









# Oconee County, South Carolina

## Capital Project Advisory Committee

### Project Criteria Questionnaire

The purpose of this document is to assist the Capital Project Advisory Committee (CPAC) in understanding and scoring proposed capital projects. The questions are based on issues evaluated by CPAC, and attempt to establish an overview of the scope of the project.

**Instructions:** Answer each of the major questions (*in bold italics*) listed in the 7 criteria categories below. All major questions must be answered with either 'yes', 'no', or 'n/a' if not applicable. For any major question answered 'yes', provide the supporting information requested in a *complete and easy to understand* narrative that addresses each of the related detailed questions. Use as much space as is needed. Copies of appropriate documentation (engineering estimates, quotes, plan summaries, etc.) should be submitted as necessary.

#### **Criteria 1: Public Health, Safety and Mandates**

1. ***Does the proposed project directly address a health and/or safety need?***

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- What is the need most directly addressed by the proposed project?
- Are there other possible alternatives to proposed project?
- Have other solutions been proposed/attempted?
- What secondary benefits to health and safety will result from the proposed project?

Click on gray area to insert response -box will expand as needed:

2. ***Does the proposed project address a federal/state mandate?***

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- What agency is mandating the project (note specific section of law/regulation)?
- Has the County Attorney reviewed the issue?

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- c. Are there other possible alternatives to the proposed project?
- d. Is this a recurring requirement? If so, what is the anticipated length of time the proposed project will remain in compliance?

Click on gray area to insert response -box will expand as needed:

## **Criteria 2: Goals Established in Adopted Plans**

3. Does the proposed project help to implement goals established in the Comprehensive Plan?  
Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What goal/objective/strategy(s) will be addressed by the proposed project?
- b. What timeline was adopted for implementation?
- c. Who was the agency listed as the responsible party in the plan?

Click on gray area to insert response -box will expand as needed:

4. Is the proposed project consistent with adopted strategic plans?  
Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What strategic plans reference the proposed project (note any timelines, responsible parties, etc.)?
- b. What agency sponsored the strategic plan?
- c. How was the plan developed?
- d. Has the plan been adopted/endorsed by County Council?

Click on gray area to insert response -box will expand as needed:

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5. *Does the proposed project implement the recommendations of a previous study?*  
Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What agency sponsored the study (note the source of any funding)?
- b. What was the purpose of the study, and when was it performed?
- c. What factors considered in the study have changed since the work was done?
- d. Have the results of the study been presented to County Council?

Click on gray area to insert response - box will expand as needed:

6. *Has the proposed project been consistently included in previous Capital Improvement Plans?*  
Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. When was the project first proposed?
- b. What was the original proposed date of construction/acquisition/implementation?
- c. Has any other agency also included the proposed project (or significant portion of) on their capital improvement plan?

Click on gray area to insert response - box will expand as needed:

### **Criteria 3: Economic Development**

7. *Will the proposed project result in the creation of (or retention of) jobs?*  
Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. How many jobs will be created?
- b. How many jobs will be retained that would otherwise be lost without the proposed project?

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- c. What types of jobs?
- d. What is that anticipated pay range of the jobs?
- e. Are there other known job-related benefits associated with the proposed project?

*Click on gray area to insert response -box will expand as needed:*

8. *Will the proposed project facilitate development that directly enhances revenues?*

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What sources of increased revenues (taxes, fees, etc.) are anticipated to stem from the proposed project?
- b. What is the overall anticipated impact on revenues?
- c. Are there other possible enhancements to revenues that may be associated with the proposed project?

*Click on gray area to insert response -box will expand as needed:*

9. *Will the proposed project enhance the County's image, thereby attracting potential investors?*

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. How will the proposed project be viewed by the 'average' citizen?
- b. How 'visible' will the proposed project (or its benefits) be?
- c. What types of investment will the proposed project attract?
- d. What level and type of promoting will be necessary to achieve the proposed project's maximum potential in attracting investment?

