

Facilities Planning and Development Council

May 27, 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. Sustainability and Climate Action
- F. Student Housing Initiatives

IV. COVID-19 AND FACILITIES IMPACTS

- A. Fall 2021 Return to Face-to-Face Instruction
- B. 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

- A. Key/Access Control Upgrade – Norco Campus Re-key Process

VII. NEW AGENDA ITEM(S); PRESENTATIONS

- A. RCC LS/PS Reconstruction Project Board Report and Project Budget
- B. RCC Digital library STEM Engagement Center Project Board Report and Presentation
- C. Five Year Capital Construction Plan, IPP and FPP Board Report and Presentation



FACILITIES PLANNING and DEVELOPMENT COUNCIL

May 27, 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	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	YES
Steven Marshall	Norco College – Director of Facilities M&O	NO
Quinton Bemiller	Norco College – Faculty Representative, Academic Senate	NO
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
Chi Ishihara	Riverside City College – Faculty Representative, CTA/AS	NO
Laneshla Judon	Riverside City College – Faculty Representative, CTA/AS (Rotating)	NO
Don Wilcoxson	Riverside City College – Faculty Representative, CTA/AS (Rotating)	NO
TBD	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
Beiwei Tu	District – Director of Risk Management	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	NO
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 April 29, 2021 Meeting Minutes with correction by Doering. 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. No update.
 - a) Askar stated the college will take the comprehensive educational master plan (EMP) to the June BOT.
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. CCCC'O Facilities Planning Update:

1. **Five-Year Capital Construction Plans (5YCCP) & Capital Outlay Program:**
 - i. The District 5YCCP will be board approved on June 15, 2021 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 will be submitted to the state.
 - iii. **MVC:**
 - a) Revised FPP 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) and is lining up as a standalone FPP next year; 4. Fine & Performing Arts Complex (Growth).
 - iv. **NC:**
 - a) New FPP – Library Learning Resource Center and Student Services (Growth).
 - b) IPPs – 1. STEM Phase I (Growth); 2. Student Services Welcome Center (Growth); 3. Social & Behavioral Science Phase I (Growth).
 - v. **2021 Five-Year CCP:** The 2020 FPPs are being resubmitted this year (2021) and District added 50% local contribution to the FPPs as the minimum 25% required by the State, hoping that by approval date of the FPP the District passed a new local bond.

ACTION: *None*

- 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 metrics. The DOF approved the scoring in late 2020, which requires 25% local contribution for FPPs. Agah shared the presentation with FPDC, DSPC, and Committee Board – all state hardship provisions are not applicable for the district FPPs and local match requires passing new bond.

ACTION: *None*

- 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 yet 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 from Proposition 51.

ACTION:

- *No update*

- viii. **Education Center for Ben Clark Training Center:** The Education Center was approved and officially has center status. Next fiscal year 2022/23 the center will be subject for funding appropriations and capital outlay funding.

ACTION: *None*

- ix. **Building Naming Reconciliation:** FPD is working to reconcile the building names in FUSION and college Live 25 system to reflect FTES and FTEF.

ACTION:

- *No update*

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

- 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
- FPD receives the information for the Instructional Support plan from the colleges and sends it directly to the state chancellor's office. The colleges re required to update the actualized expenditure on regular basis.
- Agah discussed the proposed \$215 million from federal and \$314 million+ from state for scheduled maintenance projects and the process that is set up with the budget department to maintain these project budgets.

ACTION: *Streamline the PPIP process so administering the program will be more efficient*

3. Space Inventory (SI)

- FPD will file the SI updates with the State and update in FUSION in October 2021.
- Agah requested that the colleges keep FPD in the loop regarding any potential reconfigurations of existing space as the colleges return to campus so that space inventory can be updated.
- MVC Welcome Center and NC Veterans Resource Center buildings will be updated in the Space Inventory report by FPD.

ACTION:

- *FPD will send the 2020 Space Inventory list of buildings to the colleges Director of Facilities. The colleges will provide updates to FPD by May 2021*

4. Facilities Conditions Assessment (FCA)

- i. Agah requested the colleges to use 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 stated the Facilities Condition Assessment scores on the FCI will affect the scoring on the 2022/2022 modernization projects as well as the FTES.

