

Facilities Working Group Meeting

December 16, 2019 – CAADO
Conference Room 334A
9:00a.m. – 10:30a.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. Five (5) Year Scheduled Maintenance
 - D. Facilities Conditions Assessment
 - E. RCCD Potential Student Housing
 - F. Board/Administrative Policies
 - G. Staffing Support
 - H. Sustainability Initiatives
 - I. Total Cost of Ownership
 - J. Long-Term Capital Facilities Program
 - K. District Standards (NEW)
 - L. Energy Usage Data (NEW)
- IV. Project Updates
 - A. Master Project List/Calendar
 - B. Capital Projects Status Report
 - C. Scheduled Maintenance Projects
 - D. Sustainability Projects
- V. Maintenance and Operations Updates
 - A. Key/Access Control Upgrade – Update
 - B. District-wide Alternate solution – Drinking Water
 - C. Other M&O
- VI. Other
 - A. District Strategic Planning Council
 - B. Parking/Traffic Study, RCC
 - C. Norco College Fuel Cell

FACILITIES WORKING GROUP

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 Conference Room 334A
 9:00 a.m. – 10:30 a.m.

MEETING MINUTES

MEMBERS AND ATTENDEES:

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

I. CALLED TO ORDER

A. By Hussain Agah

II. APPROVAL OF MINUTES

1. Motion to Approve November 18, 2019 Meeting Minutes: No quorum, approval tabled to January 27, 2020.

III. FACILITIES PLANNING UPDATES

A. Facilities Master Plans Updates

1. **MVC:** College’s facilities master plan (FMP) was BOT approved in June 2019. College continues to work on the educational master plan with the intent to go to the BOT in April 2020 with the facilities master plan as a comprehensive master plan. The Ben Clark Training Center will be treated as a separate chapter in the comprehensive master plan.

2. **NC:** College's facilities master plan (FMP) was BOT approved in June 2019 with comments (removing student housing and middle college). A review of the third draft of the narrative was received on October 30, 2019. A review with the architect of the last draft was completed the week of November 11, 2019 to discuss the utilities and infrastructure. Comments were received, corrections were completed. The Early Childhood Education Center will be moved from the top of the campus to the lower level. This might be a significant change to the master plan and might require BOT approval, and to be determined.
3. **RCC:** In September 2019, college re-engaged Gensler to update the 2018 FMP to provide Phase (I) and (II) projects with programming requirements and develop project budgets. Programming with faculty and staff for the first phase was completed in October 2019. The second phase is complete and their feedback was received. Gensler will generate the first revision of the drawings. The second meeting to obtain more feedback occurred in the second week of November 2019, the final revision and an estimated budget for the building costs was to be provided. A third meeting was held on December 2, 2019, Gensler presented the final drawings for the committee to review. The college is waiting to hear back from Gensler regarding the construction budget and documentation. Phasing of the buildings could potentially change that might require BOT approval.

ACTION:

- None

B. Five (5) Year Capital Construction Plans

1. An RFQ/P for Planning Services was sent to the VPs for comment, was advertised on November 1, 2019 seeking a qualified planning consultant to assist with the 5Yr CCP, and IPPs/FPPs and Space Inventory. The committee conducted interviews on November 26, 2019 and selected the consultant ALMA Strategies. The selection was BOT approved on December 10, 2019.
2. FP&D will meet with the three colleges on January 6, 2020 to determine next year's strategies. The 5Yr CCP will align with college's FMPs.
3. The State has not finalized the revised scoring methodology. The call letter could be received late, in February 2020.

ACTION:

- FP&D will share the latest Five (5) Year Capital Construction Plan with the colleges.

C. Five (5) Year Scheduled Maintenance

1. The Instructional Support Allocation was previously administered by Askar and the Budget department. FP&D will have that responsibility moving forward. The report was due to the State on December 13, 2019.
2. MVC and RCC need to send their information to Nava.

ACTION:

- Nava will re-send the email with the 5-year instructional support workbook to MVC.

D. 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. A consultant offered their services. The assessments are done every 3 – 5 years, the last was completed in 2017.

ACTION:

- None

E. 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 (Public Private Partnership) 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 City Development Committee next.
2. Agah stated Brailsford and Dunlavey were selected from six consultants that were interviewed who specializing in P3 in higher education setting.
3. The housing demand analysis will be done in March 2020 by Scion Advisory Services.

ACTION:

- Agah will share the proposal with the colleges.

