

Riverside Community College District  
**Facilities Working Group Meeting**

Thursday, August 29, 2019 – 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
  - B. Proposition 39 Projects
  - C. Scheduled Maintenance Projects
  - D. Facilities Master Plans
  - E. 5 Year Capital Construction Plans
  - F. Capital Projects Status Report
  - G. Facilities Conditions Assessment
  - H. Space Inventory
- IV. Maintenance and Operations Updates
  - A. Key/Access Control Upgrade - Update
- V. Other
  - A. District-wide Initiatives
  - B. District/College Security and Alarms
  - C. Sustainability Projects
- VI. Meetings
  - A. Future Meeting Dates:
    - 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**

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

**MEETING MINUTES**

**Members Present:**

Hussain Agah	(District)
Bart Doering	(District)
Myra Nava	(District)
Janna Accomando	(District)
Majd Askar	(District)
Michael Collins	(Norco College)
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**

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

**I. CALLED TO ORDER**

A. By Hussain Agah

**II. APPROVAL OF MINUTES**

1. Motion to Approve July 22, 2019 Meeting Minutes by Mohtasham. Second by Morozowsky.

**III. 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.
2. Nava stated that the Capital Project Summary form has not had any changes since the last Facilities Working Group meeting on July 22, 2019. A revision on the Ben Clark Training Center project was received and will be forwarded to Askar.
3. Agah provided an update regarding the new project bid numbers and the effort to streamline them. Nava has not received a confirmation on the proposed use.

**ACTION:**

- Nava will forward the Ben Clark Training Center Form B revision to Askar.

- Nava will send the colleges an email once the new bid number format is further discussed, tested and confirmed.

## **B. Proposition 39 Projects Updates**

1. Agah stated the final Form B's have been received. There is a conference call scheduled on August 29 with Luis Cecco to discuss final Form B's.
2. **MVC:** Project #6, Interior Lighting Science & Tech, SAS, PSC, in progress. Beebe discussed the delay with MVC's Form B's due to issues with their budget department, there still needs to be some reconciliation.
3. **NC:** Project #4, CACT Building HVAC: As of 6/27/19 a revised Form B was signed by Hussain and sent to Luis Cecco. Pending Final Form B. Project #7, Interior Lighting Retrofit: Close out documents were sent to Luis Cecco on July 16. Pending Final Form B. Marshall stated NC is in the same situation as MVC regarding budget issues.
4. **RCC:** Project #11, Quad interior/exterior Lighting Retrofit: Pending signature on revised Form B. Mohtasham stated the close-out forms were sent to Arnold. All invoices have been paid, the Form B's are pending.
5. Nava discussed issues with the Form B due to transfers between MVC and RCC and the resulting \$1 discrepancy. It will be determined later which college the \$1 will be applied to.
6. Agah stated the last allocation was \$4.8 million, and shared the news from SCE that there is a potential bill to extend Proposition 39.

### **ACTION:**

- Askar will work with Budget to determine where the \$1 will be applied for final reconciliation.
- Agah and Majd will discuss the final Form B's with Luis Cecco in a conference call on August 29, 2019

## **C. Scheduled Maintenance Projects Updates**

1. Doering:
  - i. **MVC:** Accessibility, ADA Upgrades, Parking Lot B project: The project is out to bid, the bid opening is scheduled for September 9. No longer a Scheduled Maintenance project.
  - ii. **RCC:** The ADA project #15 & #16: The project is complete. DSA Form 168 has been filed.
  - iii. **NC:** ADA Scheduled Maintenance, Parking Lot B&D project: The project is out to bid, the bid opening is scheduled for September 9. No longer a Scheduled Maintenance project.
2. Current outstanding projects:
  - i. **MVC:** Elevator Modernizations
  - ii. **RCC:** Elevator Renovations, ECEC, Math & Science Boiler Replacement
  - iii. **NC:** Library Roofing project
3. Potential projects in 2019/20:
  - i. Majd/Agah/Jones: The disbursement of \$375K State allocation for Schedule Maintenance will be determined at the District Budget Advisory Council (DBAC) meeting. The disbursement to the colleges is done on by prioritization and urgency of projects.
4. Nava provided an update regarding the changes to FUSION2 that allows entry of a project's encumbrances and when it is closed out. This is not a requirement but is in the college's and District's best interest/practice to do so. PFP changes will be completed as needed on the ADA projects.
5. Morozowsky requested a budget allocation line be added to the Project Status Update form to tie into the fiscal year.

6. Askar stated the 2019/20 Scheduled Maintenance allocation funds will mostly go to Instructional Support.

**ACTION:**

- Doering will add a budget allocation line to the Project Status Update form.
- Askar will email the Scheduled Maintenance numbers to the attendees today.
- Askar will provide Doering with budget numbers for the cost that the District will be covering for the MVC Accessibility, ADA Upgrades, Parking Lot B project and the NC ADA Scheduled Maintenance, Parking Lot B&D project.
- Askar will email Jones regarding the funding on the Elevator Modernization project at MVC and will issue notice of intent to award to contractors.
- Nava will close out completed projects in FUSION2 after confirming with the colleges.

**D. Facilities Master Plans Updates**

1. MVC is working on the Facilities Master Plan report received from the consultant DLR Group and their sub ALMA Strategies. The report includes the Educational Master Plan and the Facilities Master Plan. It will be taken through the shared governance process and potentially to the October 2019 BOT for approval. MVC's due date has been extended to the end of the year.
2. NC's Facilities Master Plan has been BOT approved with comments (students housing and middle college). The master plan is under review.
3. RCC has requested starting the pre-programming phase for Phase I and II for FMP projects. FPD and the college are re-engaging Gensler to provide additional scope of services on Agreement Amendment No. 2. The board report will go to the September 17, 2019 BOT meeting.

