

Facilities Planning and Development Council

September 30, 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
- B. Facilities Dedications Events (Ground Breaking & Grand Opening)

VII. NEW AGENDA ITEM(S); ADDITIONAL MATERIALS; PRESENTATIONS

- A. Student Housing State Chancellor Office's Call Letter
- B. Impact of BOT Resolution No. 02-21/22 COVID-19 Vaccination Mandate on Construction
- C. DRAFT Scope of Work for Districtwide Solar Photovoltaic & Battery RFQP
- D. GC Section 4217 Public Works Procurement for Energy Conservation Contracts
- E. CMO Community Transportation Needs Assessment (CTNA) Results
- F. Sustainability & Climate Action Meeting Minutes & Materials (Kickoff & Values)



FACILITIES PLANNING and DEVELOPMENT COUNCIL

September 30, 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 – Vice President Business Services	NO
Ron Kirkpatrick	Moreno Valley College – Director of Facilities M&O	NO
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
Virgil Lee	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	NO
Chi Ishihara	Riverside City College – Faculty Representative, CTA/AS	YES
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	YES
Beiwei Tu	District – Director of Risk Management	NO
Jack Harris	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	YES
Janna Accomando	District – Facilities Planning Specialist, Accounting	YES
Evelyn Ault	District – FPD (Recorder)	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 September 30, 2021 Meeting Minutes by Beebe. Second by Marshall.

ACTION:

- *Approved*

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 college took the comprehensive educational master plan (EMP) to the June BOT. Askar provided a link to the EMP for downloading and posting on FPD's website.
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 will 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 was board approved on June 15, 2021. The hard copies were sent to the State Chancellor's office before the August 1 deadline. The 5YCCP included the following submissions:
 - ii. **RCC:**
 - a) New FPP – Cosmetology Project (Growth).
 - b) IPPs – 1. Visual Arts Complex (Phase I) (Growth); 2. Advanced Technology (Growth); 3. MLK Modernization.
 - iii. **MVC:**
 - a) Revised FPP Library Learning Resource Center (Growth).
 - 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 – Library Learning Resource Center and Student Services (Growth).
 - b) IPPs – 1. STEM Phase I (Growth); 2. Student Services Welcome Center (Growth); 3. Social & Behavioral Science Phase I (Growth).
 - v. **2021 Five-Year CCP:** The 2020 FPPs were resubmitted this year (2021) and District added 50% local contribution to the FPPs as the minimum 25% required by the State, hoping that by approval date of the FPP the District will pass a new local bond.

ACTION: *None*

- vi. **State Capital Outlay Re-categorization and Prioritization (New Scoring Methodology):** All FPPs submitted in 2021's 5YCCP for consideration for the 2023/2024 spending plan will be scored using the new metrics. The DOF approval requires 25% local contribution for FPPs.

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 yet how much that statewide bond would be, and it could bundle K-12 with CCD's, CSU's and the UC System. Based on information from CCFC only one of the bills will eventually prevail.

ACTION:

- **No update**

- 2. **Education Center for Ben Clark Training Center:** The Education Center was approved and officially has center status. The center became eligible in 2021/22 for capital outlay and schedule maintenance funding.

ACTION:

- **No update**

- 3. **Building Naming Reconciliation:** FPD is working to reconcile the building names in FUSION and college Live 25 system to reflect FTES and FTEF.

ACTION:

