

Facilities Planning and Development Council

December 17, 2020 – CAADO

Zoom Conference Call

10:00a.m. – 11:30a.m.

AGENDA

- I. WELCOME AND CALL TO ORDER**
- II. APPROVAL OF MINUTES**
- III. FACILITIES PLANNING UPDATES**
 - A. Facilities Master Plans
 - B. CCCC'O Facilities Planning
 - C. Policies and Procedures
 - D. Long-Term Capital Facilities Program
 - E. Student Housing Initiatives
- IV. COVID-19 AND FACILITIES IMPACTS**
 - A. Construction under COVID-10
- V. PROJECT UPDATES**
 - A. Master Projects List
 - B. Division of the State Architects
 - C. Capital Projects Status Report
 - D. Scheduled Maintenance Projects
- VI. OTHERS**
- VII. NEW AGENDA ITEM(S); PRESENTATIONS**
 - A. Clean Mobility Option Presentation
Guests: EViaShare Solutions, LLC
Dr. Angelov Farooq, Ali Cooper, Aaron Sutton



FACILITIES PLANNING and DEVELOPMENT COUNCIL

December 17, 2020 Zoom Conference Call
10:00a.m. – 11:30a.m.

MEETING MINUTES

MEMBERS AND ATTENDEES:

Name	Title	Present YES/NO
TBD	Moreno Valley College – Vice President Business Services	NO
Ron Kirkpatrick	Moreno Valley College – Director of Facilities M&O	YES
Jennifer Floerke	Moreno Valley College – Faculty Representative, CTA/AS	YES
TBD	Moreno Valley College – Classified Representative, CSEA	NO
Michael Collins	Norco College – Vice President Business Services	NO
Steven Marshall	Norco College – Director of Facilities M&O	YES
Quinton Bemiller	Norco College – Faculty Representative, CTA/AS	YES
TBD	Norco College – Classified Representative, CSEA	NO
Chip West	Riverside City College – Vice President Business Services	YES
Robert Beebe	Riverside City College – Director of Facilities M&O	NO
Krystin Steranka	Riverside City College – Assistant Director of Facilities M&O	YES
Paul O’Connell	Riverside City College – Faculty Representative, CTA/AS	NO
Laneshla Judon	Riverside City College – Faculty Representative, CTA/AS (Rotating)	NO
Chi Ishihara	Riverside City College – Faculty Representative, CTA/AS (Rotating)	NO
Don Wilcoxson	Riverside City College – Faculty Representative, CTA/AS (Rotating)	NO
TBD	Riverside City College – Classified Representative, CSEA	NO
Majd Askar	District – Director of Business Services	YES
Susanne Ma	District – Director of IT, Infrastructure and Systems	YES
Ivan Hess	District – Student Trustee	NO
Hussain Agah	District – Associate Vice Chancellor, FPD	YES
Mehran Mohtasham	District – Director of Capital Planning	YES
Bart Doering	District – Facilities Development Director	YES
Myra Nava	District – Facilities Planning Specialist, Support Services	YES
Janna Accomando	District – Facilities Planning Specialist, Accounting	YES
Evelyn Ault	District – FPD (Recorder)	YES
Robin Steinback	Guest – Moreno Valley College – President	YES
Beiwei Tu	Guest – District – Director, Risk Management	YES
Ali Cooper	Guest – EViaShare Solutions, LLC	YES
Regina Wilson	Guest – EViaShare Solutions, LLC	YES
Aaron Sutton	Guest – EViaShare Solutions, LLC	YES

I. CALLED TO ORDER

- A. By Hussain Agah

II. APPROVAL OF MINUTES

- A. Motion to Approve November 19, 2020 Meeting Minutes by Marshall. Second by Mohtasham.

ACTION:

- Approved

III. FACILITIES PLANNING UPDATES

A. Facilities Master Plans Updates

1. **MVC:** The College's facilities master plan (FMP) was BOT approved in June 2019.
 - a) Dr. Steinback stated the college's facilities master plan was approved by the BOT. The comprehensive master plan (CMP) includes the educational master plan (EMP) as well as the FMP. It is the EMP component of the CMP that the college had some delays on. The college slowed their process on the EMP because the product being seen from the consultant did not reflect the college's guided pathways framework planning structure, nor the reorganization of the college. The VP of Student Services and Academic Affairs have taken this on personally. They have been working with committees. They will take the EMP, and therefore the entire CMP, back through the process in the spring.
2. **NC:** The College's facilities master plan (FMP) was BOT approved in June 2019. No update.
3. **RCC:** The College's facilities master plan (FMP) was BOT approved in December 2018. No update.
4. **District Unified FMPs:** The district-wide unified FMP's prioritized projects list "preliminary" was posted under the District website, including project descriptions and conceptual budgets.
 - a) Agah stated that the District Unified FMP's may need to be updated regularly and should reflect the Educational/Facilities Master Plan updates.
 - b) Ma stated that she has been reviewing the Unified Facilities Master Plans and would like it noted that RCC's outdated cabling infrastructure is not on their plan. Ma would like it on record that it is noted and asks for it to be included.

