

## ***Facilities Planning and Development Council***

*August 29, 2024  
Zoom Conference Call  
10:00a.m. – 11:30a.m.*

### **AGENDA**

#### **I. WELCOME AND CALL TO ORDER**

#### **II. APPROVAL OF MINUTES**

- A. June 27, 2024

#### **III. FACILITIES PLANNING UPDATES**

- A. Facilities Master Plans
- B. CCCC'O Facilities Planning Update
- C. Policies and Procedures
- D. Long-Term Capital Facilities Program
- E. Sustainability and Climate Action
- F. Affordable Student Housing
- G. Legislative & Regulations Updates

#### **IV. PROJECT UPDATES**

- A. Division of the State Architects
- B. Capital Projects Status Report and [Capital Project Summary Log](#).
- C. Scheduled Maintenance Projects

#### **V. NEW AGENDA ITEM(S); ADDITIONAL MATERIALS; PRESENTATION**

- A.

#### **VI. BOARD REPORTS**

- A. September 3, 2024: Item IV.C, 2026-2030 Five-Year Capital Construction Plan and Space Utilization



## **FACILITIES PLANNING and DEVELOPMENT COUNCIL**

August 29, 2024 Zoom Conference Call

10:00a.m. – 11:30a.m.

### **MEETING MINUTES**

#### **VOTING MEMBERS AND ATTENDEES:**

<b>Name</b>	<b>Title</b>	<b>Present YES/NO</b>
Hussain Agah	District - Associate Vice Chancellor, Facilities Planning and Development – Co-chair	YES
Mehran Mohtasham	District - Director, Capital Planning	YES
Bart Doering	District - Facilities Development Director	NO
Misty Griffin	District - Director, Business Services	YES
Beiwei Tu	District - Director, Risk Management	YES
Susanne Ma	District – Director, Information Technology Infrastructure and Systems	YES
Majd Askar	Moreno Valley College – Vice President, Business Services	NO
Michael Collins	Norco College – Vice President, Business Services	NO
Kristine DiMemmo	Riverside City College - Vice President, Business Services	NO
Ron Kirkpatrick	Moreno Valley College – Director, Facilities Maintenance & Operations	YES
Travonne Bell	Norco College – Director, Facilities Maintenance & Operations	NO
Robert Beebe	Riverside City College - Director, Facilities Maintenance & Operations	YES
Esteban Navas	Moreno Valley College – Academic Senate President	YES
Kimberly Bell	Norco College – Academic Senate President	YES
Jo Scott-Coe	Riverside City College - Academic Senate President	NO
Laurie Crouse	Moreno Valley College - Classified Professional Representative	NO
Jeff Buch	Norco College - Classified Professional Representative	NO
Peter Lomas	Riverside City College - Classified Professional Representative	NO
Myra Nava	District - Classified Professional Representative	YES
TBD	Student Representative	NO

#### **NON-VOTING MEMBERS AND ATTENDEES:**

<b>Name</b>	<b>Title</b>	<b>Present YES/NO</b>
Don Wilcoxson	Riverside City College – Academic Senate Representative	NO
Robert Fontaine	Moreno Valley College – Academic Senate Representative	YES
Ray Vasquez	Norco College – Interim Manager of Facilities, Grounds & Utilization	YES
Krystin Mendez	Riverside City College – Assistant Director of Facilities Maintenance and Operations	YES
Janna Accomando	District – Facilities Planning Specialist, Accounting, FPD	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. No Quorum. No Motion to Approve June 27, 2024 Meeting Minutes.

**ACTION:** *N/A*

## III. FACILITIES PLANNING UPDATES

### A. Facilities Master Plans Updates

1. **MVC:** The Comprehensive master plan (E/FMP) was BOT approved in August 2021.
2. **NC:** BOT approved in June 2019.
3. **RCC:** BOT approved in December 2018.
4. **FMP Potential Update:** Agah stated there has been discussion regarding review and update of the college's FMPs and Space Utilization Study, and to look at economies-of-scale to consolidate these efforts.
  - i. Agah referred to the ongoing discussion regarding the update to the FMP to confirm the priority list that will be included for the potential November 2024 Bond. The annual 5YCCP update will begin soon and will utilize the existing approved FMP to incorporate the project into one plan. If the colleges believe there is a need to update the FMP, the process may take up to a year.