- **No update**

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

- i. Agah stated the final budget shows \$511M for Scheduled Maintenance system wide. Based on VC Brown's rough estimate RCCD should receive approximately \$13M, which will be distributed for the 3 colleges per the FTES. Now is a good time to review older projects that have been in Fusion and plan to achieve them. Agah encourages the colleges to have their lists in Fusion updated and ready when the funding comes in.
- ii. Mohtasham provided an update on two projects from 2017/18 funding for NC and MVC and one remaining project at NC from 2018/19 funding, and the surplus funding at RCC from 2018/19 HVAC Upgrade at ECE building that will be used for the sliding door replacement at MLK building. A new FPP will be submitted for that.
- iii. Nava stated the call letter is usually sent in July, it is delayed this year. Scheduled Maintenance is usually due in September or October. The call letter will identify all of the deadlines and Nava will meet with each college to assist in meeting those deadlines.
- iv. Agah inquired if IT will have upcoming Schedule Maintenance projects for the colleges. Ma stated Mobil Digital Data Cabling should be considered. Agah stated the State will send a list of eligible projects, he is not sure if that category is eligible for Schedule Maintenance, the categories and thresholds will be determined in the call letter.
- v. Agah stated the district received \$14.1M, \$10.5 towards scheduled maintenance and \$3.6 towards instructional support. Griffin stated the funding will be split by the current year BAM, the colleges will decide on how much they want to be applied towards scheduled maintenance and how much towards instructional support and will provide that information to the budget department. Nava is reporting the information in Fusion. It will go to the October 2021 BOT. Nava stated the PFPs are being finalized for every college and will be updating the information in Fusion to be completed by October 1, 2021.

ACTION:

- *Streamline the PPIP process so administering the program will be more efficient.*
- *Agah stated FPD will meet with each director to plan and determine what assistance is needed.*

5. Space Inventory (SI)

- i. FPD will file the SI updates with the State and update the information in FUSION in October 2021.
- 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. Nava is working on space inventory at the same time as scheduled maintenance. Space inventory is due to the state the first week of November 2021. When scheduled maintenance is complete the colleges will receive notifications from Nava regarding their space inventory status.

ACTION:

- *MVC Welcome Center and NC Veterans Resource Center buildings will be updated in the Space Inventory report by FPD.*

6. Facilities Conditions Assessment (FCA)

- i. Agah requested that the colleges use the FCA for the development of the 5-Year Schedule Maintenance Plan. NC stated the assessments have 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 stated the Facilities Condition Assessment scores on the FCI will affect the scoring on the modernization projects as well as the FTES.

ACTION:

- *No update*

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 for facilities and construction.
- iii. 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.
- 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.

ACTION:

- *FPDC will review the updated BP/AP's before they are presented to BOT. No update*

2. Prequalification List and Process:

- i. **Professional Services:** RFQs to establish pre-qualified lists for Surveying, Environmental, and Commissioning Consultants will be in place in the near future.
- ii. **Construction Services:** FPD has established a process to prequalify general contractors/primes 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, financial statement, and an appeals process. The multi-primes contractor's prequalification for BCTC Education Building I and BOT has approved the resolution.
- iii. **CUPCCCA:** Vendors can register for a prequalification on Purchasing's website throughout the year.
- iv. **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:

- *No update*

3. Consultants Engagement Process:

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

ACTION:

- *No Update*

D. Long-Term Capital Facilities Program

1. The LTCFP was BOT approved on March 17, 2020. Some budget has been identified for the critical mission plans: sustainability initiatives, integrated energy and infrastructure.

2. Total Cost of Ownership (TCO):

- i. Agah stated that the district will be working with the colleges to develop a TCO prototype metrics districtwide. The TCO is a requirement for Accreditation, GO Bond and best practices. It will capture all utilities, scheduled maintenance, capital renewal, custodial and grounds, staffing requirement for new funded/approved project, cradle to grave concept, etc. It is recommended to use APPA Standards.
 - a) Mohtasham stated that FPD is currently working with Beebe, 19six Architects and P2S engineering to develop a comprehensive metrics for the TCO model for RCC LS/PS reconstruction that can be used districtwide.
 - b) Mohtasham received comments from P2S and 19six Architect. The revised version of the TCO model should be received by the week of August 2, 2021. Mohtasham will met with the college's Directors of Facilities to go review the draft Excel file to see if everyone agrees. It will be finalized and used as the TCO model.
 - c) Agah suggested the draft TCO model be shared with Ma to get an IT prospective before it is used.
 - d) A portion of DLR's sustainability scope of work is to help the district create a TCO prototype. DLR will present the campus wide TCO model to the District Sustainability Planning Committee in November 2021.
 - e) Mohtasham stated the smaller TCO model was made available for the colleges to review, their feedback was received. The model is being revised based on the feedback and the colleges will review it again. That model is specifically for the RCC LS/PS project. DLR will be engaged.

