affordable noncredit classes and events to adults throughout the District. Classes include opportunities to stay current with job skills, engage in a new hobby or expand outdoor activities.

- **Impact on Students/Community** – Continuing Education at COCC strongly encourages and promotes the vision of COCC and that of Life Long Learning.

- **Department Statistics:**

- The Continuing Education Department employees 4 classified staff; 3 full-time and 1 part-time (all 11 month employees).
- In 2014, Continuing Education processed over 14,000 registrations from approximately 4,600 students. CRN's were created for almost 1,110 classes.

Financial Aid overview – 5 employees. Assist students in navigating the complexities of the financial aid process. Process related financial documents for accuracy and completion to help students receive funding awards in the shortest time possible. Process electronic loan records to ensure students receive payments quickly. Certify education payments benefits from the VA and AmeriCorps to assist our Veteran students. Manage COCC Foundation scholarship awards. Facilitate the Federal Work Study process to assist students in their quests to secure an on-campus part-time job for experience in the work force.

- **Impact on Students/Community** – Over 50% of the students at COCC receive some form of financial aid. Without this department, our enrollment would be cut in half! Keeps the students educated on ways to pay for school, setup and manage loans, find work and graduate!

- **Department Statistics:**

- COCC Foundation offers over 300 awards totaling more than \$900,000 for students to help pay for their education.
- Winter 2015 term saw 2885 students receiving financial aid, totaling just under \$10,000,000!

COCC Foundation overview – 1 employee. For 60 years, Central Oregon Community College Foundation scholarships have enabled students to learn new skills, earn technical certificates, complete two-year associate's degrees and be prepared to pursue the remainder of their undergraduate studies at a college or university.

- **Impact on Students/Community** - The Foundation's scholarships provide financial support, but for many students being a scholarship recipient means something more. It

means that someone believes in them enough to provide them with the financial resources needed to attend COCC. It means that someone else believes in their dreams.

- **Department Statistics:**

- Supports all phases of the Foundation’s mission to fundraise and provide funds for scholarships to support students. In Fiscal year-2015, the Foundation provided 351 full scholarships, which represents more than \$1,000,000.
- Helps coordinate the execution of all Foundation events. In 2015, the two biggest events, Meal of The Year and Taste of the Town, netted \$382,000 for scholarships.

Information Technology Services overview – 9 employees.

Serves as the main support for technology related services. Including, but not limited to: purchasing and setting up computers and printers, online safety and security of systems, testing ALL software (compatibility, safety and security), customizing user experience based on department needs, wiring new and existing buildings, networking phones and computers between all locations, audio/visual for classrooms and community events, video production for all school related events, and many other duties. Support is ongoing for both hardware and software and responses are available 24/7 as needed.



- **Impact on Students/Community** – Student access to network, Blackboard, Bobcat and other online services is critical for students to manage class loads, complete assignments, enroll in classes, pay for schooling, and provide access to software/hardware that may not be available off campus.

- **Department Statistics:**

- Classified ITS is made up of 11 full time positions, 9 positions currently filled
- Receive over 3000 tickets per year related to technology support covering 7 locations throughout Central Oregon
- Manage 5 drop-in computer labs on 2 campuses.
 - Labs staff up to 30 student workers during the year.

Campus Services overview – 35 employees.

Campus Services are responsible for the care and maintenance of all building, grounds, waste, supplies, repairs, selected room access, transportation, snow removal and many other aspects of the physical wellbeing of the campuses. Just under 4,000 service tickets are submitted on average per year that are addressed on top of the regular full time duties assigned.



- **Impact on Students** – Winter snow removal ensures a safe environment for students and keep classes running. Ground maintenance keeps the school looking great and reflects a positive image of the school to everyone. Shuttle service allows students

access across the entire campus while reducing traffic and parking congestion. Keeping the buildings functional (doors, lights, paths) ensuring a safe environment year-round.

- **Department Statistics:**

- Maintenance process just under 2,000 service tickets per year.
- Grounds process over 400 service tickets per year
- Custodial process over 230 service tickets per year
- Front office process over 1200 service tickets per year

Institutional Effectiveness overview – 1 employee. Promote the utilization of information for effective planning and decision-making, improvement of teaching and learning, and the enhancement and well-being of the College and community it serves. Conduct in-house and external surveys to receive feedback on programs, classes, institutional processes and other data to find ways to improve the experience for students and streamline the effectiveness of other programs.

- **Impact on Students** – By effectively tracking student success, the Institutional Effectiveness department is able to provide crucial feedback to various programs at COCC and enhance our curriculum by aiding the articulation process.

- **Department Statistics:**

- 40 in-house surveys
- 7 external surveys
- 19 State extracts/reports
- 6 IPEDS reports annually



Tutoring & Testing overview – 1 employee. COCC offers a variety of testing services across our campuses and in the Central Oregon Community. Many services are available to community members, as well as COCC and OSU-Cascades students. Some of the tests offered in the testing center are: Certification, Distance Education, GED, Nursing Admissions, Placement, and make-up exams (proctored). Tutoring office can be found on both on all 4 campuses that cover subjects like math, Computer Science and Writing. Some additional tools that are provided include graphing calculators and textbooks. Tutoring is open to the public as well.

- **Impact on Students** – Provides a comfortable environment to allow students access to mentors and tutors that can assist with questions and elaborate on instructions. This service can mean the difference between passing and failing classes for some students. Keeping them on track for graduation!

- **Department Statistics:**

- Online Tutoring offers help in 15 different courses.
- 11,363 number of tutoring visits annually
- 7,465 number of testing visits annually

Admissions & Records and Enrollment/Cashiering overview – 14 employees.

Admissions & Records is responsible for supporting students, from inquiry through graduation, and share with them the information and tools they need to successfully navigate COCC's enrollment services in order to achieve their academic goals.



Impact on Students - Admissions & Records answers detailed questions about COCC programs, classes, admissions, placement testing, advising, registration, financial aid, student accounts, policies, procedures and deadlines, both in person and over the phone. We are a student's first connection with COCC. We assist students throughout their academic experience, all while encouraging self-advocacy.

Daily tangible impacts include: scheduling campus tours, assisting with the application process, adding and dropping classes, receiving tuition payments, resetting student Bobcat Web account login information, processing transcripts, scheduling New Student Advising and placement testing appointments.

Department Statistics:

- 2,423 transcripts articulated in 2014 (calendar year)
- 8,470 applications for admission in 2014 (calendar year)
- 1,397 degrees and certificates awarded in 2014 (calendar year)
- 1,276 grade changes processed for students (calendar year)
- 450 duplicate accounts resolved in 2014 (calendar year)
- Admissions & Records staff answered 34,665 phone calls from current students, prospective students, and community members in 2014. On average that is about 3,000 calls per month (calendar year)
- 2,423 transcripts articulated in 2014 (calendar year)

Department Admin Assistants (related support positions) overview – 31

employees. Direct support for all faculty across all campuses. Scheduling meetings, ordering supplies, process funds, curriculum updates, event setup, website update, order books, adjust load units, schedule class exams, potentially 60,000 student evaluations processed for instructors, each term. Primary assistant for the department chairs, running reports, maintaining budgets, monitoring enrollment, assisting with training for each new department chair every 4 years. Primary contact for students, faculty, outside business and community members along with college personnel.

- **Impact on Students** – We support students in a very direct manner in regards to classroom and curriculum scheduling, load balancing for classes, helping faculty to be prepared for each day, processing student evaluations for faculty to use for making improvements to individual curriculums.

- **Department Statistics:**

- 13 Admins support 335 faculty, an average of 26 faculty per admin.
- 3,700+ CRN's built between 13 departmental class schedules.
- Assigning rooms, syllabi, books, load unit management, scheduling exams



- 16,900 students enrolled, 60,000 classroom seat allotment planning
- Culinary managed the ordering and processing of over \$100,000 in food and supplies for that program.
- Over 940 Biology science labs prepared per academic school year.

Student Services (student life, Juniper Hall, Academic Computer Support) overview

– 5 employees. Student services provide a wide variety of assistance to prospective students, current students, and alumni of COCC. Student services encompass the following departments targeted for student success: admissions and records, CAP center, Financial Aid, Multicultural department, and Tutoring and Testing. Committed to providing work and learning environments that respect and educate about cultural differences.

- **Impact on Students** - COCC's Student Services Division has grappled with the best process to effectively assess programs and services. Student Services has explored models from a variety of campuses, as well as worked with the Council for the Advancement of Standards (CAS) approach. Services offered range from housing, to account login support, Blackboard setup and maintenance, and community based activities for students to celebrate success!
- **Department Statistics:**
 - ASCOCC – Made up of 6 student Council Officers
 - New Residence hall will house 300 students
 - Provides certification for staff in the form of a Diversity Education Award Program, requiring 15 hours of training in cultural diversity

Payroll overview – 1 employee - Provide the monthly auditing and processing of income/timesheets for all COCC employees, including student irregular wage workers, work-study students, staff and faculty. Ensures the timeliness and accuracy on all timesheets and other payroll related processes.

- **Impact on Students** – Accurate and timely processing of timecards for student workers and staff allow departments to stay on top of payroll and budgeting. Budget accuracy allows for more accurate predictions for staffing to ensure we have the people in place to serve our students and staff! This affects all departments and aspect of Central Oregon Community College.
- **Department Statistics:**
 - Process over 8,000 timesheets per year, currently we have only 1 Classified member in this department.

This is just a sampling of the support provided by the Classified Association Staff at COCC to help support and foster a positive educational environment and promote student success. We, as a team, know that it takes all members of an organization to succeed. We are proud to do our rolls with the college and enjoy working with the rest of the teams here. Thank you all for your support of the college as a whole and the Classified Staff.



Together we will continue to ensure Student Success is our number one priority!



Special thank you to all our Classified Staff:

A.J. Middleton	Brad Barnett	Caitlin Lewis	Christopher March
Adam Neider	Brady Hickman	Caityn Henry	Colette Hansen
Adrian White	Brenda Turner	Carl Williams	Cristi Steiert
Albert Brooks, Jr	Brett Ammann	Carol Hussion	Darrin Reynolds
Allison Styffe	Brian Allison	Carrie McCormick	Daura Bowman
Alma Aguiar	Brian Flener	Catherine "katie" Perez	Deborah Lehto
Andrea 'Andy' Edgerton	Brian Nelson	Charles 'Dean' Hendrix	Deena Cook
Becky Smith	Bruce Thompson	Cheryl Britton	Denise Hatch
Bill Bryan	Bud Avila	Cheryl Pitkin	Derwyn Hanney
Bonnie Steiner	Cady-Mae Hunt	Christin Sands	Dianne Kristiansen

Donald "Don" Doughty	Kenneth Harmon	Mike Podell	Steven Huddleston
Elaine Simay-Barton	Kent Vogel	Moises Viramontes	Susan Galecki
Emily Smith	Kevin Hughes	Molly O'Neal	Susan Wood
Eric Weller	Kevin Lanier	Mui Green	Terri Botts
Erica Waldbillig	Kevin Miller	Nancy Blair-Madison	Tina Leslie
Erika Wooler	Kevin Quick	Nancy Butler	TJ Evans
Ethan Smith	Kim Bessling	Otis Bass	Tom Reed
Eugen Helmbrecht	Kim Landin	Patricia Givens	Tracy Crockett
Floyd Mergel	Kirsteen Wolfe	Peter Roberts	Tracy Thille
Gail Tague	Konnie Handschuch	Ramiro Terrazas	Troy Chubb
Georgina Terrazas	Kristi Dunlap	Raquel Meyers	Yan Yan Buduan
Harley Burnett	Lance Woodward	Rebecca Oprish	Yasuko Jackson
J.C. Root	Laurel Kent	Renee Brazeau-Asher	Zebulin Evelhoch
Janis Fisher	Layla Solar	Robert "Scott" Lewis	
Janis Siegrist	Leilani Sykes	Roxanne Burger-Wilson	
Jared Fain	Linda Andrus	Ruth Wolfe	
Jared Starnes	Linda Skladal	Ryan Hildenbrand	
Jennifer Timm	Linda Williams	Samantha Loza	
Jennifer Beltis	Lisa Bacon	Sara Evans	
Jennifer Jordan	Lisa Chitwood	Stella Mackey	
Jessica Johnson	Lora Szorienic	Stephanie Clark	
Jessica Michaels	Lydia Hernandez	Stephanie Goetsch-Paul	
Jo Fief	Lynne Hart	Steve Johnston	
JoAnn Seeley	Malissa Hice	Steven Julian	
Jodi Bemrose (Cashman)	Marcia Clark		
John Traylor	Marcia McCullough		
Julia Dumas	Marla Railey		
Julie Riel	Mary Beth Hamilton		
Julie Townsend	Mary Nelson		
Karl Heeren	Matthew Greenleaf		
Katharine Condon	Melissa Monette		
Katie Ritter	Michael Boyd		
Ken Davis	Michelle Ruebush		



OLD BUSINESS
1st Reading

COCC Achievement Compact

2015-16 Achievement Compact (AC) Development Timeline:

	College Planning Team (CPT) and Theme Teams (TT)
	College Affairs
	Board/Budget

Date	Task	Responsible Party
February 1, 2015	Review and approval with local board (Legislation) <i>No response from OEIB on this date so considered moot</i>	
February 12, 2015	COCC receives OFFICIAL 2013-14 baseline AC numbers	State
February/March 2015	Validate 2013-14 baseline numbers and populate 2014-15 projections and 2015-16 targets	Institutional Effectiveness (IE) office
March 4, 2015	College Planning Team <i>Review status of the 2015-16 AC</i>	Matt McCoy
March 17, 2015	COCC Board of Directors and Budget Committee <i>Present the 2015-16 AC Development Timeline</i>	Shirley Metcalf / Matt McCoy
April 1, 2015	College Planning Team <i>Review status of the 2015-16 AC</i>	Matt McCoy
April/May 2015	College Planning Theme Teams: Institutional Sustainability, Transfer and Articulation, Workforce Development, Basic Skills and Lifelong Learning <i>Review status of the 2015-16 AC</i>	College Planning Theme Team Co-Chairs
April 3, 2015	College Affairs for 1 st Reading	Matt McCoy
April 8, 2015	COCC Board of Directors and Budget Committee <i>Present the 2015-16 AC</i>	Shirley Metcalf / Matt McCoy
Mid- April 2015	2014-15 projections and 2015-16 targets refreshed by incorporating spring 2015 enrollment	IE Office
May 6, 2015	College Planning Team – May Meeting <i>Finalize COCC’s 2015-16 Achievement Compact</i>	Matt McCoy
May 8, 2015	College Affairs for 2 nd Reading	Matt McCoy
May 13, 2015	COCC’s 2015-16 FINAL AC to Board for 1st Reading	Shirley Metcalf / Matt McCoy
June 10, 2015	COCC’s 2015-16 Achievement Compact approved by Board	Shirley Metcalf / Matt McCoy
June 30, 2015	COCC’s 2015-16 Achievement Compact Submitted to HECC	Shirley Metcalf / IE Office

Central Oregon Community College Achievement Compact for 2015-16

Outcome Measures	2013-14 Actual		2014-15 Projected		2015-16 Target	
Are students completing their courses of study and earning certificates and degrees?						
<i>Number of students completing:</i>	All	Underrepresented	All	Underrepresented	All	Underrepresented
Adult HS diplomas/GEDs	268	N/A	0	N/A	0	N/A
Certificates/Oregon Transfer Modules	462	328	526	347	483	319
Associate degrees	866	469	766	380	702	348
Transfers to four-year institutions	1722	443	1668	460	1600	442
Programs of study (under development)						
Are students making progress at the college?						
<i>Number (&/or % where indicated) of students:</i>	All	Underrepresented	All	Underrepresented	All	Underrepresented
Enrolled Dev. Ed. Writing who complete (%)	60%	59%	63%	63%	63%	63%
Enrolled in Dev. Ed. Math who complete (%)	62%	60%	65%	65%	66%	66%
Who earn 15/30 college credits in the year (#)	4827/2267	2756/1370	4345/2049	2555/1254	4128/1946	2427/1191
Who pass a national licensure exam (#/%)	277/92%	N/A	280/90%	N/A	283/90%	N/A
Are students making connections to and from the college?						
<i>Number of students who:</i>	All	Underrepresented	All	Underrepresented	All	Underrepresented
Are dual enrolled in Oregon high schools	910	84	1060	87	1120	92
Are dual enrolled in OUS	1013	164	1058	160	1102	166
Who transfer to OUS	1418	366	1404	393	1360	381
Employment (under development)						
Local Priorities (Optional for each district)						
<i>Number and/or percentage of students who:</i>	All	Underrepresented	All	Underrepresented	All	Underrepresented
What is the level of public investment in the district?						
	2013-14 Actual		2014-15 Projected		2015-16 Target	
State funds	6,739,794		7,575,397		9,109,866	
Local Property tax revenue	12,914,696		13,924,044		14,803,071	
Total state and local operating funds	19,654,490		21,499,441		23,912,937	

**Central Oregon Community College Achievement Compact for 2015-16
For Underrepresented Students 2013-14**

Outcome Measures Actuals for 2013-14	African-American	Hispanic/ Latino	Native Amer. Or Alaskan Native	Pacific Islander	Multi-Racial Multi- Ethnic	Economically Disadvantaged
Are students completing their courses of study and earning certificates and degrees?						
<i>Number of students completing:</i>						
Adult HS diplomas/GEDs	N/A	N/A	N/A	N/A	N/A	N/A
Certificates/Oregon Transfer Modules	*	38	16	*	8	323
Associate degrees	*	38	16	*	*	352
Transfers to four-year institutions	9	97	26	*	18	313
Programs of study (under development)						
Are students making progress at the college?						
<i>Number (&/or % where indicated) of students:</i>						
Enrolled Dev. Ed. Writing who complete (%)	48.0%	61.1%	52.8%	62.5%	0.0%	58.9%
Enrolled in Dev. Ed. Math who complete (%)	50.9%	58.5%	53.4%	68.2%	0.0%	60.8%
Who earn 15/30 college credits in the year (#)	27/0	369/183	84/36	23/11	0/0	2492/1253
Who pass a national licensure exam (#/%)	N/A	N/A	N/A	N/A	N/A	N/A
Are students making connections to and from the college?						
<i>Number of students who:</i>						
Are dual enrolled in Oregon high schools	*	52	9	*	0	*
Are dual enrolled in OUS	6	58	16	*	9	74
Who transfer to OUS	9	78	22	*	16	256
Employment (under development)						

**In accordance with federal regulations, cell sizes fewer than six are suppressed*

**Central Oregon Community College Achievement Compact for 2015-16
 For Underrepresented Students 2014-15**

Outcome Measures Projected for 2014-15	African-American	Hispanic/ Latino	Native Amer. Or Alaskan Native	Pacific Islander	Multi-Racial Multi- Ethnic	Economically Disadvantaged
Are students completing their courses of study and earning certificates and degrees?						
<i>Number of students completing:</i>						
Adult HS diplomas/GEDs	N/A	N/A	N/A	N/A	N/A	N/A
Certificates/Oregon Transfer Modules	*	38	16	*	8	323
Associate degrees	*	38	16	*	*	352
Transfers to four-year institutions	8	75	30	*	*	375
Programs of study (under development)						
Are students making progress at the college?						
<i>Number (&/or % where indicated) of students:</i>						
Enrolled Dev. Ed. Writing who complete (%)	63.0%	63.0%	63.0%	63.0%	63.0%	63.0%
Enrolled in Dev. Ed. Math who complete (%)	65.0%	65.0%	65.0%	65.0%	65.0%	65.0%
Who earn 15/30 college credits in the year (#)	30/12	274/123	91/41	13/*	22/10	2385/1188
Who pass a national licensure exam (#/%)	N/A	N/A	N/A	N/A	N/A	N/A
Are students making connections to and from the college?						
<i>Number of students who:</i>						
Are dual enrolled in Oregon high schools	*	54	*	*	17	*
Are dual enrolled in OUS	*	49	20	*	*	91
Who transfer to OUS	*	66	25	*	*	316
Employment (under development)						

**In accordance with federal regulations, cell sizes fewer than six are suppressed*

**Central Oregon Community College Achievement Compact for 2015-16
For Underrepresented Students 2015-16**

Outcome Measures Targets for 2015-16	African-American	Hispanic/ Latino	Native Amer. Or Alaskan Native	Pacific Islander	Multi-Racial Multi- Ethnic	Economically Disadvantaged
Are students completing their courses of study and earning certificates and degrees?						
<i>Number of students completing:</i>						
Adult HS diplomas/GEDs	N/A	N/A	N/A	N/A	N/A	N/A
Certificates/Oregon Transfer Modules	*	35	15	*	7	296
Associate degrees	*	35	15	*	*	323
Transfers to four-year institutions	8	72	29	*	*	360
Programs of study (under development)						
Are students making progress at the college?						
<i>Number (&/or % where indicated) of students:</i>						
Enrolled Dev. Ed. Writing who complete (%)	63%	63%	63%	63%	63%	63%
Enrolled in Dev. Ed. Math who complete (%)	66%	66%	66%	66%	66%	66%
Who earn 15/30 college credits in the year (#)	29/12	260/117	87/39	12/*	21/10	2266/1129
Who pass a national licensure exam (#/%)	N/A	N/A	N/A	N/A	N/A	N/A
Are students making connections to and from the college?						
<i>Number of students who:</i>						
Are dual enrolled in Oregon high schools	*	57	9	*	12	*
Are dual enrolled in OUS	*	51	21	*	*	95
Who transfer to OUS	*	64	24	*	*	306
Employment (under development)						

**In accordance with federal regulations, cell sizes fewer than six are suppressed*

**Central Oregon Community College
Board of Directors
Resolution**

Prepared by: Charley Miller-Vice Chair, Board of Directors

<p>Subject: Join the “Community Coalition for Higher Education” and support OSU-Cascades Westside Site Selection</p>

A. Background

Community Coalition for Higher Education-Vision: To create a Coalition of Bend’s and Central Oregon’s leading organizations (nonprofit & for-profit) with the goal of publically supporting OSU-Cascades and its Westside site selection. “Public Support” could include:

- 1) agreeing to the use of the Coalition Partners name on our website and in our media and support materials;
- 2) helping with financing;
- 3) helping to educate others and
- 4) gathering more Coalition members.

Coalition partners would provide advocacy throughout the community and provide financial support.

B. Options/Analysis

Join the Coalition and support OSU-Cascades and its Westside site selection

Do not join the Coalition to support OSU-Cascades and its Westside site selection

C. Budget Impact: To be determined.

D. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Director’s do hereby join the Coalition to support OSU-Cascades and its Westside site selection.