**ACTION:**

- *FPD to develop a scope of services for the college FMP and level of update in 2025.*
- *Continue to work with the colleges on the Facilities Master Plans update including- projects priority list, secondary impacts and infrastructure needs, cost/budgets, state /non-state supportable, schedules, etc.*

### B. CCCC'O Facilities Planning Update:

#### 1. Five-Year Capital Construction Plans (5YCCP) & Capital Outlay Program:

- i. **Planning Consultant:** ALMA Strategies is contracted through December 2024. An RFQ/P for a new consultant will likely be issued in March or April 2025, with some FPDC members participating in the procurement process. ALMA will also continue to assist with the 2024 Five-Year CCP.
- ii. **2024 Five-Year CCP:** The 2024 Five-Year CCP received an extension and will be submitted to the state by September 30, 2024. The submission will include new 3 FPP's and the list of high priority projects. DLR Architect and ALMA Strategies assisted with the FPP document preparation for the MVC Biological and Physical Science FPP, for the NC STEM FPP and the RCC Advanced Applied Technology FPP. Agah presented the PowerPoint for the final 5YCCP that will be submitted to the state.
- iii. **2025-26 Spending Plan:** Agah discussed the 4 FPP's (growth category) that have been approved by the SCO contingent upon State facility school bond in November 2024. Agah shared a breakdown showing the State Supportable District Funded and Non-State Supportable District Funded dollar amounts. Each FPP

had costs exceeding the CCI 8823 Guideline. This is a system wide problem using outdated information; it has not been fixed yet. The FPPs are: MVC Library & Learning Resource Center, NC Library Learning Resource Center & Student Services, RCC Cosmetology, and BCTC Education Building 2-A.

**ACTION:**

**1. Physical Plant & Instructional Support - (5) Year Scheduled Maintenance Plan & Instructional Support**

- i. Agah stated that the state requires California Community Colleges to provide their schedule maintenance/deferred maintenance backlog, regardless if a project has a funding stream attached to it or not. The backlog should be entered into FUSION for the District/college planning purposes. This information will be used by the State for continuous advocacy for SM/DF funding. This also helps to consolidate the information on one single platform for the District.

**ACTION:** *None*

**2. Space Inventory (SI)**

- i. **2023 SI Submittal:** submitted in FUSION and filed with the State on October 2, 2023.
- ii. Agah emphasized that colleges should involve the VP of Academic Affairs in the SI review process. This ensures the SI report is shared with all department Deans for review, confirming what is being utilized and its purpose. This process affects the college's cap load ratio, the 5-Year Plan, and eligibility for future projects. Nava will inform the colleges when Space Inventory opens between June and July. Any updates to the SI reports can be submitted anytime after that, prior to the October filing deadline.
- iii. Nava stated the Space Inventory is underway and under review with ALMA. Once any feedback they need from the college is completed, signature pages will be sent out with a final report before getting signed by Aaron Brown and submitted to the state.
- iv. Mohtasham stated RCC requested to keep Business Education (BE) online. Beebe confirmed and stated the copy center and the TSS group are in BE 10 until the TSS project is complete then these groups will be relocated

**ACTION:**

- *Any changes to the college SI need to be reported to FPD to be reflected in FUSION.*

**3. Space Utilization Study (SUS)**

- i. A comprehensive SUS was conducted for the Fall 2023 enrolment, using Title 5 methodology for classroom and laboratory spaces. The reports were shared with the colleges and Ed Services.
- ii. Agah discussed how the study affects scheduling flexibility, efficiency improvements, and the capital outlay funding project.
- iii. April 25 - Agah asked the colleges what progress has been made from the Space Utilization analysis and if the colleges need anything more from FPD.