ACTION:

- *Receive revised TCO model from 19six and review with the colleges*

E. Climate Action and Sustainability Stewardship

1. Districtwide Sustainability & Environmental Responsibility Planning Update:

- i. The August 26, 2021 FPDC meeting was canceled to allow the District Sustainability Planning Committee meeting to be scheduled on that day and time. FPD and DLR have been meeting with the college VPs to develop an engagement plan, Agah described the plan and the process. The plan will go to DSPC, Chancellor's Cabinet, Committee and the Regular BOT meeting.
- ii. College and District meetings have been in progress for the last couple of months. DLR has been working with the college VPBS to coordinate open houses and send campus wide emails to advertise the dates. The Sustainability presentation was attached with the FPDC meeting minutes for review.

ACTION: *None*

2. Solar Planning Initiative (Solar Plan):

- i. The project completed the feasibility and planning phase.
- ii. FPD is working with DLR Group to design an RFQ/P for a solar provider. FPD and DLR met with Chaffey College and South Orange County CCD to learn about their processes. From the meeting FPD learned that a districtwide proposal will have a better response as opposed to a small proposal for just one college.
- iii. The CEQA consultant, Dudek, filed all exemptions for the solar projects and completed an assessment on the hillside that required a Negative Declaration. The exemptions will be presented to the BOT on August 17, 2021.
- iv. The colleges identified their solar locations and the RFP for a solar provider is finalized and will be sent out by the end of September. SCE will receive a copy of the RFP and the specifications and will provide their feedback. Bids will be received and the plan will be implemented. A low interest loan is being considered for the initiative. The loan won't be secured until the project is bid out and fee proposals are received.

ACTION:

- *RCC and NC will review the Solar Plan and add comments. Those comments will be included in the RFP*

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. **No update***

4. Community Transportation Needs Assessment Voucher (Mobility Equity):

- i. Tu presented several questions regarding carsharing programs and how it fits AQMD compliance by the state. The district is currently purchasing credits for transportation emission. Agah stated Tu's concerns should be addressed in the SUTAINABILITY/climate action plan which is part of the transportation GHG emission baseline.
- ii. Harris inquired if the EV Carsharing program is available to students or just faculty. Mohtasham stated it is for all staff, students and faculty.
- iii. Harris inquired if there is a reimbursement when signed up. Mohtasham stated there are different types of eligibility for the program. It depends on the person's salary, standing, the person's needs and how it will be used. Those details will be known later in the program when we receive the second grant.
- iv. Harris inquired if there are other community colleges that are doing the program. Agah stated the program is only two years old and stated that he only knows that San Diego CCD has applied for the grant as well.
- v. Mohtasham provided an update including the completed survey results which received 793 responses. The next step is to apply for the \$1M grant for the upgrade of infrastructure for CMO chargers and supporting systems during the application period in February or March 2022. More information is being gathered at each college to put the application together and send to the State during the application period in mid-October 2021.

- vi. Mohtasham reviewed the CMO presentation. The report is ready and will be submitted to the CMO by the end of the week of October 4.

ACTION: *None*

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

- i. 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 from SCE and SCG. The on-bill-financing has 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 utility company, if the college does not have the funds. The program would replace chillers, boilers, HVAC, lighting, controls, 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.

ACTION:

- *NC and MVC to provide the list of buildings to Mohtasham then a meeting with SCE will be coordinated. **No Update***

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 survey and market demand study conducted during March 1 through March 15, 2021.
- iii. 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.
- iv. The district is no longer seeking a PSA with OPR as they are not a right fit for the district's needs. The proposal to the City of Riverside may be cancelled pending City decision. The BOT has been apprised of the situation.
- v. The State budget has \$2B identified for UC System, CSU and California Community Colleges for student housing. It is not known at this time how it will be distributed and how each district will be eligible for the funding.
- vi. Agah stated of the \$2B the state will allocate \$1B to community colleges, 30% to Cal State and 20% to UC system. The district and the three colleges have a significant opportunity for grant funding for affordable student housing. The state stated proposals can be submitted by October 2021. FPD will work with the colleges to use the conceptual target value for the student housing and will submit that proposal to the state.