**Central Oregon Community College
Board of Directors
Resolution**

Prepared by: Matthew McCoy, Vice President for Administration

Subject: Accreditation Core Themes	Approve a Fifth Accreditation Core Theme – Institutional Sustainability
Related to Strategic Plan Themes and Objectives - Institutional Sustainability	Results in a direct correlation with the Strategic Plan Institutional Sustainability Theme

A. Background

In December 2009 the COCC Board approved the four accreditation core themes of transfer and articulation, workforce development, basic skills, and lifelong learning. In June of 2013 the Board adopted the 2013-18 COCC Strategic Plan that has five themes – the four accreditation core themes and a fifth theme, institutional sustainability that originates from previously identified Board priorities.

Since adopting the 2013-18 Strategic Plan, there is confusion regarding the four accreditation core themes and the five strategic planning themes.

On April 23 and 24, 2015, two accreditation evaluators from the Northwest Commission on Colleges and Universities visited COCC to conduct a Mid-Cycle Evaluation. During discussions with the evaluators it was confirmed that having four themes for accreditation and five themes for strategic planning complicates matters relating to both accreditation and planning. To remedy the confusion and to simplify the College's approach to accreditation and planning, it is recommended that the Board adopt a fifth core theme for accreditation - institutional sustainability - the same as is currently used for planning.

B. Options/Analysis

Adopt a fifth accreditation core theme.
Do not adopt a fifth accreditation core theme.

C. Timing

Adopting a fifth accreditation core theme at this time will benefit the ongoing accreditation process and help eliminate confusion with a difference in themes between accreditation core themes and strategic planning themes

D. Budget Impact

There is no budget impact associated with this determination.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors do hereby adopt institutional sustainability as the fifth accreditation core theme.

**Central Oregon Community College
Board of Directors
Resolution**

**Prepared by: Matt McCoy, Vice President for Administration
& Julie Mosier, Purchasing and Contracts Analyst**

Subject	Solar Power Purchase Agreement Award and Protest review
Strategic Plan Themes and Objectives	
Institutional Sustainability	IS.6 - Further develop and enhance facilities to ensure institutional quality and viability. IS.10 - Maintain student affordability while ensuring efficient and cost effective operations.

A. Background

The College issued Request for Proposal (RFP) #1478-14 Solar Power Purchase Agreement, following COCC Board approval of findings for alternate contracting methods, in their capacity as the Local Contract Review Board, at the December 2014 meeting. The RFP closed in February and three proposals were received. Proposals were submitted by Pacific Crest Affordable Housing, Oakleaf Energy Partners, and Sunlight Solar. Following extensive evaluation by the RFP scoring team Sunlight Solar was selected as the highest-ranking Proposer. On April 13th a Notice of Intent to Award was issued, pending Board Approval. On April 20th, the College received a formal written protest from Pacific Crest Affordable Housing, stating several reasons why the intended awardee was non-responsive. Following review of the protest, the submitted proposals, the original solicitation document, and on the advice of counsel, the College has determined that the solicitation documents contained inconsistencies relating to key aspects of the RFP Scope of Work which contributed to proposal response discrepancies and unnecessarily restricted competition for the contract. Findings are attached.

B. Options/Analysis

Reject all Proposals for RFP 1478-14 Solar Power Purchase Agreement, pursuant to ORS 279B.100, ORS 279C.395, OAR 137-047-0650 and OAR 137-049-0440, and issue a new solicitation.

Award RFP 1478-14 Solar Power Purchase Agreement contract to highest-ranking Proposer, Sunlight Solar.

C. Timing

Rejection of all Proposals for RFP 1478-14 Solar Power Purchase Agreement and issuance of a new solicitation at this time will allow the project to be completed within the timeline required by statutes for green building technologies.

D. Budget Impact

There is no budget impact anticipated from this action.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors acting in their capacity as the Local Contract Review Board, reject all proposals for RFP 1478-14 Solar Power Purchase Agreement and authorize that a new solicitation be issued.



Exhibit: 9.a1 # 1
May 13, 2015

CENTRAL OREGON COMMUNITY COLLEGE

ADDENDUM # 1

DATE: January 21, 2015

RFP # **1478-14**

Solar Power Purchase Agreement

RFP CLOSES: **February 12, 2015**

To all prospective Proposers,

This addendum is issued to clarify, add, delete, correct and/or change the RFP documents to the extent indicated and is hereby made a part of the above noted RFP documents. This addendum shall be included in the proposal and, when closing the contract, will be a part thereof. Any modifications made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the Request for Proposal remain in force. It is the responsibility of all Proposers to conform to this addendum.

On January 14, 2015 Central Oregon Community College received a "Revised and Extended" Solar Electric Preliminary Incentive Reservation from Energy Trust of Oregon.

Section 5.2.1 is amended as follows:

The Energy Trust of Oregon has reserved incentive funding of ~~\$90,000~~ **\$200,000** for the project through ~~March~~ **May** 6, 2015. In order for COCC to retain the incentive during the Preliminary Reservation Period, the following milestones must be met.

For questions please contact:

Julie Mosier, Purchasing Coordinator

jmosier@cocc.edu

541-383-7779

Newberry Hall, Room 118

2600 NW College Way

Bend, OR 97701

-End of Addendum-



CENTRAL OREGON COMMUNITY COLLEGE

ADDENDUM # 2

DATE: February 3, 2015

RFP # **1478-14**

Solar Power Purchase Agreement

RFP CLOSES: ~~February 12, 2015~~ **(February 26, 2015)**

To all prospective Proposers,

This addendum is issued to clarify, add, delete, correct and/or change the RFP documents to the extent indicated and is hereby made a part of the above noted RFP documents. This addendum shall be included in the proposal and, when closing the contract, will be a part thereof. Any modifications made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the Request for Proposal remain in force. It is the responsibility of all Proposers to conform to this addendum.

The closing date is now February 26, 2015. Section 2.1 is changed as follows:

2.1 SOLICITATION SCHEDULE

ISSUE RFP	JANUARY 14, 2015
PRE-PROPOSAL MEETING	JANUARY 27, 2015
DEADLINE FOR QUESTIONS/SOLICITATION PROTEST	FEBRUARY 2, 2015
LAST ADDENDA ISSUED	FEBRUARY 6, 2015
RFP CLOSES	FEBRUARY 12 26 , 2015
EVALUTION	FEBRUARY 13-26 27 – MARCH 11 , 2015
INTERVIEWS (if needed)	MARCH 4-5 18-19 , 2015
NOTICE OF AWARD*	MARCH 6 20 , 2015
IMPLEMENTATION START DATE	Late March 2015

*Pending Board Approval

For questions please contact:

Julie Mosier, Purchasing Coordinator

jmosier@cocc.edu

541-383-7779

Newberry Hall, Room 118

2600 NW College Way

Bend, OR 97701

-End of Addendum-



**CENTRAL OREGON COMMUNITY COLLEGE
ADDENDUM # 3**

DATE: February 5, 2015

RFP # **1478-14**

Solar Power Purchase Agreement

RFP CLOSES: **February 26, 2015**

To all prospective Proposers,

This addendum is issued to clarify, add, delete, correct and/or change the RFP documents to the extent indicated and is hereby made a part of the above noted RFP documents. This addendum shall be included in the proposal and, when closing the contract, will be a part thereof. Any modifications made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the Request for Proposal remain in force. It is the responsibility of all Proposers to conform to this addendum.

Q1: Blue Sky grant states that the owner of the system has to be the owner of the property, is there documentation?

A1: Pacific Power is aware of the ownership status and has approved the Blue Sky award with that knowledge.

Q2: How many kiosks? Indoor/outdoor? Is the College providing electricity? Large screen monitor indoors?

A2: Must have a display in each building (4 buildings) on the Redmond Campus. With a display (monitor) size of a minimum 42 inches.

Q3: RED Grant Funding / Energy Trust Grant

A3: See Section 7.5.8i . The ETO grant is \$200K and that the applicant should clearly show in the proposal if any inclusion of additional potential alternative funding sources (i.e., RED grant @ \$250K and REAP grant) is part of the Cost Proposal assumptions.

Q4: Utilities information provided?

A4: The expectation that COCC will purchase a negotiated amount of the systems output. The assumption is that excess output will be sold to Pacific Power.

Q5: Would we build more buildings to use excess electricity?

A5: There are no plans to build additional buildings on the Redmond Campus.

Q6: Do we know what rate excess sold back per Blue Sky?

A6: Unknown. The College assumes this will be part of the interconnection agreement (attached).

Q7: What type of alternative financing is meant in the RFP?

A7: This is at the discretion of the Proposer.

Q8: Availability of funds

A8: Section 5.10 is changed as follows:

~~Any Contract awarded pursuant to this RFP that has a term of more than one year must include a non-appropriation clause.~~ Continuation or extension of the Contract after the end of the fiscal period in which the Contract takes effect shall be contingent upon a new appropriation for each succeeding fiscal period. If sufficient funds are not provided in future COCC approved budgets of COCC (or from applicable federal, state, or other sources) to permit COCC, in the exercise of its reasonable administrative discretion to continue the Contract, COCC may terminate the Contract without further liability by giving Proposer reasonable notice.

Q9: 7.5.3 Backup Inverter: Battery backup? Do we need 2 inverters?

A9: Section 7.5.3 xv is changed to read:

manufacturer and model of the modules, racking system, inverter and on-site, **if included in proposed design**, backup inverter;

Q10: Clarify plan for removal if COCC chooses not to purchase array.

A10: Section 7.5.4.xiii is changed to:

Address how the components will be designed and installed in such a manner as to allow for such components to be removed at a later time, **if the College chooses to have the equipment removed**, without impacting other possible warranties the College holds, or causing harm to the facility, grounds or persons.

Q11: Is the completion date was a firm date or could it be pushed back?

A11: The requirement per statute is a completion one year after the final applicable building project completes. A change in completion date may affect ETO/Blue Sky/ and RED funding. The current completion date is Sept 2015, and the College will consider a request to extend the date, including consideration of extending the date to the start of a quarter for start up.

Q12: 7.5.8 X Proposed – Does COCC have funds to buy down rate – Co-payment

A12: The College hopes to contribute as little as possible to the project up front, but will consider all aspects of proposals, including those that propose contributions from the College.

Q13: Substitution list – Will we approve equivalent list before proposals submitted?

A13: Yes. Deadline for substitution requests is February 10 and will be answered within 3 business days.

Section 2 is changed as follows:

ISSUE RFP	JANUARY 14, 2015
PRE-PROPOSAL MEETING	JANUARY 27, 2015
DEADLINE FOR QUESTIONS/SOLICITATION PROTEST	FEBRUARY 2, 2015
DEADLINE FOR SUBSTITUTION REQUESTS	FEBRUARY 10, 2015
LAST ADDENDA ISSUED	FEBRUARY 6 13, 2015
RFP CLOSES	FEBRUARY 12 26 2015
EVALUTION	FEBRUARY 13-26 FEBRUARY 27 –MARCH 11,
2015	
INTERVIEWS (if needed)	MARCH 4-5 18-19, 2015
NOTICE OF AWARD*	MARCH 6 20, 2015
IMPLEMENTATION START DATE	Late April 2015
*Pending Board Approval	

Q14: Do we have a manufacturer preference?

RFP # 1478-14 SOLAR POWER PURCHASE AGREEMENT

CENTRAL OREGON COMMUNITY COLLEGE ♦ 2600 NW College Way ♦ Bend, Oregon 97701-5998 ♦ Telephone (541) 383-7700

- A14: As stated in the RFP.
- Q15: Regarding equivalency numerical or qualitative measure- Define equivalency.
A15: Equal or better in the College's sole determination. COCC will determine equivalencies based on criteria such as, but not limited to; size, warranty, rated output, rated efficiency, deration factor, etc.
- Q16: O & M page 23 Fees, 7.5.8 what is the intent? Ownership provides O & M, Training our staff? Clarify this point, Right to provide O & M
A16: See Section 7.5.8 xii
- Q17: How far from inter connection to site?
A17: It is the responsibility of the Proposer to determine distance.
- Q18: What is the total area of the project site? Open to more area?
A18: See Exhibit E for estimated area. The College will consider a request to extend the area.
- Q19: Access from Airport Way?
A19: See Section 5.2
- Q20: Is there a utility easement for the power and telephone lines?
A20: See October 3, 2014 Preliminary Title Report (attached).
- Q21: Type of Mount?
A21: See Section 5.1 and 5.2
- Q22: Utility Escalator 2 or 5%?
A22: 2%
- Q23: Proposal needs to show the College will see a benefit to receive points. Is this in the first year or can it show levelized benefit over time
A23: There is no stated requirement that a Proposal show the College benefitting in the first year of the agreement.
- Q24: Who pays for a fence around Array? What is code? Or do this for security
A24: Must design per current code. If fence is required, Proposer to pay for. If not required but proposer includes a fence in proposal, proposer to pay for fence.
- Q25: 7.5.2 V – Non binding Letter 7.6. –Binding Finance agreement, 90 days binding versus 180 days binding in another section
A25: There are two different topics in this question: a binding proposal period, and a binding finance letter. With regard to the Proposal binding period, Section 4.7.1 is changed as follows:
4.7.1 A submitted Proposal may not be withdrawn or canceled by the Proposer ~~ninety (90)~~ **one hundred eighty (180)** calendar days following the time and date designated for the receipt of Proposals or modified except by College-requested non-material clarification and supplementary submittals. (Material content involves quality, quantity, price and delivery.)
- With regard to the binding financial statement:
a. Section 7.5.2 v. requires a non-binding letter of intent signed by the main financier

- b. 7.5.6 x. requires a binding commitment to finance the project signed by the Proposer. 7.5.6 x. further reads that the binding commitment may be conditional, assuming the conditions are clearly stated. One possible condition could conceivably be the financing by the financier referenced in section 7.5.2 v.

Q26: (4.15.2) What is the wage determination for this project?

A26: The wage rates are per BOLI Prevailing wage rates published as of January 1, 2015, in Region 10, Deschutes County.

Q27: (5.2)The College will grant the Contractor or its designee appropriate property rights to access the property and perform all required tasks relating to the installation and operation of the System.
CLARIFICATION: Is it the responsibility of the College or Contractor to get property right access from the City of Redmond?

A27: It is the Contractors responsibility, with prior approval and support from COCC.

Q28: (4.14.7) Amend or extend the terms of any contract.....(5.6)....substantially complete construction on or before Sept. 30, 2015. (7.5.5 vi.)...must demonstrate start-up and commissioning on or before September 30, 2015. CLARIFICATION: Is there a firm date for substantially complete or commissioning? Will the first of a quarter be considered for startup?

A28: See response to Q11.

Q29: (5.2.3) Can you please provide the dollar amount requested for COCC in the RED application.

A29: See response to Q3.

Q30: (5.3) What is the criteria in determining a solar module equivalency to SolarWorld? i.e. Linear performance guarantee, percentage of module efficiency?

A30: See response to Q13.

Q31: (5.4 ii) Please confirm number of kiosk(s), location(s), and if COCC will be providing electrical and internet connectivity to the designated location(s).

A31: See response to Q2.

Q32: (5.4.3) "Cloud-base monitoring data" being the property of COCC is likely to limit competition per instruction (4.1.2)

A32: Section 5.4.3 is changed as follows:

All data collected and stored on the proposed cloud-based Monitoring and Control system is the property of COCC. Upon request by COCC before or within sixty (60) days after the effective date of termination of the SPPA or alternative approach, Proposer will make available to COCC a complete download file of Customer Data. ~~in XML format, including all schema and transformation definitions and/or delimited text files with documented, detailed schema definitions, and any attachments in their native format.~~ **Proposer should outline what customer data will be made available for download or transfer, including amount of historical data (e.g., 6 months, 1 year, etc.), data format, transformation definitions, schema definitions, and any attachments.**

Q33: (5.5)....(a) acquire the System....at little or no charge.... (7.5.8 iii.)ownership of the system shall shift to COCC for a mutually agreed, nominal fee....CLARIFICATION: Could this also be defined as fair market value as pertains to COCC purchasing the system?

- A33: Yes. Nominal fee could be defined as Fair Market Value with regard to COCC purchasing the system at the end of the assumed 20 year agreement term. Prior to the end of the agreement term, Fair Market Value will likely be more than nominal.
- Q34: (7.5.2 iv.) Will references be omitted from the page count?
A34: References will be included in the page count.
- Q35: (7.5.2 v.)...A non-binding letter of intent...(7.5.6 x.)...binding commitment. CLARIFICATION: Is a non-binding or binding commitment required in the response to RFP?
A35: See response to Q25.
- Q36: (7.5.6)....assuming an annual 2% utility rate escalator....(7.5.8 viii.)....assumed electrical rate escalation of 5.0% CLARIFICATION: What is the rate of escalation to be used in a financial model.
A36: Rate of escalation in financial model is determined by proposer.

For questions please contact:
Julie Mosier, Purchasing Coordinator
jmosier@cocc.edu
541-383-7779
Newberry Hall, Room 118
2600 NW College Way
Bend, OR 97701

-End of Addendum-



Exhibit: 9.a1 – 4
May 13, 2015

**CENTRAL OREGON COMMUNITY COLLEGE
ADDENDUM # 4**

DATE: February 10, 2015
RFP # **1478-14**
Solar Power Purchase Agreement
RFP CLOSES: **February 26, 2015**

To all prospective Proposers,
This addendum is issued to clarify, add, delete, correct and/or change the RFP documents to the extent indicated and is hereby made a part of the above noted RFP documents. This addendum shall be included in the proposal and, when closing the contract, will be a part thereof. Any modifications made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the Request for Proposal remain in force. It is the responsibility of all Proposers to conform to this addendum.

A request has been made for a geotech report for the proposed location of the array. A geotech survey was not made specifically for this project, however a report of the campus was made in 1996 and another for the Technology Education Center in 2011. Both documents are attached.

For questions please contact:
Julie Mosier, Purchasing Coordinator
jmosier@cocc.edu
541-383-7779
Newberry Hall, Room 118
2600 NW College Way
Bend, OR 97701

-End of Addendum-



**CENTRAL OREGON COMMUNITY COLLEGE
ADDENDUM # 5**

DATE: February 17, 2015
RFP # **1478-14**
Solar Power Purchase Agreement
RFP CLOSES: **February 26, 2015**

To all prospective Proposers,
This addendum is issued to clarify, add, delete, correct and/or change the RFP documents to the extent indicated and is hereby made a part of the above noted RFP documents. This addendum shall be included in the proposal and, when closing the contract, will be a part thereof. Any modifications made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the Request for Proposal remain in force. It is the responsibility of all Proposers to conform to this addendum.

Substitution requests submitted by the deadline have been reviewed and determined as follows:

- SUB REQUEST- SolarWorld SW315 Mono
 - Approved
- SUB REQUEST- SolarWorld SW320 Mono (Available Q2 2015)
 - Approved. Because this panel is not yet available, Proposer will need to confirm that schedule can still be met and what panel they will use if it ends out not being available.
- SUB REQUEST- Kyocera KD325GX-LFB
 - Rejected, due to higher weight, lower efficiency and less good warranty on performance.
- SUB REQUEST- Kyocera KD330GX-LFB
 - Rejected, due to higher weight, lower efficiency and less good warranty on performance.
- SUB REQUEST- Kyocera KD335GX-LFB (Available Q2 2015)
 - Rejected. No data currently available on this panel which will not be available until Q2 2015.

Section 2.1 Solicitation Schedule is changed as follows:

ISSUE RFP	JANUARY 14, 2015
PRE-PROPOSAL MEETING	JANUARY 27, 2015
DEADLINE FOR QUESTIONS/SOLICITATION PROTEST	FEBRUARY 2, 2015
DEADLINE FOR SUBSTITUTION REQUESTS	FEBRUARY 10, 2015
LAST ADDENDA ISSUED	FEBRUARY 13, 2015
RFP CLOSES	FEBRUARY 26 2015
EVALUTION	FEBRUARY 27 – MARCH 11, 2015
INTERVIEWS (if needed)	MARCH 18-19 , April 7, 2015
NOTICE OF AWARD*	MARCH 20 , April 9, 2015
IMPLEMENTATION START DATE	Late April Early May 2015
*Pending Board Approval	

For questions please contact:
Julie Mosier, Purchasing Coordinator
jmosier@cocc.edu
541-383-7779
Newberry Hall, Room 118
2600 NW College Way
Bend, OR 97701

-End of Addendum-



CENTRAL OREGON COMMUNITY COLLEGE

**REQUEST FOR PROPOSAL
1478-14 SOLAR POWER PURCHASE AGREEMENT**

DATE ISSUED: JANUARY 14, 2015

PROPOSALS DUE: 2:00 pm Local time, February 12, 2015

SUBMIT one (1) complete original printed document, six (6) printed copies and one (1) electronic copy in pdf. format submitted on USB flash drive to:

Julie Mosier
Purchasing Coordinator
Newberry Hall Room 118
2600 NW College Way
Bend, OR 97701

DIRECT QUESTIONS TO:

Julie Mosier
Purchasing Coordinator
541-383-7779
jmosier@cocc.edu
Newberry Hall, Room 118
2600 NW College Way
Bend, OR 97701

Contents

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ATTACHMENT A- Proposal Response Form

ATTACHMENT D- General Terms and Conditions

EXHIBIT A- Pacific Power Electrical Service Detailed Account Activity (Oct. 2013 - Oct. 2014)

EXHIBIT B- 2014 Pacific Power Blue Sky Agreement

EXHIBIT C- SolarWorld’s Sunmodule Plus solar module specifications

EXHIBIT D- Map with proposed ground mounted solar array site

EXHIBIT E- FAA Form 7460-1 Proposed Construction or Alteration

EXHIBIT F- Solar Glare Hazard Analysis Report

EXHIBIT G- Final Determination letter

EXHIBIT H- Anticipated location for interconnection to the Pacific Power electrical system

SECTION 1 REQUEST FOR PROPOSAL (RFP)

Sealed Proposals for RFP **1478-14** for Central Oregon Community College (COCC) will be accepted by Julie Mosier, Purchasing Coordinator, in the CFO department, Newberry Hall, Room 118, 2600 NW College Way, Bend, OR 97701 until 2:00PM, local time, **February 12, 2015**. Proposals received after the time fixed for receiving Proposals cannot and will not be considered.

Central Oregon Community College seeks sealed proposals from qualified businesses to design, construct, operate, monitor, maintain and finance under the terms of a Solar Power Purchase Agreement (SPPA) or an acceptable alternative financing model a minimum 504 kilowatt, ground mounted, grid-connected solar photovoltaic electric generating system located on the COCC Redmond, Oregon Campus. The College will purchase a negotiated amount of the system's electric output, at a cost most beneficial to the COCC Redmond Campus (copies of current utility bills for the Redmond Campus will be provided as Exhibit A) from the solar services provider for a predetermined period for use in connection with the operation of the Redmond Campus. Proposers must demonstrate the ability to perform the work described in the scope of work and schedule of work sections of the request for proposals.

A mandatory pre-proposal conference will be held on **January 27, 2015** at 2:00 PM.

A complete set of RFP documents may be obtained from the Purchasing Coordinator Office by emailing jmosier@cocc.edu.

All Proposals submitted shall contain a statement as to whether the Proposer is a resident or non-resident Proposer, as defined in ORS279.A.120.

