

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
TEACHING AND LEARNING COMMITTEE

February 15, 2007 – 5:00 p.m.

Board Room AD 122, O.W. Noble Administration Building, Riverside City Campus

Committee Members: José Medina, Committee Chairperson
Janet Green, Vice Chairperson
Ray Maghroori, Vice Chancellor, Academic Affairs
Debbie DiThomas, Associate Vice Chancellor, Student
Services/Operations
Doug Beckstrom, Academic Senate Representative,
(Moreno Valley Campus)
Richard Mahon, Academic Senate Representative (Riverside)
Diane Dieckmeyer, Academic Senate Representative
(Norco Campus)
Yajaira Tiscareño, ASRCC Student Representative
Kathleen Sell, CTA Representative
Gustavo Segura, CSEA Representative

AGENDA

VI. Board Committee Reports

A. Teaching and Learning

1. Agreement with Lee Wade
- Committee to review the agreement to provide corporate marketing consultation for Performance Riverside. The term of the agreement is February 21, 2007 through December 30, 2007.
2. CalWORKs Work Study Agreement with Employer
- Committee to review the blanket agreement to provide employers for the Work Study program. The term of the agreement is February 21, 2007 through June 30, 2007.
3. Scholarship for Student Trustee
- Committee to review the proposal to award a scholarship to the Student Trustee.
4. Agreement with Adventureland Safari Travel LLC
- Committee to review the agreement to provide travel services for the summer session of the study abroad program in Greece. The term of the agreement is July 24, 2007 through August 10, 2007.

5. Update on Middle and Early College High School Programs
- Committee to be presented with information regarding the Middle and Early College High School programs at the Moreno Valley campus.
6. Update on Basic Skills Program
- Committee to be presented with an update on the Basic Skills program at the Moreno Valley campus.
7. Comments from the public.

Adjourn

Prepared by: Naomi Foley
Administrative Assistant
Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-1

Date: February 20, 2007

Subject: Agreement with Lee Wade

Background: Attached for the Board's review and consideration is a proposed agreement between Riverside Community College District and Lee Wade to provide corporate marketing consultation including, but not limited to, packaging media and coordinating cross promotions for corporate sales, coordinating special events, conceptualizing media packaging/fund raising materials, differentiating marketing programs and generating corporate sales funds for Performance Riverside. The term of this agreement is February 21, 2007 through December 30, 2007. The total fee for this agreement shall not exceed \$28,750.00. Funding source: General Fund.

The agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth W. Adams, Director, Contracts, Compliance and Legal Services.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, from February 21, 2007 through December 30, 2007, for an amount not to exceed \$28,750.00, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Carolyn L. Quin
Dean, Riverside School for the Arts

AGREEMENT
BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT
AND
LEE WADE

THIS AGREEMENT is made and entered into on this 21st of February, 2007, by and between Lee Wade, hereinafter referred to as "Consultant" and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

The parties hereto mutually agree as follows:

1. The Consultant agrees to provide corporate marketing consultation including, but not limited to, packaging media and coordinating cross promotions for corporate sales, coordinating special events, conceptualizing media packaging/fund raising materials, differentiating marketing programs, and generating corporate sales funds for Performance Riverside.
2. The services rendered by the Consultant are subject to review and supervision by the District's Chancellor and other designated representatives of the District.
3. The term of this agreement shall be from February 21, 2007 through December 30, 2007.
4. Payment in consideration of this agreement includes a service fee that shall not exceed \$28,750.00 (\$5,000.00 payable after receipt of invoice on the following dates and 50% of the first \$25,000.00 in corporate sales and 45% of the next \$25,000.00 in corporate sales, also after receipt of invoice).

Marketing Consultation	\$2,000.00 payable 3/1/2007
	\$3,000.00 payable on 5/1/2007
Corporate Sales	50% of first \$25,000.00
	45% of next \$25,000.00

5. It is mutually agreed and understood that, during the term of this Agreement, RCCD shall indemnify and hold the Consultant and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the RCCD, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, the Consultant shall indemnify and hold RCCD, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Consultant, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

6. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.
7. It is understood and agreed that Consultant is an independent Consultant and that no employer-employee relationship exists between Consultant and RCCD.
8. Neither this Agreement, nor any duties or obligations under this Agreement may be assigned by either party without the prior written consent of the other party.
9. This contract may be cancelled by either party with 15 days advance notice in writing. Failure to deliver services as requested constitutes reason for cancellation of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Riverside Community College District

Lee Wade
3509 Elmwood Court
Riverside, CA 92506

James L. Buysse
Vice Chancellor, Administration and Finance

Consultant

Date

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-2

Date: February 20, 2007

Subject: CalWORKs Work Study Agreement with Employer

Background: Attached for the Board's review and consideration is a blanket work study agreement to be used between Riverside Community College District and employers who hire CalWORKs eligible students. Funding in the amount of \$37,080.00 has been provided for the Work Study Program by the California Community College Chancellor's Office beginning January 2, 2007 through June 30, 2007. The funding will allow for reimbursement of up to half of the students' earnings for a period of up to four months excluding payment for vacation time, holiday pay, sick leave, union dues, jury duty, or any employer taxes. The wage reimbursement incentive is expected to facilitate the job placement of CalWORKs students by Workforce Preparation staff. In order to quickly fill employer needs, these work study agreements for individual students would be signed by the District Dean of Workforce Development. This will allow CalWORKs students the opportunity to immediately meet their work participation requirements as specified by Riverside County Department Public Social Services. There will be no cost to the District. Funding source: California Community College Chancellor's Office.

This agreement has been reviewed by Ruth Adams, Director, Compliance, Contracts and Legal Services, and Sylvia Thomas, Associate Vice Chancellor of Instruction.

Recommended Action: It is recommended that the Board of Trustees approve the blanket work study agreement, for the period of February 21, 2007 through June 30, 2007, and authorize Shelagh Camak, District Dean of Workforce Development, to sign the individual work study agreements for Calworks eligible students.

Salvatore G. Rotella
Chancellor

Prepared by: Shelagh Camak
District Dean, Workforce Development
Michael Wright
Director, Workforce Preparation Grants and Contracts

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 CalWORKs WORK STUDY AGREEMENT

Contract No.	
Amount	Hours

The Riverside Community College District (RCCD) and _____ (EMPLOYER)
 enter into this agreement for _____ (Name of CalWORKs Student).

1. The term of this agreement is from _____ through _____.
2. EMPLOYER shall employ and train the-Student Employee with the Training Plan appended to this agreement and in accordance with all applicable laws, regulations and policies as Attachment A.
3. RCCD shall pay EMPLOYER an amount not to exceed \$ _____ in accordance with the Payment Schedule appended to this agreement as Attachment B.
4. During the training, EMPLOYER shall insure that the STUDENT/EMPLOYEE: (A) Is on EMPLOYER'S payroll, (B) Receives the same benefits as EMPLOYER'S other employees performing similar work, (C) Is paid the wage indicated in this agreement, and (D) Is provided Worker's Compensation coverage.
5. RCCD's share of the work study reimbursement shall not include payment for vacation time, holiday pay, sick leave, union dues, jury duty, etc.
6. RCCD and authorized representatives of appropriate County, State and Federal agencies have the right to observe and monitor all conditions and activities involved in the performance of this agreement and have the right to verify data submitted with respect to this agreement by examining relevant records and documents during the EMPLOYER'S normal business hours.
7. No alteration or variation of the terms of this agreement shall be valid and/or binding unless made in writing and signed by the parties hereto- There are no oral understandings or agreements incorporated herein.
8. Either party may terminate this agreement upon (10) day's prior written notice to the other party. RCCD may immediately terminate this agreement at such time as funds are not made available through the State of California for the purpose of carrying out this agreement.
9. EMPLOYER, and agents and employees of EMPLOYER in the performance of the agreement, shall act in an independent capacity and not as officers, employees or agents of RCCD.
10. EMPLOYER agrees to abide by the CalWORKs Work Study (CWWS) assurances incorporated herein by this reference and appended hereto as Attachment C.
11. This agreement is contingent upon the fact that the STUDENT/EMPLOYEE is enrolled in at least 3 units of approved academic courses. If this STUDENT/EMPLOYEE should withdraw from RCC, or be enrolled in less than 3 units, this contract will terminate. The employer will be given a 14-day notice of contract termination in this instance.

APPROVED BY EMPLOYER

APPROVED BY RCCD

_____ Signature	_____ Date
_____ Name and Title	
_____ Company Name	
_____ Address	
_____ Phone Number	

_____ Signature	_____ Date
Shelagh Camak, District Dean Workforce Development	

CalWORKs WORK STUDY ASSURANCES

1. EMPLOYER will comply with all requirements of the CalWORKs Work Study Program and with all related Laws, Regulations and Policies.
2. EMPLOYER will comply with Titles IV and VII of the Civil Rights Act of 1964 (PL 88-354) which prohibits discrimination on the grounds of race, age, handicap, color, national origin, sex, political affiliation or beliefs.
3. The programs will not involve political activities.
4. STUDENT/EMPLOYEE will not be employed in the construction, operation or maintenance of any part of any facility which is used for religious instruction or worship.
5. The program will not result in the displacement of employed workers or impair existing contracts for service.
6. Job openings under this program do not result from the termination of other employees in anticipation of receiving subsidies under this program.
7. No STUDENT/EMPLOYEE shall be placed in a position affected by a labor dispute involving a work stoppage, and no payment shall be made to the EMPLOYER for the training and employment of STUDENT/EMPLOYEE during the period of work stoppage.
8. STUDENT/EMPLOYEE shall be compensated by the EMPLOYER at such rates, including periodic increases, as are reasonable considering such factors as industry, geographic region and STUDENT/EMPLOYEE proficiency. In no event shall the rate be less than the highest of the following:
 - (a) the minimum wage rate specified in Section 6(a)(1) of the Fair Labor Standard Acts
 - (b) the minimum wage rate prescribed by applicable state or local law
 - (c) the CalWORKs Work Study Program agreement.
9. EMPLOYER will invoice RCCD for reimbursement of STUDENT/EMPLOYEE'S earnings on a monthly basis, providing RCCD copies of STUDENT/EMPLOYEE'S pay stubs and EMPLOYER'S earnings record for STUDENT/EMPLOYEE.
10. The EMPLOYER will maintain workers' compensation insurance to cover the STUDENT/EMPLOYEE for any injuries sustained while employed by the EMPLOYER. The EMPLOYER will provide evidence of such insurance to RCCD.
11. The EMPLOYER will maintain commercial general liability insurance, auto liability insurance and/or garage liability insurance, as appropriate, to cover any claims damages, losses, causes of action or demands, or any other liability in connection with or in any manner arising out of the EMPLOYER'S performance of the work contemplated by the CWWS agreement.
12. The CWWS agreement may be terminated or funds suspended in whole or in part for cause, including failure of the EMPLOYER to comply with the terms or conditions of the agreement.
13. If the CWWS position is covered by a collective bargaining agreement, EMPLOYER shall obtain written concurrence of the appropriate labor organization.
14. All records pertinent to the program, including payroll records, shall be maintained for a period of five (5) years from the expiration date of the CWWS agreement. Records pertaining to unresolved audit findings must be maintained until final resolution of the audit.
15. EMPLOYER agrees to indemnify and hold harmless RCCD CalWORKs and its' employees and agents from all claims, damages, losses, causes of action and demands, or any other liability in connection with or in any manner arising out of the EMPLOYER'S performance of the work contemplated by the CWWS agreement.

Signature of Employer

Date

ON-THE-JOB TRAINING PRE-AWARD REVIEW

EMPLOYER:	
ADDRESS:	
CONTACT PERSON:	TELEPHONE NO.:
FEDERAL I.D.:	STATE I.D.:
WORKERS COMPENSATION CARRIER:	
WORKERS COMPENSATION POLICY #:	
STUDENT/EMPLOYEE NAME:	JOB TITLE:
STUDENT/EMPLOYEE SOCIAL SECURITY #:	

CHECKLIST

	YES *	NO
Are there any working conditions that would endanger the health/safety of an employee?		
Is the CWWS position under a lay-off or hiring freeze?		
Is the CWWS position seasonal or intermittent?		
Is the training wage based on commission or piece work?		
Does the CWWS position require a license or certification?		

*All YES responses require explanations in the comments section

COMMENTS

 Signature of CalWORKs Representative

 Date

CONTRACT#

ON-THE-JOB-TRAINING
REQUEST FOR REIMBURSEMENT SHEET

COMPANY:	CONTACT PERSON:
ADDRESS:	PHONE
STUDENT/EMPLOYEE:	SOCIAL SECURITY:
OCCUPATION:	CONTRACT ENDING DATE:

The Student/Employee named above has completed _____ hours of training for the month of _____.

I certify that the above information is correct and have attached payroll records to verify the training hours and wages paid.

I request payment of \$ _____ according to the terms of the OJT agreement.

Employer Signature

Date

I certify that I have worked the number of hours and received the training as indicated above.

Student/Employee Signature

Date

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-3

Date: February 20, 2007

Subject: Scholarship for Student Trustee

Background: Presented for the Board's review and consideration is a proposal that the Riverside Community College District Student Trustee be awarded a \$250.00 scholarship at the end of each fall and spring term (totaling \$500.00/year) in recognition of his/her service to the Riverside Community College District as a Student Trustee. A 2005 survey of student board members, which was conducted by the Community College League of California, demonstrates that a large majority of the California Community Colleges compensate their Student Board Member in some manner. Funding source: General Fund.

Recommended Action: It is recommended that the Board of Trustees approve awarding a \$250.00 scholarship, at the end of each fall and spring term, for a total amount of \$500.00, to the Student Trustee in recognition of his/her service to the Riverside Community College District.

Salvatore G. Rotella
Chancellor

Prepared by: Debbie DiThomas
Associate Vice Chancellor, Student Services and Operations



Community College League of California
2017 O Street, Sacramento CA, 95814
916.444-9841 / 916.444-2851 (fax)

Student Board Member Survey 2005

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions*	Advisory Vote	Staff Contact	Compensation
Allan Hancock	1	Student Body Elects	No	May	July	Yes	No	Yes	CEO	Yes - \$250/semester book stipend
Antelope Valley	1	Student Body Elects	No	May	June	Yes	No	Yes	Dean, Student Development	Yes - \$120/meeting
Barstow	1	Student Body Elects	No	May	June or July	No	No	No	CSSO	Yes - \$60/Month
Butte	1	Student Body Elects	No	May	June	No	No	Yes	SAA	No - same as board
Cabrillo	1	Student Body Elects	No	May	July	Yes	No	Yes	Dean Student Affairs	No - same as board
Cerritos	1	Student Body President	Yes	April	June	Yes	Yes	Yes	Dean, Student Activities	Yes - \$400/month same as board
Chabot/Las Positas	2	Student Body Elects	No	April	May	Yes	No	No	CEO	Yes - \$100/month
Chaffey	1	Student Body Elects	Yes	April	July	Yes	Yes	Yes	CEO	Yes - \$250/semester book/supply stipend
Citrus	1	Student Body Elects	No	May	May	No	No	No	CEO & SAA	Yes - \$40/meeting

September 2005 * By law, students may not attend closed sessions on collective bargaining or personnel.

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
Coast	1	Student Committee Selects	No	May	June	Yes	No	No	Chancellor's Assistant	Yes - \$200/month
Compton	1	Student Body Elects	No	April	June	No	No	No		Yes - \$120/month
Contra Costa	1	Student Body Elects	No	March or April	June	No	No	Yes	CEO	Yes - \$400/month
Copper Mountain	1	Student Body Elects	No	May	August	No	No	No	CEO's Assistant	Yes - 1/2 of board
Desert	1	Student Body Elects	No	May	June	No	No	No	CSSO	Yes - 1/2 of board
El Camino	1	Student Body Elects	No	May	June	Yes	No	Yes	VP Student & Community Advancement	Yes - \$200/month
Feather River	1	Student Body Elects	No	May	May or June	Yes	No	Yes	CEO	Yes - \$25/meeting
Foothill/De Arza	2	Student Body Elects	No	May	June	Yes	No	Yes	Special assist to the Chancellor	Yes - \$450/each
Gavilan	1	Student Body Elects	No	May	June	Yes	No	Yes	SAA	Yes - \$240/month same as board
Glendale	1	Student Body President	Yes	April	June	No	No	Yes		Yes - \$150/month

September 2005 * By law, students may not attend closed sessions on collective bargaining or personnel.

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
Grossmont/ Cuyamaca	2	Student Body Elects	No	May	June	No	No	Yes	CEO	Yes - \$275/month
Harnell	1	Student Body Elects	No	April	June	No	No	Yes	CEO	Yes - same as board
Imperial	1	Student Body Elects	Yes	March	April	No	No	No	CEO, SAA	No - same as board
Kern	1	Rotates among 3 colleges, (from student reps)	No	March	June	No	No	Yes	Chancellor's Assistant	Yes - same as board
Lake Tahoe	1	Student Body Elects	No	May	June	Yes	No	No	CEO	Yes - same as board
Lassen	1	Student Body Elects	No	May	July	No	No	Yes		Yes - same as board
Long Beach	1	Student Body Elects	No	April	June	Yes	No	Yes	SAA	Yes - \$100/month
Los Angeles	1	Student Body Elects	No	May	June	Yearly decision	No	Yes	Assoc VC Instruct & SS	Yes - \$500/month
Los Rios	1	Student Body Elects	No	April	May	Yes	No	Yes	CEO, CSSO	Yes - 75% of board.
Martin	1	Student Body Elects	Yes	May	June	Yes	No	Yes	SAA	Yes - \$120/month

September 2005 * By law, students may not attend closed sessions on collective bargaining or personnel.

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
Mendocino-Lake	1	Student Body Elects	No	May	June	Yes	Yes	Yes	SAA	Yes - \$25/meeting
Merced	1	Student Body President	Yes	May	June	Yes	No	Yes	CSSO	Yes - same as board
MiraCosta	1	Student Body President	Yes	May	June	Yes	No	Yes	CEO	Yes - \$120/month
Monterey Peninsula	1	Student Body Elects	No	April	July	Yes	No	Yes	CSSO	No - same as board
Mt. San Antonio	1	Student Body Elects	No	March or April	June	Yes	No	Yes	CEO	Yes - \$400/month
Mt. San Jacinto	1	Student Body Elects	No	April	June	No	No	No	SAA	Yes - \$50/month
Napa Valley	1	Student Body Elects	No	March or April	May	Yes	No	Yes	SAA	Yes - same as board
North Orange	2	Student Body elect	No	April	June	Yes	No	Yes	SAA	Yes - 25% of board
Oklone	1	Student Body Elects	No	April	July	No	No	Yes	SAA	Yes - \$252/month same as board
Palo Verde	1	Student Body Elects	No	May	June	No	No	Yes	CSSO	No

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
Palomar	1	Student Body President	Yes	April	May	Yes	No	Yes	SAA	Yes - \$400/month, same as board
Pasadena Area	1	Student Body Elects	No	May	June	No	No	Yes		Yes - \$250/month
Peralta	2	Student Body Elects	No	April	June	No	No	Yes	Dean of A & R	Yes - \$200/month maximum
Rancho Santiago	1	Selected by committee of student assoc. officers	No	May	June	Yes	No	Yes	CEO	Yes - same as board
Redwoods	1	Student Body Elects	No	April	June	Yes	No	Yes	Assoc. VPSS	Yes - 1/2 of brd 1st term; same as brd subsequent terms
Rio Hondo	1	Student Body Elects	No	May	June	Yes	No	Yes	CEO	Yes - \$100/month
Riverside	1	Student Body President	Yes	May	June	No	No	No	Assoc. VPSS	No
San Bernardino	2	Student Body Elects	No	April	June	No	No	Yes	CEO	Yes - \$50/month
San Diego	3	Student Body Elects	Yes	April	June	No	No	No	SAA	Yes - \$100/month each. (All 3 attend all meetings. 1 sits at
San Francisco	1	Student body committee selects	No	April	June	No	No	Yes	CEO, SAA	Yes - \$450/month

September 2005 * By law, students may not attend closed sessions on collective bargaining or personnel.

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
San Joaquin Delta	1	Selected by committee of student assoc. officer	No	May	May	Yes	No	Yes	CEO's Admin Assist	Yes - \$400/month, same as board, no benefits
San Jose-Evergreen	1	Student Body Elects	No	May	June	Yes	No	Yes	Student Advisor	Yes - 1/2 of board
San Luis Obispo County	1	Student Body Elects	Yes	May	June	Yes	Not regularly	Yes	CSSO	Yes - \$240/month, same as board
San Mateo County	1	One rep elected at each college; panel of 7 SB officers selects one	No	May	June	Yes	No	Yes		Yes - ST recvs one payment annually on 5/31. ST must have
Santa Barbara	1	Student Body Elects	No	May	July or August	No	No	Yes	CEO	Yes - \$250/semester book store credit
Santa Clarita	1	Student Body Elects	No	May	June	Yes	No	Yes	CEO	Yes - \$100/month plus \$1000/year book store credit
Santa Monica	1	Student Body Elects	No	May	June	Yes	No	Yes	CEO & CSSO	Yes - same as board
Sequoias	1	Student Body Elects	No	May	June	No	No	No	SAA	Yes - same as board
Shasta-Tehama-Trinity, JL	1	Student Body Elects	Yes	May	May	No	No	Yes	Director of Student Development	Yes - \$100/month
Sierra Joint	1	Student Body Elects	Can be	May	June	Yes	No	Yes	CEO	Yes - same as board

September 2005 * By law, students may not attend closed sessions on collective bargaining or personnel.

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
Siskiyou It.	1	Student Body Elects	No	May	July	No	No	Yes	SAA	No
Solano County	1	Student Body Elects	No	May	May	No	No	Yes	CEO	Yes - \$75/meeting
Sonoma County	1	Student Body Elects	No	April	June	No	No	Yes	CEO	No - same as board
South Orange	1	Student Body Elects	No	April	May	Yes	No	Yes	VC, Education Services	Yes - 1/2 of board
Southwestern	1	Student Body President	Yes	May	June	Yes	No	Yes	CEO & CSSO	Yes - same as board
State Center	2	One elected from each college by Student Body	No	May	August	Yes	No	No	CEO	No
Ventura County	1	Student Body Elects	No	April	June	Yes	No	Yes	VC for Student Learning	Yes - \$400/month plus full benefits
Victor Valley	1	Student Body President or Designee	No	Feb, Mar, Apr or May	July	Yes	No	Yes	SAA	Yes - \$600/Semester
West Hills	1	Student Body Elects	No	May	June	No	No	No	CSSO	No
West Kern	1	Student Body Vice President	No	April	July	Yes	No	No	SAA	No - same as board

September 2005 * By law, students may not attend closed sessions on collective bargaining or personnel.

District	Number of St. Trustees	Selection Process	Student Trustee = ASB Pres.	Selected	Seated	Makes Motions	Attends Closed Sessions *	Advisory Vote	Staff Contact	Compensation
West Valley-Mission	2	Student Body Elects	No	May	June	Yes	No	Yes		Yes - \$200/month, plus benefits
Yosemite	1	Selected by student committee	No	May	June	No	No	No	CEO	No - same as board
Yuba	1	Student Body Elects	No	May	June	Yes	No	No	CSSO	Yes - \$47/meeting plus \$300/year scholarship

September 2005 * By law, students may not attend closed sessions on collective bargaining or personnel.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-4

Date: February 20, 2007

Subject: Agreement with Adventureland Safari Travel LLC

Background: Attached for the Board's review and consideration is an agreement between Riverside Community College District and Adventureland Safari Travel LLC to provide classroom facilities, faculty and student housing, transfer transportation, academic guide, group airfare and insurance for the summer session study abroad program in Greece from July 24, 2007 through August 10, 2007. Funding source: No cost to the District.

This agreement has been reviewed by Sylvia Thomas, Associate Vice Chancellor of Instruction, and Ruth Adams, Director, Contracts, Compliance and Legal Services.

Recommended Action: It is recommended that the Board of Trustees approve the agreement, for July 24, 2007 through August 10, 2007, at no cost to the District, and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Jan Schall
Coordinator, International Education/Study Abroad Programs

Adventureland/Safari LLC, National/International Student Programs

PROGRAM CONTRACT
RIVERSIDE COMMUNITY COLLEGE DISTRICT
Greece Educational Tour
Athens, Delphi, Meteora, Piraes, Hania, Agios Nikolaos, Santorini, Crete
July 24 to August 10, 2007

1. What is Adventureland/Safari Travel Programs and what services does it provide?

Adventureland/Safari Travel, LLC will provide the following services:

- a. Travel and living accommodations for students and faculty members participating in the Greece Educational Tour to Athens, Delphi, Meteora, Piraes, Hania, Agios Nikolaos, Santorini, and Crete
- b. Assistance through its travel contractors in Greece to students having medical and logistical problems or needing individual travel arrangements.
- c. Escort services and assistance by one of its representatives for the duration of the program.
- d. Orientation meetings both prior to departure from the U.S. as well as on arrival in Greece.
- e. Arrangements for English speaking guides to lead the group in each location and to speak on subjects related to the culture, history, politics and economics of Greece throughout the entire tour.

2. Dates for Program

- Depart LAX for Athens: Tuesday, July 24, 2007
- Depart Athens for LAX: Friday, August 10, 2007

3. Itinerary of Program

The following itinerary was negotiated between the Riverside Community College District and Adventureland/Safari Travel, LLC:

JULY 24 Los Angeles International Airport - Departure
JULY 25 ATHENS, GREECE - Arrival. Transfer to hotel
Welcome dinner and orientation at *Plaka* restaurant

- JULY 26 ATHENS. Tour of *Acropolis* (guide) and visit to *Archeological* museum.
- JULY 27 Drive to DELPHI Transfer to hotel – Evening drive to *Temples of Apollo and Athena* (guide) plus museum. Delphi is renowned as the dwelling place of Apollo. In ancient times, people would consult the oracle of Delphi for guidance.
- JULY 28 *Drive to METEORA. Morning at leisure then drive across the Thessaly Plains* to the spectacular *Meteora* region, through *Amphissa, Lamia* and *Trikala*.
- JULY 29 METEORA. - Tour the *monasteries of Meteora* and marvel at the towering rocky pinnacles that the region is famous for. Meteora is an ancient religious retreat and home of twenty-four monasteries.
- JULY 30 Bus drive to ATHENS / PIRAEUS - night ferry to CRETE on [ANEK Line ferry](#)
- JULY 31 HANIA. - Transfer to hotel
- AUGUST 1 HANIA. Free day to do optional *Samaria Gorge* walk, one of the most spectacular natural parks in Europe. Haunted by the Kri-Kri, the chin-bearded wild goat of Crete. The lucky ones may catch a glimpse of one of these curved, ridged horned creatures.
- AUGUST 2 Drive to AGIOS NIKOLAOS Day visit to museum and Knossos (guided tour)
- AUGUST 3 AGIOS NIKOLAOS The sea in Agios Nikolaos is superb in this city surrounded by beautiful beaches and bays. This is a day to enjoy the open air cafes along the bank of one of the most picturesque landmarks of the city--Lake “Voulismeni”, which according to Mythology, was the bathing place of the goddess Athena.

- AUGUST 4 Ferry to SANTORINI. ([Flying Cat](#)) and transfer to hotel
Late afternoon excursion to see the island's most spectacular view and sunset in *Oia*.
- AUGUST 5 SANTORINI. Day sailboat excursion to *Caldera (Nea Kamini, Palea Kamini)*.
- AUGUST 6 SANTORINI. Free day to explore the complex overlapping *shield volcanoes*, on this island related to the myth of Atlantis. Amazing views.
- AUGUST 7 Ferry to MYKONOS ([Sea Jet](#)) Transfer to hotel
- AUGUST 8 MYKONOS the most famous of the Greek islands, since the sixties, a haven for jet-setters and bohemians, beautiful beaches and dazzling white houses worked their magic on Shirley Valentine in the movie of the same name.
- AUGUST 9 ATHENS. Ferry from Mykonos to Pireus ([High Speed](#)) - transfer to Athens hotel
Farewell dinner
- AUGUST 10 Return to LAX

4. Air and land transportation

- Adventureland/Safari Travel, LLC will be responsible for all transportation related to the tour program throughout Greece. Adventureland/Safari Travel, LLC will make arrangements for smooth departures, transfers, and arrivals related to the study tour.
- Adventureland/Safari Travel, LLC will provide peak-season, round-trip air transportation from Los Angeles to Greece on a regularly scheduled carrier. Preference will be given to airlines with only one change of planes and with the shortest possible layover between flights, in any case no less than two

hours. Due to recent events and their impact on air travel, airlines have been reducing the number of flights and changing schedules on short notices.

- Land transportation from town to town will be by air-conditioned motorcoach and ferry. Stops will be made, as requested, at gas stations or markets with restroom facilities.
- Adventureland/Safari Travel, LLC will provide airport transfers in Athens on arrival and departure.

5. Living accommodations for students

- Hotels throughout the program will be three or four star, centrally located, twin-bedded rooms..
- In all hotels an abundant, Swedish style buffet breakfast is served daily.
- 24-hour receptionists will relay messages received by telephone or fax. In case of emergency the receptionist will promptly contact the Adventureland/Safari Travel, LLC representative and/or the Adventureland/Safari Travel, LLC office, as well as designated faculty.

6. Social programs / orientations

- Adventureland/Safari Travel, LLC will conduct a pre-departure orientation meeting to cover such general aspects as Greek culture and social customs, as well as practical information concerning how to exchange money, how to get laundry service, how to send and receive faxes and e-mail, and how to find inexpensive but good restaurants. Students holding passports other than USA will be required to bring their passports with the appropriate visas for Greece.
- A second orientation meeting will take place on the day of arrival in Athens along with a complimentary welcome dinner.
- In Athens, participants will be given detailed instructions in case of medical emergencies and Police assistance in case either should be needed.

7. Local Staff Assistance

- An Adventureland/Safari Travel, LLC representative will meet the group at the LAX airport on departure and any other time during the program, as requested by the Director of the Program. The representative will be available to instructors and participants throughout the program.

8. Safety / crisis management plan

- A 24-hour English speaking receptionist will be instructed to promptly report to the Adventureland/Safari Travel LLC, representative as well as the

Adventureland/Safari Travel LLC office any emergency or other situation requiring prompt attention and assistance

- The Adventureland/Safari Travel LLC representative will be available for help and assistance seven days a week until late evening hours; he/she are instructed to provide immediate assistance in case of accidents, medical emergencies, or situations requiring police intervention.
- A list of local pharmacies and Medical Clinics with English-speaking doctors will be provided by Adventureland/Safari Travel LLC for participants wishing to seek care for non-emergency medical problems.
- The Riverside Community College District Coordinator of the International Education Program will be promptly notified of any bona-fide emergency situation and will be informed about the steps being taken to control it.

9. Entrance fees and sites of cultural interest

- Adventureland/Safari Travel LLC will provide some entrance fees.
- If requested by the Riverside Community College District Program Coordinator, Adventureland/Safari Travel LLC will arrange for short lectures at sites of cultural and historical significance

10. Meals

- Welcome dinner
- Daily breakfast.
- Farewell dinner

11. Insurance for students and Faculty

- Students who carry no insurance in the United States can, for a reasonable fee, buy extra coverage through Adventureland/Safari Travel LLC.

12. Contractor's Insurance and Registration.

- Adventureland/Safari Travel LLC holds foreign general liability and errors and omissions insurance policies to the amount of \$1,000,000 - 3,000,000.
- Through ADVENTURELAND SAFARI, LLC, National/International Student Programs is registered with the California Seller of Travel Program, CST #2018845-10, and is a participant in the Travel Consumer Restitution Fund (TCRC). Registration as a Seller of Travel does not constitute approval by the State of California.

- Passengers may request reimbursement from TCRC if they are owed a refund of more than \$50 for transportation or travel services which was not refunded in a timely manner by a Seller of Travel who was registered and participating in the TCRC at the time of the sale. The maximum amount that may be paid by the TCRC to any one passenger is the total amount paid on behalf of the passenger to the Seller of Travel, not to exceed \$15,000. A claim must be submitted to the TCRC within six months after the scheduled completion date of the travel. A claim must include sufficient information and documentation and a \$35 processing fee. Passenger must agree to waive his/her right to other civil remedies against a registered participating Seller of Travel for matters arising out of a sale for which the claim is filed with the TCRC, if claimant was located in California at the time of the sale. A claim form can be requested by writing to:

Travel Consumer Restitution Corporation
P.O. Box 6001
Larkspur, CA 94977-6001

or by faxing a request to: (415) 927-7698

- Passengers purchasing travel outside of California are not covered by the California Travel Consumer Restitution Corporation.

13. Cost of program: \$3,000 per person, which includes:

- Air transportation from / to LAX
- Airport transfers
- Accommodations on a double-occupancy basis in 3 and 4-star hotels
- Motorcoach and ferry transportation from town to town
- Daily breakfast
- Welcome dinner and farewell dinner
- Escort / Guide services throughout entire study tour
- Some entrance fees
- Adventureland/Safari Travel Escort representative

14. Payment schedule and procedures

1 st payment	of \$500 (non-refundable deposit)	due April 15, 2007
2 nd payment	of \$1,250	due May 21, 2007
Balance	\$1,250	due June 20, 2007

Checks are payable to Adventureland/Safari Travel, LLC. VISA and MASTERCARD payments are accepted: there is a 4% processing fee. There will be a \$25 per person service fee for any final payment received

after the due date, and a \$25 fee for each returned check.

15. Withdrawal from Program

Cancellation Policy:

From May 22 to June 15, 2007	\$1,400 (incl. deposit of \$500)
From June 16 to July 10, 2007	\$1,800 (incl. deposit of \$500)
On or after July 11	no refund

Notification of withdrawal from the program must be made in writing, with proof of mailing, to ADVENTURELAND TRAVEL LLC, 10738 Riverside Drive, Suite D, North Hollywood, CA 91602. Refunds will be calculated according to the post office date on the certificate of mailing.

16. Subcontracting and responsibilities

- Adventureland/Safari Travel LLC will perform the services listed above, subcontracting with other entities (airlines, hotels, tour companies, etc.) as required. Adventureland/Safari Travel LLC is not responsible for airline delays of any kind, or for expenses or loss incurred as a result of such delays. In regard to transportation/travel, regardless of the type of vehicle, Adventureland/Safari Travel LLC acts as passenger agent only. Adventureland/Safari Travel LLC assumes no liability for accident, injury, damage, or loss in any transportation conveyance, or as a result of default by any person or company engaged in transporting the passenger.
- Adventureland/Safari Travel LLC will not be responsible for losses due to acts of negligence, replacement of lost items (such as passports, conveyance tickets, etc.), for items of a personal nature (such as use of mini-bar, personal telephone calls, faxes and e-mail, personal laundry) or for damages to furniture, etc.
- Adventureland/Safari Travel LLC, not the Riverside Community College District, is responsible for all travel arrangements and any liability arising therefrom. The Riverside Community College District is NOT liable for any damages arising out of the services described herein, including, but not limited to any promises or representations, whether expressed or implied. Nothing contained herein shall be construed to in any way bind Riverside Community College District, the Riverside Governing Board, any of its agents, employees, or representatives to any promises, obligations, covenants or duties, whether expressed or implied herein.

17. Indemnification

It is mutually agreed and understood that, during the term of this Agreement, the Riverside Community College District shall indemnify and hold Adventureland /Safari Travel LLC, and its officers, directors, agents, affiliates and employees, harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of the Riverside Community College District, the instructors, employees and students, arising out of, under, pursuant to or in connection with this Agreement.

It is mutually agreed and understood that, during the term of this Agreement, Adventureland/Safari Travel LLC shall indemnify and hold the Riverside Community College District, its Board of Trustees, officers, employees and students harmless from all claims, actions and judgments, including attorney fees, costs and interest and related expenses for losses, liability, damages and costs and expenses of any kind in any way caused by, related to, or arising out of the acts or omissions of Adventureland/ Safari Travel LLC, its officers and employees, arising out of, under, pursuant to or in connection with this Agreement.

For the Riverside Community College District

_____Date_____

For Adventureland/Safari Travel LLC

_____Date_____

Dr.Luigi M. De Lucia

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-5

Date: February 20, 2007

Subject: Update on Middle/Early College High School Programs

Background: This presentation will provide an overview to the Board of Trustees on the Middle and Early College High School Programs at the Moreno Valley campus.

Information Only.

Salvatore G. Rotella
Chancellor

Prepared by: Lisa Conyers
Vice President, Educational Services

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TEACHING AND LEARNING

Report No.: VI-A-6

Date: February 20, 2007

Subject: Basic Skills Program

Background: This presentation will provide information to the Board of Trustees on Basic Skills program development and support at the Moreno Valley campus.

Information Only.

Salvatore G. Rotella
Chancellor

Prepared by: Lisa Conyers
Vice President, Educational Services

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
RESOURCES COMMITTEE MEETING

February 15, 2007, 6:00 p.m.

Board Room AD122, O. W. Noble Administration Building, Riverside City Campus

Committee Members: Mark Takano, Committee Chairperson
Virginia Blumenthal, Vice Chairperson
James Buysse, Vice Chancellor, Administration and Finance
Melissa Kane, Vice Chancellor, Diversity and Human
Resources
Doug Beckstrom, Academic Senate Representative
(Moreno Valley Campus)
Richard Mahon, Academic Senate Representative
(Riverside)
Patricia Worsham, Academic Senate Representative
(Norco)
Debbie Cazares, CTA Representative (Riverside)
Su Acharya, CTA Representative (Riverside)
Tamara Caponetto, CSEA Representative (Norco)
Carmen Payne, CSEA Representative (Moreno Valley)
Tish Chavez, Confidential Representative (Riverside)

AGENDA

VI. Board Committee Reports

B. Resources Committee

1. Proposed Child Center Fee Increase
- The Committee to consider an annual fee increase for the District's three child centers beginning July 1, 2007 and annually on July 1 through June 30, 2012.
2. Riverside City College Quadrangle Modernization Project Budget – Proposed \$1,019,622 Measure C Budget Augmentation
- The Committee to consider a budget augmentation using Measure C funds for the Quadrangle Modernization Project.
3. Riverside City College Parking Structure Project Budget – Change Order No. 3 Phase II, Change Order No. 1 Phase III, and Proposed \$711,082 Measure C Budget Augmentation
- The Committee to review proposed change orders and a Measure C budget augmentation relative to the Parking Structure Project.

AMENDED

4. Lovekin Modularity Redistribution Project
 - The Committee to consider an agreement for architectural design and engineering services for the distribution of fifteen modular classrooms from the Riverside City Campus to the Moreno Valley and Norco campuses using Measure C funds.

5. FY 2007-08 Budget Development
 - The Committee to review information concerning the Governor's January budget proposal for FY 2007-08.

Adjourn

Prepared by: Charlotte Zambrano
Administrative Assistant
Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: February 20, 2007

Subject: Proposed Child Center Fee Increase

Background: Fees currently being charged parents for the education and care of their children at RCC Child Centers were last raised on October 1, 2004. Since that time, personnel and other costs at the Center have risen and fees at other child centers in the Riverside area have increased. A survey of ten separate regional child center agencies, including centers run by community colleges (3), churches (3), nonprofit organizations (1), universities (1), and a for-profit business (2) reveals that RCC's fees are now on average significantly lower than market rates. A fee increase of 6% would enable RCC to offer students and the community fees that are comparable to, but on average lower than, fees obtainable elsewhere. The proposed 2007-08 through 2010-11 fee schedule (Attachment A) includes summary data on rates at other centers by category of children served.

It is also recommended that the Board of Trustees allow management to reserve the right to change the fees on an annual basis not to exceed 6% per fiscal year on the following dates: July 1, 2007; July 1, 2008; July 1, 2009, July 1, 2010, and July 1, 2011.

Recommended Action: It is recommended that the Board of Trustees approve a 6% annual fee increase for the College's three child centers to begin on July 1, 2007 and annually on July 1 through June 30, 2012.