*Click on gray area to insert response -box will expand as needed:*

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10. Will the proposed project help prevent the loss of jobs and/or revenue (other than any discussed above in this section) from Oconee County?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What types of jobs/revenue are subject to loss without the proposed project?
- b. Has a project similar to the one proposed been completed in the county/jurisdiction to which the jobs/revenue will potentially be lost? If so, describe.
- c. Are there known alternatives to the proposed project that may effectively save the jobs/revenue?

Click on gray area to insert response -box will expand as needed:

#### **Criteria 4: Capital Fiscal Impact**

11. Will proposed project have a positive impact on the General Fund budget?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. How will the proposed project enhance revenues?
- b. What is the anticipated annual impact to the General Fund budget?
- c. What is the anticipated cost of delaying construction/acquisition of the proposed project?

Click on gray area to insert response -box will expand as needed:

12. Will the proposed project facilitate acquisition of grants and/or other outside funding?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What types of grants and/or other outside funding sources are expected to be made available by construction/acquisition of the proposed project?

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- b. Have other jurisdictions successfully leveraged such funds with similar projects? If so, provide a brief overview.

*Click on gray area to insert response -box will expand as needed:*

**13. Will the project be economically sustainable?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What resources (staffing, maintenance, upgrades, etc.) are anticipated to be required to operate and maintain the proposed project?
- b. How will the proposed project offset the cost of operation and maintenance?
- c. Are there additional potential sources of economic benefit available?

*Click on gray area to insert response -box will expand as needed:*

**14. Is the proposed project supported by available or previously designated funding?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What funding sources are designated for the proposed project?
- b. If the construction/acquisition of the proposed project is to be phased or otherwise completed over a period of 2 or more fiscal years, are the designated funds available for each fiscal year?

*Click on gray area to insert response -box will expand as needed:*

**15. Will construction/acquisition of the proposed project now result in significant savings or economies of scale?**

Yes  No  N/A

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If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What are the anticipated costs to delaying the project?
- b. Are there factors other than inflation that may result in additional costs?

Click on gray area to insert response -box will expand as needed:

### **Criteria 5: Operation and Maintenance Fiscal Impact**

16. Will the proposed project have a positive impact on operation and maintenance budgets?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What is the anticipated annual cost to operate and maintain the proposed project?
- b. What existing asset is to be replaced or modified by the proposed capital project?  
Include annual cost to operate and maintain, and note expected savings.

Click on gray area to insert response -box will expand as needed:

17. Will the proposed project improve the efficiency of existing services?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What existing services will be impacted by the proposed project?
- b. In what way will the proposed project improve existing services?
- c. Are there options to the proposed project to gain similar improvements in efficiency?

Click on gray area to insert response -box will expand as needed:

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18. *Is the proposed project considered 'low-maintenance'?*

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. If the proposed project is the construction/acquisition of a replacement or improvement of an existing asset, how will it compare to current requirements?
- b. What are the key features related to ensuring the proposed project will require little maintenance?
- c. Are there warranties or guarantees associated with the proposed project?

*Click on gray area to insert response - box will expand as needed:*

19. *Will the proposed project require additional resources (staff, funding, etc.) to support its operation?*

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What additional resources will be required?
- b. Can some resources be 'shared' with other assets?
- c. Are there options available that will limit need for additional resources?

*Click on gray area to insert response - box will expand as needed:*

## **Criteria 6: Impact on Service Levels**

20. *Will proposed project bring service up to desired level?*

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What is the desired level of service?
- b. Was the target service level determined through a formal study? If not, what is determination based on?

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Click on gray area to insert response -box will expand as needed:

21. Will the proposed project improve levels of service provided by more than one asset or function?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What other asset or function will be enhanced by the proposed project?
- b. How will levels of service be enhanced?

Click on gray area to insert response -box will expand as needed:

## **Criteria 7: Relationship to Other Projects/Coordination**

22. Does the proposed project coordinate well with other ongoing or planned projects?

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What other projects may be impacted by the decision to construct/acquire the proposed project at this time?
- b. Are there any special concerns that need to be addressed to ensure the development of the proposed project does not negatively impact other projects?