B. CCCC'O Facilities Planning Update:

1. Five-Year Capital Construction Plans (5YCCP) & Capital Outlay Program:

- i. The District 5YCCP was board approved on June 16, 2020 and included the following submissions:
- ii. **RCC:**
 - a) New FPP – Cosmetology Project (Growth).
 - b) IPPs – 1. Visual Arts Complex (Phase I) (Growth); 2. Advanced Technology (Growth); 3. MLK Modernization.
 - c) Approved FPP: Life Science/Physical Science reconstruction was approved by the State in the total amount of \$35,004,000 for FY 2020-2021.
- iii. **MVC:**
 - a) Revised FPP for 2020 submission – Library Learning Resource Center (Growth).
 - b) IPPs – 1. Biological & Physical Sciences (Growth); 2. Kinesiology, Athletics (Growth); 3. Ben Clark Training Center Education Center Building Phase II (Growth); 4. Fine & Performing Arts Complex (Growth).

- iv. **NC:**
- a) New FPP – Library Learning Resource Center and Student Services (Growth).
 - b) IPPs – 1. STEM Phase II (Growth); 2. Student Services Welcome Center (Growth); 3. Social & Behavioral Science Phase I (Growth).
 - c) Pending Approval FPP – Center for Human Performance and Kinesiology was approved by the State Chancellor Office, included in the spending plan for 2021-2022 with 0% local contribution through the hardship application. It was approved by Board of Governors in September 2020, pending the Department of Finance. The FPP is in the total amount of \$35,000,000, 100% funded by the state and will potentially be funded in FY 2021-2022.
- v. **2021 Five-Year CCP:** ALMA Strategies was hired in FY 19/20 to assist with the Five-Year CCP process. A contract amendment to extend ALMA Strategies services for one more year was presented at the December 8 BOT. ALMA Strategies will help with the FPP submittal process as well as any state funded projects to ensure everything is within the state chancellor's office guidelines. There is no update from the state regarding the new FPPs. FPD is hoping to hear back after the first of the New Year. It is unlikely the RCC Cosmetology project, the NC Library Learning Resource Center project and the MVC Library Learning Resource Center project will be included in the 2022/2023 FPPs. They were submitted with no local contribution. No hardship provisions approved by the DOF will be applicable to us.
- vi. Agah provided information learned from the CCFC regarding AB-75 that places a new "potential" state school bond on the November 2022 ballot. Nobody knows how much that statewide bond would be, and it could bundle K-12 with CCD's, CSU's and the UC System.

ACTION:

- Revisit Five-Year CCP and resubmit the three FPPs for 2021/2022
- vii. **State Capital Outlay Re-categorization and Prioritization (New Scoring Methodology):** All FPPs submitted in 2020's 5YCCP for consideration are for the 2022-2023 spending plan will be scored using the new metrics. Agah provided update: At the Association of Chief Business Officials (ACBO) Facilities Taskforce meetings, the scoring methodology was discussed. The State had included a Hardship provision last year, which tells if the District met its good faith effort for a local bond and the bond failed then the district is eligible for a 25 points' Hardship provision. That helped to get NC the Center for Human Performance and Kinesiology project approved 100% by the State with zero local funds. The District has no local resources and was relying on the State for the Capital Outlay projects. Without the Hardship provision, the District will not receive the 25 points and there will be less opportunity to get any future projects funded.
- viii. Agah provided additional updates on the 2021-2022 capital outlay spending plan, working with the Department of Finance (DOF) on the request for hardship to include the NC Center for Human Performance and Kinesiology project, Prop 51 funding, how the new scoring methodology will impact the FPP submitted last year and how it provides additional points for six regions including the Inland Empire. The 21/22 Five-Year CCP will be updated to comply with the new methodology.

ACTION:

- Agah to provide regular updates when they become available
- ix. **Building Naming Reconciliation:** FPD worked with RCCD Ed Services and ALMA Strategies to update and capture the FTES and FTEF in FUSION by college, identifying off-campus and on campus. The list was provided to the colleges. More feedback is expected from ALMA before making any changes and FPD will confirm those changes with the colleges before submitting to the State. The data is also needed to put together IPPs and FPPs.

