Riverside Community College District

Facilities Working Group Meeting Wednesday, May 29, 2018 - CAADO, Conference Room 334A

8:30 a.m. to 10:00 a.m.

AGENDA

- I. Welcome and Call to Order
- II. Approval of Minutes
- III. Facilities Planning Updates
 - A. Master Project List/Calendar
 - В. **Proposition 39 Projects**
 - C. Scheduled Maintenance Projects
 - **Facilities Master Plans** D.
 - 5 Year Capital Construction Plans E.
 - F. Capital Projects Status Report
 - Cash Flow Projection for Future Measure C Projects G.
 - H. Request for Proposals (RFP): Engineering, Testing, Inspector of Record (IOR)
- IV. Maintenance and Operations
 - Key/Access Control Upgrade Update A.
- ٧. Other
 - A. Sustainability Projects
- VI. Meetings
 - A. Future Meeting Dates:

June 26, 2019	8:30-10:00am
July 22, 2019	8:30-10:00am
August 29, 2019	8:30-10:00am
September 27, 2019	10:00-11:30am
October 29, 2019	8:30-10:00am
November 18, 2019	8:30-10:00am
December 16, 2019	8:30-10:00am
January 27, 2020	8:30-10:00am
February 25, 2020	8:00-9:30am
March 23, 2020	8:30-10:00am
April 28, 2020	8:30-10:00am
May 25, 2020	8:30-10:00am
June 29, 2020	8:30-10:00am

RIVERSIDE COMMUNITY COLLEGE DISTRICT Facilities Working Group

May 29, 2019 CAADO – Conference Room 334A 8:30 a.m. – 10:00 a.m.

MEETING MINUTES

Members Present:

Hussain Agah (District)
Majd Askar (District)
Bart Doering (District)
Myra Nava (District)

Steven Marshall (Norco College)

Robert Beebe (Moreno Valley College)
Mehran Mohtasham (Riverside City College)
Martin Morozowsky (Riverside City College)

Evelyn Ault (Recorder)

Members Not Present

Michael Collins (Norco College)

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

I. CALLED TO ORDER

A. By Hussain Agah

II. APPROVAL OF MINUTES

 Motion to Approve April 26, 2019 Meeting Minutes with corrections approved by Doering. Second by Morozowsky.

Correction: Item E. Capital Projects Status Report, #3. Norco
Askar suggested that NC received an additional \$1,000,000 for the Veterans Resource Center,
however, after having her Budget staff confirm the funds allocation the \$1,000,000 was for
another project.

III. PROJECT UPDATES

A. Master Projects List/Calendar

- Agah stated the new Capital Project Summary form is a comprehensive planning tool and flow chart.
- 2. Nava stated Project Schedule and Services was were added to the form, and discussed the flow-chart provided details related to the change, outlined the requirements by each college to fill out the form, and reviewed the routing process and procedures after the form is submitted.
- 3. Askar reviewed the form further regarding project specific items required on the form.
- 4.3. Agah stated the form can also be filled out by Facilities, Planning & Development for major projects managed on the college's behalf. Agah discussed that our team needs to be mindful of DSA and State Chancellor's office permitting and requirements to ensure compliance.

5.4. Doering commented that Geotechnical requirements will have to be separated out on the form allowing Nava to see what areas of Geotechnical are required in order to advise Purchasing of those needs.

ACTION:

- The colleges are required to begin using the latest version of the form today, located on the Share drive, and work toward the goal of at least a 2 month lead time for bid projects.
- The District FPD and Purchasing will begin exploring the development of a new project numbering sequence.

B. Proposition 39 Projects Updates

- 1. Agah discussed the approval for an extension to August 30, 2019 from the State Chancellor's Office, reminded the colleges they are required to have all procurement and installation completed bycompleted by July 12, 2019.
- 2. Mohtasham shared information regarding RCC's projects and stated that \$177,000 of the \$268,000 has been spent. RCC is waiting for the District Budget Office to confirm the remaining balance which will be spent on the Digital Library light bulbs. RCC will meet the July 12, 2019 deadline.
- 3. Agah stated the final Form B was sent for the MVC LED Lighting Replacement at Humanities, however, the District Budget Office said there is a discrepancy in the reporting.
- 4. Beebe believes the Budget Office's numbers are correct and stated that Luis Cecco's numbers are still incorrect for the first Year 5 project. MVC is using the \$252,000 amount. Information was sent to Luis Cecco for a new project, MVC is waiting for the Form B. Beebe continued to provide an update on additional MVC projects.

