

## ***Facilities Planning and Development Council***

*January 28, 2021 – 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-19
- 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. RFQ/P Scoring, Review and Evaluation Metrics



## FACILITIES PLANNING and DEVELOPMENT COUNCIL

January 28, 2021 Zoom Conference Call  
10:00a.m. – 11:30a.m.

### MEETING MINUTES

#### MEMBERS AND ATTENDEES:

Name	Title	Present YES/NO
Majd Askar	Moreno Valley College – Interim Vice President Business Services	YES
<b>Ron Kirkpatrick</b>	Moreno Valley College – Director of Facilities M&O	YES
<b>Jennifer Floerke</b>	Moreno Valley College – Faculty Representative, CTA/AS	YES
<b>TBD</b>	Moreno Valley College – Classified Representative, CSEA	NO
<b>Michael Collins</b>	Norco College – Vice President Business Services	YES
<b>Steven Marshall</b>	Norco College – Director of Facilities M&O	YES
<b>Quinton Bemiller</b>	Norco College – Faculty Representative, CTA/AS	YES
<b>TBD</b>	Norco College – Classified Representative, CSEA	NO
<b>Chip West</b>	Riverside City College – Vice President Business Services	YES
<b>Robert Beebe</b>	Riverside City College – Director of Facilities M&O	YES
<b>Krystin Steranka</b>	Riverside City College – Assistant Director of Facilities M&O	YES
<b>Paul O’Connell</b>	Riverside City College – Faculty Representative, CTA/AS	NO
<b>Laneshla Judon</b>	Riverside City College – Faculty Representative, CTA/AS (Rotating)	NO
<b>Chi Ishihara</b>	Riverside City College – Faculty Representative, CTA/AS (Rotating)	NO
<b>Don Wilcoxson</b>	Riverside City College – Faculty Representative, CTA/AS (Rotating)	NO
<b>TBD</b>	Riverside City College – Classified Representative, CSEA	NO
<b>TBD</b>	District – Director of Business Services	NO
<b>Misty Griffin</b>	District – Accounting Services Manager	YES
<b>Susanne Ma</b>	District – Director of IT, Infrastructure and Systems	NO
<b>Ivan Hess</b>	District – Student Trustee	NO
<b>Hussain Agah</b>	District – Associate Vice Chancellor, FPD	YES
<b>Mehran Mohtasham</b>	District – Director of Capital Planning	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**

- A. Motion to Approve December 17, 2020 Meeting Minutes by Mohtasham. Second by Beebe.

**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.
  - 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 FPP Approval – 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.
- d) 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.
- v. **2021 Five-Year CCP:** There is no update from the state regarding the new FPPs submitted in 2020 yet. 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 RCCD.
- a) Mohtasham discussed the next steps to provide the plans to the state by July 1, 2021 for 2021/2022 that will incorporate the new scoring methodologies. Meetings have been set up with each college to go over the options to get an understanding of the new matrix and how existing college IPPs and FPPs will play a role with the new metric and if there will be any changes needed.

**ACTION:**

- *Meet with each college to revisit Five-Year CCP and resubmit the three FPPs for 2021/2022*
- vi. **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. The DOF approved the scoring in late 2020. 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. Without the Hardship provision, the District will not receive the 25 points and there will be less to no opportunity to get any future projects funded.

**ACTION:**

- *The Chancellor has requested a presentation to the BOT in May. It will be brought to the colleges' attention as early as April. The colleges will be shown a side by side comparison between the old and new methodology and the impact to our district.*
- vii. **Draft Legislative Bills:** Agah provided information about 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.
- viii. **Education Center for Ben Clark Training Center:** The District is pursuing education center for BCTC. The needs assessment provided to the State in November 2019 and have been recommended for approval before BOG in March 22, 2021.

**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. The Five (5) Year Scheduled Maintenance Plan was uploaded to FUSION on October 30, 2020 and the (5) Year Instructional Support was submitted on December 11, 2020
- ii. Agah stated that there might 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.
- iii. Askar discussed the actualized prior year process for the 5 Year Instructional Plan 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:** *No update*

## 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. 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 it as a database and has not used the assessment as yet. Agah has recommended that these databases be used for 5YSMP.
- ii. Nava provided an overview of the January FUSION training and how the new updates included a new version of the Planning Modules that is more user friendly, holds the Capital Outlay Five Year Plan and shows the new scoring methodologies that breaks down the scoring and what the scale is for that scoring. The new module is not up and running at this time. When logging in you will see the new version as a choice but information won't make sense until all of the information is migrated over. The migration with all of the current data should be completed in March 2020. Training videos are available on FUSION.
- iii. Nava stated the Facilities Condition Assessment scores on the FCI will affect the scoring on the 2020/2021 modernization projects as well as the FTES.