Pursuant to ORS 279B.100, the College may reject any Proposal not in compliance with all prescribed bidding procedures and requirements and may reject all Proposals if, in the judgment of the College, it is in the public interest to do so.

No Proposer may withdraw its Proposal after the hour set for the opening thereof and before award of the Contract, unless award is delayed beyond ninety (90) days from the bid opening date.

The College is not responsible for any costs of any Proposers incurred while submitting bid; all Proposers who respond to solicitations do so solely at their own expense. Central Oregon Community College, a Community College District created within the context of Oregon Revised Statutes, is an Equal Opportunity Employer. Minority and Women-Owned Businesses are encouraged to participate in this solicitation.

The College may waive any or all informalities and irregularities, may reject any Proposal not in compliance with all prescribed public procurement procedures and requirements, and may reject for good cause any or all Proposals upon a finding of the College that it is in the public interest to do so.

The Purchasing Coordinator is the sole point of contact for this solicitation. All communication between the Proposer and the College regarding this solicitation shall be in writing, submitted by email, to the Purchasing Coordinator at the email listed above. Email inquiries shall be identified in the subject lines as "**RFP XXXX-XX inquiry**". Proposers are to rely on written statements issued exclusively by the

Purchasing Coordinator. Any other communication will be considered unofficial and non-binding. Communications directed to other than the Purchasing Coordinator will have no legal bearing on this RFP or the resulting contract(s).

SECTION 2 ANTICIPATED SCHEDULE OF EVENTS

The schedule of events set out herein represents the College’s best estimate of the schedule that will be followed. If a component of this schedule, such as the closing date, is delayed, the rest of the schedule will be shifted accordingly.

2.1 SOLICITATION SCHEDULE

ISSUE RFP	JANUARY 14, 2015
PRE-PROPOSAL MEETING	JANUARY 27, 2015
DEADLINE FOR QUESTIONS/SOLICITATION PROTEST	FEBRUARY 2, 2015
LAST ADDENDA ISSUED	FEBRUARY 6, 2015
RFP CLOSES	FEBRUARY 12, 2015
EVALUTION	FEBRUARY 13-26, 2015
INTERVIEWS (if needed)	MARCH 4-5, 2015
NOTICE OF AWARD*	MARCH 6, 2015
IMPLEMENTATION START DATE	Late March 2015

*Pending Board Approval

2.2 PRE-PROPOSAL MEETING A MANDATORY pre-Proposal meeting and site walk will be held at 2:00pm, Tuesday January 27, 2015 Prevailing Local Time at the front entry of the Manufacturing and Applied Technology Center Building , 2030 SE College Loop, Redmond Oregon. The purpose will be to answer any questions Proposers may have, review the scope of work, and to consider any suggestions Proposers wish to make. Any statements made by the College’s representatives at the pre-Proposal meeting are not binding upon the College unless confirmed by written addendum. The meeting is held for the benefit of Proposers.

SECTION 3 GENERAL INFORMATION

3.1 COLLEGE INFORMATION

Central Oregon Community College is a comprehensive, two-year college offering career/technical education certificates and degrees, lower division transfer education, community education courses and a variety of speakers and events for the community. COCC was founded in 1949 as part of the Bend School District. The 10,000 square-mile College District was established in 1962, encompassing all of Crook, Deschutes and Jefferson Counties, as well as the southern part of Wasco and northern portions of Klamath and Lake Counties.

The main campus is located in Bend, Oregon. In addition to the Bend campus, the College operates campuses in Redmond, Madras and Prineville and an off-campus location in Bend at the Chandler Center. The 202-acre Bend campus consists of 24 buildings totaling more than 585,000 square feet. The College also has three buildings on the Redmond Campus (54,698 square feet) and facilities in Madras (10,000 square feet) and Prineville (12,000 square feet). A branch of Oregon State University is located at the Bend Campus. The College serves more than 18,000 students annually and is accredited by the Northwest Commission on College and Universities. Central Oregon Community College is an affirmative action, equal opportunity institution. The College is governed by a locally elected Board of Directors.

3.2 GETTING TO THE CAMPUS AND MAP

See link at <http://www.cocc.edu/about/visitors/> for driving directions to the campus. Maps of the campuses are also available on the web site for locating where bid is to be submitted.

3.2.1 Parking is very limited on both the Bend and Redmond campuses. Bidders need to procure a temporary parking permit or use the Campus map to determine where parking not requiring a permit may be located. The College is not responsible for any costs incurred by the Bidder for parking fines or towing charges

3.2.2 Visitors to the Bend campus may pick up guest parking permits from the Information Office or Campus Public Safety, both located in the Boyle Education Center.

3.2.3 Visitors to the Redmond Campus may pick up guest parking permits from Building #3 at the Administration Office.

3.3 LANGUAGE

Conditions of RFP that include the word “must” or “shall” describe a mandatory requirement. All specifications are defined as mandatory minimum requirements unless otherwise stated. FAILURE TO MEET A MANDATORY REQUIREMENT SHALL DISQUALIFY A PROPOSAL. This solicitation document and the Contractor’s response information shall become part of the Contract.

3.4 DEFINITIONS

“Proposer” means the entity that is responding to this solicitation.

“Contractor” means the entity that has been awarded the contract resulting from this solicitation.

3.5 STATUTORY AUTHORITY

This RFP and the resulting Contract are governed by Oregon Law. Specific laws and rules that govern the solicitation process are found in Chapters 279A and 279B of the Oregon Revised Statutes, and Division 137-46 and 137-47 of the Administrative Rules of the Oregon Department of Administrative Services. The RFP and resulting Contract may be subject to other laws and rules. Proposers should obtain and become acquainted with the applicable provisions of the above laws and rules. This RFP is a formal solicitation pursuant to ORS 279B.

SECTION 4 INSTRUCTIONS TO PROPOSERS

4.1 QUESTIONS

4.1.1 There will be one point of contact with the College during this procurement. Any other communication will be considered unofficial and non-binding. Communications directed to parties other than the Purchasing Coordinator will have no legal bearing on this RFP or the resulting Contract(s).

4.1.2 It is the Proposer's responsibility to ask questions, request changes or clarifications, or inform the College if it believes the language, specifications, or requirements of an RFP are ambiguous, contradictory, contrary to law or likely to limit competition.

4.1.3 Unless a different time is provided in the RFP, questions received less than seven (7) calendar days prior to the date Proposals are due may not be answered. Clarifications of any provision of the solicitation document are binding only if the College amends the solicitation document by Addendum.

4.1.4 Failure of Proposer to protest in accordance with this section waives Proposer's rights to contend later that either the RFP or contract is ambiguous, contradictory, contrary to law or likely to limit competition.

4.2 ADDENDA

4.2.1 Changes to RFP documents shall be accomplished by addenda. Proposer shall acknowledge receipt of any addenda issued to this bid by filling in the appropriate space provided on the Proposal Response Form (ATTACHMENT A).

4.2.2 The College will notify prospective Proposers of addenda by email. In its discretion, the College may extend the bid opening date and time to allow prospective Proposers to analyze and adjust to changes made by addenda. The College shall notify prospective Proposers of the new RFP closing date and time in the addendum.

4.2.3 Addenda shall be sent to all prospective Proposers known by the College to have received the RFP documents. Addenda shall be issued within a reasonable time to allow prospective Proposers to consider the addenda in preparing their Proposals, but in no case less than 72 hours before the RFP closing time unless it is in the public interest to do so.

4.2.4 It is the Proposer's responsibility to check for addenda, responses to inquiries and/or questions, cancellations, or intents to award, and any and all additional information regarding this opportunity. It is not the College's responsibility to ensure that participating Proposers have received any of the above.

4.2.5 After closing, the College reserves the right to issue Addenda to all Proposers who submitted proposals, or to those Proposers determined to be in the competitive range, if applicable, in order to communicate program requirements and arrangements or other information as determined necessary by the College.

4.3 RECEIPT AND OPENING OF PROPOSALS

4.3.1 No responsibility will be attached to any official of the College for the premature opening of, or the failure to open, a Proposal not properly addressed and identified. It is the Proposer's responsibility to ensure that the Proposal has been delivered to the location specified on the cover page.

4.3.2 At the time fixed for the opening, the Proposals shall be opened to avoid disclosure of contents to competing Proposers. No information, other than the name of the Proposer, will be disclosed before notice of award of the contract identified herein or until this solicitation is terminated or cancelled.

4.4 IMPLIED REQUIREMENTS

Any products or services that are not specifically addressed in this solicitation but are necessary to provide functional capabilities proposed by the Proposer must be included in the Proposal.

4.5 INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS

Proposers shall promptly notify the College of any ambiguity, inconsistency or error, which it may discover upon examination of the solicitation documents or of the proposed sites (if defined) and local conditions. Proposers requiring clarification or interpretation of the solicitation documents shall make a request via email for same to the College's point-of-contact, listed on the cover page of this solicitation.

4.6 PROPOSAL ERRORS

The College is not responsible for any error or omission Proposer has made in submitting its Proposal. Proposer will not be allowed to alter Proposal documents after the deadline for submission. The College reserves the right to contact the Proposer for clarification of proposal contents.

4.7 MODIFICATION OR WITHDRAWAL OF PROPOSAL

4.7.1 A submitted Proposal may not be withdrawn or canceled by the Proposer ninety (90) calendar days following the time and date designated for the receipt of Proposals or modified except by College-requested non-material clarification and supplementary submittals. (Material content involves quality, quantity, price and delivery.)

4.7.2 Proposals submitted early may be modified or withdrawn only by notice to the Purchasing Coordinator prior to the time and date designated for receipt of Proposals. Such notice shall be in writing or may be transmitted via email. All such communications shall not alter any material content of the original Proposal.

4.7.3 Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided they are fully in conformance with the Instructions to Proposers.

4.8 PROTEST OF SOLICITATION DOCUMENTS

Procedures for protests of solicitation documents can be found in Oregon Administrative Rules (OAR) 137-047-0730. Proposers who believe RFP specifications are unnecessarily restrictive or limit competition may submit a protest denoting same to the College's point-of-contact. Protests concerning the RFP, including requests for changes of particular provisions or specifications or other terms and conditions, shall be submitted in writing no later than seven (7) calendar days following the issuance date of this RFP. Any such protest shall include the reason for the protest supported by documented factual information and any proposed changes to the requirement. The College shall review the protest, and shall issue a preliminary response in writing, no later than four (4) calendar days before the closing date for submittals. The College will not consider any solicitation protest submitted after the deadline established herein.

4.9 PROTEST OF AWARD

The College will issue a Notice of Intent to Award when a Proposer has been identified for recommendation for award. Pursuant to OAR 137-047-0740, any Proposer who claims to have been adversely affected or aggrieved by the selection process and wishes to protest any part of the process and any associated decision shall deliver a written protest within seven (7) calendar days after notice of intent to award is issued, or as calculated by the Oregon Rules of Civil Procedure ORCP 10(A). To be adversely affected or aggrieved, the Proposer must demonstrate that higher-ranked Proposers were

ineligible for selection and provide all necessary detail for such a claim. Claims made without supporting detail will not be considered. The College will not consider any protest submitted after the protest period established herein. The College will immediately consider all timely and detailed protests and will rule on the validity of each protest at its earliest opportunity. All such rulings will be final.

4.10 PUBLIC RECORD

4.10.1 All Proposals submitted become the property of the College and, as such, are considered public information and subject to public disclosure within the context of the Federal Freedom of Information Act and ORS.279B.60(6).

4.10.2 Following the Notice of Intent to Award, the public may view Proposal documents, but the College is entitled to withhold from disclosure any materials defined as exempt or conditionally exempt from disclosure pursuant to the Oregon Public Records Act.

4.10.3 Pages or specific information specifically marked "proprietary" and submitted in a separate envelope will be treated as such unless they are in violation with the ORS listed above.

4.10.4 Unless pages qualify as such within the context of the regulations stated in the preceding paragraph, the College will make available to any person requesting information through the College's processes for disclosure of public records, any and all information submitted as a result of this solicitation without obtaining permission from any Proposer to do so. Prices, makes and model or catalog numbers of items offered; scheduled delivery dates; and terms of payment will not be confidential but will be publicly available regardless of any designation to the contrary.

4.10.5 Proposers not awarded the Contract may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee, subject to the College's authority to withhold documents, as stated above.

4.11 PROPOSER REPRESENTATION

Proposers, by the act of submitting their Proposals, represent that they have read and understand the Proposal documents, they have familiarized themselves with the local conditions under which the work will be done and their proposal is based on the requirements described in the Proposal documents without exception. Further, Proposals submitted are made in accordance therewith and all applicable laws, regulations, ordinances, and resolutions dealing with or related to this procurement have been reviewed. The failure or neglect of a Proposer to examine such documents, laws, regulations, ordinances, or resolutions shall in no way relieve the Proposer from any obligations with respect to the contract ultimately issued as a result of this RFP. No claim for compensation will be allowed which is based upon a lack of knowledge of any aspect of the RFP, attachments, addenda (if any), laws, regulations, ordinances, or resolutions.

4.12 CONTRACT LANGUAGE

4.12.1 A signed Proposal indicates agreement by the Proposer to all requirements, specifications and terms set forth in this Request for Proposal. The Proposal package and subsequent College-issued contract acceptance form will be the only contract issued for this solicitation.

4.12.2 Proposer shall carefully review all terms and conditions stated herein, and comment on any terms and conditions that they have concerns with. Additionally, Proposer must submit any amended or additional terms they want the College to review with their proposal. Terms and conditions not submitted with the Proposal will not be considered at any later date.

4.12.3 Should Proposer require that a standard company contract be signed, a copy of this contract must be submitted along with the proposal.

4.12.4 If submitted, this contract will be evaluated to make certain that it does not deviate from the conditions of this proposal package. Should the submitted Proposer contract deviate from the terms and conditions of the proposal package, said contract will be modified by the College for compliance.

4.12.5 Once this proposal has been awarded, and a valid contract has been signed, no other Proposer contract language will be considered. Any contract language submitted by the Proposer after such award will be considered a counter offer and may be subject to rejection and/or cancellation.

4.13 CONFLICT OF INTEREST

By submitting a Proposal, a Proposer certifies that no officer, agent, or employee of the College who has a pecuniary interest in this Project has participated in preparation of the Proposal or resulting Contract, that the Proposal was made in good faith without fraud, collusion, or connection of any kind with any other Offeror of the same Proposals, and that the Offeror is competing solely in its own behalf without connection with, or obligation to any undisclosed person or firm.

4.14 RESERVATIONS

COCC reserves all rights regarding this RFP, including without limitation, the right to:

4.14.1 During the solicitation or negotiation process, reject all Proposals and cancel the solicitation without liability

4.14.2 Waive any and all irregularities in Proposals submitted

4.14.3 Seek clarification of each firm's Proposal

4.14.4 Reject any Proposal that fails to comply substantially with all prescribed solicitation procedures and requirements

4.14.5 Negotiate the statement of work within the scope of work described in this RFP and to negotiate the rate

4.14.6 Negotiate the final contract which is in the best interest of COCC considering cost effectiveness and the level of Proposer time and effort required for the project

4.14.7 Amend or extend the term of any contract that is a result of this RFP

4.14.8 Engage Proposer for different or additional services independent of this RFP process and/or any contracts/agreements entered into pursuant hereto.

4.15 REJECTION OF PROPOSALS

4.15.1 The College reserves the right to reject any or all Proposals received as a result of this request. Proposals may be rejected for one or more of the following reasons, including but not limited to:

- i. Failure of the Proposer to adhere to one or more of the provisions established in this RFP.
- ii. Failure of the Proposer to submit a Proposal in the format specified herein.
- iii. Failure of the Proposer to submit a Proposal within the time requirements established herein.
- iv. Failure of the Proposer to adhere to ethical and professional standards before, during or following the Proposal process.
- v. Failure of the Proposer to provide all costs and fees requested and in the format specified.

4.15.2 The College may reject any Proposal not in compliance with all prescribed public procurement procedures and requirements, including the requirement to demonstrate the Proposer's responsibility under ORS 279B.110 and may reject for good cause any or all Proposals upon a finding of the College that it is in the public interest to do so.

SECTION 5 SCOPE OF WORK

5.1 OVERVIEW

Central Oregon Community College seeks sealed Proposals from qualified businesses to design, construct, operate, monitor, maintain, and Finance under the terms of a SPPA or an alternative financing model a minimum 504 kilowatt, ground mounted, grid-connected solar photovoltaic electric generating system ("System") located on its Redmond, Oregon Campus. The College will purchase a negotiated amount of the System's electric output from the solar services provider for a predetermined period for use in connection with the operation of the Redmond, Oregon Campus. Pacific Power Electrical Service Detailed Account Activity (Oct. 2013 - Oct. 2014) for the Redmond Campus Buildings are attached as Exhibit A

5.2 PERFORMANCE OF WORK

The Contractor will perform all tasks required to design, fabricate, deliver, install, operate and maintain a fully operational System, including securing all labor, services, equipment, permits and approvals. The College will grant the Contractor or its designee appropriate property rights to access the property and perform all required tasks relating to the installation and operation of the System.

5.2.1 The Energy Trust of Oregon has reserved incentive funding of \$90,000 for the project through March 6, 2015. In order for COCC to retain the incentive during the Preliminary Reservation Period, the following milestones must be met.

- i. Select a Solar Electric Trade Ally installer using a competitive solicitation process ; **and**
- ii. Inform the selected Solar Electric Trade Ally Installer of this existing Preliminary Incentive Reservation and of the Preliminary Reservation Period ; **and**
- iii. Notify Energy Trust of Oregon via email at pv@energytrust.org that the Solar Electric Trade Ally installer has been selected ; **and**
- iv. In coordination with the selected Solar Electric Trade Ally, file a final Incentive Application with Energy Trust (Form 220C-PC or Form 220T-PC, as applicable)

5.2.2 In addition to the above milestones the following Contractor criteria applies to the Preliminary Incentive Reservation:

- i. Contractor must be an Energy Trust of Oregon approved solar electric trade ally;
- ii. Contractor must apply for solar incentives from Energy Trust by submitting a final Energy Trust Solar Electric Incentive Application (Form 220C-PC or Form 220T-PC, as applicable) on behalf of project prior to beginning construction work;
- iii. Contractor must design and install the solar electric system such that it complies with all Energy Trust program requirements, including the Solar Electric Installation Requirements;
- iv. Proposer/contractor is authorized to make changes to the design of the solar electric system in order that it/they meet Energy Trust's Solar Electric Installation Requirements;
- v. Proposer/contractor is responsible for all Energy Trust paperwork, communications and verifications that are needed to secure incentives for the solar electric system.

5.2.3 COCC has been selected to receive a Blue Sky funding award of up to \$320,000 to assist with the funding of the 504 kW minimum solar project. This award is contingent upon completion of a system impact study and the results of the study. (2014 Pacific Power Blue Sky Agreement is attached as Exhibit B).

Blue Sky funds must be applied to capital costs associated with the installation of equipment and cannot be applied to fees incurred for project estimates or bids, administrative or project

management costs, structural or other site improvements, including landscaping. In addition, solar incentives provided by Pacific Power programs may not be applied to this project because of the Blue Sky funding awarded.

5.2.3 Additional Grant funding opportunities exist for the project through the Oregon Department of Energy- Renewable Energy Development (RED) Grants and the US Department of Agriculture – Rural Energy for America Program (REAP) Grants.

5.2.4 COCC will be submitting an application for the Oregon Department of Energy RED Grant. RED Grants may not exceed 35 percent of the cost of the project and may not exceed \$250,000 per system. Applications are due January 23, 2015 with notification expected in August of 2015.

5.2.5 The US Department of Agriculture – REAP Grants have specific eligibility requirements. COCC, being a public entity, does not meet the eligibility requirements. COCC is willing to partner with eligible proposers to submit applications for the REAP Grant. Eligibility requirements may be found on the US Department of Agriculture web site or the following link, <http://www.rurdev.usda.gov/SupportDocuments/MO-9007REAPGrantFactSheet.pdf>

5.2.6 Central Oregon Community College is exempt from Federal Excise Taxes. The Proposer is responsible for complying with all Oregon State Tax exemption requirements, as applicable. The Proposer is responsible for payment of all Oregon State Tax obligations that may arise from the Proposer's failure to comply with exemption requirements

5.3 EQUIPMENT

The College requires a high quality system, comprised of equipment that is warranted or guaranteed to perform for the longest period commercial reasonable. Panels are to be SolarWorld's Sunmodule Plus SW275 Mono solar module or equivalent. See Exhibit C that provides the specifications of SolarWorld's Sunmodule Plus solar module.

5.4 MONITORING/EDUCATION REPORTING

Proposers shall offer a solution that facilitates Central Oregon Community College's educational goals of providing solar renewable energy education opportunities to its students and faculty.

5.4.1 Access and monitoring of system performance is a required element of the selected Proposer's performance of services. The system proposed shall allow monitoring, analysis and display of historical and live solar electricity generation data. The regularly collected data should reflect, at a minimum, the following:

- i. System performance
- ii. System availability
- iii. Average and accumulated output
- iv. Capacity factor
- v. Degradation
- vi. Cost avoidance
- vii. Relative climate/carbon offset impacts

5.4.2 Data shall be transmitted via a wired or wireless connection from the solar site and made accessible at all COCC campuses via a cloud-based server managed by the Contractor an approved subcontractor. The proposed solution must include the following monitoring, control and accessibility features:

- i. Monitoring and Control Interface. A secure (password protected), turnkey, performance monitoring and control interface that can be accessed by College personnel through a web-browser or desktop client from any computer or laptop within the COCC network. The secure performance monitoring and control interface shall

include real-time monitoring of the output and efficiency of the system for energy production and failure diagnostics. The minimum inputs shall be real-time PV system AC power output (kW) and production (kWh), local ambient temperature, irradiance, access to accumulative historical data for a minimum 365 past days; all accessible by COCC through a secure network or internet connection, free of charge, and with no additional charges for software, software upgrades and or training of COCC personnel for the length of the partnership agreement.

- ii. Kiosk Displays. Kiosk display shall provide real-time and historical data available for public viewing at each of COCC's Redmond Campus Building locations. The selected proposer, either directly or through an approved sub-contractor, must design and install, at locations designated by the COCC, fully accessible, all-weather system kiosks with information for the public. The kiosks must display real-time and historical production and output data, as well as carbon savings and other relevant information about the environmental benefits of the installation. The displayed information and format shall emphasize and demonstrate COCC's provided project name, and may include, at COCC's request, the solar electric system and PV design details, the contractor, and any grant providers and tax credit providers, for public outreach and information, free of charge to the public and COCC.
- iii. Interactive Content. Interactive content shall include secure, password protected, web-based access to real-time and historical data for use by faculty. Access to this interactive data will be incorporated into various program curriculum. Live and historical data must be accessible through a web browser, allowing faculty to display various levels of information and detail during classroom lecture.