ACTION:

- Mohtasham will email the Budget Office to request a confirmation on RCC's funding and will cc Askar who will follow up on the request.
- Askar will ask the Budget Office to research the status of the purchase order for the lighting.
- 5. Marshall provided information on NC projects, \$95,000 will be spent. Information from Luis Cecco states NC's balance is \$250,000. The District Budget Office states their balance is \$94,000.

ACTION:

- Askar will work with Luis Cecco to confirm his numbers vs. the District Budget Office numbers.
- Askar will work on reconciling the final amounts for the three colleges.
- Ault will schedule a conference call with Luis Cecco to discuss the status of all open Prop 39 projects for MVC, NC, RCC.

C. Scheduled Maintenance Projects Updates

1. Doering:

- a. MVC: Accessibility, ADA Upgrades, Parking Lot B project; Doering requested confirmation on the project's additional funding. Beebe discussed the need for funding for the road repair within the parking lot project. Askar stated the college receives funding for parking lots generated from parking fees to cover road repair and identified \$86,237 that can be used doing a CUPPCCA, a ratification, which does not go to BOT.
- b. **RCC**: The ADA project #15 & #16 is approximately 98% complete. The remaining work includes handrails and completion of the Box Office. Doering stated there is \$126,107 in funding for the parking lot that is not supported by the State and needs to be taken out, it can be de-scoped out of the project.

c. NC: ADA Scheduled Maintenance, Parking Lot B&D project needs to have the funding determined. Marshall and Agah discussed splitting the funds for parking lot work not funded with Scheduled Maintenance funds vs. sidewalk work.

ACTION:

- Beebe will discuss MVC's additional funding issue with Dr. Jones for the ADA Upgrades, Parking Lot B project.
- Agah requested Marshall and Dr. Collins discuss and come up with a plan regarding NC's funding. Agah sent Dr. Collins an email on the subject.
- Askar stated that both NC and MVC need to come up with new supportive projects for Scheduled Maintenance and will request a time extension form the State.
- 2. Project Status Update and Milestone Schedule:
 - a. Agah provided a copy of the Project Status Update Report and the Milestone Schedule for the group to review. Each document will be updated on a monthly basis and a copy will be sent with the Facilities Working Group minutes for review for the next meeting.

ACTION:

• Agah requests that everyone review the documents and provide feedback.

D. Facilities Master Plans Updates

- 1. Agah stated that the Final Presentation for the MVC and NC Facilities Master Plan Update is scheduled to go to the June 4, 2019 Committee meeting, and to the June 11, 2019 Regular Board meeting. The Facilities Master Plan report will not be ready until Fall 2019.
- 2. Agah requested information regarding RCCs final Facilities Master Plan that was completed in December 2018. Projects on the list have no cost estimates and inquired if RCC have a plan for those projects.
- 3. Mohtasham met with the college Vice Presidents, Deans and faculty on May 28, 2019. During summer 2019 RCC will select a committee of VPs, faculty, staff and student for the Phase 1 Master Plan buildings, and each building will have a construction committee. The list will then be approved by the senate, then sent to Dr. West. In September 2019 architects will be engaged to begin programming on Phase 1 buildings to provide cost estimates. The goal is to have solid information about each building by December 2019.

E. Five (5) Year Capital Construction Plans

 The 5 Year Construction Plan is complete and will go to the June 11, 2019 Regular Board meeting. All IPPs/FPPs have been finalized by the consultants.

ACTION:

 The process will begin early in December 2019 to be able to finalize the documents and process by April 2020.

F. Capital Projects Status Report

Doering reported on the following:

1. **RCC**:

- i. RCC Greenhouse project: Plans were received but were refused due to missing information. The plans will be complete by the next scheduled meeting.
- ii. Fire Suppression and Replacement project: The Network Operations Center (NOC) project is complete, staff have been trained. IT will coordinate the next major power shutdown.

