

Facilities Working Group Meeting

November 18, 2019 – CAADO
Conference Room 334A
9:00a.m. – 10:30a.m.

AGENDA

- I. Welcome and Call to Order
- II. Approval of Minutes
- III. Facilities Planning Updates
 - A. Facilities Master Plans Updates
 - B. Five (5) Year Capital Construction Plans
 - C. Space Inventory
 - D. Five (5) Year Scheduled Maintenance
 - E. Facilities Conditions Assessment
 - F. RCCD Potential Student Housing
 - G. Board/Administrative Policies
 - H. Staffing Support
 - I. Sustainability Initiatives
 - J. Total Cost of Ownership
 - K. Long-Term Capital Facilities Program
- IV. Project Updates
 - A. Master Project List/Calendar
 - B. Capital Projects Status Report
 - C. Scheduled Maintenance Projects
 - D. Sustainability Projects
- V. Maintenance and Operations Updates
 - A. Key/Access Control Upgrade – Update
 - B. District-wide Alternate solution – Drinking Water
 - C. Other M&O
- VI. Other
 - A. District Strategic Planning Council
 - B. Parking/Traffic Study, RCC
 - C. Norco College Fuel Cell

FACILITIES WORKING GROUP

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MEETING MINUTES

MEMBERS AND ATTENDEES:

Name	Title	Present YES/NO
Nathaniel Jones	Moreno Valley College - Vice President Business Services	YES
Robert Beebe	Moreno Valley College – Director of Facilities M&O	YES
Michael Collins	Norco College – Vice President Business Services	YES
Steven Marshall	Norco College – Director of Facilities M&O	YES
Chip West	Riverside City College – Vice President Business Services	NO
Mehran Mohtasham	Riverside City College – Director of Facilities M&O	YES
Martin Morozowsky	Riverside City College – Interim Assistant Director of Facilities M&O	YES
Majd Askar	District – Director of Business Services	YES
Hussain Agah	District - Associate Vice Chancellor, FPD	NO
Bart Doering	District – Facilities Development Director	YES
Myra Nava	District – Facilities Planning Specialist, Support Services	YES
Janna Accomando	District Facilities Planning Specialist, Accounting	NO
Evelyn Ault	District – FPD (Recorder)	YES

I. CALLED TO ORDER

A. By Bart Doering

II. APPROVAL OF MINUTES

1. Motion to Approve September 26, 2019 Meeting Minutes by Beebe. Second by Mohtasham.
2. Motion to Approve October 31, 2019 Meeting Minutes by Beebe. Second by Morozowsky.

III. FACILITIES PLANNING UPDATES

A. Facilities Master Plans Updates

1. **MVC:** College’s facilities master plan (FMP) was BOT approved in June 2019. College continues to work on the educational and facilities master plan final report received from DLR Group and their sub ALMA Strategies. The educational master plan has been delayed while the college works through the changes related to the Ben Clark Training Center’s center status and in turn determine the impact on the facilities master plan. It will potentially go to the BOT in the Spring 2020.

2. **NC:** College's facilities master plan (FMP) was BOT approved in June 2019 with comments (removing student housing and middle college). A review of the third draft of the narrative was received on October 30, 2019. A review with the architect of the last draft was completed the week of November 11, 2019 to discuss the utilities and infrastructure. Comments were received, corrections were completed. The college is preparing the FMP for local review and will submit to the BOT for information, there is no Board action item.
3. **RCC:** In September 2019, college re-engaged Gensler to update the 2018 FMP to provide Phase (I) and (II) projects with programming requirements and develop project budgets. Programming with faculty and staff for the first phase was completed in October 2019. The second phase is complete and their feedback was received. Gensler will generate the first revision of the drawings. The second meeting to obtain more feedback will occur in the second week of November 2019 to then provide the final revision and an estimated budget for the building costs. A third meeting will be held on December 2, 2019 to present the final drawings for the committee to review.