ACTION: No update

2. **Five (5) Year Scheduled Maintenance Plan & Instructional Support**

- i. Agah stated the State did not provide any funding in 2020-2021, however, they still required the plan to be submitted, whether there was a locally funded project or not. The same situation applies to Instructional Support. The Five (5) Year Scheduled Maintenance Plan was uploaded to FUSION by October 30, 2020 deadline. The Instructional Support was submitted by December 11, 2020 deadline. There will be a one-time funding from the state for 2021/2022 for Scheduled Maintenance and Instructional Support. The amount of the overall allocation from the state is unknown.
- ii. Askar discussed the actualized prior year process. It is usually done at the college level since they know the details and specifics to actualize those numbers. The district provides the colleges with a workbook to reconcile prior year and project New Year.

ACTION: None

3. Space Inventory (SI)

- i. FPD filed the SI updates with the State and updated in FUSION on October 30.

ACTION: No update

4. Facilities Conditions Assessment (FCA)

- i. Nava stated the latest assessments were completed in April 2017. The colleges are due for another assessment every 3 – 5 years. There are no updates on when it will occur. During COVID-19 there may be a delay because there are no guidelines to complete the process. There have been no updates from the state. Nava checked the website and the colleges are not on the schedule for the upcoming school year.
- ii. Agah questioned whether the colleges are using the FCA for the development of the 5-Year Schedule Maintenance Plan. NC stated the assessments has not been used yet. RCC uses a database and has not used the assessment as yet. Agah has recommended that these databases be used for 5YSMP.
- iii. Nava provided an update regarding the upcoming FUSION 2 training for the new version set to be launched in January. The new version will enhance some existing features and provide updates to current modules. Part I of the training will be on January 11, Part II will be on January 13. The invite has been forwarded to the facilities departments.
- iv. Agah provided details regarding the link in FUSION between the Facilities Condition Assessment, the Facilities Condition Index and the Capital Outlay Planning and IPP/FPP scoring. There will be an impact to scoring if the projects in FUSION are not updated.

ACTION:

- Nava will provide the link to register for FUSION

C. Policies and Procedures:

1. Board/Administrative Policies:

- i. Agah and Brown will review the second draft of the BP/AP for Land Use Development, Public Private Partnership (P3) and Real Estate Management.
- ii. The District is working with CCLC on several unrelated BP/AP's and have updated a majority of the procurement bids in Budget, there are a few outstanding BP/AP's that include the facilities construction and bids. The P3 and Real Estate Management have been drafted. When those are done, they will be brought to the FPDC for review.
- iii. Askar reminded the Facilities departments about the bid thresholds. Purchasing has received some requisitions that have not gone through the proper bidding process. These have to be returned to the college, which in turn delays the process. Askar offered to re-send the information to the colleges as a reminder of the process. It is important to follow the process that were board approved and by the bid limits set by the state, especially because a lot of the funds we are using related to COVID-19 are grant funded so we will have additional audits.

- iv. Under the Public Contract Code 20651 during a bid process the communication protocol guidelines must be followed and the college should direct vendors/bidders to Purchasing (in writing) to avoid interference.

ACTION:

- FPDC will review the updated BP/AP's before they are presented to the BOT for approval

2. Prequalification List and Process:

- i. **Professional Services:** RFQs to establish pre-qualified lists for Surveying, Environmental, and Commissioning Consultants will be in place in the near future.
- ii. **Construction Services:** Agah discussed the prequalification process for major trades/primes and general contractors on project-by-project basis. A board resolution is required. The lowest responsive and responsible bidder is chosen (low bid environment). However, the bids will only be issued to the qualified firms from the prequalified list that is vetted and verified by the District. Without the prequalification process, there is a higher opportunity of having bid protests and potential claims, more oversight and lower quality.
- iii. **CUPCCCA:** Vendors can register for a prequalification on Purchasing's website throughout the year.

ACTION:

- Implement the new approach of pre-qualifying primes prior to going out for the bid for the MVC BCTC Education Building Phase I project and the RCC LS/PS Reconstruction project.

3. Consultants Engagement Process:

- i. Askar/Agah discussed and presented the prequalified consultant engagement process in alignment with the District BP/AP and best practices as follows:
 - a) **Below \$25,000:** Obtain a minimum (1) one proposal from District Prequalified list of consultants; the work should not start without a PO in place; no board report is required.
 - b) **Over \$25,000 to \$95,200:** Obtain a minimum (3) three proposals from District Prequalified list of consultants; needs to use the District's small-scale RFP format; qualified-based selection; the work should not start without an executed contract and PO in place; no board report is required.
 - c) **Over \$95,200:** Send formal RFP to the entire District Prequalified list of consultants; Utilize the formal RFQ/P process with scoring methodology and selection criteria; qualified-based selection; the work should not start without an executed contract and PO in place; board report is required.
- ii. The administrative policy regarding the process will also be developed.