Salvatore G. Rotella
Chancellor

Prepared by: Debbie Whitaker-Meneses
Associate Dean, Early Childhood Programs

ATTACHMENT A

Proposed 6% Fee Increase Structure
(Effective July 2007)

Registration Fee: \$60.00 for the first child and \$30.00 for concurrently enrolled siblings.

Start dates during mid-month are calculated at the daily rate.

Preschool Program - Community Tuition Rates

Full Day: 6:30 a.m.-5:30 p.m. @ \$22.25/day (Includes Breakfast and Afternoon Snack) Parent provides lunch.					
Days per Week	Current Monthly Rate (05/06)	Current Daily Rate	Proposed Monthly Rate (06/07)	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5	\$ 460.00	\$ 22.25	\$488	\$470 - \$620	\$628 - \$683

Preschool Program - Community Tuition Rates

Half Day: 6:30 a.m.-12:30 p.m. @ \$19.00/day (Includes Breakfast) Parent provides lunch.					
Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed Monthly Rate (06/07)	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5	\$ 396.00	\$ 19.00	\$420	\$344 - \$457	\$477 - \$542

Preschool Program - Concurrently Enrolled RCC Student Parent

Full Day: 6:30 a.m.-5:30 p.m. @ \$19.25/day (Includes Breakfast and Afternoon Snack) Parent provides lunch.					
Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed 2006/07 Monthly Rate	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5 Days (Mon. thru Fri.)	\$ 400.00	\$ 19.25	\$424	No college student discount	N/A
3 Days (M W F)	\$ 266.00		\$282		
2 Days (T Th)	\$ 190.00		\$201		

Preschool Program - Concurrently Enrolled RCC Student Parent

Half Day: 6:30 a.m.-12:30 p.m. @ \$16.50/day (Includes Breakfast) Parent provides lunch.					
Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed 2006/07 Monthly Rate	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5 Days (Mon. thru Fri.)	\$ 341.00	\$ 16.50	\$361	No college student discount	N/A
3 Days (M W F)	\$ 217.00		\$230		
2 Days (T Th)	\$ 155.00		\$164		

Toddler Program (No RCC Student Discount)

Full Day: 6:30 a.m.-5:30 p.m. @ \$31.50/day (Includes Breakfast and Afternoon Snack) Parent provides lunch.					
Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed Monthly Rate (06/07)	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5 Days (Mon. thru Fri.)	\$ 650.00	\$ 31.50	\$689	\$492 - \$794	\$867 - \$975
3 Days (M W F)	\$ 427.00		\$453		
2 Days (T Th)	\$ 305.00		\$323		

Toddler Program (No RCC Student Discount)

Half Day: 6:30 a.m.-12:30 p.m. @ \$19.50/day (Includes Breakfast) Parent provides lunch.					
Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed 2006/07 Monthly Rate	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5 Days (Mon. thru Fri.)	\$ 407.00	\$ 19.75	\$431	\$360 - \$395	\$596 - \$700
3 Days (M W F)	\$ 259.00		\$275		
2 Days (T Th)	\$ 185.00		\$196		

Infant Program (No RCC Student Discount)

Full Day: 6:30 a.m.-5:30 p.m. @ \$32.75/day

Parent provides food/diapers.

Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed 2006/07 Monthly Rate	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5 Days (Mon. thru Fri.)	\$ 680.00	\$ 32.75	\$721	\$715 - \$826	\$867
3 Days (M W F)	\$ 441.00		\$467		
2 Days (T Th)	\$ 315.00		\$334		

Infant Program (No RCC Student Discount)

Half Day: 6:30 a.m.-12:30 p.m. or 12:30-5:30 p.m. @ 21.25/day

Parent provides food/diapers.

Days per Week	2005/06 Monthly Rate	Current Daily Rate	Proposed 2006/07 Monthly Rate	Comparison to 05/06 Tuition	
				Private Centers	College Lab Schools
5 Days (Mon. thru Fri.)	\$ 440.00	\$ 21.25	\$467	\$741	\$596
3 Days (M W F)	\$ 280.00		\$297		
2 Days (T Th)	\$ 200.00		\$212		

*** Infant and Toddler Rates listed above are identical to the RCC community rates.**

Student parent discounts for all age groups listed above can be sought through CCAMPIS/SHINE funding.

Qualifications are:

- a.) current Pell Grant Awardee
- b.) concurrently enrolled RCC student
- c.) at least one semester of successful completion of college units
- d.) participation in at least three self-selected (Self-Help Initiates Necessary Education) workshops per term
- e.) next in line for available funded slots at the **Riverside** Campus Children's Center.

Child Care Access Means Parents in School (CCAMPIS) Grant
Department of Education, Washington D.C.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: February 20, 2007

Subject: Riverside City College Quadrangle Modernization Project Budget – Proposed
\$1,019,622 Measure C Budget Augmentation

Background: On August 8, 2002, the Board of Trustees approved the hiring of the Steinberg Group for architectural services for the Riverside City Campus Quadrangle Modernization Project. An amendment to the Steinberg Group Agreement for additional services was approved subsequently by the Board of Trustees on November 21, 2006. The additional services included the redesign of the Quadrangle irrigation system and Quadrangle landscape.

Staff is now requesting a budget augmentation in the amount of \$519,622 for the replacement of the irrigation system, landscape repair and replacement. The irrigation installation will include a new irrigation system with controller, soil prepping, fine grading, planting of new shrubs and trees, new turf and ground cover and repairing and replacing pedestrian sidewalks throughout the Quad complex.

Additionally, on February 21, 2006, the Board of Trustees approved Measure C funds for furniture, fixtures and equipment for the Quad Project. Due to the office to classroom changes approved by the Board of Trustees on June 20, 2006, staff is requesting additional funds in the amount of \$500,000 to provide additional furniture, fixtures and equipment, as well as information technology infrastructure to accommodate the changes.

Recommended Action: It is recommended that the Board of Trustees approve a budget augmentation using Measure C funds, not to exceed \$1,019,622 for the Quadrangle Modernization Project.

Salvatore G. Rotella
Chancellor

Prepared by: Aan Tan
Associate Vice Chancellor
Facilities Planning, Design and Construction

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: February 20, 2007

Subject: Riverside City College Parking Structure Project Budget – Change Order No. 3
Phase II, Change Order No. 1 Phase III, and Proposed \$711,082 Measure C
Budget Augmentation

Background: On January 25, 2005, the Board of Trustees approved a budget in the amount of \$19,638,093 for the Riverside City College Parking Structure Project. The entire project consisted of three phases. Phase I included mass grading, constructing retaining walls and preparing the site for the actual Structure. Phase II was the construction of the Structure. Phase III included the periphery improvements around the Structure and along the Magnolia Avenue banks and street upgrades at the corner of Terracina and Magnolia. On November 10, 2005, the budget was adjusted in the amount of \$591,721 due to additional requirements from the City and the Division of the State Architect (DSA), additional information technology requirements, and cleaning up and improving the landscaping and irrigation system along the Magnolia Avenue banks, bringing the total project budget to \$20,229,814.

On February 22, 2005, the Board of Trustees awarded a contract to Bomel Construction Co., Inc. for the design and construction of the Parking Structure (Phase II) in the amount of \$13,672,000. On August 29, 2006, the Board approved Change Order No. 1 for Phase II in the amount of \$532,163. On October 17, 2006, the Board approved Change Order No. 2 for Phase II in the amount of \$167,358. These change orders were funded out of the project contingency.

Staff is now bringing forward for the Board's review and consideration Change Order No. 3 for Phase II in the amount of \$285,203. Work associated with this Change Order is itemized in Attachment A. This Change Order will close out the contract with Bomel Construction Co., Inc.

Additionally staff is bringing forward for the Board's review and consideration Change Order No. 1 for Phase III of the project. On January 24, 2006 the Board of Trustees awarded a contract to ASR Constructors for the construction of Phase III of the Parking Structure Project – the periphery improvements – in the amount of \$2,055,000. Staff is requesting approval of Change Order No. 1 for Phase III in the amount of \$350,879. Work associated with this Change Order is itemized in Attachment B. This Change Order will close out the contract with ASR Constructors. In addition to the funding for Change Order 1, funding is needed for additional architectural services in the amount of \$60,000 and additional DSA plan check services in the amount of \$15,000.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: February 20, 2007

Subject: Riverside City College Parking Structure Project Budget – Change Order No. 3
Phase II, Change Order No. 1 Phase III, and Proposed \$711,082 Measure C
Budget Augmentation (continued)

The total funding needed for the above items is \$711,082. These additional funds are required to cover costs for additional full time inspection required by DSA, additional city requirements and inspection fees, District scope changes for additional information technology infrastructure and unforeseen conditions. Staff is requesting that this budget augmentation be funded from Measure C.

Recommended Action: It is recommended that the Board of Trustees 1) approve Change Order No. 3, Phase II, in the amount of \$285,203, 2) approve Change Order No. 1, Phase III in the amount of \$350,879, 3) approve additional funding for architectural services in the amount of \$60,000, 4) approve additional funding in the amount of \$15,000 for DSA plan check fees, 5) approve a project budget augmentation in the amount of \$711,082 funded by Measure C funds, and 6) authorize the Vice Chancellor, Administration and Finance to sign the Change Orders.

Salvatore G. Rotella
Chancellor

Prepared by: Aan Tan
Associate Vice Chancellor
Facilities Planning, Design and Construction

ATTACHMENT A CHANGE ORDER

BOMEL CONSTRUCTION
8195 E. Kaiser Blvd.
Anaheim Hills, CA 92808

PROJECT:	<u>Parking Structure</u>	CHANGE ORDER #	<u>3</u>
	<u>Riverside Community College District</u>	DATE:	<u>February 20, 2007</u>
CONTRACTOR:	<u>BOMEL Construction</u>	D.S.A. #	<u>A-04-107494</u>
	<u>8195 Kaiser Blvd.</u>		
	<u>Anaheim Hill, CA 92808</u>		

ORIGINAL CONTRACT AMOUNT:		\$ <u>13,672,000.00</u>
Previous Change Orders:	\$ <u>699,521.00</u>	
This Change Order:	\$ <u>285,203.00</u>	
Total Change Order:	\$ <u>984,724.00</u>	\$ <u>984,724.00</u>
REVISED CONTRACT AMOUNT:		\$ <u>14,656,724.00</u>

ORIGINAL CONTRACT COMPLETION DATE:

Previous Change Order:	_____	Calendar Days
This Change Order:	_____	Calendar Days
Total Change Orders:	_____	Calendar Days

REVISED CONTRACT COMPLETION DATE:

Upon signing by the Owner and the Contractor, the above noted Contract is hereby changed per the terms of the contract and this Change Order including attached exhibit "A".

This change represents full and complete compensation for all cost, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work.

APPROVALS:

_____	DATE _____
Higginson + Cartozian Architects, Inc.	
_____	DATE _____
BOMEL Construction Company Inc.	
_____	DATE _____
Riverside Community College District	

Change Order #3 - Parking Structure – Riverside CCD
BOMEL/IPD Architect DSA # A-04-107494
February 20, 2007

- #1 DESCRIPTION: PCO 04
Delete sidewalk.
REASON: The exit sidewalk required by DSA on the north side of the building was credited back by the contractor and added to the scope of work of the periphery contractor due to scheduling constraints.
REQUESTED BY: Riverside Community College
COST: <\$7,795.00>
TIME EXTENSION: 0 days
- #2 DESCRIPTION: PCO 21
Modify conduits feeding switchgear
REASON: The City Utility Inspector requested modifying the conduit from that shown on the City's layout plans between the transformer and the switchgear.
REQUESTED BY: City of Riverside
COST: \$2,377
TIME EXTENSION: 0 days
- #3 DESCRIPTION: PCO 24
Add concrete wall North East Corner of practice field
REASON: The wall as called out in the periphery bid documents was a gravity wall which was not compatible with the ultimate design of the north field area. The wall was changed to be consistent with the balance of the retaining walls in this area.
REQUESTED BY: Riverside Community College
COST: \$18,500
TIME EXTENSION: 0 days
- #4 DESCRIPTION: PCO 29
IT equipment and installation
REASON: Provide labor and material for the installation of the most current design and expanded Information Technology system.
REQUESTED BY: Riverside Community College
COST: \$69,108
TIME EXTENSION: 0 days
- #5 DESCRIPTION: PCO 31
Add windscreen for tennis courts
REASON: Windscreen was added to the perimeter fencing of the upper deck as requested by the Athletic Department.
REQUESTED BY: Riverside Community College
COST: \$58,987
TIME EXTENSION: 0 days

Change Order #3 - Parking Structure – Riverside CCD
BOMEL/IPD Architect DSA # A-04-107494
February 20, 2007

- #6 DESCRIPTION: PCO 37
Modify existing drainage system in parking lot ‘Y’
REASON: The existing storm drain system was modified to correct the poor drainage conditions in parking lot ‘Y’.
REQUESTED BY: Riverside Community College
COST: \$31,803
TIME EXTENSION: 0 days
- #7 DESCRIPTION: PCO 42
Correction of previous PCO
REASON: The incorrect amounts previously shown on PCO 7R1 and PCO 27 are corrected here.
REQUESTED BY: Riverside Community College
COST: \$17,766
TIME EXTENSION: 0 days
- #8 DESCRIPTION: PCO 43
Add IT fire treated backboards
REASON: Fire treated backboards were added to the MDF room when the IT requirements were expanded
REQUESTED BY: Riverside Community College
COST: \$1,879
TIME EXTENSION: 0 days
- #9 DESCRIPTION: PCO 44
Add IT conduit
REASON: 3” conduit was added between the MDF room and Security with the expanded IT requirements.
REQUESTED BY: Riverside Community College
COST: \$61,584
TIME EXTENSION: 0 days
- #10 DESCRIPTION: PCO 45
Add two pull boxes for IT
REASON: Two large pull boxes were added in-line for the IT system due to the excessive length of run.
REQUESTED BY: Riverside Community College
COST: \$12,717
TIME EXTENSION: 0 days

Change Order #3 - Parking Structure – Riverside CCD
BOMEL/IPD Architect DSA # A-04-107494
February 20, 2007

- #11 DESCRIPTION: PCO 46
Change locksets
REASON: The design build locksets, which were manufactured by Dorma, were changed to Schlage to be compatible with other City Campus locks.
REQUESTED BY: Riverside Community College
COST: \$1,848
TIME EXTENSION: 0 days
- #12 DESCRIPTION: PCO 47
Additional grading for north field
REASON: Modify grading at north field to be compatible with the latest modified grading plans providing revised drainage against the north side of the structure.
REQUESTED BY: Riverside Community College
COST: \$7,000
TIME EXTENSION: 0 days
- #13 DESCRIPTION: PCO 48
Upgrade handrail
REASON: Modify proposed hand rail at Terracina Bridge to be compatible with that used for the periphery project on Terracina.
REQUESTED BY: Riverside Community College
COST: \$4,200
TIME EXTENSION: 0 days
- #14 DESCRIPTION: PCO50
Add IT rack at security
REASON: Original rack was to be shared with CCTV equipment but design space was inadequate so a second rack was added.
REQUESTED BY: Riverside Community College
COST: \$2,030
TIME EXTENSION: 0 days
- #15 DESCRIPTION: PCO 54
Add pavement markings
REASON: Vehicle striping was modified after initial installation for safety reasons.
REQUESTED BY: Riverside Community College
COST: \$997
TIME EXTENSION: 0 days

Change Order #3 - Parking Structure – Riverside CCD
BOMEL/IPD Architect DSA # A-04-107494
February 20, 2007

#16	DESCRIPTION:	<u>PCO 56</u> Provide tennis court signage
	REASON:	Tennis court signage was added for court numbering and rules and regulations.
	REQUESTED BY:	Riverside Community College
	COST:	\$2,202
	TIME EXTENSION:	0 days
Total Amount		\$285,203.00

ATTACHMENT B CHANGE ORDER

PROJECT: Periphery Improvements (Phase III) CHANGE ORDER # 1
Riverside Community College District DATE: February 20, 2007
 CONTRACTOR: ASR Constructors
5230 Wilson Street
Riverside, CA 92506

ORIGINAL CONTRACT AMOUNT: 2,055,000.00
 Previous Change Order: \$ 0
 This Change Order: \$ 350,879.00
 Total Change Order: 350,879.00
 REVISED CONTRACT AMOUNT: \$ 2,405,879.00

ORIGINAL CONTRACT COMPLETION DATE: -
 Previous Change Order: 0 Calendar Days
 This Change Order: 0 Calendar Days
 Total Change Orders: 0 Calendar Days

REVISED CONTRACT COMPLETION DATE:

Upon signing by the Owner and the Contractor, the above noted Contract is hereby changed per the terms of the contract and this Change Order including attached exhibit "A".

This change represents full and complete compensation for all cost, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work.

APPROVALS:

 Higginson + Cartozian Architects DATE _____

 ASR Constructors DATE _____

 Riverside Community College District DATE _____

Change Order #1 - Periphery Improvements – Riverside CCD
Higginson + Cartozian Architects, Inc.
February 20, 2007

- #1 DESCRIPTION: PCO 01
- REASON: Concrete flatwork and associated improvements on the north side of the Parking Structure.
- REQUESTED BY: DSA/Riverside Community College
- COST: \$11,805
- TIME EXTENSION: 0 days
- #2 DESCRIPTION: PCO 02
- REASON: Concrete flatwork, fencing and gates on the east side of the Parking Structure.
- REQUESTED BY: DSA/Riverside Community College
- COST: \$30,468
- TIME EXTENSION: 0 days
- #3 DESCRIPTION: PCO 03
- REASON: Modify retaining wall footing along Terracina, additional depth requested
- REQUESTED BY: Geotechnical Engineer
- COST: \$1,345
- TIME EXTENSION: 0 days
- #4 DESCRIPTION: PCO 04
- REASON: Upsize storm drain for additional structure drainage
- REQUESTED BY: Geotechnical Engineer
- COST: \$3,622
- TIME EXTENSION: 0 days
- #5 DESCRIPTION: PCO 05
- REASON: Demo, remove and replace city sidewalk along Magnolia Avenue
- REQUESTED BY: Riverside Community College/Safety hazard
- COST: \$2,195
- TIME EXTENSION: 0 days
- #6 DESCRIPTION: PCO 07
- REASON: Upsize 6 inch fire line to an 8 inch line in Parking Lot Y
- REQUESTED BY: City of Riverside
- COST: \$10,337
- TIME EXTENSION: 0 days

Change Order #1 - Periphery Improvements – Riverside CCD
Higginson + Cartozian Architects, Inc.
February 20, 2007

- #7 DESCRIPTION: PCO 08/PCO44
REASON: Add pedestrian guard rail on Magnolia Avenue and east and west of Terracina Bridge
REQUESTED BY: Riverside Community College
COST: \$46,599
TIME EXTENSION: 0 days
- #8 DESCRIPTION: PCO 10
REASON: Public works street opening permit (Purchased by General Contractor)
REQUESTED BY: City of Riverside
COST: \$3,854
TIME EXTENSION: 0 days
- #9 DESCRIPTION: PCO 11
REASON: Upgrade median concrete from natural gray to colored stamped concrete
REQUESTED BY: City of Riverside
COST: \$16,948
TIME EXTENSION: 0 days
- #10 DESCRIPTION: PCO 12
REASON: Demo and remove abandoned electrical manhole on Terracina Drive and fill with concrete
REQUESTED BY: Riverside Community College/unforeseen
COST: \$848
TIME EXTENSION: 0 days
- #11 DESCRIPTION: PCO 14
REASON: Add 4 inch conduit from the Parking Structure across Terracina to the DLLRC
REQUESTED BY: Riverside Community College
COST: \$6,858
TIME EXTENSION: 0 days
- #12 DESCRIPTION: PCO 15
REASON: Upsize one 2 inch electrical conduit to 4 inch down Magnolia Avenue slope
REQUESTED BY: City Of Riverside
COST: \$1,352
TIME EXTENSION: 0 days

Change Order #1 - Periphery Improvements – Riverside CCD
Higginson + Cartozian Architects, Inc.
February 20, 2007

- #13 DESCRIPTION: PCO 16
- REASON: Upgrade landscape irrigation system in various areas around the Parking Structure
- REQUESTED BY: Riverside Community College
- COST: \$5,487
- TIME EXTENSION: 0 days
- #14 DESCRIPTION: PCO 18
- REASON: Remove and relocate existing practice fence that encroached into construction site
- REQUESTED BY: Riverside Community College/oversight
- COST: \$8,769
- TIME EXTENSION: 0 days
- #15 DESCRIPTION: PCO 19
- REASON: Provide Rainbird couplers in lieu of Toro quick couplers
- REQUESTED BY: Riverside Community College
- COST: <\$17>
- TIME EXTENSION: 0 days
- #16 DESCRIPTION: PCO 20
- REASON: Connect Ceramic's Building roof drains to the storm drain
- REQUESTED BY: Riverside Community College/Unforeseen
- COST: \$813
- TIME EXTENSION: 0 days
- #17 DESCRIPTION: PCO 22
- REASON: Valve stem extension of existing water valve adjacent to Terracina
- REQUESTED BY: Riverside Community College
- COST: \$1,602
- TIME EXTENSION: 0 days
- #18 DESCRIPTION: PCO 23
- REASON: Upgrade Ceramics driveway from asphalt to concrete
- REQUESTED BY: Riverside Community College
- COST: \$1,875
- TIME EXTENSION: 0 days

Change Order #1 - Periphery Improvements – Riverside CCD
Higginson + Cartozian Architects, Inc.
February 20, 2007

- #19 DESCRIPTION: PCO 25
- REASON: Add landscape and irrigation at the original racquetball location
REQUESTED BY: Riverside Community College/Location change
COST: \$8,304
TIME EXTENSION: 0 days
- #20 DESCRIPTION: PCO 26
- REASON: Plan revision to the Parking lot Y, adding additional landscape islands
REQUESTED BY: Riverside Community College
COST: \$3,226
TIME EXTENSION: 0 days
- #21 DESCRIPTION: PCO 27
- REASON: Add an isolation valve and clean out box for domestic line to the restroom facility
REQUESTED BY: Riverside Community College
COST: \$1,069
TIME EXTENSION: 0 days
- #22 DESCRIPTION: PCO 28
- REASON: Change Information Technology pull boxes PBG2 and PBG3 to a new vault
REQUESTED BY: Riverside Community College
COST: \$19,572
TIME EXTENSION: 0 days
- #23 DESCRIPTION: PCO 29
- REASON: Change Information Technology crossing Terracina Bridge
REQUESTED BY: Riverside Community College
COST: \$9,426
TIME EXTENSION: 0 days
- #24 DESCRIPTION: PCO 32
- REASON: Add conduit and pull boxes for future lighting on the north practice field
REQUESTED BY: Riverside Community College
COST: \$10,686
TIME EXTENSION: 0 days

Change Order #1 - Periphery Improvements – Riverside CCD
Higginson + Cartozian Architects, Inc.
February 20, 2007

- #25 DESCRIPTION: PCO 34
- REASON: Modify Information Technology pathway routing conduits crossing drainage adjacent to the bridge
- REQUESTED BY: Riverside Community College
- COST: \$6,805
- TIME EXTENSION: 0 days
- #26 DESCRIPTION: PCO 35
- REASON: Traffic signal changes, longer mass arms, larger poles, footing changes and new controller
- REQUESTED BY: City of Riverside
- COST: \$57,797
- TIME EXTENSION: 0 days
- #27 DESCRIPTION: PCO 36
- REASON: Modify storm drains and grading on all surrounding practice fields
- REQUESTED BY: Riverside Community College
- COST: \$31,512
- TIME EXTENSION: 0 days
- #28 DESCRIPTION: PCO 37
- REASON: Construct concrete pad and handrail for the fire line back flow detective device on Magnolia Avenue
- REQUESTED BY: City of Riverside
- COST: \$7,747
- TIME EXTENSION: 0 days
- #29 DESCRIPTION: PCO 39/PCO 40
- REASON: Add concrete curbing to control drainage at the south east corner of the Parking Structure and construct concrete masonry wall unit for the Ceramics Road
- REQUESTED BY: Riverside Community College
- COST: \$1,181
- TIME EXTENSION: 0 days
- #30 DESCRIPTION: PCO 41
- REASON: Pour concrete approach at Terracina Bridge
- REQUESTED BY: Riverside Community College/Oversight
- COST: \$8,133
- TIME EXTENSION: 0 days

Change Order #1 - Periphery Improvements – Riverside CCD
Higginson + Cartozian Architects, Inc.
February 20, 2007

#31	DESCRIPTION:	<u>PCO 42</u>
	REASON:	Add fencing on the north east corner of the practice field
	REQUESTED BY:	Riverside Community College
	COST:	\$4,450
	TIME EXTENSION:	0 days
#32	DESCRIPTION:	<u>PCO 43</u>
	REASON:	Add 4 inch conduit pathway for the copper and fiber backbone through the Parking Structure, this included additional footage in copper and fiber
	REQUESTED BY:	Riverside Community College
	COST:	\$8,230
	TIME EXTENSION:	0 days
#33	DESCRIPTION:	<u>PCO 45</u>
	REASON:	Remove and replace approximately 26' x 45' of 3" AC paving at the north entrance of the Parking Structure and Parking Lot Y
	REQUESTED BY:	Riverside Community College
	COST:	\$6,505
	TIME EXTENSION:	0 days
#34	DESCRIPTION:	<u>PCO 46</u>
	REASON:	Provide new traffic barrier supports and move the existing barrier at Terracina Road
	REQUESTED BY:	Riverside Community College
	COST:	\$5,143
	TIME EXTENSION:	0 days
#35	DESCRIPTION:	<u>PCO 47</u>
	REASON:	Provide 10' square x 5" thick concrete pad with a depressed 3/4" deep x7 diameter for the new shot put ring
	REQUESTED BY:	Riverside Community College
	COST:	\$3,000
	TIME EXTENSION:	0 days
#36	DESCRIPTION:	<u>PCO 48</u>
	REASON:	Provide curb and jute mesh at south east corner of Terracina
	REQUESTED BY:	City of Riverside
	COST:	\$3,333
	TIME EXTENSION:	0 days
	Total Amount	\$350,879.00

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-4

Date: February 20, 2007

Subject: Lovekin Modularity Redistribution Project

Background: On January 29, 2007 the Committee on Resources discussed the distribution of the portables in the Lovekin Complex, which was created as a swing space during the Quad Modernization Project. The swing space provided alternative space for offices and classrooms housed in the Quad. The swing space consists of fifty-one (51) portables including two restroom facilities. As the Quad Modernization Project is nearing completion, the staff is developing a plan for a redistribution of the portables. Some units will remain on the Riverside City College campus to solve current space needs and future swing space use whereas others will be distributed to the Moreno Valley and Norco Campuses. Some are also being held in reserve for other uses such as at Ben Clark.

In preparation for moving units to the Moreno Valley and Norco campuses, staff proposes to engage Higginson + Cartozian Architects, Inc. to provide architectural design and engineering services to relocate fifteen of the modular classrooms and one restroom facility as follows:

- Moreno Valley Campus – Nine (9) modular classrooms and related site work
- Norco Campus – Six (6) modular classrooms, one restroom facility and related site work

Services provided by Higginson + Cartozian, Inc. would include design development, final design, preparation of construction documents and specifications, administering the process to obtain Division of State Architect (DSA) approval, assisting with the bidding process and monitoring quality assurance. A total project budget for the distribution of these portables will be presented at a later date. The fee for the design, architecture and engineering services is \$136,000 (\$63,000 for the Norco campus and \$73,000 for the Moreno Valley).

Finally, staff will provide additional information concerning the distribution/disposition of remaining modularity in the near future.

Recommended Action: It is recommended that the Board of Trustees approve the agreement with Higginson + Cartozian Architects, Inc for architectural design and engineering services for the distribution of fifteen modular classrooms from the Riverside City Campus, Lovekin Complex to the Moreno Valley and Norco campus and the use of Measure C funds in an amount not to exceed \$136,000 and authorize the Vice Chancellor, Administration and Finance to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Aan Tan
Associate Vice Chancellor
Facilities Planning, Design and Construction

AGREEMENT BETWEEN
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

HIGGINSON+CARTOZIAN ARCHITECTS, INC.

THIS AGREEMENT is made and entered into on the 21st day of February, 2007, by and between HIGGINSON +CARTOZIAN ARCHITECTS, INC. hereinafter referred to as Consultant and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultants office(s), and on site at Riverside Community College Moreno Valley Campus and Norco Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor, Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from February 21, 2007, to the estimated completion date of November 1, 2007, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$136,000 including expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor, Facilities Planning, Design and Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities Planning, Design and Construction.
6. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the

purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury,

including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

11. Abandonment: If the project is suspended for more than three months or abandoned in whole or in part, the Consultant shall be paid compensation for services performed prior to receipt of written notice from District of such suspension or abandonments, together with reimbursable expenses then due and all termination expenses resulting from such suspension or abandonment. If the project is resumed after being suspended for more than three months, the compensation shall be subject to renegotiation.

Termination of Agreement: This agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. On the event of termination due to the fault of parties other than the Consultant, the Consultant shall be paid his compensation for services performed to termination date, including reimbursable expenses due and all termination expenses. Termination expenses are defined as reimbursable expenses directly attributed to termination, plus an amount computed as a percentage of the total compensation earned to the time of termination.

12. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Higginson+Cartozian Architects, Inc.

Riverside Community College District

David Higginson
AIA, CEO
1455 Park Avenue
Redlands, CA 92373

James L. Buysse
Vice Chancellor
Administration and Finance

Exhibit I

Scope of Services

Scope of Project

During the Quadrangle Modernization Project, the Lovekin Complex was created to serve as a swing space with modularity for alternate space for offices and classrooms. Fifty-one portables consist within the Lovekin Complex and due to the near completion of the Quadrangle Project the District has developed a plan to move the swing space between campuses to solve current needs and future swing space use.

Consultant has designed placement of fifteen of the modular classrooms and one toilet facility at the following sites:

Moreno Valley Campus – Nine modular classrooms and related site work.

Norco Campus – Six modular classrooms and one modular toilet facility and related site work.

Scope of Services

Services provided by Consultant would include design development, final design, construction documents and specifications, administering the process to obtain Division of State Architect (DSA) approval, assisting with the bidding process and monitoring quality assurance.

Services to Include:

Architectural, Landscape, Civil, Technology/Data and Electrical Engineering.

Planning and Design Phase:

- Review the program furnished by the client to ascertain the requirement of the project and shall confirm such requirements with governing agencies and client for design concepts and approvals.
- Assist client in processing of Design Documents through the Governing Agency.

Design Development, and Construction Document Phase:

- Implementation of College program requirements.
- Development and preparation of construction documents, consisting of drawings and details as required for the construction and building permits.
- Assist client with Development of Specifications.
- Make required corrections and coordinate with governmental agencies for approvals and building permits.
- Provide onsite assistance and observation as needed to ascertain that construction is in general conformance with the intent of the construction documents. Six (6) observations are included. Other billed hourly as approved by client.
- Assist the client during project bidding to determine “or-equal” and status of products. Prepare addendum as needed to clarify certain aspects or questions which may arise during bidding.
- Assist client in filing the required documents for approval of governing agencies having jurisdiction of the project for building permits.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOURCES COMMITTEE

Report No.: VI-B-5

Date: February 20, 2007

Subject: FY 2007-08 Budget Development

Background: Attached for the Board's review is a copy of information presented at the January 12, 2007, ACCCA workshop concerning the Governor's "January" budget proposal for FY 2007-08. Staff will lead a discussion of this proposal and its implications for California's community colleges. Additionally, if other budgetary information, such as the First Principal Apportionment (P1) Report, becomes available on or before February 15, staff will bring same to the Committee meeting for review and discussion.

Information only.

Salvatore G. Rotella
President

Prepared by: James L. Buysse
Vice Chancellor
Administration and Finance

Preface

The Governor's Budget Proposal for 2007-08 proposes to limit General Fund spending to the amount of revenue the state will collect, with the exception that it proposes to use \$840 million of funds available from previous years to pre-pay debt. By eliminating the state's net operating deficit (\$5 billion), setting aside a total reserve of \$2.1 billion, and eschewing tax increases and new budgetary borrowing, the Administration believes this Budget puts California on the path to full fiscal recovery.

The education budget can still be characterized as "a starting point;" it does not provide community colleges with increases in funding similar to the 2006-07 Budget. The System received more than \$700 million in ongoing funding in 2006-07, while the starting point for 2007-08 is \$377 million. The System's budget request for 2007-08 totaled more than \$700 million in ongoing funds.


Governor Schwarzenegger's Budget Proposal for 2007-08 funds the Proposition 98 minimum funding level. But, due to relatively slow growth in Proposition 98 funding—and the continuing decline in statewide ADA/FTES—there is only enough new money to fund the 4.04% estimated statutory cost-of-living adjustment (COLA) for 2007-08, and little else. Outside of the funded COLA and growth funding, there appears to be very little in the way of new, ongoing funding being proposed for 2007-08.

Nonetheless, while California's economy continues to improve, the demands on government in terms of expenditures are still increasing faster than revenues. The Governor has laid out an ambitious plan to provide health insurance coverage for California's children and families, as well as improving prison facilities. The "devil" will be in the details to accomplish these goals.

Keep in mind, the COLA percentage could change a bit between now and the ultimate Budget adoption. And both the revenue and expenditure numbers for the current year will continue to change, necessitating a change in the state's projected ending balance for the current year.

Since, this year's starting point is not quite as good as last year's, we do urge caution. The 2007-08 Budget proposal could be defined as a "status-quo" budget. Thus, we advise districts to plan their budgets consistent with the Governor's proposals (according to the System's new funding formulas in SB 361), but to avoid making final commitments until all of the votes have been cast. The dynamics of the Governor's budget proposal, combined with a new Legislature and the changing economic environment, make the adoption of the Governor's Proposed Budget far less than a sure thing. Just as the Legislature will look for some room to maneuver, community colleges would be wise to do the same.

While we applaud efforts to maintain programs for students and hope that the reduction in student fees will provide greater access, it is important to realize that the work has only just begun.



ARNOLD BRAY

Legislative Representative

Overview of the Proposed Community College Budget for 2007-08

The Governor's Budget continues the state's commitment to funding increases for enrollment growth, basic budget support, financial aid, and expansion of recent initiatives in career-technical education and nursing. Additionally, the Governor's Budget proposes a new initiative to address pressing state needs—focusing on increasing the rate of meaningful educational outcomes for the most at-risk community college students.

For the California Community Colleges, the Budget includes \$8.6 billion (\$6.6 billion from General Fund and Proposition 98 sources), which reflects an increase of \$322.3 million (\$362.3 million General Fund and Proposition 98 sources) above the revised 2006-07 Budget. These amounts reflect a 3.9% total funding increase, including a 5.9% General Fund and Proposition 98 increase over the current year.

The overall increase in Proposition 98 funding for K-14 education is \$1.8 billion. The community college share of Proposition 98 is at 11.06%, a level that has been attained only once since Proposition 98 was established—compared to the current-year share of 10.74%.

Community College Fees

The Budget proposes no fee increase. Community college fees for credit courses will remain at \$20 per credit unit pursuant to an agreement reached in negotiations on the 2006 Budget Act. Community college fees remain the lowest in the nation and are 24% of the national average.

Major Adjustments

Budget Year

- \$224.9 million for a cost-of-living increase (4.04%) for general-purpose Apportionments.
- \$109.1 million for enrollment growth for apportionments (2%). This funding will enable community colleges to enroll an additional 23,000 full time equivalent (FTES) students. This level exceeds the 1.65% change in the adult population, and is in addition to the funding that is already in the system for the unrestored FTES from the prior three years. When the \$109.1 million is added to the restoration funding that is already in the system, there will be the potential for at least 4% growth over the estimated level of current year FTES. The amount of actual restoration dollars available in 2007-08 will not be known until the First Principal Apportionment (P-1) in February.
- \$19.6 million increase for Categorical Program enrollment growth (2%) and COLA (4.04%). These programs include basic skills, matriculation, disabled students programs and services, campus childcare tax bailout, and extended opportunity programs and services.

- \$33.1 million redirection of surplus basic skills overcap incentive funding to support additional matriculation and support services for community college students. Of this amount, \$19.1 million is specifically dedicated to additional counseling and tutoring services for those students most at risk of failing to complete a program.
- \$9 million one-time current-year funding and \$9 million in ongoing funding to support additional nursing program investments in community colleges. These funds are available in the community college base from the 2006 Budget Act set-aside actions and are now proposed to assist colleges in expanding enrollments by providing startup funding for new nursing programs, funding new clinical simulation laboratories, expanding services that will reduce attrition, and funding incentives to add more prerequisite science courses.
- \$33.2 million increase to offset the remaining revenue reduction incurred by colleges in the budget year due to the reduction in student fees from \$26 to \$20 per unit in the spring of 2007 and other workload adjustments.
- \$197.2 million reduction to apportionments to reflect estimated growth in local property taxes of an identical amount.
- \$350,000 in ongoing funds for the Fiscal Crisis and Management Assistance Team (FCMAT) to ensure resources are available to respond to financial instability indicators.

Capital Outlay

The Governor's Budget proposes funding 60 projects at a cost of \$479.4 million from 2006 bond funds (Proposition 1D). In addition, the Governor is proposing that a new education facilities bond measure be placed on the 2008 and 2010 ballots that would generate approximately \$6 billion earmarked for community college capital outlay projects. The Governor's proposal would provide community colleges with more than 50% of the total amount (\$11 billion).

State Bond Proposal for 2008

AB 100 (Núñez, D-Los Angeles) is working its way through the legislative process. The bill would enact the Kindergarten-University Public Education Facilities Bond Act of 2008. The bond act, if approved by the voters at the November 4, 2008, statewide general election, would provide for the issuance of \$9,087,000,000 of state general obligation bonds to provide aid to school districts, county superintendents of schools, county boards of education, the California Community Colleges, the University of California, the Hastings College of the Law, and the California State University to construct and modernize education facilities.

Left Outs

The System Office requested funds for Career Development and College Preparation, Student Services allocation for newly accredited colleges, Basic Skills Initiative, Part-Time Faculty Office Hours/Health Insurance, Increase for Full-Time Faculty Positions, Compensation Equity for Part-Time Faculty, Mathematics Engineering Science Achievement (MESA), Economic Development, Technology, Reimbursement of State Mandates, Physical Plant/Instructional Equipment—none of these items were provided any new funding in the 2007-08 Budget.

Proposition 98

Proposition 98, adopted by voters in 1988, is a complex set of formulas that set the minimum funding level for K-14 education from year to year. Because of its dominant role in carving out state resources and setting budget priorities, it is often the subject of controversy and litigation.

In 2006, the Governor made peace with the education community by agreeing to restore funding for Proposition 98 that had been in dispute since 2004-05. Reaching this agreement was a major reason behind the sizable increases that schools received in 2006-07 in both ongoing and one-time funds. But, in addition, this agreement provided for allocating another \$2.9 billion owed under Proposition 98 for 2004-05 and 2005-06 in annual payments over the next seven years, starting in 2007-08.

One would have thought that, after just settling this dispute with the education community, the Governor wouldn't make any controversial proposals regarding Proposition 98 funding in 2007-08. But he did—and, in fact, his Budget Proposal includes the following two controversial proposals:

- First, the Budget proposes to shift all state support for Home-to-School Transportation from Proposition 98 to the Public Transportation Account (PTA), a state account funded from the sales tax on gasoline. This shift of \$627 million would be followed by a downward rebenching of the minimum guarantee. The Budget asserts that “this proposal does not result in a reduction to Home-to-School Transportation nor any other Proposition 98 funded program.” This proposed shift does not appear to have any immediate impact on school funding, in that the Budget does include funding for the 4.04% (est.) COLA for transportation. But we expect that this proposal will be opposed by other agencies that would have otherwise received more funding from the PTA for mass transit construction and operation.
- Second, the Administration has proposed that \$269 million in funding for the Stage II CalWORKs Child Care Program be paid for with Proposition 98 dollars rather than other state General Fund revenues, as in previous years. This shift clearly reduces resources that would be available to other K-14 education programs, and uses up virtually all of the growth in Proposition 98 funds beyond the amount needed to fund the COLA. It is likely that this proposal will be contested in the Legislature—and certainly will be protested by the Education Coalition.

