

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

*June 26, 2025*

*Zoom Conference Call*

*10:00a.m. – 11:30a.m.*

### **AGENDA**

- I. **WELCOME AND CALL TO ORDER**
- II. **APPROVAL OF MINUTES**
  - A. April 24, 2025
- 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
  - H. Land Acquisition
- 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. **Presentations/Guest**
  - A. Campus-wide Parking Study
  - B. Measure CC Allocation
  - C. Five-Year Capital Construction Plan
  - D. IETTC Comprehensive Vision (Educational & Facilities Master Plans)



## FACILITIES PLANNING and DEVELOPMENT COUNCIL

April 26, 2025 Zoom Conference Call

10:00a.m. – 11:30a.m.

### MEETING MINUTES

#### VOTING MEMBERS AND ATTENDEES:

Name	Title	Present YES/NO
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	YES
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	YES
Michael Collins	Norco College – Vice President, Business Services	YES
Kristine DiMemmo	Riverside City College - Vice President, Business Services	YES
Ron Kirkpatrick	Moreno Valley College – Director, Facilities Maintenance & Operations	NO
Travonne Bell	Norco College – Director, Facilities Maintenance & Operations	YES
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	NO
Jo Scott-Coe	Riverside City College - Academic Senate President	NO
Terry Janecek	Moreno Valley College - Classified Professional Representative	YES
TBD	Norco College - Classified Professional Representative	NO
Nate Swift	Riverside City College - Classified Professional Representative	YES
Ron Kluth	Riverside City College – Classified Professional Representative	YES
Myra Nava	District - Classified Professional Representative	YES
TBD	Student Representative	NO

#### NON-VOTING MEMBERS AND ATTENDEES:

Name	Title	Present YES/NO
Don Wilcoxson	Riverside City College – Academic Senate Representative	NO
Robert Fontaine	Moreno Valley College – Academic Senate Representative	NO
Ray Vasquez	Norco College – Interim Manager of Facilities, Grounds & Utilization	NO
Krystin Mendez	Riverside City College – Assistant Director of Facilities Maintenance and Operations	YES
TBD	District – Facilities Planning Specialist, Accounting, FPD	NO
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 **March 27, 2025** Meeting Minutes by Askar. Second by Mohtasham.

**ACTION:** *Approved*

## III. FACILITIES PLANNING UPDATES

### A. Facilities Master Plans Updates

**FMP 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. **Colleges FMPs:** Agah asked the colleges if they foresee any changes to the Educational Master Plan that necessitates updating their FMP. Collins identified several new projects that justify updating NC's FMP. Agah added the Solar PV projects at each college should be included in an FMP update. Agah stated the FMP updates could potentially be done in Fall 2025.

1. **IETTC Comprehensive Master Plan:** The Comprehensive Vision (educational and facilities master plan) is scheduled to be presented to the BOT in June 2025.

**ACTION:**

- *FPD to develop a scope of services for the college FMP's and level of update in 2025.*
- *Continue to work with the colleges on the FMP updates 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. **2025 Five-Year CCP:** Mohtasham reminded the FPDC that during the development of the 5YCCP, it is important for the colleges to carefully review the secondary effects associated with each project. This ensures that the sequencing of projects and their downstream impacts are fully understood and appropriately addressed. The plan has been revised and project total costs have been updated. The updated plans are now being provided to the colleges for final review. The finalized 5YCCP will be presented to the Board of Trustees at the June meeting.
- ii. **2025-26 Spending Plan:** The 4 FPPs included are: MVC Library & Learning Resource Center, NC Library Learning Resource Center & Student Services, RCC Cosmetology, and BCTC Education Building 2-A. These projects will be in design as early as July 2025. Meetings with the project-specific planning committees will occur in the summer months. The district's list of prequalified architects is being updated, when completed the process to select the architect for the 4 FPP's will begin. Discussions continued regarding the current funding for 25/26 projects, and future FPPs in relation to state funding.
- iii. **2026-27 Spending Plan:** Agah stated the RCC Applied Technology project has been considered for the 26/27 spending plan. The MVC STEM Engagement Center and NC STEM Engagement Center is not included in 26/27.

- a) A third-party estimator was engaged a few months ago to update the projects budget (FPPs and locally funded projects) per the current market conditions.
- b) Each college was provided the interview date for their project's architectural services procurement for the State Funded Project. These items will go to the June BOT and will start by July 1, 2025.

