

Facilities Planning and Development Council

April 29, 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. CCC Capital Outlay Plan Revision Presentation
- B. 2021 Five-Year Capital Construction Plans (IPPs & FPPs) Scoring Metrics
- C. Carsharing Community Transportation Needs Assessment
- D. Convergent for Security Card Access Maintenance
- E. Additional HVAC Ventilation Upgrade Maintenance Related to COVID-19
- F. Footprints for Safety and COVID-19 Items



FACILITIES PLANNING and DEVELOPMENT COUNCIL

April 29, 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	YES
Ron Kirkpatrick	Moreno Valley College – Director of Facilities M&O	YES
Jennifer Floerke	Moreno Valley College – Faculty Representative, CTA/AS	NO
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	YES
Quinton Bemiller	Norco College – Faculty Representative, Academic Senate	YES
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	NO
Beiwei Tu	District – Director of Risk Management	NO
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
Gary Storer	District – Telephone Systems Specialist, IT	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 March 25, 2021 Meeting Minutes by Mohtasham. Second by Beebe.

ACTION:

- *Approved with one Abstention*

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 MVC FMP is complete and the college is working on the EMP. BOT approval will be requested at the August 17 board meeting.
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 will include the following submissions:
 - ii. **RCC:**
 - a) New FPP – Cosmetology Project (Growth) will be resubmitted to the state using the new metrics.
 - 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) will be resubmitted.
 - 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 – Center for Human Performance and Kinesiology. The Library Learning Resource Center and Student Services (Growth) will be resubmitted.
 - b) IPPs – 1. STEM Phase I (Growth); 2. Student Services Welcome Center (Growth); 3. Social & Behavioral Science Phase I (Growth).
 - c) Pending FPP Approval – Center for Human Performance and Kinesiology was approved by the State Chancellor Office and Board of Governors in September 2020 in the total amount of \$33.5 million with 100% funded by the state for FY 2021-2022, pending the Department of Finance.

- d) Agah provided additional updates on the 2021-2022 capital outlay spending plan, working with the Department of Finance (DOF) on the request for hardship to include the NC Center for Human Performance and Kinesiology project, Prop 51 funding.
- v. **2021 Five-Year CCP:** The 2020 FPPs will be resubmitted this year (2021), Cosmetology Project for RCC, Library Learning Resource Center for MVC and NC. The District added 50% local contribution to the FPPs as minimum 25% required by the State, hoping that by approval date of the FPP the District passed a new local bond.

ACTION:

- *Finalize IPP/FPP list by May 15 and submit to BOT for approval in June 2021*
- 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. The State had included a Hardship provision last year, which tells if the District met its good faith effort for a local bond and the bond failed then the district is eligible for a 25 points' Hardship provision; however this was eliminated in the approved metrics. Without the Hardship provision, the District will not receive the 25 points and there will be no opportunity to get any future projects funded. Agah shared the State Capital Outlay Program presentation with the FPDC that was presented to the DSPC on April 23. It had to go to DSPC before this April FPDC meeting due to the timing of each meeting. Agah shared the side-by-side comparison between the old and new metrics and the impact to our district.

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 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:** Dr. Steinback presented to the BOG on March 22, 2021. 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 worked with RCCD Ed Services and ALMA Strategies to update and capture the FTES and FTEF in FUSION by college, identifying off-campus and on campus. The list was provided to the colleges. More feedback is expected from ALMA before making any changes and FPD will confirm those changes with the colleges before submitting to the State. The data is also needed to put together IPPs and FPPs.

ACTION:

- *No update*

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

- i. 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
- ii. Agah stated that there might be one-time funding from the state for 2021/2022 for Scheduled Maintenance and Instructional Support. The amount of the overall allocation and type of funding from the state is unknown.
- iii. FPD receives the information for the Instructional Support plan from the colleges and sends it directly to the state chancellor's office. The plan is under the college purview so there is little review by FPD. However, there was a

discussion about the colleges providing actualized numbers to the previous expenditures. The state is asking for this information as part of the plan that will be submitted.

ACTION:

- *No update*

3. Space Inventory (SI)

- i. FPD filed the SI updates with the State and updated in FUSION on October 30, 2020.
- ii. 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.
- iii. Askar stated MVC will do a site walk to validate that information for Plan B.

ACTION:

- *No update*

4. Facilities Conditions Assessment (FCA)

- i. Agah questioned whether the colleges are using 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 provided an overview of the January FUSION training and how the new updates included a new version of the Planning Modules that are more user friendly, holds the Capital Outlay Five Year Plan and shows the new scoring methodologies that breaks down the scoring and what the scale is for that scoring. The new module is not up and running at this time. When logging in you will see the new version as a choice but information won't make sense until all of the information is migrated over. The migration with all of the current data should be completed in March 2020. Training videos are available on FUSION.
- iii. Nava stated the Facilities Condition Assessment scores on the FCI will affect the scoring on the 2020/2021 modernization projects as well as the FTES.

