

ADVANCED TECHNOLOGY & EDUCATION PARK (ATEP)

Function Map

11-02-2012

P - Primary Responsibilities: Principal party

S - Secondary Responsibilities: Secondary party

SH - Shared Responsibilities: Approximately equal parties

	Responsibilities	District Services	Saddleback College	Irvine Valley College
1	Manage consultants and contractors for ATEP Development	P		
2	All site/land entitlement related matters	P		
3	All environmental and CEQA related matters	P		
4	Ground leases, lease negotiations, management, approvals, budget and accounting	P		
5	Establish and maintain development and site-level infrastructure operations including budget and related budget and accounting (<i>not including commissioned college facilities</i>)	P		
6	Establish budget and process for allocation of ground lease income to support site	P		
7	Site demolitions	P		
8	Manage and operate college instruction and support services at IVC ATEP offsite location			P
9	Programs and instruction related planning (<i>college internal and MOU between colleges</i>)		P	P
10	Identify, establish and manage partnerships (<i>non-ground lease/ building lease</i>) supporting college programs and services		P	P
11	Facility and infrastructure engineering design, construction and contracting	P	S	S
12	Site utility, roads, and engineered infrastructure	P	S	S
13	Site planning, approvals, documentation, contracts	P	S	S
14	Design criteria and standards (<i>design build</i>)	P	S	S
15	Advocacy and public relations for 68 acre site development	P	S	S
16	Advocacy and public relations for college assigned buildings/site(s)/programs	S	P	P
17	Establish and manage instructional program articulation and non-competition sub-agreements with education partners (<i>coordinated with DS leasing agreements</i>)	S	P	P
18	Identification and recruitment for ground lease partnering – education and commercial/business	SH	SH	SH
19	Provide input for site planning and college assigned facility design	SH	SH	SH
20	Seek and expand external funding opportunities	SH	SH	SH
21	Interior facility planning, design “architectural programming” with college staff	SH	SH	SH
22	Coordinate with IVC for landscape management staff	SH		SH
23	Whole site grounds maintenance/landscape	SH		SH
24	Fencing contract	SH		SH
25	Parking, security and police Current 1.5 ac campus Entire 68 acre site City of Tustin Police/Security MOU Contract services security OC Rescue Mission parking MOU / agreement Parking enforcement (including OCRM)	S S SH SH P S		P P SH SH S P