ACTION:

- *Prepare a contingent plan to submit a proposal by the District directly if and when the city re-advertises the site.*

2. Districtwide Student Housing Initiative at MVC & NC:

- 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, 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.
- iii. 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 High School (ECHS).

- iv. The district inquired with the City of Moreno Valley regarding the cost of the land behind the fire station adjacent to the college. A consultant is being engaged to perform an appraisal.
- v. Surveys for Moreno Valley College and Norco College will be conducted in the Fall 2021.

Q:

Ishihara: Are the housing requirements for students with California residency only, or does it include out of state or international students?

A:

Agah: The call letter was just received from the State last week so we don't have enough detail yet to answer that question. There is a large component regarding the affordability and who are eligible, a student's GPA number is one of the factors.

ACTION:

- *Continue to work with City of Moreno Valley for land acquisition*

IV. COVID-19 IMPACTS (FACE-TO-FACE INSTRUCTION, CONSTRUCTION)

A. Fall 2021 Face-to-Face Instruction / CARES II Funding (Facilities-Related)

Agah requested updates from each college regarding the progress of preparations for face-to-face instruction in the fall, and if any additional assistance or support is needed from Purchasing and FPD.

1. Moreno Valley College

Kirkpatrick reported the following:

- a) MVC Facilities has prepared the college by posting signage, providing hand sanitizing stations, hand sanitizing wipes and masks in every classroom. Facilities is well stocked with cleaning materials on site to maintain the classrooms.
- b) The college will be building a shade structure for additional outdoor learning environments and will install pavilion chairs that have USB hookups.
- c) Social distancing is a concern, there are several ideas in the classrooms being discussed such as triangular, square or circular spacing and then there is an issue of what to do with furniture that will not be used.
- d) At this time the college is returning to full capacity with in-person instruction wearing masks. There is the question of 6-foot distancing, Kirkpatrick discussed the matter with the MVC President who says there will be no 6-foot distancing; Facilities will make their plans based on that information.
- e) There are MERV-13 filters in all air handlers that can support that filter. The filters in the modular buildings have been changed to MERV-11. No new details.

2. Norco College

Marshall reported the following:

- a) Classrooms are prepared; they are cleaned and sanitized for student use
- b) The college is fluid in regards to which classrooms will be used. The college is prepared to deploy when the final classroom utilization is received. All PPE is ready to be deployed as needed
- c) Enrollment appears to be going back to online. The college is basing all return in line with district guidelines, zero social distancing for students, and 6 foot social distancing for staff. Barriers and signage are in place
- d) The district guidelines for masking are being observed, anybody in the building must be masked unless in a closed room alone; no masks outside unless within 6 feet of another person
- e) All HVAC is done, water testing is complete. MERV-13 filters are installed. Additional air filters are ready for deployment when the classroom utilization is received. No new details.

3. Riverside City College

Beebe reported the following:

- a) The college is treating everything as if all PPE is being used and has an abundance of PPE in the warehouse and can deploy at any time
- b) The college is not anticipating any need from purchasing or district facilities except the potential need to order some plexiglass in the future

- c) Delivery of MERV-13 filters was delayed. While delayed the current stock of filters were installed. When the delivery is received another order will be placed to keep the stock at necessary levels. No new details.

ACTION: *None*

B. Impact of BOT Resolution No. 02-21/22 COVID-19 Vaccination Mandate on Construction

1. Agah stated that the BOT resolution's impact on the capital construction projects has been minimal however, it was challenging to apply the resolution to construction projects due to many unvaccinated laborers and the change of laborers at the sites. The requirement will be a negative impact to the district, the lack of skilled labor and material shortages are already an issue. Agah described the scenarios that have been implemented to allow minimal disruption at construction sites:

C. 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.
2. Tu discussed the threshold for JPA reporting when starting a new project. A project questionnaire is need to keep JPA informed so they can put the project in the profile, especially when the project is complete. Expensive projects, if over \$25m need to go to the underwriter.
3. Tu stated there is a grant from the insurance carrier to mitigate property risk, a matching fund of up to \$25K.