**ACTION:** *Colleges to use the SUS data and make necessary changes throughout their shared governance structure to improve efficiencies and resources.*

#### 4. Energy Usage Calculator/California Energy Benchmarking

- i. Nava reported an issue with meter upgrades or meter exchanges resulting in a new meter number. RCCD accounts were not being synced on the portfolio manager due to the different meter numbers. Nava reviewed every account and manually updated each one and entered all of the bills and all of the reports were submitted.

**ACTION:**

- *No update*

#### 5. Facilities Conditions Assessment (FCA)

- i. Nava stated the assessments for 2023 were completed and updated in FUSION and it shows a \$240 million scheduled maintenance needs.

**ACTION:**

- *Review FCA and develop strategies to incorporate deficiencies into 5YSMP.*
- *Complete the floor plan updates was discussed for all the colleges. FPD will update all of the floorplans in FUSION with the help from the colleges.*

### C. Policies and Procedures:

#### 1. Public Bid/Procurement

- i. Agah highlighted the RCCD Facilities Procurement Process Presentation that was shared at the June 2023 BOT meeting with the recommendation to incorporate the legally permissible vendor selection preferences:
  - a. Local business, local hire, small business, veteran-owned business and emerging businesses.
  - b. Elicit desired qualifications through targeted questions furthering diversity, equity and inclusion.

#### 2. Land Use Development and Public-Private-Partnership

- i. The Land Use Development and Public-Private-Partnership (P3) policies.

#### 3. Sustainability & Climate Action Policies

- i. Update the Sustainability & Environmental Responsibility BP 5775 in alignment with the Sustainability Climate Action Plan (S-CAP).

#### 4. EV Charging & Gifting Public Funds

- i. The committee has prioritized the EVCS parking and fee structure policy for college operational purposes.

#### 5. Milestone Signoff Documents

- i. Doering reviewed and described the **Capital Construction Project Design Milestone** form and the **Certificate of Substantial Completion Milestone** form.

#### 6. Prequalification 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.

## 7. Consultants Engagement Process

- i. Agah discussed and presented the prequalified consultant engagement process in alignment with the District BP/AP and best practices. The bid threshold for FY 2023-24 is \$114,500.

## 8. Gender Neutral All-Inclusive Restrooms and Bathrooms for the On-Campus Student Housing

- i. Agah provided a presentation and overview of the Gender Inclusive Restrooms for the district student housing. During planning meetings, the architect proposed gender neutral all-inclusive restrooms with individual stalls and shared sink areas. The code requires only a certain percentage to be gender neutral.

### 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 and integrated energy conservation plan.

- i. The goal for 2024 is to update the district standard and college design guidelines, it requires approximately \$250,000-\$350,000 to complete depending on the level of detail. VCBFS has added this item to the District Strategic Plan request.

### ACTION:

- *Identify funding source to proceed forward with the plans. **No update***

## E. Sustainability and Climate Action Plan (SCAP)

### 1. Districtwide Sustainability & Environmental Responsibility Planning Update:

- i. The Integrated Energy Master Plan (IEMP) and the TCO dashboards will be made available to the District and the public when the transition is complete between DLR and District's IT.

### ACTION:

- *Provide the Decarbonization/IEMP dashboard and the TCO dashboard to the District and the public.*

### 2. District Solar Project:

- i. **Construction Progress:** Construction is expected to be from April through the end of December 2024. Construction schedule discussed with impacts to parking and presented to campus community and board. **BCTC:** At BCTC the project is completed. A date to connect to the meter was provided. The project will start using the savings from SCE. **MVC:** Light poles were removed in the parking lot resulting in issues with electrical connections, they were resolved. Resurfacing parking lot B at MVC was completed after the solar project was done. The ground mounts installation is ongoing. **RCC:** Parking Lot C was completed before fall start date. Lot E in ongoing with minimum impact to parking. Resurfacing at RCC parking lot E requires funding approval and to include an engineer, and will be discussed at a later date. There is a concern about the lighting that is being resolved. Temporary portable lighting is being discussed. **Centennial Plaza:** The

coring was worked on at the Downtown location with only 2 columns remaining. An issue with conduits is being resolved. The contractor provided dates the ADA stalls will be available and installed the AV chargers **NC**: Mobilization began in August 2024. The ground mounts installation is in progress, dates to install the AV chargers was proposed by the contractor.

