

Riverside Community College District
Facilities Working Group Meeting

Monday, July 22, 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
- 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:

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

July 22, 2019
CAADO – Conference Room 334A
8:30 a.m. – 10:00 a.m.

MEETING MINUTES

Members Present:

Hussain Agah	(District)
Bart Doering	(District)
Myra Nava	(District)
Janna Accomando	(District)
Majd Askar	(District)
Steven Marshall	(Norco College)
Nathaniel Jones	(Moreno Valley College)
Martin Morozowsky	(Riverside City College)
Evelyn Ault	(Recorder)

Members Not Present

Michael Collins	(Norco College)
Chip West	(Riverside City College)
Mehran Mohtasham	(Riverside City College)
Robert Beebe	(Moreno Valley College)

I. CALLED TO ORDER

A. By Hussain Agah

II. APPROVAL OF MINUTES

1. Motion to Approve June 24, 2019 Meeting Minutes by Doering. Second by Marshall.

III. PROJECT UPDATES

A. Master Projects List/Calendar

1. FP&D and Purchasing are discussing the viability of changing the procurement numbering format. The proposed change will enable a project to be tracked in its entirety even when crossing fiscal years, will identify the college that the project is for, and different procurements (contractor classification/professional services) for the project. The current bid numbers are sequential based on the fiscal year, which makes it hard to track for multi-year capital outlay project.

ACTION:

- Nava will send the colleges an email once the new bid number format is further discussed, tested and confirmed.

B. Proposition 39 Projects Updates

1. Agah stated that the completion due date by the State, which is July 12, 2019, has been relaxed. Luis Cecco stated that as long as he is kept updated and the projects are complete by August 30, 2019, the District will be OK.
2. Nava worked with the colleges, compiled a report that identifies the college's outstanding Prop 39 projects, and reported the following:
 - i. **MVC:** Project #5, Library & Student Services Interior Lighting: Project is Complete. College is working on final billing with vendor. Project #6, Interior Lighting Science & Tech, SAS, PSC: in progress. Estimated completion date 7/31/19.
 - ii. **NC:** Project #4, CACT Building HVAC: As of 6/27/19 a revised Form B was signed by Hussain and sent to Luis Cecco. Pending Final Form B. Project #7, Interior Lighting Retrofit: Close out documents were sent to Luis Cecco on July 16. Pending Final Form B.
 - iii. **RCC:** Project #11, Quad interior/exterior Lighting Retrofit: Pending signature on revised Form B.
3. Nava discussed issues with the Form B due to transfers between MVC and RCC and the resulting \$1 discrepancy. It will be determined later which college the \$1 will be applied to.
4. Agah shared information on the May/June 2019 Draft State Sustainability and Energy Conservation Policy for new buildings. Within the draft is a Proposition 39 legacy and a history of what has been achieved. The State has not yet determined if there will be another Proposition 39 funding allocation.

ACTION:

- Askar will work with Budget to determine where the \$1 will be applied for final reconciliation.
- Agah will share the Draft version of the State Sustainability and Energy Conservation Policy with the colleges.

C. Scheduled Maintenance Projects Updates

1. Doering:
 - i. **MVC:** Accessibility, ADA Upgrades, Parking Lot B project: Three contractors attended the July 17, 2019 job walk. The bids received were over budget, another bid opening will be scheduled in August 2019.
 - ii. **RCC:** The ADA project #15 & #16: The project is complete. DSA Form 168 has been filed.
 - iii. **NC:** ADA Scheduled Maintenance, Parking Lot B&D project: One contractor attended the July 17, 2019 non-mandatory job walk. The bid received was over budget, another bid opening will be scheduled in August 2019.
2. Nava provided an update regarding the changes to FUSION2 that allows entry of a project's encumbrances and when it is closed out. This is not a requirement but is in the college's and District's best interest/practice to do so. PFP changes will be completed as needed on the ADA projects.
3. Current outstanding projects:
 - i. **MVC:** Elevator Modernizations
 - ii. **RCC:** Elevator Renovations, waiting for feedback from Amtech; ECS project, in the process of ordering equipment, anticipated installation is during the December holidays due to ECS schedules; Math & Science Boiler Replacement project, waiting for Amtech to provide feedback on elevator modernizations.
 - iii. **NC:** Library Roofing project
4. Potential projects in 2019/20:
 - i. Majd/Agah/Jones: The disbursement of \$375K State allocation for Schedule Maintenance will be determined at the District Budget Advisory Council (DBAC)

meeting. The disbursement to the colleges is done on by prioritization and urgency of projects.

5. Nava provided an update regarding Space Inventory. A reminder was sent to the colleges that any changes are due to Nava by the end of July 2019. The report is due to the State by October 1, 2019.

ACTION:

- Doering will provide Askar with a Cost Estimate for the MVC Accessibility, ADA Upgrades, Parking Lot B project and the NC ADA Scheduled Maintenance, Parking Lot B&D project.
- Askar will provide Doering with budget numbers for the cost that the District will be covering for the MVC Accessibility, ADA Upgrades, Parking Lot B project and the NC ADA Scheduled Maintenance, Parking Lot B&D project.
- Doering will confirm if an A contractor can perform all work that has been designated as B in the bid documents.
- Nava will close out completed projects in FUSION2 after confirming with the colleges.
- Askar will email Jones regarding the funding on the Elevator Modernization project and will issue notice of intent to award to contractors, and confirm the Purchasing staff is aware that the contractor award will go to the August BOT.
- Nava will send the colleges the deadline date and copies of previously submitted 5 Year Scheduled Maintenance Plans.