ACTION: No update

D. Long-Term Capital Facilities Program

1. The LTCFP was BOT approved on March 17, 2020. Some budget has been identified for the critical mission plans, however, the identification of the top (3) including sustainability initiatives, integrated energy and infrastructure are still a priority.
2. Agah is working to secure funding mainly for the Sustainability Plan, Underground Utilities mapping program and Integrated Energy Plan. They are mission critical for a potential future bond and for the colleges. When the funds are available and approved the colleges will be engaged to form the committee and hire the consultant.

3. Total Cost of Ownership (TCO):

- i. 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. The process is ongoing. Agah requested thoughts from the colleges:

- ii. Jones inquired if the TCO includes the O&M and personnel portion and suggested developing a matrix or standard benchmark so that when the Board is approving the development of a new facility there will be some correlation to staffing needs to maintain it. iii. There are APPA standards in place to maintain custodial and grounds staffing levels. The colleges need to decide what level of the standards to put in place.
- iii. West stated RCC's Accrediting group requested additional documentation with regards to TCO. It will come up when they meet with the District. RCC has a template from 2015 forward that was used for TCO. They specifically wanted to know what the staffing model is.
- iv. Collins stated that NC has a TCO calculator that takes into consideration the APPA standards. For new construction NC has to make sure a total TCO for the building is in the design phase.
- v. West suggested a standardized model of a TCO calculator should be used across the district using the same matrix.
- vi. Mohtasham introduced the process and timeline to improve and revise the current approved TCO template, to expand the excel file with more line items to cover old and new buildings. The RCC LS/PS Reconstruction project TCO model will be used as a starting point. The revised TCO model will be developed for all three colleges. The draft template is scheduled to be complete in January 2021.

ACTION:

- The current approved TCO template will be shared at the upcoming FPDC meetings

E. Climate Action and Sustainability Stewardship

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. The State issued a new BOG policy regarding sustainability and wants all of the community colleges to adopt that policy.

2. Districtwide Sustainability & Environmental Responsibility Planning Update (October 29)

- i. Agah discussed the new Sustainability and Environmental Responsibility Committee, a sub group of FPDC. The tasks of the sub-group will require a sustainability consultant to assist in facilitating the process. The consultant reports to the Sustainability and Environmental Responsibility Committee, who will report to the FPDC. FPDC then reports to DSPC then to the Board of Trustees.
- ii. Askar shared information regarding the award RCCD received, along with all California Community Colleges, through Office Depot for the highest level of purchasing green.
- iii. The sustainability planning update was presented to DBAC in November and to BOT on December 8, 2020.

ACTION:

- Form a sustainability committee and hire a sustainability consultant

3. Solar Planning Initiative

- i. The project is currently in the feasibility and planning phase.
- ii. The goals and objectives of the plan align with the District Board Policy and the CCC BOG Climate Action and Sustainability Policy to adhere to the requirement and increase renewable consumption to 25% by 2025 and 50% by 2030.
- iii. Solar Planning Initiative Updates Presentation, DLR Group was presented to DBAC on November 13, to DSPC on November 20 and to BOT Committee on December 1, 2020. The BOT requested specific financial details from Dr. Isaac.

ACTION:

- Present the financial details to the February 2, 2021 BOT

4. Energy Management

- i. There are no tools, dashboard or platform to calculate each college's energy usage. The information is being entered manually by Nava in an excel spreadsheet (Energy Data Report). Mohtasham provided data comparing the college's use by year. FPD is looking into an energy information and analytical platform that allows each college to check water, gas, electric and solar usage.
- ii. Agah requested a report showing the impact of the college closures on the energy data from March to December 2020 to show the difference between 2019 and 2020.

ACTION:

- Mohtasham will provide a report to show the 2019 and 2020 data usage comparison.

Community Transportation Needs Assessment Voucher

- i. Agah described the carsharing program for disadvantaged communities and the \$50K grant that the district applied for. The grant was approved and will be used to conduct a needs assessment for a carsharing program at the colleges to include students, faculty, staff and individuals who live in the Riverside regional area. A study will be conducted to help develop a plan to indicate the number of people interested in the program and the number of EV charging stations that would be needed. If the District is successful with the needs assessment there will be an opportunity to submit for project funding up to \$1.0 million to implement the EV charging stations and the carsharing program. The grant was approved at the October 20, 2020 BOT Regular meeting. As a result the needs assessment will be conducted for the carsharing program.
- ii. The consultant, EViaShare presented the CMO/CTNA program to the FPDC group through a PowerPoint presentation, which outlined the carsharing program, the needs assessment process that includes community engagement, the timeline to complete the assessment, the draft summary, and the final summary scheduled to be completed by May 30.