It is interesting to note that the Administration states that current law provides for the downward rebenching of Proposition 98 when an entire program, namely Home-to-School Transportation, is shifted outside of Proposition 98. But since some of the Stage II CalWORKs Child Care Program is already funded through Proposition 98, the Administration asserts there is no need to rebench Proposition 98 upwards for this proposed shift.

Proposition 98 Details

For 2006-07, the Governor's Budget estimates the Proposition 98 guarantee at \$55.022 billion, an increase of 3.1% over the prior year. The guarantee is based on the application of Test 3, which adjusts funding based on the change in state General Fund revenues per capita and the change in ADA, with Test 3 being operative usually in times of weak revenue growth.

For 2007-08, the Governor's Budget proposed to fully fund Proposition 98 based on Test 2, which reflects growth in the state economy more broadly. Specifically, this test increases prior-year funding based on the change in per capita personal income and the change in ADA. The Test 2 increase is estimated to be 4.58% under the Governor's plan.

While in years of statewide ADA growth the Proposition 98 guarantee also is adjusted for that rate of growth, there were no downward adjustments when statewide ADA declined—for the first two years of such decline. In 2007-08, with this being the third consecutive year of ADA decline, the Proposition 98 minimum guarantee was reduced to reflect the estimated 0.39% statewide decline in ADA.

The Proposition 98 guarantee was also increased by \$144 million in 2007-08 under the Maintenance Factor formula, wherein prior reductions to Proposition 98 get restored when state taxes grow faster than personal income (such as is the case for 2007-08). After factoring in this payment, there is still \$310 million of Maintenance Factor remaining, meaning that Proposition 98 funding could increase by up to this amount if state taxes come in higher than currently expected.

Finally, the resulting Proposition 98 funding level for 2007-08 was reduced by the \$627 million noted above to reflect the shift of Home-to-School Transportation to outside of Proposition 98. Total Proposition 98 funding in 2007-08 is proposed at \$56.835 billion, with the General Fund contributing \$41.190 billion, or 72.5%, and the balance funded from local property taxes.

The budget year's Proposition 98 funding is certainly impacted by the two proposed funding shifts. Had the transportation shift not occurred, the K-12 portion of Proposition 98 would have increased by \$2.063 billion and the community college share of Proposition 98 would have been less than 11.06%.

Budget Proposals for Non-Proposition 98 Programs

While this report is focused on the Proposition 98 portion of the Governor's Budget, it is also important to consider what the Administration is proposing for other programs supported by the state's General Fund, since decisions on funding levels for K-12 programs will not be made in a vacuum. Rather, they will be weighed against the other competing demands for state General Fund resources. Thus, this section examines the other areas of the State Budget.

The Governor's Budget proposes an overall increase of only \$50 million for Health and Human Services programs, an increase of 0.2%. The state's three major programs in this area include CalWORKs, which assists low income families; SSI/SSP, which provide supplemental income for the aged, blind, and disabled; and Medi-Cal, the state's primary health assistance program.

The Budget expands health care coverage by \$36 million for a program established in 2006 that creates a two-county pilot program to allow parents to self-certify income and assets when enrolling their children into Medi-Cal and during the annual eligibility review process. The Budget proposes a reduction of \$324 million related to reforming the CalWORKs program. One hundred and forty million dollars is also saved by suspending the July 1, 2007, CalWORKs cost-of-living adjustment.

Higher education, which includes the University of California (UC), the California State University (CSU), the California Community Colleges, and the state's financial aid programs for those institutions, receives significant increases in the Governor's Budget. The budget honors the "compact" with the higher education segments, providing full funding for the base and full enrollment growth. The Budget proposes a 7% fee increase for UC and 10% for CSU students, unlike last year, when the Budget proposed to buy out the scheduled fee increases.

This Budget offers something that is at least somewhat positive in nearly every area, with the exception of CalWORKs. While every public agency will likely make the case that it could and should have received more, gone are the massive cuts of yesteryear. We think the real debate is not over the merits of funding programs either within or outside of Proposition 98—the real debate will be about the economics and politics of the Budget itself. It will also be a test of leadership for both the Governor and the Legislature.

Mandates

One year ago, the Governor released his proposed Budget for the state that included partial funding for mandate claims, a slight improvement over the prior years that saw the vast majority of claims go unpaid, as the state elected to defer payment to an unspecified future year. These deferrals were estimated to exceed \$1 billion.

By the May Revise, General Fund revenues had improved so significantly that the Governor proposed to eliminate the accumulated mandate debt entirely. Ultimately, the adopted 2006-07 Budget contained \$4 million to reimburse community college mandate claims.

The Governor's Budget for 2007-08 unfortunately returns to the years of the recent past, deferring payment on mandate claims. Like 2004-05 and 2005-06, the Budget proposes to defer payment on 38 specific mandates. The Governor's Budget contains a token \$1,000 for each of the 38 mandates, which is insufficient to pay the claims but requires districts to carry out the mandate without added state funding nonetheless. Based on the 2006-07 estimate of annual new claims, the Budget Proposal would result in unfunded mandates totaling \$290 million, roughly \$130 million from 2006-07 and \$160 million from 2007-08.

The Budget also reflects the fiscal consequences of actions taken by the Commission on State Mandates last summer to eliminate reimbursement for three previously funded mandates—the Mandate Reimbursement Process, the Open Meetings Act, and the School Accountability Report Cards. At the direction of the Legislature, in language contained in a trailer bill to the 2005 Budget Act, the Commission revisited these mandates and reversed its prior decision, finding them no longer reimbursable. School districts, however, are not relieved of carrying out these duties, as they are required to by the State Constitution or sections of state law that do not require reimbursement, according to the Commission's decision.

Again, like last year, during the May Revision we expect the Governor to reassess his priorities in light of the current economic projections. We are hopeful that mandates will be given favorable consideration at that time. In the meantime, we recommend that districts continue to file claims.

Lottery Funding

Lottery funding is a particularly volatile funding source. We saw the last significant increase in Lottery funding in the 2003-04 fiscal year. In the most recent years, the Lottery Commission had assumed that the new "Mega Millions" game would increase sales, thereby increasing revenues to school agencies. Revenue increased only slightly, but since ADA/FTES decreased from year to year, revenues per ADA/FTES actually increased.

The first quarter of 2006-07 is showing a 12% decline in Lottery sales. This is the very characteristic of Lottery funding, which references the idea that school agencies should be prudent in the use of these dollars for ongoing expenditures. As a result, the 2006-07 first quarter Lottery payment was \$34.12 per ADA/FTES (unrestricted). This is approximately \$4.59 less than the first quarter of 2005-06.

While there is still time for revenues to materialize for the entire year as originally projected, just as we have seen in prior years, the drop in first quarter payments is cause for concern. Therefore, at this time, we are projecting a per-ADA/FTES amount of \$148 per annual ADA/FTES, down from our earlier estimate of \$154 per ADA/FTES. The \$148 would be allocated as \$123.25 per annual ADA/FTES unrestricted and \$24.75 per annual ADA/FTES for Proposition 20 restricted funding. The 2006-07 projected amounts may be revised as the year progresses and updates will be made based on any changes in revenues and/or annual ADA/FTES.

For the 2007-08 fiscal year, the estimated projections have not yet been made available from the Lottery Commission. Based on our reduced estimates for 2006-07, we estimate that funding will again be a total of \$148 per annual ADA/FTES in 2007-08, but with a slight change to the distribution between unrestricted and Proposition 20 funding. The estimated per annual ADA/FTES unrestricted amount is \$123.20 and the per annual ADA/FTES for Proposition 20 is \$24.80. We recommend that districts budget for these amounts. The Governor's Budget funds 2007-08 Lottery at the same amount as 2006-07 (\$173.9 million).

STRS AND PERS

Prior to the release of the proposed State Budget, the Governor issued an executive order to establish the Public Employee Post-Employment Benefits Commission to address the issue of unfunded liabilities faced by California's public employers for other postemployment benefits, mainly health benefits for retirees.

The commission consists of 12 members, six of whom are appointed by the Governor and three by the leader of each house. The Governor appoints a chairperson. The Commission is to identify the amount of unfunded liabilities for all of California's public agencies for other postemployment benefits, identify various approaches for addressing the unfunded liabilities, compare the advantages and disadvantages for each approach, and propose a plan or plans for addressing the unfunded benefits. This work is to be completed and submitted to the Governor and the Legislature by January 1, 2008.

STRS

- Combined unfunded portion of future liability for pensions is \$49 billion
- STRS intends to increase member contributions by one-half of 1% (for a total contribution of 8.5%) starting July 1, 2009
- STRS intends to increase employer contributions by one-half of 1% per year starting July 1, 2009, to a maximum of 13% to 14.25%

PERS

- PERS board will adopt employer contribution rate for 2007-08 in May 2007, as usual
- No long term plan announced yet to address unfunded liability

Community College Local Assistance Budget

California Community Colleges

Local Assistance Budget (in thousands)

Per Governor's Proposed Budget for 2007-08

COLA (4.04%) on Apportionments	224,900
Growth (2%) and COLA (4.04%) on Selected Categorical Programs	19,600
Growth (2%)	109,132

Academic Senate	467
Baccalaureate Pilot Program	100
Basic Skills and Apprenticeship*	15,229
Career Technical Education	20,000
Childcare Tax Bailout Funds	6,804
Disabled Students Programs and Services	114,472
Economic Development	46,790
Extended Opport. Programs and Services and Special Services	119,827
Faculty and Staff Diversity	1,747
Fiscal Crisis and Management Assistance Team	350
Foster Care Education	4,754
Fund for Student Success	6,158
Matriculation	134,436
Nursing Program Support**	25,886
Part-time Faculty Compensation	50,828
Part-time Faculty Health Insurance	1,000
Part-time Faculty Office Hours	7,172
Scheduled Maint./Special Repairs/Instructional Equip./Library Materials	27,345
Special Services for CalWORKs	43,580
Student Financial Aid Administration	51,308
Telecommunications & Technology Infrastructure	26,197
Transfer Education and Articulation	1,424

* \$33,110 shifted from surplus Basic Skills overcap incentive to Matriculation, counseling, and tutoring

** Plus \$9 million in one-time funds

**2007-08 System Budget Request
And
Governor's Budget Comparison**

**California Community Colleges
 2007-08 System Budget
 Summary of Recommended Funding Increases
 (Dollars in Thousands)**

Strategic Plan Goal Areas/ Budget Items	Ongoing Funds	One-Time Funds
College Awareness and Access		
Fee reduction backfill	\$ 40,000	
COLA (5%)	298,000	
Enrollment growth (3%)	170,000	
Career Development and College Preparation	30,000	
Establish COLA and growth for CalWORKs, financial aid administration and Foster Care Education/Training	5,635	
Student Services allocations for newly accredited colleges	873	
Student Success and Readiness		
Basic skills initiative*	*	
Matriculation/ counseling/placement	14,000	
Part-time faculty office hours/health insurance	12,000	
Increase full-time faculty positions	45,000	
Compensation equity for part-time faculty	50,000	
Mathematics Engineering Science Achievement (MESA)	2,200	
Partnerships for Economic and Workforce Development		
Career Technical Education Equipment		\$ 20,000
Economic Development -- regional clearinghouses**	2,000 **	
System Effectiveness		
Academic Senate – COLA	23	
Technology items	14,300	9,650
Professional and staff development	10,000	
Resource Development		
Fiscal Crisis Management Assistance Team (FCMAT)	570	
Reimbursement of state mandates	16,000	20,000
Instructional Equipment/ Facilities Maintenance		50,000
Total	\$710,601	\$99,650

* “Convert” funds that otherwise would be budgeted in 2007-08 for basic skills “over-cap” (about \$33 million) to cover start-up and partial-year costs of new Basic Skills Initiative, with understanding that an infusion of a similar amount of new funds will be needed in 2008-09 to meet annualized costs.

** Assumes approximately \$1.1 million of match from non-Proposition 98 sources, for total of \$3.1 million.

2007-08 California Community College Budget
Comparison of System Budget Request to Governor's Budget - Preliminary Draft

(dollars in thousands)

Budget Items	System Request		Governor's Budget	
	On-Going Funds	One-Time Funds	On-Going Funds	One-Time Funds
Fee Reduction Backfill	\$40,000		\$33,200	
COLA (System Request 5%; 4.04% GB), includes categoricals	298,000		238,152	
Growth (System Request 3%; 2% GB), includes categoricals	170,000		115,457	
Career Development and College Preparation	30,000			
COLA & Growth for categorical programs	5,635			
Student services allocations for newly accredited colleges	873			
Student Success and Readiness				
Basic Skills Initiative		*		
Matriculation/Counseling/Placement**	14,000		33,110	
Part-Time Faculty Office Hours/Health Insurance	12,000			
Increase Full-Time Faculty Positions	45,000			
Compensation Equity for Part-Time Faculty	50,000			
Mathematics Engineering Science Achievement (MESA)	2,200			
Partnership for Economic & Workforce Development				
Career Technical Education Equipment		20,000		32,000
Economic Development -- Regional Clearinghouses	2,000			
System Effectiveness				
Academic Senate - COLA	23			
Technology Items	14,300	9,650		
Professional Development	10,000			
Resource Development				
Fiscal Crisis Management Assistance Team (FCMAT)	570		350	
Reimbursement of state mandates	16,000	20,000		
Physical Plant/Instructional Equipment		50,000		
Nursing Initiative***			9,000	9,000
CalPASS				1,000
Total****	\$ 710,601	\$ 99,650	\$ 377,080	\$ 42,000

* Convert funds that otherwise would be budgeted in 2007-08 for basic skills overcap (\$33.1 million) to cover start-up costs of new basic skills initiative.

**Redirects basic skills over-cap funds (\$33.1 million) to matriculation and counseling services. This does not represent new funds.

***Redirects the \$9 million in funds made available 2006-07 for career technical education for nursing initiative. One-time funds of \$9 million are also made available for nursing. This does not represent new funds.

****Governor's Budget, on-going funds, is adjusted by \$10 million to tie to Prop. 98 split

2007 SSC Community College Financial Projection Dartboard

2007 SSC Community College Financial Projection Dartboard Governor's Budget Version

This initial 2007 version of SSC's Financial Projection Dartboard is based on the Governor's Budget Proposal for 2007-08. We have updated the COLA, CPI, and 10-year T-bill factors per the latest economic forecasts, and this resulted in changes to virtually every factor for 2007-08 and thereafter. SSC staff relies on various state agencies and outside sources in developing these factors, but we assume responsibility for them with the understanding that they are, at best, general guidelines.

Factor	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
Statutory COLA	5.92%	4.04%	2.7%	2.5%	2.7%	2.9%
California CPI	3.2%	2.6%	2.4%	2.5%	2.6%	2.7%
California Lottery ¹	\$123.25 \$24.75	\$123.20 \$24.80	\$123.05 \$24.95	\$123.00 \$25.00	\$123.00 \$25.00	\$123.00 \$25.00
PERS Employer Rate ²	9.124%	9.0%	9.0%	9.0%	9.0%	9.0%
Interest Rate for 10-Year Treasuries	4.6%	5.1%	5.4%	5.4%	5.4%	5.4%

¹ The forecast for Lottery funding per FTES includes both base (unrestricted) funding and the amount restricted by Proposition 20 for instructional materials. Lottery funding is based on prior year actual annual FTES.

² We expect future PERS rates to increase, but do not have estimates at this time.

Governor's Proposed Initiatives

Governor's Proposed Budget Background Information - Initiatives

Career Technical Education Initiative

In an ever-evolving economy, California students need multiple pathways to rewarding and productive careers. The Administration remains committed to expanding opportunities for high school and community college students to take high-quality, academically rigorous career technical education (CTE) courses.

Since the Governor launched his CTE initiative in 2005, the state has made significant investments aimed at reinvigorating CTE programs. Chapter 352, Statutes of 2005 (SB 70) marked the beginning of the Governor's CTE Initiative, providing \$20 million for CTE courses in high schools and Community Colleges. At the heart of this initiative are "2 + 2" programs that offer articulated series of courses beginning in a high school and continuing at a community college.

As a result of the investments in the 2005-06 budget and those described for the current year budget, the state has begun to restore the capacity and vitality that many CTE programs had lost due to decades of erosion in these programs. California is making significant progress in building CTE programs that will provide students with additional options and opportunities and help to meet the evolving demands of California business and industry.

The Governor's Budget proposes \$52 million to expand CTE course offerings and programs. These resources include \$20 million in the CCC's base funding for SB 70 programs as well as \$32 million in new funding provided pursuant to Chapter 751, Statutes of 2006 (SB 1133). The Administration proposes that these funds be used for the following activities:

- Expanding the number of CTE courses offered in middle schools, high schools, and community colleges.
- Building stronger partnerships between the business sector and educational institutions.
- Planning and implementing CTE curriculum for emerging industries.
- Expanding internship opportunities for students.
- Establishing career exploration opportunities for middle school students.
- Creating career-themed high schools.
- Establishing streamlined pathways for becoming a CTE teacher.
- Creating several pilot career academies for young adults and high school dropouts who are unable to maintain living wage employment due to academic deficiencies.

CCC Student Success Initiative

The Governor's Budget proposes to redirect \$33.1 million in underutilized, ongoing funds for improving student outcomes. These funds are currently dedicated for student instruction that exceeds district funding limits and are not projected to be needed in the foreseeable future. Instead, this amount is proposed to help the most at-risk, first time students that are in transition from high school to define and complete specific academic goals with the following services:

- \$14 million is provided for additional core Matriculation Program services, which includes orientations, counseling and academic assessment, referrals to specialized services, evaluation of study skills, and advising on course selection.
- \$19.1 million is provided for targeted counseling services to help assess career options, evaluate aptitudes, and form an academic plan of study for career preparation for those students that are most at risk of failing to complete a meaningful education program. This funding would provide hands on tutoring to assist these young adults in progressing through

their plan and achieving their goals. Accountability measures for improved outcomes for these students are proposed to be incorporated into the new CCC accountability system.

Nursing Initiative

Building on investments made in the current year budget described previously, the Governor's Budget proposes \$9 million in ongoing funding and \$9 million in one-time current year funding to support additional nursing instructional capacity in community colleges. The CCC, with 74 existing nursing programs, are the leaders in training and educating the nursing workforce. Recognizing their mission and capacity to provide additional training and services to meet the documented clinical nursing shortage, the Budget proposes:

- \$9 million in ongoing funding for additional services to reduce enrollment attrition (\$5.2 million) and for incentives to increase costly science course sections that are prerequisite to enrolling in nursing programs (\$3.8 million).
- \$9 million in one-time funding for start up costs for five new nursing programs (\$5 million) and development of four new regional clinical simulation laboratories (\$4 million).

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
PLANNING COMMITTEE

February 15, 2007, 7:00 p.m.

Board Room AD 122, O.W. Noble Administration Building, Riverside City Campus

Committee Members: Janet Green, Committee Chairperson
Mark Takano, Vice Chairperson
Ray Maghroori, Vice Chancellor, Academic Affairs
Kristina Kauffman, Associate Vice Chancellor, Institutional Effectiveness
Doug Beckstrom, Academic Senate Representative, (Moreno Valley Campus)
Richard Mahon, Academic Senate Representative (Riverside)
Gail Zwart, Academic Senate Representative (Norco Campus)
Yajaira Tiscareño, ASRCC Student Representative
Todd Wales, CTA Representative
Fabian Biancardi, CTA Representative
Gustavo Segura, CSEA Representative

AGENDA

VI. Board Committee Reports

C. Planning

1. Approval of Professional Design Services and Educational Planning Consultants to Develop Long Range Educational Program, Growth, and Capital Plans for Norco, Riverside and Moreno Valley Campuses
- The Committee to consider agreements relative to the preparation of long range educational plans for the Norco, Moreno Valley and Riverside campuses.
2. Proposed Agreement for Harley Ellis Devereaux to Provide Design Services for the Norco Student Support Center Project
- The Committee to consider an agreement to prepare plans and specifications for the Norco Student Support Center.
3. Update on Strategic Planning
- The Committee to be presented with an update on Strategic Planning processes and activities.

Adjourn

Prepared by: Charlotte Zambrano
Administrative Assistant
Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-1

Date: February 20, 2007

Subject: Approval of Professional Design Services and Educational Planning Consultants to Develop Long Range Educational Program, Growth, and Capital Plans for Norco, Riverside and Moreno Valley Campuses

Background: On February 21, 2006, the Board of Trustees adopted a planning process that included the development of Long Range Educational Program, Growth, and Capital Plans for the District's three campuses in preparation for the move to a three college system. On August 1, 2006, the District sent out Requests for Proposals (RFP) (attached) for Consultants to assist the Office of Facilities Planning, Design and Construction and the District's Norco, Riverside and Moreno Valley campuses in preparing campus long range educational program, growth, and capital plans. The plans will include an examination of potential academic program development, potential for maximum growth at build out for each of the campuses, and a capital program that will identify preferred land use, potential building sites, circulation plans, ADA accessibility plans, as well as capacity and massing plans to support the academic program needs of each campus.

The District subsequently received ten responses. Each of the three campuses received a set of the ten submittals for review by the campus screening committee. The same four firms were invited for interviews by the Norco, Riverside, and the Moreno Valley Campuses with Moreno Valley Campus inviting an additional firm. The firms were selected to be interviewed based on their team profiles and team experiences within the California community college system and the Division of State Architect.

Interviews were held at the Norco and Riverside Campuses on October 27, 2006, and at the Moreno Valley Campus on November 3, 2006. After presentations and discussions, the screening committees from each campus recommended that the following firms be approved for hire to assist in the development of the Long Range/Master Plan project for particular campuses. Attached are draft contracts reflecting their assignments (final contracts will be available for Board Committee review on February 15, 2007).

Norco Campus: MDA Johnson Favaro – Culver City, CA,
Fee: \$362,867

Riverside Campus: Steinberg Architects – Los Angeles, CA
Fee: \$807,532

Moreno Valley Campus: Maas Companies, Inc. – North Fork, CA
Fee: \$289,985

The Funding Source: Measure C

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-1

Date: February 20, 2007

Subject: Approval of Professional Design Services and Educational Planning Consultants to Develop Long Range Educational Program, Growth, and Capital Plans for Norco, Riverside and Moreno Valley Campuses (continued)

Recommended Action: It is recommended that the Board of Trustees approve 1) the attached agreement and fee of \$362,867 with MDA Johnson Favaro to prepare a long range educational program, growth, and capital plan for the Norco Campus; 2) the attached agreement and fee of \$807,532 with Steinberg Architects to prepare a long range educational program, growth, and capital plan for the Riverside Campus; 3) the attached agreement and fee of \$289,985 with Maas Companies, Inc. to prepare a long range educational program, growth, and capital plan for the Moreno Valley Campus; 4) funding of the agreements with Measure C Funds; and 5) authorize the Vice Chancellor, Administration and Finance to sign the agreements.

Salvatore G. Rotella
Chancellor

Prepared by: Aan Tan
Associate Vice Chancellor
Facilities Planning, Design and Construction

**MacIntyre schedule has outside scan done by February request
that they can still keep to the schedule.**

August 1, 2006

Riverside Community College District

Request for Proposals

**Consultant(s) for the Development of Campus
Educational Plans, Long Range-Program, Growth, and Capital Plans**

**Riverside Campus
Moreno Valley Campus
Norco Campus**

Responses Due 2:00 PM, September 15, 2006

1. BACKGROUND AND INTRODUCTION:

The Riverside Community College District (RCCD) Office of Facilities Planning, Design and Construction on behalf of the RCCD Board of Trustees and the District's three campuses requests proposals from qualified consultants to assist the Office of Facilities Planning, Design and Construction and the District's three campuses in preparing campus long range educational program, growth, and capital plans for the District's three campuses. The plans will include an examination of potential academic program development, potential for maximum growth at build out for each of the campuses and a capital program that will identify preferred land use, potential building sites, circulation plans, as well as capacity and massing plans to support the academic program needs of each of the campuses.

The Riverside Community College District is located in the County of Riverside, in what is referred to as the Inland Empire, the fastest growing area in California. In the past decade the District has grown by fifty percent in Weekly Student Contact Hours (WSCH). The District operates three separate campuses: Riverside City Campus, Moreno Valley Campus, and Norco Campus, and four other Learning Centers in the surrounding communities, and maintains a system office building and district office building in downtown Riverside. The District serves 32,000 students each semester.

The Riverside City Campus is the oldest of the campuses and is the site of the original college. Located on 118 acres in the City of Riverside, the campus opened in 1916 and is known for its historic A.G. Paul Quadrangle. Today it serves more than 18,000 students each semester and has 36 buildings.

Located in the City of Moreno Valley, the 132 acre Moreno Valley Campus opened in 1991, it is known for its growing numbers of health, human, and public service programs and serves more than 7,000 students each semester in 11 buildings. It is also operates three off site learning centers.

Since opening in March 1991, the 141 acre Norco Campus has grown to serve more than 8,400 students, it has 10 buildings, and is in the planning stages for Phase III expansion in order to accommodate more students.

Currently the District is in transition from a single college with multiple campuses to a District with three autonomous colleges. This transition period is expected to be completed within the next 2-3 years. The above referenced planning effort will assist the campuses to move toward college status by looking at the potential for program development and expansion, planning for additional growth to maximum capacity, and planning for the ultimate capital expansion of each of the campuses/colleges.

In 2003 the District initiated a planning process that would update the “Educational Master Plan of the District 1997-2005 and Beyond.” The intent of the process was to build upon a learner-centered curriculum framework, focusing on planning that would help shape the direction of the emerging colleges. This effort produced the “Riverside Community College District Academic Master Plan 2005-2010.” The Academic Master Plan is an aggregation of academic department plans, which serves as the foundation for additional and ongoing planning at the campus/college and District levels. It is intended to be flexible in adjusting to changing times, capable of responding to internal and external challenges and opportunities, and dynamic in meeting the educational goals of students. To that end, it is intended to be a fluid document, undergoing regular department review, update and change.

The District and its three campuses/colleges are ready to move to the next level of planning which will examine the potential of additional educational program development, growth and capital development. With the passage of its Measure “C” Bond in March 2004 the District can now seriously consider the potential for full capital development of its campuses/colleges.

2. PROPOSED PROJECT:

The selected consultant(s) will be required to produce written, graphic, and digital documentation of updated educational plans, growth plans to ultimate build out, and capital plans to accommodate maximum student enrollment. The consultant(s) will assist the campuses/colleges in the planning process through adoption of the plans by the District’s Board of Trustees.

The consultant(s) will work with the campus/college leadership, Academic Planning Council and Strategic Planning Committee, and the District’s Strategic Planning Executive Committee to develop and/or revise educational plans, growth plans, and

capital plans through participation in open forums, committee meetings and public review.

The final product will include, but not be limited to: a planning document that will outline each campus/college educational plan, provide a capital plan that illustrates the potential building and infrastructure capacity of each of the campuses/colleges to accommodate potential education plan expansion, and potential maximum growth.

The educational plan component will include but not be limited to: College/Campus background and history, mission, vision, description/assessment of existing conditions, external influences, internal influences, analysis of current program status to preferred future program status, and responses to move from current situation to future programs.

The capital plans will include, but not be limited to: site analyses, site utilities, appropriate land use designations and placement; maximum buildable areas available; appropriate massing, building height and constraints for each available building site; allocation of building areas to maintain an open space structure; a density appropriate to pedestrian oriented campuses/colleges; building and landscape design standards; pedestrian and vehicular circulation (including bicycle, service and emergency) and parking locations; recreation and athletic facilities, child care facilities, and performing arts venues; synergistic uses and potential adjacencies for program interaction and facility efficiency.

The plans will include, but not be limited to: an Education Plan, a Land Use Map, a Building and Massing Plan, a Utility Infrastructure Plan and a Circulation Plan for each of the campuses/colleges.

The campuses/colleges will be open to suggestions by the consultant(s) to additional and/or modified areas of analysis based on their review of the project.

Planning Team and Process:

The consultant(s) team should include appropriate individuals familiar with educational program planning in the California Community Colleges and technical planning expertise in landscape planning, facility planning and design, long range planning and design and infrastructure engineering, planning and design. The consultant's proposal should include a description of the recommended approach to developing the planning process and outcomes that are described above. The planning process will require interactive meetings, planning charettes, open forums, workshops and presentations.

The proposal submitted by prospective consultant(s) should anticipate a minimum start-up period of two to three weeks for orientation meetings with the Office of Facilities Planning, Design, and Construction staff and campus/college leadership before the formal planning process begins.

During the course of the process the consultant(s) will be responsible for producing all meeting minutes and associated handouts in an electronic format consistent with RCCD standards for review and distribution by the RCCD Office of Planning, Design, and Construction.

3. SCOPE OF REQUIRED SERVICES:

Program Definition/Data Collection: Through meetings with the campus/college leadership, faculty and staff, and through the review of existing program documents, data and other applicable sources the consultant(s) will obtain necessary program information and help to refine that program information into an educational plan and examine the potential for maximum campus/college enrollment within the context of available buildable space. The educational plan information and growth capacity information will be used to determine the type and amount of building space that would be needed as the campus/college matures to final build out. The information will translate into space requirements, land use, adjacencies, capacity/massing, circulation, infrastructure and utility requirements.

Site Analysis including Massing Analysis and Future Expansion: The consultant(s) will examine campus physical attributes and constraints, surrounding context, and existing and potential future program needs. As part of the capacity/massing study, potential building sites would be identified and would show utility service connections and identify potential site issues. The study will provide total site capacity information for potential development.

Final Product: The consultant(s) will prepare a draft and final planning document which will include, but not be limited to, the following elements:

- Executive Summary
- Introduction
- Planning Context and Determinants
- Education Plan and Academic Program Development
 - Background Campus/College
 - History
 - Status/Dynamics
 - Explanation for the Educational Plan Effort
 - Mission of the Campus/College
 - Vision of the Campus/College
 - Description/Assessment of Existing Conditions
 - External Conditions
 - Campus/College Programs (the internal community)
 - Analysis of Current Status in Relation to Identified and Preferred Future Responses to Move from Current Situation to Future Programs
 - Objectives for Each Major Program (growth, stabilization, reduction, or development)

Future Activities
Reports
Revisions of Educational Plans
Goals of Physical Development
Planning Principles
Building and Landscape Design Standards
Landscape and Open Space
Land Use
Capacity and Massing
Transportation and Circulation
Recreation, Performance, and Athletics Facilities
Parking
Infrastructure and Utilities

4. PROPOSED SCHEDULE

It is anticipated that the following schedule will be maintained:

Project Orientation (1)	October, 2006
Planning Meetings (2)	October 2006-February 2007
Draft Plans Developed (3)	February, 2007, April 2007
Public Forums and Comment (4)	April 2007, - May, 2007
Final Plans Developed (5)	May, 2007-June, 2007
Individual Campus/College Presentations (6)	June 2007
Individual Campus/College Presentations (7)	July 2007
Plan Adoption by the Board of Trustees (8)	August 2007

- (1) Orientation Meetings with Facilities Planning, Design, and Construction staff and campus/college leadership.
- (2) Planning sessions with campus/college leadership, academic planning councils, strategic planning committees, and others as required.
- (3) Draft Plans developed and available for campus/college review and comment.
- (4) Draft Plans revised and made available for public review and comment.
- (5) Final Plans developed and made available for campus/college review and approval.
- (6) Individual campus/college presentations to Strategic Planning Executive Committee.
- (7) Individual campus/college presentations to the Board of Trustees.
- (8) Board Action

5. SUBMITTAL FORMAT AND SELECTION CRITERIA

Available Documents:

The following documents are available for review through the RCCD Office of Facilities Planning, Design, and Construction

Riverside Community College District Academic Master Plan 2005-2010
Riverside Community College District College District Facilities Master Plan
October 2001
Riverside Community College District Strategic Plan 2003-04
Riverside Community College District Strategic Initiatives 2005
Program Review Documents (These are academic program reviews that are taking
place in preparation for the campuses/college accreditation review. Currently 15
of these are complete the remainder are to be completed by the end of the current
academic year.
Measure “C” Bond Documentation
Internal Scan done in preparation for Measure “C”
External Scan done in preparation for Measure “C”

Qualifications:

Prospective consultant(s) should assemble a planning team that has the following qualifications:

1. Outstanding credentials in Community College campus/college educational program planning, long range planning and master planning.
2. Significant experience in the preparation of education plans, long range and master plans for California Community Colleges.
3. Exceptional qualifications in large scale site planning and development including capacity and massing study experience.
4. Nationally recognized expertise in sustainable development (green facilities) and livable campus environments.
5. Public involvement and communications expertise.

Highest consideration will be given to consultants with demonstrated understanding of campus/college educational planning, master planning and long range development plans, experience with academic program development, academic facilities requirements, capacity and massing studies, planning and architectural data gathering, analytical methodologies, familiarity with California Community Colleges, and responsiveness to the needs of the District’s three campuses/colleges.

Proposal Format:

Consultant(s) proposals should be concise and contain the following sections in order as shown:

1. **Introduction** – Describe philosophy of consultant/firm and areas in which consultant/firm excels. Describe what is unique about the consultant/firm as it relates to this specific engagement.
2. **Approach** – Describe specific techniques to be employed. Outline anticipated work plan and schedule. Describe how your team will work with the campus/college leadership, faculty and staff to manage and conduct the planning process and keep the project on schedule to present results to the Board of Trustees in August 2007.
3. **Statement of Qualifications/Team Description and Relevant Professional Experience** – Provide names and educational background of each team member, including sub consultants, if applicable. Describe experience of each team member relative to college/campus long range and master planning and the proposed role for each team member.
4. **Project Experience** – List projects in chronological order in which team members were involved. Indicate whether project was done by firm or by team member when employed in another firm.
5. **Client Relationships and References** – Provide names, addresses, telephone numbers, and email addresses of at least four clients who can evaluate work that has been completed by the consultant(s)/firm in the past five years.
6. **Illustrative Materials** – Provide a limited representation of promotional photos and drawings, and examples of educational program materials, that illustrate long range and master planning work of the consultant(s)/firm with California Community Colleges.

Fee Proposal:

Provide one copy of the total fee proposal with supporting details in a separate, clearly identified envelope. Estimates should be provided for time and work effort required, hourly billing rates, and estimated reimbursable expenses, (e.g., printing and copying expenses) not covered by fees. Please provide the fee proposal for servicing one, two or all three of the campuses/colleges. Identify the fee by campus/college: Riverside City Campus, Moreno Valley Campus, Norco Campus.

6. SELECTION PROCESS

All proposals will be examined for merit and ranked by a screening committee according to quality and responsiveness. The top proposals will be placed on a short list of finalists and will be called for interviews. Each of the District's campuses/colleges will be engaged in selecting the consultant(s) that will work with that specific campus/college.

Team members giving the presentation shall consist of those who will actually direct and complete the planning process. Upon completion of the interviews, fee proposals will be evaluated. The firm or firms selected as first choice will be notified and asked to negotiate final terms of the contract with the Vice Chancellor Administration and Finance or his representative. Contracts will be forwarded to the Board of Trustees for approval and authorization to proceed.

Schedule for Consultant(s)/Firm(s) Selection:

Announcement of RFP	August 1, 2006
Proposals Due	September 15, 2006
Shortlist	September 29, 2006
Interviews	October 2, 2006-October 13, 2006
Final Selection	October, 2006
Board Approval	October 2006

RCCD has the sole authority to select the final consultant(s)/firm(s) and reserves the right to reject any and all submittals.

7. SUBMISSION OF PROPOSALS

Interested consultants should submit six (6) copies of their bound proposal, including one original with original signatures, to RCCD by the due date. Proposals should be clearly labeled “**RESPONSE: REQUEST FOR PROPOSALS CONSULTANT(S) FOR THE DEVELOPMENT OF CAMPUS LONG RANGE PROGRAM, GROWTH, AND CAPITAL PLANS RIVERSIDE CAMPUS/MORENO VALLEY CAMPUS/NORCO CAMPUS**” and delivered to RCCD in the following manner:

By U.S. Mail or other delivery service such as UPS, FedEx, etc., to

Purchasing Office
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506-1299

ALL RESPONSES MUST BE RECEIVED BY September 15, 2006, 2:00 PM

No oral, telegraphic, electronic, facsimile or telephone statements will be considered. Any Proposals received after **2:00 PM, September 15, 2006** will not be considered and will be returned unopened.

All submittals become the property of the Riverside Community College District.

Questions regarding this RFP may be directed to:

Rick Hernandez, Director Capital Planning
Office of Facilities Planning, Design, and Construction
Riverside Community College District
Phone 951 222-8471
email: Rick.Hernandez@rcc.edu.

DRAFT

AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

MDA JOHNSON FAVARO

THIS AGREEMENT is made and entered into on the 21st day of February, 2007, by and between MDA JOHNSON FAVARO hereinafter referred to as Consultant and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant's office(s), and on site at Riverside Community College Norco Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor, Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from February 21, 2007, to the estimated completion date of February 29, 2008, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$362,670 including expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor, Facilities Planning, Design and Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities Planning, Design and Construction.
6. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the

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purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury,

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including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

11. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

MDA Johnson Favaro

Riverside Community College District

Jim Favaro
5898 Blackwelder Street
Ground Floor
Culver City, Ca 90232

James L. Buysse
Vice Chancellor
Administration and Finance

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Exhibit I



Riverside Community College District Norco Campus Master Plan

Our approach is founded upon a three phase parallel process for both the Educational Master Plan and the Facilities and Open Space Master Plan. The total process spans not less than eight months nor more than ten. The first phase, Reconnaissance and Analysis, consists of research, interviews and analysis of the existing campus and its context, assessment and analysis of existing facilities and review of all existing College data and documents. In the next phase, Option Development, options for a comprehensive campus master plan that integrate technical and qualitative requirements and characteristics of the campus and include phase I, five-year and thirty-year plan options are hypothesized, revised, refined and finalized. Based on approvals from both the College and District senior administration and their respective Strategic Planning Executive Committees the final preferred campus master plan is documented in comprehensive form, both written and graphic, for presentation to and approval from the RCCD Board of Trustees. The following is an overview of the project schedule. A detailed work plan outlining tasks and deliverables for both MDA Johnson Favaro and Stratus follows. The work plan will be refined in consultation with the District and the College in the orientation/mobilization phase and finalized upon commencement of the project.

Facilities & Open Space Master Plan Schedule
 (MDA Johnson Favaro)

<i>Phase</i>	<i>Duration</i>	<i>Start</i>	<i>Finish</i>
Project Kick-Off Meeting ¹		<u>02/06/07</u>	02/06/07
Project Orientation	(2) weeks	02/07/07	02/20/07
Reconnaissance & Analysis ²	(12) weeks	02/215/07	05/16/07
<i><u>Preliminary Report Issued May 16, 2007³</u></i>			
Option Development ⁴	(18) weeks	05/17/07	09/20/07
<i><u>Draft Report Issued September 20, 2007⁵</u></i>			
Final Documentation	(4) weeks	10/01/06	<u>10/16/07</u>
<i><u>Final Report Issued October 16, 2007⁶</u></i>			

Total Project Duration: (36 weeks)

¹ College President and senior administration, District facilities management team.

² Includes completion and submittal to DSA of " Existing Campus Designated Accessibility Plan" in March, 2007

³ Presented to both College and District Senior Administration, both College and District Strategic Planning Executive Committees, College students, faculty and staff and the Norco community

⁴ Includes periodic updates with College and District Senior Administration, College and District Strategic Planning Executive Committees, College students, faculty and staff and the Norco community, and completion and submittal to DSA of "Proposed Campus Master Plan Designated Accessibility Plan" in September, 2007

⁵ Presented to College & District Senior Administration and College & District Strategic Planning Executive Committees for Approval.

