

Riverside Community College District
Facilities Working Group Meeting

Monday, June 24, 2018 – CAADO, Conference Room 334A
8:30 a.m. to 10:00 a.m.

AGENDA

- I. Welcome and Call to Order
- II. Approval of Minutes
- III. Facilities Planning Updates
 - A. Master Project List/Calendar
 - B. Proposition 39 Projects
 - C. Scheduled Maintenance Projects
 - D. Facilities Master Plans
 - E. 5 Year Capital Construction Plans
 - F. Capital Projects Status Report
 - G. Cash Flow Projection for Future Measure C Projects

- IV. Maintenance and Operations
 - A. Key/Access Control Upgrade - Update

- V. Other
 - A. Sustainability Projects
 - B. District/College Security and Alarms

- VI. Meetings
 - A. Future Meeting Dates:

July 22, 2019	8:30-10:00am
August 29, 2019	8:30-10:00am
September 27, 2019	10:00-11:30am
October 29, 2019	8:30-10:00am
November 18, 2019	8:30-10:00am
December 16, 2019	8:30-10:00am
January 27, 2020	8:30-10:00am
February 25, 2020	8:00-9:30am
March 23, 2020	8:30-10:00am
April 28, 2020	8:30-10:00am
May 25, 2020	8:30-10:00am
June 29, 2020	8:30-10:00am

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Facilities Working Group

June 24, 2019
CAADO – Conference Room 334A
8:30 a.m. – 10:00 a.m.

MEETING MINUTES

Members Present:

Hussain Agah	(District)
Michael Simmons	(District)
Bart Doering	(District)
Myra Nava	(District)
Janna Accomando	(District)
Michael Collins	(Norco College)
Steven Marshall	(Norco College)
Nathaniel Jones	(Moreno Valley College)
Robert Beebe	(Moreno Valley College)
Mehran Mohtasham	(Riverside City College)
Evelyn Ault	(Recorder)

Members Not Present

Majd Askar	(District)
Chip West	(Riverside City College)
Martin Morozowsky	(Riverside City College)

I. CALLED TO ORDER

A. By Hussain Agah

II. APPROVAL OF MINUTES

1. Motion to Approve May 29, 2019 Meeting Minutes by Beebe. Second by Morozowsky.

III. PROJECT UPDATES

A. Master Projects List/Calendar

1. Nava provided a summary of how the Capital Project Summary Form has been working for the users. The next step is to assess how the new fields that were added to the form will also be added to the Master Project List to assist the Colleges, FPD and Purchasing for planning, bidding and informed decision making process.

ACTION:

- FP&D will meet on June 25, 2019 with Askar to review and refine the internal processes at the District to provide resources to the colleges.

B. Proposition 39 Projects Updates

1. Agah stated July 12, 2019 is the deadline to complete any installation and finalize the close-out by the extended date of August 30, 2019.
2. **RCC:** Mohtasham provided an update on RCC projects: The college is waiting for the last shipments of lighting fixtures and hope to receive them the first week of July and installed by July 12, 2019. The remaining balance is \$130. The Form B will be completed when the installation is finished.
3. **MVC:** Beebe provided information on MVC projects: There is one project in process and one project pending. The first project will be completed before the end of June 2019. The shipment of lights for the second project are expected this week, however, the contractor is stating they don't believe they can maintain the schedule as agreed to complete the work in the timeframe they were given.
4. **NC:** Marshall provided information on NC projects: There are 26 light fixtures on order that will be installed. The Form B was submitted for signature and the close-out documents will be completed.

ACTION:

- FP&D and Purchasing will assist MVC to process a deductive change order for the current contractor, then hire a new contractor in order to meet the deadline.
- Marshall will provide Beebe with the name of the contractor that is doing the installation at NC.

C. Scheduled Maintenance Projects Updates

1. Doering:
 - a. **MVC:** Accessibility, ADA Upgrades, Parking Lot B project: Cost for the IOR inspection service has been requested. The project is on schedule to go out to bid, advertising in July 2019 and potentially begin work in August 2019.
 - b. **RCC:** The ADA project #15 & #16: The countertop, glasswork and blinds will be installed in the ticket booth.
 - c. **NC:** ADA Scheduled Maintenance, Parking Lot B&D project: Cost for the IOR inspection is expected the week of June 24, 2019. Advertising will be ready to go soon. The college wants to include ad-alternates to the bid with the parking lot being an add-alternate deduct.
2. Agah stated the parking lot funds that are supported by the State for SM fund will come from General Funds, however, the college's allocation for SM fund will need to be encumbered for other Scheduled Maintenance projects.
3. Agah stated that Askar requested extension from the State Chancellor Office to extend the encumbrance dates and received approval.
4. Beebe stated the District Budget Office identified \$28,000 in the parking lot fund. They advised MVC not to do anything with those funds yet.
5. Doering stated the alternates are not required since the funds for the parking lot will come out of "District General Funds"
6. Agah inquired about Scheduled Maintenance Elevator Modernization projects.
 - a. Beebe provided an update on the funding source. Since the bid came higher than the SM fund, MVC will use the Measure C BOT approved allocation to augment the deficit and start the project.
 - b. Mohtasham provided an update on the bid results and the need to go out for a re-bid due to bid results being twice the amount of the project budget.