**ACTION:**

- None

**E. Cash Flow Projection for Future Measure C Projects**

1. Agah provided the Future Measure C projections to VC Brown.

**F. 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.
2. The new Director, Capital Planning in Facilities Planning & Development will take the lead on the 5 Year Capital Construction Plan for the 2022-2026 reporting year.

**ACTION:**

- None

**G. Capital Projects Status Report**

Doering reported on the following:

1. **RCC:**
  - i. RCC Greenhouse project: At DSA for approval. The project will be two phases and will have a separate Public Works portion that will be bid. The architect met with DSA on August 27<sup>th</sup> for access review.

**ACTION:**

- Prepare to bid the project after DSA access review
2. **MVC:**
- i. Student Services Welcome Center project: The Group 2 scope and cost estimate still needs to be revised to reflect actual costs. FP&D is working with the architect on EMWD reclaim water connections, SCE electrical connections, and California Geological Survey (CGS) forms.  
**ACTION:**
    - FP&D will meet with Jones to discuss the Student Services Renovation project with HPI Architects for potential contract amendment.
    - Revise Group 2 scope and cost estimate to reflect actual costs based on college's requirements.
  - ii. BCTC Platform: Architect received DSA approval for the plans. Tilden-Coil is working on trade specifications in preparation for bidding.  
**ACTION:**
    - None
  - iii. BCTC Education Center Building (Phase I): In the planning and pre-design phase. FP&D, the college and the architect will meet to discuss scheduling, design process, deliverables, project budget, and coordination with the county. Progress meetings will be held at the BCTC site every two weeks.  
**ACTION:**
    - None
3. **Norco:**
- i. Veterans Resource Center project: Plans submitted to DSA on May 13, 2019. DSA responded with comments on the Land Use Covenant (LUC) for additional soil testing. The college approved the additional cost amendment from Dudek, revised work plans have been prepared and submitted to DTSC for review/approval. The revised plans must be a part of the bid package.  
**ACTION:**
    - File Initial Study and Mitigated Negative Declaration (ISMND) with the County of Riverside after receive DTSC review/approval of the revised work plans.
  - 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. Due to the lack of local funding by NC, the District/College issues a RFQP to solicit a P3 developer to design, build, finance and operate. There were no results/no interest in the bid under the P3 process. The State Appropriation report identified \$5.0 million in Schedule (1) to support the planning and development of the center.  
**ACTION:**
    - NC and District will continue to find a resolution to the project and will coordinate/meet with DTSC to discuss the Child Care component.
4. **RCCD:**
- i. CAADO Bollard Project: The plants in front of Culinary were damaged when the irrigation pipe was turned off by mistake.  
**ACTION:**
    - RCC will coordinate the plant replacement in front of the Culinary Arts building.

## H. 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 solution.
2. Beebe stated that CANNONDESIGN FCA solution presented to us, or similar, will be a good tool to manage the college DM, SM, capital projects.

## I. Space Inventory

1. Nava stated the Space Inventory report is being compiled before the information will be entered into FUSION2

## IV. MAINTENANCE AND OPERATIONS

### A. Key/Access Control Upgrade – Update

1. Collins stated MVC is looking at the policy and it will be reviewed. In order to move forward all colleges VPs need to be in agreement. Data is needed regarding amount of doors, potential growth in the amount of doors.
2. Agah received feedback on the policy from West/Mehran.

#### **ACTION:**

- Mohtasham will forward RCC's response/comments to the policy to the Facilities Working Group.

### B. District/College Security and Alarms

1. All three colleges are updated and have been trained. Some follow-up training may occur later if needed.

### C. District-wide Alternate solution – Drinking Water

1. The Chancellor is requesting a filtered water system, the District is considering a bid for a district-wide 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 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.

### D. Other M&O :

1. The team discussed options for HVAC Water Treatment and Street Sweeping

## V. OTHER

### A. District-wide Planning Initiatives

1. **RCCD Potential Housing:** Agah stated a proposal was submitted to the City of Riverside for potential student housing near the new library. RCCD is the only proposal for the project under the

P3 arrangement with a developer called Overland Pelican Riverside (OPR). OPR submitted the proposal to the city. 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.

2. **Board/Administrative Policies:** Agah has been meeting 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.
3. **Staffing Support:** Recruitment for FP&D's Director, Capital Planning: HRER is working with the committees to schedule first and second level interviews.
4. **Long-Term Capital Facilities Program:** Agah has met with the college VPs to review the Long-term Capital Facilities Program (LTCFP) document for feedback. The document is scheduled to be presented to the October or November 2019 BOT.

The LTCFP will include the following strategic facilities planning initiatives: 1) districtwide sustainability plan (SMP); 2) underground utilities infrastructure and integrated energy plan (UIIEP); 3) comprehensive environmental impact report (EIR) program plan; 4) owner program requirements (OPR), district standards and college design guidelines; 5) ADA transition plan; 6) IT infrastructure plan; 7) security and safety plan; 8) facilities conditions assessment (FCA) plan; 9) project management information system, and; 10) procurement strategies and project deliver systems assessment.

## **B. Sustainability Projects**

1. 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.
2. Mehran stated RCC has EV Charging Station and looking to increase the number of station.

## **C. Total Cost of Ownership**

1. Agah stated that the district will be working with the college to develop a TCO prototype.

## **D. Parking/Traffic Study, RCC**

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.

End of Meeting Minutes-