

**Facilities Working Group Meeting**

October 31, 2019 – CAADO  
Conference Room 334A  
2:00p.m. – 3:30p.m

**AGENDA**

- I. Welcome and Call to Order
- II. Approval of Minutes
- III. Facilities Planning Updates
  - A. Facilities Master Plans Updates
  - B. Five (5) Year Capital Construction Plans
  - C. Space Inventory
  - D. Five (5) Year Scheduled Maintenance
  - E. Facilities Conditions Assessment
  - F. RCCD Potential Student Housing
  - G. Board/Administrative Policies
  - H. Staffing Support
  - I. Sustainability Initiatives
  - J. Total Cost of Ownership
  - K. Long-Term Capital Facilities Program
- IV. Project Updates
  - A. Master Project List/Calendar
  - B. Proposition 39 Projects
  - C. Capital Projects Status Report
  - D. Scheduled Maintenance Projects
  - E. Sustainability Projects
- V. Maintenance and Operations Updates
  - A. Key/Access Control Upgrade – Update
  - B. District/College Security and Alarms
  - C. District-wide Alternate solution – Drinking Water
  - D. Other M&O
- VI. Other
  - A. District Strategic Planning Council
  - B. Parking/Traffic Study, RCC
  - C. Norco College Fuel Cell

## **FACILITIES WORKING GROUP**

*October 31, 2019 CAADO –  
 Conference Room 334A  
 2:00 p.m. – 3:30 p.m.*

### **MEETING MINUTES**

#### **MEMBERS AND ATTENDEES:**

Name	Title	Present YES/NO
<b>Nathaniel Jones</b>	Moreno Valley College - Vice President Business Services	YES
<b>Robert Beebe</b>	Moreno Valley College – Director of Facilities M&O	YES
<b>Michael Collins</b>	Norco College – Vice President Business Services	YES
<b>Steven Marshall</b>	Norco College – Director of Facilities M&O	NO
<b>Chip West</b>	Riverside City College – Vice President Business Services	NO
<b>Mehran Mohtasham</b>	Riverside City College – Director of Facilities M&O	YES
<b>Martin Morozowsky</b>	Riverside City College – Interim Assistant Director of Facilities M&O	YES
<b>Majd Askar</b>	District – Director of Business Services	YES
<b>Hussain Agah</b>	District - Associate Vice Chancellor, FPD	YES
<b>Bart Doering</b>	District – Facilities Development Director	YES
<b>Myra Nava</b>	District – Facilities Planning Specialist, Support Services	YES
<b>Janna Accomando</b>	District Facilities Planning Specialist, Accounting	YES
<b>Evelyn Ault</b>	District – FPD (Recorder)	YES

#### **I. CALLED TO ORDER**

A. By Hussain Agah

#### **II. APPROVAL OF MINUTES**

1. No Motion to Approve September 26, 2019 Meeting Minutes

#### **III. FACILITIES PLANNING UPDATES**

##### **A. Facilities Master Plans Updates**

1. **MVC:** College’s facilities master plan (FMP) was BOT approved in June 2019. College is working on the educational and facilities master plan final report received from DLR Group and their sub ALMA Strategies. It is still going through the process and will potentially be done in December 2019. The narrative supporting the placement of the buildings has not been reviewed.
2. **NC:** College’s facilities master plan (FMP) was BOT approved in June 2019 with comments (removing students housing and middle college). A review of the third draft of the narrative was

received on October 30, 2019. The college is preparing it for local review and will submit to the BOT for information, there is no Board action item.

3. **RCC:** In September 2019, college reengaged Gensler to update 2018 FMP to provide Phase (I) and (II) projects with programming requirements and developed project budgets. Programming with faculty and staff for the first phase is complete and their feedback was received. Gensler will generate the first revision of the drawings. The second meeting to obtain more feedback will occur in the second week of November 2019 to then provide the final revision.

**ACTION:**

- None

## **B. 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. The 5Yr CCP will align with college's FMPs.
2. An RFQ/P for Planning Services, which was sent to the VPs for comment, will be advertised on November 1, 2019, seeking qualified planning consultant to assist with the 5Yr CCP, and IPPs/FPPs and Space Inventory. The committee wishes to conduct interviews to select the consultant. The RFQ/P requested a timeline of 2-4 meetings per college to develop the FPPs and stated that the District will use its own planning architect.

