

## **Facilities Planning and Development Council**

February 25, 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. Energy Dashboard
- B. On-Bill Financing (CCC/IOU)
- C. Prime Prequalification Criteria
- D. CARES II funding (facilities-related)



## FACILITIES PLANNING and DEVELOPMENT COUNCIL

February 25, 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
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	YES
Steven Marshall	Norco College – Director of Facilities M&O	YES
Quinton Bemiller	Norco College – Faculty Representative, Academic Senate	YES
TBD	Norco College – Classified Representative, CSEA	NO
Chip West	Riverside City College – Vice President Business Services	NO
Robert Beebe	Riverside City College – Director of Facilities M&O	YES
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
TBD	District – Director of Business Services	NO
Misty Griffin	District – Accounting Services Manager	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

*Riverside Community College District Facilities Planning and Development (FPD) supports the educational mission of the District and its three Colleges- Moreno Valley, Norco and Riverside City through advanced planning and development of facilities, standards, infrastructure and resources that promotes a learning environment by providing safe, sustainable and high-quality campuses. The FPD administers the facilities improvements to ensure compliance with the District Strategic Plan and Colleges Facilities Master Plans, and manages the planning, development and implementation of the District Five (5) Year Capital Outlay plan and Long-term Capital Facilities program. The department is also responsible for formulating, promoting, guiding, and administration of district policies and procedures associated with planning, design, construction and development functions.*

## I. CALLED TO ORDER

- A. By Hussain Agah

## II. APPROVAL OF MINUTES

- A. Motion to Approve January 28, 2021 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. No update.
  - 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. No update.
  - 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. 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 were 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 matrix and if there will be any changes needed.
  - b) At the RCC kick-off meeting on February 9, 2021 the IPP/FPPs were reviewed using the new scoring matrix. After meeting with all of the colleges, the information will be provided to the BOT.

**ACTION:**

- *Meet with NC and MVC to revisit Five-Year CCP and resubmit the three FPPs for 2021/2022 and complete by May 15 for June BOT resources committee meeting.*
- vi. **State Capital Outlay Re-categorization and Prioritization (New Scoring Methodology):** All FPPs submitted in 2020's 5YCCP for consideration for the 2022/2023 spending plan will be scored using the new matrix. 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 no opportunity to get any future projects funded. Not discussed.

**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 an update regarding AB-75 and SB-22 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. The state does not have additional funds for capital outlay projects.
- viii. **Education Center for Ben Clark Training Center:** The District is pursuing education center status for BCTC. Askar explained that center status means that the college will increase apportionment funding, be eligible for additional state capital outlay resources and reduce the need for lease operational spaces. The needs assessment was provided to the State in November 2019 and has been recommended for approval before BOG in March 22, 2021. The college has been working to gather data, including potential enrollment and programs at other community colleges. Dr. Steinback will present to the BOG. The presentation will also be shared with other districts to provide a similar format to the state.

**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 and type of funding from the state is unknown.
- iii. FPD receives the information for the Instructional Support plan from the colleges and sends it directly to the state chancellor's office. The plan is under the college purview so there is little review by FPD. However, there was a discussion about the colleges providing actualized numbers to the previous expenditures. The state is asking for this information as part of the plan that will be submitted.

**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. 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 are 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 updates to the Facilities Condition Assessment as they become available.*

## 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 after they are shared with the new General Council.*

**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:** FPD has been working on strategies to prequalify contractors in compliance with Public Contract Code section 20651.5 that requires a public agency like RCCD to establish a procedure to include a standardized questionnaire and financial statement. It includes an appeals process that is also in the RFQ/P. The procedure requires the BOT to approval and will be presented at the April 20 BOT. Agah shared a PowerPoint presentation regarding the process.
- 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:**

- *Present multi-prime contractors prequalification process to DPSC and BOT resources committee in April.*

**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.
- iii. The colleges requested a process to identify pre-qualified Architects and Consultants that will accept smaller projects that are DSA applicable and the Architectural services are under \$20,000 or less.

**ACTION:**

- *Agah will draft an email for Purchasing to send to the Architectural Services firms on the prequalified list to see which firms will accept small projects. That information will be shared with the colleges.*
- *Askar will share the updated Architectural Services prequalified list with Norco College.*

**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 is working with Beebe on a draft TCO with 19six Architect and will share for further discussion.*

**E. Climate Action and Sustainability Stewardship**

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

- i. Agah stated that the committee has been formed; one MVC CSEA member remains to be nominated.