ACTION:

- Doering will coordinate with Mohtasham to set up the next RCC Greenhouse meeting.
- RCC will coordinate with Suzanne Ma to have the breaker installed on the Fire Suppression and Replacement project.

2. MVC:

 Student Services Welcome Center project: The project is in CD phase. The security on the plans will be reviewed to correct errors. There have been requests from Eastern Municipal Water District (EMWD) for the fire flow-through test. The California Environmental Quality Act (CEQA) process is complete.

Agah stated the request to reallocate \$5,000,000 from the District Centrally Controlled Measure C funds into the Welcome Center for the Student Services Renovation project will go to the Regular Board meeting for approval on June 11, 2019. The architect will need to be in place to start the design work.

- ii. Makerspace project: Torga Electric began the demolition. Some problems have been identified, proposals from contractors have been received and the issues will be addressed.
- iii. BCTC Platform Project: The Construction Manager Tilden-Coil has an executed agreement, they have reviewed the plans and provided the architect with some constructability review comments, and the CEQA process is complete.

3. Norco:

- i. Veterans Resource Center project: The plans are at DSA and the timeline has been discussed. Doering discussed the concerns regarding the plans and the additional funding needed. CEQA was completed with the Indian Tribe, but not with the Department of Toxic Substance Control (DTSC) who required additional testing/sampling resulting in a change order with Dudek.
- ii. Doering discussed the potential project deficit that needs to be addressed by the NC.

ACTION:

 Marshall will coordinate with Doering to assess the overall project budget deficit and will coordinate with Dr. Collins for funding reallocation/augmentation.
 i.

G. Cash Flow Projection for Future Measure C Projects

1. Nothing to report.

H. Request for Proposals (RFP): Engineering, Testing, Inspector of Record (IOR)

 Agah thanked everyone who participated in the RFQ/P selection process for Engineer Services and remarked that 52 proposals with 8 different disciplines were received. 85% of the proposals were selected and the qualified list will go to the June 11, 2019 Regular Board meeting. Interviews will be conducted when it is specific to a project.

IV. MAINTENANCE AND OPERATIONS

A. Key/Access Control Upgrade – Update

- Marshall provided an update regarding FootPrints12 and the final proposed format for the key/access approval process. The proposed format will be submitted to the Presidents, Deans and VPs for review.
- 2. Mohtasham shared information about the approval hierarchy and the discussion to eliminate the Department Chairs in the hierarchy. The faculty members on the committee want to have their Chairs authorize key requests for their staff, this issue is creating another layer in the implementation of the software. The next step is to present the proposed format to the District Safety Committee for review and work to determine the approval hierarchy.

ACTION:

Mohtasham will provide Agah and Askar with a copy of the draft proposed format.

v. OTHER

A. District Facilities Initiatives

Agah provided updates on the following:

- · Recruitment for FP&D's Director, Capital Planning.,
- the The FPD internal is in the process to ofn developing a staffing plan to help withsupport the new potential 2020 bond measure.,
- Agah discussed the District Initiatives to develop the following plans:
 - and the plan for the staffing plan to include updating the District Design Standards and College Design Guidelines.

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Development of a nNew Sustainability Master Plan for the District.

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 Development of a District-wide Infrastructure Master Plan and Utility Assessment to support each college's Educational and Facilities Master Plans.

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- Updating the District's CEQA documents and Program Environmental Impact Report (EIR) Master Plan.
- District-wide detailed Facilities Conditions Assessment.

ACTON:

- Agah will request the college's input on the development of the District Design Standards and College Guidelines, Infrastructure Master Plan, and Facilities Conditions Assessments. .
- A Sustainability committee will be formed to include college administration, faculty, staff and students for the development of the District-wide Sustainability Master Plan.
- A committee will be formed to develop the District-wide Infrastructure Master Plan and Utility Assessment.

B. Sustainability Projects

Mohtasham provided an update on RCC's EV chargers in the Aquatics parking lot.

ACTION:

Mohtasham will address ADA accessibility codes at the college EV stations.

C. District/College Security and Alarms

1. Askar provided information regarding security and alarms. The District and colleges will no longer have a contract with San Bernardino Police Department after July 1, 2019. Siemens has been hired for a few months until an RFP is advertised. The District and colleges will be using Riverside Police Department until a permanent company can be hired.