**ACTION:**

- Agah will send the final version of the RFQ/P to Askar on October 31, 2019.

## **C. Space Inventory**

1. The Space Inventory report is due tomorrow, November 1, 2019. Nava is waiting for RCC's information.
2. BCTC Training Center received the approval for the letter of intent (LOI) from the State Chancellor's office and enrollment's project methodology from DOF. When BCTC Center Status gets approved, the site will be eligible for Scheduled Maintenance funding, operational and Capital Outlay.

**ACTION:**

- RCC will send their Space Inventory report to Nava by COB October 31, 2019.

## **D. Five (5) Year Scheduled Maintenance**

1. Complete

**ACTION:**

- Askar will send the Instructional Support Certification Allocation workbook to the VPs, it is due in December 2019.

## **E. Facilities Conditions Assessment**

1. Agah stated that the facilities conditions assessment built in FUSION is outdated and hard to track and manage, and the District is looking for different solutions.
2. Nava stated there is a way to look at the State's assessment schedule to see which colleges will be looked at within that year.

## **F. RCCD Potential Student Housing**

1. Agah stated a proposal was submitted to the City of Riverside for potential student housing near the new library. The developer, Overland Pelican Riverside (OPR), submitted the proposal to the city and named RCCD as the main beneficiary of the project. OPR/RCCD is the only proposal for the project under a proposed P3 arrangement with OPR. 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. The City interview occurred on August 28, 2019. The proposal was accepted by the evaluation committee and will move to the next level through the development committee on November 21, 2019. If accepted, it would then go to the City Council for approval.
2. Agah stated six consultants that specialize in P3 were interviewed and one will be engaged shortly.

## **G. Board/Administrative Policies**

1. Agah and Brown met with General Council (Patrick Pyle) to review the second draft of the BP/AP for Land Use Development, Public Private Partnership and Real Estate Management. RCCD is working with legal to develop a policy for P3.

## **H. Staffing Support**

1. Nothing to report.

## **I. Sustainability Initiatives**

1. CCCC'O BOG Policy:
  - i. Agah shared the California Community College Chancellor's Office Board of Governors: Climate Action, Sustainability Policy includes Renewable energy, LEED Certified Building, Carbon Neutrality, Energy Conservation Measures, Waste Management, Recycling, etc.
2. Solar Planning Initiative:
  - i. A district-wide solar planning initiative is being developed at the Chancellor's request. The committee has been formed, the first meeting will be on November 22, 2019. A consultant will be hired to provide technical and financial advice. The RFQ/P has been advertised.

## **J. Total Cost of Ownership**

1. Agah stated that the district will be working with the college to develop a TCO prototype that will be applicable to all of the colleges. The TCO prototype is a requirement for Accreditation as well as for the Bond. It will capture all utilities, maintenance, custodial and grounds. Moving forward the TCO will include language to capture architectural services.

## **K. Long-Term Capital Facilities Program**

1. Agah has met with the college VPs to review the Long Term Capital Facilities Program (LTCFP) document for feedback. The document is scheduled to go through several shared governance processes: DBAC (District Budget Advisory Council), DSPC (District Strategic Planning Council), and Chancellor's Cabinet. If the LTCFP cannot be presented to the BOT in December 2019 then it may be moved to January 2020.
2. The LTCFP will include the following strategic facilities planning initiatives:
  - i. Sustainability Plan (SP) – Districtwide
  - ii. Aerial Topography Mapping Survey (ATMS) – College-specific
  - iii. Underground Utilities Mapping and Conditions Assessment (UMCA) and Infrastructure Program (UIP) – College-specific
  - iv. Integrated Energy Plan (IEP) – College-specific

- v. Owner Program Requirement (OPR), District Standards (DS), and Colleges Building Design Guidelines (CBDG) – Districtwide with College-specific
- vi. California Environmental Quality Act (CEQA) Campus Program Environmental Impact Reports (EIR) – College-specific
- vii. ADA Transition Plan, Accessibility Compliance and Wayfinding College-specific
- viii. Information Technology Infrastructure Plan (ITIP) – Districtwide with College-specific
- ix. Safety and Security Plan (SSP) – Districtwide with College-specific
- x. Comprehensive Facilities Conditions Assessment (FCA) –College-specific
- xi. Project Management Information System (PMIS)
- xii. Procurement Strategies and Project Alternative Delivery Systems Assessment

#### **IV. 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. The new process has not been finalized.

**ACTION:**

- None

##### **B. Capital Projects Status Report**

Doering reported on the following:

1. **RCC:**

- i. RCC Greenhouse project: The project will be two phases and will have a separate Public Works portion that will be bid. New DSA requirements to review the greenhouse structure for accessibility will add cost to the project. The project is on hold with DSA. Doering devised a new plan to bid the project, saving \$152,000 by not using KYA.

