

Facilities Planning and Development Council

February 24, 2022 – 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. 2021-2022 Schedule Maintenance Project List Updates
- B. Sustainability & Climate Action Sub-Committee Meeting Minutes for January 14
- C. Sustainability & Climate Action Sub-Committee Meeting Minutes for February 4
- D. Division of the State Architect Revised IR A-22: Construction Projects and Items Exempt



FACILITIES PLANNING and DEVELOPMENT COUNCIL

February 24, 2022 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	YES
Gary Storer	District – Information Services	NO
Beiwei Tu	District – Director of Risk Management	NO
Jack Harris	District – Student Trustee	YES
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 January 27, 2022 Meeting Minutes by Mohtasham. Second by Collins.

ACTION: *None*

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 in 2021, the 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 would have passed a new local bond. The state has not released any new projects from last year's submission, RCCD does not believe any of our projects will be approved due to the lack of 50% local contribution, and the state has limited funding available from the Prop 51 Statewide bond. If the state releases some of the projects from last year it would be only two projects, none of them would be from our district.

- vi. **2022 Five-Year CCP:** Mohtasham stated the 2022 planning requires the consultant and the colleges to complete an overview of existing FPP/IPPs in January to determine any program changes. The documents must be ready for BOT approval in June and submitted to the state by August 1. All FPPs submitted in 2021 can be resubmitted with the exception of the MVC BCTC Center Status that did not meet the 1000 FTES goal for 2021. The college does not have to submit BCTC as an IPP under MVC now that it has Center Status, BCTC can submit its own FPP when 1000 FTES is achieved. FPD met with NC and MVC during the week of February 14, 2022 regarding their 5YCCP. FPD recommends to resubmit NC and MVC's previous FPPs as they received the highest score and have a better chance of being approved. RCC will have their 5YCCP meeting on February 25, 2022. The plan is to finalize the list and submit it to the May 2022 BOT. FTES will be updated in FUSION.

ACTION:

- *FPD and ALMA will meet with the colleges to review existing scores for the project and to review potential IPP/FPP submissions for 2022*
- vii. **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*
- viii. **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.

ACTION:

- *No update*

2. **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*

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

- i. **2021-2022:** Agah stated the district received \$14.1M, \$10.5 towards scheduled maintenance and \$3.6 towards instructional support. Griffin stated the funding has been split by the current year BAM allocation.
- ii. Mohtasham stated that 5Y-Instructional Support Plan was submitted to the state on December 13, 2021.
- iii. Mohtasham stated that the list and project summary forms were received from the colleges for 2021/22 Schedule Maintenance projects. Some of the projects are under the threshold, some are larger and require DSA review based on the purpose of the project.
- iv. Agah stated that the state is looking for new schedule maintenance funding for 2022/23 in the amount of \$387M. That has been proposed by the Department of Finance (DOF). It is not too late to determine how the district can take advantage of this funding. The state will add a new category for eligible projects which is sustainability and energy efficiency projects.

ACTION:

- *Streamline the PPIP process so administering the program will be more efficient*
- *FPD will work with each college to assist in hiring an architect as needed*
- *The college Directors are asked to provide FPD with any updates or specific questions*

4. Space Inventory (SI)

- i. **2021 SI Submittal:** Space Inventory submittal was submitted to CCCC'O on December 2, 2021.

ACTION: *Any changes to the college SI needs to be reported to FPD to reflect in FUSION. No update*

5. 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. 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.
- ii. The Land Use Development and Public-Private-Partnership (P3) policies are approximately 95% complete and are being reviewed by VC Brown. The policies will go to the Chancellor for review and then be presented to FPDC.

ACTION: *The Scion Group is helping the District with the new BP/AP regarding land use development & Public-private-development*

2. Milestone Signoff Documents:

- ii. 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: *Incorporate the process into an administrative policy for efficiencies and consistencies. No update*

1. 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:

- *Incorporate the process into an administrative policy for efficiencies and consistencies. **No update***

2. 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 \$99,100:** 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 \$99,100:** 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. 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: *Incorporate the process into an administrative policy for efficiencies and consistencies. **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.
 - 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.

ACTION:

- **No update**

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, and 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.
- ii. FPD continues to with the colleges and DLR to discuss and brainstorm the best practices to address the districtwide TCO model and get a better understanding about the day-to-day operation and how the colleges would have done it at each college if any.

- iii. Mohtasham stated FPD is working with DLR and District IT to determine how the TCO and Energy dashboards can be migrated from the DLR iCloud server to the District's iCloud server. There is an ongoing discussion regarding the cost to complete the task.