**ACTION:**

- *Communicate constructions schedule across the campus community.*

## F. Students Housing

### 1. SB 169 Affordable Student Housing Grant Program:

- RCCD-RCC & UCR Intersegmental:** Agah stated that the RCCD/RCC and UCR Intersegmental Student Housing was approved in the total amount of \$126 million (\$75 million for RCCD and \$50 million for UCR). Marketing will begin this Fall 2024; the opening is scheduled by fall 2025. The funding mechanism changed from a Grant to a Lease Revenue Bond. Volz Company has integrated the Student Housing into their portfolio for student support services, policies and procedures, budgeting and marketing. RCC administration are working with UCR on all of the student services, process and procedures. An Operational Agreement is being developed between the two colleges. The project is moving swiftly, construction is ongoing, and the foundation and vertical walls are in place. There is an issue with City of Riverside for the utility connection/development fees that is being worked on by UCR, but the project is still on target to open fall 2025.
- On-Campus:** Agah stated that MVC Parking Lot A Student Housing application was approved by BOT on June 20, 2023 and submitted to the State Chancellor's Office.
- Agah stated that the State Chancellor's Office issued the Construction Application scoring for the student housing projects, the MVC project scoring is 54 with the highest scored at 74 points.

**ACTION:**

- *No update*

## G. Legislative and Regulatory Updates:

- AB 247:** The bill provides \$12M Facilities bond for 2024 for K12 and California Community Colleges is in the November 5 ballot (Proposition 2). The \$1.5 billion appropriation would fund the college's state capital outlay projects.
- AB 359:** The bill exempts student housing from being a DSA project for California Community Colleges District, however, DSA issued AB 359 to clarify the aspects of the bill regarding Structural Safety, Fire and Life Safety and Accessibility if the project falls under DSA review.
- AB 416:** The bill requires any major renovation project exceeding 10,000 GSF to be LEED Gold or higher. FPD will monitor the projects to meet this requirement.
- AB 1121:** The bill requires awarding authorities to annually submit to the Department of Industrial Relations' electronic project registration database a list of ineligible contractors, as specified, pursuant to local debarment or suspension processes. This bill would require the department to make the list available to the public through the electronic database.

**ACTION:**

- *No update*

## IV. PROJECT UPDATES

### A. Master Projects List/Calendar/Capital Project Summary Form

1. All projects regardless of funding source need to follow the process. Colleges to submit Capital Project Summary Form (CPSF) as the project is being initiated. Agah reminded the colleges to submit the CPSF to help FPD support them as much as possible. Agah discussed the need for IOR depending on the risk, size and scope of a project, and suggested bundling several scheduled maintenance projects and engage a CM to manage them. Also, part of the CPSF process is for FPD to be aware and assist with the process for any projects that require DSA approval.

### A. Capital Project Summary Form

1. Nava provided an update on the Master Capital Project List and need for the Capital Project Summary Form (CPSF), a live document that the colleges will have access to for the purpose of providing regular updates. The process will assist FPD's record keeping as well as assist the district's Purchasing department in assigning their resources based on the upcoming bids. Purchasing will have view access only to the live document.

#### **ACTION:**

- *Nava will share the link to the SharePoint site that includes forms, logs and project details.*

### B. Division of the State Architects (DSA)

1. 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 sources.

#### **ACTION:**

- *Develop a DSA campus specific map that shows all DSA applications.*

### C. Capital Projects Status Report

#### 1. Riverside City College:

- i. **RCC Life Science/Physical Science Reconstruction Project:** This is a state-funded project in the total amount of \$38.5 million. Construction began in September 2022. The project is 99% complete. The landscaping and irrigation are completed. The furniture installation is complete and staff have begun to move in. A small security issue was resolved. The contractor completed the exterior and interior punch lists. A revised completion schedule was received. The ground breaking is planned for August 29, 2024. The college ordered additional furniture for the grand opening. Some punch list items are left for the furniture, it is expected to arrive in September. In the meantime, there are loaner options.
- ii. Beebe stated there is an issue with the City of Riverside for the point of connection across Terracina. The paving job after the work was completed left a large dip in the road. Doering has been in contact with the city to resolve the issue. Mohtasham will follow up with him.

