

Riverside Community College District
Facilities Working Group Meeting

*Wednesday, October 10, 2018 – CAADO, Conference Room 334A
8:00 a.m. to 9:30 a.m.*

AGENDA

- I. Welcome and Call to Order
- II. Approval of Minutes
- III. Project Updates
 - A. Master Project List/Calendar
 - B. Proposition 39 Projects
 - C. Scheduled Maintenance Projects
 - D. Facilities Master Plans
 - E. Capital Projects Status Report
 - F. Cash Flow Projection for Future Measure C Projects
 - G. Space Inventory
 - H. Sustainability Projects
- IV. Professional Services
 - A. Architect and Engineer RFQs - Update
 - B. Construction Management RFQs - Update
- V. Maintenance and Operations
 - A. Fire Alarm Systems – College Oversight and Contracts - Update
 - B. District-wide Product and Service Agreements - Update
 - C. Key/Access Control Upgrade - Update
- VI. Reporting
 - A. Facilities Report to the Board
 - i. Capital Programs Executive Summary Report - September 2018
 - ii. Scheduled Maintenance Project Report
 - B. Standardized Project Status Reports
- VII. Other
 - A. Bid Limits and Process
- VIII. Meetings
 - A. Future Meeting Dates:
 - November 6, 2018
 - December 7, 2018
 - January 31, 2019
 - February 21, 2019
 - March 26, 2019

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AGENDA

VIII. Meetings (cont'd)

- April 26, 2019
- May 29, 2019
- June 26, 2019

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Facilities Working Group

October 10, 2018
CAADO – Conference Room 334A
8:00 a.m. - 9:30 a.m.

MEETING MINUTES

Members Present:

Aaron Brown	(District)
Majd Askar	(District)
Bart Doering	(District)
Myra Nava	(District)
Robert Beebe	(Moreno Valley College)
Michael Collins	(Norco College)
Javier Sierra	(Norco College)
Mehran Mohtasham	(Riverside City College)
Evelyn Ault	(Recorder)

Members Not Present

Chip West	(Riverside City College)
Nathaniel Jones	(Moreno Valley College)

I. CALLED TO ORDER

A. By Aaron Brown

II. PROJECT UPDATES

A. Master Project List/Calendar

1. Brown inquired if the District is up to date.

Askar replied she received the list on October 9, 2018 and will have to enter some dates for the new projects that were added for Moreno Valley College. Norco and RCC are up to date.

Brown indicated the next step will be to determine where the living document will be located for all to see. He will work with Nava to identify how to move forward. It will allow us to see all of the project critical dates.

Collins inquired how the list is updated.

Brown indicated the District may put it in a shared file, however, if something needs to be changed the colleges can email it to Nava. She will work with Askar for the correct dates, unless the colleges want to update it themselves. The concern is making sure it is updated on a regular basis, otherwise it isn't worth it.

B. Proposition 39 Projects

1. Norco College will purchase materials from Gone LED for the Library lighting project. Extra funds were added to the project, putting Norco College at the top of their Proposition 39 funds. Sierra is still waiting for BSE Engineering to provide the final proposal for the Center for Applied and Competitive Technologies (CACT) HVAC upgrade. BSE Engineering just recently received DSA approval. The project is using Proposition 39 funds. Askar reiterated that the project is over \$175,000 and will be a formal purchase and installation bid.
2. Moreno Valley College indicated the Humanities project is 85% complete, it has unanticipated change orders, but is on schedule. The college expects to have plans by the end of the month for the Library and the Student Services re-lamping project with a formal bid of \$175,000 to \$200,000. The Electrical Engineer is James Corn, materials will be purchased from Gone LED. The start date on the planning sheet should be revised from January 15, 2019 to February 5, 2019, but will meet the June 2018 deadline.
3. Riverside City College indicated that the baseball, softball and pathway lighting projects are 100% complete. RCC will meet with Secco Consultant on October 12, 2018 to determine how much Prop 39 budget is remaining, the college has 3 or 4 projects lined up depending on that balance. They will then move forward with new

projects, purchasing material under the threshold from Wesco or Parker, and outsourcing the installation.

