



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Acquisition of Real Property
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<i>Cross Reference:</i>	

PURPOSE

This Administrative Procedure (“AP”) delineates the protocol for the acquisition of additional real property, encompassing both buildings and land. The Chancellor delegates to the Assistant Vice Chancellor for Facilities the responsibility for implementing this AP and managing the real property acquisition process.

The decision to procure real property will be influenced by a holistic assessment of the College’s facility needs, guided by the master planning process. This assessment will factor in instructional and support requirements, the College’s financial capacity, and other pertinent parameters as determined by the Board.

SECTION 1: Process and Procedures

The acquisition of real property mandates a comprehensive analysis to ensure optimum benefit to the College. The Facilities department will orchestrate and

supervise the acquisition process, collaborating with various College units as outlined below:

1. Upon direction from the Chancellor, the Office of the Provost and the Office of the President of Campuses, the appropriate instructional or operational unit will collaborate with Facilities to define the program needs in alignment with the criteria specified in the current Board-adopted Educational and Facilities Master Plan.
2. Facilities will collaborate with the relevant unit(s) to formulate specifications for the facility/property to incorporating the following:
 - a. Clear property/building objectives along with a description of the current and/or proposed program demonstrating its alignment with the College mission;
 - b. A comprehensive analysis of physical space and a staffing analysis for the operating unit or a thorough review of the proposed instructional course;
 - c. When applicable, the Facilities department will draft a space programming document outlining the facilities parameters;
 - d. Confirmation of physical campus/location alignment with the master plan;
 - e. Detailed financial considerations and the identified funding source;
 - f. A well-defined project timeline.
3. Facilities will identify feasible real property options and complete requisite assessments and evaluations to ensure suitability for program needs and then present these options to the Chancellor and Governing Board.
4. The Chancellor and the Governing Board will collectively choose the real property to pursue and direct the Assistant Vice Chancellor for Facilities to oversee the acquisition process.

SECTION 2: Space Programming

Once the College approves new programming, Facilities will partner with operating/instructional units, the Provost's Office, the President of Campuses Office, Finance and Administration, and Information Technology to draft a comprehensive space programming document.

The programming document will encompass both quantitative and qualitative data, facilitating a thorough understanding and definition of project requirements. It will serve as a guiding tool for organizing and designing functional space.

Facilities will designate an in-house team or consultant to facilitate interactive sessions with students, industry representatives, the community, instructional, and administrative teams to pinpoint specific requirements for the facility/property.

SECTION 3: Acquisition

The Assistant Vice Chancellor for Facilities will lead the search for suitable facility/property in alignment with the College's space-programming documents and specifications.

Facilities will undertake the following steps as part of the acquisition process:

- 1) Initiate the facility/property search and extend invitations for proposals from commercial real estate brokerage firms;
- 2) Conduct comprehensive inspections and evaluate the offered facilities/properties;
- 3) Compile a report encompassing available facilities/properties including general description, locations, costs, and other relevant information;
- 4) Present a report to the Chancellor that includes recommendations covering all transactional aspects, required build-out considerations, and associated development/relocation costs;
- 5) Upon approval by the Governing Board, the Assistant Vice Chancellor for Facilities will lead negotiations and initiate the purchase of the property;
- 6) Purchase Agreements and any related contracts will be drafted and reviewed by the College's General Counsel;
- 7) Signature authority for Purchase Agreements will adhere to the delegations granted in AP 1.05.02.