

Facilities Planning and Development Council

November 18, 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. New FPD Forms/Milestone Signoff: Project Design Milestone Signoff; Project Substantial Completion Milestone Signoff.
- B. Solar Planning Initiative RFQP – Design-Build Turnkey Services for Solar Photovoltaic and Battery Energy Storage System.
- C. Affordable Student Housing Grant Program Applications (SB 169).



FACILITIES PLANNING and DEVELOPMENT COUNCIL

November 18, 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	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
Virgil Lee	Norco College – Faculty Representative, Academic Senate	NO
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	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	NO
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 November 18, 2021 Meeting Minutes by Mohtasham. 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.**
The college's comprehensive master plan (E/PMF) was BOT approved in August 2021.
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.**
 - i. 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 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:

- **No update from the State at this time, we should hear back in early 2022.**
- 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. Colleges' FPPs are not eligible for hardship waivers.

ACTION:

- **No update**

- 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 will be working with colleges 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 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 went to the October 2021 BOT.
- ii. Mohtasham stated the 5YSM Plan was approved by the State and colleges provided Capital Project Summary Forms, they have been reviewed.
- iii. The deadline to submit the final Instructional Support information to the State is December 13, 2021. Nava will follow-up with the colleges this month to get the status of the reports from the colleges and will help with any questions.

ACTION:

- *Streamline the PPIP process so administering the program will be more efficient*
- *The colleges can contact Nava for any assistance with the Instructional Support process*
- *FPD will meet with the colleges regarding upcoming projects and discuss engaging a third party CM*

5. **Space Inventory (SI)**

- i. Nava stated the Space Inventory was worked on by Alma Strategies. FPD had the changes that were submitted by the colleges completed by November 1, 2021. FPD reviewed and redistributed the reports to the colleges to approve. Space Inventory is due on December 3, 2021. Nava received NC and RCC signed certifications, MVC and Ben Clark certifications need to be submitted by December 1.

- ii. Askar inquired if RCC completed a new audit on space inventory to verify measurements. Beebe stated RCC recalculated what the new occupancy would be, but it was not an audit, the college estimates the audit never came to fruition.

ACTION: *None*

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.
- iii. Nava provided details regarding the FCA process and stated it will probably be more than a year before the district receives the assessment from the state. A strategy to complete those updates is being discussed for all the colleges. FPD will update all of the floorplans in FUSION; help from the colleges would be needed.

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. The work on this BP/AP continues. It will go to CCLC, DSPC then to the BOT for approval.
- 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. 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.
- iv. Agah stated the Land Use Development BP/AP has been an ongoing discussion. FPD has engaged the consultant The Scion Group, the final draft is being reviewed by Brown and will be shared with the colleges afterward.
- v. Askar stated the BP/AP's are still being worked on and updated.

2. Milestone Signoff Documents:

- i. Doering reviewed and described the Capital Construction Project Design Milestone form and the Certificate of Substantial Completion Milestone form. The Capital Construction Project Design Milestone form shows all stakeholders involved and will be utilized for larger projects to approve the design and moves the project from one phase to another. The Certificate of Substantial Completion Milestone form lets the college know that the construction contracts show they are substantially complete and the building can begin to be occupied. It is a contractual requirement and is the last step in getting the project closed out. A similar form is being developed for a CM Multi Prime.

ACTION:

- *FPDC continues to review the updated BP/AP's before they will be presented to BOT.*

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. The RFQ has not been drafted yet.

- 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.
- 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: *None*

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; 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.
- iii. Agah inquired if the consultant engagement process needs to be converted to an administrative policy.
- iv. Askar reviewed the internal process for obtaining quotes using prequalified lists. The BP/AP talks about the different thresholds but does not include the section for professional services.

ACTION:

- *Agah will work with Askar to update the Board Policy*

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.
 - i. Agah stated the NC Center for Human Performance & Kinesiology Capital Facilities project is in the preliminary planning phase, FPD provided the 2011/12 design standard to DLR group. Using an outdated design specification is a concern. The goal is to update the district standard and college design guidelines, it requires approximately \$150,000-\$250,000 to complete depending on the level of detail. VCBFS has added this item to the District Strategic Plan request. FPD can work with the college to use the standard as a guideline.
 - ii. Collins stated NC will utilize the same standards that were used on the Veterans Resource Center project.
 - iii. Ma stated the cabling specifications have not changed too much, they are not that outdated, and the networking equipment has been quoted per project, so it is ok. The only problem is the room size, the rack changes and what technology is planned to be in the room.
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 requirements for new funded/approved projects, cradle to grave concept. It is recommended to use APPA Standards.