ACTION:

- *Collins will facilitate a meeting with Coast CCD, FPD, the colleges and DLR regarding TCO*

E. Climate Action and Sustainability Stewardship**1. Districtwide Sustainability & Environmental Responsibility Planning Update:**

- i. The committee resumed meetings for 2022. The committee discussed the charge, mission and vision of the District Sustainability Committee, discussed the proposed change to some of the language and began reviewing the details of each of the impact areas (Decarbonization/Climate Justice, Water/Ecosystem, Waste/Procurement, Academic, Engagement, Health/Wellbeing, Resiliency, Trust/Transparency), and develop specific goals, objectives, measures, metrics and milestone for each one of them.
- ii. Agah stated the committee has met monthly; the minutes are attached on the FPDC agenda for this meeting. The charge, mission and vision are still in draft format.

ACTION: *None***2. Solar Planning Initiative (Solar Plan):**

- i. The project is in the procurement phase (GC 4217).
- 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. A 3% 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.
- iv. Four (4) proposals were received on January 5, 2022 in response to the RFQ/P. The committee met on February 4, 2022 to review each of them. Interviews were conducted on February 14, 2022. Each firm is required to submit a 25-year Cash Flow Financial Analysis. References are being requested. The Cash Flow Analysis and references will be shared with the committee during the week of February 28, 2022 at which time the committee can complete their rankings of each firm. Negotiations will be conducted on the documents provided then a firm will be chosen and presented at the April 19, 2022 Regular BOT.

ACTION: *Recommend a successful design-build solar provider to BOT in April 2022; start design and construction*

3. Energy Management and Dashboard:

- i. Nava and Mohtasham provided details and the presentation regarding the new Energy Dashboard. The process will be used to capture the college's electricity, water and gas usage.
- 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.
- iii. The Energy Calculations from the last year will be submitted to the state on January 27, 2022. The usage for the last fiscal year was calculated and the data was entered into the reports provided to the council.

ACTION:

- *Complete an interactive dashboard for the district. **No update***

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

- i. 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:

- 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.
- 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. SB 169 Affordable Student Housing Grant Program:**

- The State budget has \$2B identified for UC, CSU and California Community Colleges for student housing.
- 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 was 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.
- There is no update regarding the feasibility and planning application that was submitted to the state in October 2021 for each college. The state indicated they may provide feedback by March 1, 2022. However, that deadline may be extended.

ACTION: *Waiting for the DOF approval on the grant applications, expected by March 1, 2022. No update*

2. Student Housing Initiative at MVC & NC:

- Agah stated the Chancellor advocated 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.
- Askar stated MVC worked with Scion to conduct interviews with RCCD Student Services, Business Services, and Academic Affairs. The college worked to identify the student focus group then began the student survey.
- Collins stated NC met with Scion and Business Services. Meetings have been conducted with Student Services, Academic Affairs and Planning & Development and potentially with the Executive Cabinet.
- Surveys for Moreno Valley College and Norco College were conducted December 1 through December 10, 2021. Student responses for MVC were approximately 650. Student responses for NC were approximately 1,100. The Scion Group has analyzed the results and presented to the colleges President's Cabinet during the week of January 31, 2022. A draft PPT was provided to the college VPBS for review by the deadline of January 28, 2022. The Chancellor received an update on February 1, 2022. The results will be presented to FPDC in March 2022.
- A workshop will be scheduled with each college to develop the student housing program. The consultant will run financial modeling, which will inform the next application to the state regarding the construction funding to position

the district for construction by the end of the year. The grant is \$2B, the community colleges will receive \$1B. There are 114 applications submitted in the amount of \$3.2B, the need is more than what is being allocated, however, that survey was done by the developer. The consultant is recommending a new survey that includes on-campus results to align with the application to the state.

ACTION:

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

3. Student Housing Initiative at RCC:

- A survey for RCC was completed in March 2021 that shows a significant demand for student housing

4. Student Housing Legislative Update:

- There are two bills, AB1602 that discusses the revolving loan fund in the amount of \$5B for 2022/23 for zero interest rate, and AB1764 that discusses the need for exemption of community college student housing from DSA requirements and for colleges to provide data about students and their needs for housing.

IV. COVID-19 IMPACTS (FACE-TO-FACE INSTRUCTION, CONSTRUCTION)**A. Impact of BOT Resolution No. 02-21/22 COVID-19 Vaccination Mandate on Construction**

- 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:

- *No update*

B. Safety and Risk Management

- 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.
- 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.
- 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

- 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.
- Ma stated effective December 1, 2021 pricing is going up 7% for networking equipment.
- Doering stated the projects continue to experience an ongoing impact due to material delivery delays of 4-6 months.

ACTION:

- *The District continues 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.
3. Mohtasham reviewed “revised” IR A-22 and stated there are two changes submitted: 1) Threshold increase to \$119,230 and 2) Two items for the playground canopy. Mohtasham shared the details of the playground canopy requirements.

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 was received and 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. The final DSA approval was received in December 2021. General Contractor (GC) pre-qualifications conducted were due by mid-February 2022. Ten GC’s have been approved. After the list is BOT approved in March 2022 the bid documents will be posted in April 2022. The final GC will be selected and presented to the June BOT. The working drawings has been submitted to the state. Based on the schedule construction should begin in September 2022.