ACTION:

- None

B. Five (5) Year Capital Construction Plans

1. FP&D will begin working with the colleges in November or December 2019 to determine next year's strategies. The 5Yr CCP will align with college's FMPs.
2. An RFQ/P for Planning Services, which was sent to the VPs for comment, will be advertised on November 1, 2019, seeking a qualified planning consultant to assist with the 5Yr CCP, and IPPs/FPPs and Space Inventory. The committee wishes to conduct interviews to select the consultant. The final version of the RFQ/P was received by Askar. The RFQ/P requested a timeline of 2-4 meetings per college to develop the FPPs and stated that the District will use its own planning architect. As of November 18, 2019 (16) sixteen firms requested the RFQ/P. Interviews for selected firms are scheduled for November 22, 2019.

ACTION:

- None

C. Five (5) Year Scheduled Maintenance

1. The Instructional Support Allocation has been administered by Askar and the Budget department. Askar believes that should be the process moving forward.

ACTION:

- Askar will send the Instructional Support Certification Allocation workbook to the VPs, it is due in December 13, 2019.

D. Facilities Conditions Assessment

1. Agah stated that the facilities conditions assessment built in FUSION is outdated and hard to track and manage, and the District is looking for different solutions.
2. Nava stated there is a way to look at the State's assessment schedule to see which colleges will be looked at within that year. A consultant offered their services but Nava does not have any new details.

ACTION:

- None

E. RCCD Potential Student Housing

1. Agah stated a proposal was submitted to the City of Riverside for potential student housing near the new library. The developer, Overland Pelican Riverside (OPR), submitted the proposal to the city and named RCCD as the main beneficiary of the project. OPR/RCCD is the only proposal for the project under a proposed P3 arrangement with OPR. If the District is selected there will be a market study to determine how many beds will be needed district-wide, and what would be the best rent price for students. The student housing will be for all three colleges. The City interview occurred on August 28, 2019. The proposal was accepted by the evaluation committee and will move to the next level through the development committee on November 21, 2019. If accepted, it would then go to the City Council for approval.
2. Agah stated six consultants that specialize in P3 were interviewed and one will be engaged shortly.
3. The process is ongoing. No new details.

ACTION:

- None

F. Board/Administrative Policies

1. Agah and Brown met with General Council (Patrick Pyle) to review the second draft of the BP/AP for Land Use Development, Public Private Partnership and Real Estate Management. RCCD is working with legal to develop a policy for P3.
2. Askar reviewed policies and submitted changes to Brown.

ACTION:

- Askar will work with Agah to ensure agreement between departments regarding the changes to the BP/AP's.
- The BP/AP changes will be brought to the Facilities Working Group meeting for review.

G. Staffing Support

1. Nothing to report.

H. Sustainability Initiatives

1. **CCCC'O BOG Policy:**
 - i. Agah shared the California Community College Chancellor's Office Board of Governors: Climate Action, Sustainability Policy includes Renewable energy, LEED Certified Building, Carbon Neutrality, Energy Conservation Measures, Waste Management, Recycling, etc. No new details.
2. **Solar Planning Initiative:**
 - i. A district-wide solar planning initiative is being developed at the Chancellor's request. The committee has been formed, the first meeting will be on November 22, 2019. A consultant will be hired to provide technical and financial advice. The RFQ/P advertised on November 15, 2019. (7) Seven proposals were received. Electronic copies will be forwarded to the Committee. The committee's ranking scores are due by November 27, 2019.

ACTION:

- Askar will forward electronic copies of the proposals to FP&D.

I. Total Cost of Ownership

1. Agah stated that the district will be working with the college to develop a TCO prototype that will be applicable to all of the colleges. The TCO prototype is a requirement for Accreditation as well as for

the Bond. It will capture all utilities, maintenance, custodial and grounds. Moving forward the TCO will include language to capture architectural services. The process is ongoing. No new details.