ACTION:

- *None*

C. Policies and Procedures:**1. Board/Administrative Policies:**

- i. Agah and Brown reviewed 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 for facilities and construction.
- iii. Askar stated the business related BP/AP's have been updated and sent to the VPs for review. There were no major changes in the first set that will impact this group.
- iv. 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.
- v. 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 BOT*

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 general contractors/primes 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, financial statement, and an appeals process. The multi-primes contractors prequalification for BCTC Education Building I is underway after BOT approved the resolution.
- 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 was formulated to prequalify professional services such as CM's, architects and specialty consultants. The RFQ/P has specific questions for specific trades and services, and specific scoring for each. The process is tailored to specific projects using a standard scoring metrics and includes 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: *None***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 \$96,700:** 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 \$96,700:** 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 \$20,000 or less. The existing pre-qualified list was used, a column was added for the firms to indicate their interest in short-term smaller projects. The results were then sent to the college facilities staff identifying the firms that were interested.

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: sustainability initiatives, integrated energy and infrastructure.

2. Total Cost of Ownership (TCO):

- i. Agah stated that the district will be working with the colleges to develop a TCO prototype districtwide. The TCO is a requirement for Accreditation, GO Bond and best practices. It will capture all utilities, scheduled maintenance, custodial and grounds, etc. It is recommended to use APPA Standards.
- 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. 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.
- iv. West suggested a standardized model of a TCO calculator should be used across the district using the same metrics.
- v. Mohtasham stated that FPD is currently working with Beebe, 19six Architects and P2S engineering to develop a comprehensive metrics for the TCO model for RCC LS/PS reconstruction that can be used districtwide.

- **ACTION:** *No Update*

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. The FPD website Sustainability webpage has been created/updated and will be used to share Sustainability information districtwide.. A draft RFQP was put together to engage an environmental consultant. The committee is engaged in the selection process and the goal is to have the consultant's contract BOT approved in June 2021. Nine proposals have been received and will be shared with the committee. The interview date is on May 28, 2021.

ACTION: *Select sustainability consultant and start sustainability planning*

2. Solar Planning Initiative (Solar Plan):

- i. The project completed the feasibility and planning phase.
- ii. For RCC plans, FPD/College met with the Wood Streets Association in March 18 and the community was supportive of the plan. It will move forward. FPD is waiting to schedule a meeting with the historic group of the Wood Streets Association.
- iii. Trustee Vackar had questions regarding the solar on the MVC hillside. Her questions have been addressed.
- iv. The CEQA report and environmental study approval for the solar sites need to be completed before hiring a solar provider. That is a six month process. The solar sites on structures or parking lots are under statutory exemption.
- v. Agah discussed with Collins the recommendation from Dudek for NC to present the Center for Human Performance project, the potential Student Housing project and the Solar plan to the DTSC at the same time. Collins has concerns about the amount of items being presented at the same time. Agah agrees. Each project will have separate specific CEQA reports.
- vi. FPD is working with DLR Group to design an RFQ/P for a solar provider. FPD and DLR met with Chaffey College and South Orange County CCD to learn about their processes. Chaffey completed a solar project in 2018 and SOCCCD is currently doing one. From the meeting FPD learned that a districtwide proposal will have a better response as opposed to a small proposal for just one college.

ACTION:

- *Draft and share RFQP for solar/battery & complete CEQA reports*

3. Energy Management and Dashboard:

- i. 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 (Mobility Equity):

- 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 mobility equity 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. Mohtasham stated the survey was developed and shared with the State for approval; the final approval was received April 29 and was reviewed by the district and the committee and sent to faculty, staff and students on Monday, May 3, 2021. It was available for two weeks. After data was collected there were two workshops. The information was given to EViaShare to put the report together. The survey received 477 responses. The report will go to BOT and the deadline to submit the final report to the state is the end of August 2021.
- iii. Tu presented several questions regarding carsharing programs and how it fits AQMD compliance by the state. The district is currently purchasing credits for transportation emission. Agah stated Tu's concerned should be addressed in the SSUTAINABILITY/climate action plan which is part of the transportation GHG emission baseline.