ACTION:

- *Nava will provide updates to the Facilities Condition Assessment as they become available.*

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 in Budget, there are a few outstanding BP/AP's that include the facilities construction and bids. The P3 and Real Estate Management have been drafted. When those are done, they will be brought to the FPDC for review.
- iii. 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.
- iv. 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.
- v. 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.

ACTION:

- *FPDC will review the updated BP/AP's before they are presented to the BOT for approval after they are shared with the new General Council.*

2. Prequalification List and Process:

- Professional Services:** RFQs to establish pre-qualified lists for Surveying, Environmental, and Commissioning Consultants will be in place in the near future.
- Construction Services:** FPD has been working on strategies to prequalify contractors 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 and financial statement. It includes an appeals process that is also in the RFQ/P. The procedure requires the BOT to approval and will be presented at the April 20 BOT. Agah shared a PowerPoint presentation regarding the process.
- CUPCCCA:** Vendors can register for a prequalification on Purchasing's website throughout the year.
- 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:

- Askar/Agah discussed and presented the prequalified consultant engagement process in alignment with the District BP/AP and best practices as follows:
 - 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.
 - 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.
 - 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.
- The administrative policy, regarding the process, will also be developed.
- 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

- The LTCFP was BOT approved on March 17, 2020. Some budget has been identified for the critical mission plans, however, the identification of the top (3) are sustainability initiatives and integrated energy and infrastructure and are still a priority.

2. Total Cost of Ownership (TCO):

- Agah stated that the district will be working with the colleges 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. The process is ongoing. Agah requested thoughts from the colleges:

- 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. There are APPA standards in place to maintain custodial and grounds staffing levels. The colleges need to decide what level of the standards to put in place.
- iii. West stated RCC's Accrediting group requested additional documentation with regards to TCO. It will come up when they meet with the District. RCC has a template from 2015 forward that was used for TCO. They specifically wanted to know what the staffing model is.
- iv. 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.
- v. West suggested a standardized model of a TCO calculator should be used across the district using the same metrics.
- vi. Mohtasham had a few meetings with 19six Architects and the engineering firm P2S to develop an excel file from the files provided by RCC to capture the TCO model and implement the information from each building to that format. Mohtasham received a model from P2S, has sent his comments and hopes to receive their feedback within a month so it can be shared with the college for their review as well.

ACTION:

- *Provide P2S model to RCC for review and feedback*

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 updated with the committee names. The webpage is being used to share Sustainability information districtwide. Two kick-off meetings occurred in March where the committee provided feedback and expectations for the process. 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.

ACTION:

- *The consultant proposals received will be shared with the committee by Monday, May 3, 2021.*

2. Solar Planning Initiative (Solar Plan):

- i. The project is currently in the feasibility and planning phase.
- ii. Agah stated FPD is working with President Anderson and West to schedule a meeting with the Wood Streets Associations to provide a presentation that will address their concerns about Parking Lot C. Per the Chancellor's direction the RFQ/P will not proceed unless and until the community has accepted the location.
- iii. The Wood Streets Association and community provided comments to the presentation and were supportive of the plan. It will move forward.
- iv. Trustee Vackar had questions regarding the solar on the MVC hillside. Her questions have been addressed. An RFQP will be drafted to seek a solar provider for the district. However, the Chancellor said not to issue an RFQP until there is a consistency from the community to be sure all members are in alignment.
- v. FPD is waiting to schedule a meeting with the historic group of the Wood Streets Association.
- vi. 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 canopies do not need to be included in the study.
- vii. 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.

ACTION: *FPD is waiting to hear from the historic group of the Wood Streets Association to schedule a meeting.*

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:

- 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 carsharing 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 has been developed and has been shared with the State for approval; the final approval should be received today, April 29 and will be reviewed by the district and the committee so it can be sent to faculty, staff and students on Monday, May 3, 2021. It will be available for two weeks. After data is collected there will be two workshops. When the information is available it will be given to EViaShare to put the report together. The deadline to submit the final report to the state is the end of August 2021.

ACTION: *None*

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

- i. There are potential opportunities regarding public utilities with Southern California Edison (SCE) and Southern California Gas (SCG). 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. There is 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 money from the utility company, if the college does not have the funds. The program would replace chillers, boilers, 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. The colleges need to look at the excel file that was sent and let Mohtasham know which buildings the colleges prefer to have in the audit based on the priority and consumption to prioritize and be able to have the conversations with SCE, SCG and Riverside Public Utilities (RPU).