Q: Agah

- Is this a new program in California?

A: Cooper

- This particular funding for the carsharing program is relatively new and has been authorized for two years. The process of community mobility options is not new. In 2017 CARB (California Air Resource Board) launched a program funding millions of dollars on community transportation projects.

Q: Agah

- What does the \$1M application pay for?

A: Cooper

- The \$1M grant is specifically to be used for clean mobility transportation projects. That could include installing infrastructure at sites, the purchase of electric vehicles, or community carshare, the subsidized rates, or the individual use of the carshare. Funds have to be used to launch a Clean Mobility project.

Q: Agah

- Will the use of the EV charging stations be dedicated for the carsharing program or shared with others who may have their own electric vehicles?

A: Cooper

- I have seen models where the infrastructure could be used by private vehicles, those individuals would pay a rate to use the charging infrastructure but the state is agnostic about how you do that.

Q: Tu

- You said the timeline will be in May if you decide to implement a clean vehicle sharing program; Do you have any idea when those programs will be launched? Potentially in May we might still be in Covid-19 and there are special requirements for a shared transportation system.

A: Cooper

- We are following the lead of the State and in the current COVID environment, there is a lot of uncertainty about the timing of when programs will launch. The first priority is ensuring the health and safety of our communities so I suspect that a carshare program would not launch until we feel save and confident about the current ongoing public health crisis. What we understand from the state

is that the window of opportunity to apply for the \$1M grant will be in late May or early June 2021. When you launch the demonstration will be contingent on the public health crisis outcome.

F. Students Housing

1. RCCD “Potential Student Housing” with OPR and City of Riverside

- i. Agah provided an update regarding the potential student housing near the new library, 1.5 acres across from the CAADO parking structure on University Avenue across from the District office
- ii. Agah stated that the developer Overland Pelican Riverside (OPR) submitted new proposal to the City of Riverside for the surplus land in alignment with AB 1486. The city has expressed a lot of interest for RCCD to be a part of that. OPR/RCCD is the only proposal for the project under a proposed P3 (Public Private Partnership) arrangement with OPR.
- iii. PFD, RCC’s institutional effectiveness office and District Educational Services have been engaged to provide enrollment data, and planning for student housing for RCC with OPR’s feasibility study consultant (MGT).
- iv. FPD is still working with the OPR and RCC on the Student Housing project. Five student focus group discussions occurred in November resulting in good feedback. The students were excited about the potential student housing being one mile from campus. A report will be available in the spring. The next step will be the student housing survey in spring, most likely in February 2021 to test the need for the students.

ACTION:

- Agah will continue to provide updates when available

2. Districtwide Student Housing Initiative

- i. Agah stated that the Chancellor has been advocating for funding for student housing. The goal is to conduct a district-wide on and off-campus feasibility study after accreditation, focusing on districtwide affordable student housing.
- ii. On March 12, 2020, Brown, Agah and Mohtasham conducted a site walk at each college to determine conceptual budgets and locations for the student housing. NC agreed on the location by the Veterans Center. For RCC the parking lot across from the college is being considered, as well as the Press Enterprise and Central Middle School. MVC’s master plan identifies a middle school, and Dr. Steinback recommended this place for potential student housing, however, Jones suggests taking the middle school out as an option.
- iii. Hess inquired if the proposals can be reviewed and how far along this is in the process. Is it being framed as the solution to youth homelessness and the student housing crisis in the area, and if so what is the plan to offer economical and affordable housing, and what is the relationship between the district and OPR.
- iv. Agah stated the local bond, if it had passed, could not be utilized to build student housing, as its main use is for educational facilities. Most of the student housing across the nation is done through Public Private Partnership (P3) to build student housing. Any revenue received would pay the capital fee over 30-40 years. There is no contractual relationship with OPR other than their pre-established relationship with the City of Riverside and proposal submission.
- v. Agah stated the Districtwide Student Housing strategy will be presented to the Chancellor targeting the on-site student housing and opportunities for off-campus & will provide a framework for student housing at all three colleges. The Chancellor believes there is a lot of opportunity to leverage from the federal and state regarding capital funding.

ACTION: None

IV. COVID-19 IMPACTS

A. Construction under COVID-19

1. Agah stated that all construction vendors and consultants were notified that the projects will proceed; they were requested to adhere to the CDC, CDPH, and county's safety guidelines. The District updated its legal set of documents to include provisions of COVID provisions.
2. Doering stated the district and colleges are reinforcing the COVID-19 requirements with Construction Managers and contractors. There are some contractors that are out with the virus, they will be back once their tests are cleared. There is an impact on the projects due to late deliveries, some product deliveries are delayed up to 20 weeks.
3. Tu provided additional information related to AB 685. Timely notifications of positive COVID-19 cases is crucial and required by the colleges and contractors. The need to respect each person's privacy is very important, no identification regarding who is positive is allowed to be shared.