F. 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.
2. Askar reviewed policies and submitted changes to Brown.

ACTION:

- Askar will work with Agah to ensure agreement between departments regarding the changes to the BP/AP's.
- The BP/AP changes will be brought to the Facilities Working Group meeting for review.

G. Staffing Support

1. Nothing to report.

H. 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. No new details.

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 was on November 22, 2019. A consultant will be hired to provide technical and financial advice. The RFQ/P advertised on November 15, 2019. (7) Seven proposals were received. Electronic copies were forwarded to the Committee. The committee's ranking scores were due by November 27, 2019. Three (3) consultants, DLR Group, Willdan, and ARUP, have been selected to interview in January 2020. The initiative will be funded through the District.
- ii. After the winning proposer is selected and BOT approved they will begin to work with the district team to develop the solar master plans at each college.

ACTION:

- None

I. Total Cost of Ownership

1. Agah stated that the district will be working with the colleges 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. The process is ongoing. Agah requested thoughts from the colleges:
2. Jones stated there are three issues to solve when discussing TCO:
 - i. Setting standards for future buildings, re: grounds, custodial, utilities, etc.
 - ii. Operating expenses and the mechanism of how that information gets built into the budget.
 - iii. The approach to dealing with the deferred maintenance that is already at a back-log due to inadequate funding.
3. Agah stated that if, or when, the Bond passes, there will be some money for each college for possible deferred maintenance.

ACTION:

- Mohtasham will assemble a TCO task force to begin developing steps.

J. 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. The LTCFP will be presented to the BOT in January 2020. BF&S has set aside some funds for Solar Initiative.
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
3. The process is ongoing. No new details.

K. Energy Usage Data

1. There is no tools, dashboard or platform to calculate each college's energy usage and is being entered manually by Nava in an excel sheet. Mohtasham provided data comparing the college's use

by year. FP&D is looking into a energy information and analytical platform that allows each college to check water, gas, electric and solar usage.

ACTION:

- Mohtasham will provide cost information to the colleges.

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. No new details.

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. An agreement with Conley's Greenhouse Manufacturing and Sales is being processed. When the agreement is approved the plans can be sent to the architect for DSA approval then the project can be bid.

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 was a meeting with Southern California Gas (SCE) on November 1, 2019 to determine what needs to be approved. FP&D is waiting to receive approval on the drawings from the architect.

ACTION:

- None

- i. **BCTC Training Platform Facility Project:** The bids were opened on October 24, 2019. The overall project budget is over budget by over \$650K. The bids and the project budget were discussed at the meeting with Holt Architects, Tilden-Coil on October 31, 2019. The board report to augment the project budget went to the BOT and was approved on December 10, 2019. Purchasing is issuing a Notice of Intent to Award. A Notice to Proceed will be issued when the contract documents are received in January 2020.

ACTION:

- None

- ii. **BCTC Education Center Building (Phase I):** The project is in the Design Phase. Progress meetings will be held at the BCTC site every two weeks. The architect's estimate included additional costs and was based on the schematic level design, it was about \$2 million over the project budget. The college requested a revised estimate. SVA provided a proposal for an Agreement Amendment No. 1 for furniture. The geological and topographical reports have been received. FP&D continues to review geological costs to make a fair decision and select the right company. Part of the TOPO consultant is 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:

- None

- iii. **Organic Chemistry Lab:** The project is designed to address MVC losing students due to absence of organic chemistry labs; students take these classes at other CCDs and never come back to MVC. FP&D provided the college with an estimated project budget of about \$2 million. The college does not have a funding source for the project but agrees to move forward with feasibility studies and architect proposals.

ACTION:

- None

3. **Norco:**

- i. **Veterans Resource Center Project:** Plans and specs were approved by DSA. DTSC approved the revised plans and their comments will be included in the CEQA document. The CEQA document (IS/MND) has been BOT approved and filed with the County. It will be listed for 30 days for public comment. The constructability review occurred on 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. Tilden-Coil has been hired to conduct a constructability review. The timeline for bidding has been pushed to February or March 2020 because the CEQA document has to be included in the bid documents.

ACTION:

- The district/college will meet with Tilden-Coil and Architect on December 17, 2019 to discuss validation of the project estimates, constructability review comments, and options to lower the project cost.

- ii. **ADA Project:** The project is designed to address the ADA path of travel at the college. Several locations were selected that the college felt needed addressing. The contractor Cinbad was issued the Notice of Award. The project is scheduled to begin January 13, 2020.