ACTION:

- ***NC and MVC to provide the list of buildings to Mohtasham***

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 market demand study and student survey is underway at RCC. The survey ran March 1 through March 15, 2021.
- iii. The District is in the process of negotiating terms and conditions of the Purchase and Sales Agreement (PSA) with the city and OPR the developer and will potentially be presented to the BOT on May 4, 2021. Once progress is made, the district will engage BOT in a public session presentation.
- iv. FPD had a meeting with Dr. Anderson, his cabinet and the developer OPR. A presentation about potential student housing was provided. The college will be engaged moving forward, it will benefit the RCC students. There are valid concerns being brought up.
- v. 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. There is a recommendation to do another survey next year. The consultant also looked at all of the housing within 2 miles from the college to compare the rent and determine the demand. The demand and the interest in having housing 2 miles from the college is good.

ACTION: *None*

2. Districtwide Student Housing Initiative:

- 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 after accreditation, 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 at both colleges and worked with Collins, Green and Steinback to identify locations.
- 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.
- v. Student housing surveys will be conducted for MVC and NC next fiscal year.

ACTION: *None*

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.

ACTION:

- *Askar will find out if Convergent has a piggyback contract*

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.

ACTION:

- *No update*

C. Construction under COVID-19

1. Doering indicated there is an impact on steel and concrete prices; they are about 4 times 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. Griffin would like to discuss with Agah an idea to help facilitate the projects.

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 will be 50% design phase by next week. 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). The FF&E final layout meeting with the user group occurred in two meetings in March and are in the process of getting samples for the college to review in a meeting that will occur in the next two weeks. Materials testing results have been received and in favor of the project. Drawings will be submitted to DSA for approval by the end of July 2021. No delays are expected at this time.

ACTION:

- *Finalize by July and have it ready for DSA submittal*

- 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. Westberg+White Architects have been engaged. FPD sent the City of Riverside an email identifying the areas they are responsible for. The project is two weeks from completing the Topo survey, when that is finished the DSA schedule can be determined. The architect notified Doering that the plans are ready for him to review; he will receive them on May 3, 2021. The cost for the plan check fee was received and the project will be prepared for DSA in July 2021.

ACTION: *None*

2. Moreno Valley College:

- i. **Welcome Center Project:** The project is currently in construction phase (70% in progress). The college worked on the outdoor and indoor furniture order; the order was placed in February 2021, which meets the timeframe to have furniture delivered in July 2021. The project schedule is now recovered and on schedule. The vault was installed for the chilled water valve, there is a potential issue with existing valves that could result in a shutdown. The electrical inspection for the switchgear was approved allowing the cable pull and meter installation to be arranged with SCE. The project is on schedule and the college is working on the move-in logistics.

ACTION: *None*

- ii. **BCTC Education Building (Phase I):** The construction drawings were sent to DSA on December 8, 2020. The architect is working on FF&E at the same time. The CM reviewed the cost estimate and reported that it is higher than what was received from the architect and working on value engineering items. The multi prime contractors' prequalification process is complete, a resolution and presentation has gone to the BOT. FPD worked with Dudek on the CEQA and the potential issue of a rare plant on the site. Dudek determined there are no rare plants so the project will move forward with the same timeline to provide the CEQA report by the end of May 2021 and go to the BOT on June 15, 2021. The architect provided the FF&E presentation and will provide office chair samples for the committee to review and make a selection. The project is on time and FPD is in the process of receiving the prequalify packets for the primes; they are due on May 18, 2021.

ACTION: *None*

3. Norco College:

- i. **Veterans Resource Center Project:** The project is currently in the construction phase. FPD met with the contractor and their scheduler to resolve issues. 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. CCD was approved on April 28, 2021. Doering is helping the college with FF&E. The project continues with inside and outside work progressing. FPD is working with the college on FF&E to meet the August timeframe.

ACTION: *None*

- ii. **Early Childhood Center Project:** The RFQ/P for architectural services was sent, proposals were received on March 26, 2021 and were forwarded to the committee for review and scoring. Interviews for the top three firms occurred on April 2, 2021. Westberg White Architects was selected. The design can begin followed by bidding out the project. The college is working with the Alvord USD to start the conversations about kick-off meetings with the architect. Alvord indicated that they are not able to meet until after they resume classes.

ACTION: *FPD will communicate the changes to the architect*

- iii. **Sport Field Turf Replacement Project:** Installation is complete. The project received DSA approval for ADA scope on October 1, 2020. SGH Architects prepared the concrete work bid documents. The architect got the remaining ADA Path of Travel completed. The project bids for concrete work were received this week, the low bidder has been selected. The low bidder has been selected, it was sent to purchasing for the purchase order to be finalized. This is the last part of the project and can be closed out with DSA.