ACTION:

- NC will send Doering the scope of work for the NC parking lot project. Doering will identify the alternates on the plans and provide the information to NC.
- Beebe will speak to Askar to confirm the \$28,000 parking lot fund.

D. Facilities Master Plans Updates

1. The Board approved the RCC Facilities Master Plan in December 2019. The next step is to provide conceptual cost estimates for Phase I and II prioritized projects list. FPD and RCC met this month and discuss the approach.
2. NC and MVC presented the Facilities Master Plan to the Board Committee meeting for approval on June 11, 2019. The consultant, DLR Group, will provide a cost estimate for the Facilities Master Plan for NC and MVC. The final report will be submitted to the BOT for information in Fall 2019.
 - a. MVC FMP was approved with no comments.
 - b. NC FMP was approved with a couple of comments about Students Housing and Arts Middle School.
3. Agah stated that NC, MVC and FPD scheduled a conference call with DLR Group to discuss the sustainability and infrastructure deliverable in the master plan and next steps.

ACTION:

- RCCD, MVC, NC, and RCC will develop strategies to identify the project budgets.
- RCC and FPD will work together to hire architects to develop space programming needs and schematic design to the FPP level.

E. Five (5) Year Capital Construction Plans

1. The 5 Year Construction Plan was approved at the June 11, 2019 Regular Board meeting. Agah stated that the State Chancellor's Office is looking for two bonds in March and November 2020. No dollar value has been determined yet.

ACTION:

- FP&D will engage the colleges in early November or December 2019 and request the Project Priority Lists and determine the best IPPs/FPPs to submit to the State Chancellor's Office.

F. Capital Projects Status Report

Doering reported on the following:

1. **RCC:**
 - i. RCC Greenhouse project: A faculty member had some concerns and met with the Architect to work through the issue. When the project plans are complete the bid process will begin.
 - ii. North Hall Demolition: Doering is coordinating with the college regarding the funding source, which will potentially come from the upcoming bond.

ACTION:

- Doering will remove the RCC North Hall Demolition project from the Projects Status Update Report.

2. **MVC:**
 - i. Student Services Welcome Center project: The CEQA document is complete. A meeting with AV/IT has been scheduled. Tilden-Coil's agreement is complete. Agah stated the Board approved \$5M. Jones stated the college requested a proposal from HPI Architecture.
 - ii. BCTC Platform Project: Some cost issues are being resolved. The architect stated the project is on schedule and the plan review will be done this week.
 - iii. BCTC Education Center, Phase 1: The SVA Architects, Inc. agreement is being processed.

Agah stated the Board approved \$2M from District/Centrally Controlled Measure C bond funds. Jones stated the college will work through SD's and will assess the project budget at that time.

- iv. Makerspace Project: The project is a little behind on the schedule but the contractor has been making up some time.

ACTION:

- Doering will schedule a meeting with Jones to discuss the Student Services Welcome Center project process.

3. Norco:

- i. Veterans Resource Center project: Ruhnau-Clark Architects received comments from NC and FP&D and are preparing for DSA submittal.
- ii. Housing project: Doering stated the project is on hold.
- iii. ECC Project: The project has been on hold until the college's Facilities Master Plan was complete.
Collins stated that RFP's for the project have been sent out, the deadline to respond is July 6, 2019.
- iv. ADA Project: Discussed during Project Updates Item C, Scheduled Maintenance Projects.

ACTION:

- Doering will meet with the architect to review comments before DSA submittal to determine the timeline.
- NC will schedule a meeting with the architect at the college to review DSA and the college's comments and will include FP&D.
- Doering will remove the NC Housing Project from the Projects Status Update Report.

4. RCCD:

- i. CAADO Bollard Project: The contractor has been waiting for the City of Riverside to provide permits for the project. The City has referred the contractor to a third party reviewer. The project indemnifies specific individuals within the City of Riverside. Michael Simmons stated the omission of bollards is a design defect and the liability for the defect is on the company that creates the design defect. The City of Riverside has been put on notice to address the issue.