- a) Agah stated that a part of DLR's sustainability scope of work and deliverables is to help the district create a TCO prototype. DLR will present the campus wide TCO model to the District Sustainability Planning Committee in February 2021.

ACTION: *None*

E. Climate Action and Sustainability Stewardship

1. Districtwide Sustainability & Environmental Responsibility Planning Update:

- i. College and District meetings have been in progress since August 2021 and scheduled on monthly basis.
- ii. Agah stated participation at the college-led meetings have been well attended with wide engagement and interactive discussions. DLR is formalizing the comments to incorporate into the plan.
- iii. Agah stated that MVC has formed a Sustainability Task Force.
- iv. Collins stated NC Sustainability Task Force is in place. They have not met yet but work directly with the District Sustainability and report to the campus council.
- v. The process is ongoing. There have been many meetings this week for the colleges. The 2022 meetings are being scheduled. The goal is to provide an update to the BOT in January 2022.

ACTION: *None*

2. Solar Planning Initiative (Solar Plan):

- i. The project completed the feasibility and planning phase.
- ii. The CEQA consultant, Dudek, filed all exemptions for the solar projects and was approved by BOT in August 2021. The initial/feasibility assessments on the hillsides site require a Mitigated Negative Declaration (MND).
- iii. RFQ/P (GC 4217) was issued on October 27, 2021. Proposals are due on December 17, 2021. SCE received a copy of the RFQ/P and the specifications and provided their feedback.
- iv. 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.
- v. An optional RFQ/P Pre-Proposal Conference was conducted on November 11, 2021 and discussed the scope of work in detail. Three site walks were held on November 12 and 15. The deadline to receive RFI's is December 2, 2021. Mohtasham reviewed the Solar Plan PowerPoint presentation that was provided to the FPDC.

ACTION: *None*

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.
- ii. Agah provided an update regarding the dashboard as part of the Integrated Energy Master Plan. DLR had the framework for the dashboard a couple of weeks ago.

ACTION:

- *FPD will collaborate with each college and share the information with the colleges*

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

- i. Mohtasham reviewed the CMO presentation. The final report was submitted to the State at the end of October 2021. The District is waiting for the grant application in Spring to submit project and design application up to \$1.0 million.

ACTION:

- *No update*

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.
- ii. Agah stated this is still an opportunity for the district if some of the projects will qualify and can take advantage of this program. FPD spoke to NC and DLR about the Central Plant and some outdated chillers. This program could qualify the chiller upgrade. DLR visited the NC site as part of the Sustainability effort and should be able to identify the cost and the best economic way of doing this project.

ACTION:

- *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 was conducted March 1 through March 15, 2021.
- iii. The survey 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.

ACTION:

- *No update*

2. SB 169 Affordable Student Housing Grant Program:

- i. The State budget has \$2B identified for UC System, CSU and California Community Colleges for student housing.
- ii. 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.
- iii. Agah provided an update and stated SB169 was signed by the governor on September 23, 2021, to provide \$2B for affordable student housing grant program. The guidelines were provided on October 12, 2021, the application were submitted on the October 31, 2021 due date. The funding will assist with feasibility and financial studies and preliminary planning. The application was provided in the minutes and the SB169 forms were reviewed by Agah.

3. 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 VPs of Business Services.
- iii. The Scion Group has been engaged and began discussions with both colleges. Scion met with the MVC President's Cabinet on October 5, 2021 and with the NC President's Cabinet on October 20, 2021. A state eligibility requirement is serving the low income disadvantaged student population. The information was provided by Education Services at the district regarding student demographics and recipients of Pell Grant and California Promise Grant.
- iv. Askar stated MVC worked with Scion to conduct interviews with RCCD Student Services, Business Services, and Academic Affairs. The college is working to identify the student focus group then will begin the student survey.
- v. Collins stated NC met with Scion and Business Services. Meetings have been scheduled with Student Services, Academic Affairs and Planning & Development and potentially with the Executive Cabinet.
- vi. Surveys for Moreno Valley College and Norco College will be conducted December 1 through December 10, 2021.

ACTION:

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

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

A. 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 considered. 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 impose 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.

ACTION: *None*

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.
2. Tu discussed the threshold for JPA reporting when starting a new project. A project questionnaire is needed 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:

- *No update*

C. Construction under COVID-19

1. Doering stated the issue is supply chains, they are out of product and cannot keep up with demand and staff is down. It takes 6 – 7 months to receive product so orders are being placed early. Receiving furniture orders has also been an issue.