ACTION: *Provide the list of 10 prequalified GC’s to the BOT for approval.*

- ii. **Gomez ADA Phase 2 Campus Improvement Project:** The project is funded by General Funds and 2021/22 SM Funds. FPD sent the City of Riverside an email identifying the areas they are responsible for. The project has DSA approval. FPD coordinated with the CM to review the plans. The cost proposals will be received soon for constructability review and construction cost estimates. This project may tie into another project. Plans and specifications were received, the list of CM’s were contacted and 9 proposals were received. The process will begin and when finished, will go back to the architect to make any changes on plans and specifications. Mohtasham is working with RCC to determine if there are any projects that could tie in for the CM services. Once that is established, proposals for the CM work will be requested. The project is on schedule, it could be another 2 months before going out to bid.

ACTION: *Determine additional projects to tie in for the CM services and bid out the project*

- 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 continues. The team provided the 3-D models to the user group. The design development plans and floor plans were finalized in December 2021. FPD plans to submit to DSA by mid-March. A media room was added to the space. FPD is working with TSS and the District IT to come up with the scope of work for that space. The initial cost estimate based on the design was received from the architect; it is \$500,000 over budget. FPD is working with Gensler to come up with Value Engineering (VE) items to bring down the cost then provide that to the college hopefully by the week of February 28, 2022.

ACTION: *Complete VE items and present to the college for review*

- iv. **Art and Ceramics Tower Elevator Modernization:** This is a locally funded project and is still ongoing. The fire alarm design is complete, DSA approval was received, the architect has the letter. The bid package was sent to the district after DSA approved plans were received. Purchasing conducted a job walk to bid out the project on February 24. Bids are due mid-March.

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.. The last meeting with the committee and architect is scheduled for February 25, 2022 to review the plans. The College already purchased some of the equipment that was approved by the consultant. After the meeting on February 25 the construction drawings can be provided then the bid package will be sent out for the GC work. Equipment should arrive before June 1, 2022.

ACTION: *Produce the construction documents, update budget, bid out the project and complete it by the end of summer 2022*

- 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 job walk was conducted and the Notice of Award (NOA) for electrical has gone out. After bonds are received the Notice to Proceed (NTP) will be issued.

ACTION: *Receive bonds and issue the NTP*

- 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. 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. The modular has been purchased; the architect is working with DSA to schedule the project to go for approval in mid-March.

ACTION: *Submit the drawings to DSA in mid-March*

- viii. **Football Field and Running Track Feasibility:** The feasibility studies architect will provide scope of work, physical options for the project, DSA ADA requirements and design and estimated total cost of the project. Gensler has been selected for the project. A topographical map of the area and the underground utility survey

needs to be provided. Three proposals for topographical services were received and were submitted to Gensler and the college to review. Each proposal has different options; by early next week a consultant will be selected. The plan will be received and provided to the committee members.

ACTION: *Select topographical consultant from proposals received; complete underground utility survey and provide results to the committee*

2. Moreno Valley College:

- i. **BCTC Education Building (Phase I):** The project is currently 44% complete in construction phase. A roof substitution request occurred due to the delay in receiving the roofing product. The DSA approval process for the substitution should occur quickly. IT orders have been placed and should be installed in July 2022. The project continues and is on schedule. There are some issues on the roof installation, a materials substitution is being considered.

ACTION: *Continue to observe the construction operation to meet the opening by end of July 2022*

3. Norco College:

- i. **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 in November 2021. The Westberg White contract is complete, weekly meetings are being scheduled.

ACTION: *FPD is waiting to receive a key from Alvord to access the site*

- ii. **Center for Human Performance & Kinesiology Project:** The project is in the design phase (preliminary plans and programming). The project is over budget by \$13 million due to due to state construction budget shortfall not addressing the ongoing inflation and utilizing outdated cost estimating models and other FUSION's restrictions. FPD has contacted the DOF and the State Chancellor's office about the actual project cost. Preliminary plans were submitted to the state in late December 2021 to receive approval to start developing the working drawings. DTSC results from the Dudek survey were received, questions regarding the survey were sent back to DTSC to receive their feedback and be implemented as the sole management plan. CEQA will be completed then mitigation measures will be received as suggested by Dudek for the Tribes consultation. A last design meeting with the committee will be conducted then the VE plans will be provided to the Cabinet in March 2022.

ACTION:

- *Continue with DTSC work-plan and present to March 2022 Cabinet meeting*

D. Scheduled Maintenance Projects Updates

1. Moreno Valley College:

- i. **Review the SM Project Log**

2. Norco College:

- i. **Review the SM Project Log**

3. Riverside City College:

i Review the SM Project Log

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. 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

ACTION:

- ***No Update***

VII. NEW ITEM(S)

A. Districtwide Wireless Project

1. Ma provided details regarding the District outdoor wireless projects that are continuing. IT is engaging the college's Directors during the process to ensure the work is being conducted appropriately and respectfully on each campus. The indoor component will be conducted at a later date.

End of Meeting Minutes-