#### **ACTION:**

- *Schedule a meeting regarding a future re-location for the TSS staff.*

- 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 on the FMP. Received DSA approval. This project is waiting for the TSS Relocation, the Old Financial Services Remodel completion and the completion of the 12KV Loop upgrade that has a long lead time to receive the transformer in order to begin, there could possibly be a 12-month delay. To get it started a bid package will go out in October or November 2024 but it requires additional funding to cover the inflation on the project.

**ACTION:**

- *Due to schedule delay and escalation, lack of funding and secondary effect, FPD will revisit the total project budget for budget augmentation. **No Update***

- iv. **TSS Staff Relocation:** This is a DSA project. TSS staff are planned to move into the old Financial Services building. This project is a secondary effect of the Digital Library STEM Engagement Center. A non-mandatory job walk occurred on June 26, 2024, bids are due on July 18, 2024 and is scheduled to go to the August BOT. Construction should begin end of August, early September and should be complete after December 2024. FPD will reach out to the list of pre-qualified CM services to put a part-time 6 months agreement in place for the project. Purchasing is working to gather documents needed from the general contractors, construction will begin in the first or second week of September. An Inspector of Record (IOR) and a Laboratory of Record (LOR) were also added to the project.

**ACTION:**

- *Complete CM Services agreement.*

**2. Moreno Valley College**

- i. **Student Services Renovation:** This is a DSA project and funded through Measure C. The Renovated Student Services Building will be available for the relocation of student services programs currently located in the temporary structures within the Parkside Complex, such as Human Services, Health Services, Food Bank, and Veterans Resource Center. The project is under construction and on schedule. The interior demolition is complete. Framing on the second and third floors has begun. Issues on the outside with old water pipes and valves are being resolved, the pipes and valves are being replaced. HVAC and plumbing rough-in is in progress. The MEP is being developed for all levels. Hydraulic piping supports are being put in place. A completion date is being discussed with the contractor. The furniture plan is being finalized and plan to submit the order by mid-September.

**ACTION:** *None*

- ii. **College Park's Soccer Field Lighting & Accessibility Parking Project:** The project will include constructing two soccer fields with new MUSCO lighting system, two separate parking spaces and accessible path of travel between the soccer fields, parking spaces and the playground area. The Board of Trustees approved the architectural selection on September 17, 2024.

**ACTION:**

- *Schedule a kick-off meeting and share conceptual design at that meeting.*
- iii. **Organic Chemistry Laboratory Project: Project Description:** Moreno Valley College does not have an organic chemistry laboratory; within this project the college will be able to add that program in the bio/chem department. The project includes relocating anatomy lab from SC 207 to Humanities 323 and convert SC 207 into the organic chemistry laboratory, with maximum 14 fume hoods if the space allows. User group kick-off meeting is scheduled on September 11, 2024. WWA provided schematic design to be reviewed by the college as there is limited space for requested number of fume hoods. A second programming meeting is needed and working on a date that works for the entire user group.

**ACTION:** *None*

### 3. Norco College:

- i. **Early Childhood Center Project at Stokoe:** This is a State legislator appropriation project (\$5.0 million) to upgrade the existing classrooms, NC administration offices, and playground area. Phase 1 addressed building B & technology in building E starting mid-September 2023 to mid-February 2024. Phase 2 includes the playground, upgrade to buildings D & F and the wayfinding will begin June 1 through end of August 2024. Phase 1 opened February 5, 2024. The Grand Opening occurred on March 8, 2024. Phase 2 playground equipment was delivered on June 5, 2024 and opened by August 5, 2024. RCOE has concerns regarding the height of the slide, Mohtasham is working with their team to resolve the issue.