**ACTION:**

- *FPD & ALMA Strategies to update the 2027-2031 5YCCP for submittal at the June BOT and meet the July 1 State submission date.*
- *Conduct architects' interviews for the MVC, NC, RCC and BCTC projects.*

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

- i. Agah stated that the state requires California Community Colleges (CCC) to provide their scheduled 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 helps to consolidate the SM backlog on one single platform for the District. Nava stated the call letter for the new plan has not been sent out to see if the dates have been changed, this is usually due in July or October.
- ii. Askar inquired about the amount of Measure CC funding the colleges can expect. Agah stated there have been internal discussions led by the Chancellor for the 6 sites (MVC, NC, RCC, BCTC, IETTC, and CEC). There will be additional discussions in the near future.
- iii. DiMemmo asked if there are any processes the colleges could help with to advocate for the funds for the Scheduled Maintenance funds projects and stated that they were told there is no bond money. Askar suggested putting the budget part of this item on the April 25 DBAC agenda. Further discussion regarding the processes occurred.

**ACTION:** *None***2. Space Inventory (SI)**

- i. **2025 SI Submittal:** will be submitted in FUSION and filed with the State in October 2025. The colleges should submit any updates to Nava.
- 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 5YCCP, and eligibility for future projects.

**ACTION:**

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

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

- i. **2024 SUC College's Report:** A comprehensive SUS was conducted for the Fall 2023 enrollment, using Title 5 methodology for classroom and laboratory spaces. The reports are the baseline for operational efficiencies and institutional effectiveness approach. Agah has emphasized the importance to incorporate the SUS into the enrollment management system (EMS).
- ii. **2025 SUS College's Report:** Agah stated that the MVC and NC SUS were conducted by ALMA Strategies in 2025 using Fall 2024 data, as directed by the Chancellor. He mentioned that the MVC and NC SUS reports were shared and highlighted areas for improvement in laboratory and classroom efficiencies. These improvements are

attributed to two main factors: increased enrollment and more effective space utilization and scheduling. Additional discussion occurred regarding college inventory and updating the information.

**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**

- Nava stated she is updating the data for the energy benchmarking. Nava works with the utility providers and the online accounts to gather the data for the benchmarking. It is due in December 2024.

**ACTION:**

- *No update*

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

- 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:**

- Public Bid/Procurement:** Update board policy to incorporate legally permissible vendor selection preferences.
- Land Use Development:** Establish board policy for land acquisition and use development.
- Sustainability & Climate Action Policies:** Update BP 5775 in alignment with the BOT approved S-CAP.
- EV Charging:** Agah stated progress is being made on the parking policy to incorporate EVCS parking policy and fee structure. Agah and Griffin are in the process of reaching out to CollegeBuys to understand the fee structure and to get the right administrator for the platform for the EV Charging. The main stations at RCC, NC and MVC will be activated in August. VC Brown is working with Chief of Police to incorporate the policies into the Parking policies.
- Milestone Signoff Documents:** Incorporate Capital Construction Project Design Milestone Certificate of Substantial Completion Milestone forms.
- Prequalification Process:** Update board policy to include construction prequalification process.
- Car-Sharing Program:** Establish a board policy to administer the planning/operational aspects of the program.

**D. Long-Term Capital Facilities Program**

- The LTCFP was BOT approved on March 17, 2020.
  - These initiatives will be addressed and funded under Measure CC bond.

**ACTION:**

- *FPD to develop a scope of work and services and work with colleges and district IT, Risk Management, etc.*

**E. Sustainability and Climate Action Plan (SCAP)****1. Districtwide Sustainability & Environmental Responsibility Planning Update:**

- The Decarbonization/Integrated Energy Master Plan (IEMP) and the Total Cost of Ownership (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:**

- Construction Progress: BCTC:** At BCTC the project is completed, but waiting for some issues to be finalized. **MVC:** work is in progress. Some issues have occurred. The schedule is approximately 30 days behind but the contractor is making up some time. **RCC:** work is on progress. Some issues have occurred. The schedule is approximately 30 days behind but the contractor is making up some time. **Centennial Plaza:** Work is complete. The permit to operate is being processed, it will be 15 days to go through the clarification with testing to meet requirements. **NC:** Work is on progress. Some issues with the storm water management occurred. The Navy will work on diverting water away from the NC property and will update FPD. The solar energy generation at the RCC, MVC and NC sites are scheduled for August 2025. Some issues are being worked out to meet that target date.