C. Scheduled Maintenance Projects

1. Riverside City College completed Scheduled Maintenance for FY15/16 and FY16/17. RCC met with Higginson & Cartozian Architects to gather data and specifications to replace four old Otis elevators: two in Bradshaw, one in Art & Ceramic buildings, and one in the Quad basement. The funding is FY17/18 and the cost will be between \$140,000 and \$160,000 depending on the size, cabin and specifications. The project needs to go to DSA and should be ready to send bid documents in about 3-4 weeks. RCC is waiting to receive FY 18/19 approval to replace the HVAC system in the Early Childhood Center (ECS) at a cost of approximately \$1.2 million.
2. Moreno Valley College has received approval from the State to reallocate FY17/18 and all of the FY18/19 Schedule Maintenance funds to modernize the elevators in the Library and Student Services buildings, and the Science & Tech and Lion's Den. MVC is working with Higginson & Cartozion, it will have to go to ADA for approval. The project will modernize the inside of the elevators while maintaining the cab. MVC has received a bid and specifications from Amtech Elevator. Dr. Jones asked what could be done to find additional funding for the Humanities elevator so there will be a third alternate included, knowing that Scheduled Maintenance funds will not be available.
3. Norco College terminated the contract for the Library roofing project and will go out to bid again, making sure DSA compliance is met. The project funding will be in place by June 2018 and are hoping to do the work during the summer. NC is working on the

ADA project, the Westberg+White agreement is in process, the project is scoped, and the schematic & costs are completed and will most likely be another summer project.

It will be impactful for Lot B & D and the entrance will be out of commission, but those issues have been addressed. The estimated value of the project is \$125,000, the architect's cost is \$15,000 with about \$3,000 - \$4,000 in reimbursables.

D. Facilities Master Plans

1. Moreno Valley College's Request for Qualifications (RFQ) went out to market, they received 7 proposals and are putting together evaluation sheets. The committee is being put together so the proposals can be evaluated, and will try for the November 16, 2018 BOT meeting. Askar will provide a sample evaluation sheet.
2. Riverside City College took their Facilities Master Plan to the BOT in January. Sequencing and phasing was provided to the PRC members, RCC received good feedback. It will be revised to send out again as a draft to receive more feedback, once approved it will move forward.
3. Norco College states they don't have a lot of information. Askar stated that MVC's RFQ proposals should be in soon to take to the November BOT. Askar states it is concerning because that only gives 1 week to evaluate and assess the proposals. Brown asked why they are trying for the November BOT, MVC asked if there are timelines we're trying to hit for specific purposes? Brown stated yes, the information is needed for the bond, the longer it is delayed the longer it takes to get the campaign together. The idea is to put together common talking points so when the Board is out in the community they can talk from the same information. Dr. Steinback asked why a

copy of the RFQ was not provided to Gensler. Gensler stated they did not want a copy. Askar's team will follow up again.

E. Capital Projects Status Report

1. Doering provided an update on the status of several of the projects FPD is working on.
 - a. Norco College Veterans Resource Center - Collins states Ruhnau Clark Architects wants to meet with the President, Doering, and himself to discuss the architect's early cost estimates, timelines and deliverables, and how they are going to engage the campus community through the process. The project will move forward to get design drawings completed. Doering asked about Norco's Early Childhood Education (ECE). Collins states the ECE project is up in the air, appropriations are there, but the funding needs to be available prior to identifying the project. The housing project is in the conceptual phase.
 - b. Photonics - Brown sent an email to Dr. Reece with architects and CEQA consultants, identified things that will be taken into consideration during the feasibility study, asked Dr. Reece to meet to discuss it. Collins would like to talk with Brown off-line about the feasibility study and how the project will be fenced in.
 - c. Moreno Valley College Makerspace – Doering states the project is moving forward. Doering included Beebe in the correspondence to keep him informed. Collins states the Crewman's Quarters at the Correctional Resource Center (CRC) property was walked on Monday with State Rehabilitation representatives and their consultants, and the architect DLR Group. The State will provide a proposal looking at the feasibility of renovating the Crewman's Quarters and Ingalls Hall, a 65,000 sq. ft.

building with 8 classrooms serving the prison population, renovating it into a for-credit institution to serve the CRC. DLR will work on Norco's behalf for an investigative study. Brown asked if this is on CRC's property and if the college will be funding the project. Collins replied that it is on CRC's property and will be conceptually \$1, and will be a land transfer of some sort. Norco wants to determine the cost early, then fund the report allowing the decision based on it's worth in time and money, funding source, FTS generation standpoint, and the college's mission. If moving forward MVC will produce the report to the design firms to design the renovation.