**ACTION:**

- *Due to time constrains and logistical challenges, this project must be done in multiple phases.*
- ii. **Center for Human Performance & Kinesiology Project:** This is a State funded project and is \$54M. The AB52 consultation with the tribes is complete and the information will be posted for public review by mid-July. The project received DSA approval. The package that includes the DSA approved plan, the CEQA document and the JCAF will be sent to the state. After approval is received the bid process can begin. This project is contingent on getting the local bond to have the remaining funding that is needed. It also requires the demolition of the CACT building and the relocation of the CACT programs.

**ACTION:**

- *Submit package to state and begin bid process.*
- iii. **CACT Relocation to STEM 100 Project:** Norco College Center for Human Performance & Kinesiology is an approved FPP and recently received DSA approval as well. Due to that project, the footprint of CHP+K is located on the existing CACT building location, therefore, programs in the CACT building need to be relocated to STEM 100 before the start of the CHP+K project in order to demolish the CACT for construction. Kick-off meeting was scheduled on 11/17 and user group provided info to Westberg & White Architect. The college will provide data on the existing and future equipment by September 25, 2024.

**ACTION:**

- *Provide a schematic design based on the user group feedback.*

## D. Scheduled Maintenance Projects Updates

1. Review the SM Project Log and report DSA projects

## V. OTHERS

### A. Local General Obligation Bond Feasibility Study

1. On August 6, the BOT approved \$954 million Measure CC to be placed on the November 5 ballot.

### B. Conduit & Fibering at Colleges

1. Ma would like to revisit the subject of the need for updates to the conduits for fiber and cabling at the colleges, it needs to be readdressed. The district has been wanting to do a more comprehensive survey and assessment of just the low voltage conduit and vaulting systems for a few years, especially at RCC. The updates would help with any challenges

with connectivity between buildings. Agah stated the infrastructure plan is very outdated. Ma inquired if the funding will come from part of the Bond. Agah stated that is correct.

### C. Campus Storm Water Management Plan

1. Agah stated some issues arose regarding Storm Water Management while work was being done on the MVC Solar ground mount array due to heavy rain erosion that occurred on the campus. Agah asked about the college's storm water management plan, who performs the maintenance and if they need assistance from FPD. Beebe stated the college manages it, there has never been a formal process or record keeping. Kirkpatrick stated MVC inspects and cleans the areas every fall, no outside vendor is engaged. T. Bell stated NC has the same practice as MVC. Agah discussed the possibility of an annual inspection by a specialized vendor to mitigate potential issues. Mohtasham inquired if there is a campus wide plan at the colleges that could be shared for storm water management, is there routine preparation when a storm is coming? Beebe and Kirkpatrick offered to put a document together showing preparations for storm management.

### D. Campus-wide Traffic Study/Parking Utilization Assessment

1. Funding has become available from the Student Housing Grant to potentially conduct the same analysis at MVC, NC and RCC in the fall. Agah requested feedback on conducting a campus-wide traffic analysis for planning and operational purposes. The scope of work will be identified and an RFQ/P will be put together for the consultant. Mohtasham discussed the previous study that wasn't able to be completed due to the COVID shut-down and asked the college to provide dates of the college's busiest times in the Fall term to be used to put the RFQ/P together and hire a consultant to conduct the survey.

### E. Land Acquisition Updates

1. Agah stated the BOT approved the acquisition of the 24.0-acre site in Jurupa Valley for the IETTC program, in the amount of \$26 million and the potential acquisition of a 9.4-acre site for the Norco College Corona Center, in the amount of \$22 million. The two agreements have been executed and FPD is working with Gafcon PM/CM, the entitlement consultant, to complete the due diligence and entitlement for the city. An extension has been requested for the due diligence for the Jurupa Valley site due to the discovery of underground diesel or gas fuel tanks that had been removed in 1990. An environmental assessment of the soil to determine any contamination must be completed. The next step is to discuss the potential program to help determine the building type that will be needed.

## VI. NEW ITEM(S)

*End of Meeting Minutes-*