⁶ Presented to RCCD Board of Trustees for Final Approval

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Facilities & Open Space Master Plan Program of Outreach
 (MDA Johnson Favaro)

	<i>Project Orientation Weeks 1 -2</i>	<i>Reconnaissance & Analysis Weeks 3 - 14</i>	<i>Option Development Weeks 15-32</i>	<i>Final Documentation Weeks 33-36</i>	<i>Meeting Subtotals Per Group</i>
RCCD Board of Trustees	0	0	0	1	<u>1</u>
District Administrative Leadership	1	1	1	0	<u>3</u>
District Strategic Planning Executive Committee	0	1	2	0	<u>3</u>
District Office of Facilities Planning and Construction	1	2	2	1	<u>6</u>
Norco Campus Administrative Leadership	1	1	2	0	<u>4</u>
Norco Campus Strategic Planning Executive Committee	0	2	3	0	<u>5</u>
Norco Campus User Groups, Stakeholders & Interest Groups ⁷		9	9	0	<u>18</u>
City of Norco/County of Riverside Departments ⁸		3	3	0	<u>6</u>
College Wide Community Forums/Meetings		1	1	0	<u>2</u>
Community of Norco Community Meetings ⁹		1	1	0	<u>2</u>
<i>Meetings Subtotal per Phase</i>	<u>3</u>	<u>21</u>	<u>24</u>	<u>2</u>	<u>50</u>

⁷ Academic Deans, Athletics and Recreation, Performing Arts, Maintenance and Operations, Student Services, Special Programs, Student Life/Activities & Organizations etc.

⁸ Departments of Public Works, Transportation, Fire and Police, etc.

⁹ Norco Neighbors, Community-at-Large and Service Area Constituencies



Facilities & Open Space Master Plan Work Plan: Tasks & Deliverables (MDA Johnson Favaro)

I. MOBILIZATION

Weeks 1-2

1. Kick-off Meeting with College President & Senior Administration (February 6, 2007)
2. Identify User Groups, Stakeholders and Interest Groups
3. Create outreach and decision-making hierarchy organization chart
4. Finalize and distribute project schedule
5. Finalize and distribute work plan and outreach plan

II. RECONNAISSANCE & ANALYSIS

Weeks 3-14

Assemble & Review Existing Documents

1. Review relevant existing County-wide City-wide, District-wide and College demographic data and projections as available. (Including especially Norco Campus projections: Student head counts, FTES, WSCH, etc)
2. Collect, review and assess existing RCCD data
 - Riverside Community College District Academic Master plan 2005-2010
 - Riverside Community College District Facilities Master Plan , October 2001
 - Riverside Community College District Strategic Plan 2003-4
 - Riverside Community College District Strategic Initiative 2005
 - Program Review Documents
 - Measure "C" Bond Documentation
 - Internal Scan Prepared for Measure "C"
 - External Scan Prepared for Measure "C"

3. Collect and Assess Existing Campus Data

- Inventory of Existing Facilities (Based on State of California Title V Standards: Instructional discipline classifications, room use standards, station occupancy standards, space classifications, TOP Codes, CapLoad Ratios, etc)
- RCCD 3D/International Facilities Assessment Report
- Campus Land Survey (Property Boundaries Topography, Building Footprints, Pavement, Curbs and Ramps, Utilities, Trees, , etc)
- Existing Facilities AS-Built Documents
- Campus Planning History
- Existing City/County Planning and Zoning (Codes, Covenants, Deed Restrictions)
- Existing Geotechnical and Environmental Data
- Existing Traffic and Parking Studies, Parking Inventory

Document Graphically Existing Campus and Facilities

4. Photograph existing campus and facilities and assemble into coherent format
5. Create existing conditions campus base plan (To include surrounding properties, open space streets and neighborhoods. Assemble and incorporate previously completed campus site documentation and adopted plans.)
6. Create existing conditions 3-D computer generated site model (To include surrounding properties, open space, streets and neighborhoods)
7. Create existing conditions physical site model (To include surrounding properties, open space, streets and neighborhoods)

Analyze and Document Analysis of Existing Campus

8. Create campus existing conditions diagrams.
 - Figure-ground
 - Vehicular traffic and parking
 - Service and emergency vehicle access
 - Bicycle and pedestrian circulation
 - Permeable and impermeable surfaces
 - Landscape and open space
 - Topography
 - Utilities (Based on District provided survey)
9. Create campus analysis diagrams
 - Land-use
 - Description of basic site physical features
 - Campus wide departmental program distribution
 - Site constraints and opportunities
 - Facilities opportunities
 - Basic observations on operation, adjacencies, etc.
 - Planning principles
10. Create campus adjacent and nearby properties, open space, streets and neighborhoods existing conditions and analysis diagrams (Same as items #10 and #11 above)

Analyze and Document the Analysis of Facilities Use Patterns and Their Physical Status

11. Assemble inventory of facilities and relate to campus (Building areas, heights, FAR's, massing, site coverage, service access and security requirements)
12. Confirm physical status of all existing facilities: Removal and/or replacement, renovation and/or addition, repair and/or upgrade.
(Based on 3D/1 Facilities Assessment Report, visual observation and District/College input)
13. Assemble preliminary inventory of existing facilities to remain, ones suitable for addition, renovation and/or replacement .

Document Near Term and Long Term Facilities Needs

14. Review, document graphically and analyze current use patterns of existing facilities.(Describe how departments & programs fit or do not fit in their facilities, how they are used & relate one to another, circulation patterns, load capacity based on Title V State Standards, current & past educational master plan documentation, etc.)
15. Summarize basic facilities assets and needs. (Understand conceptually and record facilities needs for the future based on preliminary college educational plan findings)

Consultant and Regulatory Coordination

16. Create " Existing Campus Designated Accessibility Plan" for submittal to DSA in March of 2007. (Based on up-to-date College/District provided campus land survey with topography, building and parking lot footprints, paved and unpaved areas.)
17. Coordinate with educational master plan on preliminary information regarding internal/external scans, future program development, enrollment projections, and preliminary read on facilities needs.



18. Coordinate with traffic consultant in the comprehensive assessment and documentation of campus access and on campus traffic, service and emergency vehicular circulation, parking conditions, candidate parking sites and the traffic circulation network and patterns of surrounding streets and neighborhoods.
19. Coordinate with District facilities management team, civil engineering and MEP consultants on understanding and documenting existing utility infrastructure, and challenges and opportunities for its future development (*Wet and dry utilities, sanitary sewer, storm sewer and site drainage*)

Summarize Findings

20. Articulate observations, opportunities and challenges for the campus and the facilities it must accommodate.
21. Conduct campus wide review of, articulate and illustrate graphically key campus planning principles guiding the future development of campus facilities and open space.
22. Assist the College in the creation of and articulate in written and graphic form a comprehensive long term vision for the campus and clearly stated goals for the fulfillment of the vision.
23. Submit in the form of a Preliminary Report written and graphic summary of findings of Reconnaissance & Analysis phase. (May 16, 2007)

III. OPTION DEVELOPMENT

Weeks 15-32

Site Capacity Studies , Preliminary Facilities Program Development and Distribution Alternates

1. Based on preliminary assessment of needs, facilities assets and their physical status and preliminary findings of the educational master plan assemble facilities summary outline program descriptions, including major components and their space needs into consolidated Excel spreadsheet format
2. Based on outline program spreadsheets create space metric diagrams illustrating preliminary floor area requirements of major high priority facilities.
3. Create Alternate campus-wide and site-specific program/departmental distribution diagrams (*Overall facilities dimensional & operational requirements; basic adjacency requirements; basic blocking and stacking*)
4. Alternate campus site capacity studies (*Building heights, footprint coverage including , performance venue(s) recreational and athletic outdoor courts and fields and parking*)

Facilities Site Area Needs and Configuration Alternates

5. Analysis of facilities area needs compared to site capacities (*The sizes of things : Site coverage, building massing, especially regarding footprint needs of department, administration, student community and services, performance venue(s) and indoor athletic/recreation facilities.*)
6. Alternate departmental, student life and administration facilities location and configuration studies.
7. Alternate performance venue(s) outdoor athletic and recreation fields and courts location and

configuration studies

8. Alternate parking facilities location and configuration studies; alternate vehicular access and circulation studies.

Master Plan and Master Plan Implementation Alternates

9. Create preliminary overall facilities master plan diagram based on previously completed plans and studies and analysis cited above.
10. Alternate 2-d site specific and campus wide regulating and illustrative master plan studies
Phase I, five year and thirty year plans.
11. Alternate site specific and campus wide circulation plan diagrams: auto, public transit, pedestrian, bicycle, service and emergency vehicles.
Phase I, five year and thirty year plans.
12. Alternate site-specific and campus wide landscape and open space studies
Phase I five year and thirty year plans. Same sites as #3 above.
13. Alternate 3-d site specific and campus wide computer generated massing diagrams
Phase I, five year and thirty year plans.
14. Alternate 3-d site and campus wide specific physical massing models
Phase I, five year and thirty year plans.
15. Alternate cost of construction and implementation scenarios
Phase I and five year plans only: Topography, site access, construction lay down and staging area, minimization of facilities surge space and/or temporary facilities requirements, construction phasing, etc.

Qualitative Matters and Design Standards

16. Compile imagery to assist the College in establishing overall character and aesthetic direction of future campus development.
17. Alternate perspective views with emphasis on open space and relationships with surrounding neighborhoods.
Phase I, five year and thirty year plans.
18. Prepare campus building and landscape design standards based on preliminary College consensus on desired overall campus character and aesthetic direction of future campus development.

Consultant & Regulatory Coordination

19. Create "Proposed Campus Master Plan Designated Accessibility Plan" for submittal to DSA in September, 2007.
20. Coordinate with City/County transportation department and traffic and parking consultant in assessment of traffic and parking impacts and site plan options to address parking and circulation needs..
Phase I, five year and thirty year plans.
21. Coordinate with sustainability consultant to develop campus wide sustainable design guidelines.

22. Coordinate with District facilities management team, civil engineering and MEP consultants on alternate plans for extension and expansion of existing utility infrastructure based on alternate campus master plans options developed above. *(Wet and dry utilities, sanitary sewer, storm sewer and site drainage)*
 23. Coordinate with cost estimating consultant in the creation of alternate cost of construction and master plan implementation scenarios
Removal, replacement, renovation, repair, additions and new facilities and associated site development . Phase I and five year plans only.
 24. Alternate Measure "C" bond project definition and State financing scenarios
Coordinate with Educational Master Planner, District and College on strategic funding plans for high priority projects using Measure "C", funds or State funding or both.
- Summarize Findings**
25. Written and graphic summary of results of "vision" sessions, retreats, workshops, meetings and interviews
 26. Draft report summarizing in written and graphic form the findings and conclusions of this phase . *(Including but not limited to: Facilities outline programs and program distribution plan , preferred master plan option, campus landscape and building design guidelines, assessment of project implementation and phasing for phase I, five-year and thirty-year plans; opinion of probable construction costs and strategic funding plan for phase I projects based on preliminary findings of updated Educational Master Plan.)*

IV FINAL DOCUMENTATION

Weeks 33-36

Finalize and Document Master Plan Regulating & Illustrative Plans

1. Final campus facilities and open space illustrative master plan
(Phase I, Five-Year and Thirty-Year Plans)
2. Final campus facilities and open space regulating plan
(Phase I, Five-Year and Thirty-Year Plans)
3. Final campus landscape illustrative master plan.
(Phase I, Five-Year and Thirty-Year Plans)
4. Final campus circulation plan: auto, pedestrian, bicycle, public transit, service and emergency vehicles.
(Phase I, Five-Year and Thirty-Year Plans)
5. Facilities removal, renovation and repair plan
(Phase I, Five-Year and Thirty-Year Plans)
6. Campus master plan implementation and construction phasing plan
(Phase I, Five-Year and Thirty-Year Plans)
7. Pre-schematic plans and outline building programs for high priority Phase I Measure C and/or State funded projects.
(As supported by Educational Master Plan and opinion of probable construction costs)



Qualitative Matters and Design Guidelines

8. Basic illustrative 3-d computer generated model
(Phase I, Five-Year and Thirty-Year Plans)
9. Basic illustrative 3-d physical model
(Phase I, Five-Year and Thirty-Year Plans)
10. Perspective views
(Phase I, Five-Year and Thirty-Year Plans)
11. Prepare campus building and landscape design standards based on College consensus on desired overall campus character and aesthetic direction of future campus development.
12. Illustrative 3-d building typology & construction type diagrams for identified high priority projects.
(Phase I, and Five-Year plans only)

Consultant Coordination

13. Coordinate as needed with City/County transportation department and parking and traffic consultant in the documentation of a comprehensive circulation and parking plan
14. Coordinate as needed with District facilities assessment consultant in the documentation of a comprehensive facilities removal, upgrade and/or renovation and/or addition plan
15. Coordinate with District facilities management team, civil engineering and MEP consultants on final plans for extension and expansion of existing utility infrastructure based on alternate campus master plans options developed above. *(Wet and dry utilities, sanitary sewer, storm sewer and site drainage)*
16. Coordinate as needed with cost estimating consultant in the documentation of a detailed opinion of probable construction costs of facilities in the Phase I and five year plan
17. Coordinate with Educational Master Plan in identifying high priority phase I and five year facilities construction projects and strategies to fund them, including Measure "C" and State funds.
18. Coordinate with sustainability consultant in the integration of sustainability concepts into the final campus master plan.

Summarize Findings

19. Final written and graphic summary of the campus master plan.
Including but not limited to: Final facilities outline programs and program distribution plan, final campus illustrative and regulating plan, campus landscape and building design guidelines, assessment of project implementation and phasing for phase I, five-year and thirty-year plans; opinion of probable construction costs and strategic funding plan for phase I projects in coordination with Educational Master Plan.

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Educational Master Plan Project Schedule
 (Stratus)

<i>Phase</i>	<i>Duration</i>	<i>Start</i>	<i>Finish</i>
Project Kick-Off Meeting		02/06/07	02/06/07
Project Orientation	(2) weeks	02/07/07	02/20/07
Reconnaissance & Analysis ¹⁰	(12) weeks	02/15/07	05/16/07
Option Development ¹¹	(4) weeks	05/17/07	06/15/07
Final Documentation	(4) weeks	06/08/07	7/20/07
<i>Issue Final Report: July 23, 2007</i>			

Educational Master Plan Program of Outreach
 (Stratus)

	<i>Project Orientation Weeks 1 -2</i>	<i>Reconnaissance & Analysis Weeks 3 - 14</i>	<i>Option Development Weeks 15-32</i>	<i>Final Documentation Weeks 33-36</i>	<i>Meeting Subtotals Per Group</i>
RCCD Board of Trustees	0	0	0	1	<u>1</u>
District Administrative Leadership	1	1	1	0	<u>3</u>
District Strategic Planning Executive Committee	0	1	1	0	<u>2</u>
District Office of Facilities Planning and Construction	0	0	0	0	<u>0</u>
Norco Campus Administrative Leadership	1	1	2	0	<u>4</u>
Norco Campus Strategic Planning Committee	1	1	3	0	<u>5</u>
Norco Campus User Groups, Stakeholders & Interest Groups		10	2	0	<u>12</u>
City of Norco/County of Riverside Departments		0	0	0	<u>0</u>
College Wide Community Forums/Meetings		1	1	0	<u>2</u>
Community of Norco Community Meetings		10	1	0	<u>11</u>
Meetings Subtotal per Phase	<u>3</u>	<u>25</u>	<u>11</u>	<u>1</u>	<u>40</u>



Educational Master Plan Work Plan: Tasks & Deliverables (Stratus)

- I. MOBILIZATION** **Weeks 1-2**
1. Kick-off Meeting with College President & Senior Administration (2/6/07)
 2. Coordinate work plan, outreach plan and project schedule with District Educational Master Plan Consultant
 3. Coordinate work plan, outreach plan, and project schedule with College Facilities and Open Space Master Plan Consultant
- II. RECONNAISSANCE & ANALYSIS** **Weeks 3 -14**
- Document Review**
4. Individual team members examine documents and hold a team meeting to discuss them and their implications for the remainder of the project. Documents include:
 - *Current Educational Master Plan; Facilities Master Plan*
 - *Current structure/process for planning & governance*
 - *The most recent WASC self study/report*
 - *Work done to respond to last WASC report*
 - *Special studies on current issues facing District*
 - *Projects included in bond issue*
 - *Catalog; schedules of class; PR materials*
 - *Organizational structure: current and planned*
 - *Statistical Fact Book*
- Strategic Research**
5. The researcher conducts an environmental scan of the demographic, economic, workforce, educational, technological, global and other forces and trends that will impact the Colleges and the District. Research is also conducted on any issues identified in the Project Orientation phase of the project that are of special importance to one of the Colleges or to the District as a whole.
 6. Interviews, focus groups and forums held with selected faculty, staff, students and community members to identify insights, ideas, concerns and opportunities for the Colleges and the District.
 7. The research findings are synthesized and summarized.
- II. OPTION DEVELOPMENT** **Weeks 15-32**
- Opportunity Assessment**
8. Based upon the findings of above tasks, the consulting team compiles a list of ideas on how the strengths of the Colleges can be combined with external needs, trends, forces, opportunities to create strategies that will enhance learning for students, service to the community and lead to distinction for the Colleges and the District. Ideas could include new programs, services, partnerships, technology initiatives, and facilities. These will be reviewed by the College Planning Committees as a part of this planning process.



9. The consulting team also drafts statements on institutional values, vision, mission, goals, objectives, and strategies

Planning Committee Retreat

10. The consulting team holds a one-day retreat of the Campus Planning Committees to summarize the findings of the above tasks; describe how the information led to the formation of strategies and initiatives for the College; and to review draft statements on values, vision, mission, goals, objectives, and recommended strategies. Retreats will encourage active participation and include breaking into small groups to review the information and draft statements.
11. Following the retreat, the statements will be revised to reflect the discussion and advice

Identify Space Implications

12. Following revision of the key planning statements, the consulting team identifies the facilities needed to achieve the desired ends of the Campus Educational Plans.
13. The consultants also lead a workshop that applies the "Experience Engineering" approach developed by Lewis Carbone and adapted to higher education by Lawrence Manson, Diana Moore and Sandy Hajas at Ventura College. Experience Engineering is a unique approach that identifies the key characteristics that an institution wants its students to see, experience and "feel" as a result of being on the campus and touched by its faculty, staff, programs, services and facilities. Experience Engineering will lead to the space planning principles and characteristics that can be used by the architects and designers in the facilities planning portion of the project.
14. A member on the consulting team with expertise in space research will formulate the key space metrics associated with the Campus Educational Plan, including estimated campus enrollments, by headcount and FTE; FTEs and weekly student credit hours by instructional discipline; assignable square footage requirements by type of instructional space, and other factors.

II. FINAL DOCUMENTATION

Weeks 33-36

Final Review

15. Final meetings with Campus Planning Committees held, followed by open forums to present and discuss the Campus Educational Plans.
16. A meeting is also held with a District-wide group to discuss the Campus Plans and how they, collectively, will chart the future course for the District.

Final Report

Following final review, final drafts of the Campus Educational Plans are prepared and can be used as the basis for the development of the Facilities Master Planning process.

DRAFT

AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

STEINBERG ARCHITECTS

THIS AGREEMENT is made and entered into on the 21ST day of February, 2007, by and between STEINBERG ARCHITECTS hereinafter referred to as Consultant and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant's office(s), and on site at Riverside Community College, Riverside City Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor, Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from February 21, 2007, to the estimated completion date of February 29, 2008, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$807,532 including expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor, Facilities Planning, Design and Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities Planning, Design and Construction.
6. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the

purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury,

Steinberg Architects

DRAFT – Long Range Education Program, Riverside City Campus including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant’s activities as well as District’s activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

11. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Steinberg Architects

Riverside Community College District

Dave Hart
523 West 6th Street, Suite 245
Los Angeles, CA 90014

James L. Buysse
Vice Chancellor
Administration and Finance

Exhibit I

Steinberg Architects

**Riverside Community College District – Riverside City College
 Facilities and Educational Master Plan**

Steinberg Architects and Maas Companies, Inc. have developed a comprehensive long range planning process that has been customized to suit the needs of Riverside City College. Per the request of the District, we have separated the efforts into a facility master plan and educational master plan. Each plan is further subdivided into four phases: mobilization, reconnaissance & analysis, option development and final documentation. Critical to the success of the project is the understanding that the major phases not only build upon one another but that the facility master plan informs the educational master plan and vice versa. This continuous dialogue ensures that all campus issues and opportunities are fully addressed.

An effective master plan is dependent upon the strong commitment and participation of the College and District. Our approach is predicated on open participation and dialogue from all levels – trustees, administrators, faculty, staff and students – with all parties encouraged to be involved as integral components of the planning process. We are sensitive to, and will be inclusive of the College's process for shared governance. This component will be incorporated into the process methodology, knowing that it is an important aspect of decision-making within the District.

The following document outlines a proposed schedule, a program of outreach for meetings, a descriptive scope of services and a professional services fee for both the facility and educational master plans. Items that are italicized are those which are specific to the planning efforts at Riverside City College.

Proposed Facilities and Educational Master Plan Schedule

Phase	Duration	Start Date	Finish Date
Project Kick-Off Meeting	1 day	3/06/07	3/06/07
Mobilization	2 Weeks	3/07/07	3/19/07
Reconnaissance & Analysis	12 Weeks	3/20/07	6/11/07
Preliminary Report Issued June 11, 2007			
Option Development	18 Weeks	6/13/07	10/15/07
Draft Report Issued October 15, 2007			
Final Documentation	4 Weeks	10/16/07	11/12/07
Final Report Issued November 12, 2007			

Total Project Duration: 36 Weeks

Notes:

1. *Composition of District and College Committees to be determined in consultation with R. Hernandez and M. Webster.*
2. *Educational planning and assessment of requested facility needs by stakeholders to occur simultaneously. Follow-up with stakeholders also involves both planning assumptions and justification for recommended facilities.*

**Riverside Community College District – Riverside City College
 Facilities and Educational Master Plan**

3. *Option development assumes full participation by selected committees and stakeholders during the summer.*
4. *Proposed capital construction projects included in Master Plan to be consistent with District’s 5-Year Capital Construction Plan. Prioritization of projects to be completed via consultation with District staff.*
5. *Recommended projects in Master Plan shall be consistent with State Guidelines for capacity load ratios.*
6. *Survey to be developed, administered and evaluated by Maas Companies/Steinberg Architects personnel utilizing agreed upon site.*

Facilities and Educational Master Plan Program of Outreach

Group	Project Orientation	Reconn. & Analysis	Option Development	Final Documentation	Meetings Per Group
RCCD Board Of Trustees				1	1
District Administrative Leadership	1	1	1		3
District Strategic Planning Executive Committee		1	2		3
District Office of Facilities, Planning & Construction	1	1	1	1	4
RCC Campus Administrative Leadership	1	1	1	1	4
RCC Campus Strategic Planning Executive Committee		2	3	1	6
RCC Campus User Groups, Stakeholders & Interest Groups		12	12		24
City of Riverside & County of Riverside Depts.		2		2	4
College-wide Community Forums/Meetings		1	1		2
Community of RCC Community Meetings			1	1	2
<i>Meetings Per Phase</i>	3	21	22	7	53

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

Facilities Master Plan

I. MOBILIZATION

Weeks 1-2

1. Kick-off Meeting with College President and Senior Administration.
2. Identify User Groups, Stakeholders and Interest Groups.
3. Develop communication plan, decision-making hierarchy organization chart, and approval process.
4. Finalize project schedule and set regular meeting dates.
5. Finalize and distribute work plan.
6. *Execute project set-up functions.*

II. RECONNAISSANCE & ANALYSIS

Weeks 3-14

Assemble and Review Existing Documents

1. Review relevant existing County-wide, City-wide, District-wide and College demographic data and projections as available. (Including City Campus projections: Student headcounts, FTES, WSCH, etc.)
2. Collect, review and assess existing RCCD data (to be provided by owner):
 - RCCD Academic Master Plan 2005-2010
 - RCCD Facilities Master Plan, October 2001
 - RCCD Strategic Plan 2003-2004
 - RCCD Strategic Initiative 2005
 - Program Review Documents
 - Measure “C” Bond Documentation (Including City Campus Bond Plan Options)
 - Internal Scan Prepared for Measure “C”
 - External Scan Prepared for Measure “C”
 - City Campus Master Bond Plan
3. Collect and Assess Existing Campus Data (to be provided by owner):
 - Inventory of existing facilities (based on State of California Title V Standards: instructional discipline classifications, room use standards, station occupancy standards, space classifications, TOP Codes, Capacity Load Ratios, etc.)
 - RCCD 3D/International Facilities Assessment Report
 - Campus Land Survey (property boundaries, topography, building footprints, pavement, curbs and ramps, utilities, trees, etc.)
 - Existing facilities as-built documents
 - Campus planning history
 - Existing city/county planning and zoning (codes, covenants, deed restrictions)
 - Existing geotechnical and environmental data
 - Existing traffic and parking studies, parking inventory

Document Graphically Existing Campus and Facilities

4. Photograph existing campus and facilities and assemble into coherent format.

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

5. Create existing conditions campus base plan. (To include surrounding properties, open space, streets and neighborhoods. Assemble and incorporate previously completed campus site documentation and adopted plans.)
6. Create existing conditions 3-D computer generated site model. (To include surrounding properties, open space, streets and neighborhoods.)
7. Create existing conditions physical site model. (To include surrounding properties, open space, streets and neighborhoods.)

Analyze and Document Analysis of Existing Campus

8. Create existing campus conditions diagrams:
 - Figure-ground
 - Vehicular traffic and parking
 - Service and emergency vehicle access
 - Bicycle and pedestrian circulation
 - Permeable and impermeable surfaces (soft vs. hard)
 - Landscape and open space
 - Topography
 - Utilities (based on District provided survey)
 - *Existing campus wayfinding and exterior signage*
9. Create campus analysis diagrams:
 - Land-use
 - Description of basic site physical features
 - Site constraints and opportunities
 - Facilities opportunities
 - Basic observations on operation, adjacencies, etc.
 - Planning principles (to be developed later into conceptual framework diagrams for long-range plan)
10. Conduct macro-level analysis of adjacent and nearby properties, open space, streets and neighborhoods existing conditions and create analysis diagrams.
11. *Conduct an existing tree survey. (Includes photographing and tagging of all trees on campus over 2-inches in diameter, documentation of species, pests and diseases, structural defects and hazards and recommendation for treatment and maintenance.)*
12. *Conduct an existing signage assessment. (Includes documentation of existing monument, vehicular directional, parking lot entry, pedestrian directional, campus maps, building signage, departmental signage, building directory, room and restroom signage.)*

Analyze and Document the Analysis of Facilities Use Patterns and Their Physical Status

13. Assemble inventory of facilities and relate to campus. (Building areas, heights, FAR's, massing, site coverage, service access and security requirements.)
14. Confirm physical status of all existing facilities: removal and/or replacement, renovations and/or addition, repair and/or upgrade. (Based on 3D/I Facilities Assessment Report, visual observation and District/College input.)
15. *Confirm and document campus-wide departmental program distribution. Color code existing floor plans by major department and/or usage in conjunction with Educational Master Plan's review of existing Space Inventory (Report 17).*

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

16. Assemble preliminary inventory of existing facilities to remain, ones suitable for addition, renovation and/or replacement.

Document Near Term and Long Term Facilities Needs

17. Review, document graphically and analyze current use patterns of existing facilities. (Describe how departments and programs fit or do not fit in their facilities, how they are used and relate to one another, circulation patterns, load capacity based on Title V Standards, current and past educational master plan documentation, etc.)
18. *Create Space Use Matrix by department/use for every assignable room on campus. (Matrix to document building number, room number, room type, room name, assignable square footage and include totals by department and room type to create accurate baseline for planning efforts.)*
19. Summarize basic facilities assets and needs. (Understand conceptually and record facilities needs for the future based on preliminary college educational plan findings.)

Consultant and Regulatory Coordination

20. Create “Existing Campus Designated Accessibility Plan” for submittal to DSA. *Photograph and document in plan form the existing conditions at the college including:*
 - *Parking Spaces*
 - *Path of Travel – On site from public transportation and parking lots, along pedestrian ways to major building entries and through buildings*
 - *Accessible Signage*
 - *Ramps*
 - *Identify non-compliant areas, barriers, and hazards*
 - *Establish a corrective time frame to address improvements*
21. Coordinate with educational master plan on preliminary information regarding internal/external scans, future program development, enrollment projections, and preliminary read on facilities needs.
22. Coordinate with District facilities management team and District consultants on understanding and documenting existing utility infrastructure, challenges and opportunities for its future development. (Wet and dry utilities, sanitary sewer, storm sewer and site drainage.)

Summarize Findings

23. Articulate observations, opportunities and challenges for the campus and the facilities it must accommodate.
24. Conduct campus-wide review of, articulate and illustrate graphically key campus planning principles guiding the future development of the campus facilities and open space.
25. Assist the College in the creation of and articulate in written and graphic form a comprehensive long-term vision for the campus including clearly stated goals for the fulfillment of the vision.
26. Submit in the form of a Preliminary Report written and graphic summary of findings of Reconnaissance & Analysis phase.

III. OPTION DEVELOPMENT

Weeks 15-32

Establish Goals and Objectives

1. *Review mission and vision of college. Collect and document history of the College.*

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

2. *Develop and prioritize goals of physical environment and future development.*
3. *Develop planning concepts that will guide and inform the option development and result in an overall conceptual plan.*

Site Capacity Studies and Distribution Alternates

4. Based on preliminary assessment of needs, facilities assets and their physical status and preliminary findings of the educational master plan, assemble facilities summary outline program descriptions, including major components and their space needs into consolidated Excel spreadsheet format.
5. Create alternate campus-wide program/departmental distribution diagrams. (Overall facilities dimensional and operational requirements and basic adjacency requirements.)
6. Alternate campus site capacity studies. (Building heights, footprint coverage including: performance venue(s), recreation and athletic outdoor courts and fields and parking.)

Facilities Site Area Needs and Configuration Alternates

7. Analysis of facilities area needs compared to site capacities. (Site coverage and building massing regarding footprint needs of departmental, administration, student services, community, performance venue(s) and indoor athletic/recreation facilities.)
8. Alternate departmental, student life and administration facilities location and configuration studies.
9. Alternate performance venue(s), outdoor athletic and recreation courts and fields location and configuration studies.
10. Alternate parking facilities location and configuration studies. Alternate vehicular access and circulation studies.

Master Plan Alternates

11. Create preliminary overall facilities master plan diagram based on previously completed plans, studies and analysis cited above.
12. Alternate 2-D campus-wide regulating and illustrative master plan studies.
13. Alternate campus-wide circulation plan diagrams: automobile, public transit, pedestrian, bicycle, service and emergency vehicles.
14. Alternate campus-wide landscape and open space studies.
15. Alternate 3-D campus-wide computer generated massing diagrams.
16. Alternate 3-D campus-wide specific physical massing models.
17. Prepare "rough order of magnitude" cost estimate and project phasing plan for facilities master plan.

Qualitative Matters and Design Guidelines

18. Compile imagery to assist the College in establishing an overall character and aesthetic direction of future campus development.
19. *Prepare overall campus renderings to illustrate final vision of master plan.*
20. Prepare campus building and landscape design guidelines based on preliminary College consensus on desired overall campus character and aesthetic direction of future campus development.

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

21. *Prepare campus signage guidelines that enhances overall building and landscape guidelines and includes examples of preferred direction.*

Consultant and Regulatory Coordination

22. Create “Proposed Campus Master Plan Designated Accessibility Plan” for submittal to DSA.
23. Coordinate with City/County transportation department in assessment of traffic and parking impacts and site plan options to address parking and circulation needs.
24. *Develop campus-wide sustainable design guidelines. Prepare matrix based on LEED categories that outlines District expectations for sustainable building design.*
25. Coordinate with District facilities management team and District consultants on alternate plans for extension and expansion of existing utility infrastructure based on alternate campus master plan options developed above. (Wet and dry utilities, sanitary sewer, storm drain and site drainage.)
26. Alternate Measure “C” bond project definition and State financing scenarios. Coordinate with Educational Master Planning, District and College on strategic funding plans for high priority projects using Measure “C” funds, State funding or both.

Summarize Findings

27. Written and graphic summary of result of workshops, meetings and interviews.
28. Draft report summarizing in written and graphic form the findings and conclusions of this phase. (Including but not limited to: facilities program distribution plan, preferred master plan option, campus landscape and building design guidelines, phasing plans, and strategic funding plan based on preliminary findings of Educational Master Plan.)

IV. FINAL DOCUMENTATION

Weeks 33-36

Finalize and Document Master Plan Regulating and Illustrative Plans

1. Final campus facilities and open space illustrative master plan.
2. Final campus facilities and open space regulating plan.
3. Final campus landscape illustrative master plan.
4. Final campus circulation plan: automobile, pedestrian, bicycle, public transit, service and emergency vehicles.
5. Facilities removal, renovation and repair plan.
6. *Overall campus perspective renderings.*
7. Prepare campus building and landscape design guidelines based on College consensus of desired overall campus character and aesthetic direction of future campus development.
8. *Prepare campus signage guidelines based on College consensus of desired overall campus character and aesthetic direction of future campus development. Guidelines to address monument, vehicular directional, parking lot entry, pedestrian directional, campus maps, building signage, departmental signage, building directory, room and restroom signage.*
9. *Prepare campus sustainable design guidelines.*
10. Final "rough order of magnitude" facilities master plan cost and project phasing plan.

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

Consultant Coordination

11. Coordinate as needed with City/County transportation department in the documentation of a comprehensive circulation and parking plan.
12. Coordinate as needed with District facilities assessment consultant in the documentation of a comprehensive facilities removal, upgrade and/or renovation and/or addition plan.
13. Coordinate with District facilities management team and District consultants on final plans for extension and expansion of existing utility infrastructure based on campus master plan. (Wet and dry utilities, sanitary sewer, storm sewer and site drainage.)
14. Coordinate with Educational Master Plan in identifying high priority Phase I and five year facilities construction projects and strategies to fund them, including Measure "C" and State funds.
15. Coordinate with District facilities management team in the integration of sustainability concepts into the final campus master plan.

Summarize Findings

16. Final written and graphic summary of the campus master plan. (Including but not limited to: final facilities program distribution plan, final campus illustrative and regulating plan, campus landscape and building design guidelines, five-year and thirty year plans, strategic funding plan.)

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

Educational Master Plan

I. MOBILIZATION

Weeks 1-2

1. Kick-off Meeting with College President and Senior Administration.
2. Identify User Groups, Stakeholders and Interest Groups.
3. Develop communication plan, decision-making hierarchy organization chart, and approval process.
4. Finalize project schedule and set regular meeting dates.

II. RECONNAISSANCE & ANALYSIS

Weeks 3-14

Assemble and Review Existing Documents

5. Review relevant existing County-wide, City-wide, District-wide and College demographic data and projections as available. (Including City Campus projections: Student headcounts, FTES, WSCH, etc.)
6. Collect, review and assess existing RCCD data (to be provided by owner):
 - RCCD Academic Master Plan 2005-2010
 - RCCD Facilities Master Plan, October 2001
 - RCCD Strategic Plan 2003-2004
 - RCCD Strategic Initiative 2005
 - Program Review Documents
 - Internal Scan Prepared for Measure “C”
 - External Scan Prepared for Measure “C”
 - Technology Plan
 - Five-Year Capital Construction Plan
 - Scheduled Maintenance Plan
 - Catalog, Schedule of Classes, PR Materials
 - Statistical Fact Book

Gather and Analyze College-wide Input

7. Conduct on-campus interview with administrators, faculty, staff and students.
8. Gather and analyze written response opportunities for faculty and staff via Unit Planning Guide input surveys.
9. Gather and analyze written response opportunities for administrative, academic and support services dean/director level staff via Trends/Projection surveys.
10. Conduct college-wide presentations with open dialogue feedback opportunities.

Conduct Baseline Curriculum Study

11. *Conduct a "section level" curriculum analysis.*
12. *Conduct full data analysis of key curriculum indicators of the College. Key indicators shall include course and program productivity measures, analysis of student participation rates, evaluation of enrollments per section, weekly student contact hours (WSCH) per section, full time equivalent faculty (FTEF) load ratios, WSCH and full time equivalent student (FTES) productivity, and lecture and laboratory WSCH comparisons to assess existing efficiency levels.*

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

13. *Generate a "current curriculum baseline" for the instructional programs of the District from which forecasts for space needs can be made.*

Environmental Scans

14. Generate a comparative demographic analysis of the service area of the college campuses.
15. Conduct a local, regional and state (external) environmental scan, identifying trends or conditions that may have an impact on the College in the future.
16. Conduct an (internal) environmental scan within the District identifying historic trends and key student characteristics with regard to gender, age and ethnic distribution, enrollment scheduling preferences, student load distribution and awards of the College.
17. Review and assess the District's existing Space Inventory Report (Report 17) and Five Year Capital Construction Plan for current status and capacity/load threshold ratios.
18. Synthesize and Summarize the research findings.

III. OPTION DEVELOPMENT

Weeks 15-32

Opportunity Assessment

19. *Prepare and present a projected future program of instruction using enrollment growth, class sections, weekly student contact hours (WSCH) and required lecture and laboratory hours as the basis for determination.*
20. *Determine space capacity needs for the future vis-à-vis quantifiable square foot needs.*
21. *Based on the instructional program projected for the future, outline a proposed facility/building plan that meets forecasted enrollment and WSCH and refines the existing Capital Projects Plan relative to need, prioritization, sequencing, phasing and financing demands.*

IV. FINAL DOCUMENTATION

Weeks 33-36

Finalize and Document Educational Plan

22. Determine and implement the financing plan/strategy and establish performance and accounting monitoring mechanisms.
23. Identify project priorities in conjunction with the facilities master plan.
24. Prepare final report that includes narratives and charts of relevant information.

**Riverside Community College District – Riverside City College
 Facilities and Educational Master Plan**

Facilities and Educational Master Plan Professional Services Fee

Consultant	Professional Services Fee				
	Mobilization	Reconnaissance & Analysis	Option Development	Final Documentation	Subtotal
FACILITY MASTER PLAN					
ARCHITECTURAL Steinberg Architects	\$20,000	\$155,700	\$233,600	\$52,000	\$461,300
LANDSCAPE SWA Group	\$0	\$36,300	\$77,500	\$8,000	\$121,800
SIGNAGE SKA Design	\$0	\$12,000	\$23,000	\$5,600	\$40,600
Subtotal by Phase	\$20,000	\$204,000	\$334,100	\$65,600	\$623,700
ESTIMATED REIMBURSABLE EXPENSES*					\$62,370
Facility Master Plan Total					\$686,070

EDUCATIONAL MASTER PLAN	Professional Services Fee				
	Mobilization	Reconnaissance & Analysis	Option Development	Final Documentation	Subtotal
EDUCATIONAL PLANNER Maas Companies	\$6,150	\$36,800	\$55,200	\$12,270	\$110,420
Subtotal by Phase	\$6,150	\$36,800	\$55,200	\$12,270	\$110,420
ESTIMATED REIMBURSABLE EXPENSES*					\$11,042
Educational Master Plan Total					\$121,462

GRAND TOTAL	\$807,532
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*Estimated Reimbursable Expenses to be clarified with District.

Assumptions:

1. Owner to provide Environmental Scans.
2. Owner to provide full utility mapping, assessment and recommendation for future build-out.
3. Owner to provide as-built drawings of existing conditions.
4. Owner to provide clean CAD files of existing building floor plans.
5. Owner to provide soils reports.
6. Owner to provide survey of campus.
7. Owner to coordinate CEQA process.
8. Owner to coordinate outside consultants.
9. Planning to include three horizons.