**ACTION:**

- *The next step is to schedule the kick-off meeting then develop the scope of work and hire a sustainability consultant.*

**2. Solar Planning Initiative (Solar Plan)**

- 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.
- iii. Agah stated FPD is working with President Anderson and West to schedule a meeting with the Wood Streets Associations to provide a presentation that will address their concerns about Parking Lot C. Per the Chancellor's direction the RFQ/P will not proceed unless and until the community has accepted the location.

**ACTION:**

- *Develop draft RFQP for the districtwide solar plan & meet with Wood Streets Associations community*

**3. Energy Management and Dashboard**

- 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.
- ii. Nava and Mohtasham provided details and the presentation regarding the new Energy Dashboard that FPD created and is monitoring. The process will be used to capture the college's electricity and gas usage. The water usage will also be added to the Energy Dashboard.

**ACTION:**

- *FPD will collaborate with each college and share the information with each college's director of facilities*

**4. Community Transportation Needs Assessment Voucher**

- 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.
- 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.
- Mohtasham discussed a meeting with the state that occurred. They were provided with the required application and forms. The committee will meet next week then the draft survey will be shared. The next step will be to schedule a meeting with each college, receive the surveys by the end of March 2021, and provide the first draft report in the first two weeks of May 2021. The state deadline is the end of August 2021.

**ACTION:** *Send a survey by the end of March and schedule a focus group discussion*

**5. On-Bill Financing (CCC/IOU) & Energy Audits**

1. Not discussed

**ACTION:** *None*

**F. Students Housing**

**1. RCCD "Potential Student Housing" with OPR and City of Riverside**

- The potential student housing near the new library is 1.5 acres and is located across from the CAADO parking structure on University Avenue across from the District office.
- Student housing market demand study and student survey is underway at RCC.
- The District is in the process of negotiating terms and conditions of the Purchase and Sales Agreement (PSA) with the city and OPR the developer. It is being reviewed by the district, was accepted by the developer and was submitted to the city. If the city approves it, there will be a pre-development agreement with the developer. At that time, the BOT will be engaged.

**ACTION:**

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

**2. Districtwide Student Housing Initiative**

- 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.
- 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.
- 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:** *No update*

## IV. COVID-19 IMPACTS (FACE-TO-FACE INSTRUCTION, CONSTRUCTION)

### A. Fall 2021 Face-to-Face Instruction / CARES II Funding (Facilities-Related)

1. Askar discussed the Institutional portion of the CARES II funding that can be used for deferring costs related to campus operations due to COVID-19 such as technology, transitioning to distance education, food, housing, course materials and keeping the facilities safe. Askar asked the colleges to share their ideas in terms of improving their facilities; keeping them safe; using CARES II funding; using portable or hardwired air filters; how current infrastructures can handle the MRV-13 filters; use of outdoor seating areas; and centralized controls.
2. Collins stated that the use of MRV-13 is outlined in the District Safe Return scope/guideline.
3. Marshall stated NC is using MRV-13 air filters. There have been no issues with malfunctioning equipment, however, the high quarterly change-out rate that is required is expensive, and when filters are changed the college fills a roll-off container. Marshall suggested that dump fees could possibly come from the CARES II funding. The college purchased 12 portable HEPA filter air purifiers for classrooms to deploy as needed to increase airflow or air exchanges. NC is not planning to hardwire the units. The college purchased portable plexiglass barriers that break down into three components for quick assembly/removal. Marshall will share the information with MVC. The college has space in adjoining classrooms to remove furniture that is not being used and purchased two forty foot storage containers for storing PPE and furniture paid for with CARES II funding. NC also purchased small Ryobi batteries with power inverters to power microscopes to avoid trip hazards from power cords to be able to utilize the center of the classroom rather than only the outside footprint.
4. Beebe stated RCC is using MRV-13 filters, that most units should be able to handle them except for portables, split systems, etc. RCC contacted their normal suppliers for the filters and expects a 2-month delivery timeframe and a cost of \$33,000. RCC is researching the possibility of outdoor seating with solar tables between Tech A and Tech B. Beebe is requesting a bid for that scope of work. Beebe will share the information with NC and MVC. RCC is not looking at new or upgraded HVAC controls at this time. Beebe stated RCC installed a lot of plexiglass and has more on hand if more is needed in the future. Bee indicated that the college is not removing furniture due to lack of storage, furniture is being marked with colored numbered dots. West is working with the Faculty to implement a program that will assign a colored numbered dot that will tell each student which desk to sit at to help if the number of students increases.
5. Kirkpatrick indicated MVC spends approximately \$9,000 to change the MRV-13 filters quarterly, and that the efficiency after the first 30 days deteriorates to a MRV-11. MVC is considering the AeraMax Professional Air Purifier from Waxie that can be hard-wired or portable. One hundred units cost approximately \$150,000. MVC is researching product to cover and 1,100 square foot classroom and will follow the CDC guidelines to change out air exchanges hourly. MVC plans to upgrade to a remote HVAC control system. The college has some plexiglass and will be conducting a walkthrough with the District's Risk Management to assess the needs in all of the rooms.
6. Askar indicated that there is a piggyback contract with Waxie. Askar will confirm if Waxie is through CollegeBuys.
7. Ma discussed the threat of wireless accessibility outside of the District's network in regards to remote HVAC systems and requests that IT be included in future conversations; the outdoor space technology needs and the need to keep IT informed about new areas that students might congregate.
8. Askar discussed the possibility of a volume discounted agreement with Convergent for the security card access for the entire district rather than everyone doing it on their own. She asked the colleges if they are interested. Ma provided information related to Convergent's system and how it works with the districts systems.