**ACTION:**

- *MVC, NC and RCC permit to operate is scheduled by August 2025.*

**3. Clean Mobility Options – Carsharing Program:**

- Mohtasham stated phase 2, \$1.5 million, grant was received, a portion of it will be used for the infrastructure for the EV charging station and the program that includes a third party to manage the servicing/maintenance/operation of the vehicles.
- There was a recent communication from the Clean Mobility provider offering an additional \$300K to the \$1.5M. FPD and EVGide submitted the necessary application to qualify for and receive the funds. The request to receive the grant will be presented to the April 2025 BOT. This will add more vehicles to the car sharing program. An RFP will be issued in May to secure a Mobility Provider to administer the program, and will be presented to the August 2025 BOT.

**ACTION:**

- *Once the program is more formalized and further assessed, work will begin on an administrative policy that structures the operating, maintenance, management, and financial aspects of it.*

**F. Students Housing****1. SB 169 Affordable Student Housing Grant Program:**

- RCCD-RCC & UCR Intersegmental:** 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

began in Fall 2024; the opening is scheduled by July 15 for students to be housed by fall 2025. RCC administration are working with UCR on all of the student services, processes and procedures. An Operational Agreement was developed between the two colleges.

- ii. DiMemmo reported that RCC is working to finalize the Operational agreement with UCR. An anticipated move-in date is mid-August. At this time over 400 applications have been received. Of those applications, over 50% of the applicants are eligible. The agreement included the self-sustaining idea that only covers the rent, RCC is responsible to cover the costs for other obligations outside of the rent for any unfilled beds.

## G. Legislative and Regulatory Updates:

1. **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.
2. **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.
3. **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.
4. **AB 48:** This is a Higher Education Bond bill on the 2026 primary ballot. The bill indicates that CCFC has a **support position** on the bill, as it provides recognition of the need for additional state funding for community college capital outlay projects. The bill is scheduled to be heard in Assembly Higher Education Committee on April 22.
5. **AB 90:** This bill is regarding Overnight Student Parking Program and CCFC **is opposed** to this bill due to impacts on facilities and because it mandates on specific approach to address housing insecurity. The bill was passed by Assembly Higher Education Committee and is pending in Assembly Appropriations Committee.

## H. Land Acquisition Updates

1. **IETTC in Jurupa Valley:** Agah stated the BOT approved the acquisition of the 24.0-acre site, in the amount of \$26 million. Escrow closed on October 21, 2024. FPD is working with Gafcon PM-CM on site entitlement. The fencing project at the site is underway. Some timing delays with the city have occurred, when resolved the design can begin. There have been a few issues with the CEQA/MND and traffic analysis, FPD will meet with the City of Jurupa Valley to make some final decisions. The FMP will be presented to the BOT in June 2025. The fencing will be installed during demolition. Doering stated bids were accepted for the demolition, NTPs will be sent on April 16, 2025 after the contractor returns all of the documents.
2. **Corona Center:** The NC's 19/20 Education Facility Master Plan identified limited access to the college. The acquisition of a 9.4-acre site for the NC's campus extension, in the amount of \$22 million addresses that issue. FPD is working with Gafcon PM/CM on site entitlement consultant. Escrow closed in March 2025. An issue with a renter has been resolved. BD stated the demolition and abatement went out to bid. Fencing will be installed to secure the site during demolition. An architect will be engaged in July 2025 then programming will begin. The fencing contractor is about 40% complete with installation. The demolition and abatement of the building will begin after the Notice of Award is sent on April 16, 2025 after the contractor returns the final paperwork to issue NTP. The first process for demolition will be the complete asbestos abatement. Collins stated NC will continue to keep the site clean until the demolition begins. For the secondary effect there will be a camera installed.
  - i. **Q:** Ma inquired when it is best to include IT during building acquisitions and performing surveys to ensure cabling and connectivity is there?

**A:** Agah stated the due diligence did not include any planning for the future, there is no plan for what will be built on the site, it will need some campus wide engagement to develop or update an EMP. The Corona site is already developed, and the utilities are close, but the existing buildings will be demolished. There will be a utility plan when an architect is engaged and the design begins.

ii. **Q:** Tu asked when the last tenant will be out and when will the hazmat removal begin?

**A:** Agah stated the tenant has been moving for 2 weeks, the last load is expected to be gone tomorrow, March 28. Doering stated FPD has the hazmat ID but the removal will not begin until after board approval at the end of April.

**ACTION:**

- Colleges are to use the district permanent EPA ID when it becomes available, and are not to let contractors open a temporary EPA ID then close it.
- Colleges are to send a copy of their manifest to College Safety Coordinator for yearly reporting purposes.