ACTION:

- *Mohtasham will share the final results to FPDC in June 2021*

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

- i. This California Community Colleges/Investor Owned Utilities (CCC/IOU) program is under the state Chancellor's office umbrella. It is an opportunity to provide an energy audit to the college facilities to determine suitable energy

efficient projects from SCE and SCG. The on-bill-financing has no obligation or contract between the district and SCE and SCG. The advantage is the zero financing for items over \$250,000. Anything under \$250,000 can be part of the incentives, it would pay up to \$4m for electrical and \$2M for gas upgrades for each campus and can be paid back in ten years. Some processes and procedures must occur before the on-bill financing happens. The utility company requires a survey and energy audit of the building systems at each college to determine deficiencies. When approved by the utility company the deficiencies identified can be converted to a project and paid for by the utility company, if the college does not have the funds. The program would replace chillers, boilers, HVAC, lighting, controls, etc., and pay for installation, equipment, and commissioning. The program was discussed with the Directors of Facilities at the kick-off meeting that occurred on March 29, 2021.

- ii. Mohtasham received the priority list from RCC and is waiting to receive the lists from MVC and NC.

ACTION:

- *NC and MVC to provide the list of buildings to Mohtasham then a meeting with SCE will be coordinated*

F. Students Housing

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

- i. 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.
- ii. Student housing survey and market demand study conducted during March 1 through March 15, 2021.
- iii. The college will be engaged moving forward and it will benefit the RCC students. There are valid concerns being brought up by the president and his cabinet.
- iv. The survey has concluded, it received over 1,800 responses. MGT consulting was hired by the district and OPR. The initial survey shows a very high demand for student housing for RCC.
- v. The negotiation with City of Riverside for the purchase of the surplus land is ongoing. There is a draft PSA that is being reviewed by legal and general council and the Chancellor. There is no date for when it will be finalized but it is moving in the right direction to get the PSA in place and for the district to buy the land to develop student housing.

ACTION: *Present survey results and PSA agreement*

2. Districtwide Student Housing Initiative at MVC & NC:

- 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, focusing on districtwide affordable student housing.
- ii. FPD met with the Chancellor and his Cabinet regarding opportunities for student housing at MVC and NC. FPD has been talking to the college Presidents and VP of Business Services.
- iii. Collins clarified that the potential site at NC was identified in an addendum in the college’s Facilities Master Plan.
- iv. FPD met with Askar, Steinback and the Moreno Valley city manager to discuss land behind the fire station near the college. The district submitted a Letter of Intent (LOI) to purchase the land to build student housing. That land was identified in MVC’s master plan for Early College High School (ECHS).
- v. Student housing surveys will be conducted for MVC and NC in the fall of 2021.
- vi. Tu inquired if the student housing projects are all P3 projects. Agah stated yes.
- vii. Agah stated that In the Governor’s May proposed budget, there is \$4B allocation for student housing; CCC will apply for grant funding for planning, land purchase, new development or tenant improvement.

ACTION: *Continue to work with City of Moreno Valley for land acquisition.*

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.
9. Tu discussed HEERF funding. Griffin responded that the HEERF end date to apply was pushed to May of 2022. The new end date applies to all of the previous HEERF monies.
10. Collins provided some details that NC is experiencing regarding the process to request HEERF funding and the use and bidding requirements.

ACTION:

- *Askar will find out if Convergent has a piggyback contract*
- *Agah requested the list of projects from the colleges*
- *Agah will reach out to Tu to discuss a Projects list for the District & possible HEERF/CARES and a District Shared governance prioritization process*

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.
2. Tu discussed the threshold for JPA reporting when starting a new project. A project questionnaire is need to keep JPA informed so they can put the project in the profile, especially when the project is complete. Expensive projects, if over \$25m need to go to the underwriter.

3. Tu stated there is a grant from the insurance carrier to mitigate property risk, a matching fund of up to \$25K.

ACTION:

- *Tu will confirm the JPA threshold and will send the grant flyer information to Agah*

C. Construction under COVID-19

1. Doering indicated there is an impact on steel, lumber and concrete prices; they are higher than normal due to COVID-19. Manufacturers are getting back online so orders are high. There have been no recent issues with deliveries.
2. Griffin shared the impact the high volume of procurements and projects has been having on the Purchasing specialists. There are approximately 17 projects at different stages spread out between two people. Purchasing is also in the middle of the purchasing deadline so the requisition process has doubled or tripled, and one specialist is helping with Concur that is picking up pace while individuals begin traveling again.

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

ACTION: *None*

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.