**ACTION:**

- None

2. **MVC:**

- i. Student Services Welcome Center project: The plans are at DSA and might be approved in the middle of January 2020. The CEQA document is done and will go to the November 19 BOT. There is a meeting scheduled with Southern California Gas (SCE) on November 1, 2019 to determine what needs to be approved.

**ACTION:**

- None

- i. BCTC Platform: The bids were opened on October 24, 2019. The overall project budget is over budget by over \$650K. The bids and the project budget will be discussed at the meeting with Holt Architects, Tilden-Coil on October 31, 2019.

**ACTION:**

- None

- ii. BCTC Education Center Building (Phase I): Progress meetings will be held at the BCTC site every two weeks. The geological and topographical reports have been received. A meeting is scheduled for October 31, 2019 to determine the set-backs for the utilities and roads. The college is exploring the use of all-inclusive restrooms at the facility. These types of concepts will be discussed while working on the District standards.

**ACTION:**

- FP&D will meet to review the geological and topographical reports.

3. **Norco:**

- i. Veterans Resource Center project: Plans were submitted to DSA on May 13, 2019. DSA responded with comments on the Land Use Covenant (LUC) for additional soil testing. The college approved the additional cost amendment from Dudek, revised work plans have been prepared and submitted to DTSC for review/approval. The revised plans must be a part of the bid package. No information has been received from DTSC. Once DTSC has reviewed and approved FP&D will file with the county then submit the CEQA document to the BOT. The constructability review is scheduled for November 18, 2019 with the architect and Tilden-Coil. There is \$1 million being re-allocated from Work Force Development for the project. The current project estimate is over budget according to projects architect.

**ACTION:**

- Submit the CEQA document to the BOT after the IS/MND is filed.
- NC needs to identify additional funding sources for the project.

- ii. Early Childhood Center Project: The College received a \$5.0 million State Grant to support the planning of the development of the ECEC at NC. Due to the lack of local funding by NC, the District/College issued an RFQ/P to solicit a P3 developer to design, build, finance, and operate. There were no results/no interest in the bid under the P3 process. The State Appropriation report identified \$5.0 million in Schedule (1) to support the planning and development of the center. RCCD Vice Chancellors reached out to the City Legislators. The Chancellor is still working on the situation. The Stokoe Center was renovated many years ago and is still maintainable. In 2004 the District entered into a 40 year lease agreement for the space. The college is working on the Instructional Program plan that will drive the project's retrofitting phases. The first phase will be IT, A/V, FF&E, for a potential four month construction period.

**ACTION:**

- Submit the Instructional Program plan for approval and engage a project architect.

**C. Scheduled Maintenance Projects Updates**

2. Doering:

- i. **MVC:** Accessibility, ADA Upgrades, Parking Lot B project: The contractor is completing the asphalt sidewalk work. Striping should occur November 18, 2019.
- ii. **RCC:** None
- iii. **NC:** ADA Scheduled Maintenance, Parking Lot B&D project: The Notice to Proceed will be issued in December 2019, the project is scheduled to begin in January 2020.

**ACTION:**

- None

3. Current outstanding projects:

- i. **MVC:** Elevator Modernization: The project kick-off meeting has occurred. All MVC Scheduled Maintenance projects will be complete when the two Elevator Modernization projects are done. Remaining funds will be spent on the Fire Alarm system. The Fire Alarm project is Measure C. The system paperwork has been submitted to RCCD. Requisitions have been submitted in Galaxy for the architectural and electrical design, engaging three of the District approved architectural firms. It is a DSA project and the Capital Project Summary form has been submitted to the District.
- ii. **RCC:** Elevator Renovations: Went out to bid, the bids came in well above the project's budget. As a result one of the four elevator modernizations has been eliminated but will be demolished as part of the Master Plan. Amtech will do the renovation directly. The project budget is still short even with Amtech's price. There are remaining funds from the Parking Lot ADA project that will be reconciled to see if the extra funds will cover the renovations. The project will be bid again and will show if Amtech will provide the same numbers. A new agreement with Thyssenkrupp is in place for service to RCC's elevator maintenance; Math & Science and Nursing Boiler Replacement: The projects are in process. The ECS HVAC replacement will occur in December 2019. The remaining cooling tower upgrades are complete. The two remaining boiler replacements at Math & Science will be funded from the remaining Parking Lot ADA funds.
- iii. **NC:** One elevator at Student Services will be upgraded for 19/20. An architect has been engaged.