**ACTION:**

- *Nava will provide the link to the FUSION training videos*

## 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 still 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.
- iv. **Professional Services Qualification Process:** Agah shared the PowerPoint presentation for the new transparent boilerplate qualification RFQ/P process that is being formulated to prequalify professional services such CM and architects and specialty consultants. The RFQ/P will have specific questions for specific trades and services, and specific scoring for each. The process will be tailored to specific projects using a standard scoring metrics and will include the appropriate agreement as part of the packet. Interviews of the three to five highest scoring proposals will be conducted. A committee will be formulated each time and will be asked to look at all of the qualifications independently. The committee will be provided with pre-RFQ/P training.

**ACTION:**

- *Agah requested FPDC provide feedback at the next meeting regarding the new process*

**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. **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 metrics 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 metrics.

**ACTION:**

- *Mohtasham to introduce the draft copy of RCC LS-PS TCO to FPDC*

**E. Climate Action and Sustainability Stewardship**

**1. Districtwide Sustainability & Environmental Responsibility Planning Update**

- i. The sustainability planning update was presented to DBAC in November and to BOT on December 8, 2020.

**ACTION:**

- *An email will be sent requesting nominations for sustainability committee members, develop scope of work and hire a sustainability consultant*

**2. Solar Planning Initiative**

- i. The project is currently in the feasibility and planning phase.
- ii. The financial details were presented to the January 26 Chancellor's Cabinet meeting and received approval to move forward to BOT resources committee. After the final approval a request for qualifications and proposals will be requested on both delivery methods, the PPA and the Cash Loan Option.

**ACTION:**

- *Present the more comprehensive detailed financial details presentation to the February 2, 2021 BOT*

**3. 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). FPD is looking into an energy information and analytical platform that allows each college to maintain records for water, gas, electric and solar usage.

**ACTION:**

- *Mohtasham to provide a report to show the 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.

#### **ACTION:**

- *Mohtasham will reach out to the college VPs of Business Services to provide a committee to review the survey items before sending it out to faculty, students and staff for their feedback.*

## **F. Students Housing**

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

- i. The potential student housing near the new library, is a 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. 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.

#### **ACTION:**

- *The survey will be issued in March and will run March 1 through March 15, 2021.*

### **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. 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.
- iii. 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.
- iv. Agah stated the Districtwide Student Housing strategy will be presented to the Chancellor targeting the on-site student housing and opportunities for off-campus and will provide a framework for student housing at all three colleges.

#### **ACTION:** *None*



## IV. COVID-19 IMPACTS

### A. Construction under COVID-19

1. 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.
2. Doering provided an update and stated there has been an impact to the NC VRC and RCC Greenhouse projects because the main contractors were out with COVID-19 for 2 weeks. That has affected the project schedules. FPD has been working with the contractors to implement recovery schedules. College projects continue to have Issues with deliveries due to COVID-19.

#### 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

#### 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 97% complete. The completion was anticipated to be by the second week of February due to roof panels that have not been delivered.

#### ACTION:

- *Substantial completion by mid of February and grand opening to be schedule by college*
- ii. **RCC Life Science/Physical Science Reconstruction Project:** The project is in the programming phase. 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 and hazardous abatement were not part of the original project cost in the total amount of \$3.1M over budget. State Chancellor's Office has been appraised. Staff continues working on the design development with 19six architect. The review of the IT system, MEP, AV, etc. is scheduled for February. The FF&E final layout meeting is scheduled for March.

**ACTION:** *Follow up with the State about funding augmentation and approval of preliminary planning*

- iii. **Throwing Sport Facility:** This is a DSA project. LPA Architects engaged and the project is in the design phase. 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:** *The project is on hold due to budgetary issue and to be removed the project from the minutes.*

- 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. Need the topo survey results to complete the design.

**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 project is 60% complete and on schedule, to be completed in August 2021. The outdoor and indoor furniture order will be placed in January/February 2021, which will meet the timeframe to have furniture delivered in July 2021.