2. Ma stated effective December 1, 2021 pricing is going up 7% for networking equipment.
3. Doering stated the projects are still experiencing an ongoing impact due to material delivery delays.

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:

- *No Update*

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 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:

- i. **RCC Life Science/Physical Science Reconstruction Project:** The project is in the design phase. Drawings were submitted to DSA for approval on July 30, 2021. The second cost estimate has been received and is being reviewed with the CM to determine the cause of the overage. The project went through some value engineering that had no impact on the programs or the function of the building. The project is up to \$200,000 over budget. The bids received can offset that amount. DSA comments have been received, the second portion for structural comments were received by October 29, 2021. Those comments were finalized and feedback was provided to DSA in January 2022. There were no concerning comments that triggered a high cost of revising the plans. DSA comments for structural were received. 19six is working to revise the plans based on those comments. The final DSA approval should be received by the end of December 2021. FPD is preparing to present the GC Prequalification Board report and resolution to the December 16 BOT. After approval, the Request for Bids will go to the prequalified list, then to the April or May 2022 BOT for approval with the intent to begin construction by September of 2022.

ACTION: *Prequalify general contractor and provide the list to the BOT for approval.*

- ii. **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 plans are in back-check stage at DSA. When approved, costs will be solicited from a CM then a timeline for bidding will be developed. The plans can be reviewed and the cost for IOR and Special Inspection can be determined then go out to bid. The project is scheduled for one year. The project is still pending DSA approval, the architect is working to schedule a meeting with DSA to finalize comments and get the plans approved.

ACTION: *None*

- iii. **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. Programming with the architect (Gensler) and user group are in progress. Five user group meetings have occurred. The peer mentor's meeting occurred on October 22, 2021. Beebe stated RCC Administration discussed whether or not to remove the KRCC space in the building. It has been decided to remove it. The last weekly user group meeting with the architect occurred on November 17, 2021. The next meeting is scheduled on December 3, 2021. The team will provide the 3-D models. The DD plans and floor plans will be finalized on December 3, 2021.

ACTION: *None*

- iv. **Art and Ceramics Tower Elevator Modernization:** This is a locally funded project and is still ongoing. The fire alarm design is complete. Beebe met with the architect on August 2, 2021 and received 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. The architect is working on the plans, when DSA approval is received, the college can bid out the project. DSA approval for the fire alarm has been received. The PO for the Inspector of Record (IOR) has been finalized. A meeting with the architect is scheduled for November 19, 2021 to firm up details so the project can go out to bid.

ACTION: *None*

- v. **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 project will move forward with the construction documents to go to bid in early January 2022. It is in the design phase now. There was a small issue with the proposed laser-cutting machine, the exhaust fan is bigger than the shaft being provided. The architect and the MEP provided input regarding the size of the fan, it has been reduced. The new spec was reviewed again by the college and the order has been placed. Other equipment has been ordered by the college, it is hoped to be received by the end of 2021.

ACTION: *None*

- vi. **RCC Printing Press:** A printing press is being donated to RCC by an outside entity. The college has several projects on the same 12 KV loop, unfortunately Tech B where the press will be installed does not have adequate electrical distribution to accommodate the press and the new layout. The individual donating the printing press has also provided a donation for the electrical connection. They wanted to hire their own electrician but the college explained the legal issues and the requirement to hire a publicly awarded contractor. This is not a DSA project. There will be upgrades to the Tech B building as a result of this project but that is not part of the donation and must go to a public bid. The actual installation of the unit itself can be completed by an outside vendor.

ACTION: *None*

- vii. **TSS Staff Relocation:** TSS staff are scheduled to move into the old Financial Services building, which is on the same 12 KV loop as the Printing Press project. The college had to put a recording device on the distribution panel then received the data from RPU for the demand loads on the 12 KV loop. On November 17, 2021 RCC received an email from the SGH Architects that said the printing press project will require RCC to add a transformer to the 12 KV loop for this project as well as the RCC Printing Press project. The college will work with VP West on the sequencing of both projects. This is a DSA project. It will have a modular outside of the Tech area. The key component is that occupants must be moved into TSS before any construction can start on the STEM Engagement Center project.

ACTION: *None*

2. **Moreno Valley College:**

- i. **Welcome Center Project:** The project is complete, substantial completion has been filed and punch-list items are complete. The final closeout is done. An issue with DSA has been resolved. The contractor is finishing some items related to the doors, the AV Training is scheduled for today. The Grand opening is scheduled for December 9, 2021. There was a DSA issue on an outstanding item that the project's special inspector reported to DSA but not to the project's IOR or structural engineer, that issue is being resolved.