5.4.3 All data collected and stored on the proposed cloud-based Monitoring and Control system is the property of COCC. Upon request by COCC before or within sixty (60) days after the effective date of termination of the SPPA or alternative approach, Proposer will make available to COCC a complete download file of Customer Data in XML format, including all schema and transformation definitions and/or delimited text files with documented, detailed schema definitions, and any attachments in their native format.

5.4.4 The Contractor shall be responsible for providing a hosted, cloud-based solution capable of providing the data storage, management and display capabilities described at no additional cost to COCC during the length of the contract and must submit their proposed display format and design for approval by COCC prior to proceeding with installation.

5.4.5 Proposer should consider and include the costs of installing and maintaining the hardware, software and communications infrastructure necessary for the support of these cloud-based monitoring, control and access features as well as support of a mutually agreed upon system availability specification for the term of the SPPA or alternative approach as a project expense. Proposer should include minimum system uptime and availability as well as response times in their proposal.

5.4.6 Should the College wish to continue the cloud-based hosting agreement after the SPPA or alternative approach has terminated or expired, the Proposer should include estimated monthly costs for hosting the Monitoring and Control system beyond the term of the SPPA or alternative approach.

5.4.7 The Contractor shall provide to COCC, throughout the term of the SPPA or alternative approach, information which will include photographs of the system and information regarding the nature and intent of the system, the benefits to the public, and such other information as

deemed appropriate or necessary by COCC. COCC will use the Proposer-provided information to produce informational materials that are designed, produced and distributed by COCC.

5.5 COLLEGE ACQUISITION OF SYSTEM

COCC expects to enter into a long-term SPPA or acceptable alternative financing agreement with the solar services provider. The agreement should provide periodic opportunities for COCC to acquire the System (including an inverter in good operating condition). At the end of the agreed upon term, the Proposal should provide that COCC has the option to (a) acquire the System (including an inverter in good operating condition) at little or no charge or, (b) at COCC's sole option, to require the Proposer to remove the System (including the inverter and ballasted mounting and racking) and return the site to its original condition at little or no cost to COCC.

5.6 SCHEDULE OF WORK

The College expects the Proposer selected for award of the SPPA or alternative approach to start work as soon as the Contract is signed and to substantially complete construction on or before September 30, 2015

5.7 SITE INFORMATION

A map showing the area of the COCC Redmond Campus, with proposed ground mounted solar array site, is attached hereto at Exhibit D. The Redmond Campus is adjacent to Roberts Field Airport, owned by the City of Redmond. The College owned site is approximately 24.38 acres. The area of the site designated for the solar array is approximately 50,000 square feet.

5.7.1 The property where the System will be installed is appropriately zoned for the intended use. Construction permits will be required. Those permits may include site development and building permits.

5.7.2 The College has submitted both the required FAA Form 7460-1 "Proposed Construction or Alteration" (Exhibit E) and "Solar Glare Hazard Analysis Report" (Exhibit F) for the proposed site to the Federal Aviation Administration. In a "Final Determination" letter dated May 29, 2014, (Exhibit G) the FAA stated that they did not object to the construction described in the proposal.

5.7.3 The Contractor will build the System in the approximate area marked on Exhibit D as "Proposed Project Location." Exhibit H also shows the anticipated location for interconnection to the Pacific Power electrical system. An Interconnection and Net Meter Service Agreement will be required for the project. An initial Interconnection and Net Metering Service Agreement has been submitted to Pacific and is available upon request

5.8 INSTALLER REQUIRED QUALIFICATION

The Proposer must use an Energy Trust of Oregon trade ally contractor to install the System.

5.9 BUSINESS LICENSE

A Proposer awarded the Contract may be required to obtain a Redmond, Oregon city business license as required by the City of Redmond, Oregon prior to beginning work and must pay all fees associated with licensure during the term of the Contract.

5.10 TERM OF CONTRACT AND AVAILABILITY OF FUNDS

Any Contract awarded pursuant to this RFP that has a term of more than one year must include a non-appropriation clause. Continuation or extension of the Contract after the end of the fiscal period in which the Contract takes effect shall be contingent upon a new appropriation for each succeeding fiscal period. If sufficient funds are not provided in future COCC approved budgets of COCC (or from applicable federal, state, or other sources) to permit COCC, in the exercise of its reasonable administrative discretion to continue the Contract, COCC may terminate the Contract without further liability by giving Proposer reasonable notice.

SECTION 6 SPECIFICATIONS (NOT USED)

SECTION 7 PROPOSAL CONTENTS AND SUBMISSION

7.1 PROPOSAL SUBMISSION

All Proposals shall be legibly written in ink or typed and comply in all regards with the requirements of the solicitation. Proposals submitted shall be in a sealed opaque container, clearly marked with the Proposal number listed on the cover page of this solicitation. No facsimile Proposals will be accepted.

7.2 SIGNATURE

Proposals must be signed in ink by an authorized representative of the Proposer. Proposals by partnerships must bear the signature of one of the partners. Signature on a proposal certifies that Proposer has read and fully understands all solicitation specifications, terms and conditions. No consideration will be given to any claim resulting from proposing without comprehending all requirements of the RFP.

7.3 TIMELINESS

Proposals shall be submitted prior to the time fixed in the advertisement for proposals. Proposals received after the time so designated will be considered late Proposals and will be returned unopened.

7.4 FORMAT OF PROPOSAL

7.4.1. Proposals must conform to the requirements of the RFP. Submit all necessary attachments with the Proposal and in the required format. Failure to comply with all requirements may result in proposal rejection.

7.4.2 Proposals should provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness, organization, and clarity of content. Proposers should restrain from providing supplemental information that not requested. Present information sequentially in the same order as the Proposal content listed below in Section 7.5.

7.4.3. The College ENCOURAGES the use of recycled and easily recyclable materials. Materials that are not easily recyclable, such as PVC (vinyl) binders and plastic or glossy dividers or covers are DISCOURAGED. Double-sided printing is encouraged.

7.4.4. Proposal should be typed in a font size 12 or larger and be contained in a document not to exceed thirty (30) pages on 8.5" x 11" "letter sized" paper including pictures, charts, graphs, tables and text the firm deems appropriate to be part of the review of the firm's response. Pages larger than 8.5" x 11" will be counted as two pages. Pages printed on both sides will be counted as two pages. Pages submitted in excess of 30 will result in a five (5) point penalty for each additional page, deducted from the total combined proposal score prior to ranking.

7.4.5. Resumes of key individuals proposed to be involved in this project should be restricted to a single page per person. Show degrees, certifications, years and types of experience.

7.4.6. The following items will not count toward the 30-page limit:

- i. Two-page cover letter
- ii. College-provided forms
- iii. Table of contents
- iv. Front and back covers
- v. Insurance certificates
- vi. Single-page Resumes when appended
- vii. Blank section/numerical dividers. Dividers with text or photographs that display information about the Proposer will be included in the page count.

7.4.7 Fill out all College-provided forms completely. Alteration of the form beyond page orientation and font/page color may result in proposal rejection. Add pages only when indicated as acceptable on the form.

7.4.8 For ease in scoring the Proposals, please provide tabs keyed to each of the criteria. Submit the original and each copy with tabs between each section. Identify each section, as defined below, with a tab.

7.5 PROPOSAL CONTENTS

7.5.1 Company Information: Include the following items in this section:

- i. Cover Letter. In narrative form, using a maximum of two (2) pages, provide sufficient information that will demonstrate the Proposer's capacity to meet the expectation of this solicitation and what specifically sets the company apart and above competitors.
- ii. Attachment A: Proposal Response Form in this section. Submit the Proposal Form with every line item filled in, if any items are not applicable, use N/A to indicate this.
- iii. Comments on College Terms & Conditions: Provide comment on which terms and conditions, if any, the Proposer will have difficulty accepting. Per Attachment D- General Terms and Conditions, Section D.6, submit any additional terms and conditions Proposer wishes the College to review.
- iv. Insurance Certificate as required under Attachment D- General Conditions.

7.5.2 Proposer and project manager experience. Provide the following background information:

- i. Project Manager: A resume that includes a description of up to three commercial-scale solar energy projects managed within the last three years, with references.
- ii. Proposer: A description of up to three commercial-scale solar energy projects larger than 100 kW the Proposer has implemented within the last three years.
- iii. Local Code and Interconnection Experience: Examples of recently completed solar energy projects Central Oregon or the State of Oregon. Examples of interconnection experience with Pacific Power involving similar-sized projects.
- iv. References: Three references for your company, including contact information.
- v. Financing: A non-binding letter of intent signed by the main financier of the project indicating that the project will be financed if a SPPA or acceptable alternative financing model is part of an agreement entered into.

7.5.3 System design, components and implementation plan. Provide the following:

- i. Identify the proposed mounting method, solar modules, rack system and inverter(s).
- ii. The designated ground-mounted PV system layout detail.
- iii. The make, number and specifications of selected solar modules.
- iv. The make, number and sizing of the selected grid-tied solar electric (PV) inverters.
- v. The projected monthly kWh production data.
- vi. The projected annual and life of system energy cost savings for COCC.
- vii. The PV module and component warranties.
- viii. Identify Warranty Period of Proposer's System. Identify the length of and provisions of any warranty (ies) provided by the Proposer for the installed components.
- ix. preliminary schematic that shows system sizing and mounting detail;
- x. site plan that shows placement and orientation of the solar modules and all system wiring; (3) production report;
- xi. proposed footprint;
- xii. shading report;

- xiii. total nameplate capacity,
- xiv. weight at point load and weight per square foot of the proposed System,
- xv. manufacturer and model of the modules, racking system, inverter and on-site backup inverter;
- xvi. any manufacturer or value-added warranties associated with the modules, racking system and inverters;
- xvii. scope of work;
- xviii. schedule of work;
- xix. plan for covering the cost of removal and restoration of the site to pre installation condition at the end of term at little or no cost to the College.

7.5.4 Project Approach

- i. The plan for moving material and people into and out of the site,
- ii. The plan for adequately staffing the project, keeping the site safe, and minimizing disruption to the facility etc.
- iii. The method of delivery and the competency of the individuals who will manage its successful completion. To this end, provide and indicate all services that will be provided during the design, construction, operation and maintenance phases of this project and the individuals who will be performing these services. Provide an organizational chart to clarify the Proposer's supervision and support structure during these phases.
- iv. How the design and construction will be managed including items such as security and safety controls, staging areas, delivery routes, crane locations and interfaces required at the site with the using agency.
- v. Commissioning, system operation and maintenance plans.
- vi. The proposed long term monitoring and reporting program associated with the hosted PV system.
- vii. A detailed explanation of the Proposer's approach to the work and the techniques the Proposer expects to use in ensuring a successful project. This should also include an explanation of any modifications of the work items and or scope of work presented in this RFP.
- viii. A discussion of how the Proposer may request to rely on College personnel, if at all, to assist during the project(s) and indicate any approximated time requirements.
- ix. A discussion of any additional information about the Proposer's project approach that may be beneficial to the selection committee.
- x. , an overview of example projects as specific examples, which further demonstrate the Proposer's ability to secure long term, stable financial backing in a timely manner and allow for the completion of commercial scale solar pv projects on time.
- xi. A discussion of the Proposer's operations, maintenance and repair approach. Describe how the Proposer would repair damage to College property, should such damage ever occur.
- xii. A discussion of the project specific risks that have been identified by the RFP, and additional risks that the Proposer has identified. State how those risks will be mitigated.
- xiii. Address how the components will be designed and installed in such a manner as to allow for such components to be removed at a later time without impacting other possible warranties the College holds, or causing harm to the facility, grounds or persons.

- xiv. Describe how the Project will be designed, constructed, installed and managed in such a manner as to assure that the represented energy savings will in fact occur.
- xv. Describe how the Proposer will make provisions to design and install, at locations designated by COCC, fully accessible, all-weather system kiosks, with information for the public displaying real-time and historical production and output data, carbon savings and other relevant information about the environmental benefits of the installation. Proposers must include any sub-contractor they may use in creating and installing said kiosk.

7.5.5 Project Scheduling. Address major tasks or milestones in the scope and schedule of work to include, but not be limited to:

- i. development of preliminary and final Project design,
- ii. obtaining approvals and permits from local authorities,
- iii. the application for and confirmation of all available incentives including tax credits and Energy Trust of Oregon incentives,
- iv. starting construction,
- v. completing construction,
- vi. the completion of project startup and commissioning. The project timeline must demonstrate start-up and commissioning on or before September, 30 2015
- vii. The site plan and entire system design must comply with all applicable tax credit requirements and must meet Energy Trust of Oregon Solar Electric System Installation Standards, in addition to all Code requirements.

7.5.6 Financial modeling

Complete a financial model for a 20-year project, assuming an annual 2% utility rate escalator that includes at a minimum:

- i. Estimated KWh production
- ii. Estimated production degradation
- iii. Total KWh over time
- iv. Electric utility rate (the current rate for each year of the project)
- v. The PPA rate escalator if applicable
- vi. The PPA rate
- vii. The estimated COCC savings per KWh
- viii. The estimated COCC savings per year
- ix. Each proposal must include an acknowledgment that the Proposer has reviewed the attached
- x. Exhibits and include an outline of any changes the Proposer would like to make to the attached Exhibits. Each proposal must include the proposed financing structure, identify any financial partners, and offer written, binding commitment of project finance. The commitment is expected to be conditional, assuming conditions are clearly stated. The selection committee will also evaluate the degree to which each Proposer has identified risks to the success of the project.
- xi.

7.5.7 SPPA or Acceptable Alternative Financing Agreement Contract Terms

Provide a form of SPPA or acceptable alternative financing agreement preferred to utilize for the project. The form may be incomplete, but the terms of the proposed SPPA or acceptable

alternative financing agreement will be reviewed as part of the Proposal evaluation process. If a draft form of SPPA or acceptable alternative financing agreement is not provided, provide a term sheet describing the significant provisions of the SPPA or acceptable alternative financing agreement, including maintenance plan (as it pertains to site access), monitoring plan early termination penalties, and handling of equipment and site at end of Term.

7.5.8 Cost Proposal

- i. Identify any assumptions made to develop the model and identify any proposed aspects provided by COCC that are considered unreasonable. Include the Energy Trust of Oregon award of \$90,000 and the Pacific Power Blue Sky award of \$320,000 where appropriate in the modeling, and any other potential alternative funding sources if application for those funds is being considered. An economic analysis of the system and the SPPA, or acceptable alternative financing model, assuming a 20-year life cycle.
- ii. The cost of the energy to the Central Oregon Community College over the twenty year period, broken down by year;
- iii. The cost to the Central Oregon Community College to purchase complete ownership of the system, after Year 7, and each year thereafter until year twenty, when the complete ownership of the system shall shift to the Central Oregon Community College for a mutually agreed, nominal fee, at COCC's sole discretion;
- iv. The use of any tax credits or financial incentives shall be included in the cost proposal for informational purposes;
- v. Provide the guaranteed kWh rate for each year under the proposed Solar Power
- vi. Purchase Agreement or acceptable alternative financing model, for the energy generated by the selected vendor's solar PV system;
- vii. Provide the total cumulative energy cost over an assumed twenty-year agreement life, following final acceptance, and including the amount to be paid for all energy produced (as projected) by the solar system, the buy-out costs (if any), and all other costs and expenses proposed to be incurred by Central Oregon Community College. This sum shall then be divided by the produced kWh, as projected by the vendor, to produce an "average cost per kWh" over the life of the agreement.
- viii. Provide an energy cost savings model based upon the proposed starting rate per kWh, the annual escalator, and the projected system output. For a market price baseline, utilize an assumed electrical rate escalation of 5.0%, and the annual energy generation of the proposed system, with a solar output degradation rate as specified by module manufacturer.
- ix. Provide a breakdown of any early termination fees which would apply in such case that the SPPA, or acceptable alternative financing model, is terminated at the request of COCC, with the facility shifting its ownership from the Proposer to Central Oregon Community College.
- x. Provide a proposal for the dollar value of any COCC co-payment (in lieu of a BETC), as necessary, to construct, maintain and operate the subject solar pv system and fulfill all COCC objectives. Note: Proposed kWh PPA energy rates above the current Central Oregon Community College campus blended rate, will not be considered competitive and will receive a reduced score.
- xi. Include a statement that the vendor shall be responsible for all solar electric system project installation costs at the COCC campus, as well as the costs of the information systems at each of the Central Oregon Community College campus sites, including all

- operating, maintenance and repair costs, within the proposed SPPA, or acceptable alternative financing model, kWh pricing.
- xii. Operations and Maintenance Fees. Since the SPPA, or acceptable alternative financing model, involves a Public Facility and an extended period of time (most likely 20 years), it may create a burden on the Central Oregon Community College to have private entities continually involved in operating and maintaining equipment on a Public Facility. Therefore, at the discretion of COCC, and in lieu of the direct maintenance and operation of the system by the selected vendor or its approved subcontractor, the Proposer awarded the SPPA, or acceptable alternative financing model, may be requested to contract with Central Oregon Community College's operations and maintenance staff, in order that COCC's staff may operate and maintain the equipment under the SPPA, or acceptable alternative financing model. The Proposer shall prior to Final Completion of the Project, provide the Central Oregon Community College with a complete Operation and Maintenance Manual and prior to and after Final Completion, meet as necessary with Central Oregon Community College's operations and maintenance staff to assure appropriate training has been achieved for the proper operation and maintenance of the SPPA, or acceptable alternative financing model, Facilities.
 - xiii. Provide information about the early termination fee in case the SPPA, or acceptable alternative financing model, is terminated at the request of Central Oregon Community College, with all facilities that were previously owned by the Proposer becoming the property of Central Oregon Community College. It is understood that this could not occur during the initial federal tax regulation compliance period without a substantial cost penalty.
 - xiv. How Calculated: No points shall be awarded if the Proposer has not established, in the judgment of the Selection Committee, that there is a reasonable likelihood that Central Oregon Community College will enjoy an energy cost savings as compared to market rate energy costs, by entering into the SPPA, or acceptable alternative financing model. In the case of any Proposer receiving 0 points in this category, the Proposer shall be disqualified for the Project, notwithstanding any other scores in any other categories.

SECTION 8 SELECTION CRITERIA AND METHOD OF AWARD

8.1 PROPOSAL ANALYSIS PROCESS

The evaluation process will be centered on the Proposer's qualifications, skills, knowledge and abilities. The steps described herein shall be taken to analyze and rank the Proposals, and to finalize a contract for delivery of the services described herein.

8.1.1 The Purchasing Office will read the Proposals and the Proposals will be divided into two groups, those which are considered "responsive" and "responsible", and those which are not. Those that are not will be withdrawn from consideration.

8.1.2 An evaluation committee comprised of appropriate college staff, as required, technical experts and/or community members, will convene to review the proposals.

8.1.2 Each member of the evaluation committee will complete individual scoring. When that is complete, all scores will be totaled for each Proposer. Proposals will then be ranked in terms of descending order of the total Proposal score.

8.1.3 At COCC's discretion, a Competitive Range may be established.

8.1.3. If instituted, Proposers within the Competitive Range may be invited to present their qualifications and experience in interviews with the evaluation committee and may be requested to give an oral presentation. The Project Manager and key project participants listed in the proposal to be assigned to the COCC project must be present at the interview.

8.2. SELECTION CRITERIA

The following criteria will be used in ranking each of the Firms. The Proposer that is ranked the highest will represent the best overall value for COCC, except for categories in which the Proposer does not meet the minimum requirements, in which case the Proposer shall be disqualified from consideration of award. The criteria are not listed in any priority order. The Selection Committee will consider all criteria in performing a comprehensive evaluation of each proposal. Weights have been assigned to each criterion in the form of points.

8.2.1 Proposal Offer and Terms: (30 Points)

The Proposer's Offer and Terms will be scored by the Evaluation Committee taking into account the total of all costs within the proposal. The more competitive overall cost for value received will achieve a higher score. Proposer's consideration for Central Oregon Community College's goals to purchase electricity through the SPPA, or acceptable alternative financing model, at a price equal to or below that which is currently paid by Central Oregon Community College campus at will also be considered.

8.2.2 System Components: (20 Points)

8.2.3 Proposal - Project Approach: (15 points)

8.2.4 Project Schedule. (10 Points)

8.2.5 Proposal Viability: (25 Points)

TOTAL POINTS POSSIBLE: 100 POINTS

8.3 DETERMINATION OF COMPETITIVE RANGE

The three (3) highest-ranking Proposers in the written evaluation will comprise the Competitive Range for oral presentations and additional clarification, as needed, unless the College, in its sole discretion, decides to increase or decrease the Competitive Range based on the following considerations:

8.3.1 The College may increase the number of Proposers in the Competitive Range if, in the sole determined of the College, it is determined that there is a natural break in the scores of

Proposers indicating a number of Proposer greater than three (3) are closely competitive and have a reasonable chance to be the most advantageous Proposer.

8.3.2 The College may decrease the number of Proposers in the Competitive Range if, in the sole determination of the College, fewer than three (3) Proposers have a reasonable chance to be the most advantageous Proposer.

8.3.3 All Proposers whose proposals met the minimum requirements will receive written notice of the Proposers who have been included in the Competitive Range. Proposers within the Competitive Range will continue to the next step as indicated in Section 8.1.

8.4 INTERVIEWS

8.4.1 If interviews are scheduled, an interview agenda will be provided to the firms being selected for an interview at least 72 hours prior to interview. The interview is a fact-finding and explanation session only and will not include negotiations. The College will schedule the time and location of presentations. If an oral presentation is requested, any specific requirements for the presentation will be provided in a written notice of the request. Agenda for each invitee may be different depending upon the particular aspects of their Proposal, which may require clarification or additional information.

8.4.2 Interviews and presentations of remaining Proposers will be held at the discretion of the evaluation committee.

8.4.3 Evaluation criteria for the interviews will be as follows:

Staff and Management approach	30 points
Comprehension of College needs	30 points
Presentation	15 points
Clarity of responses	25 points

TOTAL INTERVIEW POINTS AVAILABLE 100 points

Interview points are not cumulative to the written evaluation points.

8.5 FINAL RANKING AND NOTICE OF AWARD

Following interviews, if implemented, the proposers will receive a final ranking and the College will review the highest-ranking proposer and make a recommendation of award of the top-ranked Proposer to the VP for Administration. The Proposer thus selected, will be recommended for award to the Board of Directors when required by College policy, a Notice of Intent to Award will be issued, and the College will enter into contract negotiations. During negotiation, the College may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during the contract negotiations will become part of the final contract.

8.6 RIGHT TO CLARIFICATION AND ADDITIONAL RESEARCH

The College reserves the right to obtain clarification of any point in a Proposal or to obtain additional information necessary to evaluate a particular Proposal. Failure of a Proposer to respond to such a request for additional information or clarification may result in a finding that the Proposer is non-responsive and consequent rejection of the Proposal.

8.6.1 The College may obtain information from any legal source for clarification of any Proposal or for information on any Proposer including, but not limited to, the Proposer's clients, police files, insurance files and agencies, credit bureaus and professional organizations. The

College need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.