ACTION:

- The District will continue to connect with other districts and industry to seek feedback and updates

V. PROJECT UPDATES

A. Master Projects List/Calendar/Capital Project Summary Form

1. Ma stated that it will be helpful to make sure IT is included in the planning of new projects in the Unified Facilities Master Plan. No new details.

ACTION:

- All projects regardless of funding source need to follow the process

B. Division of the State Architects (DSA)

1. Agah provided a DSA regulations update regarding IR A-22 and IR A-9 for School Site Improvements and Project Exception. Even if a project is a DSA "exempt", it still needs to comply with Title 24 and CA Building Code regardless of project size to avoid any liability and comply with the State codes.
2. FPD is the point of contact with DSA and should be involved in any new project at the college regardless of funding source.
3. There is an expedited way for DSA review by the State Chancellor's office for projects impacted by COVID-19, or any new projects that need to come online because of COVID-19. The project has to be justified as an emergency project due to COVID-19. No new details.

C. Capital Projects Status Report

Doering reported on the following:

1. RCC:

- i. **RCC Greenhouse Project:** The project is in the construction phase 93% complete. The project is on hold due to the contractor's exposure to COVID-19. The contractor will be back after doctor's release, possibly Tuesday, December 22, 2020. The completion may be the first or second week of January 2021. Training for the Greenhouse is scheduled for the end of December. The camera installation is pending due to an issue with getting the NVR to work properly.

ACTION: None

- ii. **RCC Life Science/Physical Science Reconstruction Project:** The project is in the programming phase with the committee comprised of faculty, staff and students as well as the college VP of BS and AF, Facilities Director and the FPD staff. The project experienced an issue related to the mandatory seismic requirements. It is an issue that was not brought up before by the previous consultant. The cost for the mandatory seismic requirements were not part of the original project cost so the State has been contacted to resolve the issue. The architect submitted the preliminary plans

to the state on December 15, 2020. The rest of the drawings are being completed. The next user group meeting will be at the end of February 2021 throughout June when faculty return to campus to work on the audio/visual and furniture items. The rest of the construction drawings are being developed with the architect. The mandatory seismic upgrade and hazmat abatement that was not in the original drawings has put the project \$3.1M over budget.

ACTION:

- FPD is working with the State Chancellor Office and Department of Finance for additional funding allocation for the structural seismic upgrades and asbestos abatement.
- iii. **Throwing Sport Facility:** This is a DSA project. LPA Architects has been engaged and the project is in the design phase. The budget has been allocated; however, it does not meet all of the components of the project. The college is working with the stakeholders to minimize or remove some of the items to be able to meet the budget and move forward. Beebe: the architect provided a full set of drawings and rough order magnitude cost that came in beyond the scope of the budget. The architect developed 3 value engineering proposals and issued 3 different drawings. West stated that the project is on hold due to budgetary issues.

ACTION: None

- iv. **Gomez ADA Phase 2 Campus Improvement Project:** The project is now being funded by General Funds. The project is in the last phase to address the 25% remaining items. Westberg+White Architects have been engaged. FPD sent the City of Riverside an email identifying the areas they are responsible for. The attorney has asked the courts for a two-year extension to complete the project. The project is 2-1/2 – 3 months behind schedule. The requisition for the Topo design work has been approved and the schedule is being worked on. It will take approximately (6) weeks to get the results of the Topo then another (6-8) weeks to get the design information from the architects. That process and to file with DSA should be completed by the end of February 2021. There is a possibility of adding one or two add-alternates due to the construction index to avoid issues with awarding the project. The contractor is reviewing the topographical results and will provide a response to the architect.

ACTION: None

2. **MVC:**

- i. **Welcome Center Project:** The project is currently in construction phase. The project lost 7-8 days due to the concrete deliveries. The project is making up delays due to some concrete and steel deliveries. The CM began stacking the trade contractors to compress the schedule and make up for lost time. The project is 40% complete and on schedule, to be completed in August 2021. The outdoor and indoor furniture order will be placed in January 2021, which will meet the timeframe to have furniture delivered in July 2021.