DRAFT

AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

MAAS COMPANIES

THIS AGREEMENT is made and entered into on the 21ST day of February, 2007, by and between MAAS COMPANIES hereinafter referred to as Consultant and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant's office(s), and on site at Riverside Community College Moreno Valley Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor, Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from February 21, 2007, to the estimated completion date of February 29, 2008, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$289,985 including expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor, Facilities Planning, Design and Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities Planning, Design and Construction.
6. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the

purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury,

MAAS Companies

DRAFT - Long Range Educational Program, Moreno Valley Campus including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

11. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

MAAS Companies

Riverside Community College District

Michael Maas
P.O. Box 897
North Fork, CA 93643

James L. Buysse
Vice Chancellor
Administration and Finance

Exhibit I



Riverside Community College District Moreno Valley Master Plan

I. Approach

Inherent in the process of actualizing the Riverside Community College District's Moreno Valley Master Planning Project will be a strong commitment to and reliance on participation from the College and the District. Maas Companies' approach is predicated on open participation and dialogue from all levels of the District and College - trustees, administrators, faculty, staff and students - with all parties encouraged to be involved as integral components of the planning process. Maas Companies is sensitive to, and will be inclusive of, the College's process for shared governance. This component will be incorporated into the process methodology, knowing that it is an important aspect of decision-making within the College and the District.

Maas Companies has assembled a team of experienced project specialists from its existing staff to conduct the educational and facility master planning process outlined in the *Work Plan Activities* for the Moreno Valley Master Plan Project. Architectural, engineering and technology resources will also be available for executing specific portions of the *Work Plan Activities*. Greater detail relative to these technical resources is provided under *Consultant's Staff Resources* and *Fee for Services* as part of this project proposal response.

Process Description/Methodology Educational and Facilities Master Planning

Maas Companies will provide services, assistance and guidance that will lead to the generation of an Educational/Facilities Master Plan and refinement of the Strategic Capital Projects Plan for the Moreno Valley Campus as well as the current or proposed educational centers assigned to the College.

The process begins with an orientation meeting during which District/College representatives clearly define reporting channels, identify responsibilities and levels of involvement for the planning process. Then, together with the District/College staff, the draft, detailed timeline is finalized for the project along with agreed upon dates for status meetings and opportunities for the District/College staff to review and offer feedback on information and analysis and finally the formal presentation to the Board of Trustees. Information gathering is done in face-to-face interviews, committee meetings, written feedback opportunities and with web-based online surveys.

The proposed activities and Scope of Work, as outlined below, is offered to clarify the work plan activities relative to this project proposal.

Educational/Facilities Master Plan Program of Outreach

Group	Project Orientation	Reconnaissance & Analysis	Option Development	Final Documentation	Meetings Per Group
RCCD Board Of Trustees				1	1
District Administrative Leadership	1	1	1		3
District Strategic Planning Executive Committee		1	2		3
District Office of Facilities, Planning & Construction	1	1	1	1	4
MV Campus Administrative Leadership	1	1	1	1	4
MV Campus Strategic Planning Executive Committee		1	2	1	4

DRAFT - Long Range Educational Program, Moreno Valley Campus

MV Campus User Groups, Stakeholders & Interest Groups		12	12		24
City of MV & County of Riverside Depts.		2		2	4
College-wide Community Forums/Meetings		1	1		2
Community of MV Community Meetings			1	1	2
<i>Meetings Per Phase</i>	3	20	21	7	51

DRAFT - Long Range Educational Program, Moreno Valley Campus
Educational/Facilities Master Plan

Work Plan: Tasks and Deliverables

I. Mobilization

Weeks 1-2

A. Start-up

1. In concert with the District, layout a mutually agreed upon methodology for the planning process, including the process for College-wide participation and input.
2. Organize and facilitate on-campus meetings.

II. Reconnaissance & Analysis

Weeks 3-17

A. Baseline Curriculum Study

1. Conduct a "section level" curriculum analysis.
2. Conduct full data analysis of key curriculum indicators of the College – key indicators shall include course and program productivity measures, analysis of student participation rates, evaluation of enrollments per section, weekly student contact hours (WSCH) per section, full time equivalent faculty (FTEF) load ratios, WSCH and full time equivalent student (FTES) productivity, and lecture and laboratory WSCH comparisons to assess existing efficiency levels.
3. Generate a "current curriculum baseline" for the instructional programs of the District from which forecasts for space needs can be made.

B. External Environmental Scan

1. Generate a comparative demographic analysis of the service area of the college campuses.
2. Conduct a local, regional and state (external) environmental scan, identifying trends or conditions that may have an impact on the College in the future.

C. Internal Environmental Scan

1. Conduct an (internal) environmental scan within the District identifying historic trends and key student characteristics with regard to gender, age and ethnic distribution, enrollment scheduling preferences, student load distribution and awards of the College.
2. Review and assess the District's existing Space Inventory Report (Report 17) and Five Year Capital Construction Plan for current status and capacity/load threshold ratios.

III. Option Development

Weeks 18-31

A. Analysis

1. Prepare and present a projected future program of instruction using enrollment growth, class sections, weekly student contact hours (WSCH) and required lecture and laboratory hours as the basis for determination.
2. Determine space capacity needs for the future vis-à-vis quantifiable square foot needs.
3. Review and analyze existing building plans, infrastructure plans, traffic and pedestrian flow, ADA accessibility issues, parking counts and open-space ratios.

4. Determine development potential at all educational sites of the District.

IV. Final Documentation

Weeks 32-36

A. Recommendations

1. Based on the instructional program projected for the future, outline a proposed facility/building plan that meets forecasted enrollment and WSCH and refines the existing Capital Projects Plan relative to need, prioritization, sequencing, phasing and financing demands.
2. Develop – with the District's administrators, faculty, staff and students – planning options and conceptual Land Use and Building and Massing plans for each of the campuses.
3. Develop a plan for pedestrian and vehicular circulation for each of the campuses/colleges
4. Identify infrastructure needs and costs for rehabilitation and/or upgrades.
5. Develop a plan for phasing and implementation.

B. Report Generation

1. Determine and implement the financing plan/strategy and establish performance and accounting monitoring mechanisms.
2. Identify project priorities and cost estimates for new construction, reconstruction and renovation projects.
3. Conduct all production and postproduction work that will lead to the qualifying document to access the College's funding sources.

V. Work Plan Activities - Detail

A. Educational Planning Component

1. Review and assess facilities/physical plant, parking, vehicular and pedestrian circulation, ingress and egress corridors relative to the campus.
2. Review and assess pertinent documents of the District's that are related to the existing planning process, including, but not limited to, the following:
 - a. Academic Master Plan 2005-2010
 - b. Facilities Master Plan
 - c. Strategic Plan
 - d. Program Review Documents
 - e. Integrated Educational Master Plan
 - f. Technology Plan
 - g. Five-Year Capital Construction Plan
 - h. Schedule Maintenance Plan
3. In concert with Riverside Community College District and the College, establish a Steering Committee to work with Maas Companies throughout the entire master planning process.
4. Develop a process for College-wide participation and input including the following:
 - a. On-campus interviews with administrators, faculty, staff and students
 - b. Written response opportunities for faculty and staff via Unit Planning input surveys Guide
 - c. Written response opportunities for administrative and academic and services dean/director level staff via *Trends/Projection* surveys support
 - d. College-wide presentations with open dialogue feedback opportunities

5. Organize and facilitate on-campus meetings with the Steering Committee.
6. Conduct a "section level" curriculum analysis for the campus and designated education centers.
7. Conduct full data analysis of key curriculum indicators of the College - key indicators shall include the following:
 - a. Course and program productivity measures
 - b. Analysis of student participation rates
 - c. Evaluation of enrollments per section, weekly student contact hours (WSCH) per section, full time equivalent faculty (FTEF) load ratios, WSCH and full time equivalent student (FTES) productivity, and lecture and laboratory WSCH comparisons to assess existing efficiency levels.
8. Generate a "current curriculum baseline" for the instructional programs of the College from which forecasts for space needs can be made.
9. Generate a comparative demographic analysis of the service area of the College campus.
10. Conduct a local, regional and state (external) environmental scan, identifying trends or conditions that may have an impact on the District in the future.
11. Conduct an (internal) environmental scan within the District identifying historic trends and key student characteristics with regard to gender, age and ethnic distribution, enrollment scheduling preferences, student load distribution and awards of the College.
12. Review and assess the District's existing Space Inventory Report (Report 17) and Five Year Capital Construction Plan for current status and capacity/load threshold ratios.
13. Prepare and present a projected future program of instruction using enrollment growth, class sections, weekly student contact hours (WSCH) and required lecture and laboratory hours as the basis for determination.
14. Determine space capacity needs for the future (15 years) vis-à-vis quantifiable square foot needs.
15. Based on the instructional program projected for the future, outline a proposed facility/building plan that meets forecasted enrollment and WSCH and refines the existing Strategic Capital Projects Plan relative to need, prioritization, sequencing, phasing and financing demands.
16. Conduct all production and post-production work that will lead to the generation of a finished educational/facilities master plan that can be used as a qualifying document to access the College's funding sources.

B. Facilities Planning Component

1. Determine development potential at campus and identified satellite locations.
2. Develop – with the District/College administrators, faculty, staff and students – planning options and conceptual Land Use and Building and Massing plans for the campus.
3. Develop a plan for pedestrian and vehicular circulation including an ADA accessibility plan for the campus.
4. Identify infrastructure needs and costs for rehabilitation and/or upgrades.
5. Develop a plan for phasing and implementation.
6. Identify project priorities and cost estimates for new construction, reconstruction and renovation projects.
7. Determine and implement the financing plan/strategy and establish performance and accounting monitoring mechanisms.

III. Educational and Facilities Master Plan Fee Schedule

**MAAS COMPANIES, INC.
 RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FEE SCHEDULE IN RESPONSE TO RFP**

**MORENO VALLEY CAMPUS
 DETAILED SCHEDULE OF VALUES (Revised 1/28/07)**

	LOE	Rate Per Hour	Price
Direct Labor:			
Michael Maas	54	\$165	\$8,910
Ann Kennedy	112	\$130	\$14,560
Dan Rosenberg	132	\$85	\$11,220
Susan Moore	41	\$85	\$3,485
Jeffrey Kellogg	94	\$115	\$10,810
Total Direct Labor	339		\$48,985
Consultants:			
Joyce Black	84	\$150	\$12,600
Total Consultant Labor	84		\$12,600
Total Labor	517		\$61,585
Labor			
Subcontractors:			
SGPA			\$36,500
TMAD Engineers			\$11,000
Total Subcontractor Expenses			\$47,500
ADA Transition Plan for the Campus			\$66,000
Coordination/Prioritization of College			
Master Plan with District-wide Master Plan			\$75,000
as directed by District Facilities Staff			
Other Direct (Reimbursable) Expenses:			
Travel Costs (Including airfare, lodging, car rental & per diem)			\$22,400
Materials & Supplies			\$7,000
Printing & Reproduction			\$7,000
Other			\$3,500
Total Other Direct Expenses			\$39,900
Total Project Cost for Moreno Valley Campus			\$289,985

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-2

Date: February 20, 2007

Subject: Proposed Agreement for Harley Ellis Devereaux to Provide Design Services for the Norco Student Support Center Project

Background: On November 21, 2006, the Board approved the Planning, Design and Construction of the Norco Student Support Center Project (NSSC) and Measure C funding for the project in the amount \$11,042,820. In preparation for the planning and design of the project, Facilities Planning, Design and Construction (FPDC) staff issued a Request for Qualifications (RFQ) (attached) for qualified architects to assist the campus with planning and designing the project. Over 100 inquiries were received, and twenty-six responses were subsequently submitted by various architectural firms. At the request of the Norco Campus Administration, FPDC staff prescreened the twenty-six submittals and did extensive reference checks. Four firms were invited for interviews.

After presentations and discussion, the NSSC Architect Review Committee, consisting of representatives from the Norco Campus faculty, staff, and administration, recommended that Harley Ellis Devereaux be selected to program and design the project. Staff therefore proposes that the District enter into an agreement with Harley Ellis Devereaux to prepare program plans, including a Final Project Proposal (FPP), detailed plans, specifications, and working drawings for the Norco Student Support Center Project (draft agreement attached, final agreement will be presented to the Board Committee on February 15, 2007). The contract term would be from February 22, 2007, to the estimated project post occupancy review in June 2010, with the provision that this date may be extended at the discretion of the Vice Chancellor, Administration and Finance or his designee. Harley Ellis Devereaux Architecture services would include but not be limited to:

- a. Project Program Plan Development and Preparation of a Final Project Proposal (FPP)
- b. Preparation of schematic design and design development documents
- c. Assist the District with the documentation required for environmental assessment and documentation
- d. Preparation of detailed cost estimates at schematic design, design development, and construction document phases
- e. Participation at design value engineering sessions
- f. Preparation of construction documents and specifications
- g. Assist the District with obtaining appropriate agency approvals, including but not limited to, State Chancellor's Office, Department of the State Architect, and District Board of Trustees design approval
- h. Assist the District with the bidding and award of construction contract(s)
- i. Provide construction phase contract administration
- j. Assist the District with a post occupancy project evaluation

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-2

Date: February 20, 2007

Subject: Proposed Agreement for Harley Ellis Devereaux to Provide Design Services for the Norco Student Support Center Project (continued)

The cost for services under this agreement would not exceed 7.9% of the construction cost, (construction cost is estimated at \$8,800,000).

Recommended Action: It is recommended that the Board of Trustees approve the attached agreement between the Riverside Community College District and Harley Ellis Devereaux to prepare plans and specifications for the Norco Student Support Center Project and authorize the Vice Chancellor, Administration and Finance to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Aan Tan
Associate Vice Chancellor
Facilities, Planning, Design and Construction

Riverside Community College District

September 15, 2006

REQUEST FOR SUBMITTAL OF STATEMENT OF QUALIFICATIONS FOR DESIGN PROFESSIONALS

Student Support Center Norco Campus Riverside Community College District

1. Introduction:

The Riverside Community College District (RCCD) Office of Facilities Planning, Design and Construction on behalf of the RCCD Board of Trustees is inviting written Statement of Qualifications (SOQ), including in-depth supporting material, on or before **October 13, 2006, at 5:00 PM** for consideration in the selection of Design Professionals for architectural and engineering services required for the design of the Norco Campus Student Support Center.

The Riverside Community College District is located in the County of Riverside, in what is referred to as the Inland Empire, the fastest growing area in California. In the past eight years the District has grown by 50% in Weekly Student Contact Hours (WSCH). The District operates three separate campuses: Riverside City Campus, Moreno Valley Campus, and Norco Campus, four Learning Centers in the surrounding communities and two offices in downtown Riverside, a Systems Office Building and the District Office Building. The District serves 35,000 students each semester.

The Riverside City Campus is the oldest of the District's three campuses and is the site of the original college. Located in the City of Riverside, the campus opened in 1916 and today serves more than 19,000 students each semester.

Since opening in March 1991, the Norco Campus has grown to serve more than 8,400 students, has 10 buildings, and is in the planning and design stages for Phase III expansion in order to accommodate more students.

Currently the District is in transition from a single college with multiple campuses to a District with three autonomous colleges. This transition period is expected to be completed within the next 2-3 years. The above referenced project will be designed and constructed during Norco Campus transition to an autonomous college.

The Norco Campus, through its strategic planning process, has identified the **Norco Campus Student Support Center** as a high priority project. The current facility was designed and constructed with the campus Phase I construction in 1991 when student headcount enrollment was 1,200. Current headcount enrollment exceeds 8,400 students. Initially a plan to expand the capacity of the current cafeteria was evaluated. This concept was rejected when it became apparent that the existing physical structure did not provide enough space for expansion.

The campus has identified a need for a two story structure that would have approximately 15,000 assignable square feet-22,000 gross square feet. The project has not been formally programmed yet but the campus has identified desired program space that includes:

1st floor would include cafeteria, Tiger's Den (vending machines and sitting area), staff dining room, and restrooms for students and staff.

2nd floor would house a student government office, student activities coordinator office, several small meeting rooms, a faculty innovation center, medium sized meeting rooms and a large meeting room (hopefully, to accommodate the Board of Trustees meetings that occur once per semester in fall and spring), an open "commons" area for students that can be used as a lounge with computer workstations and additional restrooms.

The District is giving strong consideration to using multiple prime contracting to encourage use of local labor, contractors, and subcontractors and to move the project through planning, design and construction as quickly as possible. The District will be seeking design professional consultation and counsel to help manage this process during the bidding and construction of the project.

Assumptions:

1. Construction Cost has been estimated at \$376 per assignable foot in 2006 dollars.
2. Escalation of construction costs have been estimated at 7% a year to mid point of construction.
3. Project Cost has been calculated at 120% of construction costs to cover architect, engineer, CEQA, DSA, construction management and contingency expenses.

Project Budget Cost—at \$376 per square feet – 15,000 assignable square feet

Total Construction Cost = \$5,640,000

Total Project Cost = \$6,768,000

Total Project Cost to mid point of construction = \$7,241,760

During the Final Programming exercise the District will expect the design professional to assist in confirming final project costs.

2. PROJECT SIZE AND CAPACITY:

The total project will provide approximately 22,000 gross square feet and 15,000 assignable square feet.

3. SCHEDULE:

It is anticipated that the following draft schedule will be maintained:
(The District will look to the Design Professional for assistance in compressing this draft schedule).

Receive submittals October 13, 2006
Review submittals October 16-24
Schedule interviews October 24, 2006
Negotiate contract Oct 24 – Nov 1, 2006
Prepare board report Oct 24 – Nov 1, 2006
Board approval November 21, 2006
Final program development Dec 1- Feb 12, 2007
Schematic design/Final project proposal Feb 12- May 1, 2007
Design Development May 1 – Oct 15, 2007
Working Drawings Oct 15 – February 15, 2008
DSA plan review March 1 – June 1, 2008
Bidding process July 2 – September 1, 2008
Start construction October 2008
Occupancy August 2009

4. SCOPE OF SERVICES:

The scope of services for this project includes but is not limited to:

- a. Final Program Plan (FPP) Development
- b. Prepare schematic design and design development documents
- c. Assist the District with the documentation required for environmental assessment and documentation
- d. Preparation of project cost estimate upon completion of FFP
- e. Preparation of detailed cost estimates at schematic design, design development, and construction document phases
- f. Participation at value engineering sessions
- g. Preparation construction documents
- h. Assist the District with obtaining appropriate agency approvals, including but not limited to, State Chancellor's Office, Division of the State Architect, and District Board of Trustees design approval.
- i. Assist in bidding and award of construction contract(s)
- j. Provide construction phase contracts administration
- k. Assist the District with a post occupancy project evaluation

5. SELECTION CRITERIA:

The RCCD Screening Committee will be seeking a design firm that exhibits design talent with demonstrated experience with comparable projects within a higher education setting, with particular interest in firms that have designed comparable community college facilities. Applicants should highlight such projects and their similarities with the proposed project. Major considerations in selection of the design team will be based on the following:

1. Technical Competence and Past Performance Record
2. Design philosophy
3. Client Relationships and References
4. Program Responsiveness
5. Production, Coordination, and Supervision Capability
6. Management plan/Quality control
7. Cost Control and Reporting
8. Previous Higher Education and Community College/DSA Experience
9. Community Relations

RCCD has the sole authority to select the final architectural firm and reserves the right to reject any and all submittals.

6. SUBMITTAL FORMAT:

Note: If your firm has, with in the past year, submitted a proposal for design services to the Riverside Community College District the District will use those previously submitted materials for consideration for this project. If you wish to have the District use previously submitted materials please so indicate in your response to this SOQ and include a cover letter that explains your firm's specific interest in being considered for this particular project. Based on previously submitted materials and the above cited cover letter your submittal for this particular project will be considered and evaluated.

If you have not submitted a proposal to the District in the past year please make sure that your proposal conforms to the following format and outline.

Proposals must conform to the following format and outline and must contain all the information requested:

Section 1: The firm's design excellence for this type of project:

- a. National design awards for academic/student services buildings
- b. Other awards the firm has earned for similar projects
- c. Experience and demonstrated excellence in providing quality design within constrained budgets

Section 2: Design philosophy and approach:

- a. How would the consultant describe good design?
- b. How would the consultant approach implementation of the Final Program Design?
- c. What do you see as the design opportunities for this project
- d. What are the physical opportunities and constraints that you see for this project?

Section 3: Experience of the firm:

- a. Describe the experience of the firm in designing projects similar to this project (indicate the year of completion, construction cost, square footage, etc.).
- b. Describe the experience and success of the firm in designing projects within a fixed budget.
- c. Describe the experience and success of the firm in meeting deadlines and producing deliverables.

Section 4: Experience of the proposed team members for this project:

- a. Describe the experience of the proposed project manager and other key members of your team.
- b. Describe the experience of the lead firm and proposed consultants as a team on past projects.

Section 5: Management Plan:

- a. Describe the management plan for the project including team organization throughout the design and construction phases.
- b. Describe your methodology for production quality control and continuity throughout the duration of the project.
- c. Describe your approach to managing document completeness, coordination, and constructability.
- d. Describe your cost control methods utilized to meet budget requirements.

Section 6: Construction Management:

- a. Describe experience in construction management phase.
- b. Describe team member organization during the construction phase.
- c. Describe the firm's approach to problems and change orders during construction.

Section 7: References:

- a. Provide references for at least three similar projects.

Section 8: Provide any other relevant information that you deem appropriate.

7. SELECTION PROCESS:

1. The District will solicit State of Qualifications from prospective firms.
2. The District will screen proposals and establish a short list of “finalists” (3-5) to be interviewed.
3. The District will conduct interviews of the finalists.
4. The District will negotiate fees and agreed upon services.
5. District staff will recommend appointment of the firm to the Board of Trustees.
6. Upon action by the Board, District will execute agreement with the firm.

8. SUBMISSION OF QUALIFICATIONS:

Interested firms should submit six (6) copies of their bound proposal, including one original with original signatures, to RCCD by the due date. Proposals should be clearly labeled “**RESPONSE TO ARCHITECTURAL SERVICES REQUEST FOR QUALIFICATIONS, Norco Campus Student Support Center**” and delivered to RCCD in the following manner:

By U.S. Mail or other delivery service such as UPS, FedEx, etc., to

Purchasing Office
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506-1299

Personal Delivery to:
North Hall
Riverside Community College District
3617 Saunders Ave.
Riverside, Ca 92506

ALL RESPONSES MUST BE RECEIVED BY October 3, 2006, 5:00 PM.

No oral, telegraphic, electronic, facsimile or telephone statements will be considered. Any Statement of Qualifications received after **October 3, 2006, 5:00 PM** will not be considered and will be returned unopened.

All submittals become the property of the Riverside Community College District.

Inquiries regarding this SOQ can be directed to:

Rick Hernandez,
Director Capital Planning
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506-1299
951.222.8471
Rick.Hernandez@rcc.edu

Doretta Sowell
Purchasing Manager
951.222.8042
doretta.sowell@rcc.edu

DRAFT
AGREEMENT BETWEEN
Harley Ellis Devereaux
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is made and entered into on the 28th day of February, 2007, by and between Harley Ellis Devereaux, hereinafter referred to as “Architect” and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the “District.”

The parties hereto mutually agree as follows:

- A. **General Provisions:** This agreement shall be governed by the laws of the State of California.
- B. **Services:** Architect will provide architectural and engineering services for the design of the new Student Support Center at the Riverside Community College District’s Norco Campus, hereinafter referred to as “Project.”
- C. **Project Scope:** The Architect agrees and understands the Project is a new two story structure that would have approximately 15,000 assignable square feet-22,000 gross square feet. The project has not been formally programmed yet but the campus has identified desired program space that includes:
 - 1st floor would include cafeteria, Tiger’s Den (vending machines and sitting area), staff dining room, and restrooms for students and staff.
 - 2nd floor would house a student government office, student activities coordinator office, several small meeting rooms, a faculty innovation center, medium sized meeting rooms and a large meeting room (hopefully, to accommodate the Board of Trustees meetings that occur once per semester in fall and spring), an open “commons” area for students that can be used as a lounge with computer workstations and additional restrooms.
- D. **Term:** The term of this agreement shall be from February 28, 2007, to the estimated completion date of May 1, 2009, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the Consent of the Architect.

This agreement shall be governed by the laws of the State of California.

1. Architect Services:

- 1.2 Architect services include the use and engagement of the following

Consultants:

- 1.2.1 Structural Engineer: TBD
 - 1.2.2 Civil Engineer: TBD
 - 1.2.3 Mechanical/Plumbing/Electrical Engineer: TBD
 - 1.2.4 Cost Estimator: TBD
 - 1.2.5 Landscape Architect: TBD
 - 1.2.6 Food Service Design Architect: Webb Design, Inc.
- 1.3 Items 1.2.1 through 1.2.5 are included in Architect's Basic Services. Item 1.2.6 is considered to be outside of Basic Services. See item 10.2.
- 1.4 All consultants provided under provisions of Section B.1.2, except as otherwise noted, shall be paid by the Architect. The District has approved the list of consultants as submitted in Section B.1.2. Should the Architect wish to substitute or change one of the consultants listed in B.1.2 Architect will discuss such substitution or change and secure District's agreement to the change in writing.
- 1.5 Nothing in the foregoing shall create any contractual relationship between District and any consultants employed by the Architect under the terms of this Agreement. Architect is responsible for the performance of its consultants as it would be if it rendered these services itself.
- 1.6 District will provide Architect with a site survey and soils report.

2.0 Pre-Design Services

- 2.1 Architect will perform the following pre-design services:
- 2.1.1 Thoroughly review and analyze all documents, provided by District, including the Initial Program Plan (IPP) and any other pre-programming information available to date. Also review the requirements of State Chancellor's Office, Department of the State Architect, and District Board of Trustees.

3.0 Final Program Plan (FPP)

- 3.1 Architect will provide a Final Program Plan (FPP) in accordance with the requirements of the California Community Colleges Facilities Planning Manual, Chapter 5, including, but not limited to the following considerations:
- 3.1.1 Meet with District and campus representatives to confirm the program space needs identified from the IPP document.
 - 3.1.2 Identification and development of Assignable Square Feet (ASF) and Gross Square Feet (GSF) space requirements.

- 3.1.3 Development of circulation assumptions.
- 3.1.4 Understanding internal department adjacencies and adjacencies within departments.
- 3.1.5 Verify stacking plan.
- 3.1.6 Verify location of departments.
- 3.1.7 Visioning session to bring stakeholders together around this phase of the project and develop common vision, goals and objectives – then take them through the process of the project indicating timeframes for their individual participation in this process.
- 3.1.8 Identify opportunities for plan enhancements (i.e.: relocating specific functions to other locations in the building to be more efficient and effective).
- 3.1.9 Preparation of conceptual drawings including floor plans, site plans, elevations, renderings, etc.
- 3.1.10 Preparation of a cost model based on the conceptual drawings and provide the District supporting information to prepare the State JCAF-32 budget form.
- 3.1.11 Prepare a detailed equipment/furniture list for the building to support the State JCAF-33 form.

4.0 Schematic Design Services

- 4.1 Architect will provide the following schematic design services during this phase of the project design:
 - 4.1.1 Utilizing the plans developed through the FPP process and refine the "conceptual" site plan(s) for review by District and the State Chancellor's Office, Department of the State Architect, and District Board of Trustees.
 - 4.1.2 If the "conceptual" site plan(s) indicate substantial construction cost variance, Architect will develop the "magnitude" construction cost estimate for each concept with a professional independent cost estimator.
 - 4.1.3 Provide technical assistance to District in submitting the documents required for environmental assessment and documentation.
 - 4.1.4 Based upon the approved space program and requirements, the approved site plan, and utilizing the floor plan within the FPP prepare several conceptual floor plans for review and approval by District.
 - 4.1.5 Through conferences with District, coordinate the functional and circulation aspects of the approved conceptual floor plans. Specific emphasis will be placed on bay spacing core design and floor plate size and shape.

- 4.2 Architect will prepare a preliminary schematic design package for District review and approval including:
 - 4.2.1 Site plan.
 - 4.2.2 Floor plans.
 - 4.2.3 Exterior elevations, and/or sketches.
 - 4.2.4 Building sections.
 - 4.2.5 Interior sketches.
 - 4.2.6 Architect shall provide District with an Estimated Project Construction Cost based on documents submitted in this phase.

- 4.3 Upon District approval of the preliminary schematic design:
 - 4.3.1 Study alternate structural systems.
 - 4.3.2 Study alternate Heating, Ventilation and Air Conditioning (HVAC) systems and prepare an outline specification to be used by the cost estimator in establishing a construction budget.
 - 4.3.3 Study alternate plumbing systems and prepare an outline specification to be used by the cost estimator in establishing a construction budget.
 - 4.3.4 Study alternate electrical systems and prepare an outline specification to be used by the cost estimator in establishing a construction budget.
 - 4.3.5 Study alternate fire protection systems and prepare an outline specification to be used by the cost estimator in establishing a construction budget.

- 4.4 Through conferences with District select the appropriate building systems.

- 4.5 Provide technical assistance to the cost estimator in the preparation of a construction budget based upon the preliminary schematic design concept.

- 4.6 Upon District approval, refine the preliminary schematic design concept and upon review with the State Chancellor's Office, Department of the State Architect, and District Board of Trustees, make modifications as required.

- 4.7 Through conferences with District, further refine the preliminary schematic design concept and complete the final schematic design documents for final review and approval.

5.0 Design Development Services

- 5.1 Architect will further refine the schematic design and the various building systems and details during design development. Services during this phase of design will include the following:

- 5.1.1 Establish the final design for all architectural systems.
- 5.1.2 Establish the final design for all structural systems.
- 5.1.3 Establish the final design for HVAC systems.
- 5.1.4 Establish the final design for plumbing systems.
- 5.1.5 Establish the final design for electrical systems.
- 5.1.6 Coordinate the requirements of Landscape Architect.
- 5.1.7 Coordinate the requirements of Civil Engineer.
- 5.1.8 Coordinate the requirements of Food Services Design Architect.
- 5.1.9 Coordinate the requirements of District security system.
- 5.1.10 Coordinate the requirements of District Building Management and Maintenance Department.
- 5.1.11 Coordinate the requirements of District Telephone/Communications and Information Technology Department.
- 5.1.12 Coordinate the requirements of the Cost Estimating Architect.
- 5.1.13 Architect shall provide District with an Estimated Project Construction Cost based on documents submitted in this phase.
- 5.1.14 Upon District approval, Architect will coordinate review of the Design Development documents with the State Chancellor's Office, Department of the State Architect, and District Board of Trustees, and make modifications as required.

6.0 Construction Documents Services

- 6.1 Architect will develop documents for the bidding and construction of the Project. Architect services will include the following:
 - 6.1.1 Prepare final architectural drawings, specifications and bidding documents.
 - 6.1.2 Prepare final structural drawings, specifications and bidding documents.
 - 6.1.3 Prepare final HVAC, plumbing, electrical drawings, specifications and bidding documents.
 - 6.1.4 Prepare final landscape drawings, specifications and bidding documents.
 - 6.1.5 Prepare final civil drawings, specifications and bidding documents.
 - 6.1.6 Prepare final food service drawings, specifications and bidding documents.
 - 6.1.7 Coordinate the architectural, structural, HVAC, plumbing, electrical,

landscape, civil, and food service construction documents with the drawings, specifications and bidding documents prepared by the Interior Architect and District's other Architects.

- 6.1.7 Coordinate constructability review process at 50% drawings and 90% drawings.
- 6.1.8 Architect shall submit construction documents to the District for review and approval upon 50% completion, and upon Architect's determination that the documents are 100% complete and coordinated. Architect will resubmit the documents for back check by the District after corrections are made to the 100% submittals.
- 6.1.9 Upon 50%, 100%, and final back check completion of the Construction Documents, Architect shall submit to the District an Estimated Project Construction Cost.
- 6.1.10 The Project is subject to an independent cost estimate conducted by an estimator designated by the District and at the District's expense. Architect shall provide four copies of the current Drawings and Specifications at the following points in the design process:
 - 1. End of Schematic Design phase
 - 2. End of the Design Development phase
 - 3. Construction Document phase at 50% completion
 - 4. Construction Document phase at 100% completion of correction by Architect and back check by District.
- 6.1.11 Provide technical assistance to District in obtaining approvals from the State Chancellor's Office, Department of the State Architect, and District Board of Trustees.
- 6.1.12 Architect shall prepare Construction Documents in compliance with applicable laws, codes, rules, regulations, ordinances, and standards.
- 6.1.13 All documents, illustrations, plans, and other presentation materials developed and prepared by the Architect under this agreement will become the property of the District.

7.0 Bidding and Negotiation Services

- 7.1 Architect will assist to bid and construct the Project. These services are to include:
 - 7.1.1 Provide technical assistance to District in bidding the various elements of the Construction Contract.
 - 7.1.2 Provide technical assistance to District in developing the Contract for Construction with the General Contractor.

8.0 Construction Administration Services

- 8.1 Architect will assist the District in administering the construction process.

Architect services during this phase will include the following:

- 8.1.1 At a pre-construction meeting, establish with the General Contractor, the typical various subcontractors and District, the methods for administering the construction process.
- 8.1.2 Provide weekly on-site observation visits by an Architect Construction Administrator with the intention of assisting the District, and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.3 Provide periodic on-site visits by a representative of the structural, HVAC, plumbing, and electrical engineers with the intention of assisting the District and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.4 Provide periodic on-site visits by a representative of the landscape architect with the intention of assisting the District, and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.5 Provide periodic on-site visits by a representative of the civil engineer with the intention of assisting the District, and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.6 Provide periodic on-site visits by a representative of the food service design Architect with the intention of assisting the District, and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.7 Provide the General Contractor with technical assistance in reviewing shop drawings and submittals. Review up to two (2) shop drawing submittals per item.
- 8.1.8 Issue clarifications as required for the progress of the project.
- 8.1.9 Review applications for payment by the General Contractor.
- 8.1.10 Upon completion of the project, develop, with the General Contractor and District, a final punch list of all items to be completed.

9.0 Post-Construction Services and Post Occupancy Services

- 9.1 Architect will assist the District in obtaining the maximum benefit and use of the new building. Architect services during this phase will include the following:
 - 9.1.1 Provide thirty-two (32) hours of meetings with District during the "debugging/commissioning" process for the purpose of assisting District in making any necessary modifications.
 - 9.1.2 Provide two (2) training sessions (including representatives of the architectural, mechanical, plumbing, and electrical staff) for the purpose of

familiarizing District staff with the operations of the building components.

- 9.1.3 Upon completion of the project, organize CADD-generated as-built drawings based upon a record maintained and drawn by the General Contractor during the course of construction.
- 9.1.4 Upon completion of the project, review the equipment and maintenance manuals prepared by the General Contractor.
- 9.1.5 Approximately six (6) months after completion of the facility, provide twenty (20) hours of meetings with District for the purpose of post occupancy review to evaluate the building's effectiveness and assist in gaining the maximum benefit of the facility.
- 9.1.6 Approximately one (1) year after completion of the building, but before the one-year warranty has expired, inspect the facility and prepare a list for repair work by the General Contractor as stipulated in the General Conditions of the Construction Contract.

10.0 Fee for Architectural Services

- 10.1 Total Fee for Basic Services – For services rendered in accordance with this Agreement, the basis for compensation shall be a lump-sum-fee of 7.5% of total construction cost (construction cost is defined as that amount identified for construction in the State JCAF 32 as \$9,200,000, which includes \$400,000 for Group 2 Equipment) in the amount of \$xxxxx. Total FPP Project cost is \$11,042,820.
- 10.2 District agrees Food Service Design Consulting is not included in basic services. District will compensate Architect \$xxxxx for a full service cafeteria design this fee.
- 10.3 All reimbursable expenses are to be included in Total Fee listed in 10.1 above.
- 10.4 Payment shall be made upon completion of each project phase, after review and approval by the District based on and in accordance with the schedule listed below. District agrees to pay directly all permit fees charged by authorities and that these permit fees will not be a reimbursable expense to Architect.

Schedule: Percentage of fee to be paid upon completion of each phase, monthly payments based on the percentage of completion may be made, not to exceed the total fee due for each phase.

1. Pre Design, FPP		5%
2. Schematic Design Phase	Increase to	20%
3. Design Development	Increase to	35%
4. Construction Documents	Increase to	65%
5. Bidding and Award	Increase to	70%
6. Construction Phase	Increase to	95%
7. Construction Completion	Increase to	100%

Recap of Compensation:

1. Pre Design, FPP
 2. Schematic Design Phase
 3. Design Development Phase
 4. Construction Documents
 5. Bidding and Award
 6. Construction Phase
 7. Construction Completion
- §

10.5 Should there be changes to the scope of the project that affects the fee, District and Architect agree to negotiate additional fees for such scope changes and it is understood that Architect will not proceed without written and signed Authorization for Additional Services from the District.

11.0 Additional Services

District understands and recognizes that Architect has available for additional compensation the following additional services:

- 11.1 Interior signage design package to include basic lobby, way finding and classroom or office numbering.
- 11.2 Lighting Architect.
- 11.3 Audio Visual Architect.
- 11.4 Technology Architect.
- 11.5 Acoustical Architect.
- 11.6 Security Architect.

E. **Location of Services:** The services outlined in Paragraph B 1-11, will be conducted at Architect's offices and at the District.

F. **Review of Services:** The services rendered by the Architect are subject to review by the Associate Vice Chancellor, Facilities.

G. **Suspension:** If the Project is suspended or abandoned for more than twelve consecutive months Architect shall be compensated for all authorized services performed up to the time the District informs the Architect the Project is to be suspended.

H. **Payments:** Payments in consideration of this agreement will be made as authorized by the Associate Vice Chancellor, Facilities, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph B, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities.

I. **Indemnification:** Architect shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Architect, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Architect services under this Agreement. Architect shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.

District shall indemnify and hold Architect, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Architect), Architect, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Architect free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.

J. **Insurance:** Architect shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury, including, but no limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Architect's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

K. **Non Discrimination:** Architect shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national

origin or ancestry, religion, physical handicap, medical condition, marital status or sex.

- L. **Ownership:** All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Architect in connection with this Agreement shall be held in a strictly confidential manner by Architect. Such materials shall not, without the written consent of District, be used by Architect for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.

All data prepared by Architect hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Architect shall have the right to retain copies of all such data for Architect records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District's sole risk, and provided further, that Architect shall be indemnified against any damages resulting from such use. In the event Architect, following the termination of this Agreement, desires to use any such data, Architect shall first obtain approval of District's representative in writing.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Riverside Community College District

Architect

James L. Buysse
Vice Chancellor
Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-3

Date: February 20, 2007

Subject: Update on Strategic Planning

Background: Presented for the Board's information is an update on strategic planning processes and activities during the past four months. The District has established strategic planning processes that embody the principles of the Curriculum Centered Strategic Planning Model and the Learner Centered Curriculum Framework. The District's mission is at the core of these processes and is supported by research about students and the community. A structure and a process are in place to manage the strategic planning needs of the District and its campuses. Key structures include Program Review, the Campus Strategic Planning Committees and their subcommittees, and the District Strategic Planning Committee. Processes and current activities resulting from the efforts of these committees will be reviewed.

Information Only.

Salvatore G. Rotella
Chancellor

Prepared by: Kristina Kauffman
Associate Vice Chancellor, Institutional Effectiveness

Preface

The Governor's Budget Proposal for 2007-08 proposes to limit General Fund spending to the amount of revenue the state will collect, with the exception that it proposes to use \$840 million of funds available from previous years to pre-pay debt. By eliminating the state's net operating deficit (\$5 billion), setting aside a total reserve of \$2.1 billion, and eschewing tax increases and new budgetary borrowing, the Administration believes this Budget puts California on the path to full fiscal recovery.

The education budget can still be characterized as "a starting point;" it does not provide community colleges with increases in funding similar to the 2006-07 Budget. The System received more than \$700 million in ongoing funding in 2006-07, while the starting point for 2007-08 is \$377 million. The System's budget request for 2007-08 totaled more than \$700 million in ongoing funds.