## IV. PROJECT UPDATES

### A. Master Projects List/Calendar

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. Also, part of the CPSF process is for FPD to be aware and assist with the process for any projects that require DSA approval.

### B. Capital Project Summary Form

1. Nava provided an update on the Master Capital Project List and the 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. Some adjustments and modifications to the process continue to make sure this is comprehensive and it goes through the proper channels. The goal is to digitize the process instead of an Excel file being shared back and forth. This will be for all projects no matter the size or cost.

**ACTION:**

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

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

1. **Point of Contract:** FPD is the **POC** with DSA's Office and should be involved in any new project under DSA purview at the college regardless of funding sources.
2. **DSA Concurrence on Exempt Projects, DSA Form 7 (Procedure PR 14-02):** Mohtasham reported on the DSA process using Form 7 which confirms whether or not a project is exempt from DSA review. FPD is making sure the process is included in all of the chiller replacement projects at all of the colleges to ensure proper documentation is submitted moving forward.
3. **Architectural Contract Requirements:** Mohtasham emphasized that all projects must have both an Inspector of Record (IOR) and a Laboratory of Record (LOR) to mitigate issues and ensure compliance with all requirements. He cited a past project where a significant issue was overlooked by the contractor, underscoring the importance of thorough oversight. To prevent such issues, the architect must be contracted for the entire duration of the project to ensure nothing is missed during construction. The architect will be responsible and liable for verifying work, approving plans, and coordinating with the IOR and LOR to maintain accuracy and compliance.

Additionally, all work must be signed off by the architect before contractors receive payment—a requirement that should be explicitly included in all architectural agreements.

**ACTION:**

- *Update the DSA campus specific map that shows all DSA applications.*

## D. Capital Projects Status Report

### 1. Riverside City College:

- Digital Library Building STEM Engagement Center:** Received DSA approval. This project is waiting for the TSS Relocation to the Old Financial Services Remodel completion. DiMemmo discussed the relocation of some functions of the building (video production) and the work with the President's leadership to complete that process.

**ACTION:**

- *Due to schedule delay and escalation, lack of funding and secondary effect, FPD will revisit the total project budget for budget augmentation.*
- TSS Staff Relocation:** This is a DSA project. TSS staff are planned to move into the old Financial Services building. Doering stated he is working with the contractors to complete the work, the project is about 96% done.

### 2. Moreno Valley College

- Student Services Renovation:** Project is under construction. The construction sign has been removed. The Grand Opening is scheduled for April 30, 2025. The project is approximately 96% complete, there are some small items to be completed.
- College Park's Soccer Field Lighting & Accessibility Parking Project:** This is a joint project with the City of Moreno Valley. Agah stated the City of Moreno Valley notified RCCD that a portion of the project will be paid by them, pending City Council approval. Received DD from the architect, additional scope to include overflow parking for economy of scale is proposed. That scope will change the schedule. Instead of having two parking lots it will have one that has ADA path of travel to the fields and park. FPD will meet with the city to provide the estimated construction cost and ensure they accept all items, then the overflow parking design will be submitted to DSA for approval. Mohtasham stated the project is in design and due to the secondary effect of the Library Learning Center that will be built on the existing parking lot there is a need for overflow parking as part of the project. Ruhnau Clark will work on the LLRC, a second architect will work on the secondary effect overflow parking portion.
- Organic Chemistry Laboratory Project:** MVC does not have an organic chemistry laboratory. The project includes relocating anatomy lab from SC 207 to Humanities 323 and convert SC 207 into the organic chemistry laboratory. The anatomy lab was separated into two DSA 'A' numbers. Doering stated the contractor needs to turn in paperwork and safety plans still need approved.

### 3. Norco College

- Center for Human Performance & Kinesiology Project:** This is a State funded project and is \$62M. The project received DSA approval. The project requires the demolition of the CACT building and the relocation of the CACT programs and upgrade to the campus central plant F2 chillers (2 secondary effects). The General Contractors (GC) prequalified package bids will be received on April 2, 2025. The GC

Prequalification list will go to the April 15, 2025 Regular meeting for approval. Doering stated the contractor bids went out on April 21, 2025.

**ACTION:** *None*

- ii. **CACT Relocation to STEM 100 Project:** This is a secondary effect to the NC CHP+K 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. The project is at DSA for review. Additional scope to relocate existing programs from the building, which was not part of the original scope of work, requires a separate DSA number. A swing space or permanent location needs to be determined. Mohtasham stated the architect provided DSA with the requested documents, additional documents are being provided today and hope to have a verbal approval by the end of the day and the stamp by April 28, 2025. The schedule is to bid by the end of next week. The need and process for obtaining the portables will be discussed with Collins.