ACTION: *None*

- ii. **BCTC Education Building (Phase I):** The project is currently 15% complete in construction phase - September 15, 2021. A roof substitution request is occurring due to the delay of the 8 - 13 month in receiving the roofing product, the DSA approval process for the substitution should occur quickly. The project continues and is on schedule.

ACTION: *None*

3. **Norco College:**

- i. **Veterans Resource Center Project:** Construction is complete, FPD continues to work with the contractor to finalize punch list items. The original project completion date of July 16, 2021 passed and liquidated damages have accrued. Amendment No. 1 with Ruhnau Clarke Architects was BOT approved at the June 19, 2018 meeting. The college is requesting work on the project's hillside landscape issue that was missed with the architect. Marshall stated a fire life safety training occurred on October 27, 2021. There were issues with the card access that have been resolved. Amendment No. 2 with Ruhnau Clarke Architects was BOT approved at the November 16, 2021 meeting. The grand opening occurred on November 10, 2021 with a good turnout. FPD is still working with the contractor to finalize costs on outstanding items.

ACTION:

- *Complete punch-list and reconcile with the contractor.*
- ii. **Early Childhood Center Project:** Westberg White Architects was selected and was approved at the April 2021 BOT. The project is on hold. The project is moving forward, there is an agreement between the college and Alvord USD regarding the next steps. FPD is working with Dr. Collins and Dr. Fleming to keep the project going and to begin the design as soon as possible. The site walk with the architect occurred the beginning of November 2021. FPD is working on the Westberg White contract and scheduling weekly meetings.

ACTION: *None.*

- iii. **Center for Human Performance & Kinesiology Project:** The project is in the design phase (preliminary plans and programming). The due date to submit the preliminary plans to the state is December 2021. The user groups provided information on the program needs in the building and has moved forward with the design of the building, it has received 100% Schematic Design from DLR Group. Geotech and Topo reports are in progress. The project is over budget by \$13 million due to inflation and material shortages. DLR will provide a detailed cost estimate as well as a comparison from other projects they have completed, and the budget will be reviewed and discussed. FPD will contact the DOF and the State Chancellor's office about the actual project cost. DLR is active in engaging all of the user groups who are working on space programming to finalize the package to submit to DSA in December 2021. The CEQA process has begun, it is experiencing issues in obtaining clearance from DTSC and has received a few requests from tribes. FPD is working with DTSC to execute voluntary cleanup agreement (VCA) and submit a work-plan.

ACTION: *Finalize preliminary plans budget and meet with the state about the shortage. Complete DTSC work-plan.*

D. **Scheduled Maintenance Projects Updates**

1. **Moreno Valley College:**

- i **Fire Alarm Upgrades:** This is a DSA project. The funding source is Measure C. Project in construction phase. The project will be completed in December 2021, file NOC and finalize DSA certification.

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 maintenance funds. The project may have to go out for re-bid.

ACTION:

- *Marshall is checking with Purchasing regarding the possible re-bid*

VI. OTHERS

A. Key/Access Control Upgrade – Update

1. Marshall provided a presentation on the NC Key Legacy (Re-keying) and review 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, 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.

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:

- *No update*

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. The removal of the NC Fuel Cell is in the Solar Planning RFQ/P that is being issued. That cost of the removal can be a separate discussion. DLR has been tasked to provide an engineering study on the fuel cell and its negative impact to the college in alignment with the District Sustainability and Climate Action Plan.

ACTION:

- *Discuss the removal of the fuel cell and the negative impact it has had on the college. 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:

- *The colleges will discuss fee structures. No update*

G. Projects Groundbreaking & Grand Opening Ceremonies

1. Agah provided updates on upcoming groundbreaking & grand opening ceremonies.
 - i. RCC Greenhouse Grand Opening Ceremony: March or April 2022
 - ii. MVC Student Services Welcome Center Grand Opening: December 9, 2021

ACTION: *None***VII. NEW ITEM(S)****A. City of Riverside 2022 Beautification Award**

1. FPD submitted an application for the RCC Urban Farm (Greenhouse project) to the City of Riverside for the 2022 Beautification Award through their Keep Riverside Clean and Beautiful program. It was submitted on November 17, 2021. The application included photos and an explanation of the project. Nava received an update on November 18, 2021 from the city confirming their receipt of the application. The RCC LS/PS project could possibly be submitted when it is complete.

End of Meeting Minutes-