D. Facilities Master Plans Updates

1. MVC is working on the Facilities Master Plan report received from the consultant DLR Group and their sub ALMA Strategies. The report includes the Educational Master Plan and the Facilities Master Plan. It will be taken through the shared governance process and potentially to the October 2019 BOT for approval.
2. NC's Facilities Master Plan has been BOT approved with comments (students housing and middle college).
3. RCC has submitted the scope of work and are in the pre-programming phases.

ACTION:

- NC to confirm that the FMP will be resubmitted to the Board for approval or information only.

E. Cash Flow Projection for Future Measure C Projects

1. Eight million dollars was recently approved for future Measure C projects.

ACTION:

- Agah will provide the forecast based on the Milestone Schedule and share it with the colleges for feedback.

F. Five (5) Year Capital Construction Plans

1. FP&D will begin working with the colleges in November or December 2019 to determine next year's strategies.

ACTION:

- None

G. Capital Projects Status Report

Doering reported on the following:

1. **RCC:**
 - i. RCC Greenhouse project: FP&D and Westberg+White Architect are currently going through the specifications. Two different manufacturers of the greenhouse are not being responsive related to inside fans.
ACTION:
 - FP&D and Westberg+White will review the Greenhouse project again with the college after the inside fan issue is resolved.
2. **MVC:**
 - i. Student Services Welcome Center project: 50% Construction Documents have been reviewed.
ACTION:
 - FP&D will meet with Jones to discuss the Student Services Renovation project with HPI Architects for potential contract amendment.
 - ii. The group discussed the use of 'Not to Exceed' vs. Allowances or Contingencies within a professional services agreement to accommodate change orders.
ACTION:
 - None
3. **Norco:**
 - i. Veterans Resource Center project: Department of Toxic Substance Control (DTSC) requested to add additional coring and sampling at a cost of \$30,000 to the project. DTSC has agreed to remove that and stay within the footprint of the buildings. FP&D is working on the revised Land Use Covenant agreement. A meeting is scheduled for August 1, 2019 with the architect to discuss the status of the project. The project is projected to be over-budget by \$700,000 due to site improvement, utilities connections, etc.
ACTION:
 - Finalize the project budget and provide a funding source for the \$700,000 deficit before the bid.
 - ii. Early Childhood Education Center project: The college received a \$5.0 million State Grant to support the planning the development of the ECEC at NC. Due to the lack of local fund by NC, the District/College issued a RFQP to solicit a P3 developer to design, build, finance and operate. No responses received on due date July 16.
ACTION:
 - NC and District will continue to find a resolution to the project.
4. **RCCD:**
 - i. CAADO Bollard Project: The project is scheduled to be completed on Saturday, July 27, 2019.
ACTION:
 - None

IV. MAINTENANCE AND OPERATIONS

A. Key/Access Control Upgrade – Update

1. Simmons sent the team a draft Key/Access Control policy that was pulled from either CCFC or other districts.
2. Marshall stated the draft policy is being reviewed by Collins. The vendor Assa Abloy will work with NC to develop a great grand master key structure and deployment. The great grand master key would operate all three campuses. However, if one key is lost then control would also be lost. The alternative would be to do one grand master system with an individual keying system, which would require PD to carry three different keys.
3. Agah stated it would be best to start by including Simmons in the conversation. Agah inquired if the college's lock shop can do the identification and installation.
4. Marshall stated NC can do the identification, however, the installation should be outsourced to have it completed quickly. Materials to complete cylinder and core installation will be about \$70 per door for materials alone. That cost will go up if locksets and cores are being replaced. NC has a budget set aside for the expense. NC plans to rekey entry doors even if card access is in place.
5. Askar stated this will have to be a competitive bid.

ACTION:

- The draft policy will be re-sent to the team. Agah requested that the team review the draft policy and provide comments.

v. OTHER

A. District-wide Planning Initiatives

1. RCCD Potential Housing: Agah stated a proposal was submitted to the City of Riverside for potential student housing near the new library. RCCD is the only proposal for the project under the P3 arrangement with a developer called Overland Pelican Riverside (OPR). OPR submitted the proposal to the city. If the District is selected there will be a market study to determine how many beds will be needed district-wide, and what would be the best rent price for students. The student housing will be for all three colleges.
2. Recruitment for FP&D's Director, Capital Planning is being advertised this week.
3. District-wide Initiatives: Agah stated that Board documents are being prepared to talk about the District-wide Initiatives that will support the college's Facilities Master Plan implementation and the District-wide Capital Improvement Program. The documents will discuss Sustainability Master Plan, CEQA, EIR, District standards and design guidelines, infrastructure, integrated energy master plan, IT and safety and security as well as ADA transition plans. It will show the resources required and the need for those resources to support the colleges. The documents will be shared with the colleges.
4. SCFO Workshop: the District has brought the Southern California Facility Officer's workshop to IE. The event will be hosted at RCC on September 12th from 8:30 am – 3:30 pm. FP&D encourages facilities folks to attend.

B. District Security Alarm Systems

1. Doering stated the programming on the alarm system is complete. The system has been changed so that each college only receives their own notifications. The programming to resolve the issue at MVC's Childcare Center is complete. All district security panels will be modified to alleviate false alarms, to accomplish that all panel's firmware will be updated, rebooted, and new programming elements entered.

C. RCC

1. Morozowsky provided an update on current upgrade/remodeling projects at RCC to include the Quad building and the Digital Library.

End of Meeting Minutes-