- iii. **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. The State Appropriation report identified \$5.0 million in Schedule (1) to support the planning and development of the center. The Chancellor and Vice Chancellors reached out to the City Legislators and approved ECEC at Stokoe in lieu of NC site. The Stokoe Center was renovated many years ago and is still maintainable. In 2004 the District entered into a 40 year real estate agreement for the space. The college completed the Instructional Program plan that will drive the project's modernization phase. The first phase will be IT, A/V, and FF&E, for a potential four month construction period. The project remains on hold to allow the Alvord Unified School District's Board and Superintendent the time to review the project and agree

on program requirements. An RFQ/P was issued for an architect with a deadline to submit proposals on November 21, 2019. The site walks that were scheduled for Tuesday, November 19, 2019 and were canceled. FPD will reengage as soon as the decision is made.

ACTION:

- None

2. Scheduled Maintenance Projects Updates

3. Doering:

- i. **MVC:** Accessibility, ADA Upgrades, Parking Lot B project: The project is complete. The Notice of Completion (NOC) went to the December 10, 2019 BOT.
- ii. **RCC:** None
- iii. **NC:** ADA Scheduled Maintenance, Parking Lot B&D project: The Notice to Proceed was issued in December 2019, the project is scheduled to begin in January 2020. The Schedule of Values has not been received from the contractor. The contractor Cinbad was issued the Notice of Award. The project is scheduled to begin January 13, 2020.

ACTION:

- None

4. 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. The project is in the design phase and is waiting for DSA and the drawings from SGH Architects.

ACTION:

- None

- 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. When the college receives the scope of work from the vendor the project will be resubmitted. Purchasing has the scope of work already for the three elevators. Nava is checking with Budget to confirm that the remaining balance for 16/17 and 17/18 is the same as on the PFP form.

ACTION:

- The revised PFPs for 16/17 and 17/18 will be submitted to the State today, December 16, 2019.

- iii. **NC:** One elevator at Student Services will be upgraded for 19/20. An architect has been engaged. The plans are being developed. A general contractor will be hired then it will go to DSA for approval. No new details.

ACTION:

- None

3. Sustainability Projects

1. Mohtasham stated RCC will add an additional 10 EV Charging Stations through EV Connect on the campus for a total of 13. The new stations will be paid for with one-time funding. There is also a request to add charging stations at the District office. Mohtasham recommended discussing this at the Parking Committee meeting before moving forward. The services will be charged back to the consumer after the college works with the CTA and CSEA. No new details.

ACTION:

- Morowzowsky will send ChargePoint information for the billing information to Marshall.
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. No new details.

ACTION:

- None

V. MAINTENANCE AND OPERATIONS

A. Key/Access Control Upgrade – Update

4. 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. MVC and RCC have provided all of their key counts to NC to move forward with building the legacy key system and hierarchy key logic. NC continues to coordinate with Assa Abloy to establish the base-line cost.

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.

ACTION:

- Askar is reviewing the District's current initiatives including Drinking Water.

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. The goal is to consolidate with all colleges. The benefit is the economy of scale as well as the recycle programs. The RFQ/P is in review.

ACTION:

- Askar will send a draft of the RFQ/P to the colleges after the District reviews.

VI. OTHER

A. District Strategic Planning Council (DSPC)

1. The Strategic Plan was approved by the committee at the August 29, 2019 meeting. Approximately 35 people were in attendance. The committee includes CTA, Faculty Association, Academic Senate, 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 and SPC want to make all of the sub-committees shared governance that will include Faculty and CESA. 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. A draft of the plan is being reviewed by AVC Brown.

ACTION:

- Agah will present the plan to the group after it is reviewed and approved.

B. Parking/Traffic Study, RCC, & Districtwide

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. All of the classes need to be in session to complete the survey. It is being recommended that students can park in staff parking spaces at certain times of the day which would free up more spaces for student parking. The survey at the Fox Theatre and CAADO parking structure is scheduled on February 26 and 27, 2020. Surveys at each college will be conducted 7am-7pm Monday-Thursday in March 2020.

ACTION:

- None

C. Norco College Fuel Cell

1. NC is paying 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. SCE has only one year left for the incentive plan and will probably not be able to capture \$350,000 in incentives.
2. The District, NC and SCE met on November 22, 2019 to discuss the issues. No new details.

ACTION:

- None