ACTION:

Add District/College Security and Alarms topic to the June 24, 2019 Facilities Working Group agenda and invite Simmons. .

End of Meeting Minutes-



Facilities Planning & Development Projects Status Update Report

May 20, 2019

Updated by: Bart Doering

Myra Nava

Janna Accomando

RCC ADA Phase #15 and #16

Project Description: This project is addressing the Gomez law suite case regarding RCC's campus accessibility issues.

Project Manager:	Bart Doering	Fund Allocation:	SMSR: \$1,000,000
Architect & DSA:	Westberg & White, DSA	Project Phase:	Construction Phase
Duration:	240 days	Delivery Method:	Low Bid, D-B-B, GC

Project Status: FY 16/17 fund allocation: encumber by 6/30/18, expend by 6/30/20. The construction is 92% complete. The contractor is finishing installation of handrails in upper campus, and is coordinating work in Landis Box Office.

Issues: The contractor is proceeding with the Landis work, after meeting with District/Architect to discuss their concern. No claim is being issued on this item. Punch List has started, and concrete in the Math/Science Nursing area has been rejected, due to stain on top of concrete. Contractor looking at ways to fix problem, but may have to replace new walkway with new concrete.

RCC Greenhouse Project

Project Description: This project is the design phase of a Greenhouse building that meets the college's academic program requirements.

Project Manager:	Bart Doering	Fund Allocation:	Measure C: \$500,000 Pending Board Approval
Architect & DSA:	Westberg & White, DSA	Project Phase:	Schematic Design
Duration:	TBD	Delivery Method:	TBD

Project Status: Funding of \$500K is going to the May Board for approval. The college is working on architect agreement with Purchasing currently. The project funding request was presented by the college's administration at the Chancellor's cabinet meeting on April 29, 2019. FPD is working with Architect on next meeting, to show user group the Design Development plans.

Issues: Meeting with different user groups (community garden and greenhouse) is ongoing including the college's administration to make sure all requirement are being met. The future location of greenhouse in 2018 FMP is at North Hall.

RCC North Hall Demolition

Project Description: Demolition of the north Hall building, capping all utilities, sewer, and rerouting existing Fiber lines for future Greenhouse location

Project Manager:	Bart Doering / Mehran M	Fund Allocation:	TBD
Architect & DSA:	TBD	Project Phase:	Planning, pre-design
Duration:	TBD	Delivery Method:	TBD

Project Status: College has completed asbestos removal.

Issues: Cost for demolition is pending as it is part of the FMP and potential GO Bond for 2020.

MVC New Student Service Welcome Center

Project Description: This project is designed to be the main entry to the campus for new students.

Project Manager:	Bart Doering	Fund Allocation:	Measure C: \$14,000,000
Architect & DSA:	HPI Architecture, DSA	Project Phase:	Construction Development
Duration:	TBD (14 months)	Delivery Method:	CMMP, Tilden-Coil
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Project Status: Architect is progressing into the construction development Phase with college. Construction Manager has been selected (Tilden-Coil) and agreement has been approved at April Board.

Issues: The project had moved into the construction development stage. The Group 2 scope (FF&E and AV/IT) and cost estimate still needs to be revised to reflect actual costs. CEQA is still progressing with the AB52 Indian Tribes responses, which are down to one tribe remaining. The \$14.0 million approved fund only addressed the Welcome Center and no renovation to the existing Student Center. MVC is asking for additional measure C funds \$5.0 million to cover the student services portion and scope of the work, and this approval is going to June board for approval.

MVC BCTC Platform

Project Description: This project is designed to provide indoor training facility for sheriff department. It is a mock-up of a holding cell / jail facility.

Project Manager:	Bart Doering	Fund Allocation:	State Grant/Funds: \$2,198,000
Architect & DSA:	Holt Architecture, DSA	Project Phase:	Construction Development
Duration:	8 months	Delivery Method:	CM Multi-Prime

Project Status: The project is the design phase. The Architect has made the DSA appointment for June 1, 2019. Tilden-Coil has been selected as the construction management and they have started to review the drawings for constructability reviews and provide comments for correction by the Architect before DSA submission.

RCCD/Holt/Tilden-Coil reviewing General Conditions 1 & 2 for DSA submittal.