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. The documents were sent to Purchasing to go out to bid. Bids were due on February 26. Kirkpatrick stated that the Student Services Fire Alarm Upgrade will be removed from this project. The mandatory job walk occurred; the project is out to bid. Bids are due April 2, 2021. The Notice of Award (NOA) was sent to Epsilon Engineering. A Notice to Proceed (NTP) will be received next week when Epsilon turns in their bonds. Construction meetings will be coordinated. The DSA inspector has been coordinated.

2. Riverside City College:

- i. **Elevator Modernizations SM17/18:** This is a DSA project. The first elevator was taken down on February 1, 2021. The college received the modernization for the cabinets in the first week of April 2021. The three existing elevators were finished ahead of schedule, in mid-April. The project is complete, a Notice of Completion (NOC) can be issued when the final billing is received. The fourth elevator in the Ceramics building was bid. A Project Summary Form and Scope of Work was submitted on March 24, 2021. The job walk is scheduled for May 10, 2021.
- 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 consultant have been selected for the equipment, the purchase order for the architect was received on April 28, 2021. A meeting with the college will be scheduled to review their needs and prepare the drawings for the bid documents.
- iii. **Digital Library Card Reader:** This project will be over \$200,000 and requires an official bid. Bids were received on February 5, 2021 and a contractor has been selected. The schedule to provide the equipment and installation date is being worked on. The project is anticipated to be completed by the end of May 2021.
- 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.

3. Norco College:

- i. **Elevator Modernization:** This is a DSA project. The architect submitted documents to DSA on January 27. The architect received feedback from DSA. The drawings have been revised and were resubmitted to DSA the week of March 15, 2021, approval was received. The Capital Project Summary Form was sent to FPD. It will be forwarded to purchasing then the job walk can be scheduled.
- ii. **Center for Social Justice Renovation:** This is not DSA project. It will modernize and refurbish the existing space to provide higher efficiency and maximize the welcoming environment. The project will be 100% complete by end of April. The project will be completed on Monday, May 3, 2021. RCC will work to put the furniture back. The second phase will be coordinated with the new director.

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.

Q&A:

Q: Bemiller asks where and when do we use alarm systems? Do employees have a code when entering a location? And should the art galleries on campuses have one?

A: Marshall stated there are alarm systems, RPD typically controls the arming and disarming of those buildings. If a code is given to employees that could mean losing control of the security. An employee needing access to an armed building will need to check in with PD to have it disarmed and opened. There have been no discussions of adding alarms to the art galleries.

Q: Ma asked if this allows the potential to reduce the number of physical keys? It seems like the direction is more access control systems.

A: Marshall stated at NC there are few buildings that have card key access. A vast majority are still on the legacy brass key access due to the cost of going to a card access system, approximately \$5,000 per door. Trying to manage that in a way that the college is reducing how many different combinations of keys that are handed out.

Q: Agha asked if RCC and MVC plan to use the key logic system on their campuses.

A: Beebe stated the metrics and ideology is completely sound. A slightly bigger system may need to be realized for RCC, but that needs to be discussed and the existing system will be there when we need it and are ready for it.

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 input or update on the subject.
3. 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.

ACTION:

- *Mohtasham will share ThyssenKrupp information with MVC and NC for review. **No update***

VII. NEW ITEM(S)

A. 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*

B. HVAC Ventilation Upgrade Maintenance Related to COVID-19

1. Askar stated that a majority of the buildings at the colleges can handle the MERV-13 filters, for those that can't, like modulares and portables, they will have air purifiers as back-up. If the colleges want to look at additional solutions there are two options. The first is the installation of Ozone-free Ionization technology to clean the air that passes through each HVAC system. The second is the chlorine dioxide that is being used by the County at BCTC in the portables to clean the air. Is there a need to discuss this more?
2. Collins wants to be sure that whatever is done there is consistency throughout the district in accordance with ASHRAE standards while taking into consideration the differences at each campus. Collins asked the Directors of Facilities to share what they have been discussing on this topic.
3. Beebe stated RCC purchased portable HEPA filters for the modular units as NC has done, and the rest of the units can accommodate the MERV-13 filters. Beebe stated that the technologies that Askar proposed are good, however, this could be a substantial amount of money and time to implement along with CFM and airflow issues. The proposed technologies would be good for new buildings moving forward.
4. Collins suggested each college possibly undertake investigations into increased outside air and how it impacts fans, motors, ductwork and look into upgrading in the future. Collins suggests the directors of facilities meet with FPD on the topic.

ACTION:

- *The college Directors of Facilities will discuss the item further to determine immediate plans and will work with FPD to discuss working with a third party*

C. 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*

End of Meeting Minutes-