- d. MVC Student Services Welcome Center – Doering stated the geological and topographical surveys and the cost proposal were sent to Dr. Jones, then to HPI Architecture. The project is on schedule and is waiting for Dr. Jones' approval.
- e. MVC ADA project – Doering sent Dr. Jones an email regarding the additional \$60,000 needed for the project funding. Once funding is in place the work can begin.
- f. BCTC Corrections Platform - Doering reported the project is waiting for the agreement to be finalized with the County.
- g. RCC ADA #15 & #16 - A meeting is scheduled for October 11, 2018 regarding the scope of work and cost, then bidding and scheduling will begin. Brown asked what the timeline is. Doering replied October 19, 2018 is the targeted date. Askar updated the State on the progress of the project.
- h. RCC Greenhouse - FPD is working with Dr. West to review the RFQ with the architect for selection.

2. Beebe states that a Dean of Instruction wants to convert MVC Humanities 227 into a Physics lab by February 11, 2018 to start the next semester. The space was previously a dental lab, has been vacant. An architect was selected, Dr. Jones instructed Beebe to acquire preliminary costs for the architect and provide a rough budget, which will determine if the project will happen. Beebe will provide updates. Askar asked if it will be a formal bid. Beebe replied he did not think so.
3. An additional project, PFC16, was provided to Askar on October 9, 2018. It is a modular that Dean Graveen wants to convert into a computer lab. The project is drawn up, it requires some electrical, low voltage work, and casework. We are waiting for Dean Graveen to provide the budget codes for the bid summary. Estimated at \$90,000, does not require DSA.

F. Cash Flow Projection for Future Measure C Projects

1. Brown reported there is a little over \$6M in cash on hand from the last issuance. BFS needs to know from the colleges what projects will need to use Measure C money over the next 3 years, and schedule those projects out so the date of the next issuance can be determined. Dr. West provided information that will need to be updated.
2. Collins inquired are these pre-planned projects already assigned to Measure C, or are they projects that need to be completed on campus according to the Facilities Master Plan?
3. Brown replied it is either one, if you plan to use Measure C funds on any projects moving forward from the current issuance, we have \$40M that we can still issue and \$6M currently on hand.
4. Becerra inquired if there are any restrictions on what the funds can be used for.

5. Brown replied no, most of it is already committed according to the CPES report. I need to know what your timeline is on when those projects are going to occur, and tell me what the cash flow is on them.
6. Askar stated that when they are committed they have been to the BOT.

G. Space Inventory

1. Nava reported site visits at each college have been completed. Space inventory numbers are being entered into FUSION now and should be completed by the end of next week. At that time the reports will be sent to the colleges to review and approve. The Space Inventory report, as well as the College Usage Report for the utility information, are due to the State on November 1, 2018.

H. Sustainability Projects

1. Brown inquired if the colleges are taking Sustainability Projects into consideration in their Facilities Master Plan. Dr. Isaac wants to look at these projects to have some kind of evaluation done on sustainability projects throughout the district. Brown will meet with the colleges to discuss an overarching plan on how to approach this district-wide.
2. Collins indicated Norco's RFP included an Energy Master Plan in their Facilities Master Plan. It entails options for zero-net energy, understanding what Norco's infrastructure is, what the potential opportunities to reach zero-net are in the near future with new construction, and possibly renovations.

III. PROFESSIONAL SERVICES

A. Architect and Engineer RFQs – Update

1. Askar stated RFQs for Construction Management came in. It went to the committee for review. Lists from Norco, District Office and MVC have been received with

recommendations for who should be invited to be on the qualified list. Eight firms were recommended. After discussion the group made the decision forego interviews and retain all twelve CM firms. The process will require providing firm criteria in the RFQ, and the use of a rate sheet provided by the firm during the initial screening. The Board Report will explain 12 CM RFQ's were received and the committee are qualifying all 12, and will explain the process for selection. When RFQ's for architects are received the committee will discuss how to handle based on how many received. Will continuously qualify.