ACTION:

- *Tu will confirm the JPA threshold and will send the grant flyer information to Agah. **No update.***

D. Construction under COVID-19

1. Doering indicated there is an impact on steel, lumber and concrete prices; they are 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. Doering stated most contractors are still abiding by COVID-19 guidelines. Materials are becoming harder to get and some items are on backorder and are experiencing price increases.

ACTION:

- *The District will continue to connect with other districts and industry to seek feedback and updates. **No update***

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 under DSA purview at the college regardless of funding source.

ACTION:

- *No Update*

C. Capital Projects Status Report

1. Riverside City College:

- RCC Life Science/Physical Science Reconstruction Project:** The project is in the design phase. Drawings will be submitted to DSA for approval by July 30, 2021. FPD and the architect met with the stakeholders regarding furniture selection where the architect provided samples. The project is in DSA and the programming has been completed with the user groups. The second cost estimate has been received and is being reviewed with the CM to determine the cause of the overage. Going through some value engineering that has no impact on the programs or the function of the building.

ACTION: *None*

- Gomez ADA Phase 2 Campus Improvement Project:** The project is funded by General Funds. FPD sent the City of Riverside an email identifying the areas they are responsible for. The architect turned the plans in to DSA. The contractor turned it back in to DSA last week, DSA is in review. When approved costs will be solicited from a CM then a timeline for bidding will be developed.
 - a) Tu inquired if the project is paid by deferment maintenance money now
 - b) Griffin stated it has been coded to the general fund for FY 2021/22. That may change.
 - c) Doering will provide details for CM Services or IOR needs including costs and timelines.

ACTION:

- *Doering will coordinate a meeting with Beebe to discuss the schedule*

- Digital Library Building STEM Engagement Center:** This is a \$5,000,000 project locally funded from RCC General Funds. It will renovate the existing Digital Library to become a STEM Engagement Center. It is a priority 1 item in the FMP. The RFQ/P was sent and architect interviews occurred on July 28, 2021. The committee selected Gensler, negotiated the fee and will submit to the BOT for approval on August 17, 2021. Programming with the architect and user group has begun, the second program phase is complete and the site walk with RCC Facilities, the consultant and the architect occurred last week. The next meeting is Friday, October 1.

ACTION: *None*

- Digital Library Building STEM Engagement Center Elevator Modernization:** The elevator at the Ceramics building job walk occurred but there were problems so the bidding was cancelled. This is a locally funded project and is still ongoing. The fire alarm design is complete. Beebe will meet with the Architect on August 2, 2021 to get the rest of the scope and specs to send out the RFP. SGH added the spec for a fire alarm, submitted to DSA and is under review.

ACTION: *None*

- 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 equipment consultant have been selected, and work in progress. The programming is complete, the architect provided the floor plan for the space and IBI provided the equipment list to the Dean. The equipment purchase should be done before the end of the year. The user group provided comments on the floor plan. The revised floor plan will be provided to the user group for approval and move forward with the construction documents to bid out the project.

ACTION: *None*

2. Moreno Valley College:

- i. **Welcome Center Project:** The project is currently in construction phase (98% complete).. The project experienced some delay in delivery of the metal panels. The metal panels are being installed, louvers are scheduled to be installed on August 9, 2021. The punch walk with the Landscape Architect is scheduled for July 30, 2021. The grand opening is scheduled for November 4, 2021. Still working with contractor on metal panels for outside of the building, hard time getting panels from manufacturer. Completion date was August 23, 2021. A new schedule was submitted, the new completion date is October 15, 2021, this will allow for furniture installation and final punch list items prior to the November grand opening.