Governor Schwarzenegger's Budget Proposal for 2007-08 funds the Proposition 98 minimum funding level. But, due to relatively slow growth in Proposition 98 funding—and the continuing decline in statewide ADA/FTES—there is only enough new money to fund the 4.04% estimated statutory cost-of-living adjustment (COLA) for 2007-08, and little else. Outside of the funded COLA and growth funding, there appears to be very little in the way of new, ongoing funding being proposed for 2007-08.

Nonetheless, while California's economy continues to improve, the demands on government in terms of expenditures are still increasing faster than revenues. The Governor has laid out an ambitious plan to provide health insurance coverage for California's children and families, as well as improving prison facilities. The "devil" will be in the details to accomplish these goals.

Keep in mind, the COLA percentage could change a bit between now and the ultimate Budget adoption. And both the revenue and expenditure numbers for the current year will continue to change, necessitating a change in the state's projected ending balance for the current year.

Since, this year's starting point is not quite as good as last year's, we do urge caution. The 2007-08 Budget proposal could be defined as a "status-quo" budget. Thus, we advise districts to plan their budgets consistent with the Governor's proposals (according to the System's new funding formulas in SB 361), but to avoid making final commitments until all of the votes have been cast. The dynamics of the Governor's budget proposal, combined with a new Legislature and the changing economic environment, make the adoption of the Governor's Proposed Budget far less than a sure thing. Just as the Legislature will look for some room to maneuver, community colleges would be wise to do the same.

While we applaud efforts to maintain programs for students and hope that the reduction in student fees will provide greater access, it is important to realize that the work has only just begun.



ARNOLD BRAY

Legislative Representative

Overview of the Proposed Community College Budget for 2007-08

The Governor's Budget continues the state's commitment to funding increases for enrollment growth, basic budget support, financial aid, and expansion of recent initiatives in career-technical education and nursing. Additionally, the Governor's Budget proposes a new initiative to address pressing state needs—focusing on increasing the rate of meaningful educational outcomes for the most at-risk community college students.

For the California Community Colleges, the Budget includes \$8.6 billion (\$6.6 billion from General Fund and Proposition 98 sources), which reflects an increase of \$322.3 million (\$362.3 million General Fund and Proposition 98 sources) above the revised 2006-07 Budget. These amounts reflect a 3.9% total funding increase, including a 5.9% General Fund and Proposition 98 increase over the current year.

The overall increase in Proposition 98 funding for K-14 education is \$1.8 billion. The community college share of Proposition 98 is at 11.06%, a level that has been attained only once since Proposition 98 was established—compared to the current-year share of 10.74%.

Community College Fees

The Budget proposes no fee increase. Community college fees for credit courses will remain at \$20 per credit unit pursuant to an agreement reached in negotiations on the 2006 Budget Act. Community college fees remain the lowest in the nation and are 24% of the national average.

Major Adjustments

Budget Year

- \$224.9 million for a cost-of-living increase (4.04%) for general-purpose Apportionments.
- \$109.1 million for enrollment growth for apportionments (2%). This funding will enable community colleges to enroll an additional 23,000 full time equivalent (FTES) students. This level exceeds the 1.65% change in the adult population, and is in addition to the funding that is already in the system for the unrestored FTES from the prior three years. When the \$109.1 million is added to the restoration funding that is already in the system, there will be the potential for at least 4% growth over the estimated level of current year FTES. The amount of actual restoration dollars available in 2007-08 will not be known until the First Principal Apportionment (P-1) in February.
- \$19.6 million increase for Categorical Program enrollment growth (2%) and COLA (4.04%). These programs include basic skills, matriculation, disabled students programs and services, campus childcare tax bailout, and extended opportunity programs and services.

- \$33.1 million redirection of surplus basic skills overcap incentive funding to support additional matriculation and support services for community college students. Of this amount, \$19.1 million is specifically dedicated to additional counseling and tutoring services for those students most at risk of failing to complete a program.
- \$9 million one-time current-year funding and \$9 million in ongoing funding to support additional nursing program investments in community colleges. These funds are available in the community college base from the 2006 Budget Act set-aside actions and are now proposed to assist colleges in expanding enrollments by providing startup funding for new nursing programs, funding new clinical simulation laboratories, expanding services that will reduce attrition, and funding incentives to add more prerequisite science courses.
- \$33.2 million increase to offset the remaining revenue reduction incurred by colleges in the budget year due to the reduction in student fees from \$26 to \$20 per unit in the spring of 2007 and other workload adjustments.
- \$197.2 million reduction to apportionments to reflect estimated growth in local property taxes of an identical amount.
- \$350,000 in ongoing funds for the Fiscal Crisis and Management Assistance Team (FCMAT) to ensure resources are available to respond to financial instability indicators.

Capital Outlay

The Governor's Budget proposes funding 60 projects at a cost of \$479.4 million from 2006 bond funds (Proposition 1D). In addition, the Governor is proposing that a new education facilities bond measure be placed on the 2008 and 2010 ballots that would generate approximately \$6 billion earmarked for community college capital outlay projects. The Governor's proposal would provide community colleges with more than 50% of the total amount (\$11 billion).

State Bond Proposal for 2008

AB 100 (Núñez, D-Los Angeles) is working its way through the legislative process. The bill would enact the Kindergarten-University Public Education Facilities Bond Act of 2008. The bond act, if approved by the voters at the November 4, 2008, statewide general election, would provide for the issuance of \$9,087,000,000 of state general obligation bonds to provide aid to school districts, county superintendents of schools, county boards of education, the California Community Colleges, the University of California, the Hastings College of the Law, and the California State University to construct and modernize education facilities.

Left Outs

The System Office requested funds for Career Development and College Preparation, Student Services allocation for newly accredited colleges, Basic Skills Initiative, Part-Time Faculty Office Hours/Health Insurance, Increase for Full-Time Faculty Positions, Compensation Equity for Part-Time Faculty, Mathematics Engineering Science Achievement (MESA), Economic Development, Technology, Reimbursement of State Mandates, Physical Plant/Instructional Equipment—none of these items were provided any new funding in the 2007-08 Budget.

Proposition 98

Proposition 98, adopted by voters in 1988, is a complex set of formulas that set the minimum funding level for K-14 education from year to year. Because of its dominant role in carving out state resources and setting budget priorities, it is often the subject of controversy and litigation.

In 2006, the Governor made peace with the education community by agreeing to restore funding for Proposition 98 that had been in dispute since 2004-05. Reaching this agreement was a major reason behind the sizable increases that schools received in 2006-07 in both ongoing and one-time funds. But, in addition, this agreement provided for allocating another \$2.9 billion owed under Proposition 98 for 2004-05 and 2005-06 in annual payments over the next seven years, starting in 2007-08.

One would have thought that, after just settling this dispute with the education community, the Governor wouldn't make any controversial proposals regarding Proposition 98 funding in 2007-08. But he did—and, in fact, his Budget Proposal includes the following two controversial proposals:

- First, the Budget proposes to shift all state support for Home-to-School Transportation from Proposition 98 to the Public Transportation Account (PTA), a state account funded from the sales tax on gasoline. This shift of \$627 million would be followed by a downward rebenching of the minimum guarantee. The Budget asserts that “this proposal does not result in a reduction to Home-to-School Transportation nor any other Proposition 98 funded program.” This proposed shift does not appear to have any immediate impact on school funding, in that the Budget does include funding for the 4.04% (est.) COLA for transportation. But we expect that this proposal will be opposed by other agencies that would have otherwise received more funding from the PTA for mass transit construction and operation.
- Second, the Administration has proposed that \$269 million in funding for the Stage II CalWORKs Child Care Program be paid for with Proposition 98 dollars rather than other state General Fund revenues, as in previous years. This shift clearly reduces resources that would be available to other K-14 education programs, and uses up virtually all of the growth in Proposition 98 funds beyond the amount needed to fund the COLA. It is likely that this proposal will be contested in the Legislature—and certainly will be protested by the Education Coalition.

It is interesting to note that the Administration states that current law provides for the downward rebenching of Proposition 98 when an entire program, namely Home-to-School Transportation, is shifted outside of Proposition 98. But since some of the Stage II CalWORKs Child Care Program is already funded through Proposition 98, the Administration asserts there is no need to rebench Proposition 98 upwards for this proposed shift.

Proposition 98 Details

For 2006-07, the Governor's Budget estimates the Proposition 98 guarantee at \$55.022 billion, an increase of 3.1% over the prior year. The guarantee is based on the application of Test 3, which adjusts funding based on the change in state General Fund revenues per capita and the change in ADA, with Test 3 being operative usually in times of weak revenue growth.

For 2007-08, the Governor's Budget proposed to fully fund Proposition 98 based on Test 2, which reflects growth in the state economy more broadly. Specifically, this test increases prior-year funding based on the change in per capita personal income and the change in ADA. The Test 2 increase is estimated to be 4.58% under the Governor's plan.

While in years of statewide ADA growth the Proposition 98 guarantee also is adjusted for that rate of growth, there were no downward adjustments when statewide ADA declined—for the first two years of such decline. In 2007-08, with this being the third consecutive year of ADA decline, the Proposition 98 minimum guarantee was reduced to reflect the estimated 0.39% statewide decline in ADA.

The Proposition 98 guarantee was also increased by \$144 million in 2007-08 under the Maintenance Factor formula, wherein prior reductions to Proposition 98 get restored when state taxes grow faster than personal income (such as is the case for 2007-08). After factoring in this payment, there is still \$310 million of Maintenance Factor remaining, meaning that Proposition 98 funding could increase by up to this amount if state taxes come in higher than currently expected.

Finally, the resulting Proposition 98 funding level for 2007-08 was reduced by the \$627 million noted above to reflect the shift of Home-to-School Transportation to outside of Proposition 98. Total Proposition 98 funding in 2007-08 is proposed at \$56.835 billion, with the General Fund contributing \$41.190 billion, or 72.5%, and the balance funded from local property taxes.

The budget year's Proposition 98 funding is certainly impacted by the two proposed funding shifts. Had the transportation shift not occurred, the K-12 portion of Proposition 98 would have increased by \$2.063 billion and the community college share of Proposition 98 would have been less than 11.06%.

Budget Proposals for Non-Proposition 98 Programs

While this report is focused on the Proposition 98 portion of the Governor's Budget, it is also important to consider what the Administration is proposing for other programs supported by the state's General Fund, since decisions on funding levels for K-12 programs will not be made in a vacuum. Rather, they will be weighed against the other competing demands for state General Fund resources. Thus, this section examines the other areas of the State Budget.

The Governor's Budget proposes an overall increase of only \$50 million for Health and Human Services programs, an increase of 0.2%. The state's three major programs in this area include CalWORKs, which assists low income families; SSI/SSP, which provide supplemental income for the aged, blind, and disabled; and Medi-Cal, the state's primary health assistance program.

The Budget expands health care coverage by \$36 million for a program established in 2006 that creates a two-county pilot program to allow parents to self-certify income and assets when enrolling their children into Medi-Cal and during the annual eligibility review process. The Budget proposes a reduction of \$324 million related to reforming the CalWORKs program. One hundred and forty million dollars is also saved by suspending the July 1, 2007, CalWORKs cost-of-living adjustment.

Higher education, which includes the University of California (UC), the California State University (CSU), the California Community Colleges, and the state's financial aid programs for those institutions, receives significant increases in the Governor's Budget. The budget honors the "compact" with the higher education segments, providing full funding for the base and full enrollment growth. The Budget proposes a 7% fee increase for UC and 10% for CSU students, unlike last year, when the Budget proposed to buy out the scheduled fee increases.

This Budget offers something that is at least somewhat positive in nearly every area, with the exception of CalWORKs. While every public agency will likely make the case that it could and should have received more, gone are the massive cuts of yesteryear. We think the real debate is not over the merits of funding programs either within or outside of Proposition 98—the real debate will be about the economics and politics of the Budget itself. It will also be a test of leadership for both the Governor and the Legislature.

Mandates

One year ago, the Governor released his proposed Budget for the state that included partial funding for mandate claims, a slight improvement over the prior years that saw the vast majority of claims go unpaid, as the state elected to defer payment to an unspecified future year. These deferrals were estimated to exceed \$1 billion.

By the May Revise, General Fund revenues had improved so significantly that the Governor proposed to eliminate the accumulated mandate debt entirely. Ultimately, the adopted 2006-07 Budget contained \$4 million to reimburse community college mandate claims.

The Governor's Budget for 2007-08 unfortunately returns to the years of the recent past, deferring payment on mandate claims. Like 2004-05 and 2005-06, the Budget proposes to defer payment on 38 specific mandates. The Governor's Budget contains a token \$1,000 for each of the 38 mandates, which is insufficient to pay the claims but requires districts to carry out the mandate without added state funding nonetheless. Based on the 2006-07 estimate of annual new claims, the Budget Proposal would result in unfunded mandates totaling \$290 million, roughly \$130 million from 2006-07 and \$160 million from 2007-08.

The Budget also reflects the fiscal consequences of actions taken by the Commission on State Mandates last summer to eliminate reimbursement for three previously funded mandates—the Mandate Reimbursement Process, the Open Meetings Act, and the School Accountability Report Cards. At the direction of the Legislature, in language contained in a trailer bill to the 2005 Budget Act, the Commission revisited these mandates and reversed its prior decision, finding them no longer reimbursable. School districts, however, are not relieved of carrying out these duties, as they are required to by the State Constitution or sections of state law that do not require reimbursement, according to the Commission's decision.

Again, like last year, during the May Revision we expect the Governor to reassess his priorities in light of the current economic projections. We are hopeful that mandates will be given favorable consideration at that time. In the meantime, we recommend that districts continue to file claims.

Lottery Funding

Lottery funding is a particularly volatile funding source. We saw the last significant increase in Lottery funding in the 2003-04 fiscal year. In the most recent years, the Lottery Commission had assumed that the new "Mega Millions" game would increase sales, thereby increasing revenues to school agencies. Revenue increased only slightly, but since ADA/FTES decreased from year to year, revenues per ADA/FTES actually increased.

The first quarter of 2006-07 is showing a 12% decline in Lottery sales. This is the very characteristic of Lottery funding, which references the idea that school agencies should be prudent in the use of these dollars for ongoing expenditures. As a result, the 2006-07 first quarter Lottery payment was \$34.12 per ADA/FTES (unrestricted). This is approximately \$4.59 less than the first quarter of 2005-06.

While there is still time for revenues to materialize for the entire year as originally projected, just as we have seen in prior years, the drop in first quarter payments is cause for concern. Therefore, at this time, we are projecting a per-ADA/FTES amount of \$148 per annual ADA/FTES, down from our earlier estimate of \$154 per ADA/FTES. The \$148 would be allocated as \$123.25 per annual ADA/FTES unrestricted and \$24.75 per annual ADA/FTES for Proposition 20 restricted funding. The 2006-07 projected amounts may be revised as the year progresses and updates will be made based on any changes in revenues and/or annual ADA/FTES.

For the 2007-08 fiscal year, the estimated projections have not yet been made available from the Lottery Commission. Based on our reduced estimates for 2006-07, we estimate that funding will again be a total of \$148 per annual ADA/FTES in 2007-08, but with a slight change to the distribution between unrestricted and Proposition 20 funding. The estimated per annual ADA/FTES unrestricted amount is \$123.20 and the per annual ADA/FTES for Proposition 20 is \$24.80. We recommend that districts budget for these amounts. The Governor's Budget funds 2007-08 Lottery at the same amount as 2006-07 (\$173.9 million).

STRS AND PERS

Prior to the release of the proposed State Budget, the Governor issued an executive order to establish the Public Employee Post-Employment Benefits Commission to address the issue of unfunded liabilities faced by California's public employers for other postemployment benefits, mainly health benefits for retirees.

The commission consists of 12 members, six of whom are appointed by the Governor and three by the leader of each house. The Governor appoints a chairperson. The Commission is to identify the amount of unfunded liabilities for all of California's public agencies for other postemployment benefits, identify various approaches for addressing the unfunded liabilities, compare the advantages and disadvantages for each approach, and propose a plan or plans for addressing the unfunded benefits. This work is to be completed and submitted to the Governor and the Legislature by January 1, 2008.

STRS

- Combined unfunded portion of future liability for pensions is \$49 billion
- STRS intends to increase member contributions by one-half of 1% (for a total contribution of 8.5%) starting July 1, 2009
- STRS intends to increase employer contributions by one-half of 1% per year starting July 1, 2009, to a maximum of 13% to 14.25%

PERS

- PERS board will adopt employer contribution rate for 2007-08 in May 2007, as usual
- No long term plan announced yet to address unfunded liability

Community College Local Assistance Budget

California Community Colleges

Local Assistance Budget (in thousands)

Per Governor's Proposed Budget for 2007-08

COLA (4.04%) on Apportionments	224,900
Growth (2%) and COLA (4.04%) on Selected Categorical Programs	19,600
Growth (2%)	109,132

Academic Senate	467
Baccalaureate Pilot Program	100
Basic Skills and Apprenticeship*	15,229
Career Technical Education	20,000
Childcare Tax Bailout Funds	6,804
Disabled Students Programs and Services	114,472
Economic Development	46,790
Extended Opport. Programs and Services and Special Services	119,827
Faculty and Staff Diversity	1,747
Fiscal Crisis and Management Assistance Team	350
Foster Care Education	4,754
Fund for Student Success	6,158
Matriculation	134,436
Nursing Program Support**	25,886
Part-time Faculty Compensation	50,828
Part-time Faculty Health Insurance	1,000
Part-time Faculty Office Hours	7,172
Scheduled Maint./Special Repairs/Instructional Equip./Library Materials	27,345
Special Services for CalWORKs	43,580
Student Financial Aid Administration	51,308
Telecommunications & Technology Infrastructure	26,197
Transfer Education and Articulation	1,424

* \$33,110 shifted from surplus Basic Skills overcap incentive to Matriculation, counseling, and tutoring

** Plus \$9 million in one-time funds

**2007-08 System Budget Request
And
Governor's Budget Comparison**

California Community Colleges
2007-08 System Budget
Summary of Recommended Funding Increases
(Dollars in Thousands)

Strategic Plan Goal Areas/ Budget Items	Ongoing Funds	One-Time Funds
College Awareness and Access		
Fee reduction backfill	\$ 40,000	
COLA (5%)	298,000	
Enrollment growth (3%)	170,000	
Career Development and College Preparation	30,000	
Establish COLA and growth for CalWORKs, financial aid administration and Foster Care Education/Training	5,635	
Student Services allocations for newly accredited colleges	873	
Student Success and Readiness		
Basic skills initiative*	*	
Matriculation/ counseling/placement	14,000	
Part-time faculty office hours/health insurance	12,000	
Increase full-time faculty positions	45,000	
Compensation equity for part-time faculty	50,000	
Mathematics Engineering Science Achievement (MESA)	2,200	
Partnerships for Economic and Workforce Development		
Career Technical Education Equipment		\$ 20,000
Economic Development -- regional clearinghouses**	2,000 **	
System Effectiveness		
Academic Senate – COLA	23	
Technology items	14,300	9,650
Professional and staff development	10,000	
Resource Development		
Fiscal Crisis Management Assistance Team (FCMAT)	570	
Reimbursement of state mandates	16,000	20,000
Instructional Equipment/ Facilities Maintenance		50,000
Total	\$710,601	\$99,650

* “Convert” funds that otherwise would be budgeted in 2007-08 for basic skills “over-cap” (about \$33 million) to cover start-up and partial-year costs of new Basic Skills Initiative, with understanding that an infusion of a similar amount of new funds will be needed in 2008-09 to meet annualized costs.

** Assumes approximately \$1.1 million of match from non-Proposition 98 sources, for total of \$3.1 million.

2007-08 California Community College Budget
Comparison of System Budget Request to Governor's Budget - Preliminary Draft

(dollars in thousands)

Budget Items	System Request		Governor's Budget	
	On-Going Funds	One-Time Funds	On-Going Funds	One-Time Funds
Fee Reduction Backfill	\$40,000		\$33,200	
COLA (System Request 5%; 4.04% GB), includes categoricals	298,000		238,152	
Growth (System Request 3%; 2% GB), includes categoricals	170,000		115,457	
Career Development and College Preparation	30,000			
COLA & Growth for categorical programs	5,635			
Student services allocations for newly accredited colleges	873			
Student Success and Readiness				
Basic Skills Initiative		*		
Matriculation/Counseling/Placement**	14,000		33,110	
Part-Time Faculty Office Hours/Health Insurance	12,000			
Increase Full-Time Faculty Positions	45,000			
Compensation Equity for Part-Time Faculty	50,000			
Mathematics Engineering Science Achievement (MESA)	2,200			
Partnership for Economic & Workforce Development				
Career Technical Education Equipment		20,000		32,000
Economic Development -- Regional Clearinghouses	2,000			
System Effectiveness				
Academic Senate - COLA	23			
Technology Items	14,300	9,650		
Professional Development	10,000			
Resource Development				
Fiscal Crisis Management Assistance Team (FCMAT)	570		350	
Reimbursement of state mandates	16,000	20,000		
Physical Plant/Instructional Equipment		50,000		
Nursing Initiative***			9,000	9,000
CalPASS				1,000
Total****	\$ 710,601	\$ 99,650	\$ 377,080	\$ 42,000

* Convert funds that otherwise would be budgeted in 2007-08 for basic skills overcap (\$33.1 million) to cover start-up costs of new basic skills initiative.

**Redirects basic skills over-cap funds (\$33.1 million) to matriculation and counseling services. This does not represent new funds.

***Redirects the \$9 million in funds made available 2006-07 for career technical education for nursing initiative. One-time funds of \$9 million are also made available for nursing. This does not represent new funds.

****Governor's Budget, on-going funds, is adjusted by \$10 million to tie to Prop. 98 split

2007 SSC Community College Financial Projection Dartboard

2007 SSC Community College Financial Projection Dartboard Governor's Budget Version

This initial 2007 version of SSC's Financial Projection Dartboard is based on the Governor's Budget Proposal for 2007-08. We have updated the COLA, CPI, and 10-year T-bill factors per the latest economic forecasts, and this resulted in changes to virtually every factor for 2007-08 and thereafter. SSC staff relies on various state agencies and outside sources in developing these factors, but we assume responsibility for them with the understanding that they are, at best, general guidelines.

Factor	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
Statutory COLA	5.92%	4.04%	2.7%	2.5%	2.7%	2.9%
California CPI	3.2%	2.6%	2.4%	2.5%	2.6%	2.7%
California Lottery ¹	\$123.25 \$24.75	\$123.20 \$24.80	\$123.05 \$24.95	\$123.00 \$25.00	\$123.00 \$25.00	\$123.00 \$25.00
PERS Employer Rate ²	9.124%	9.0%	9.0%	9.0%	9.0%	9.0%
Interest Rate for 10-Year Treasuries	4.6%	5.1%	5.4%	5.4%	5.4%	5.4%

¹ The forecast for Lottery funding per FTES includes both base (unrestricted) funding and the amount restricted by Proposition 20 for instructional materials. Lottery funding is based on prior year actual annual FTES.

² We expect future PERS rates to increase, but do not have estimates at this time.

Governor's Proposed Initiatives

Governor's Proposed Budget Background Information - Initiatives

Career Technical Education Initiative

In an ever-evolving economy, California students need multiple pathways to rewarding and productive careers. The Administration remains committed to expanding opportunities for high school and community college students to take high-quality, academically rigorous career technical education (CTE) courses.

Since the Governor launched his CTE initiative in 2005, the state has made significant investments aimed at reinvigorating CTE programs. Chapter 352, Statutes of 2005 (SB 70) marked the beginning of the Governor's CTE Initiative, providing \$20 million for CTE courses in high schools and Community Colleges. At the heart of this initiative are "2 + 2" programs that offer articulated series of courses beginning in a high school and continuing at a community college.

As a result of the investments in the 2005-06 budget and those described for the current year budget, the state has begun to restore the capacity and vitality that many CTE programs had lost due to decades of erosion in these programs. California is making significant progress in building CTE programs that will provide students with additional options and opportunities and help to meet the evolving demands of California business and industry.

The Governor's Budget proposes \$52 million to expand CTE course offerings and programs. These resources include \$20 million in the CCC's base funding for SB 70 programs as well as \$32 million in new funding provided pursuant to Chapter 751, Statutes of 2006 (SB 1133). The Administration proposes that these funds be used for the following activities:

- Expanding the number of CTE courses offered in middle schools, high schools, and community colleges.
- Building stronger partnerships between the business sector and educational institutions.
- Planning and implementing CTE curriculum for emerging industries.
- Expanding internship opportunities for students.
- Establishing career exploration opportunities for middle school students.
- Creating career-themed high schools.
- Establishing streamlined pathways for becoming a CTE teacher.
- Creating several pilot career academies for young adults and high school dropouts who are unable to maintain living wage employment due to academic deficiencies.

CCC Student Success Initiative

The Governor's Budget proposes to redirect \$33.1 million in underutilized, ongoing funds for improving student outcomes. These funds are currently dedicated for student instruction that exceeds district funding limits and are not projected to be needed in the foreseeable future. Instead, this amount is proposed to help the most at-risk, first time students that are in transition from high school to define and complete specific academic goals with the following services:

- \$14 million is provided for additional core Matriculation Program services, which includes orientations, counseling and academic assessment, referrals to specialized services, evaluation of study skills, and advising on course selection.
- \$19.1 million is provided for targeted counseling services to help assess career options, evaluate aptitudes, and form an academic plan of study for career preparation for those students that are most at risk of failing to complete a meaningful education program. This funding would provide hands on tutoring to assist these young adults in progressing through

their plan and achieving their goals. Accountability measures for improved outcomes for these students are proposed to be incorporated into the new CCC accountability system.

Nursing Initiative

Building on investments made in the current year budget described previously, the Governor's Budget proposes \$9 million in ongoing funding and \$9 million in one-time current year funding to support additional nursing instructional capacity in community colleges. The CCC, with 74 existing nursing programs, are the leaders in training and educating the nursing workforce. Recognizing their mission and capacity to provide additional training and services to meet the documented clinical nursing shortage, the Budget proposes:

- \$9 million in ongoing funding for additional services to reduce enrollment attrition (\$5.2 million) and for incentives to increase costly science course sections that are prerequisite to enrolling in nursing programs (\$3.8 million).
- \$9 million in one-time funding for start up costs for five new nursing programs (\$5 million) and development of four new regional clinical simulation laboratories (\$4 million).

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
PLANNING COMMITTEE

February 15, 2007, 7:00 p.m.

Board Room AD 122, O.W. Noble Administration Building, Riverside City Campus

Committee Members: Janet Green, Committee Chairperson
Mark Takano, Vice Chairperson
Ray Maghroori, Vice Chancellor, Academic Affairs
Kristina Kauffman, Associate Vice Chancellor, Institutional Effectiveness
Doug Beckstrom, Academic Senate Representative, (Moreno Valley Campus)
Richard Mahon, Academic Senate Representative (Riverside)
Gail Zwart, Academic Senate Representative (Norco Campus)
Yajaira Tiscareño, ASRCC Student Representative
Todd Wales, CTA Representative
Fabian Biancardi, CTA Representative
Gustavo Segura, CSEA Representative

AGENDA

VI. Board Committee Reports

C. Planning

1. Approval of Professional Design Services and Educational Planning Consultants to Develop Long Range Educational Program, Growth, and Capital Plans for Norco, Riverside and Moreno Valley Campuses
- The Committee to consider agreements relative to the preparation of long range educational plans for the Norco, Moreno Valley and Riverside campuses.
2. Proposed Agreement for Harley Ellis Devereaux to Provide Design Services for the Norco Student Support Center Project
- The Committee to consider an agreement to prepare plans and specifications for the Norco Student Support Center.
3. Update on Strategic Planning
- The Committee to be presented with an update on Strategic Planning processes and activities.

Adjourn

Prepared by: Charlotte Zambrano
Administrative Assistant
Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-1

Date: February 20, 2007

Subject: Approval of Professional Design Services and Educational Planning Consultants to Develop Long Range Educational Program, Growth, and Capital Plans for Norco, Riverside and Moreno Valley Campuses

Background: On February 21, 2006, the Board of Trustees adopted a planning process that included the development of Long Range Educational Program, Growth, and Capital Plans for the District's three campuses in preparation for the move to a three college system. On August 1, 2006, the District sent out Requests for Proposals (RFP) (attached) for Consultants to assist the Office of Facilities Planning, Design and Construction and the District's Norco, Riverside and Moreno Valley campuses in preparing campus long range educational program, growth, and capital plans. The plans will include an examination of potential academic program development, potential for maximum growth at build out for each of the campuses, and a capital program that will identify preferred land use, potential building sites, circulation plans, ADA accessibility plans, as well as capacity and massing plans to support the academic program needs of each campus.

The District subsequently received ten responses. Each of the three campuses received a set of the ten submittals for review by the campus screening committee. The same four firms were invited for interviews by the Norco, Riverside, and the Moreno Valley Campuses with Moreno Valley Campus inviting an additional firm. The firms were selected to be interviewed based on their team profiles and team experiences within the California community college system and the Division of State Architect.

Interviews were held at the Norco and Riverside Campuses on October 27, 2006, and at the Moreno Valley Campus on November 3, 2006. After presentations and discussions, the screening committees from each campus recommended that the following firms be approved for hire to assist in the development of the Long Range/Master Plan project for particular campuses. Attached are draft contracts reflecting their assignments (final contracts will be available for Board Committee review on February 15, 2007).

Norco Campus: MDA Johnson Favaro – Culver City, CA,
Fee: \$362,867

Riverside Campus: Steinberg Architects – Los Angeles, CA
Fee: \$807,532

Moreno Valley Campus: Maas Companies, Inc. – North Fork, CA
Fee: \$289,985

The Funding Source: Measure C

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-1

Date: February 20, 2007

Subject: Approval of Professional Design Services and Educational Planning Consultants to Develop Long Range Educational Program, Growth, and Capital Plans for Norco, Riverside and Moreno Valley Campuses (continued)

Recommended Action: It is recommended that the Board of Trustees approve 1) the attached agreement and fee of \$362,867 with MDA Johnson Favaro to prepare a long range educational program, growth, and capital plan for the Norco Campus; 2) the attached agreement and fee of \$807,532 with Steinberg Architects to prepare a long range educational program, growth, and capital plan for the Riverside Campus; 3) the attached agreement and fee of \$289,985 with Maas Companies, Inc. to prepare a long range educational program, growth, and capital plan for the Moreno Valley Campus; 4) funding of the agreements with Measure C Funds; and 5) authorize the Vice Chancellor, Administration and Finance to sign the agreements.

Salvatore G. Rotella
Chancellor

Prepared by: Aan Tan
Associate Vice Chancellor
Facilities Planning, Design and Construction

**MacIntyre schedule has outside scan done by February request
that they can still keep to the schedule.**

August 1, 2006

Riverside Community College District

Request for Proposals

**Consultant(s) for the Development of Campus
Educational Plans, Long Range-Program, Growth, and Capital Plans**

**Riverside Campus
Moreno Valley Campus
Norco Campus**

Responses Due 2:00 PM, September 15, 2006

1. BACKGROUND AND INTRODUCTION:

The Riverside Community College District (RCCD) Office of Facilities Planning, Design and Construction on behalf of the RCCD Board of Trustees and the District's three campuses requests proposals from qualified consultants to assist the Office of Facilities Planning, Design and Construction and the District's three campuses in preparing campus long range educational program, growth, and capital plans for the District's three campuses. The plans will include an examination of potential academic program development, potential for maximum growth at build out for each of the campuses and a capital program that will identify preferred land use, potential building sites, circulation plans, as well as capacity and massing plans to support the academic program needs of each of the campuses.

The Riverside Community College District is located in the County of Riverside, in what is referred to as the Inland Empire, the fastest growing area in California. In the past decade the District has grown by fifty percent in Weekly Student Contact Hours (WSCH). The District operates three separate campuses: Riverside City Campus, Moreno Valley Campus, and Norco Campus, and four other Learning Centers in the surrounding communities, and maintains a system office building and district office building in downtown Riverside. The District serves 32,000 students each semester.

The Riverside City Campus is the oldest of the campuses and is the site of the original college. Located on 118 acres in the City of Riverside, the campus opened in 1916 and is known for its historic A.G. Paul Quadrangle. Today it serves more than 18,000 students each semester and has 36 buildings.

Located in the City of Moreno Valley, the 132 acre Moreno Valley Campus opened in 1991, it is known for its growing numbers of health, human, and public service programs and serves more than 7,000 students each semester in 11 buildings. It is also operates three off site learning centers.

Since opening in March 1991, the 141 acre Norco Campus has grown to serve more than 8,400 students, it has 10 buildings, and is in the planning stages for Phase III expansion in order to accommodate more students.

Currently the District is in transition from a single college with multiple campuses to a District with three autonomous colleges. This transition period is expected to be completed within the next 2-3 years. The above referenced planning effort will assist the campuses to move toward college status by looking at the potential for program development and expansion, planning for additional growth to maximum capacity, and planning for the ultimate capital expansion of each of the campuses/colleges.

In 2003 the District initiated a planning process that would update the “Educational Master Plan of the District 1997-2005 and Beyond.” The intent of the process was to build upon a learner-centered curriculum framework, focusing on planning that would help shape the direction of the emerging colleges. This effort produced the “Riverside Community College District Academic Master Plan 2005-2010.” The Academic Master Plan is an aggregation of academic department plans, which serves as the foundation for additional and ongoing planning at the campus/college and District levels. It is intended to be flexible in adjusting to changing times, capable of responding to internal and external challenges and opportunities, and dynamic in meeting the educational goals of students. To that end, it is intended to be a fluid document, undergoing regular department review, update and change.

The District and its three campuses/colleges are ready to move to the next level of planning which will examine the potential of additional educational program development, growth and capital development. With the passage of its Measure “C” Bond in March 2004 the District can now seriously consider the potential for full capital development of its campuses/colleges.

2. PROPOSED PROJECT:

The selected consultant(s) will be required to produce written, graphic, and digital documentation of updated educational plans, growth plans to ultimate build out, and capital plans to accommodate maximum student enrollment. The consultant(s) will assist the campuses/colleges in the planning process through adoption of the plans by the District’s Board of Trustees.

The consultant(s) will work with the campus/college leadership, Academic Planning Council and Strategic Planning Committee, and the District’s Strategic Planning Executive Committee to develop and/or revise educational plans, growth plans, and

capital plans through participation in open forums, committee meetings and public review.

The final product will include, but not be limited to: a planning document that will outline each campus/college educational plan, provide a capital plan that illustrates the potential building and infrastructure capacity of each of the campuses/colleges to accommodate potential education plan expansion, and potential maximum growth.

The educational plan component will include but not be limited to: College/Campus background and history, mission, vision, description/assessment of existing conditions, external influences, internal influences, analysis of current program status to preferred future program status, and responses to move from current situation to future programs.

The capital plans will include, but not be limited to: site analyses, site utilities, appropriate land use designations and placement; maximum buildable areas available; appropriate massing, building height and constraints for each available building site; allocation of building areas to maintain an open space structure; a density appropriate to pedestrian oriented campuses/colleges; building and landscape design standards; pedestrian and vehicular circulation (including bicycle, service and emergency) and parking locations; recreation and athletic facilities, child care facilities, and performing arts venues; synergistic uses and potential adjacencies for program interaction and facility efficiency.

The plans will include, but not be limited to: an Education Plan, a Land Use Map, a Building and Massing Plan, a Utility Infrastructure Plan and a Circulation Plan for each of the campuses/colleges.

The campuses/colleges will be open to suggestions by the consultant(s) to additional and/or modified areas of analysis based on their review of the project.

Planning Team and Process:

The consultant(s) team should include appropriate individuals familiar with educational program planning in the California Community Colleges and technical planning expertise in landscape planning, facility planning and design, long range planning and design and infrastructure engineering, planning and design. The consultant's proposal should include a description of the recommended approach to developing the planning process and outcomes that are described above. The planning process will require interactive meetings, planning charettes, open forums, workshops and presentations.

The proposal submitted by prospective consultant(s) should anticipate a minimum start-up period of two to three weeks for orientation meetings with the Office of Facilities Planning, Design, and Construction staff and campus/college leadership before the formal planning process begins.

During the course of the process the consultant(s) will be responsible for producing all meeting minutes and associated handouts in an electronic format consistent with RCCD standards for review and distribution by the RCCD Office of Planning, Design, and Construction.

3. SCOPE OF REQUIRED SERVICES:

Program Definition/Data Collection: Through meetings with the campus/college leadership, faculty and staff, and through the review of existing program documents, data and other applicable sources the consultant(s) will obtain necessary program information and help to refine that program information into an educational plan and examine the potential for maximum campus/college enrollment within the context of available buildable space. The educational plan information and growth capacity information will be used to determine the type and amount of building space that would be needed as the campus/college matures to final build out. The information will translate into space requirements, land use, adjacencies, capacity/massing, circulation, infrastructure and utility requirements.

Site Analysis including Massing Analysis and Future Expansion: The consultant(s) will examine campus physical attributes and constraints, surrounding context, and existing and potential future program needs. As part of the capacity/massing study, potential building sites would be identified and would show utility service connections and identify potential site issues. The study will provide total site capacity information for potential development.

Final Product: The consultant(s) will prepare a draft and final planning document which will include, but not be limited to, the following elements:

- Executive Summary
- Introduction
- Planning Context and Determinants
- Education Plan and Academic Program Development
 - Background Campus/College
 - History
 - Status/Dynamics
 - Explanation for the Educational Plan Effort
 - Mission of the Campus/College
 - Vision of the Campus/College
 - Description/Assessment of Existing Conditions
 - External Conditions
 - Campus/College Programs (the internal community)
 - Analysis of Current Status in Relation to Identified and Preferred Future Responses to Move from Current Situation to Future Programs
 - Objectives for Each Major Program (growth, stabilization, reduction, or development)

Future Activities
Reports
Revisions of Educational Plans
Goals of Physical Development
Planning Principles
Building and Landscape Design Standards
Landscape and Open Space
Land Use
Capacity and Massing
Transportation and Circulation
Recreation, Performance, and Athletics Facilities
Parking
Infrastructure and Utilities

4. PROPOSED SCHEDULE

It is anticipated that the following schedule will be maintained:

Project Orientation (1)	October, 2006
Planning Meetings (2)	October 2006-February 2007
Draft Plans Developed (3)	February, 2007, April 2007
Public Forums and Comment (4)	April 2007, - May, 2007
Final Plans Developed (5)	May, 2007-June, 2007
Individual Campus/College Presentations (6)	June 2007
Individual Campus/College Presentations (7)	July 2007
Plan Adoption by the Board of Trustees (8)	August 2007

- (1) Orientation Meetings with Facilities Planning, Design, and Construction staff and campus/college leadership.
- (2) Planning sessions with campus/college leadership, academic planning councils, strategic planning committees, and others as required.
- (3) Draft Plans developed and available for campus/college review and comment.
- (4) Draft Plans revised and made available for public review and comment.
- (5) Final Plans developed and made available for campus/college review and approval.
- (6) Individual campus/college presentations to Strategic Planning Executive Committee.
- (7) Individual campus/college presentations to the Board of Trustees.
- (8) Board Action

5. SUBMITTAL FORMAT AND SELECTION CRITERIA

Available Documents:

The following documents are available for review through the RCCD Office of Facilities Planning, Design, and Construction

Riverside Community College District Academic Master Plan 2005-2010
Riverside Community College District College District Facilities Master Plan
October 2001
Riverside Community College District Strategic Plan 2003-04
Riverside Community College District Strategic Initiatives 2005
Program Review Documents (These are academic program reviews that are taking
place in preparation for the campuses/college accreditation review. Currently 15
of these are complete the remainder are to be completed by the end of the current
academic year.
Measure “C” Bond Documentation
Internal Scan done in preparation for Measure “C”
External Scan done in preparation for Measure “C”

Qualifications:

Prospective consultant(s) should assemble a planning team that has the following
qualifications:

1. Outstanding credentials in Community College campus/college educational program
planning, long range planning and master planning.
2. Significant experience in the preparation of education plans, long range and master
plans for California Community Colleges.
3. Exceptional qualifications in large scale site planning and development including
capacity and massing study experience.
4. Nationally recognized expertise in sustainable development (green facilities) and
livable campus environments.
5. Public involvement and communications expertise.