Click on gray area to insert response -box will expand as needed:

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**23. Can the project be effectively coordinated with other projects in the same area?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What other capital projects are being constructed/acquired in the same area?
- b. What are the steps necessary to ensure the proposed project does not negatively impact (or are negatively impacted by) other projects?

*Click on gray area to insert response -box will expand as needed:*

**24. Is the project timely or subject to a window of opportunity?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What is the timeframe for constructing/acquiring the proposed project?
- b. What are the potential negative impacts of delaying the project?
- c. Can construction/acquisition of the proposed project be phased or otherwise accomplished over multiple years?

*Click on gray area to insert response -box will expand as needed:*

**25. Will the project create any disruption or inconvenience to the public?**

Yes  No  N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What are the potential sources of disruption or inconvenience to the public?
- b. What steps can be taken to mitigate the problems?

*Click on gray area to insert response -box will expand as needed:*

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26. *Is the proposed project the best use of the funding available for its category of project?*

Yes  No  N/A

If the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. Are there other similar projects proposed (or expected to be proposed in the near future)?
- b. Why is the proposed project the best use of the funds?

*Click on gray area to insert response -box will expand as needed:*

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# Oconee County, South Carolina

## Capital Project Advisory Committee

### Project Scoring Sheet

Project Description/Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Proposed Budget FY: \_\_\_\_\_ Date Scored: \_\_\_\_\_

Project Score: \_\_\_\_\_

Criteria	Consideration	*Raw Score (RS)	**Weighted Score (WS)
<b>Public Health, Safety and Mandates</b> (Weight Point- 4)	Project directly addresses a health and/or safety need		(=RS X 4)
	Project directly addresses a regulatory mandate		(=RS X 4)
<b>Goals Established in Adopted Plans</b> (Weight Point- 3)	Project helps implement goals established in the Comprehensive Plan		(=RS X 3)
	Project is consistent with adopted strategic plans		(=RS X 3)
	Project implements some or all recommendations of a previous study		(=RS X 3)
	Project has been consistently included in previous Capital Improvement Programs (CIP's)		(=RS X 3)
<b>Economic Development</b> (Weight Point- 3)	Project will facilitate production of jobs		(=RS X 3)
	Project will facilitate development that directly enhances revenues		(=RS X 3)
	Project will enhance County's image, thereby attracting potential investors		(=RS X 3)
	Project will help prevent jobs/revenue leakage from the county		(=RS X 3)

\*Raw Scores- Evaluate the proposed project in terms of each consideration listed in Column 2 of this document, scoring each between 0 and 10 to indicate: 0 = the stated consideration is definitely False; 5 = there is an equal chance the stated consideration is False or True; 10 = the stated consideration is definitely True.

\*\* Weighted Scores- The Raw Score multiplied by the criteria's Weight Point.

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Criteria	Consideration	*Raw Score (RS)	**Weighted Score (WS)
<b>Capital Fiscal Impact (Weight Point- 2)</b>	Project will have positive impact on General Fund budget.		{=RS X 2}
	Project will facilitate acquisition of grants and other outside funding		{=RS X 2}
	Project will be economically sustainable		{=RS X 2}
	Project is supported by available or previously designated funding.		{=RS X 2}
	Project construction/acquisition now will result in significant savings or economies of scale		{=RS X 2}
<b>Operation and Maintenance Fiscal Impact (Weight Point- 2)</b>	Project will have a positive impact on operation and maintenance budgets		{=RS X 2}
	Project will improve efficiency of existing services		{=RS X 2}
	Project will be low-maintenance.		{=RS X 2}
	Project can be supported by existing resources (staff, funding, etc.)		{=RS X 2}
<b>Impact on Service Levels (Weight Point- 1)</b>	Project will bring service up to desired level		{=RS X 1}
	Project will improve service levels of other assets or functions		{=RS X 1}
<b>Relationship to Other Projects/Coordination (Weight Point- 1)</b>	Project coordinates well with other projects either ongoing or approved for near future		{=RS X 1}
	Project can be effectively coordinated with other projects in same area		{=RS X 1}
	Project is timely or is subject to a window of opportunity		{=RS X 1}
	Project is planned to create minimal disruption and inconvenience to the public		{=RS X 1}
	Project is ranked as best use of funding for category of project		{=RS X 1}
<b>Total Project Score (Sum of All Weighted Scores)</b>			