8.6.2 The College may perform, at its discretion, investigations of any Proposer. Information sought may include, but shall not necessarily be limited to credit history, recent financial statements, insurance coverage and policies, current litigation, contacting references, etc. All such documents, if requested by the College, become part of the public records and may be disclosed accordingly. If the College finds that a Proposer is unable to demonstrate financial responsibility in accordance with ORS 279B.110 in the sole judgment of the College, that firm's Proposal shall be declared non-responsible and the subject Proposal shall be rejected.

8.6.3 The College may postpone the award or execution of the contract before or after Notice of Intent to Award to complete its investigation. The College reserves the right to consider past performance, historical information and fact, whether gained from the Proposer's proposal, question and answer conference, references, or any other source in the evaluation process. The College reserves the right to reject any proposal or to reject all proposals at any time prior to the College's execution of a contract in the event Proposer's reference checks prove unsatisfactory.

Solar Glare Hazard Analysis Report

Generated Dec. 22, 2013, 3:58 p.m.

No glare found

Print



Inputs

Analysis name	COCC - South of Future RPZ
Orientation of array (deg)	165.0
Tilt of solar panels (deg)	35.0
Rated power (kW)	500.0
Reflectivity of PV module	0.1
PV surface material	Deeply textured glass
Vary reflectivity	True
Slope error (mrad)	10.0

Timezone offset	-8.0
Subtended angle of sun (mrad)	9.3
Peak DNI (W/m ²)	1000.0
Ocular transmission coefficient	0.5
Pupil diameter (m)	0.002
Eye focal length (m)	0.017
Time interval (min)	1

PV array vertices

id	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)	Total elevation (ft)
1	44.258332433	-121.166812778	3032.85	5.0	3037.85
2	44.258347801	-121.164956689	3030.64	5.0	3035.64
3	44.25890873	-121.165235639	3029.07	5.0	3034.07
4	44.2593774474	-121.166823506	3030.39	5.0	3035.39

Observation Points

	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)
Air Traffic Control Tower	44.2544	-121.159	3065.79	63.0

Energy

Maximum energy produced annually, assuming sunny skies every day.

Energy produced annually (kWh)	1.171E+06
--------------------------------	-----------

No glare found.

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Exhibit H 2/5

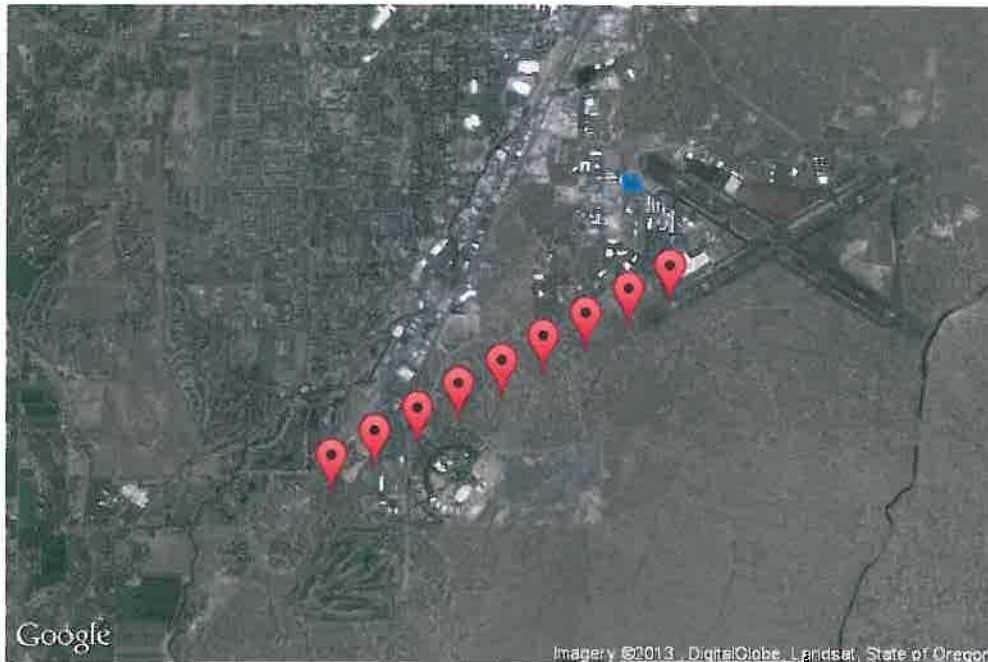
Solar Glare Hazard Analysis Flight Path Report

Generated Dec. 22, 2013, 3:57 p.m.

Flight path: Runway A

No glare found

 Print



Inputs

Analysis name	COCC - South of Future RPZ
Orientation of array (deg)	165.0
Tilt of solar panels (deg)	35.0
Rated power (kW)	500.0

Reflectivity of PV module	0.1
PV surface material	Deeply textured glass
Vary reflectivity	True
Slope error (mrad)	10.0

Timezone offset	-8.0
Subtended angle of sun (mrad)	9.3
Peak DNI (W/m ²)	1000.0
Ocular transmission coefficient	0.5
Pupil diameter (m)	0.002
Eye focal length (m)	0.017
Time interval (min)	1

PV array vertices

id	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)	Total elevation (ft)
1	44.258332433	-121.166812778	3032.85	5.0	3037.85
2	44.258347801	-121.164956689	3030.64	5.0	3035.64
3	44.25890873	-121.165235639	3029.07	5.0	3034.07
4	44.2593774474	-121.166823506	3030.39	5.0	3035.39

Flight Path Observation Points

	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)	Glare?
Threshold	44.2496258196	-121.161818504	3073.32	50.0	No

	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)	Glare?
1/4 mi	44.2478463271	-121.166214558	3062.08	130.42	No
1/2 mi	44.2460668346	-121.170610611	3058.36	203.32	No
3/4 mi	44.2442873422	-121.175006664	3072.12	258.73	No
1 mi	44.2425078497	-121.179402717	3070.63	329.4	No
1 1/4 mi	44.2407283573	-121.183798771	3076.86	392.36	No
1 1/2 mi	44.2389488648	-121.188194824	3079.13	459.26	No
1 3/4 mi	44.2371693723	-121.192590877	3075.73	531.85	No
2 mi	44.2353898799	-121.19698693	3101.62	575.14	No

Energy

Maximum energy produced annually, assuming sunny skies every day.

Energy produced annually (kWh)

1.171E+06

No glare found.

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Exhibit H 3/5

Solar Glare Hazard Analysis Flight Path Report

Generated Dec. 22, 2013, 3:57 p.m.

Flight path: Runway A Path 2

Glare found

 Print



Inputs

Analysis name	COCC - South of Future RPZ
Orientation of array (deg)	165.0
Tilt of solar panels (deg)	35.0
Rated power (kW)	500.0

Reflectivity of PV module	0.1
PV surface material	Deeply textured glass
Vary reflectivity	True
Slope error (mrad)	10.0

Timezone offset	-8.0
Subtended angle of sun (mrad)	9.3
Peak DNI (W/m ²)	1000.0
Ocular transmission coefficient	0.5
Pupil diameter (m)	0.002
Eye focal length (m)	0.017
Time interval (min)	1

PV array vertices

id	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)	Total elevation (ft)
1	44.258332433	-121.166812778	3032.85	5.0	3037.85
2	44.258347801	-121.164956689	3030.64	5.0	3035.64
3	44.25890873	-121.165235639	3029.07	5.0	3034.07
4	44.2593774474	-121.166823506	3030.39	5.0	3035.39

Flight Path Observation Points

	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)	Glare?
Threshold	44.259165065	-121.138635637	3053.15	50.0	Yes

	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)	Glare?
1/4 mi	44.2609445574	-121.134238871	3036.96	135.36	Yes
1/2 mi	44.2627240499	-121.129842105	3036.09	205.42	Yes
3/4 mi	44.2645035423	-121.125445338	3034.02	276.66	Yes
1 mi	44.2662830348	-121.121048572	3029.44	350.41	Yes
1 1/4 mi	44.2680625273	-121.116651805	3042.61	406.43	Yes
1 1/2 mi	44.2698420197	-121.112255039	3060.07	458.14	Yes
1 3/4 mi	44.2716215122	-121.107858273	3062.79	524.61	Yes
2 mi	44.2734010046	-121.103461506	3064.15	592.42	Yes

Energy

Maximum energy produced annually, assuming sunny skies every day.

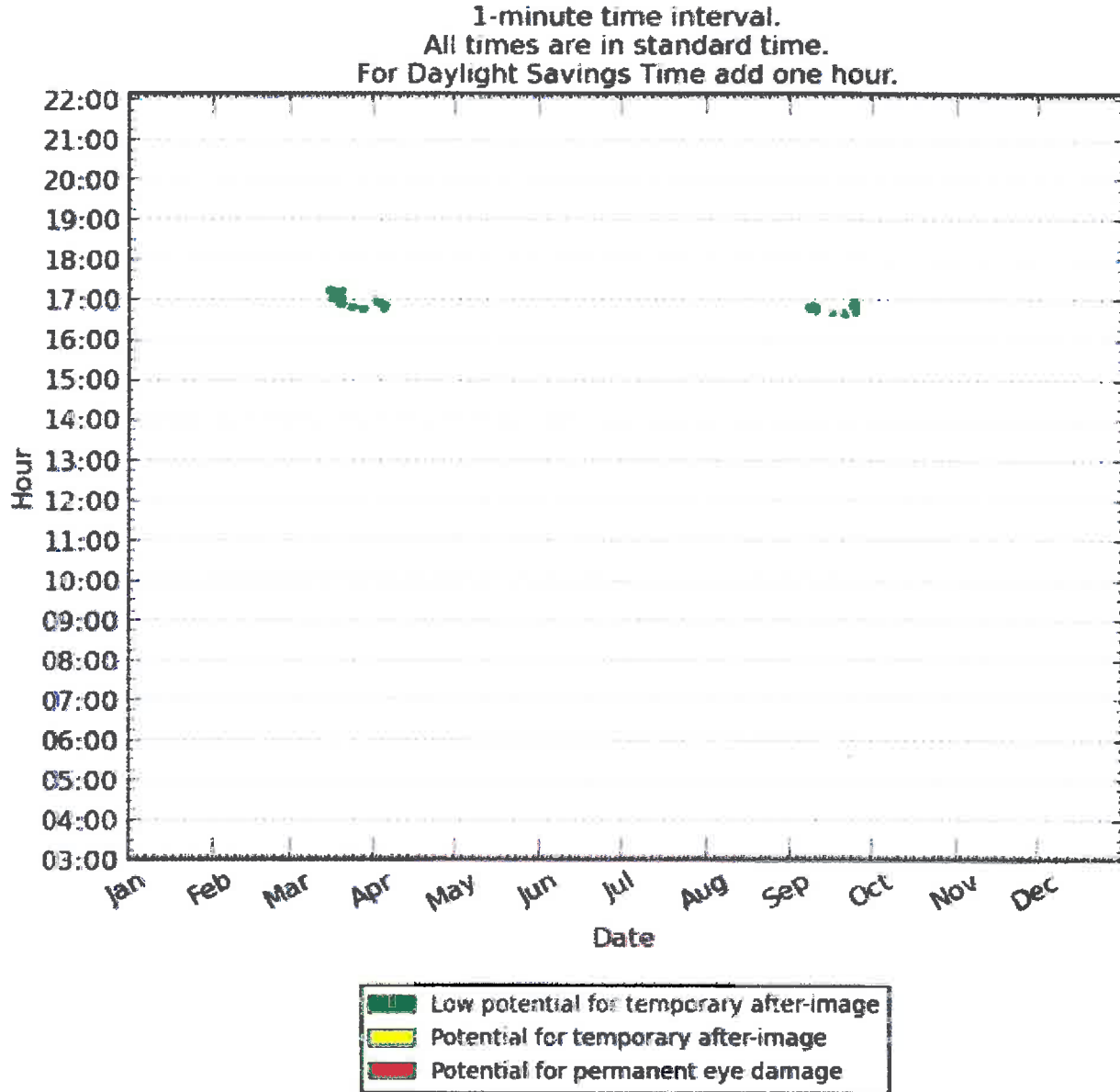
Energy produced annually (kWh)

1.171E+06

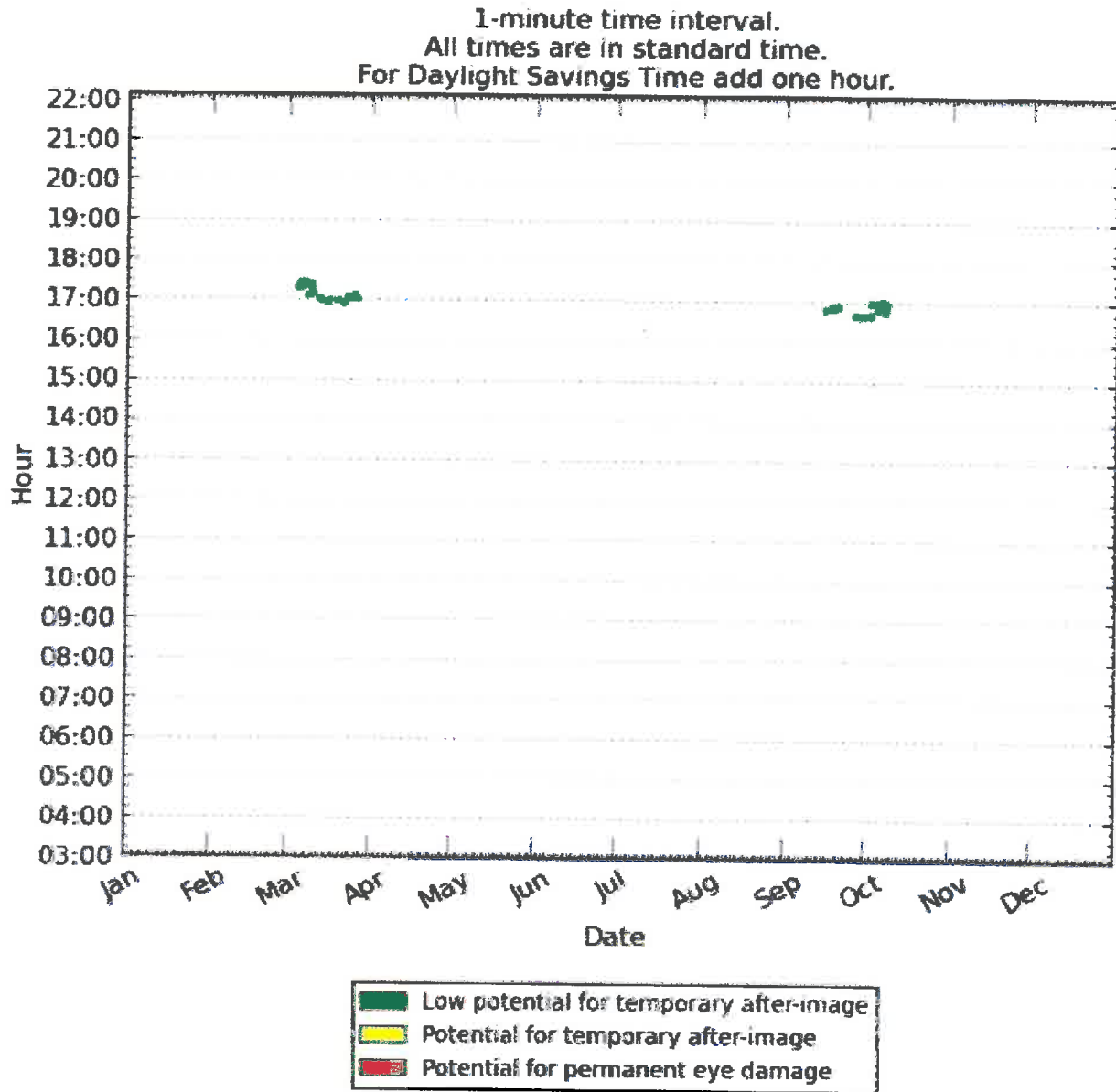
Glare occurrence plots

All times are in standard time. For Daylight Savings Time add one hour.