ACTION: None

- ii. **BCTC Education Center Building (Phase I):** The construction drawings were sent to DSA on December 8, 2020. The architect is working on FF&E at the same time. The CM reviewed the cost estimate and reported that it is higher than what was received from the architect. The estimate was reviewed with the stakeholders to see if there were any areas that could be removed during value engineering to reduce the cost to have more contingency for the project and make it more efficient. The items for value engineering will not impact the design of the building. The next step is to work with the architect to prequalify the prime trade contractors, after the approval of plans the project can be bid and receive pricing on construction.

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. FPD provided the college with an estimated project budget of about \$2 million.

ACTION:

- The project is currently on hold due to budgetary issues

3. **NORCO:**

- i. **Veterans Resource Center Project:** The project is currently in the construction phase. The contractor was given deadlines to supply their schedule of values and has been slow to respond. FPD is working with the CM to ensure the contractor is not missing anything. The work continues however there is no actual construction schedule from the contractor. There was an issue where the contractor did not following directions for the location of the installation of their trailer. The contractor is in the process of moving it now.

ACTION: None

- 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. The Chancellor and Vice Chancellors reached out to the 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 (4) month construction period. The project was on hold since November 2019. Dr. Green worked with Alford Unified School District Superintendent to reach an agreement. A site visit is scheduled for December 18, 2020. Collins will contact Ma regarding IT needs when the project begins.

ACTION: The project is currently on-hold until further decision is reached between RCCD/AUSD BOTs

- iii. **Sport Field Turf Replacement Project:** Installation is complete. The project received DSA approval for ADA scope on October 1, 2020. The architect (SGH Architects) prepared the concrete work bid documents. The architect got the remaining ADA Path of Travel completed. The project will bid in January 2021.

ACTION: None

- iv. **Norco Amphitheater Shade Structure:** DSA plan approval has been received. The college is using the CARES Act funding for the installation and the shade structure. Outdoor Wi-Fi will be enabled to ensure social distancing. The shade materials are being produced; when they are received the installation can be scheduled. USA Shade coordinated the delivery with the college. The college will check to see if the IOR Form 5 has been submitted to the architect to move forward to send the IOR to DSA. The concrete pours are occurring and on schedule.

ACTION: None

D. Scheduled Maintenance Projects Updates

1. **MVC:**

- i. **Elevator Modernization:** The funding source is Measure C and other resources. Closing documents will be received from the architect and the project is due to close and certify by the end of the week of December 21, 2020 by the DSA.
- ii. **Fire Alarm Upgrades:** The funding source is Measure C. The project completed the design and planning phase. DSA approval was received on October 15, 2020. The architect provided the bid documents, the college will provide the bid documents to FPD for review. The documents will then

be sent to Purchasing to go out to bid. Kirkpatrick stated that the Student Services Fire Alarm Upgrade will be removed from this project. The bid specifications will be re-written and hope to be presented at the February 16 BOT

2. RCC:

- i. **Elevator Modernizations SM17/18:** This is a DSA project. Parts for the project were delivered beginning December 1, 2020. Installation was scheduled to begin before DSA approval. A fourth elevator was added to the project in the tower between the Ceramics and Arts buildings. It has been included in the bid package. The plans have been submitted to DSA and approval is anticipated by the end of January 2021.
 - a. Agah stated there is a risk associated with awarding a contract before receiving DSA approval and wishes to discuss this with the college and the architect.
- ii. **Makerspace at Digital Library:** This is not a DSA project, however, due to the critical nature of the project FPD is working to expedite and help the college move forward. A proposal has been received from the architect, SGH Architects has been selected. A consultant for equipment will be selected soon. FPD is working with Dr. Yates to review the consultant proposals and make a final selection. After the scope of work is provided the construction work can be bid.
- iii. **Shade Structure, Tech A & ECE Building:** The project requires DSA approval due to the type of structure. SGH Architects has been selected. A consultant will be hired to do a utility underground survey around the Tech A building to ensure there are no issues with pipelines or electrical conduit. FPD will discuss with West and Yates the additional unforeseen costs for ADA path of travel and the application for a hardship under COVID-19.
- iv. **Digital Library Card Reader:** This project will be over \$200,000 and requires an official bid. IT provided a quote for equipment. Once the job walk occurs, the cost of the project will be added to the cost of the IT equipment to be sure the project is within budget, then IT will be given permission to order the equipment.
 - a. Ma stated that IT needs to be included on the architectural portion of the project if there is going to be an increase in technical needs. There might be pathways needed in the plans. Mohtasham assured Ma that IT will be included.
 - b. The job walk was yesterday, December 16, 2020. Bids are due on January 4, 2021.
- v. **Nursing Science Building 255 and 256 Furniture:** The furniture is expected to be delivered by the middle of January 2021. Delivery has been delayed due to COVID-19.
- vi. **Digital Library HVAC Refurbishment:** The project was expected to be completed but it has experienced an issue with the drain pan that did not match the coil. A change order is in process. The project should be completed within the next week.