ACTION:

- Doering will call the City of Riverside regarding the status of the project.
- Doering will correct the CAADO Bollard Project's Measure C Fund Allocation on the Projects Status Update Report.

G. Cash flow Projection for Future Measure C Projects

1. MVC will provide an update by the end of summer 2019 to identify additional funding and timelines.

IV. MAINTENANCE AND OPERATIONS

A. Key/Access Control Upgrade – Update

1. Mohtasham stated that there is no key policy system at this time. It is recommended that the District Office be involved to provide overview so all of the colleges can implement a key policy.

RCC wants to limit the approval process to the Faculty and Deans only, however, the Deans want to authorize the Department Chairs to be able to authorize key requests for their faculty. Including the Department Chairs will make it a longer process. The current process is a paper that the Deans signs and sends to the Facilities Department for the Director, Facilities Maintenance & Operations to sign.

2. Collins stated NC's Deans approve the requests, the Chairs do not. There needs to be a District policy, focused on safety and security, to hold the employees accountable to turn in keys when leaving. A key logic needs to be designed taking into consideration all doors on all of the campuses. The policy drives the way you design the key logic. Currently any campus key can be cut at any key shop, a patent policy needs to be in place to restrict that.
3. Simmons stated the Board Policy can be drafted base on safety and security. The Administrative Policy will have to be based on best practices. The colleges will be tasked with the enforcement of the policies.
4. Jones stated a common key structure is needed. The key policy would need to be designed after the key logic is in place.

ACTION:

- The team will determine the hierarchy and engage Human Resources/CTA/CSEA in the process.
- The team will build the key logic together.
- Each college will provide the Administrative Procedures best practices in concurrence with the development of the key logic.
- NC will develop the system for their campus.
- Risk Management will talk to the Police Chief, draft the Board Policy and look for an existing Administrative Procedure to share with the group as a guide.
- The team will present the documents to the Board for approval.
- RCC will provide Risk Management with an electronic copy of the current key request form.

B. District/College Security and Alarms

1. Simmons provided an update on the Fire and Security Alarm monitoring. The District could not enter into an agreement with Siemen's as originally planned because they have a proprietary system and their proposal was \$90,000 more than any other company at \$150,000. National Security Works in San Diego, CA submitted a counter-proposal for \$51,000. The final contract should be received June 24, 2019. There will be 5 days of testing beginning Wednesday, June 26, 2019 before the San Bernardino Police Department's contract is over, National Security Works indicated they should be up and running by midnight Sunday, June 30, 2019. An RFP will be in place in case the new company does not function as well as hoped. National Security Works cannot do Waveguardian monitoring. Risk Management and Riverside Police Department is putting together a protocol and will be monitored by Risk Management, Safety and Police until an RFP can be drafted and completed on the alarm monitoring. If it is not integrated it will be monitored by Safety and Police with direct links to Riverside Police Department. All colleges will continue to dial 817 for dispatch. A status update was sent today, June 24, 2019 to the project team on dispatch. Only positive comments have been received.
2. Agah discussed RCC's Fire Alarm Upgrade project and stated a District-wide RFP will be issued.

ACTION:

- None

V. OTHER

A. District Facilities Planning and Development Initiatives

1. RCCD Potential Housing: Agah stated the Chancellor has requested the development of Board policies regarding the Public Private Partnership (P3), the land use development and the real estate management. Agah has been seeking a boilerplate document to develop those policies.
2. Recruitment for FP&D's Director, Capital Planning, and the internal process to develop a staffing plan to support the new potential measure.
3. District-wide Sustainability Master Plan:
 - i. Agah discussed the District-wide process that will look into Sustainable facilities, design and operations as well as innovation, educational curriculum, and behavioral changes.
 - ii. Agah stated several initiatives, including sustainability, will be submitted through planning review committees, and after Board approval potentially in August/September, a sustainability steering committee will be formed.
4. Program Environmental Impact Report and CEQA Master Plan:
 - i. Agah discussed the idea of a project-by-project or a college-wide CEQA notification process with a consultant. The college-wide program would be a longer process but more cost effective, approximately \$300,000 for each college. MVC's Welcome Center project's CEQA process was \$225,000 alone. Consultant proposals have been received. One CEQA notification process can be done for all of the projects.
5. College-wide Infrastructure and Integrated Energy Master Plan to support each college's Educational and Facilities Master Plans.
6. District-wide Owner Program Requirements, District Standards and College Design Guidelines.
7. College-wide Comprehensive Facilities Conditions Assessment.

End of Meeting Minutes-