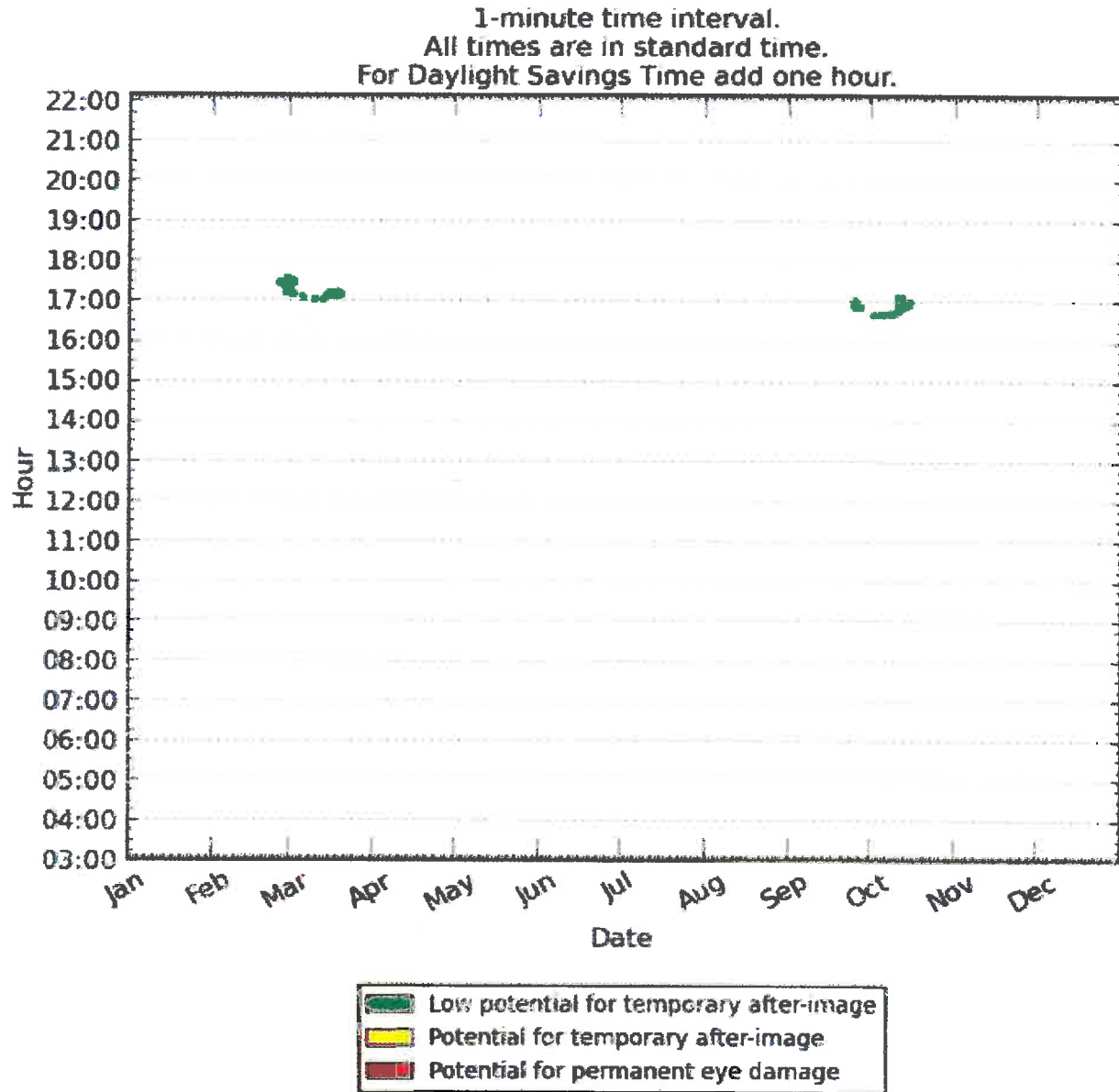
Threshold



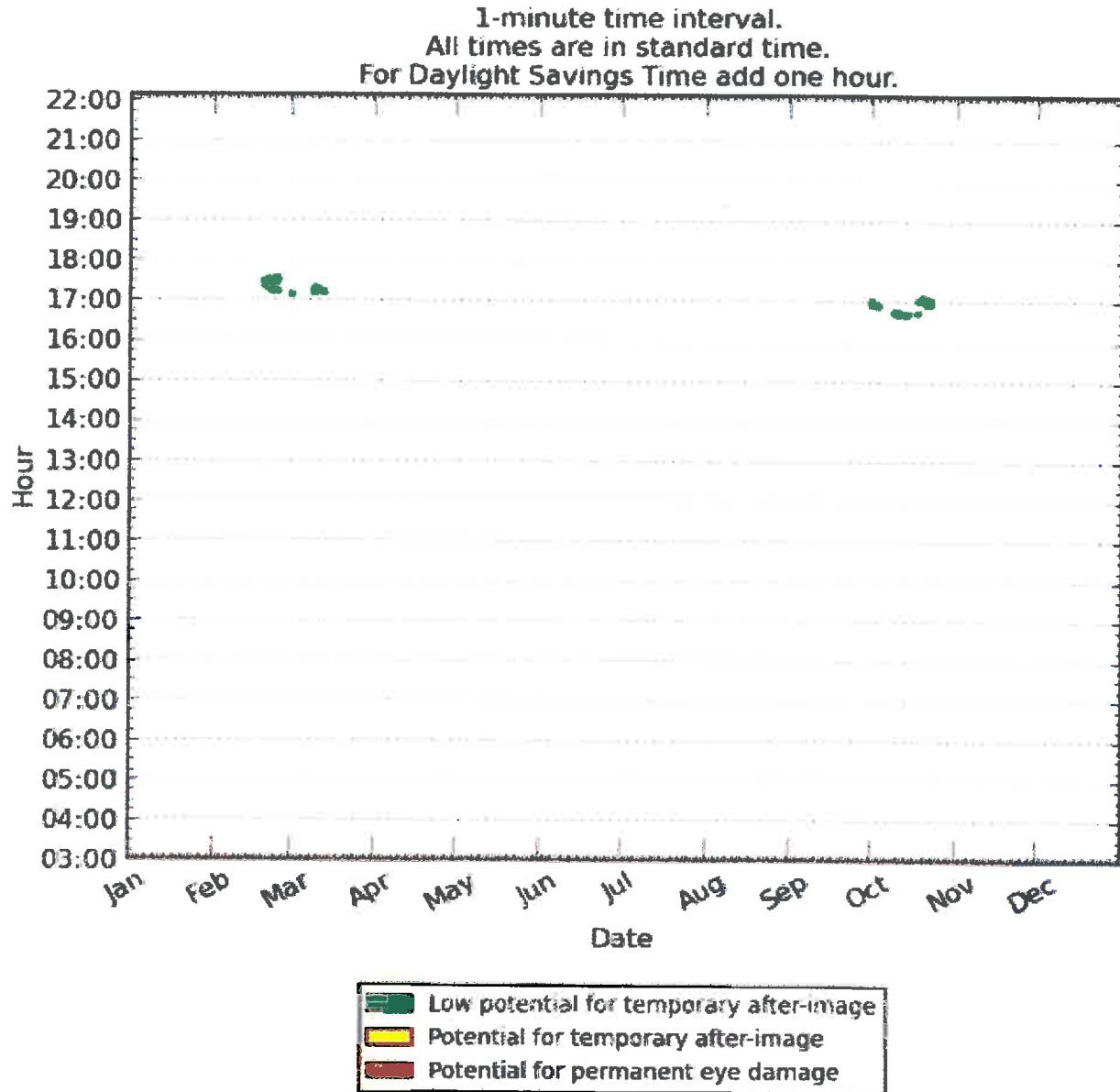
1/4 mi



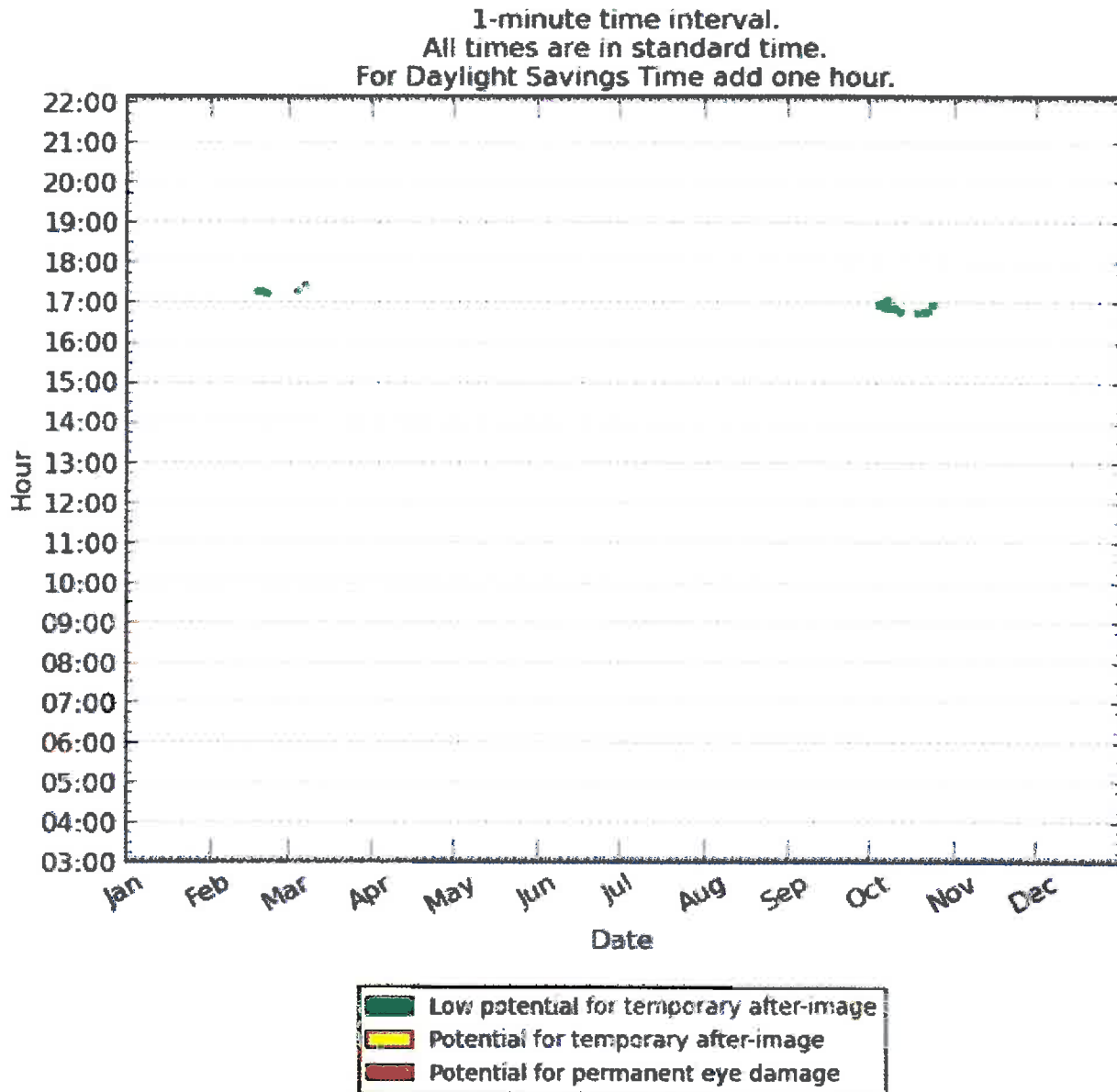
1/2 mi



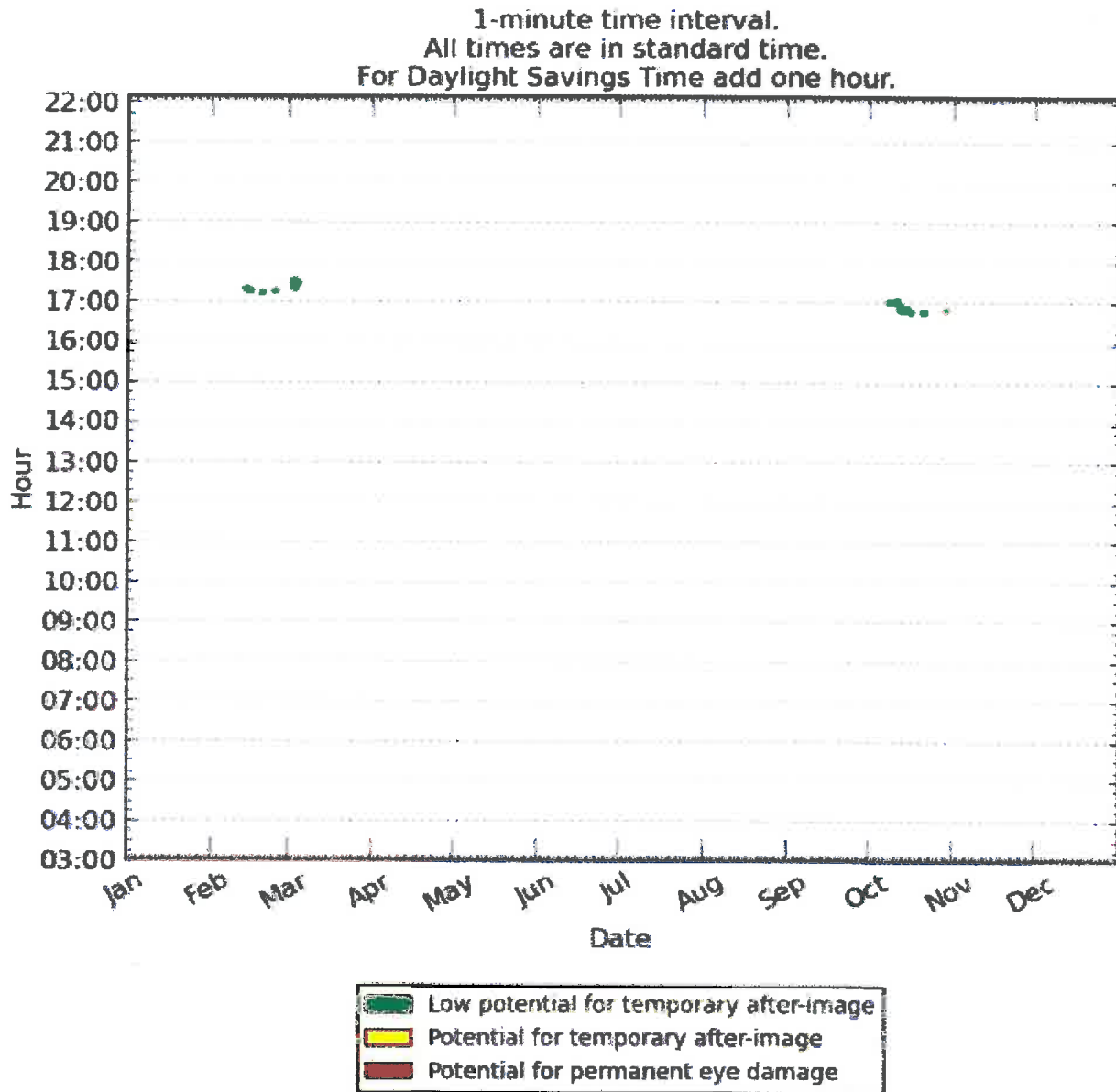
3/4 mi



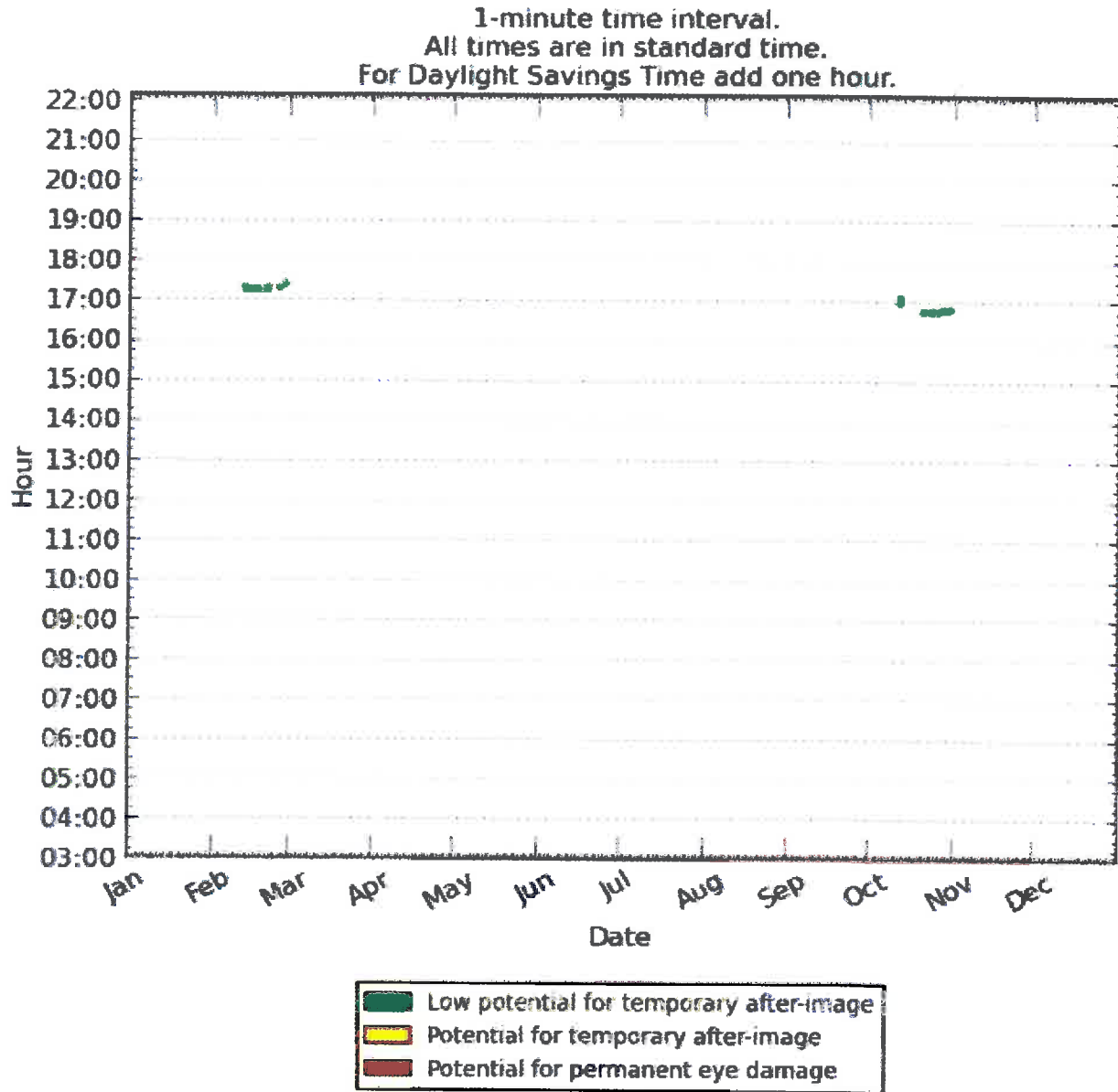
1 mi



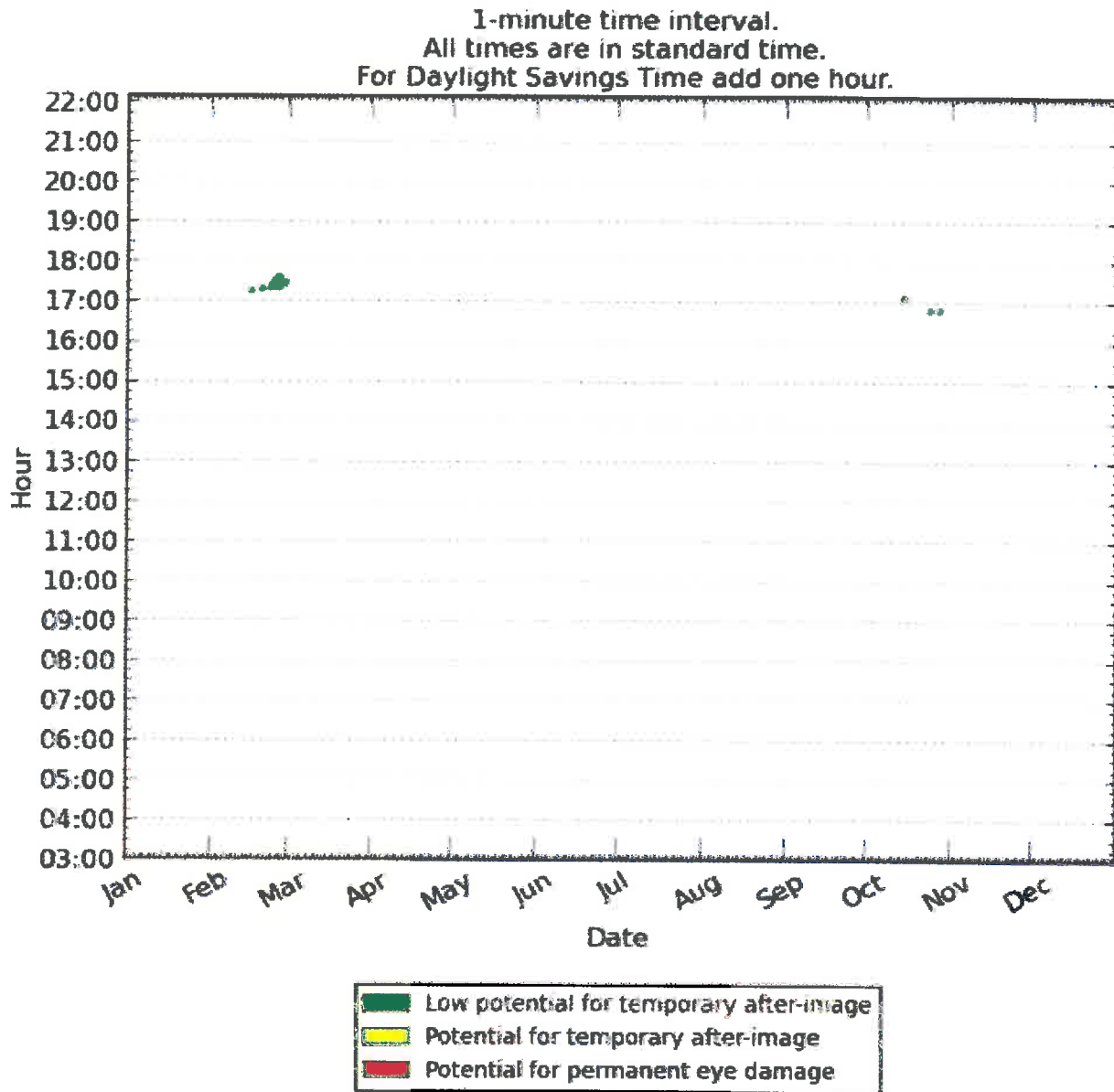
1 1/4 mi



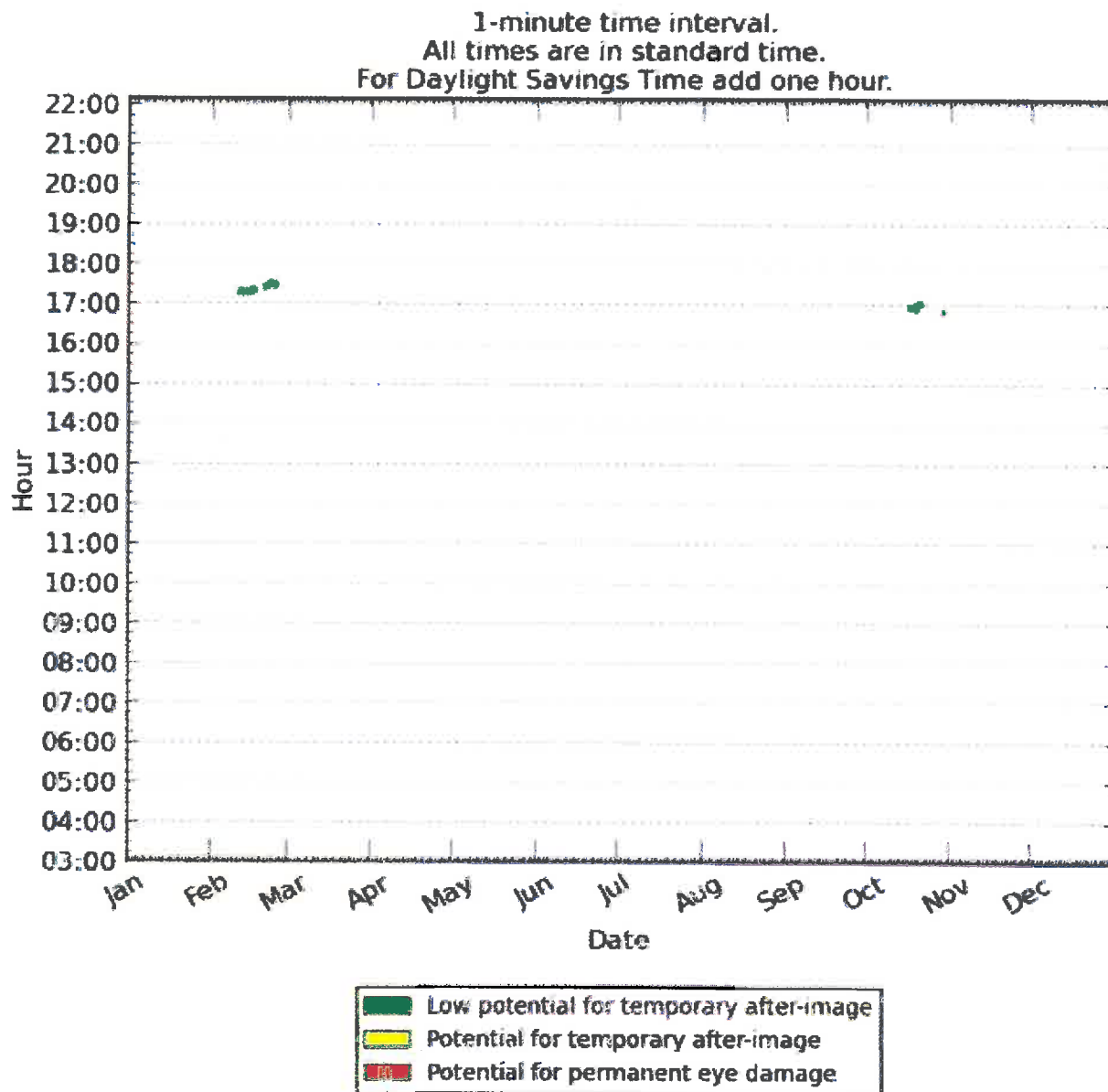
1 1/2 mi



1 3/4 mi



2 mi



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Exhibit H 4/5

Solar Glare Hazard Analysis Flight Path Report

Generated Dec. 22, 2013, 3:54 p.m.

Flight path: Runway B

Glare found

 Print



Inputs

Analysis name	COCC - South of Future RPZ
Orientation of array (deg)	165.0
Tilt of solar panels (deg)	35.0
Rated power (kW)	500.0

Reflectivity of PV module	0.1
PV surface material	Deeply textured glass
Vary reflectivity	True
Slope error (mrad)	10.0

Timezone offset	-8.0
Subtended angle of sun (mrad)	9.3
Peak DNI (W/m ²)	1000.0
Ocular transmission coefficient	0.5
Pupil diameter (m)	0.002
Eye focal length (m)	0.017
Time interval (min)	1

PV array vertices

id	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)	Total elevation (ft)
1	44.258332433	-121.166812778	3032.85	5.0	3037.85
2	44.258347801	-121.164956689	3030.64	5.0	3035.64
3	44.25890873	-121.165235639	3029.07	5.0	3034.07
4	44.2593774474	-121.166823506	3030.39	5.0	3035.39

Flight Path Observation Points

	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)	Glare?
Threshold	44.2489187829	-121.138665676	3079.97	50.0	Yes

	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)	Glare?
1/4 mi	44.2470091423	-121.134377682	3061.36	137.79	Yes
1/2 mi	44.2450995017	-121.130089688	3072.35	195.99	Yes
3/4 mi	44.243189861	-121.125801695	3089.88	247.63	Yes
1 mi	44.2412802204	-121.121513701	3098.85	307.82	No
1 1/4 mi	44.2393705798	-121.117225707	3095.77	380.1	No
1 1/2 mi	44.2374609392	-121.112937713	3089.51	455.53	No
1 3/4 mi	44.2355512986	-121.108649719	3098.22	516.01	No
2 mi	44.2336416579	-121.104361725	3082.78	600.62	No

Energy

Maximum energy produced annually, assuming sunny skies every day.