**ACTION:** *Place FF&E procurement packages by February to meet July 2021 deliveries.*

- ii. **BCTC Education 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 and working on value engineering items.

**ACTION:**

- *The next step is to prequalify the prime trade contractors, after the approval of plans the project can be bid and receive pricing on construction.*

- 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 an estimated project budget of about \$2 million. The project is on hold.

**ACTION:**

- *Askar will review the project with the college and determine if it should be removed from the minutes*

## 3. **NORCO:**

- i. **Veterans Resource Center Project:** The project is currently in the construction phase. The work has continued without an approved baseline construction schedule from the contractor. The contractor was out with COVID-19 for two weeks. The project is behind schedule and no. of days TBD.

**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. 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 Alvord USD Superintendent to reach an agreement. A site visit occurred on December 18, 2020. A completed instructional plan was submitted to the District, it will be included in the architects RFQ/P for review. This will be a two phase project.

**ACTION:**

- *FPD will send NC the draft RFQ/P for review and response*
- iii. **Sport Field Turf Replacement Project:** Installation is complete. The project received DSA approval for ADA scope on October 1, 2020. 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:**

- *Askar will ask Purchasing to send the college a link to the pre-qualified list of registered vendors*
- iv. **Norco Amphitheater Outdoor Learning Environment:** 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. An electrical element may be added for lighting for evening use. Soliciting pricing for CCD that was issued to address path of travel to the ADA parking stalls. Collins requested to rename the project "Norco Amphitheater Outdoor Learning Environment".

**ACTION:** *File DSA closeout documents to certify the project*

## D. Scheduled Maintenance Projects Updates

### 3. MVC:

- i. **Elevator Modernization:** This is a DSA project. The funding source is Measure C and other resources. Closing documents were received from the architect. The project is closed and can be removed from the minutes.
- ii. **Fire Alarm Upgrades:** This is a DSA project. The funding source is Measure C. DSA approval was received on October 15, 2020. The documents were sent to Purchasing to go out to bid. Bids will be due on February 26. Kirkpatrick stated that the Student Services Fire Alarm Upgrade will be removed from this project.

### 4. 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 has been received. The first elevator will be taken down on February 1.
- 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. Project Architect has been assigned to work on the project.
- iii. **Shade Structure, Tech A & ECE Building:** The project requires DSA approval due to the type of structure. SGH Architects has been selected. 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. FPD is waiting to hear back from Yates regarding the additional cost. Mohtasham will schedule a meeting to review those items.

- 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. Bids were due on January 4, 2021. A second job walk was held on January 27. Bids are due on February 5, 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. The furniture was delivered and the project is complete.
  - vi. **Digital Library HVAC Refurbishment:** The project was expected to be completed but it experienced an issue with the drain pan that did not match the coil. A change order was processed. The project is complete, an NOC is ready to be sent when the final invoice is received.
5. **NC:**
- i. **Elevator Modernization:** This is a DSA project. 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 bid documents have not been received as yet. The architect submitted documents to DSA on January 27.
6. **District:**
- i. **Center for Social Justice Renovation:** This is not DSA project. It will modernize and refurbish the existing space to provide higher efficiency and maximize the welcoming environment.

## VI. OTHERS

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

1. Discussed the key and access control upgrade and consistency across the District sites. 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, board policy and administrative policy*

### 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.

**ACTION:**

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

### D. Johnson Controls Maintenance Contract

1. To provide economies of scale, this services has been consolidated districtwide. A low bidder was selected, references have been checked and are favorable for February 16 BOT approval with new vendor.

**ACTION:** *None*

### E. District Strategic Planning Council (DSPC)

**ACTION:**

- *FPDC membership has been formed pending representatives from the CSEA*

### 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 survey to assess the viability of students parking in staff assigned parking spaces during certain hours of the day.*

### 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.

**ACTION:**

- *Continue to evaluate the performance of the Fuel Cell and maximize savings through SCE/SCG*

### H. Facilities Use Fees

1. Discussion has included information or history related to Facilities Use/Rental Fees, and whether these rates are at a credible market rate in light of board policy

**ACTION:**

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

### I. Projects Groundbreaking & Grand Opening Ceremonies

**ACTION:**

- *Discussed Greenhouse grand opening*

## **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 and recommended these services to be consolidated for economies-of-scales. The team agreed to issue an RFQ/P for a districtwide elevator maintenance contract.

***End of Meeting Minutes-***