ACTION: *None*

- ii. **BCTC Education Building (Phase I):** Bids were received on July 20, 2021 and will go to August BOT for approval. The project is under budget by \$100K. Construction is scheduled to begin on September 1, 2021. CEQA was completed as of July 15, 2021 without opposition and was approved at the August 17, 2021 BOT. Grading has begun, the project was approximately 15 days behind schedule but has caught up. Some local tribes wanted to be part of the ground disturbance to see if there were any items that might be related to their burial, however, nobody showed up to the site so the grading is proceeding.

ACTION: *None*

3. **Norco College:**

- i. **Veterans Resource Center Project:** The project is currently in the construction phase, FPD continues to work with the contractor to complete items. MRV-13 filters are installed; each filter is dated for tracking. The project completion date of July 16, 2021 is past and liquidated damages are accruing.
 - a) Harris shared comments and concerns he received regarding the location of the VRC: It is not on the main campus and is closer to the high school; Veterans as a group are less likely to seek out the full scope of help so there is a concern if vets will physically see the VRC if they are going to feel that the campus is further isolating them; the lack of advertisement on campus in case people don't see it; and there is a very large parking lot to get to the building.
 - i. Marshall shared that the location is directly across from the Student Services Welcome Center, a crosswalk will be installed directly across from the building; it has 7 flag poles with flags representing all branches of the military, along with the national flag, that can be seen when entering/exiting campus, and the second phase of the master plan shows the footprint and space available to build out and develop the area that includes the VRC.
 - b) Doering is working with the architect on additional services provided and will process an amendment to the original contract.
 - c) The college is requesting work on the project's hillside landscape issue that was missed with the architect. Doering will provide the information.
 - d) Collins stated the college expects to move in to the building the week of October 18, 2021.

ACTION:

- *Doering will work with the college to provide temporary furniture until the furniture ordered arrives*
- ii. **Early Childhood Center Project:** Westberg White Architects was selected as a project Architect in April board.. The project is on hold. Collins indicated discussions still ongoing. Had a good site visit with the architect, the administration team. The next move will be determined by the college.

ACTION: *None*

- iii. **Center for Human Performance & Kinesiology Project:** Interviews for an architect were conducted on July 26, 2021. The committee chose DLR Group, a fee proposal has been negotiated and a contract will be presented to the August BOT for approval. The project is in the programming phase, there were 3 meetings with the user groups and DLR. DLR provided information about the process of the project to the Norco

President's cabinet. The user groups will provide information on the program needs in the building and moving forward with the design of the building. Geotech and Topo reports are in progress.

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. A Notice to Proceed (NTP) was issued. The preconstruction meeting with Epsilon occurred, a schedule was received on May 28. SGH Architects submitted the necessary forms to DSA, installation is ongoing, construction is possibly due to be completed by September 13, 2021. There have been some backorder issues on equipment. A change order occurred on the Library building, the IOR final inspection is postponed to October 15, 2021. The project will be completed by the end of October 2021.

2. Norco College:

- i **Elevator Modernization:** This is a DSA project. The project received DSA approval. Lee inquired where the project is located. Marshall stated the modernizations are in the SSD building for the main bid, and then they will receive alternate pricing for the ATech and IT buildings. There are 5 elevators on campus, the CSS and the Theater are not part of this modernization project. Bids were received July 29, 2021. The project went out for bid but funding was needed. The college will try to utilize the new 2021/22 schedule main funds. The project may have to go out for re-b, Marshall will check with purchasing.

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. Beiwei commented that this will help with fast responses and the tier control will be very helpful.
3. 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.
4. 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.
5. Marshall stated pricing was received; the target cost was \$70,000. The pricing came in at \$66,000 for the final material cost with the higher security, larger capacity keyway system. This will help in forecasting the RCC and MVC pricing moving forward.
6. Marshall provided an update on the Key/Access control work being done at NC and some of the issues that the college experienced and has learned from. NC will share with MVC and RCC when they elect to begin their re-keying processes. Ma inquired about the network closets and if they will be kept on a separate key. Marshall stated they will be.