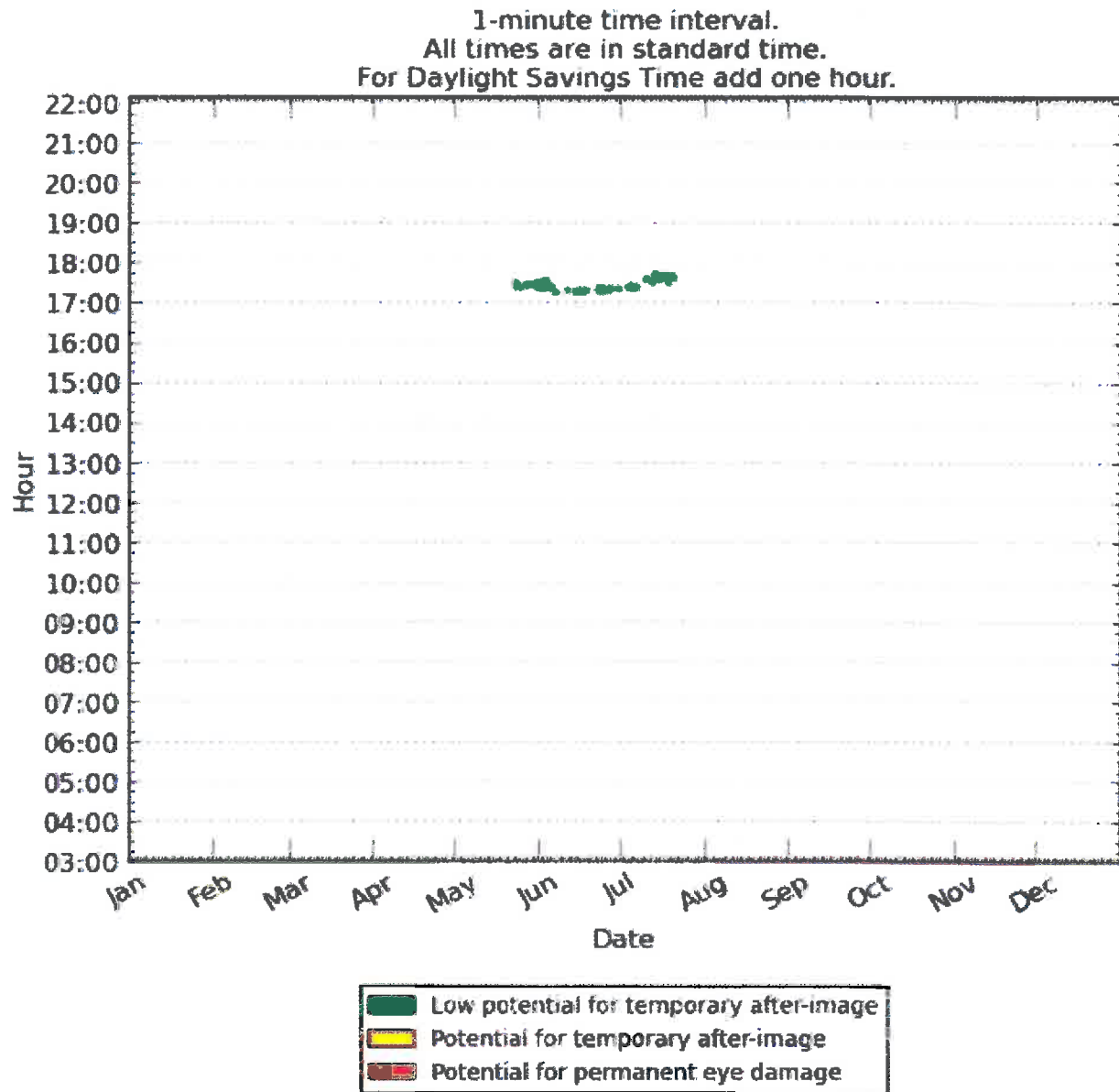
Energy produced annually (kWh)

1.171E+06

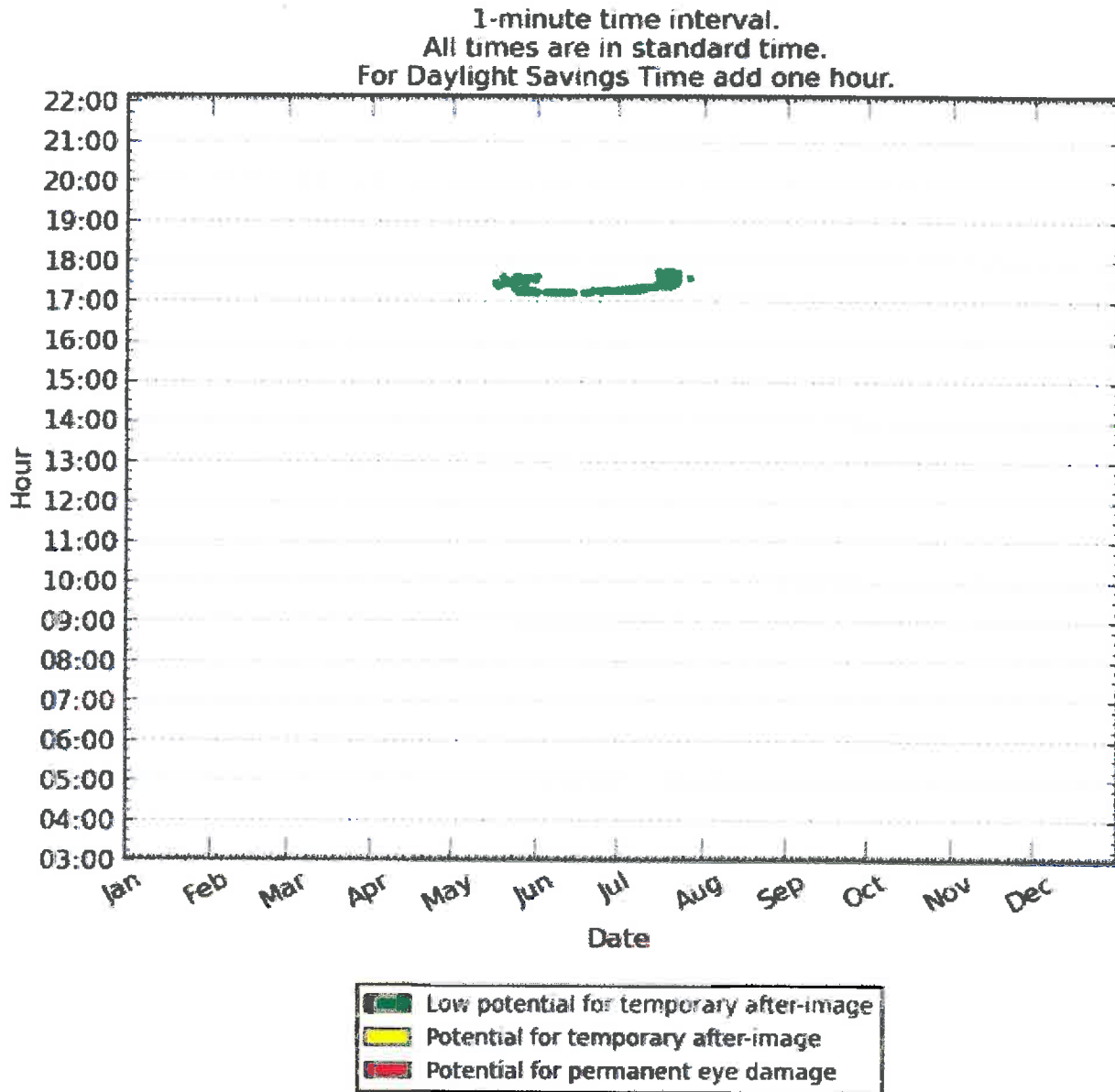
Glare occurrence plots

All times are in standard time. For Daylight Savings Time add one hour.

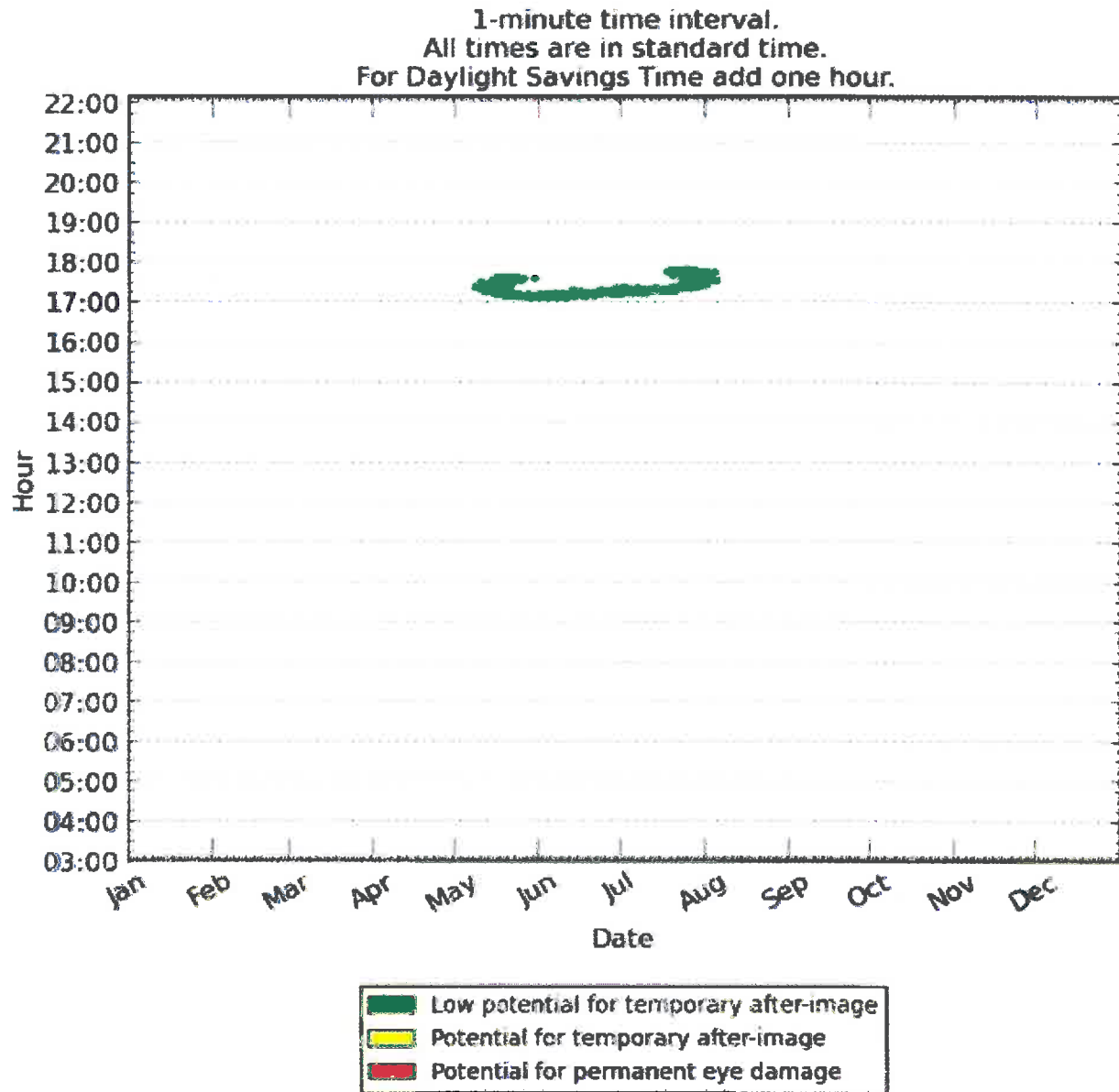
Threshold



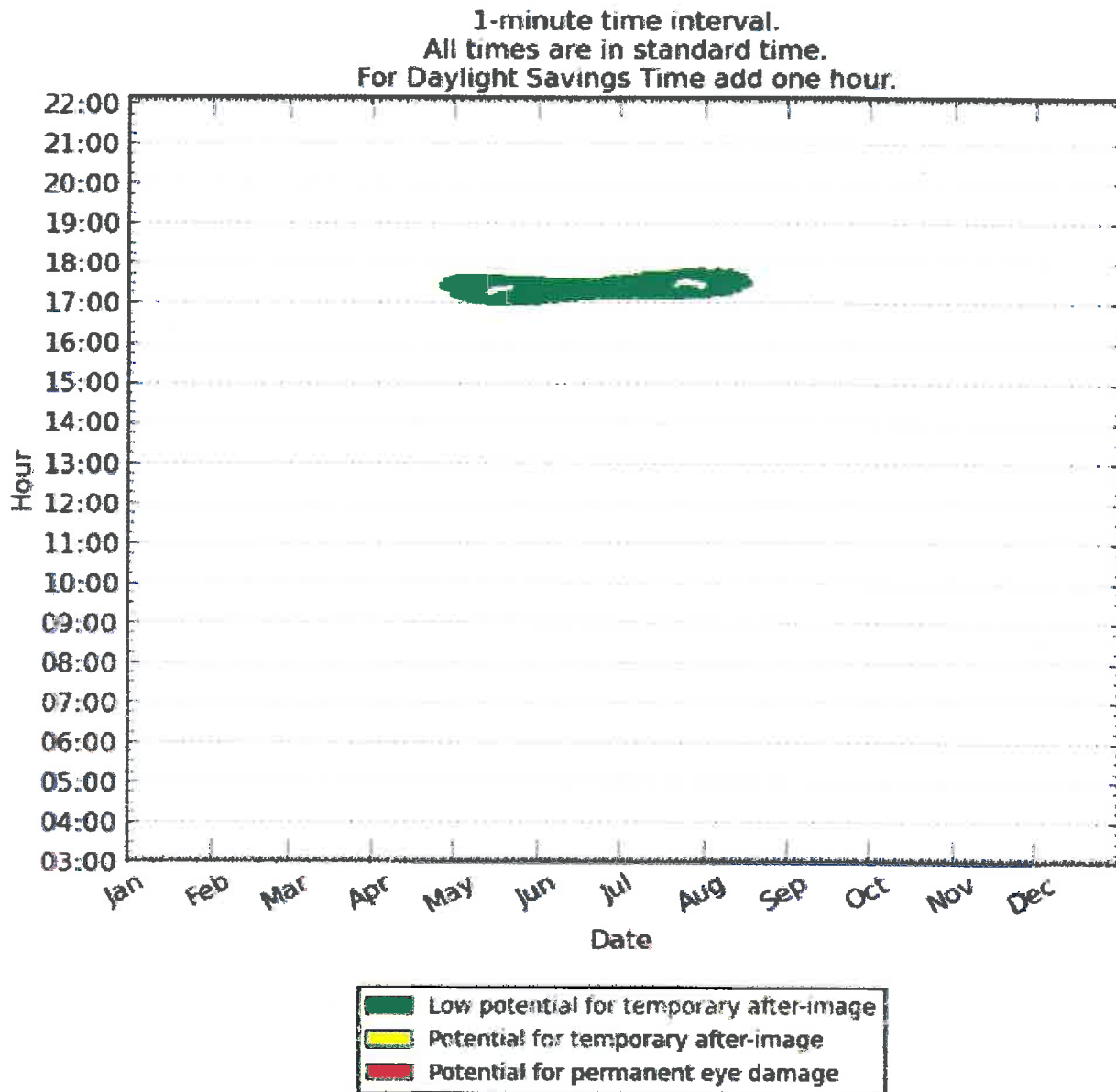
1/4 mi



1/2 mi



3/4 mi



1 mi

No glare

1 1/4 mi

No glare

1 1/2 mi

No glare

1 3/4 mi

No glare

2 mi

No glare

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Exhibit H 5/5

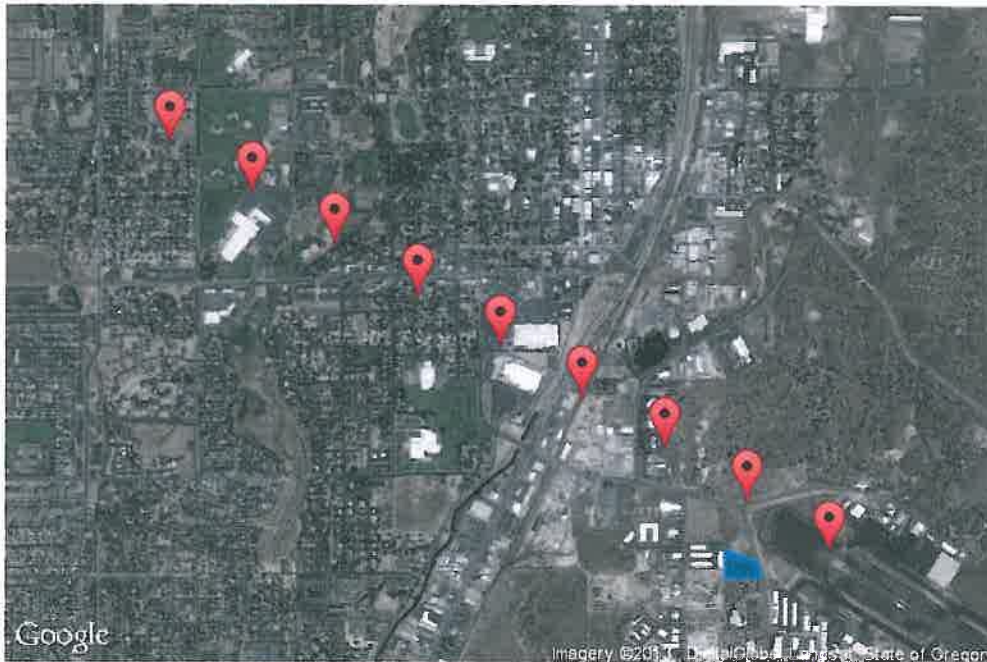
Solar Glare Hazard Analysis Flight Path Report

Generated Dec. 22, 2013, 3:56 p.m.

Flight path: Runway B Path 2

Glare found

 Print



Inputs

Analysis name	COCC - South of Future RPZ
Orientation of array (deg)	165.0
Tilt of solar panels (deg)	35.0
Rated power (kW)	500.0

Reflectivity of PV module	0.1
PV surface material	Deeply textured glass
Vary reflectivity	True
Slope error (mrad)	10.0
Timezone offset	-8.0
Subtended angle of sun (mrad)	9.3
Peak DNI (W/m ²)	1000.0
Ocular transmission coefficient	0.5
Pupil diameter (m)	0.002
Eye focal length (m)	0.017
Time interval (min)	1

PV array vertices

id	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)	Total elevation (ft)
1	44.258332433	-121.166812778	3032.85	5.0	3037.85
2	44.258347801	-121.164956689	3030.64	5.0	3035.64
3	44.25890873	-121.165235639	3029.07	5.0	3034.07
4	44.2593774474	-121.166823506	3030.39	5.0	3035.39

Flight Path Observation Points

	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)	Glare?
Threshold	44.2591158888	-121.161363601	3043.49	50.0	Yes

	Latitude (deg)	Longitude (deg)	Ground Elevation (ft)	Height above ground (ft)	Glare?
1/4 mi	44.2610255294	-121.165652339	3028.65	134.01	No
1/2 mi	44.26293517	-121.169941076	3016.68	215.17	No
3/4 mi	44.2648448107	-121.174229814	3022.67	278.35	No
1 mi	44.2667544513	-121.178518551	3010.93	359.27	No
1 1/4 mi	44.2686640919	-121.182807289	3005.73	433.65	No
1 1/2 mi	44.2705737325	-121.187096026	2977.15	531.41	No
1 3/4 mi	44.2724833731	-121.191384764	2990.14	587.6	No
2 mi	44.2743930138	-121.195673501	3001.96	644.95	No

Energy

Maximum energy produced annually, assuming sunny skies every day.

Energy produced annually (kWh)

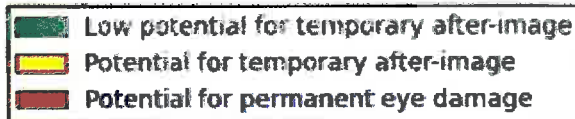
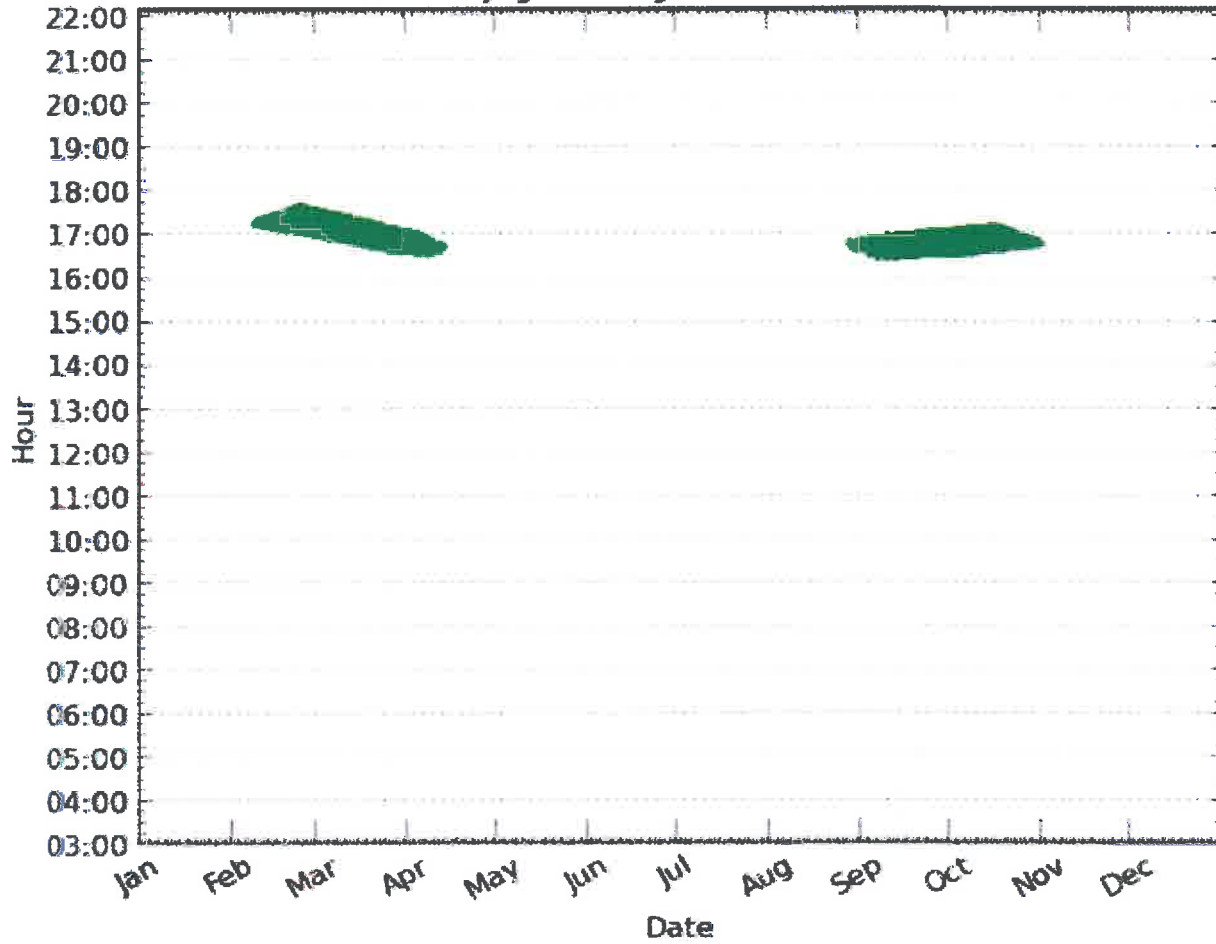
1.171E+06

Glare occurrence plots

All times are in standard time. For Daylight Savings Time add one hour.

Threshold

1-minute time interval.
All times are in standard time.
For Daylight Savings Time add one hour.