Highest consideration will be given to consultants with demonstrated understanding of
campus/college educational planning, master planning and long range development plans,
experience with academic program development, academic facilities requirements,
capacity and massing studies, planning and architectural data gathering, analytical
methodologies, familiarity with California Community Colleges, and responsiveness to
the needs of the District’s three campuses/colleges.

Proposal Format:

Consultant(s) proposals should be concise and contain the following sections in order as
shown:

1. **Introduction** – Describe philosophy of consultant/firm and areas in which consultant/firm excels. Describe what is unique about the consultant/firm as it relates to this specific engagement.
2. **Approach** – Describe specific techniques to be employed. Outline anticipated work plan and schedule. Describe how your team will work with the campus/college leadership, faculty and staff to manage and conduct the planning process and keep the project on schedule to present results to the Board of Trustees in August 2007.
3. **Statement of Qualifications/Team Description and Relevant Professional Experience** – Provide names and educational background of each team member, including sub consultants, if applicable. Describe experience of each team member relative to college/campus long range and master planning and the proposed role for each team member.
4. **Project Experience** – List projects in chronological order in which team members were involved. Indicate whether project was done by firm or by team member when employed in another firm.
5. **Client Relationships and References** – Provide names, addresses, telephone numbers, and email addresses of at least four clients who can evaluate work that has been completed by the consultant(s)/firm in the past five years.
6. **Illustrative Materials** – Provide a limited representation of promotional photos and drawings, and examples of educational program materials, that illustrate long range and master planning work of the consultant(s)/firm with California Community Colleges.

Fee Proposal:

Provide one copy of the total fee proposal with supporting details in a separate, clearly identified envelope. Estimates should be provided for time and work effort required, hourly billing rates, and estimated reimbursable expenses, (e.g., printing and copying expenses) not covered by fees. Please provide the fee proposal for servicing one, two or all three of the campuses/colleges. Identify the fee by campus/college: Riverside City Campus, Moreno Valley Campus, Norco Campus.

6. SELECTION PROCESS

All proposals will be examined for merit and ranked by a screening committee according to quality and responsiveness. The top proposals will be placed on a short list of finalists and will be called for interviews. Each of the District's campuses/colleges will be engaged in selecting the consultant(s) that will work with that specific campus/college.

Team members giving the presentation shall consist of those who will actually direct and complete the planning process. Upon completion of the interviews, fee proposals will be evaluated. The firm or firms selected as first choice will be notified and asked to negotiate final terms of the contract with the Vice Chancellor Administration and Finance or his representative. Contracts will be forwarded to the Board of Trustees for approval and authorization to proceed.

Schedule for Consultant(s)/Firm(s) Selection:

Announcement of RFP	August 1, 2006
Proposals Due	September 15, 2006
Shortlist	September 29, 2006
Interviews	October 2, 2006-October 13, 2006
Final Selection	October, 2006
Board Approval	October 2006

RCCD has the sole authority to select the final consultant(s)/firm(s) and reserves the right to reject any and all submittals.

7. SUBMISSION OF PROPOSALS

Interested consultants should submit six (6) copies of their bound proposal, including one original with original signatures, to RCCD by the due date. Proposals should be clearly labeled “**RESPONSE: REQUEST FOR PROPOSALS CONSULTANT(S) FOR THE DEVELOPMENT OF CAMPUS LONG RANGE PROGRAM, GROWTH, AND CAPITAL PLANS RIVERSIDE CAMPUS/MORENO VALLEY CAMPUS/NORCO CAMPUS**” and delivered to RCCD in the following manner:

By U.S. Mail or other delivery service such as UPS, FedEx, etc., to

Purchasing Office
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506-1299

ALL RESPONSES MUST BE RECEIVED BY September 15, 2006, 2:00 PM

No oral, telegraphic, electronic, facsimile or telephone statements will be considered. Any Proposals received after **2:00 PM, September 15, 2006** will not be considered and will be returned unopened.

All submittals become the property of the Riverside Community College District.

Questions regarding this RFP may be directed to:

Rick Hernandez, Director Capital Planning
Office of Facilities Planning, Design, and Construction
Riverside Community College District
Phone 951 222-8471
email: Rick.Hernandez@rcc.edu.

DRAFT

AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

MDA JOHNSON FAVARO

THIS AGREEMENT is made and entered into on the 21st day of February, 2007, by and between MDA JOHNSON FAVARO hereinafter referred to as Consultant and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant's office(s), and on site at Riverside Community College Norco Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor, Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from February 21, 2007, to the estimated completion date of February 29, 2008, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$362,670 including expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor, Facilities Planning, Design and Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities Planning, Design and Construction.
6. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the

purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury,

MDA Johnson Favaro

DRAFT – Long Range Education Program, Norco Campus

including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

11. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

MDA Johnson Favaro

Riverside Community College District

Jim Favaro
5898 Blackwelder Street
Ground Floor
Culver City, Ca 90232

James L. Buysse
Vice Chancellor
Administration and Finance

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Exhibit I



Riverside Community College District Norco Campus Master Plan

Our approach is founded upon a three phase parallel process for both the Educational Master Plan and the Facilities and Open Space Master Plan. The total process spans not less than eight months nor more than ten. The first phase, Reconnaissance and Analysis, consists of research, interviews and analysis of the existing campus and its context, assessment and analysis of existing facilities and review of all existing College data and documents. In the next phase, Option Development, options for a comprehensive campus master plan that integrate technical and qualitative requirements and characteristics of the campus and include phase I, five-year and thirty-year plan options are hypothesized, revised, refined and finalized. Based on approvals from both the College and District senior administration and their respective Strategic Planning Executive Committees the final preferred campus master plan is documented in comprehensive form, both written and graphic, for presentation to and approval from the RCCD Board of Trustees. The following is an overview of the project schedule. A detailed work plan outlining tasks and deliverables for both MDA Johnson Favaro and Stratus follows. The work plan will be refined in consultation with the District and the College in the orientation/mobilization phase and finalized upon commencement of the project.

Facilities & Open Space Master Plan Schedule

(MDA Johnson Favaro)

<i>Phase</i>	<i>Duration</i>	<i>Start</i>	<i>Finish</i>
Project Kick-Off Meeting ¹		<u>02/06/07</u>	02/06/07
Project Orientation	(2) weeks	02/07/07	02/20/07
Reconnaissance & Analysis ²	(12) weeks	02/215/07	05/16/07
<i>Preliminary Report Issued May 16, 2007³</i>			
Option Development ⁴	(18) weeks	05/17/07	09/20/07
<i>Draft Report Issued September 20, 2007⁵</i>			
Final Documentation	(4) weeks	10/01/06	<u>10/16/07</u>
<i>Final Report Issued October 16, 2007⁶</i>			

Total Project Duration: (36 weeks)

¹ College President and senior administration, District facilities management team.

² Includes completion and submittal to DSA of "Existing Campus Designated Accessibility Plan" in March, 2007

³ Presented to both College and District Senior Administration, both College and District Strategic Planning Executive Committees, College students, faculty and staff and the Norco community

⁴ Includes periodic updates with College and District Senior Administration, College and District Strategic Planning Executive Committees, College students, faculty and staff and the Norco community, and completion and submittal to DSA of "Proposed Campus Master Plan Designated Accessibility Plan" in September, 2007

⁵ Presented to College & District Senior Administration and College & District Strategic Planning Executive Committees for Approval.

⁶ Presented to RCCD Board of Trustees for Final Approval

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Facilities & Open Space Master Plan Program of Outreach
 (MDA Johnson Favaro)

	<i>Project Orientation Weeks 1 -2</i>	<i>Reconnaissance & Analysis Weeks 3 - 14</i>	<i>Option Development Weeks 15-32</i>	<i>Final Documentation Weeks 33-36</i>	<i>Meeting Subtotals Per Group</i>
RCCD Board of Trustees	0	0	0	1	<u>1</u>
District Administrative Leadership	1	1	1	0	<u>3</u>
District Strategic Planning Executive Committee	0	1	2	0	<u>3</u>
District Office of Facilities Planning and Construction	1	2	2	1	<u>6</u>
Norco Campus Administrative Leadership	1	1	2	0	<u>4</u>
Norco Campus Strategic Planning Executive Committee	0	2	3	0	<u>5</u>
Norco Campus User Groups, Stakeholders & Interest Groups ⁷		9	9	0	<u>18</u>
City of Norco/County of Riverside Departments ⁸		3	3	0	<u>6</u>
College Wide Community Forums/Meetings		1	1	0	<u>2</u>
Community of Norco Community Meetings ⁹		1	1	0	<u>2</u>
<i>Meetings Subtotal per Phase</i>	<u>3</u>	<u>21</u>	<u>24</u>	<u>2</u>	<u>50</u>

⁷ Academic Deans, Athletics and Recreation, Performing Arts, Maintenance and Operations, Student Services, Special Programs, Student Life/Activities & Organizations etc.

⁸ Departments of Public Works, Transportation, Fire and Police, etc.

⁹ Norco Neighbors, Community-at-Large and Service Area Constituencies

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Facilities & Open Space Master Plan Work Plan: Tasks & Deliverables
(MDA Johnson Favaro)

I. MOBILIZATION

Weeks 1-2

1. Kick-off Meeting with College President & Senior Administration (February 6, 2007)
2. Identify User Groups, Stakeholders and Interest Groups
3. Create outreach and decision-making hierarchy organization chart
4. Finalize and distribute project schedule
5. Finalize and distribute work plan and outreach plan

II. RECONNAISSANCE & ANALYSIS

Weeks 3-14

Assemble & Review Existing Documents

1. Review relevant existing County-wide City-wide, District-wide and College demographic data and projections as available. (Including especially Norco Campus projections: Student head counts, FTES, WSCH, etc)
2. Collect, review and assess existing RCCD data
 - Riverside Community College District Academic Master plan 2005-2010
 - Riverside Community College District Facilities Master Plan , October 2001
 - Riverside Community College District Strategic Plan 2003-4
 - Riverside Community College District Strategic Initiative 2005
 - Program Review Documents
 - Measure "C" Bond Documentation
 - Internal Scan Prepared for Measure "C"
 - External Scan Prepared for Measure "C"

3. Collect and Assess Existing Campus Data

- Inventory of Existing Facilities (Based on State of California Title V Standards: Instructional discipline classifications, room use standards, station occupancy standards, space classifications, TOP Codes, CapLoad Ratios, etc)
- RCCD 3D/International Facilities Assessment Report
- Campus Land Survey (Property Boundaries Topography, Building Footprints, Pavement, Curbs and Ramps, Utilities, Trees, , etc)
- Existing Facilities AS-Built Documents
- Campus Planning History
- Existing City/County Planning and Zoning (Codes, Covenants, Deed Restrictions)
- Existing Geotechnical and Environmental Data
- Existing Traffic and Parking Studies, Parking Inventory

Document Graphically Existing Campus and Facilities

4. Photograph existing campus and facilities and assemble into coherent format
5. Create existing conditions campus base plan (To include surrounding properties, open space streets and neighborhoods. Assemble and incorporate previously completed campus site documentation and adopted plans.)
6. Create existing conditions 3-D computer generated site model (To include surrounding properties, open space, streets and neighborhoods)
7. Create existing conditions physical site model (To include surrounding properties, open space, streets and neighborhoods)

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Analyze and Document Analysis of Existing Campus

8. Create campus existing conditions diagrams.
 - *Figure-ground*
 - *Vehicular traffic and parking*
 - *Service and emergency vehicle access*
 - *Bicycle and pedestrian circulation*
 - *Permeable and impermeable surfaces*
 - *Landscape and open space*
 - *Topography*
 - *Utilities (Based on District provided survey)*
9. Create campus analysis diagrams
 - *Land-use*
 - *Description of basic site physical features*
 - *Campus wide departmental program distribution*
 - *Site constraints and opportunities*
 - *Facilities opportunities*
 - *Basic observations on operation, adjacencies, etc.*
 - *Planning principles*
10. Create campus adjacent and nearby properties, open space, streets and neighborhoods existing conditions and analysis diagrams *(Same as items #10 and #11 above)*

Analyze and Document the Analysis of Facilities Use Patterns and Their Physical Status

11. Assemble inventory of facilities and relate to campus *(Building areas, heights, FAR's, massing, site coverage, service access and security requirements)*
12. Confirm physical status of all existing facilities: Removal and/or replacement, renovation and/or addition, repair and/or upgrade.
(Based on 3D/1 Facilities Assessment Report, visual observation and District/College input)
13. Assemble preliminary inventory of existing facilities to remain, ones suitable for addition, renovation and/or replacement .

Document Near Term and Long Term Facilities Needs

14. Review, document graphically and analyze current use patterns of existing facilities. *(Describe how departments & programs fit or do not fit in their facilities, how they are used & relate one to another, circulation patterns, load capacity based on Title V State Standards, current & past educational master plan documentation, etc.)*
15. Summarize basic facilities assets and needs. *(Understand conceptually and record facilities needs for the future based on preliminary college educational plan findings)*

Consultant and Regulatory Coordination

16. Create " Existing Campus Designated Accessibility Plan" for submittal to DSA in March of 2007. *(Based on up-to-date College/District provided campus land survey with topography, building and parking lot footprints, paved and unpaved areas.)*
17. Coordinate with educational master plan on preliminary information regarding internal/external scans, future program development, enrollment projections, and preliminary read on facilities needs.



18. Coordinate with traffic consultant in the comprehensive assessment and documentation of campus access and on campus traffic, service and emergency vehicular circulation, parking conditions, candidate parking sites and the traffic circulation network and patterns of surrounding streets and neighborhoods.
19. Coordinate with District facilities management team, civil engineering and MEP consultants on understanding and documenting existing utility infrastructure, and challenges and opportunities for its future development (*Wet and dry utilities, sanitary sewer, storm sewer and site drainage*)

Summarize Findings

20. Articulate observations, opportunities and challenges for the campus and the facilities it must accommodate.
21. Conduct campus wide review of, articulate and illustrate graphically key campus planning principles guiding the future development of campus facilities and open space.
22. Assist the College in the creation of and articulate in written and graphic form a comprehensive long term vision for the campus and clearly stated goals for the fulfillment of the vision.
23. Submit in the form of a Preliminary Report written and graphic summary of findings of Reconnaissance & Analysis phase. (May 16, 2007)

III. OPTION DEVELOPMENT

Weeks 15-32

Site Capacity Studies , Preliminary Facilities Program Development and Distribution Alternates

1. Based on preliminary assessment of needs, facilities assets and their physical status and preliminary findings of the educational master plan assemble facilities summary outline program descriptions, including major components and their space needs into consolidated Excel spreadsheet format
2. Based on outline program spreadsheets create space metric diagrams illustrating preliminary floor area requirements of major high priority facilities.
3. Create Alternate campus-wide and site-specific program/departmental distribution diagrams (*Overall facilities dimensional & operational requirements; basic adjacency requirements; basic blocking and stacking*)
4. Alternate campus site capacity studies (*Building heights, footprint coverage including , performance venue(s) recreational and athletic outdoor courts and fields and parking*)

Facilities Site Area Needs and Configuration Alternates

5. Analysis of facilities area needs compared to site capacities (*The sizes of things : Site coverage, building massing, especially regarding footprint needs of department, administration, student community and services, performance venue(s) and indoor athletic/recreation facilities.*)
6. Alternate departmental, student life and administration facilities location and configuration studies.
7. Alternate performance venue(s) outdoor athletic and recreation fields and courts location and

configuration studies

8. Alternate parking facilities location and configuration studies; alternate vehicular access and circulation studies.

Master Plan and Master Plan Implementation Alternates

9. Create preliminary overall facilities master plan diagram based on previously completed plans and studies and analysis cited above.
10. Alternate 2-d site specific and campus wide regulating and illustrative master plan studies
Phase I, five year and thirty year plans.
11. Alternate site specific and campus wide circulation plan diagrams: auto, public transit, pedestrian, bicycle, service and emergency vehicles.
Phase I, five year and thirty year plans.
12. Alternate site-specific and campus wide landscape and open space studies
Phase I five year and thirty year plans. Same sites as #3 above.
13. Alternate 3-d site specific and campus wide computer generated massing diagrams
Phase I, five year and thirty year plans.
14. Alternate 3-d site and campus wide specific physical massing models
Phase I, five year and thirty year plans.
15. Alternate cost of construction and implementation scenarios
Phase I and five year plans only: Topography, site access, construction lay down and staging area, minimization of facilities surge space and/or temporary facilities requirements, construction phasing, etc.

Qualitative Matters and Design Standards

16. Compile imagery to assist the College in establishing overall character and aesthetic direction of future campus development.
17. Alternate perspective views with emphasis on open space and relationships with surrounding neighborhoods.
Phase I, five year and thirty year plans.
18. Prepare campus building and landscape design standards based on preliminary College consensus on desired overall campus character and aesthetic direction of future campus development.

Consultant & Regulatory Coordination

19. Create "Proposed Campus Master Plan Designated Accessibility Plan" for submittal to DSA in September, 2007.
20. Coordinate with City/County transportation department and traffic and parking consultant in assessment of traffic and parking impacts and site plan options to address parking and circulation needs..
Phase I, five year and thirty year plans.
21. Coordinate with sustainability consultant to develop campus wide sustainable design guidelines.

22. Coordinate with District facilities management team, civil engineering and MEP consultants on alternate plans for extension and expansion of existing utility infrastructure based on alternate campus master plans options developed above. *(Wet and dry utilities, sanitary sewer, storm sewer and site drainage)*
 23. Coordinate with cost estimating consultant in the creation of alternate cost of construction and master plan implementation scenarios
Removal, replacement, renovation, repair, additions and new facilities and associated site development . Phase I and five year plans only.
 24. Alternate Measure "C" bond project definition and State financing scenarios
Coordinate with Educational Master Planner, District and College on strategic funding plans for high priority projects using Measure "C", funds or State funding or both.
- Summarize Findings**
25. Written and graphic summary of results of "vision" sessions, retreats, workshops, meetings and interviews
 26. Draft report summarizing in written and graphic form the findings and conclusions of this phase . *(Including but not limited to: Facilities outline programs and program distribution plan , preferred master plan option, campus landscape and building design guidelines, assessment of project implementation and phasing for phase I, five-year and thirty-year plans; opinion of probable construction costs and strategic funding plan for phase I projects based on preliminary findings of updated Educational Master Plan.)*

IV FINAL DOCUMENTATION

Weeks 33-36

Finalize and Document Master Plan Regulating & Illustrative Plans

1. Final campus facilities and open space illustrative master plan
(Phase I, Five-Year and Thirty-Year Plans)
2. Final campus facilities and open space regulating plan
(Phase I, Five-Year and Thirty-Year Plans)
3. Final campus landscape illustrative master plan.
(Phase I, Five-Year and Thirty-Year Plans)
4. Final campus circulation plan: auto, pedestrian, bicycle, public transit, service and emergency vehicles.
(Phase I, Five-Year and Thirty-Year Plans)
5. Facilities removal, renovation and repair plan
(Phase I, Five-Year and Thirty-Year Plans)
6. Campus master plan implementation and construction phasing plan
(Phase I, Five-Year and Thirty-Year Plans)
7. Pre-schematic plans and outline building programs for high priority Phase I Measure C and/or State funded projects.
(As supported by Educational Master Plan and opinion of probable construction costs)



Qualitative Matters and Design Guidelines

8. Basic illustrative 3-d computer generated model
(Phase I, Five-Year and Thirty-Year Plans)
9. Basic illustrative 3-d physical model
(Phase I, Five-Year and Thirty-Year Plans)
10. Perspective views
(Phase I, Five-Year and Thirty-Year Plans)
11. Prepare campus building and landscape design standards based on College consensus on desired overall campus character and aesthetic direction of future campus development.
12. Illustrative 3-d building typology & construction type diagrams for identified high priority projects.
(Phase I, and Five-Year plans only)

Consultant Coordination

13. Coordinate as needed with City/County transportation department and parking and traffic consultant in the documentation of a comprehensive circulation and parking plan
14. Coordinate as needed with District facilities assessment consultant in the documentation of a comprehensive facilities removal, upgrade and/or renovation and/or addition plan
15. Coordinate with District facilities management team, civil engineering and MEP consultants on final plans for extension and expansion of existing utility infrastructure based on alternate campus master plans options developed above. *(Wet and dry utilities, sanitary sewer, storm sewer and site drainage)*
16. Coordinate as needed with cost estimating consultant in the documentation of a detailed opinion of probable construction costs of facilities in the Phase I and five year plan
17. Coordinate with Educational Master Plan in identifying high priority phase I and five year facilities construction projects and strategies to fund them, including Measure "C" and State funds.
18. Coordinate with sustainability consultant in the integration of sustainability concepts into the final campus master plan.

Summarize Findings

19. Final written and graphic summary of the campus master plan.
Including but not limited to: Final facilities outline programs and program distribution plan, final campus illustrative and regulating plan, campus landscape and building design guidelines, assessment of project implementation and phasing for phase I, five-year and thirty-year plans; opinion of probable construction costs and strategic funding plan for phase I projects in coordination with Educational Master Plan.

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Educational Master Plan Project Schedule
 (Stratus)

<i>Phase</i>	<i>Duration</i>	<i>Start</i>	<i>Finish</i>
Project Kick-Off Meeting		02/06/07	02/06/07
Project Orientation	(2) weeks	02/07/07	02/20/07
Reconnaissance & Analysis ¹⁰	(12) weeks	02/15/07	05/16/07
Option Development ¹¹	(4) weeks	05/17/07	06/15/07
Final Documentation	(4) weeks	06/08/07	7/20/07
<i>Issue Final Report: July 23, 2007</i>			

Educational Master Plan Program of Outreach
 (Stratus)

	<i>Project Orientation Weeks 1 -2</i>	<i>Reconnaissance & Analysis Weeks 3 - 14</i>	<i>Option Development Weeks 15-32</i>	<i>Final Documentation Weeks 33-36</i>	<i>Meeting Subtotals Per Group</i>
RCCD Board of Trustees	0	0	0	1	<u>1</u>
District Administrative Leadership	1	1	1	0	<u>3</u>
District Strategic Planning Executive Committee	0	1	1	0	<u>2</u>
District Office of Facilities Planning and Construction	0	0	0	0	<u>0</u>
Norco Campus Administrative Leadership	1	1	2	0	<u>4</u>
Norco Campus Strategic Planning Committee	1	1	3	0	<u>5</u>
Norco Campus User Groups, Stakeholders & Interest Groups		10	2	0	<u>12</u>
City of Norco/County of Riverside Departments		0	0	0	<u>0</u>
College Wide Community Forums/Meetings		1	1	0	<u>2</u>
Community of Norco Community Meetings		10	1	0	<u>11</u>
Meetings Subtotal per Phase	<u>3</u>	<u>25</u>	<u>11</u>	<u>1</u>	<u>40</u>



Educational Master Plan Work Plan: Tasks & Deliverables (Stratus)

- I. MOBILIZATION** **Weeks 1-2**
1. Kick-off Meeting with College President & Senior Administration (2/6/07)
 2. Coordinate work plan, outreach plan and project schedule with District Educational Master Plan Consultant
 3. Coordinate work plan, outreach plan, and project schedule with College Facilities and Open Space Master Plan Consultant
- II. RECONNAISSANCE & ANALYSIS** **Weeks 3 -14**
- Document Review**
4. Individual team members examine documents and hold a team meeting to discuss them and their implications for the remainder of the project. Documents include:
 - *Current Educational Master Plan; Facilities Master Plan*
 - *Current structure/process for planning & governance*
 - *The most recent WASC self study/report*
 - *Work done to respond to last WASC report*
 - *Special studies on current issues facing District*
 - *Projects included in bond issue*
 - *Catalog; schedules of class; PR materials*
 - *Organizational structure: current and planned*
 - *Statistical Fact Book*
- Strategic Research**
5. The researcher conducts an environmental scan of the demographic, economic, workforce, educational, technological, global and other forces and trends that will impact the Colleges and the District. Research is also conducted on any issues identified in the Project Orientation phase of the project that are of special importance to one of the Colleges or to the District as a whole.
 6. Interviews, focus groups and forums held with selected faculty, staff, students and community members to identify insights, ideas, concerns and opportunities for the Colleges and the District.
 7. The research findings are synthesized and summarized.
- II. OPTION DEVELOPMENT** **Weeks 15-32**
- Opportunity Assessment**
8. Based upon the findings of above tasks, the consulting team compiles a list of ideas on how the strengths of the Colleges can be combined with external needs, trends, forces, opportunities to create strategies that will enhance learning for students, service to the community and lead to distinction for the Colleges and the District. Ideas could include new programs, services, partnerships, technology initiatives, and facilities. These will be reviewed by the College Planning Committees as a part of this planning process.



9. The consulting team also drafts statements on institutional values, vision, mission, goals, objectives, and strategies

Planning Committee Retreat

10. The consulting team holds a one-day retreat of the Campus Planning Committees to summarize the findings of the above tasks; describe how the information led to the formation of strategies and initiatives for the College; and to review draft statements on values, vision, mission, goals, objectives, and recommended strategies. Retreats will encourage active participation and include breaking into small groups to review the information and draft statements.
11. Following the retreat, the statements will be revised to reflect the discussion and advice

Identify Space Implications

12. Following revision of the key planning statements, the consulting team identifies the facilities needed to achieve the desired ends of the Campus Educational Plans.
13. The consultants also lead a workshop that applies the "Experience Engineering" approach developed by Lewis Carbone and adapted to higher education by Lawrence Manson, Diana Moore and Sandy Hajas at Ventura College. Experience Engineering is a unique approach that identifies the key characteristics that an institution wants its students to see, experience and "feel" as a result of being on the campus and touched by its faculty, staff, programs, services and facilities. Experience Engineering will lead to the space planning principles and characteristics that can be used by the architects and designers in the facilities planning portion of the project.
14. A member on the consulting team with expertise in space research will formulate the key space metrics associated with the Campus Educational Plan, including estimated campus enrollments, by headcount and FTE; FTEs and weekly student credit hours by instructional discipline; assignable square footage requirements by type of instructional space, and other factors.

II. FINAL DOCUMENTATION

Weeks 33-36

Final Review

15. Final meetings with Campus Planning Committees held, followed by open forums to present and discuss the Campus Educational Plans.
16. A meeting is also held with a District-wide group to discuss the Campus Plans and how they, collectively, will chart the future course for the District.

Final Report

Following final review, final drafts of the Campus Educational Plans are prepared and can be used as the basis for the development of the Facilities Master Planning process.

DRAFT

AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

STEINBERG ARCHITECTS

THIS AGREEMENT is made and entered into on the 21ST day of February, 2007, by and between STEINBERG ARCHITECTS hereinafter referred to as Consultant and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant's office(s), and on site at Riverside Community College, Riverside City Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor, Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from February 21, 2007, to the estimated completion date of February 29, 2008, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$807,532 including expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor, Facilities Planning, Design and Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities Planning, Design and Construction.
6. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the

purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury,

Steinberg Architects

DRAFT – Long Range Education Program, Riverside City Campus including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant’s activities as well as District’s activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

11. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Steinberg Architects

Riverside Community College District

Dave Hart
523 West 6th Street, Suite 245
Los Angeles, CA 90014

James L. Buysse
Vice Chancellor
Administration and Finance

Exhibit I

Steinberg Architects

**Riverside Community College District – Riverside City College
 Facilities and Educational Master Plan**

Steinberg Architects and Maas Companies, Inc. have developed a comprehensive long range planning process that has been customized to suit the needs of Riverside City College. Per the request of the District, we have separated the efforts into a facility master plan and educational master plan. Each plan is further subdivided into four phases: mobilization, reconnaissance & analysis, option development and final documentation. Critical to the success of the project is the understanding that the major phases not only build upon one another but that the facility master plan informs the educational master plan and vice versa. This continuous dialogue ensures that all campus issues and opportunities are fully addressed.

An effective master plan is dependent upon the strong commitment and participation of the College and District. Our approach is predicated on open participation and dialogue from all levels – trustees, administrators, faculty, staff and students – with all parties encouraged to be involved as integral components of the planning process. We are sensitive to, and will be inclusive of the College’s process for shared governance. This component will be incorporated into the process methodology, knowing that it is an important aspect of decision-making within the District.

The following document outlines a proposed schedule, a program of outreach for meetings, a descriptive scope of services and a professional services fee for both the facility and educational master plans. Items that are italicized are those which are specific to the planning efforts at Riverside City College.

Proposed Facilities and Educational Master Plan Schedule

Phase	Duration	Start Date	Finish Date
Project Kick-Off Meeting	1 day	3/06/07	3/06/07
Mobilization	2 Weeks	3/07/07	3/19/07
Reconnaissance & Analysis	12 Weeks	3/20/07	6/11/07
Preliminary Report Issued June 11, 2007			
Option Development	18 Weeks	6/13/07	10/15/07
Draft Report Issued October 15, 2007			
Final Documentation	4 Weeks	10/16/07	11/12/07
Final Report Issued November 12, 2007			

Total Project Duration: 36 Weeks

Notes:

1. *Composition of District and College Committees to be determined in consultation with R. Hernandez and M. Webster.*
2. *Educational planning and assessment of requested facility needs by stakeholders to occur simultaneously. Follow-up with stakeholders also involves both planning assumptions and justification for recommended facilities.*

**Riverside Community College District – Riverside City College
 Facilities and Educational Master Plan**

3. *Option development assumes full participation by selected committees and stakeholders during the summer.*
4. *Proposed capital construction projects included in Master Plan to be consistent with District’s 5-Year Capital Construction Plan. Prioritization of projects to be completed via consultation with District staff.*
5. *Recommended projects in Master Plan shall be consistent with State Guidelines for capacity load ratios.*
6. *Survey to be developed, administered and evaluated by Maas Companies/Steinberg Architects personnel utilizing agreed upon site.*

Facilities and Educational Master Plan Program of Outreach

Group	Project Orientation	Reconn. & Analysis	Option Development	Final Documentation	Meetings Per Group
RCCD Board Of Trustees				1	1
District Administrative Leadership	1	1	1		3
District Strategic Planning Executive Committee		1	2		3
District Office of Facilities, Planning & Construction	1	1	1	1	4
RCC Campus Administrative Leadership	1	1	1	1	4
RCC Campus Strategic Planning Executive Committee		2	3	1	6
RCC Campus User Groups, Stakeholders & Interest Groups		12	12		24
City of Riverside & County of Riverside Depts.		2		2	4
College-wide Community Forums/Meetings		1	1		2
Community of RCC Community Meetings			1	1	2
<i>Meetings Per Phase</i>	3	21	22	7	53

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

Facilities Master Plan

I. MOBILIZATION

Weeks 1-2

1. Kick-off Meeting with College President and Senior Administration.
2. Identify User Groups, Stakeholders and Interest Groups.
3. Develop communication plan, decision-making hierarchy organization chart, and approval process.
4. Finalize project schedule and set regular meeting dates.
5. Finalize and distribute work plan.
6. *Execute project set-up functions.*

II. RECONNAISSANCE & ANALYSIS

Weeks 3-14

Assemble and Review Existing Documents

1. Review relevant existing County-wide, City-wide, District-wide and College demographic data and projections as available. (Including City Campus projections: Student headcounts, FTES, WSCH, etc.)
2. Collect, review and assess existing RCCD data (to be provided by owner):
 - RCCD Academic Master Plan 2005-2010
 - RCCD Facilities Master Plan, October 2001
 - RCCD Strategic Plan 2003-2004
 - RCCD Strategic Initiative 2005
 - Program Review Documents
 - Measure “C” Bond Documentation (Including City Campus Bond Plan Options)
 - Internal Scan Prepared for Measure “C”
 - External Scan Prepared for Measure “C”
 - City Campus Master Bond Plan
3. Collect and Assess Existing Campus Data (to be provided by owner):
 - Inventory of existing facilities (based on State of California Title V Standards: instructional discipline classifications, room use standards, station occupancy standards, space classifications, TOP Codes, Capacity Load Ratios, etc.)
 - RCCD 3D/International Facilities Assessment Report
 - Campus Land Survey (property boundaries, topography, building footprints, pavement, curbs and ramps, utilities, trees, etc.)
 - Existing facilities as-built documents
 - Campus planning history
 - Existing city/county planning and zoning (codes, covenants, deed restrictions)
 - Existing geotechnical and environmental data
 - Existing traffic and parking studies, parking inventory

Document Graphically Existing Campus and Facilities

4. Photograph existing campus and facilities and assemble into coherent format.

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

5. Create existing conditions campus base plan. (To include surrounding properties, open space, streets and neighborhoods. Assemble and incorporate previously completed campus site documentation and adopted plans.)
6. Create existing conditions 3-D computer generated site model. (To include surrounding properties, open space, streets and neighborhoods.)
7. Create existing conditions physical site model. (To include surrounding properties, open space, streets and neighborhoods.)

Analyze and Document Analysis of Existing Campus

8. Create existing campus conditions diagrams:
 - Figure-ground
 - Vehicular traffic and parking
 - Service and emergency vehicle access
 - Bicycle and pedestrian circulation
 - Permeable and impermeable surfaces (soft vs. hard)
 - Landscape and open space
 - Topography
 - Utilities (based on District provided survey)
 - *Existing campus wayfinding and exterior signage*
9. Create campus analysis diagrams:
 - Land-use
 - Description of basic site physical features
 - Site constraints and opportunities
 - Facilities opportunities
 - Basic observations on operation, adjacencies, etc.
 - Planning principles (to be developed later into conceptual framework diagrams for long-range plan)
10. Conduct macro-level analysis of adjacent and nearby properties, open space, streets and neighborhoods existing conditions and create analysis diagrams.
11. *Conduct an existing tree survey. (Includes photographing and tagging of all trees on campus over 2-inches in diameter, documentation of species, pests and diseases, structural defects and hazards and recommendation for treatment and maintenance.)*
12. *Conduct an existing signage assessment. (Includes documentation of existing monument, vehicular directional, parking lot entry, pedestrian directional, campus maps, building signage, departmental signage, building directory, room and restroom signage.)*

Analyze and Document the Analysis of Facilities Use Patterns and Their Physical Status

13. Assemble inventory of facilities and relate to campus. (Building areas, heights, FAR's, massing, site coverage, service access and security requirements.)
14. Confirm physical status of all existing facilities: removal and/or replacement, renovations and/or addition, repair and/or upgrade. (Based on 3D/I Facilities Assessment Report, visual observation and District/College input.)
15. *Confirm and document campus-wide departmental program distribution. Color code existing floor plans by major department and/or usage in conjunction with Educational Master Plan's review of existing Space Inventory (Report 17).*

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

16. Assemble preliminary inventory of existing facilities to remain, ones suitable for addition, renovation and/or replacement.

Document Near Term and Long Term Facilities Needs

17. Review, document graphically and analyze current use patterns of existing facilities. (Describe how departments and programs fit or do not fit in their facilities, how they are used and relate to one another, circulation patterns, load capacity based on Title V Standards, current and past educational master plan documentation, etc.)
18. *Create Space Use Matrix by department/use for every assignable room on campus. (Matrix to document building number, room number, room type, room name, assignable square footage and include totals by department and room type to create accurate baseline for planning efforts.)*
19. Summarize basic facilities assets and needs. (Understand conceptually and record facilities needs for the future based on preliminary college educational plan findings.)

Consultant and Regulatory Coordination

20. Create “Existing Campus Designated Accessibility Plan” for submittal to DSA. *Photograph and document in plan form the existing conditions at the college including:*
 - *Parking Spaces*
 - *Path of Travel – On site from public transportation and parking lots, along pedestrian ways to major building entries and through buildings*
 - *Accessible Signage*
 - *Ramps*
 - *Identify non-compliant areas, barriers, and hazards*
 - *Establish a corrective time frame to address improvements*
21. Coordinate with educational master plan on preliminary information regarding internal/external scans, future program development, enrollment projections, and preliminary read on facilities needs.
22. Coordinate with District facilities management team and District consultants on understanding and documenting existing utility infrastructure, challenges and opportunities for its future development. (Wet and dry utilities, sanitary sewer, storm sewer and site drainage.)

Summarize Findings

23. Articulate observations, opportunities and challenges for the campus and the facilities it must accommodate.
24. Conduct campus-wide review of, articulate and illustrate graphically key campus planning principles guiding the future development of the campus facilities and open space.
25. Assist the College in the creation of and articulate in written and graphic form a comprehensive long-term vision for the campus including clearly stated goals for the fulfillment of the vision.
26. Submit in the form of a Preliminary Report written and graphic summary of findings of Reconnaissance & Analysis phase.

III. OPTION DEVELOPMENT

Weeks 15-32

Establish Goals and Objectives

1. *Review mission and vision of college. Collect and document history of the College.*

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

2. *Develop and prioritize goals of physical environment and future development.*
3. *Develop planning concepts that will guide and inform the option development and result in an overall conceptual plan.*

Site Capacity Studies and Distribution Alternates

4. Based on preliminary assessment of needs, facilities assets and their physical status and preliminary findings of the educational master plan, assemble facilities summary outline program descriptions, including major components and their space needs into consolidated Excel spreadsheet format.
5. Create alternate campus-wide program/departmental distribution diagrams. (Overall facilities dimensional and operational requirements and basic adjacency requirements.)
6. Alternate campus site capacity studies. (Building heights, footprint coverage including: performance venue(s), recreation and athletic outdoor courts and fields and parking.)

Facilities Site Area Needs and Configuration Alternates

7. Analysis of facilities area needs compared to site capacities. (Site coverage and building massing regarding footprint needs of departmental, administration, student services, community, performance venue(s) and indoor athletic/recreation facilities.)
8. Alternate departmental, student life and administration facilities location and configuration studies.
9. Alternate performance venue(s), outdoor athletic and recreation courts and fields location and configuration studies.
10. Alternate parking facilities location and configuration studies. Alternate vehicular access and circulation studies.

Master Plan Alternates

11. Create preliminary overall facilities master plan diagram based on previously completed plans, studies and analysis cited above.
12. Alternate 2-D campus-wide regulating and illustrative master plan studies.
13. Alternate campus-wide circulation plan diagrams: automobile, public transit, pedestrian, bicycle, service and emergency vehicles.
14. Alternate campus-wide landscape and open space studies.
15. Alternate 3-D campus-wide computer generated massing diagrams.
16. Alternate 3-D campus-wide specific physical massing models.
17. Prepare "rough order of magnitude" cost estimate and project phasing plan for facilities master plan.

Qualitative Matters and Design Guidelines

18. Compile imagery to assist the College in establishing an overall character and aesthetic direction of future campus development.
19. *Prepare overall campus renderings to illustrate final vision of master plan.*
20. Prepare campus building and landscape design guidelines based on preliminary College consensus on desired overall campus character and aesthetic direction of future campus development.

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

21. *Prepare campus signage guidelines that enhances overall building and landscape guidelines and includes examples of preferred direction.*

Consultant and Regulatory Coordination

22. Create “Proposed Campus Master Plan Designated Accessibility Plan” for submittal to DSA.
23. Coordinate with City/County transportation department in assessment of traffic and parking impacts and site plan options to address parking and circulation needs.
24. *Develop campus-wide sustainable design guidelines. Prepare matrix based on LEED categories that outlines District expectations for sustainable building design.*
25. Coordinate with District facilities management team and District consultants on alternate plans for extension and expansion of existing utility infrastructure based on alternate campus master plan options developed above. (Wet and dry utilities, sanitary sewer, storm drain and site drainage.)
26. Alternate Measure “C” bond project definition and State financing scenarios. Coordinate with Educational Master Planning, District and College on strategic funding plans for high priority projects using Measure “C” funds, State funding or both.