## E. Scheduled Maintenance Projects Updates

1. **SM Project Log:** Review and report DSA projects

## V. OTHERS

### A. IT Infrastructure Projects - Conduit & Fiber at Colleges

1. **Demand for Fast Internet Connections and Low Voltage Cabling Requirements:** Ma shared a presentation that discussed the state of the data cabling infrastructure and clarified when the scope of work should be done in-house or by contractors. IT is available to assess scope for a project to ensure it is completed timely and without surprises, Ma has a Scope of Work ready and will send it to Agah and Mohtasham. Ma requested the colleges use the IT Checklist which includes IT being a part of the final walkthrough to sign off on the work. Agah stated an RFP for a full assessment of the IT infrastructure and underground infrastructure to understand the capacity, age and condition of the infrastructure will be drafted and completed by July 2025, FPD will seek feedback from IT and the colleges' facilities departments regarding the scope of work.

### B. 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.

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

1. **Parking Survey:** Mohtasham provided the details regarding the need of the survey and the locations where they will occur. The study will assist in determining future parking needs and if alternate parking might be needed during construction projects. Four proposals were received from specialized consultants, Surveys were conducted at the three colleges from March 17, 2025 thru March 21, 2025, 6:00am – 10:00pm that identified the peak parking hours. Mohtasham stated the reports were received April 23, 2025. The consultant is working on the interactive

tool for the report. FPD has comments to send to the consultant before they finalize the report. It will be distributed to the colleges when the comments are addressed and the report is completed.

## VI. NEW ITEM(S)

- A. Measure CC Implementation Plan:** Agah reviewed a presentation for the Measure CC Implementation and reviewed the workload, staffing, consultants, the organizational and communication plan, and the project approval process. A typical life-cycle of a project potentially lasts 4 to 5 years. Start dates for State approved projects were reviewed as well as the Long-Term Capital Facilities Program that includes eleven initiatives. A final plan will be implemented in the near future. Weekly meetings with Agah and Griffin are occurring to discuss the upcoming influx of procurements. An RFQ for a professional consultant to provide program management support and advisory services is being drafted. The consultant will assist FPD with the management of the Measure CC bond program. A standardized uniform system will be created across the district.
- B. New Procurement Platform:** Griffin provided an overview of the procurement platform and the RFP that was conducted for a procurement software. Two vendors were interviewed and a choice was made. After the vendor is notified, the selected vendor will be public knowledge. Griffin stated the contract process is ongoing. When it is completed there will be a large amount of implementation data that will need to be provided. Griffin will be working with IT to complete that. Griffin stated that the contract with Planet Bids is being processed at this time.
- C. Prequalification List:** Mohtasham provided an update on the process of updating the district procurement lists that includes 14 services. The first RFQ will go out on February 10, 2025 for Architectural and engineering services, it will be presented for approval at the April 15 BOT. There will be a gap between each RFP for each type of services so as not to overwhelm the committee.
- D. Standardized Procedure – Setting Up or Cancelling Utility Services:** Nava provided an overview of the process to standardize the set up or cancellation of external utility services when a new building is constructed, a new building is acquired or one is leased. There is no current standardized procedure and there has been confusion of the process. Nava provided an overview of the new “Service Request Form” to be filled out by the college and returned to the correct department as identified on the form.
- E. Districtwide HVAC Service Contract:** Beebe requested an update on the RFQ for the districtwide HVAC service contract and wanted to know if it is still happening. Griffin responded that the procurement is in progress. It has been assigned to a Purchasing Specialist who will begin to reach out to the appropriate people to set up the packet and send it out in a timely manner. Griffin stated the Purchasing team is working on this contract process.
- F. Program Management Support & Advisory Services:** Agah reviewed the RFQ that was issued on March 26, 2025 for the acquisition of a Program Management Support & Advisory Service which will be an extension of FPD and will be dedicated to work on planning, design management, updating the district standards, etc. The list of services and the organizational structure are included in the RFQ. The selection will be presented to the June BOT and the selected firm will be engaged as early as July 2025.
- G. Project Budget:** Collins inquired about the project budgets, when they will be established and shared with the colleges, and when FPDC will review them so the colleges can understand what they are and what is not funded. Agah stated the consultant provided the numbers this morning for the 4 FPPs. The allocation will be done by the Chancellor and the Cabinet.