ACTION:

- *Continue to build the legacy key system and hierarchy key logic, board policy and administrative policy. **No update***

B. 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***

C. District Strategic Planning Council (DSPC)

1. FPDC membership has been formed pending representatives from the CSEA.

ACTION:

- ***No update***

D. 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*

E. 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***

F. 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***

G. Projects Groundbreaking & Grand Opening Ceremonies

1. Agah provided updated on upcoming groundbreaking & grand opening ceremonies. All of these projects are Measure C and will be the last ones using Measure C funding.
 - i. RCC Greenhouse Grand Opening Ceremony: October 22, 2021
 - ii. NC Veterans Resource Center Grand Opening: Tentative, August 2021, day is to be determined.

- iii. MVC Student Services Welcome Center Grand Opening: November 4, 2021.
- iv. MVC Ben Clark Training Center Education Building I Groundbreaking Ceremony: September 2021, day is to be determined.

ACTION: *FPC will continue the discussion with the colleges about these events.*

H. 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.
3. Tu requested a closer look at Thyssenkrup's insurance because they have a very large deductible. She would want them to add District as "Additionally Insured".

ACTION:

- *Mohtasham suggested a meeting with the colleges. **No Update***

I. 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. **No Update***

J. 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. **No Update***

K. LGBTQ Resource Center

1. Harris shared that students from RCC and NC have expressed an interest in having an LGBTQ Resource Center on the campus.
 - e) Agah stated that the college VP of Business Services can discuss the topic within their own internal processes. The goal is to have multiple engagement centers which has gone through several shared governance.
 - f) Mohtasham stated RCC has an LGBTQ Resource Center on campus, possibly in the Bradshaw building. Better wayfinding may be needed for students. FPD can get feedback from VPBS.

- g) Beebe is not aware if there is a center at RCC but agrees this should be addressed with VPBS at the college.
- h) Agah stated this topic can be reported back to this group by each college.
- i) Marshall stated NC has the Unity Zone that provides the space for the LGBTQ community.
- j) Agah stated that FPDC cannot help with this item and inquired if it should be removed from these minutes and moved to the college shared governance meetings.
 - i. Marshall stated that Student Trustee Harris is not in attendance and should be included in the decision. NC already has their Unity Zone that provides space for LGBTQ community.
 - ii. Beebe agrees it should not be moved at this time, however agrees that this is not the forum for this meeting, the topic is not a Facilities topic.

VII. NEW ITEM(S)

A. NC Veterans Resource Center IT Issues

1. Agah stated it has been reported that the new VRC IT room does not conform to the District Standard, it is very small and people will not be able to work in there comfortably. Agah wants to ensure there is a process in the future to avoid these issues, to be sure to include IT in the process and follow District Standards.
 - a. Ma stated the IT focus is to ensure the area is the right size to supply proper IT equipment and to be able to continue to maintain that equipment. One issue is the size of the rack for that room. IT cannot control where the conduits come up and other items that become obstacles. Ma requests a process be put in place to include IT and avoid these issues in the future.
 - b. Ma stated there is a plan moving forward to discuss a project to update the district standards to help with this issue. Doering is working on that. It was proposed moving forward to have these types of rooms have a red box around them in the plans so they cannot be reduced in size.

B. AB 819, Levine, 2021 New Statutory Requirements for Submitting CEQA

1. Mohtasham stated in January 2022 any documentation for CEQA Environmental Impact must be processed and uploaded to the State CEQA website. FPD had already begun following the guidelines starting with the RCC LS/PS and the MVC BCTC projects.

C. Revised DSA IR EB-4: Rehabilitation Required by Cost: 2019 CAC

1. Agah stated this is regarding rehabilitation projects and the 50% threshold for seismic upgrades. The process was completed on the RCC LS/PS project and the new requirements were met. The requirement was in the DSA code already but now DSA is providing a guideline and is enforcing the Interpretation Regulation (IR) in the code. Architects are apprised of the regulation.
 - a. Ma inquired if there is a path forward to updating the District Standards
 - b. Doering worked with HMC Architect on the District Standards and stated the Revised IR will be included. The standards will be shared with each college and IT to review their area, add updates then it will be submitted for review.

End of Meeting Minutes-