**ACTION:**

- None

#### **D. Sustainability Projects**

1. Mohtasham stated RCC has been approved to add eight EV Charging Stations on the campus for a total of eleven. The new stations will be paid for with one-time funding. There is also a request to add charging stations at the District office, a LEED building with certain criteria to maintain the certificate. Mohtasham recommended discussing this at the Parking Committee meeting before moving forward.
2. RCC is working to implement a wireless irrigation system that will eliminate labor hours and create more efficiency in maintaining the campus-wide irrigation system. The college is working with IT to determine if the system is compatible with their network system and are verifying the system meets District Standards.

**ACTION:**

- None

### **V. MAINTENANCE AND OPERATIONS**

#### **A. Key/Access Control Upgrade – Update**

1. Collins stated NC met with the vendor Assa Abloy. The next step is to build the hierarchy key logic. NC has been working with MVC and RCC to understand what the universal doors look like and determine if MVC and RCC should come online now or in the future. This is only for legacy key systems, not access control systems. NC will begin to upgrade their door cylinders. The three colleges will work together to develop a District Standard.

**ACTION:**

- Build the legacy key system and hierarchy key logic.

## **B. District-wide Alternate solution – Drinking Water**

1. The Chancellor is requesting a filtered water system, the District is considering a bid for a districtwide water filtration system. If a bid process occurs it could include a machine that does coffee and ice as well as water. Askar inquired if the colleges want to get rid of the Sparkletts service and stated the reason not to do it is related to Risk Management, the bottles are heavy and could cause potential injury.
2. Marshall stated there are some locations without a water source to hook up a machine like that.
3. Askar requested an inventory of water solutions on the three campuses and provide a rationale regarding the need for water system at the colleges.
4. No update at this time.

## **C. Integrated Waste Management**

1. An RFP for Integrated Waste Management was drafted a few years ago but it was not approved by everyone. It can be looked at again.

### **ACTION:**

- Review the previous RFQ/P

## **VI. OTHER**

### **A. District Strategic Planning Council**

1. Agah attended the DSPC meeting on August 29, 2019 as a guest. The Strategic Plan was approved by the committee at that meeting. Approximately 35 people were in attendance. The committee includes CTA, Faculty Association, CSEA, college Presidents, college VPs, some who are members and some who are guests. The Strategic Plan was worked on for almost a year. Part of the planning is to develop 5 different areas. One area is Resources and under that is Facilities. The Chancellor wants to make all of the sub-committees shared governance that will include Faculty. The direction is to make the Facilities Working Group a shared-governance committee. It would be beneficial to discuss the 5 Year Scheduled Maintenance Plan, the 5 Year Capital Construction Plan, updates to Space Inventory, and changes to Comprehensive Master Plan with the stakeholders at a separate meeting that occurs less frequently. The regular project updates and operational aspects of the meeting would be discussed at the monthly meeting.

### **B. Parking/Traffic Study, RCC**

1. Agah stated that RCC will conduct a parking utilization study at the downtown parking structure and Fox theater overflow parking to address staff and faculty parking capacity concerns.
2. No updates at this time.

### **ACTION:**

- None

### **C. Norco College Fuel Cell**

1. NC has paid Doosan \$120,000 a year to maintain a Fuel Cell at the college and keep it running efficiently. Last year it missed the target emissions threshold. As a result, Southern California Edison (SCE) ended the incentive plan at a loss of a large amount of money. Doosan is responsible for compensating the District if the thresholds are missed, the previous year's emissions have been high as well. SCE has only one year left for the incentive plan and will probably not be able to capture \$350,000 in incentives.



2. No update at this time.

**ACTION:**

- Agah and Marshall will review the contract and determine the next step

*End of Meeting Minutes-*