\*Raw Scores- Evaluate the proposed project in terms of each consideration listed in Column 2 of this document, scoring each between 0 and 10 to indicate: 0 = the stated consideration is definitely False; 5 = there is an equal chance the stated consideration is False or True; 10 = the stated consideration is definitely True.

\*\* Weighted Scores- The Raw Score multiplied by the criteria's Weight Point.

## **Final Project Score Calculation**

The Capital Project Advisory Committee (CPAC) review of each proposed capital project includes consideration of the various considerations associated with the criteria specified in the Evaluation Section. The CPAC establishes a Raw Score for each of the considerations, which is then multiplied by the Weight Point for each of the criteria. The resulting Weighted Scores are then totaled to establish the Total Project Score.

A maximum of 570 points may be awarded to a project.

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**Oconee Count, South Carolina**  
**Capital Project Advisory Committee**  
**Listing of Projects by Budget Year**

Department Name	Budget Year	Description	Planning Commission Priority	Request	CIP	Funding	Fund
Communications	2012	Long Mountain Tower	Critical	\$ 350,000	\$ 350,000	Capital Lease	General Fund
Detention Center	2012	Detention Center		\$ 17,000,000	\$ 17,000,000	Bond	Capital Projects
Economic Development	2013	Exit 1 Business Development		\$ 500,000	\$ 500,000	Economic Development Mill	Economic Development
Library	2013	Renovate Interior of Walhalla Library	5-Year	\$ 600,000	\$ -	Annual	General Fund
Sheriff	2013	Driving Range for Training (cost could be spread out over several years)		\$ 750,000	\$ -	Capital Lease	General Fund
Solid Waste	2013	Landfill Expansion Seneca C&D 1	Critical	\$ 750,000	\$ 750,000	Fund Reserves	General Fund
Economic Development	2014	Shell Building #3	5-Year	\$ 1,500,000	\$ 1,000,000	Proceeds from Sale	Economic Development
Economic Development	2014	Shell Building #3	5-Year	\$ 500,000	\$ 500,000	Economic Development Mill	Economic Development
High Falls	2014	Campsite Renovations (water,electric,rebuid)	5-Year	\$ 300,000	\$ -	Annual	General Fund
Library	2014	7,400 SF South County Library	5-Year	\$ 2,000,000	\$ -	Bond	Capital Projects
Tri-County Tech	2014	Tri-County Technical Student Services Building		\$ 1,000,000	\$ 1,000,000	Fund Reserves	Tri-County Tech
Economic Development	2015	Echo Hills Infrastructure	Critical	\$ 5,000,000	\$ 5,000,000	Bond	Economic Development
Facilities Maintenance	2015	Brown Building - up-fit into office space		\$ 615,000	\$ 365,000	Annual	General Fund
Facilities Maintenance	2015	Brown Building - up-fit into office space		\$ 135,000	\$ 135,000	Fund Reserves	Capital Projects
Tri-County Tech	2015	Tri-County Technical Student Services Building		\$ 5,000,000	\$ 5,000,000	Bond	Tri-County Tech
Rock Quarry	2016	Upgrade Crushing Plant		\$ 1,000,000	\$ 1,000,000	Fund Reserves	Enterprise Fund
South Cove	2016	Construct new Office		\$ 200,000	\$ -	Capital Lease	General Fund
Economic Development	2017	Golden Corner Commerce Park		\$ 3,500,000	\$ 3,500,000	Bond	Economic Development