J. Long-Term Capital Facilities Program

1. Agah has met with the college VPs to review the Long Term Capital Facilities Program (LTCFP) document for feedback. The document is scheduled to go through several shared governance processes: DBAC (District Budget Advisory Council), DSPC (District Strategic Planning Council), and Chancellor's Cabinet. If the LTCFP cannot be presented to the BOT in December 2019 then it may be moved to January 2020.
2. The LTCFP will include the following strategic facilities planning initiatives:
 - i. Sustainability Plan (SP) – Districtwide
 - ii. Aerial Topography Mapping Survey (ATMS) – College-specific
 - iii. Underground Utilities Mapping and Conditions Assessment (UMCA) and Infrastructure Program (UIP) – College-specific
 - iv. Integrated Energy Plan (IEP) – College-specific
 - v. Owner Program Requirement (OPR), District Standards (DS), and Colleges Building Design Guidelines (CBDG) – Districtwide with College-specific
 - vi. California Environmental Quality Act (CEQA) Campus Program Environmental Impact Reports (EIR) – College-specific
 - vii. ADA Transition Plan, Accessibility Compliance and Wayfinding College-specific
 - viii. Information Technology Infrastructure Plan (ITIP) – Districtwide with College-specific
 - ix. Safety and Security Plan (SSP) – Districtwide with College-specific
 - x. Comprehensive Facilities Conditions Assessment (FCA) –College-specific
 - xi. Project Management Information System (PMIS)
 - xii. Procurement Strategies and Project Alternative Delivery Systems Assessment
3. The process is ongoing. No new details.

IV. PROJECT UPDATES

A. Master Projects List/Calendar

1. FP&D and Purchasing are discussing the viability of changing the procurement numbering format. The proposed change will enable a project to be tracked in its entirety even when crossing fiscal years, will identify the college that the project is for, and different procurements (contractor classification/professional services) for the project. The current bid numbers are sequential based on the fiscal year, which makes it hard to track for multi-year capital outlay project. The new process has not been finalized. No new details.

ACTION:

- None

B. Capital Projects Status Report

Doering reported on the following:

1. **RCC:**
 - i. **RCC Greenhouse Project:** The project will be two phases and will have a separate Public Works portion that will be bid. New DSA requirements to review the greenhouse structure for accessibility will add cost to the project. The project is on hold with DSA.

Doering **devised** a new plan to bid the project, saving \$152,000 by not using KYA. An agreement with Conley's Greenhouse Manufacturing and Sales is being processed. When the agreement is approved the plans can be sent to the architect for DSA approval.

ACTION:

- None

2. **MVC:**

- i. **Student Services Welcome Center Project:** The plans are at DSA and might be approved in the middle of January 2020. The CEQA document is done and will go to the November 19 BOT. There is a meeting scheduled with Southern California Gas (SCE) on November 1, 2019 to determine what needs to be approved. No new details.

ACTION:

- None

- i. **BCTC Training Platform Facility Project:** The bids were opened on October 24, 2019. The overall project budget is over budget by over \$650K. The bids and the project budget will be discussed at the meeting with Holt Architects, Tilden-Coil on October 31, 2019. The board report to augment the project budget will go to the BOT for approval on December 10, 2019.

ACTION:

- None

- ii. **BCTC Education Center Building (Phase I):** The project is in the Design Phase. Progress meetings will be held at the BCTC site every two weeks. The geological and topographical reports have been received. FP&D continues to review geological costs to make a fair decision and select the right company. Part of the TOPO consultant will be to **determine the set-backs for the utilities and roads.** The college is exploring the use of all-inclusive restrooms at the facility. These types of concepts will be discussed while working on the District standards.

ACTION:

- FP&D will meet with the college to review the geological reports.