3. NC:

- i. **Elevator Modernization:** The project is in the planning phase. Some modification had to be done to the original scope of work due to the lack of funds. The project will only upgrade the mechanical equipment. The architect is working to revise the drawings. The architect will resend the drawings to the college for approval by December 18, 2020 so the bid documents can be sent out.

ACTION:

- Mohtasham will contact the architect to request an update on the drawings

4. District:

- i. **Center for Social Justice Renovation:** This is a small modernization project that was first brought up 2 years ago and is active again. A purchase order is being issued to the contractor to begin the renovation after January 2, 2021.

VI. OTHERS

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 worked with MVC and RCC to understand what the universal doors look like and determined if MVC and RCC should come online now or in the future. This is only for legacy key systems, not access control systems. NC began upgrading their door cylinders. The three colleges will work together to develop a District Standard to provide the colleges with physical facility security. 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 met with Assa Abloy during the week of January 20, 2020 to establish the base-line cost. Assa Abloy indicated there are about 2,500 locks district-wide. The Medeco keying system will capture the different types of locksets and keyways needed. The hierarchy will be built starting with a doubling of the door requirements, taking into account the growth at all colleges, off-site locations and the district office. There is a database for the different system that Assa Abloy strongly recommends rather than their in-house system. Training will be provided through a Webex, all colleges will be included. A consultant will be hired then the system will be bid, owner-purchased and installed. Pinning will be done at the factory. The plan will be incorporated into the district standards. Not discussed.

ACTION:

- Build the legacy key system and hierarchy key logic

B. District-wide Alternate solution – Drinking Water

1. Askar stated the Chancellor is requesting a filtered water system, the District is considering a bid for a districtwide water filtration system. At this time there are many stop-services with the water companies due to staff not being on site. Not discussed.

ACTION:

- Askar will follow-up to see if it is still necessary

C. Integrated Waste Management

1. An RFP for Integrated Waste Management was drafted a few years ago. The goal is to consolidate the services districtwide. The benefit is the economies-of-scale and the recycle programs. Not discussed.

ACTION:

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

D. Johnson Controls Maintenance Contract

1. Mohtasham stated that Johnson Controls' contract has been extended an additional 3 months until the district can bid the project and select another districtwide service provider. An equipment list was received from all three colleges and added to the new scope of work. This will go to the February 16 BOT to be able to start on March 1, 2021.

ACTION: None

E. District Strategic Planning Council (DSPC)

1. FPDC membership has been formed pending representatives from the CSEA. Not discussed.

F. Parking/Traffic Study, RCC, & Districtwide

1. **Riverside Downtown:** Survey results were discussed with multiple constituent groups. Combining the Fox and CAADO studies indicates occupancy is not going above 89%. The consultant provided four recommendations; installing digital signage to show how many spaces are filled, especially at CAADO; changing the hours of some of the classes to later in the evening to free up spaces during the day;

ACTION:

- **Districtwide:** Another survey will be done districtwide to assess the viability of students parking in staff assigned parking spaces during certain hours of the day. The project is on hold.

G. 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. In 2019, 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.
2. Constellation has been placed under contract. FPD will contact SCE regarding the switch.

H. Facilities Use Fees

1. Collins requested information or history related to Facilities Use/Rental Fees.
2. Jones stated NC has not done anything with those fees recently and is unaware if the fees are at a credible market rate.
3. West stated RCC has been working to update their fees. Some rates are high; others are not high enough. The update includes pulling together a list of comparable rates and to share with the group and take to the BOT for consideration to change the rates.
4. Collins stated there is a BP that governs the rates and asked if each college has its own rates.

ACTION:

- Dr. West will schedule a meeting with Dr. Collins and Dr. Jones to discuss fee structures

I. Projects Groundbreaking & Grand Opening Ceremonies

1. Agah stated that the District/colleges are in the process of developing a process to celebrate groundbreaking & ribbon cutting to promote its educational mission serving the community/students.

J. Guided Pathway & Engagement Centers

1. Agah inquired if any of the colleges could provide an update on the engagement center project requests in alignment with the Guided Pathway that was brought up at the DSPC by VC of Ed Services Dr. Kim.
2. Collins indicated NC has two engagement centers but has no input or update on the subject.
3. Floerke stated that MVC academic senate has identified couple of requests and still under discussion.

VII. NEW ITEM(S)

A. College Elevator Maintenance Contract

1. Askar discussed elevator maintenance, inquired which vendor each college is using and if the colleges would like to move forward with an RFQ/P for a districtwide elevator maintenance vendor contract like the HVAC Controls contract. The colleges agreed to move forward with the process.