Issues: NA

MVC BCTC Education Center Building (Phase I)

Project Description: This facility is designed to provide educational training facility including classrooms, training labs.

Project Manager: Bart Doering		Fund Allocation:	Measure C: \$10,999,999	
			Pending Board Approval	
Architect & DSA:	TBD, DSA	Project Phase:	Planning, pre-design	
Duration:	14 months	Delivery Method:	TBD	

Project Status: The project is in the planning phase including funding approval and pre-design. The board of trustees approved the long lease agreement with the County of Riverside in January 2019. The district/college received 7 architectural proposals and in the process of evaluating them. Architect's interviews are scheduled on May 6, 2019. The project funding still needs to be approved by the board.

Issues: The 2019 FMP shows Phase I with a 17,500 GSF facility with a parking lot of 194 stalls. The project budget needs to be revised taking into consideration escalation and current market conditions. MVC is asking for additional measure C funds \$2.0 million to cover the escalation factor, and this approval is going to June board for approval

MVC Maker-Space

Project Description: This project is designed to bring students to MVC and introduce them to new technology equipment.

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Project Manager:	Bart Doering	Fund Allocation:	State Funds: \$6.0 million STEM Grant (\$1.2M/year for 5-years)	
Architect & DSA:	SGA Architecture, DSA	Project Phase:	Construction Phase	
Duration:	60 days	Delivery Method:	GC	

Project Status: This is the 2018/19 year of the grant. Board approved Torga Electric for the construction. The project is in the construction phase.

Issues: NA

MVC ADA Project

Project Description: This project is designed to address MVC's ADA path of travel and ADA parking issues.

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Facilities Projects List Projects Status Update Report MVC, NC, RCC, RCCD

Project Manager:	Bart Doering	Fund Allocation:	SMSR (block-grant): \$86,237
Architect & DSA:	Westberg & White, DSA	Project Phase:	DSA Review
Duration:	30 days	Delivery Method:	GC

Project Status: FY 17/18 fund allocation: encumber by 6/30/19, expend by 6/30/21. Plans were approved at DSA on 04/24/19 and awaiting DSA stamp/return before coordinating with College on final bid/construction stage. Construction to start on July/August time schedule.

Issues: College needs to supplement additional funds to cover the construction phase of this project. Originally, the scheduled maintenance funds were used on the college brail signs. The funding allocated for this project is the State Scheduled Maintenance Funds for ADA Architectural Barrier Removal. However, the ADA scope of work at Norco College has expanded to include parking lots, which the state doesn't support for ADA Schedule Maintenance allocation. The FPD is in the process of determining the percentage of unsupported scope by the State and coordinating with business services and college's admin for resolution.

Norco Veterans Resource Center

Project Description: This project is designed to assist the veterans to feel welcomed, and help them with getting engaged in college classes.

Project Manager:	Steven Marshall / Bart Doering	Fund Allocation:	State Funds: \$2,498,734.65
Architect & DSA:	Ruhnau-Clark Architects, DSA	Project Phase:	Construction Development
Duration:	8 months estimated	Delivery Method:	GC

Project Status: The project is in the construction development stage, and was submitted to DSA on May 13th 2019. The State Department of Toxic Substance Control (DTSC) has responded with comments on the Land Use Covenant (LUC) for additional soil testing and the College approved the additional cost amendment from our consultant Dudek. FP&D has completed the Indian tribes (AB 52) requirements that is part of the CEQA documentation.

Issues: NA

Norco Housing Project

Project Description: This project is currently on HOLD				
Project Manager:	Bart Doering	Fund Allocation:	TBD	
Architect & DSA:	RuhnauClark Architects, DSA	Project Phase:	TBD	
Duration: TBD Delivery Method: TBD				
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Project Status: The project is currently on HOLD pending funding.

Issues: Pending 2019 FMP, conduct feasibility analysis, assess priorities, and secure funding.

Norco ECC Project

Project Description: This project is on HOLD pending the college Facilities Master Plan Update.

Project Manager:	NA	Fund Allocation:	TBD
Architect & DSA:	TBD, DSA	Project Phase:	Planning
Duration:	TAB	Delivery Method:	TBD

Project Status: The college has shared a DRAFT copy of a public-private partnership RFQ. Still under review. **Issues:** College will need to coordinate/Meet with DTSC to discuss Child Care. The past ECC was removed and converted into a STEM building. College received funds from a grant to design/build this new ECC.