3. **Norco:**

- i. **Veterans Resource Center Project:** Plans and specs were approved by DSA. DTSC approved the revised plans and their comments will be included in the CEQA document. There will then be listed for 30 days for public comment for CEQA report. **FP&D will file with the county the CEQA document (IS/MND) once the BOT approves it.** The constructability review is scheduled for November 18, 2019 with the architect and Tilden-Coil. There is \$1 million being re-allocated from Work Force Development for the project. The current project estimate is over budget according to projects architect. The timeline for bidding has been pushed to February or March 2020 because the CEQA document has to be included in the bid documents.

ACTION:

- Submit the CEQA document to the BOT after the IS/MND is filed.
- FP&D will discuss the timeline with the college.

- ii. **Early Childhood Center Project:** The College received a \$5.0 million State Grant to support the planning of the development of the ECEC at NC. The State Appropriation report identified \$5.0 million in Schedule (1) to support the planning and development of the center. The Chancellor and Vice Chancellors reached out to the City Legislators and

approved ECEC at Stokoe in lieu of NC site. The Stokoe Center was renovated many years ago and is still maintainable. In 2004 the District entered into a 40 year real estate agreement for the space. The college completed the Instructional Program plan that will drive the project's modernization phase. The first phase will be IT, A/V, and FF&E, for a potential four month construction period. The project is on hold to allow the Alvord Unified School District's Board and Superintendent the time to review the project. An RFQ/P was issued for an architect with a deadline to submit proposals on November 21, 2019. The site walks that were scheduled for Tuesday, November 19, 2019 have been canceled until an addendum is issued.

ACTION:

- Purchasing will issue an addendum to the RFQ/P identifying a one week delay for the deadline date to submit proposals.

C. Scheduled Maintenance Projects Updates

2. Doering:

- MVC:** Accessibility, ADA Upgrades, Parking Lot B project: The contractor completed the ADA site work on November 16, 2019. A punch walk will be scheduled with FP&D.
- RCC:** None
- NC:** ADA Scheduled Maintenance, Parking Lot B&D project: The Notice to Proceed will be issued in December 2019, the project is scheduled to begin in January 2020. The Schedule of Values has not been received from the contractor.

ACTION:

- None

3. Current outstanding projects:

- MVC Elevator Modernization:** The project kick-off meeting has occurred. All MVC Scheduled Maintenance projects will be complete when the two Elevator Modernization projects are done. Remaining funds will be spent on the Fire Alarm system. The Fire Alarm project is Measure C. The system paperwork has been submitted to RCCD. Requisitions have been submitted in Galaxy for the architectural and electrical design, engaging three of the District approved architectural firms. It is a DSA project and the Capital Project Summary form has been submitted to the District. No new details.
- RCC Elevator Renovations:** Went out to bid, the bids came in well above the project's budget. As a result one of the four elevator modernizations has been eliminated but will be demolished as part of the Master Plan. Amtech will do the renovation directly. The project budget is still short even with Amtech's price. There are remaining funds from the Parking Lot ADA project that will be reconciled to see if the extra funds will cover the renovations. The project will be bid again and will show if Amtech will provide the same numbers. A new agreement with Thyssenkrupp is in place for service to RCC's elevator maintenance; Math & Science and Nursing Boiler Replacement: The projects are in process. The ECS HVAC replacement will occur in December 2019. The remaining cooling tower upgrades are complete. The two remaining boiler replacements at Math & Science will be funded from the remaining Parking Lot ADA funds. When the college receives the scope of work from the vendor the project will be resubmitted. Purchasing has the scope of work already for the three elevators. Nava is checking with Budget to confirm that the remaining balance for 16/17 and 17/18 is the same as on the PFP form.

ACTION:

- When the balance is confirmed RCC will send the docs to Askar to go out to bid.

- iii. **NC:** One elevator at Student Services will be upgraded for 19/20. An architect has been engaged. The plans are being developed. A general contractor will be hired then it will go to DSA for approval.