Oconee County, South Carolina  
 Capital Project Advisory Committee  
 Listing of Projects by Budget Year

Department Name	Budget Year	Description	Planning Commission Priority	Request	CIP	Funding	Fund
Economic Development	2017	Sewer Line to Conross I-85 & GCCP	Critical/ Near-Term	\$ 5,001,000	\$ 4,400,000	Bond	Economic Development
Economic Development	2017	Sewer Line to Conross I-85 & GCCP	Critical/ Near-Term	\$ 1,000,000	\$ 1,500,000	Grant	Economic Development
Economic Development	2017	Sewer Line to Conross I-85 & GCCP	Critical/ Near-Term	\$ 1,000,000	\$ 1,101,000	Economic Development Mill	Economic Development
Economic Development	2017	Sewer Line to Conross I-85 & GCCP	Critical/ Near-Term	\$ 999,000	\$ 999,000	Fund Reserves	Economic Development
Library	2017	Replace Bookmobile	5-Year	\$ 250,000	\$ 250,000	Capital Lease	General Fund
Library	2017	Seneca Branch	Important	\$ 8,600,000	\$ 6,500,000	Bond	Capital Projects
Library	2017	Seneca Branch		\$ 500,000	\$ 1,000,000	Donations	General Fund
Sheriff	2017	Shoot house for Firearms Training		\$ 315,000	\$ -	Capital Lease	General Fund
Solid Waste	2017	Expand 2nd Busiest MCC	10-Year	\$ 850,000	\$ 850,000	Bond	Capital Projects
Planning Commission		Business Incubator	10-Year	\$ 3,000,000		To Be Determined	Economic Development
Planning Commission		Exit 3 Development & Construction	5-Year	\$ 5,000,000		To Be Determined	Economic Development
Planning Commission		Extend Commerce Way to Armstrong Road	10-Year	\$ 1,200,000		To Be Determined	Economic Development
Planning Commission		Land for Landfill	5-Year	\$ 1,500,000		To Be Determined	General Fund
Planning Commission		Land for Oconee County Commerce Center	10-Year	\$ 1,500,000		To Be Determined	Economic Development
Planning Commission		Land for Rock Quarry	5-Year	\$ 275,000		Fund Reserves	Enterprise Fund
Planning Commission		Land for Rock Quarry	10-Year	\$ 275,000		Fund Reserves	Enterprise Fund
Planning Commission		Office Facility in Center of County	5-Year	\$ 1,800,000		To Be Determined	General Fund
Planning Commission		Old Courthouse Roof	Important	\$ 555,000	\$ -	To Be Determined	General Fund
Planning Commission		Replace South Cove Fishing Pier	10-Year			To Be Determined	General Fund
Planning Commission		Right-of-way Extension Commerce Way in OCCC	10-Year	\$ 1,000,000		To Be Determined	Economic Development

Oconee County, South Carolina  
 Capital Project Advisory Committee  
 Listing of Projects by Budget Year

Department Name	Budget Year	Description	Planning Commission Priority	Request	CIP	Funding	Fund
Planning Commission		Shell Building #4	10-Year	\$ 1,600,000		Proceeds from Sale	Economic Development
Planning Commission		Shell Building #4	10-Year	\$ 400,000		To Be Determined	Economic Development
Planning Commission		Shell Building #5	10-Year	\$ 1,700,000		Proceeds from Sale	Economic Development
Planning Commission		Shell Building #5	10-Year	\$ 600,000		To Be Determined	Economic Development
Planning Commission		Upgrade Transfer Station	10-Year	\$ 1,000,000		To Be Determined	General Fund
Planning Commission		Upgrade WWTF for I-85	5-Year	\$ 4,000,000		To Be Determined	Economic Development
Planning Commission		Westminster Library Expansion	Important	\$ 1,000,000		To Be Determined	General Fund
			<b>TOTALS</b>	<b>\$ 85,620,000</b>	<b>\$ 52,700,000</b>		