IV. MAINTENANCE AND OPERATIONS - No Discussion

- A. Fire Alarm Systems – College Oversight and Contracts - Update
- B. District-wide Product and Service Agreements - Update
- C. Key/Access Control Upgrade

V. REPORTING - No Discussion

- A. Facilities Report to the Board
 - i. Capital Programs Executive Summary Report – September 2018
 - ii. Scheduled Maintenance Project Report
- B. Standardized Project Status Reports

VI. OTHER

- A. Bid Limits and Process
 - 1. Askar met with all Facilities Directors and provided the processes for the different thresholds to determine which category a bid will fall under:
 - a. Receiving a quote for construction projects
 - b. Under the UCAP

c. Formal bid

Effective January 2019 the UCAP threshold will change from \$45,000-\$175,000 to \$60,000-\$200,000. Years ago the threshold was \$45,000, and legally all that was needed was to receive one proposal and issue a purchase order. The threshold was then dropped to \$25,000 and processed through Askar's office because 1) projects at \$25,000 require a performance and payment bond, 2) surety companies will not issue performance or payment bonds without an agreement or an award letter, and 3) to make the colleges accountable for getting additional quotes. Askar asked the group to determine if they want that process to continue. To avoid any issues with a \$25,000 threshold colleges should request 3 quotes, issue a Statement of Work, and indicate that the project requires performance and payment bonds. Once a proposal is selected the colleges send 3 quotes to Askar's office who will then issue an award letter. That will fulfill the surety requirements to get the bonds.

Askar will send a summary of the pros and cons.

B. Brown inquired if there any additional topics not on the agenda that the group would like to talk about.

1. Norco has a significant keying liability, the key check-in process is a big problem, and it is a safety concern. Collins stated Norco constantly makes keys for part-time Faculty, and that the policy and procedure needs to be established. Norco needs to re-key buildings to achieve consistency, where master keys are not checked out to anyone. Collins suggests a District standard be put in place. Mohtasham suggests keys should be collected at exit interviews.

2. Beebe states it is a structure without accountability and agrees it needs to be done as a District project in light of the declining Schedule Maintenance funds making it harder to get the allocation to re-key campuses.
3. Brown agrees the issue needs to be fixed and requests the colleges provide a cost.
4. Sierra states that Norco cost would be a little below \$100,000 for cylinder replacements for the entire campus.
5. Collins states Norco would like to replace the lock cylinders in legacy buildings, rekey all doors alike. The cost would be per door, per building cost. The bigger piece is the logic used to build the hierarchy and the tree, needs to be built out with a commons database so the District and all colleges are on the same database.
6. Beebe states if all classrooms are rekeyed the same and one key is lost, all doors have to be rekeyed.
7. Askar suggests there is a need for a sub-committee for this issue.
8. Brown states we will regroup and figure out the best direction to take.

DISTRICT BID AND QUOTE PROCEDURES
for
PUBLIC WORKS PROJECTS

1. Public projects less than ~~\$45,000~~ \$25,000* may be performed by negotiated contract or by purchase order (PCC 22032(a)).
 - The Project Manager/Department shall obtain three (3) informal price quotes and shall award to the lowest responsive/responsible contractor.
 - \$10,000 and under – 1 quote
 - \$10,000 - \$25,000 – 3 quotes
 - Quotes and Scope of Work must be forwarded to the Purchasing Department. Please reference the requisition number on all supporting documents.
 - The Purchasing Department will obtain certificates of insurance and verify contractor license.

2. Public projects between ~~\$45,000~~ \$25,000* - \$175,000 may be let to contract by the informal procedures set forth in the Uniform Public Construction Cost Accounting Act (PCC 22032(b)).
 - Complete the attached bid summary form and return to the Purchasing Department.
 - The Purchasing Department will send a Notice of Inviting Bids to prospective bidders and prepare an **informal bid package**. Invitations must be sent at least ten (10) days prior to the bid closing date.
 - The Purchasing Department will obtain required documentation, including certificates of insurance and bonds; verify contractor license and issue the Notice of Award and Notice to Proceed.
 - Please allow 2-3 weeks for bidding process.

3. Public projects exceeding \$175,000 shall be let to contract by formal bidding procedures (PCC 22032(c)).
 - Complete the attached bid summary form and return to the Purchasing Department.
 - The Purchasing Department will send a Notice of Inviting Bids to prospective bidders and prepare a **formal bid package**. Legal requirements include two (2) weeks advertising and Board of Trustees approval.
 - The Purchasing Department will obtain required documentation, including certificates of insurance and bonds; verify contractor license and issue the Notice of Award and Notice to Proceed.
 - Please allow 6-8 weeks for bidding process.

Bids must include prevailing wage rates for public works projects over \$1,000 (Labor Code 1771).

* Performance & Payment Bonds are required for public works projects costing \$25,000 or more (Civil Code Section 9550-9566).