ACTION:

- None

D. Sustainability Projects

1. Mohtasham stated RCC will add an additional 10 EV Charging Stations through EV Connect on the campus for a total of 13. The new stations will be paid for with one-time funding. There is also a request to add charging stations at the District office. Mohtasham recommended discussing this at the Parking Committee meeting before moving forward. The services will be charged back to the consumer after the college works with the CTA and CSEA.

ACTION:

- Morowzowsky will send ChargePoint information for the billing information to Marshall.
2. RCC is working to implement a wireless irrigation system that will eliminate labor hours and create more efficiency in maintaining the campus-wide irrigation system. The college is working with IT to determine if the system is compatible with their network system and are verifying the system meets District Standards. No new details.

ACTION:

- None

V. MAINTENANCE AND OPERATIONS

A. Key/Access Control Upgrade – Update

1. Collins stated NC met with the vendor Assa Abloy. The next step is to build the hierarchy key logic. NC has been working with MVC and RCC to understand what the universal doors look like and determine if MVC and RCC should come online now or in the future. This is only for legacy key systems, not access control systems. NC will begin to upgrade their door cylinders. The three colleges will work together to develop a District Standard. MVC and RCC have provided all of their key counts to NC to move forward with building the legacy key system and hierarchy key logic.

ACTION:

- Build the legacy key system and hierarchy key logic.

B. District-wide Alternate solution – Drinking Water

1. The Chancellor is requesting a filtered water system, the District is considering a bid for a districtwide water filtration system. If a bid process occurs it could include a machine that does coffee and ice as well as water. Askar inquired if the colleges want to get rid of the Sparkletts service and stated the reason not to do it is related to Risk Management, the bottles are heavy and could cause potential injury.
2. Marshall stated there are some locations without a water source to hook up a machine like that.
3. Askar requested an inventory of water solutions on the three campuses and provide a rationale regarding the need for water system at the colleges.

ACTION:

- Brown and Askar are reviewing the District's current initiatives to see when the Drinking Water initiative will be worked on.

C. Integrated Waste Management

1. An RFP for Integrated Waste Management was drafted a few years ago but it was not approved by everyone. It can be looked at again.

ACTION:

- Askar will send a draft of the RFQ/P to the colleges.

VI. OTHER

A. District Strategic Planning Council (DSPC)

1. The Strategic Plan was approved by the committee at the August 29, 2019 meeting. Approximately 35 people were in attendance. The committee includes CTA, Faculty Association, Academic Senate, CSEA, college Presidents, college VPs, some who are members and some who are guests. The Strategic Plan was worked on for almost a year. Part of the planning is to develop 5 different areas. One area is Resources and under that is Facilities. The Chancellor and SPC want to make all of the sub-committees shared governance that will include Faculty and CESA. The direction is to make the Facilities Working Group a shared-governance committee. It would be beneficial to discuss the 5 Year Scheduled Maintenance Plan, the 5 Year Capital Construction Plan, updates to Space Inventory, and changes to Comprehensive Master Plan with the stakeholders at a separate meeting that occurs less frequently. The regular project updates and operational aspects of the meeting would be discussed at the monthly meeting. No new updates.

ACTION:

- None

B. Parking/Traffic Study, RCC, & Districtwide

1. Agah stated that RCC will conduct a parking utilization study at the downtown parking structure and Fox theater overflow parking to address staff and faculty parking capacity concerns. All of the classes need to be in session to complete the survey. An RFQ/P will go out for a consultant to do the survey at all three colleges. It is being recommended that students can park in staff parking spaces at certain times of the day which would free up more spaces for student parking.
2. Jones stated MVC and NC's FMPs include information from a completed parking survey and suggested the District look at that information so consultant doesn't repeat the work on the survey.

ACTION:

- None

C. 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. Last year it missed the target emissions threshold. As a result, Southern California Edison (SCE) ended the incentive plan at a loss of a large amount of money. SCE has only one year left for the incentive plan and will probably not be able to capture \$350,000 in incentives.
2. The District, NC and SCE will meet on November 22, 2019 to discuss the issues.

ACTION:

- None