**ACTION:**

- *Askar will find out if Convergent has a piggyback contract*

### B. Safety and Risk Management

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.

### C. Construction under COVID-19

1. 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 affected the project schedules. FPD continues to stay in contact with the contractors to ensure that they continue to comply with COVID-19 rules and to track delivery schedules. The deliveries are back on schedule now and FPD has not received any feedback from the colleges regarding COVID-19 related issues.

#### 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

#### 1. Riverside City College:

- i. **RCC Life Science/Physical Science Reconstruction Project:** The project is in the design 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. **No update***
- ii. **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.*

- iii. **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:** *No update*

2. **Moreno Valley College:**

- i. **Welcome Center Project:** The project is currently in construction phase (65% in progress), previously lost 7-8 days due to concrete delivery delays and is now 5-6 days behind schedule. FPD is working with the CM to consolidate different trades to make up 2-1/2 to possibly 3 weeks on the schedule. The college is working on the outdoor and indoor furniture order; it is expected to be placed in February 2021, which will meet the timeframe to have furniture delivered in July 2021.

**ACTION:** *None*

- 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. **No update***
- 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. **No update***

3. **Norco College:**

- 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 the number of days is TBD. FPD met with the contractor and their scheduler to resolve issues. The contractor is a challenge to work with and there are ongoing issues. The college recognizes the issues Doering has had while working with the contractor and his ability to keep the project on track.

**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. **No update***
- 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. **No update***
- 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. **No update***

## D. Scheduled Maintenance Projects Updates

### 3. Moreno Valley College:

- 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. **No update.**
- 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. **No update.**

### 4. Riverside City College:

- 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. **No update.**
- 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. **No update.**
- 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. **No update.**
- 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. **No update.**

- 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. **No update.**
- 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. **No update.**

5. **Norco College:**

- 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. **No update.**

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. **No update.**

## 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.

**ACTION:**

- *Build the legacy key system and hierarchy key logic, board policy and administrative policy. No update*

### 2. 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.

**ACTION:**

- *Askar will follow up to see if it is still necessary. No update*

### 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. **No update***

#### **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:**

- ***No update***

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

**ACTION:**

- *FPDC membership has been formed pending representatives from the CSEA. **No update***

#### **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. **No update***

#### **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. **No update***

#### **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. **No update***

#### **I. Projects Groundbreaking & Grand Opening Ceremonies**

**ACTION:**

- *Discussed Greenhouse grand opening. **No update***

#### **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.

**ACTION:**

- *No update*

**K. College Elevator Maintenance Contract**

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

**ACTION:**

- *No update*

**VII. NEW ITEM(S)**

*End of Meeting Minutes-*