ACTION:

- *No Update*

C. Capital Projects Status Report**1. Riverside City College:**

- i. **RCC Life Science/Physical Science Reconstruction Project:** The project is 90% in the design phase. The district received approval from the state regarding the structural seismic upgrades and asbestos abatement in the total amount of \$3.1 million (76% state funded and 24% local match). Drawings will be submitted to DSA for approval by the end of July 2021. FPD and the architect met with the stakeholders regarding furniture selection where the architect provided samples.

ACTION:

- *Finalize the drawings and have it ready for DSA submittal by the end of July 2021*

- ii. **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. FPD sent the City of Riverside an email identifying the areas they are responsible for. The architect submitted the plans to DSA for review.
 - a) Tu inquired if the project is paid by deferment maintenance money now
 - b) Griffin stated it has been coded to the general fund for FY 2021/22. That may change.

ACTION:

- *Doering will coordinate a meeting with the architect and Beebe to discuss the college's requirements for timelines*

2. Moreno Valley College:

- i. **Welcome Center Project:** The project is currently in construction phase (84% complete). The outdoor and indoor furniture order was placed in February 2021, meeting the timeframe to have furniture delivered in July 2021. The project is on schedule and the college is working on the move-in logistics. The project is experiencing some delay in delivery of the metal panels.

ACTION: *None*

- ii. **BCTC Education Building (Phase I):** DSA approval was received in May and two months earlier than expected. The architect provided the FF&E presentation. Prequalifying is complete and will be reviewed this week then submitted to the BOT in June. After BOT approval the bid packages will be sent out and will be ready for August BOT approval. The CEQA report will be posted for 30 day public review then presented to the August BOT instead.

ACTION: *None***3. Norco College:**

- i. **Veterans Resource Center Project:** The project is currently in the construction phase with 70% progress. The contractor is a challenge to work with and there are ongoing issues. The college recognizes the issues. Doering is working with the contractor to stay on schedule and is working on submittals with the architect, and supporting the college with FF&E to meet the August timeframe.

ACTION: *None*

- ii. **Early Childhood Center Project:** Westberg White Architects was selected as a project Architect in April board. Alvord indicated that they are not able to meet until after they resume classes. The project is on hold. FPD is waiting to schedule a meeting with the stakeholders and Alvord. Dr. Fleming is coordinating a kickoff meeting with FPD and the architect to get the scope of work and begin the design.

ACTION:

- *FPD will communicate the changes to the architect*

- iii. **Sport Field Turf Replacement Project:** Installation is complete pending ADA concrete work.

ACTION: *None*

- iv. **Digital Library Building STEM Engagement Center:** This is a \$5,000,000 project. It will be locally funded from RCC General funds. It will renovate the existing Digital Library to become a STEM Engagement Center. It is a priority 1 or 2 item in the FMP. The first step is to engage an architect, Mohtasham is working with the college to begin that process. Agah and the West did a presentation at the May 21 DSPC and the May 24 Chancellor's Cabinet meeting and to June 15 BOT. Then an RFQ/P will be issued to select an architect. That RFQ/P will go to the August 17 BOT then the design can begin.

ACTION:

- None

D. Scheduled Maintenance Projects Updates**1. Moreno Valley College:**

- i. **Fire Alarm Upgrades:** This is a DSA project. The funding source is Measure C. DSA approval was received on October 15, 2020. A Notice to Proceed (NTP) was issued. The preconstruction meeting with Epsilon occurred, a schedule will be received May 28. HGA Architects submitted the necessary forms to DSA, construction will be done before fall.

2. Riverside City College:

- i. **Elevator Modernizations SM17/18:** This is a DSA project. The first three elevator modernizations are complete and received NOC's. The Ceramics building job walk occurred but there were problems so the bidding was cancelled. The architect is re-drawing with electrical modifications, a new job walk will be held.
- 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. The architect and equipment consultant have been selected, and work in progress.
- iii. **Digital Library Card Reader:** This project will be over \$200,000 and requires an official bid. The project is anticipated to be completed by the end of May 2021. An NOC will be issued when the punch list items are complete and billed for.

3. Norco College:

- i. **Elevator Modernization:** This is a DSA project. The project received DSA approval. The elevator project is currently in procurement phase.