Norco ADA Project

Project Description: This project is designed to address ADA path of travel at the Norco campus. Several locations were selected that the college felt needed addressing.

Project Manager:	Bart Doering	Fund Allocation:	SMSR (block grant): \$125,000
Architect & DSA:	Westberg & White, DSA	Project Phase:	DSA Review

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Facilities Projects List Projects Status Update Report MVC, NC, RCC, RCCD

Duration: 30 days Delivery Method: GC

Project Status: FY 17/18 fund allocation: encumber by 6/30/19, expend by 6/30/21. Project is at DSA currently for review and approval.

Issues: The funding allocated for this project is the State Scheduled Maintenance Funds for ADA Architectural Barrier Removal. However, the ADA scope of work at Norco College has expanded to include parking lots, which the state doesn't support for ADA Schedule Maintenance allocation. The FPD is in the process of determining the percentage of unsupported scope by the State and coordinating with business services and college's admin for resolution.

RCCD CAADO (Bollard Project)

Project Description: This project is designed to install large bollards (7) in the corner of Market Ave and University Ave in the event a car lost control and collided with the CAADO building, hitting students/staff.

Project Manager:	Bart Doering	Fund Allocation:	Measure C: \$35,220,776
Architect & DSA:	LPA Architecture, City	Project Phase:	Construction Phase
Duration:	3 weeks	Delivery Method:	GC

Project Status: Contractor (Torga electrical) is working with City of Riverside on permits, insurance and will be providing a schedule once the City has everything approved.

Issues: Pending City review/approval of contractor's paperwork.

RCCD Potential Housing Initiative

Project Description: The purpose of this project is to provide an affordable and secured housing facility for the RCCD student's population (international and students athletes) in the Riverside City in a closed proximity to the District Office downtown area. Total beds anticipated for project is minimum 250 to a maximum 500, and includes other commodities. The excess revenue of this project could be used for college promise and guided pathway.

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Project Manager:	Hussain Agah	Fund Allocation:	TBD
Architect & DSA:	TBD	Project Phase:	Planning, RFP response
Duration:	TBD	Delivery Method:	Public-Private Partnership

Project Status: The District is assessing the viability of the old Greyhound Terminal site (1.5 acre) for potential students housing. The district has engaged with Overland/Pelican (OP) to pursue a student housing project through the RFP phase issued by the City of Riverside. The District/OP are in the processing of forming a project team including project architect, civil and landscape engineers, community planner, financial advisor, and student housing advisor.

Issues: Important dates:

Mandatory Pre-proposal conference is May 2, 2019.

The RFP response is due on July, 2019.

Deadline for written question on the RFP is May 24, 2019

The RFP response is due on July 8, 2019.

Potential interviews is August 2019 and anticipated proposal selection is September 2019.

The main goal is to submit a comprehensive RFP response and receive approval by the city.



Notes:

- 1- **Project Manager**: Budget Manager & Construction Project Manager. The PM could be doing both.
- 2- **Division of the State Architect or "DSA".** DSA is required, by the Field Act, to review construction for California public schools (grades K–12) and Community Colleges, and to verify that construction meets the requirements of the Title 24 Building Standards regulations. Some projects, however, do not require DSA review. Such exceptions are explained in DSA IR A-10, IR A-22, and IR 11-B6.
- 3- **Duration**: estimated construction duration for the project. See milestone schedule.
- 4- **Fund Allocation**: Measure C, Scheduled Maintenance Special Repairs "SMSR" or Block Grant, Federal or State Grants, Redevelopment Fund, Proposition 39, General Fund, etc.
- 5- Project Phases:
 - a. Planning and Programming (Pre-Design) and includes feasibility studies,
 - b. Design Phase (Schematic Design "SD", Design Development "DD", and Construction Documents "CD")
 - c. Permit (DSA review and approval for plan-check and back-check, City, County, etc.)
 - d. Bid and Award Phase (low bid single GC, CM multi-prime, design/build, etc.)
 - e. Construction phase (notice to proceed "NTP" to Notice of Completion "NOC")
 - f. Occupancy Phase (move)
 - g. Closeout Phase





