1/4 mi

No glare

1/2 mi

No glare

3/4 mi

No glare

1 mi

No glare

1 1/4 mi

No glare

1 1/2 mi

No glare

1 3/4 mi

No glare

2 mi

No glare

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U.S. Department
of Transportation

Federal Aviation
Administration

May 29, 2014

Mazzetti
Attn: Amy Jarvis
520 SW 6th
Suite 500
Portland, OR 97204

RE: (See attached Table 1 for referenced case(s))
FINAL DETERMINATION

Table 1 - Letter Referenced Case(s)

ASN	Prior ASN	Location	Latitude (NAD83)	Longitude (NAD83)	AGL (Feet)	AMSL (Feet)
2013-ANM-602-NRA		REDMOND, OR	44-15-32.00N	121-09-58.00W	3	3033

Description: Central Oregon Community College will be releasing a public RFP for the development of a 500kW PV System array. This system will directly offset utility electricity currently consumed by COCC and its Redmond Facilities located at 2030 SE College Way. The 500kW array will take up approximately 50,000 SQFT. The proposed Locations are located in the following (please see additional locations): 1. Existing RPZ 44deg 15' 37" N 2. Future RPZ 44deg 15' 34" N 3. South of Future RPZ 44deg 15' 34" N

We do not object with conditions to the construction described in this proposal provided:

You comply with the requirements set forth in FAA Advisory Circular 150/5370-2, "Operational Safety on Airports During Construction."

No objection to the solar farm location outside of the Runway Protection Zone provided panels are positioned as submitted and glare is not a hazard to air traffic or the Air Traffic Control Tower.

This determination does not constitute FAA approval or disapproval of the physical development involved in the proposal. It is a determination with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground.

In making this determination, the FAA has considered matters such as the effects the proposal would have on existing or planned traffic patterns of neighboring airports, the effects it would have on the existing airspace structure and projected programs of the FAA, the effects it would have on the safety of persons and property on the ground, and the effects that existing or proposed manmade objects (on file with the FAA), and known natural objects within the affected area would have on the airport proposal.

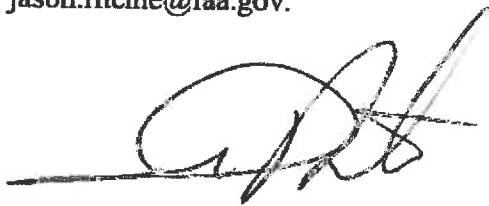
When your Airport Layout Plan is updated, please include this new development. In the meantime, we will show this feature on your current ALP approved on June 4, 2012.

This determination expires on November 29, 2015 unless:

- (a) extended, revised or terminated by the issuing office.
- (b) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for the completion of construction, or the date the FCC denies the application.

NOTE: Request for extension of the effective period of this determination must be obtained at least 15 days prior to expiration date specified in this letter.

If you have any questions concerning this determination contact Jason Ritchie (425) 227-2655
jason.ritchie@faa.gov.

A handwritten signature in black ink, appearing to read 'JR', is written over a horizontal line.

Jason Ritchie
ADO

**FINDINGS OF THE CONTRACT REVIEW BOARD FOR CENTRAL OREGON COMMUNITY
COLLEGE REJECTING ALL PROPOSALS FROM SOLICITATION 1479-14 SOLAR POWER PURCHASE
AGREEMENT**

The Contract Review Board for Central Oregon Community College finds as follows:

1. The Board has determined that inconsistencies and ambiguous language in the RFP 1479-14 Solar Power Purchas Agreement solicitation documents issued resulted in proposal response discrepancies and unnecessarily restricted competition for the contract. This finding is based on, but not limited to, the following:
 - A. FAA Glare Report, Section 5.7.2. The RFP solicitation included both the required FAA Form “Proposed Construction or Alteration” and “Solar Glare Hazard Analysis Report” for the proposed site that and been submitted to the Federal Aviation Administration. In a “Final Determination” letter the FAA stated that they did not object to the construction described in the proposal. This language may have been confusing to Proposers in that it did not address possible other options that the FAA would consider, merely that the option submitted to the FAA had been approved.
 - B. Financial Modeling Requirements- The RFP solicitation documents included ambiguous language with regard to rate escalation for both utilities and financial modeling. The RFP proposals received reflected this ambiguity.
 - C. Definition of terms "Proposer" and "Contractor"- The definition of these terms is clear in the RPF: “Proposer” means the entity that is responding to the solicitation. “Contractor” means the entity that has been awarded the contract resulting from the solicitation. However, the terms were not used consistently throughout the RFP document, leading to confusion of the Proposers on aspects of the requirements for Contractors within the Scope of Work, notably in Sections 5.2.2 i and 5.8.
2. The Board further finds that the rejection of all bids is in the best interest of the College and the public.

Grounds for Protest RFP 1478-14 Solar Power Purchase Agreement

279B.410 Protests of contract award. (1) A bidder or proposer may protest the award of a public contract or a notice of intent to award a public contract, whichever occurs first, if:

- (a) The bidder or proposer is adversely affected because the bidder or proposer would be eligible to be awarded the public contract in the event that the protest were successful; and
- (b) The reason for the protest is that:
 - (A) All lower bids or higher ranked proposals are non-responsive;
 - (B) The contracting agency has failed to conduct the evaluation of proposals in accordance with the criteria or processes described in the solicitation materials

Reasons for Protest RFP 1478-14 Solar Power Purchase Agreement

RFP requirements not met by All lower bids or higher ranked proposals are as follows:

SECTION 1

Proposers **must** demonstrate the ability to perform the work described in the scope of work and schedule of work sections of the request for proposals.

Pursuant to ORS 279B.100, they may reject any Proposal not in compliance with all prescribed bidding procedures and requirements and may reject all Proposals if, in the judgment of the College, it is in the public's interest to do so.

SECTION 3

3.3 LANGUAGE: Conditions of RFP that include the word "**must**" or "**shall**" describe a mandatory requirement. All specifications are defined as mandatory minimum requirements unless otherwise state. FAILURE TO MEET A MANDATORY REQUIREMENT **SHALL** DISQUALIFY A PROPOSAL. This solicitation document and the Contractor's response information **shall** become part of the Contract.

SECTION 4

4.4 IMPLIED REQUIREMENTS: Any products or services that are not specifically addressed in this solicitation but are necessary to provide functional capabilities proposed by the Proposer **must** be included in the Proposal.

Neither Sunlight Solar nor Oak Leaf acknowledged their approach to utility and phone easement acquisitions that run through the proposed site. Or the scheduled time for relocation. Neither site plans indicate the current location of utility and phones lines and do not designate Pacific Power's safety clearances or "right of way" for electric lines as prescribed by applicable laws and regulations, including the National Electrical Safety Code.

Neither proposal's project schedule includes the time required for a right-of-way survey or testing by Pacific Power. For electrical safety reasons, Pacific Power limits what can be

erected within the right of way and may impose further requirements for transmission rights of way to maintain system reliability.

Not including a specific plan for utility easements will not only delay the projects ability to be completed timely but will add costs to the project.

Neither proposer meets this mandatory requirement.

4.12.3: Should Proposer require that a standard company contract be signed, a copy of this contract **must** be submitted along with the proposal.

Sunlight Solar's response on page 30 states "This Proposer's financing partner, Sol Systems has prepared a draft SPPA for review by COCC. This **legal document** is 33 pages in length, and cannot be contained in Proposal due to page limits. Sol System's draft SPPA is available to COCC upon request."

Sunlight Solar has taken the time to draft a legal SPPA contract to be signed but do not submit it with their proposal as stated above.

Sunlight Solar does not meet this mandatory requirement.

4.15 REJECTION OF PROPOSALS

i. Failure of the Proposer to adhere to one or more of the provisions established in this RFP.

Both Sunlight Solar and Oak Leaf fail to adhere to provisions in the RFP as stated in this protest document.

v. Failure of the Proposer to provide all costs and fees requested and in the format specified.

Both Sunlight Solar and Oak Leaf fail to provide all costs requested an in the format specified as stated in this protest document.

5.2 PERFORMANCE OF WORK

5.2.2 (i) Contractor **must** be an Energy Trust of Oregon approved solar electric trade ally

Oak Leaf Energy is not an approved Energy Trust trade ally on Energy Trust's website nor does their response name a contractor to perform the work that meets the requirements in 5.2.2.

Oak Leaf does not meet this mandatory requirement.

5.2.2 (ii.) Contractor **must** apply for solar incentives from Energy Trust by submitting a final incentive application on behalf of project prior to beginning construction work.

Per Oak Leaf on page 6 of RFP response, dated February 20, 2015, acknowledge they are not an Energy Trust trade ally, but anticipate trade ally status within 30 days. On April 2, 2015 Energy Trust confirmed Oak Leaf was not a trade ally nor had they provided Energy Trust a trade ally contractor who would perform work as a subcontractor on projects acquired by Oak Leaf. Without trade ally status Oak Leaf will not have the ability to file a reservation for Energy Trust funds by May 6, 2015 as specified in Addendum #1.

Not having Energy Trust trade ally status will delay the project. To receive approved funding status, Energy Trust requires detailed one-line electrical drawings and project specifications by a trade ally prior to commencing construction.

Oak Leaf does not meet this mandatory requirement.

5.7 SITE INFORMATION

5.7.2: The College has submitted both the required FAA Form 7460-1 “Proposed Construction or Alteration” (Exhibit E) and “Solar Glare Hazard Analysis Report” (Exhibit F) for the proposed site to the Federal Aviation Administration. In a “Final Determination” letter dated May 29, 2014, (Exhibit G) the FAA stated that they did not object to the construction described in the proposal.

Exhibit G - Final Determination letter states “No objection to the solar farm location outside of the Runway Protection Zone **provided panels are positioned as submitted** and glare is not a hazard to air traffic or the Air Traffic Control Tower.”

Exhibit F - Solar Glare Hazard Analysis Report inputs include orientation of array at **165 degrees and tilt of solar panels at 35 degrees.**

Neither Sunlight Solar nor Oak Leaf presented a design for the solar array to meet FAA guidelines per Exhibit F and G.

Sunlight’s design proposes 180 degrees orientation at 30 degrees tilt.

Oak Leaf’s design proposes 180 degrees orientation at 25 degrees tilt.

Not designing a system to the proper tilt, has a significant impact on the overall cost, design and layout of the project. Structurally, higher tilt angles result in an increased wind load on the solar module which require a larger ballasted footing. It is imperative to get the correct design wind speed as it has a direct impact on the footing dimensions, and thereby the economics of the project.

Exhibit G indicates no objection to the solar array location provided panels are positioned as submitted. Neither bidders proposed systems positioned as stated in the Solar Glare Hazard Analysis Report. This will result in project delays to reapply for FAA final determination to meet the bidders proposed panel positions. In the event the FAA final determination is rejected, a new solar design will have to be presented and the process is repeated.

Proposers do not demonstrate the ability to perform the work as described in this RFP. Neither proper meets this mandatory requirement.

5.8 INSTALLER REQUIRED QUALIFICATIONS

The Proposer **must** use an Energy Trust of Oregon trade ally contractor to install the System.

Oak Leaf’s response did not include an Energy Trust trade ally contractor to install the system.

Proposer does not demonstrate the ability to perform the work as described in this RFP. Oak Leaf does not meet this mandatory requirement.

7.4 FORMAT OF PROPOSAL

7.4.1 Proposals **must** conform to the requirements of the RFP. Submit all necessary attachments with the Proposal and in the required format. Failure to comply with all requirements may result in proposal rejection.

The electronic files presented by Oak Leaf for review are incomplete. The electronic copy is missing critical pages.

Oak Leaf does not meet this mandatory requirement.

7.5 PROPOSAL CONTENTS

7.5.2 iii. LOCAL CODE AND INTERCONNECTION EXPERIENCE: Examples of recently completed solar energy projects in Central Oregon or the State of Oregon. Examples of interconnection experience with Pacific Power involving similar-sized projects.

Oak Leaf's response does not include any completed solar projects in Central Oregon or the State. Nor does it include examples of interconnection experience with Pacific Power. As stated in their response, Oak Leaf was awarded the project at Sexton Mountain in Beaverton, OR in December 2013. Per RFP 2858-14 for Sexton Mountain, the construction was to be substantially complete on or before May 22, 2014. The project has not been completed to date and as of April 2, 2015, Energy Trust had yet to receive design drawings for the project for Sexton Mountain.

Oak Leaf does not meet the mandatory required outlined in 7.5.5 vii below.

7.5.3 x. Site Plan

Neither Sunlight Solar nor Oak Leaf provided a site plan or system design within the boundary per Exhibit D. Designing outside the proposed ground mounted solar site, significantly impacts the potential for shade from inter-row shading. Both bidders took liberty in presenting systems that well exceed the proposed footprint. By doing so, it eliminates the potential for inter-row shading. Without an accurate representation of a solar array layout, and how each proposed bidder addresses the potential for shade will have a direct effect on determining the kWh production of the system. Therefore, may significantly impact system performance resulting in a decrease of energy cost savings for COCC.

Neither bidder allow for utility easement or right of way for Pacific Power. This impacts the usable footprint for an array within the boundaries of Exhibit D. Significant project costs will be incurred in the event of power line relocation.

Extensive time is required to obtain approval for a solar array located in FAA airspace. A Solar Glare Hazard Analysis Tool (SGHAT), or Exhibit F, determines when and where solar glare can occur throughout the year from a PV array as viewed from specified observation points. The tool employs an interactive map for specifying solar project sites and observer locations. Latitude, longitude and elevation are recorded through the map interface, providing necessary information for sun position and vector calculations. Project-specific decision parameters are required, such as height of the panels above ground, orientation and tilt angle. Once the area of the solar project is located and its design characteristics recorded, information on each of the glare-sensitive receptors must be input. Current FAA guidance indicates that points should

be established at quarter-mile increments out to two miles, resulting in eight observation points for each runway end. The observation points are located based on distance from touchdown and height above ground when traveling on the glide slope. the project must produce no potential for an ocular hazard or glare.

Any project not meeting these standards will be objected to by the FAA and will receive a “determination of presumed hazard.”

Exhibits D, E and F of the RFP represent FAA approval with the specific parameters outlined in each Exhibit. COCC has met the requirements as stated above. Bidders not considering Exhibits D, E and F in their responses will result in project delays due to not following approved FAA guidelines.

Proposers **do not** demonstrate the ability to perform the work as described in this RFP. Neither proper meets this mandatory requirement.

7.5.4 iii. The method of delivery and the competency of the individuals who will manage its successful completion. To this end, provide and indicate **all services that will be provided** during the design, construction, operation and maintenance phases of this project and the individuals who will be performing these services. Provide an organizational chart to clarify the Proposer's supervision and support structure during these phases.

Neither Sunlight Solar nor Oak Leaf adequately indicate all services that will be performed. No mention of either proposer on critical elements or on individuals performing the work on areas such as: site preparation, grade work, trenching, utility easements and if utility relocation is proposed.

Oak Leaf does not provide any information on who will be performing the work or individual qualifications.

Proposers **do not** demonstrate the ability to perform the work as described in this RFP. Neither proper meets this mandatory requirement.

7.5.5 vii. The site plan and entire system design **must** comply with all applicable tax credit requirements and **must** meet Energy Trust or Oregon Solar Electric System Installation Standards, in addition to all Code requirements.

Neither Sunlight Solar nor Oak Leaf provided a site plan or system design detailing an approach to existing utility lines running through the proposed solar site. Pacific Power is required to maintain safety clearances prescribed by applicable laws and regulations, including the National Electrical Safety Code. Without proper clearances or relocation of existing power lines, both proposers will be in Code violation. Neither proposer meets this mandatory requirement.

Oak Leaf 3.17 Scope of Work #17 - “All work shall be installed in accordance with NEC® 2011 standards.” States operate on different Code cycles. Oregon operates on NEC 2014 standards, not 2011 standards. This is a Code requirement. Oak Leaf does not meet this mandatory requirement.

Oak Leaf 3.17 Scope of Work #20 - “Total DC voltage drop from any module to any inverters shall be less than 2.5%.” Does not meet Energy Trust solar electric requirements; page 6,

2.6.2 - Wires shall be sized to keep voltage drop at or below 2% in the DC conductors from the array to the inverter.

Oak Leaf does not meet this mandatory requirement.

7.5.6 Financial modeling

ix. Each proposal **must** include an acknowledgement that the Proposer has reviewed the attached Exhibits and include an outline of any changes the Proposer would like to make to the attached Exhibits.

Neither Sunlight Solar nor Oak Leaf presented a request to make changes to attached Exhibits. And each proposer's design for the solar array fails to meet FAA guidelines per Exhibit F and G.

Neither proposer meets this mandatory requirement.

Oak Leaf fails to make an acknowledgement that attached Exhibits have been reviewed.

Oak Leaf does not meet this mandatory requirement.

x. Each proposal **must** include the proposed financing structure, identify any financial partners, and offer written, binding commitment of project finance.....The selection committee will also evaluate the degree to which each Propose has identified risks to the success of the project.

Sunlight Solar's proposal does not identify risks to the success of the project. Their proposal references section 7.4.7 that does not exist in their response.

Sunlight Solar does not meet this mandatory requirement.

7.5.7 SPPA or Acceptable Financing Agreement Contract Terms

Provide a form of SPPA or acceptable alternative financing agreement preferred to utilize for the project. The form may be incomplete, but the terms of the proposed SPPA or acceptable alternative financing agreement will be reviewed as part of the Proposal evaluation process. If a draft form of SPPA or acceptable alternative financing agreement is not provided, provide a term sheet describing the significant provisions of the SPPA or acceptable alternative financing agreement, including maintenance plan (as it pertains to site access), monitoring plan early termination penalties, and handling of equipment and site at end of Term.

Sunlight Solar's proposal does not outline SPPA Contract Terms. However, they do state "This Proposer's financing partner, Sol Systems has prepared a draft SPPA for review by COCC. This **legal document** is 33 pages in length, and cannot be contained in Proposal due to page limits. Sol System's draft SPPA is available to COCC upon request."

No terms of the proposed SPPA were presented to be reviewed as part of the Proposal evaluation process by Sunlight Solar.

No term sheet describing the significant provisions of the SPPA was provided by Sunlight Solar.

Sunlight Solar does not meet the mandatory requirement 4.12.3 (see above).

7.5.8 COST PROPOSAL

vi. Purchase Agreement or acceptable alternative financing model, for the energy generated by the selected vendor's solar PV system.

Sol Systems, Sunlight Solar's, financing partner, has furnished an example SPPA for review by COCC. This legal document contains 33 pages, and is too lengthy to include in this Proposal. This example/draft SPPA is available to COCC upon request; page 32 of response. In violation of 4.12.3 of this RFP: Should Proposer require that a standard company contract be signed, a copy of this contract **must** be submitted along with the proposal.

Sunlight Solar does not meet this mandatory requirement.

vii. Provide the total cumulative energy cost over an assumed twenty-year agreement life, following final acceptance, and including the amount to be paid for all energy produced (as projected) by the solar system, the buy-out costs (if any), and all other costs and expenses proposed to be incurred by Central Oregon Community College. This sum **shall** then be divided by the produced kWh, as projected by the vendor, to produce an "average cost per kWh" over the life of the agreement.

Neither Sunlight Solar nor Oak Leaf included "buy-out costs (if any), and all other costs and expenses proposed to be incurred by Central Oregon Community College" in their respective "average cost per kWh" calculations over the life of the agreement.

With respect to Sunlight Solar see Financial Model (Page 42) & Financial Model Alternate (Page 43), SPPA Rate Average under the heading SPPA Yields. The SPPA Rate Average is simply the 20-Year Average of the SPPA Rate for both scenarios. Neither scenario includes any other costs such as buy-out costs and/or copayment expenses to be incurred by COCC. See SPPA Details, Page 30 for COCC Co-payment of \$520,000 and Year-20 Purchase of \$15,000. The total cumulative energy cost over the 20-year life is not divided by the produced energy as specified by this mandatory required.

With respect to Oak Leaf see Section 8.2 (Page 43) Cost to COCC Over 20-Year Period and Section 8.3 (Page 43) Cost to COCC to Purchase the System. Section 8.2 gives a 20-year total cost of \$1,513,252 (which appears to be the Pacific Power Avoided Cost from Page 41, Table A: 20-Year Economic Analysis). Section 8.3 gives a year-20 termination value of \$124,715. It is difficult to determine if their total cumulative energy cost over the 20-year life as provided in Section 8.2 includes the buy-out cost (termination value) in Section 8.3 and/or copayments as referenced in Section 8.4 (Page 44) and 8.10 (Page 46). However, it is clear that their 20-Year Total Cost is not divided by the produced energy to calculate the required "average cost per kWh" as specified by this mandatory required.

Neither proposer meets this mandatory requirement.

viii. Provide an energy cost savings model based upon the proposed starting rate per kWh, the annual escalator, and the projected system output. For a market price baseline, utilize an

assumed electrical rate escalation of 5.0, and the annual energy generation of the proposed system, with a solar output degradation rate as specified by module manufacturer.

SolarWorld's limited performance guarantee is as follows:

"SolarWorld guarantees that the actual output of the product will amount to at least 97% of effective output during the first year after purchase of the product and as of the second year after purchase of the product, the effective output will decline annually by no more than 0.7% for a period of 24 years, so that by the end of the 25th year after purchase an actual output of at least 80.2 % of effective output will be achieved."

Sunlight Solar and Oak Leaf's proposals both assume a 0.5% degradation, not 0.7% as specified by SolarWorld.

With respect to Sunlight Solar see Financial Model (Page 42) & Financial Model Alternate (Page 43), Degradation under the heading Assumptions.

With respect to Oak Leaf see Section 6 Financial Modeling (Page 41), 2nd sentence. Additionally please note that Table A: 20-Year Economic Analysis (Page 43) footnotes the Pacific Power Energy Cost annual escalator as 2%. The annual escalator required to increase a stated Yr-1 rate of \$0.063 to a stated Yr-20 rate of \$0.160 is approximately 5.04%.

Clearly the outputs & results of the energy cost savings models as presented by both proposers are questionable.

ix. Provide a breakdown of any early termination fees which would apply in such case that the SPPA, or acceptable alternative financing model, is terminated at the request of COCC, with the facility shifting its ownership from the Proposer to Central Oregon Community College.

Sunlight Solar's proposal states two different termination fee values as follows:

"Should COCC chooses to terminate the SPPA agreement at any time before the end of the 20-year term, an early-termination fee will be assessed. This Early Termination Fee is equal to the "System Purchase/Buyout" anticipated prices detailed in Exhibits XXX and xxx."

"If COCC chooses to terminate the SPPA agreement at any time before the end of the 20-year term, an early-termination fee will be assessed that is equal to the Fair Market Value of the System."

Sunlight Solar does not meet the mandatory requirement 7.5.6 x (as above) because the conditions are not clearly stated.

PROPOSER'S EMPLOYERS FEDERAL TAX IDENTIFICATION NUMBER (EIN)

20-2235061

PACIFIC CREST AFFORDABLE HOUSING, LLC

(Vendor)

5 NW Minnesota Ave. Suite 210, Bend OR 97701

(Address)

Rob Roy, Member

(Print Name and Title)

robroy@pacificcrestgroup.org

541-382-2000

(Email address)

(Telephone)

(Signature)