VI. OTHERS**A. Key/Access Control Upgrade – Update**

1. Marshall provided a presentation on the NC Key Legacy (Re-keying) and reviewed of the re-key logic schematic for the district that will allow the ability to re-key the brass keys. The issue is as a key system ages you lose control of keys when staff members leave and do not turn in a key. Also the keyway, the actual key shape, is only patent-protected for a duration, meaning a person can purchase a key blank for the district and start making keys, reducing the security level. The goal is to regain security within the campuses. The presentation continues explaining the process and benefits.
2. Agah stated that PD was also involved in the development of the key logic for NC.
3. Beiwei commented that this will help with fast responses and the tier control will be very helpful.
4. Collins stated that the system was built with a hierarchy and tree system that will accommodate all of the colleges as well as all future construction. Each college's facilities master plans were used to build it out for the district, including the district site. As the colleges see the need to move in a different direction they can, it can be built out for them directly. This does not change the access control standard that the district has; the district maintains a keycard or fob system, which is the standard for new construction. However, with new construction every door installed must have a legacy brass key with it. The new system attempts to bring a higher level of physical security to the campuses and ensures the opportunity to make it a more convenient system for faculty who may teach in different buildings and have many different keys. Managing the system allows implementing the new patent-protected system for legacy and brass keys, which will coincide with a new database that will allow a more efficient, effective, and accountable key management system to the college. This has been a district-wide collaboration.
5. Marshall stated information was sent to Beebe and Kirkpatrick regarding the key type and requested approval at this meeting. Beebe will discuss the cost increase with the VP and respond to Marshall. Kirkpatrick did not respond.

ACTION:

- *Continue to 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 the district wants to implement touchless water bottle refill systems. The use of CARES II funding will pay for them. MVC is researching product to determine two or three different types. NC purchased five (5) units that are a drinking fountain with an integrated touchless water bottle filler, approximately \$1,600/ea. The three colleges will work together to either implement the same systems or see what works best for individual needs. This will be either a bid or a piggyback contract.

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. District Strategic Planning Council (DSPC)

1. FPDC membership has been formed pending representatives from the CSEA.

ACTION:

- *No update*

E. 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***

F. 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***

G. 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***

H. Projects Groundbreaking & Grand Opening Ceremonies

ACTION:

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

I. 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 plan for new ones yet. Floerke stated that MVC academic senate has identified couple of requests and still under discussion.

ACTION:

- ***No update***

J. 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.
2. RCC has a Thyssenkrup maintenance contract and has no interest in changing to a different company, MVC is using Amtech due to remaining contract timeline. If MVC and NC prefer to use Thyssenkrup the contract can be extended to the colleges. If they do not something different can be done for MVC and NC.
3. Tu requested a closer look at Thyssenkrup's insurance because they have a very large deductible. She would want them to add District as "Additionally Insured".
4. Agah stated the insurance cheat sheet provided from Risk Management is being used when putting a vendor under at PO.
5. Tu stated the cheat sheet does not have deductibles listed so it could be overlooked.

ACTION:

- *Risk Management will provide an updated insurance cheat sheet*

K. Convergent for Security Card Access Maintenance

1. Askar inquired if the colleges are interested in pursuing a districtwide quote for a new security card access system through Convergent. Beebe stated RCC is interested; Marshall stated NC is already using Convergent but would like to look at other opportunities; Kirkpatrick stated MVC is not having a lot of success with Convergent and would like to explore other options.

ACTION:

- *The college Directors of Facilities will discuss engagement of a districtwide quote or piggyback contract and report back to this group. **No Update***

L. Footprints for Safety and COVID-19 Item

1. Askar suggested the colleges submit a work order for COVID-19 related items in a separate category in Footprints to track work orders. It can be a safety category instead of a "COVID-19" category.

2. Beebe agrees with the suggestion.
3. Marshall agrees with the idea and asked if the goal is to track labor expenses and recover expenses through CARES?
4. Askar does not believe the intent was to recover in-house labor for the work orders.
5. Kirkpatrick stated the goal is to be able to assign COVID-19 related work orders accordingly to maintenance staff, it will provide tracking of those work orders to show that individuals received their safety items as requested.
6. Beebe suggested a sub-dropdown in Footprints for COVID-19 items.

ACTION:

- *The college Directors of Facilities will discuss the item further and provide a recommendation at the next FPDC meeting. **No Update***

VII. NEW ITEM(S)

End of Meeting Minutes-