Summarize Findings

27. Written and graphic summary of result of workshops, meetings and interviews.
28. Draft report summarizing in written and graphic form the findings and conclusions of this phase. (Including but not limited to: facilities program distribution plan, preferred master plan option, campus landscape and building design guidelines, phasing plans, and strategic funding plan based on preliminary findings of Educational Master Plan.)

IV. FINAL DOCUMENTATION

Weeks 33-36

Finalize and Document Master Plan Regulating and Illustrative Plans

1. Final campus facilities and open space illustrative master plan.
2. Final campus facilities and open space regulating plan.
3. Final campus landscape illustrative master plan.
4. Final campus circulation plan: automobile, pedestrian, bicycle, public transit, service and emergency vehicles.
5. Facilities removal, renovation and repair plan.
6. *Overall campus perspective renderings.*
7. Prepare campus building and landscape design guidelines based on College consensus of desired overall campus character and aesthetic direction of future campus development.
8. *Prepare campus signage guidelines based on College consensus of desired overall campus character and aesthetic direction of future campus development. Guidelines to address monument, vehicular directional, parking lot entry, pedestrian directional, campus maps, building signage, departmental signage, building directory, room and restroom signage.*
9. *Prepare campus sustainable design guidelines.*
10. Final "rough order of magnitude" facilities master plan cost and project phasing plan.

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

Consultant Coordination

11. Coordinate as needed with City/County transportation department in the documentation of a comprehensive circulation and parking plan.
12. Coordinate as needed with District facilities assessment consultant in the documentation of a comprehensive facilities removal, upgrade and/or renovation and/or addition plan.
13. Coordinate with District facilities management team and District consultants on final plans for extension and expansion of existing utility infrastructure based on campus master plan. (Wet and dry utilities, sanitary sewer, storm sewer and site drainage.)
14. Coordinate with Educational Master Plan in identifying high priority Phase I and five year facilities construction projects and strategies to fund them, including Measure "C" and State funds.
15. Coordinate with District facilities management team in the integration of sustainability concepts into the final campus master plan.

Summarize Findings

16. Final written and graphic summary of the campus master plan. (Including but not limited to: final facilities program distribution plan, final campus illustrative and regulating plan, campus landscape and building design guidelines, five-year and thirty year plans, strategic funding plan.)

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

Educational Master Plan

I. MOBILIZATION

Weeks 1-2

1. Kick-off Meeting with College President and Senior Administration.
2. Identify User Groups, Stakeholders and Interest Groups.
3. Develop communication plan, decision-making hierarchy organization chart, and approval process.
4. Finalize project schedule and set regular meeting dates.

II. RECONNAISSANCE & ANALYSIS

Weeks 3-14

Assemble and Review Existing Documents

5. Review relevant existing County-wide, City-wide, District-wide and College demographic data and projections as available. (Including City Campus projections: Student headcounts, FTES, WSCH, etc.)
6. Collect, review and assess existing RCCCD data (to be provided by owner):
 - RCCD Academic Master Plan 2005-2010
 - RCCD Facilities Master Plan, October 2001
 - RCCD Strategic Plan 2003-2004
 - RCCD Strategic Initiative 2005
 - Program Review Documents
 - Internal Scan Prepared for Measure “C”
 - External Scan Prepared for Measure “C”
 - Technology Plan
 - Five-Year Capital Construction Plan
 - Scheduled Maintenance Plan
 - Catalog, Schedule of Classes, PR Materials
 - Statistical Fact Book

Gather and Analyze College-wide Input

7. Conduct on-campus interview with administrators, faculty, staff and students.
8. Gather and analyze written response opportunities for faculty and staff via Unit Planning Guide input surveys.
9. Gather and analyze written response opportunities for administrative, academic and support services dean/director level staff via Trends/Projection surveys.
10. Conduct college-wide presentations with open dialogue feedback opportunities.

Conduct Baseline Curriculum Study

11. *Conduct a "section level" curriculum analysis.*
12. *Conduct full data analysis of key curriculum indicators of the College. Key indicators shall include course and program productivity measures, analysis of student participation rates, evaluation of enrollments per section, weekly student contact hours (WSCH) per section, full time equivalent faculty (FTEF) load ratios, WSCH and full time equivalent student (FTES) productivity, and lecture and laboratory WSCH comparisons to assess existing efficiency levels.*

**Riverside Community College District – Riverside City College
Facilities and Educational Master Plan**

13. *Generate a "current curriculum baseline" for the instructional programs of the District from which forecasts for space needs can be made.*

Environmental Scans

14. Generate a comparative demographic analysis of the service area of the college campuses.
15. Conduct a local, regional and state (external) environmental scan, identifying trends or conditions that may have an impact on the College in the future.
16. Conduct an (internal) environmental scan within the District identifying historic trends and key student characteristics with regard to gender, age and ethnic distribution, enrollment scheduling preferences, student load distribution and awards of the College.
17. Review and assess the District's existing Space Inventory Report (Report 17) and Five Year Capital Construction Plan for current status and capacity/load threshold ratios.
18. Synthesize and Summarize the research findings.

III. OPTION DEVELOPMENT

Weeks 15-32

Opportunity Assessment

19. *Prepare and present a projected future program of instruction using enrollment growth, class sections, weekly student contact hours (WSCH) and required lecture and laboratory hours as the basis for determination.*
20. *Determine space capacity needs for the future vis-à-vis quantifiable square foot needs.*
21. *Based on the instructional program projected for the future, outline a proposed facility/building plan that meets forecasted enrollment and WSCH and refines the existing Capital Projects Plan relative to need, prioritization, sequencing, phasing and financing demands.*

IV. FINAL DOCUMENTATION

Weeks 33-36

Finalize and Document Educational Plan

22. Determine and implement the financing plan/strategy and establish performance and accounting monitoring mechanisms.
23. Identify project priorities in conjunction with the facilities master plan.
24. Prepare final report that includes narratives and charts of relevant information.

**Riverside Community College District – Riverside City College
 Facilities and Educational Master Plan**

Facilities and Educational Master Plan Professional Services Fee

Consultant	Professional Services Fee				
	Mobilization	Reconnaissance & Analysis	Option Development	Final Documentation	Subtotal
FACILITY MASTER PLAN					
ARCHITECTURAL Steinberg Architects	\$20,000	\$155,700	\$233,600	\$52,000	\$461,300
LANDSCAPE SWA Group	\$0	\$36,300	\$77,500	\$8,000	\$121,800
SIGNAGE SKA Design	\$0	\$12,000	\$23,000	\$5,600	\$40,600
Subtotal by Phase	\$20,000	\$204,000	\$334,100	\$65,600	\$623,700
ESTIMATED REIMBURSABLE EXPENSES*					\$62,370
Facility Master Plan Total					\$686,070

EDUCATIONAL MASTER PLAN	Mobilization	Reconnaissance & Analysis	Option Development	Final Documentation	Subtotal
	EDUCATIONAL PLANNER Maas Companies	\$6,150	\$36,800	\$55,200	\$12,270
Subtotal by Phase	\$6,150	\$36,800	\$55,200	\$12,270	\$110,420
ESTIMATED REIMBURSABLE EXPENSES*					\$11,042
Educational Master Plan Total					\$121,462

GRAND TOTAL	\$807,532
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*Estimated Reimbursable Expenses to be clarified with District.

Assumptions:

1. Owner to provide Environmental Scans.
2. Owner to provide full utility mapping, assessment and recommendation for future build-out.
3. Owner to provide as-built drawings of existing conditions.
4. Owner to provide clean CAD files of existing building floor plans.
5. Owner to provide soils reports.
6. Owner to provide survey of campus.
7. Owner to coordinate CEQA process.
8. Owner to coordinate outside consultants.
9. Planning to include three horizons.

DRAFT

AGREEMENT BETWEEN

RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

MAAS COMPANIES

THIS AGREEMENT is made and entered into on the 21ST day of February, 2007, by and between MAAS COMPANIES hereinafter referred to as Consultant and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District."

The parties hereto mutually agree as follows:

1. Scope of services: Reference Exhibit I, attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Consultant's office(s), and on site at Riverside Community College Moreno Valley Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor, Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from February 21, 2007, to the estimated completion date of February 29, 2008, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the consent of the Consultant.
5. Payment in consideration of this agreement shall not exceed \$289,985 including expenses. Invoice for services will be submitted every month for the portion of services completed on a percentage basis. Payments will be made as authorized by the Associate Vice Chancellor, Facilities Planning, Design and Construction, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph 1, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities Planning, Design and Construction.
6. All data prepared by Consultant hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Consultant shall have the right to retain copies of all such data for Consultant records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the

purposes intended by this Agreement shall be at District's sole risk, and provided further, that Consultant shall be indemnified against any damages resulting from such use. In the event Consultant, following the termination of this Agreement, desires to use any such data, Consultant shall first obtain approval of District's representative in writing.

7. All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Consultant in connection with this Agreement shall be held in a strictly confidential manner by Consultant. Such materials shall not, without the written consent of District, be used by Consultant for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.
8. Consultant shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Consultant, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Consultant services under this Agreement. Consultant shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.
9. District shall indemnify and hold Consultant, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Consultant), Consultant, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Consultant free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.
10. Consultant shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury,

MAAS Companies

DRAFT - Long Range Educational Program, Moreno Valley Campus including, but not limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Consultant's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

11. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national origin or ancestry, religion, physical handicap, medical condition, marital status or sex.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

MAAS Companies

Riverside Community College District

Michael Maas
P.O. Box 897
North Fork, CA 93643

James L. Buysse
Vice Chancellor
Administration and Finance

Exhibit I



Riverside Community College District Moreno Valley Master Plan

I. Approach

Inherent in the process of actualizing the Riverside Community College District's Moreno Valley Master Planning Project will be a strong commitment to and reliance on participation from the College and the District. Maas Companies' approach is predicated on open participation and dialogue from all levels of the District and College - trustees, administrators, faculty, staff and students - with all parties encouraged to be involved as integral components of the planning process. Maas Companies is sensitive to, and will be inclusive of, the College's process for shared governance. This component will be incorporated into the process methodology, knowing that it is an important aspect of decision-making within the College and the District.

Maas Companies has assembled a team of experienced project specialists from its existing staff to conduct the educational and facility master planning process outlined in the *Work Plan Activities* for the Moreno Valley Master Plan Project. Architectural, engineering and technology resources will also be available for executing specific portions of the *Work Plan Activities*. Greater detail relative to these technical resources is provided under *Consultant's Staff Resources* and *Fee for Services* as part of this project proposal response.

Process Description/Methodology Educational and Facilities Master Planning

Maas Companies will provide services, assistance and guidance that will lead to the generation of an Educational/Facilities Master Plan and refinement of the Strategic Capital Projects Plan for the Moreno Valley Campus as well as the current or proposed educational centers assigned to the College.

The process begins with an orientation meeting during which District/College representatives clearly define reporting channels, identify responsibilities and levels of involvement for the planning process. Then, together with the District/College staff, the draft, detailed timeline is finalized for the project along with agreed upon dates for status meetings and opportunities for the District/College staff to review and offer feedback on information and analysis and finally the formal presentation to the Board of Trustees. Information gathering is done in face-to-face interviews, committee meetings, written feedback opportunities and with web-based online surveys.

The proposed activities and Scope of Work, as outlined below, is offered to clarify the work plan activities relative to this project proposal.

MAAS Companies
 DRAFT - Long Range Educational Program, Moreno Valley Campus

Educational/Facilities Master Plan Program of Outreach

Group	Project Orientation	Reconnaissance & Analysis	Option Development	Final Documentation	Meetings Per Group
RCCD Board Of Trustees				1	1
District Administrative Leadership	1	1	1		3
District Strategic Planning Executive Committee		1	2		3
District Office of Facilities, Planning & Construction	1	1	1	1	4
MV Campus Administrative Leadership	1	1	1	1	4
MV Campus Strategic Planning Executive Committee		1	2	1	4

DRAFT - Long Range Educational Program, Moreno Valley Campus

MV Campus User Groups, Stakeholders & Interest Groups		12	12		24
City of MV & County of Riverside Depts.		2		2	4
College-wide Community Forums/Meetings		1	1		2
Community of MV Community Meetings			1	1	2
<i>Meetings Per Phase</i>	3	20	21	7	51

DRAFT - Long Range Educational Program, Moreno Valley Campus
Educational/Facilities Master Plan

Work Plan: Tasks and Deliverables

I. Mobilization

Weeks 1-2

A. Start-up

1. In concert with the District, layout a mutually agreed upon methodology for the planning process, including the process for College-wide participation and input.
2. Organize and facilitate on-campus meetings.

II. Reconnaissance & Analysis

Weeks 3-17

A. Baseline Curriculum Study

1. Conduct a "section level" curriculum analysis.
2. Conduct full data analysis of key curriculum indicators of the College – key indicators shall include course and program productivity measures, analysis of student participation rates, evaluation of enrollments per section, weekly student contact hours (WSCH) per section, full time equivalent faculty (FTEF) load ratios, WSCH and full time equivalent student (FTES) productivity, and lecture and laboratory WSCH comparisons to assess existing efficiency levels.
3. Generate a "current curriculum baseline" for the instructional programs of the District from which forecasts for space needs can be made.

B. External Environmental Scan

1. Generate a comparative demographic analysis of the service area of the college campuses.
2. Conduct a local, regional and state (external) environmental scan, identifying trends or conditions that may have an impact on the College in the future.

C. Internal Environmental Scan

1. Conduct an (internal) environmental scan within the District identifying historic trends and key student characteristics with regard to gender, age and ethnic distribution, enrollment scheduling preferences, student load distribution and awards of the College.
2. Review and assess the District's existing Space Inventory Report (Report 17) and Five Year Capital Construction Plan for current status and capacity/load threshold ratios.

III. Option Development

Weeks 18-31

A. Analysis

1. Prepare and present a projected future program of instruction using enrollment growth, class sections, weekly student contact hours (WSCH) and required lecture and laboratory hours as the basis for determination.
2. Determine space capacity needs for the future vis-à-vis quantifiable square foot needs.
3. Review and analyze existing building plans, infrastructure plans, traffic and pedestrian flow, ADA accessibility issues, parking counts and open-space ratios.

4. Determine development potential at all educational sites of the District.

IV. Final Documentation

Weeks 32-36

A. Recommendations

1. Based on the instructional program projected for the future, outline a proposed facility/building plan that meets forecasted enrollment and WSCH and refines the existing Capital Projects Plan relative to need, prioritization, sequencing, phasing and financing demands.
2. Develop – with the District's administrators, faculty, staff and students – planning options and conceptual Land Use and Building and Massing plans for each of the campuses.
3. Develop a plan for pedestrian and vehicular circulation for each of the campuses/colleges
4. Identify infrastructure needs and costs for rehabilitation and/or upgrades.
5. Develop a plan for phasing and implementation.

B. Report Generation

1. Determine and implement the financing plan/strategy and establish performance and accounting monitoring mechanisms.
2. Identify project priorities and cost estimates for new construction, reconstruction and renovation projects.
3. Conduct all production and postproduction work that will lead to the qualifying document to access the College's funding sources.

V. Work Plan Activities - Detail

A. Educational Planning Component

1. Review and assess facilities/physical plant, parking, vehicular and pedestrian circulation, ingress and egress corridors relative to the campus.
2. Review and assess pertinent documents of the District's that are related to the existing planning process, including, but not limited to, the following:
 - a. Academic Master Plan 2005-2010
 - b. Facilities Master Plan
 - c. Strategic Plan
 - d. Program Review Documents
 - e. Integrated Educational Master Plan
 - f. Technology Plan
 - g. Five-Year Capital Construction Plan
 - h. Schedule Maintenance Plan
3. In concert with Riverside Community College District and the College, establish a Steering Committee to work with Maas Companies throughout the entire master planning process.
4. Develop a process for College-wide participation and input including the following:
 - a. On-campus interviews with administrators, faculty, staff and students
 - b. Written response opportunities for faculty and staff via Unit Planning Guide
input surveys
 - c. Written response opportunities for administrative and academic and support
services dean/director level staff via *Trends/Projection* surveys
 - d. College-wide presentations with open dialogue feedback opportunities

5. Organize and facilitate on-campus meetings with the Steering Committee.
6. Conduct a "section level" curriculum analysis for the campus and designated education centers.
7. Conduct full data analysis of key curriculum indicators of the College - key indicators shall include the following:
 - a. Course and program productivity measures
 - b. Analysis of student participation rates
 - c. Evaluation of enrollments per section, weekly student contact hours (WSCH) per section, full time equivalent faculty (FTEF) load ratios, WSCH and full time equivalent student (FTES) productivity, and lecture and laboratory WSCH comparisons to assess existing efficiency levels.
8. Generate a "current curriculum baseline" for the instructional programs of the College from which forecasts for space needs can be made.
9. Generate a comparative demographic analysis of the service area of the College campus.
10. Conduct a local, regional and state (external) environmental scan, identifying trends or conditions that may have an impact on the District in the future.
11. Conduct an (internal) environmental scan within the District identifying historic trends and key student characteristics with regard to gender, age and ethnic distribution, enrollment scheduling preferences, student load distribution and awards of the College.
12. Review and assess the District's existing Space Inventory Report (Report 17) and Five Year Capital Construction Plan for current status and capacity/load threshold ratios.
13. Prepare and present a projected future program of instruction using enrollment growth, class sections, weekly student contact hours (WSCH) and required lecture and laboratory hours as the basis for determination.
14. Determine space capacity needs for the future (15 years) vis-à-vis quantifiable square foot needs.
15. Based on the instructional program projected for the future, outline a proposed facility/building plan that meets forecasted enrollment and WSCH and refines the existing Strategic Capital Projects Plan relative to need, prioritization, sequencing, phasing and financing demands.
16. Conduct all production and post-production work that will lead to the generation of a finished educational/facilities master plan that can be used as a qualifying document to access the College's funding sources.

B. Facilities Planning Component

1. Determine development potential at campus and identified satellite locations.
2. Develop – with the District/College administrators, faculty, staff and students – planning options and conceptual Land Use and Building and Massing plans for the campus.
3. Develop a plan for pedestrian and vehicular circulation including an ADA accessibility plan for the campus.
4. Identify infrastructure needs and costs for rehabilitation and/or upgrades.
5. Develop a plan for phasing and implementation.
6. Identify project priorities and cost estimates for new construction, reconstruction and renovation projects.
7. Determine and implement the financing plan/strategy and establish performance and accounting monitoring mechanisms.

III. Educational and Facilities Master Plan Fee Schedule

**MAAS COMPANIES, INC.
 RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FEE SCHEDULE IN RESPONSE TO RFP**

**MORENO VALLEY CAMPUS
 DETAILED SCHEDULE OF VALUES (Revised 1/28/07)**

	LOE	Rate Per Hour	Price
Direct Labor:			
Michael Maas	54	\$165	\$8,910
Ann Kennedy	112	\$130	\$14,560
Dan Rosenberg	132	\$85	\$11,220
Susan Moore	41	\$85	\$3,485
Jeffrey Kellogg	94	\$115	\$10,810
Total Direct Labor	339		\$48,985
Consultants:			
Joyce Black	84	\$150	\$12,600
Total Consultant Labor	84		\$12,600
Total Labor	517		\$61,585
Labor			
Subcontractors:			
SGPA			\$36,500
TMAD Engineers			\$11,000
Total Subcontractor Expenses			\$47,500
ADA Transition Plan for the Campus			\$66,000
Coordination/Prioritization of College Master Plan with District-wide Master Plan as directed by District Facilities Staff			\$75,000
Other Direct (Reimbursable) Expenses:			
Travel Costs (Including airfare, lodging, car rental & per diem)			\$22,400
Materials & Supplies			\$7,000
Printing & Reproduction			\$7,000
Other			\$3,500
Total Other Direct Expenses			\$39,900
Total Project Cost for Moreno Valley Campus			\$289,985

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-2

Date: February 20, 2007

Subject: Proposed Agreement for Harley Ellis Devereaux to Provide Design Services for the Norco Student Support Center Project

Background: On November 21, 2006, the Board approved the Planning, Design and Construction of the Norco Student Support Center Project (NSSC) and Measure C funding for the project in the amount \$11,042,820. In preparation for the planning and design of the project, Facilities Planning, Design and Construction (FPDC) staff issued a Request for Qualifications (RFQ) (attached) for qualified architects to assist the campus with planning and designing the project. Over 100 inquiries were received, and twenty-six responses were subsequently submitted by various architectural firms. At the request of the Norco Campus Administration, FPDC staff prescreened the twenty-six submittals and did extensive reference checks. Four firms were invited for interviews.

After presentations and discussion, the NSSC Architect Review Committee, consisting of representatives from the Norco Campus faculty, staff, and administration, recommended that Harley Ellis Devereaux be selected to program and design the project. Staff therefore proposes that the District enter into an agreement with Harley Ellis Devereaux to prepare program plans, including a Final Project Proposal (FPP), detailed plans, specifications, and working drawings for the Norco Student Support Center Project (draft agreement attached, final agreement will be presented to the Board Committee on February 15, 2007). The contract term would be from February 22, 2007, to the estimated project post occupancy review in June 2010, with the provision that this date may be extended at the discretion of the Vice Chancellor, Administration and Finance or his designee. Harley Ellis Devereaux Architecture services would include but not be limited to:

- a. Project Program Plan Development and Preparation of a Final Project Proposal (FPP)
- b. Preparation of schematic design and design development documents
- c. Assist the District with the documentation required for environmental assessment and documentation
- d. Preparation of detailed cost estimates at schematic design, design development, and construction document phases
- e. Participation at design value engineering sessions
- f. Preparation of construction documents and specifications
- g. Assist the District with obtaining appropriate agency approvals, including but not limited to, State Chancellor's Office, Department of the State Architect, and District Board of Trustees design approval
- h. Assist the District with the bidding and award of construction contract(s)
- i. Provide construction phase contract administration
- j. Assist the District with a post occupancy project evaluation

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-2

Date: February 20, 2007

Subject: Proposed Agreement for Harley Ellis Devereaux to Provide Design Services for the Norco Student Support Center Project (continued)

The cost for services under this agreement would not exceed 7.9% of the construction cost, (construction cost is estimated at \$8,800,000).

Recommended Action: It is recommended that the Board of Trustees approve the attached agreement between the Riverside Community College District and Harley Ellis Devereaux to prepare plans and specifications for the Norco Student Support Center Project and authorize the Vice Chancellor, Administration and Finance to sign the agreement.

Salvatore G. Rotella
Chancellor

Prepared by: Aan Tan
Associate Vice Chancellor
Facilities, Planning, Design and Construction

Riverside Community College District

September 15, 2006

REQUEST FOR SUBMITTAL OF STATEMENT OF QUALIFICATIONS FOR DESIGN PROFESSIONALS

Student Support Center Norco Campus Riverside Community College District

1. Introduction:

The Riverside Community College District (RCCD) Office of Facilities Planning, Design and Construction on behalf of the RCCD Board of Trustees is inviting written Statement of Qualifications (SOQ), including in-depth supporting material, on or before **October 13, 2006, at 5:00 PM** for consideration in the selection of Design Professionals for architectural and engineering services required for the design of the Norco Campus Student Support Center.

The Riverside Community College District is located in the County of Riverside, in what is referred to as the Inland Empire, the fastest growing area in California. In the past eight years the District has grown by 50% in Weekly Student Contact Hours (WSCH). The District operates three separate campuses: Riverside City Campus, Moreno Valley Campus, and Norco Campus, four Learning Centers in the surrounding communities and two offices in downtown Riverside, a Systems Office Building and the District Office Building. The District serves 35,000 students each semester.

The Riverside City Campus is the oldest of the District's three campuses and is the site of the original college. Located in the City of Riverside, the campus opened in 1916 and today serves more than 19,000 students each semester.

Since opening in March 1991, the Norco Campus has grown to serve more than 8,400 students, has 10 buildings, and is in the planning and design stages for Phase III expansion in order to accommodate more students.

Currently the District is in transition from a single college with multiple campuses to a District with three autonomous colleges. This transition period is expected to be completed within the next 2-3 years. The above referenced project will be designed and constructed during Norco Campus transition to an autonomous college.

The Norco Campus, through its strategic planning process, has identified the **Norco Campus Student Support Center** as a high priority project. The current facility was designed and constructed with the campus Phase I construction in 1991 when student headcount enrollment was 1,200. Current headcount enrollment exceeds 8,400 students. Initially a plan to expand the capacity of the current cafeteria was evaluated. This concept was rejected when it became apparent that the existing physical structure did not provide enough space for expansion.

The campus has identified a need for a two story structure that would have approximately 15,000 assignable square feet-22,000 gross square feet. The project has not been formally programmed yet but the campus has identified desired program space that includes:

1st floor would include cafeteria, Tiger's Den (vending machines and sitting area), staff dining room, and restrooms for students and staff.

2nd floor would house a student government office, student activities coordinator office, several small meeting rooms, a faculty innovation center, medium sized meeting rooms and a large meeting room (hopefully, to accommodate the Board of Trustees meetings that occur once per semester in fall and spring), an open "commons" area for students that can be used as a lounge with computer workstations and additional restrooms.

The District is giving strong consideration to using multiple prime contracting to encourage use of local labor, contractors, and subcontractors and to move the project through planning, design and construction as quickly as possible. The District will be seeking design professional consultation and counsel to help manage this process during the bidding and construction of the project.

Assumptions:

1. Construction Cost has been estimated at \$376 per assignable foot in 2006 dollars.
2. Escalation of construction costs have been estimated at 7% a year to mid point of construction.
3. Project Cost has been calculated at 120% of construction costs to cover architect, engineer, CEQA, DSA, construction management and contingency expenses.

Project Budget Cost—at \$376 per square feet – 15,000 assignable square feet

Total Construction Cost = \$5,640,000

Total Project Cost = \$6,768,000

Total Project Cost to mid point of construction = \$7,241,760

During the Final Programming exercise the District will expect the design professional to assist in confirming final project costs.

2. PROJECT SIZE AND CAPACITY:

The total project will provide approximately 22,000 gross square feet and 15,000 assignable square feet.

3. SCHEDULE:

It is anticipated that the following draft schedule will be maintained:
(The District will look to the Design Professional for assistance in compressing this draft schedule).

Receive submittals October 13, 2006
Review submittals October 16-24
Schedule interviews October 24, 2006
Negotiate contract Oct 24 – Nov 1, 2006
Prepare board report Oct 24 – Nov 1, 2006
Board approval November 21, 2006
Final program development Dec 1- Feb 12, 2007
Schematic design/Final project proposal Feb 12- May 1, 2007
Design Development May 1 – Oct 15, 2007
Working Drawings Oct 15 – February 15, 2008
DSA plan review March 1 – June 1, 2008
Bidding process July 2 – September 1, 2008
Start construction October 2008
Occupancy August 2009

4. SCOPE OF SERVICES:

The scope of services for this project includes but is not limited to:

- a. Final Program Plan (FPP) Development
- b. Prepare schematic design and design development documents
- c. Assist the District with the documentation required for environmental assessment and documentation
- d. Preparation of project cost estimate upon completion of FFP
- e. Preparation of detailed cost estimates at schematic design, design development, and construction document phases
- f. Participation at value engineering sessions
- g. Preparation construction documents
- h. Assist the District with obtaining appropriate agency approvals, including but not limited to, State Chancellor's Office, Division of the State Architect, and District Board of Trustees design approval.
- i. Assist in bidding and award of construction contract(s)
- j. Provide construction phase contracts administration
- k. Assist the District with a post occupancy project evaluation

5. SELECTION CRITERIA:

The RCCD Screening Committee will be seeking a design firm that exhibits design talent with demonstrated experience with comparable projects within a higher education setting, with particular interest in firms that have designed comparable community college facilities. Applicants should highlight such projects and their similarities with the proposed project. Major considerations in selection of the design team will be based on the following:

1. Technical Competence and Past Performance Record
2. Design philosophy
3. Client Relationships and References
4. Program Responsiveness
5. Production, Coordination, and Supervision Capability
6. Management plan/Quality control
7. Cost Control and Reporting
8. Previous Higher Education and Community College/DSA Experience
9. Community Relations

RCCD has the sole authority to select the final architectural firm and reserves the right to reject any and all submittals.

6. SUBMITTAL FORMAT:

Note: If your firm has, with in the past year, submitted a proposal for design services to the Riverside Community College District the District will use those previously submitted materials for consideration for this project. If you wish to have the District use previously submitted materials please so indicate in your response to this SOQ and include a cover letter that explains your firm's specific interest in being considered for this particular project. Based on previously submitted materials and the above cited cover letter your submittal for this particular project will be considered and evaluated.

If you have not submitted a proposal to the District in the past year please make sure that your proposal conforms to the following format and outline.

Proposals must conform to the following format and outline and must contain all the information requested:

Section 1: The firm's design excellence for this type of project:

- a. National design awards for academic/student services buildings
- b. Other awards the firm has earned for similar projects
- c. Experience and demonstrated excellence in providing quality design within constrained budgets

Section 2: Design philosophy and approach:

- a. How would the consultant describe good design?
- b. How would the consultant approach implementation of the Final Program Design?
- c. What do you see as the design opportunities for this project
- d. What are the physical opportunities and constraints that you see for this project?

Section 3: Experience of the firm:

- a. Describe the experience of the firm in designing projects similar to this project (indicate the year of completion, construction cost, square footage, etc.).
- b. Describe the experience and success of the firm in designing projects within a fixed budget.
- c. Describe the experience and success of the firm in meeting deadlines and producing deliverables.

Section 4: Experience of the proposed team members for this project:

- a. Describe the experience of the proposed project manager and other key members of your team.
- b. Describe the experience of the lead firm and proposed consultants as a team on past projects.

Section 5: Management Plan:

- a. Describe the management plan for the project including team organization throughout the design and construction phases.
- b. Describe your methodology for production quality control and continuity throughout the duration of the project.
- c. Describe your approach to managing document completeness, coordination, and constructability.
- d. Describe your cost control methods utilized to meet budget requirements.

Section 6: Construction Management:

- a. Describe experience in construction management phase.
- b. Describe team member organization during the construction phase.
- c. Describe the firm's approach to problems and change orders during construction.

Section 7: References:

- a. Provide references for at least three similar projects.

Section 8: Provide any other relevant information that you deem appropriate.

7. SELECTION PROCESS:

1. The District will solicit State of Qualifications from prospective firms.
2. The District will screen proposals and establish a short list of “finalists” (3-5) to be interviewed.
3. The District will conduct interviews of the finalists.
4. The District will negotiate fees and agreed upon services.
5. District staff will recommend appointment of the firm to the Board of Trustees.
6. Upon action by the Board, District will execute agreement with the firm.

8. SUBMISSION OF QUALIFICATIONS:

Interested firms should submit six (6) copies of their bound proposal, including one original with original signatures, to RCCD by the due date. Proposals should be clearly labeled “**RESPONSE TO ARCHITECTURAL SERVICES REQUEST FOR QUALIFICATIONS, Norco Campus Student Support Center**” and delivered to RCCD in the following manner:

By U.S. Mail or other delivery service such as UPS, FedEx, etc., to

Purchasing Office
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506-1299

Personal Delivery to:
North Hall
Riverside Community College District
3617 Saunders Ave.
Riverside, Ca 92506

ALL RESPONSES MUST BE RECEIVED BY October 3, 2006, 5:00 PM.

No oral, telegraphic, electronic, facsimile or telephone statements will be considered. Any Statement of Qualifications received after **October 3, 2006, 5:00 PM** will not be considered and will be returned unopened.

All submittals become the property of the Riverside Community College District.

Inquiries regarding this SOQ can be directed to:

Rick Hernandez,
Director Capital Planning
Riverside Community College District
4800 Magnolia Avenue
Riverside, CA 92506-1299
951.222.8471
Rick.Hernandez@rcc.edu

Doretta Sowell
Purchasing Manager
951.222.8042
doretta.sowell@rcc.edu

DRAFT
AGREEMENT BETWEEN
Harley Ellis Devereaux
AND
RIVERSIDE COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is made and entered into on the 28th day of February, 2007, by and between Harley Ellis Devereaux, hereinafter referred to as “Architect” and RIVERSIDE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the “District.”

The parties hereto mutually agree as follows:

- A. **General Provisions:** This agreement shall be governed by the laws of the State of California.
- B. **Services:** Architect will provide architectural and engineering services for the design of the new Student Support Center at the Riverside Community College District’s Norco Campus, hereinafter referred to as “Project.”
- C. **Project Scope:** The Architect agrees and understands the Project is a new two story structure that would have approximately 15,000 assignable square feet-22,000 gross square feet. The project has not been formally programmed yet but the campus has identified desired program space that includes:
 - 1st floor would include cafeteria, Tiger’s Den (vending machines and sitting area), staff dining room, and restrooms for students and staff.
 - 2nd floor would house a student government office, student activities coordinator office, several small meeting rooms, a faculty innovation center, medium sized meeting rooms and a large meeting room (hopefully, to accommodate the Board of Trustees meetings that occur once per semester in fall and spring), an open “commons” area for students that can be used as a lounge with computer workstations and additional restrooms.
- D. **Term:** The term of this agreement shall be from February 28, 2007, to the estimated completion date of May 1, 2009, with the provision that the Vice Chancellor of Administration and Finance or his designee may extend the date without a formal amendment to this agreement with the Consent of the Architect.

This agreement shall be governed by the laws of the State of California.

1. Architect Services:

- 1.2 Architect services include the use and engagement of the following

Consultants:

- 1.2.1 Structural Engineer: TBD
 - 1.2.2 Civil Engineer: TBD
 - 1.2.3 Mechanical/Plumbing/Electrical Engineer: TBD
 - 1.2.4 Cost Estimator: TBD
 - 1.2.5 Landscape Architect: TBD
 - 1.2.6 Food Service Design Architect: Webb Design, Inc.
- 1.3 Items 1.2.1 through 1.2.5 are included in Architect's Basic Services. Item 1.2.6 is considered to be outside of Basic Services. See item 10.2.
- 1.4 All consultants provided under provisions of Section B.1.2, except as otherwise noted, shall be paid by the Architect. The District has approved the list of consultants as submitted in Section B.1.2. Should the Architect wish to substitute or change one of the consultants listed in B.1.2 Architect will discuss such substitution or change and secure District's agreement to the change in writing.
- 1.5 Nothing in the foregoing shall create any contractual relationship between District and any consultants employed by the Architect under the terms of this Agreement. Architect is responsible for the performance of its consultants as it would be if it rendered these services itself.
- 1.6 District will provide Architect with a site survey and soils report.

2.0 Pre-Design Services

- 2.1 Architect will perform the following pre-design services:
- 2.1.1 Thoroughly review and analyze all documents, provided by District, including the Initial Program Plan (IPP) and any other pre-programming information available to date. Also review the requirements of State Chancellor's Office, Department of the State Architect, and District Board of Trustees.

3.0 Final Program Plan (FPP)

- 3.1 Architect will provide a Final Program Plan (FPP) in accordance with the requirements of the California Community Colleges Facilities Planning Manual, Chapter 5, including, but not limited to the following considerations:
- 3.1.1 Meet with District and campus representatives to confirm the program space needs identified from the IPP document.
 - 3.1.2 Identification and development of Assignable Square Feet (ASF) and Gross Square Feet (GSF) space requirements.

- 3.1.3 Development of circulation assumptions.
- 3.1.4 Understanding internal department adjacencies and adjacencies within departments.
- 3.1.5 Verify stacking plan.
- 3.1.6 Verify location of departments.
- 3.1.7 Visioning session to bring stakeholders together around this phase of the project and develop common vision, goals and objectives – then take them through the process of the project indicating timeframes for their individual participation in this process.
- 3.1.8 Identify opportunities for plan enhancements (i.e.: relocating specific functions to other locations in the building to be more efficient and effective).
- 3.1.9 Preparation of conceptual drawings including floor plans, site plans, elevations, renderings, etc.
- 3.1.10 Preparation of a cost model based on the conceptual drawings and provide the District supporting information to prepare the State JCAF-32 budget form.
- 3.1.11 Prepare a detailed equipment/furniture list for the building to support the State JCAF-33 form.

4.0 Schematic Design Services

- 4.1 Architect will provide the following schematic design services during this phase of the project design:
 - 4.1.1 Utilizing the plans developed through the FPP process and refine the "conceptual" site plan(s) for review by District and the State Chancellor's Office, Department of the State Architect, and District Board of Trustees.
 - 4.1.2 If the "conceptual" site plan(s) indicate substantial construction cost variance, Architect will develop the "magnitude" construction cost estimate for each concept with a professional independent cost estimator.
 - 4.1.3 Provide technical assistance to District in submitting the documents required for environmental assessment and documentation.
 - 4.1.4 Based upon the approved space program and requirements, the approved site plan, and utilizing the floor plan within the FPP prepare several conceptual floor plans for review and approval by District.
 - 4.1.5 Through conferences with District, coordinate the functional and circulation aspects of the approved conceptual floor plans. Specific emphasis will be placed on bay spacing core design and floor plate size and shape.

- 4.2 Architect will prepare a preliminary schematic design package for District review and approval including:
 - 4.2.1 Site plan.
 - 4.2.2 Floor plans.
 - 4.2.3 Exterior elevations, and/or sketches.
 - 4.2.4 Building sections.
 - 4.2.5 Interior sketches.
 - 4.2.6 Architect shall provide District with an Estimated Project Construction Cost based on documents submitted in this phase.

- 4.3 Upon District approval of the preliminary schematic design:
 - 4.3.1 Study alternate structural systems.
 - 4.3.2 Study alternate Heating, Ventilation and Air Conditioning (HVAC) systems and prepare an outline specification to be used by the cost estimator in establishing a construction budget.
 - 4.3.3 Study alternate plumbing systems and prepare an outline specification to be used by the cost estimator in establishing a construction budget.
 - 4.3.4 Study alternate electrical systems and prepare an outline specification to be used by the cost estimator in establishing a construction budget.
 - 4.3.5 Study alternate fire protection systems and prepare an outline specification to be used by the cost estimator in establishing a construction budget.

- 4.4 Through conferences with District select the appropriate building systems.
- 4.5 Provide technical assistance to the cost estimator in the preparation of a construction budget based upon the preliminary schematic design concept.
- 4.6 Upon District approval, refine the preliminary schematic design concept and upon review with the State Chancellor's Office, Department of the State Architect, and District Board of Trustees, make modifications as required.
- 4.7 Through conferences with District, further refine the preliminary schematic design concept and complete the final schematic design documents for final review and approval.

5.0 Design Development Services

- 5.1 Architect will further refine the schematic design and the various building systems and details during design development. Services during this phase of design will include the following:

- 5.1.1 Establish the final design for all architectural systems.
- 5.1.2 Establish the final design for all structural systems.
- 5.1.3 Establish the final design for HVAC systems.
- 5.1.4 Establish the final design for plumbing systems.
- 5.1.5 Establish the final design for electrical systems.
- 5.1.6 Coordinate the requirements of Landscape Architect.
- 5.1.7 Coordinate the requirements of Civil Engineer.
- 5.1.8 Coordinate the requirements of Food Services Design Architect.
- 5.1.9 Coordinate the requirements of District security system.
- 5.1.10 Coordinate the requirements of District Building Management and Maintenance Department.
- 5.1.11 Coordinate the requirements of District Telephone/Communications and Information Technology Department.
- 5.1.12 Coordinate the requirements of the Cost Estimating Architect.
- 5.1.13 Architect shall provide District with an Estimated Project Construction Cost based on documents submitted in this phase.
- 5.1.14 Upon District approval, Architect will coordinate review of the Design Development documents with the State Chancellor's Office, Department of the State Architect, and District Board of Trustees, and make modifications as required.

6.0 Construction Documents Services

- 6.1 Architect will develop documents for the bidding and construction of the Project. Architect services will include the following:
 - 6.1.1 Prepare final architectural drawings, specifications and bidding documents.
 - 6.1.2 Prepare final structural drawings, specifications and bidding documents.
 - 6.1.3 Prepare final HVAC, plumbing, electrical drawings, specifications and bidding documents.
 - 6.1.4 Prepare final landscape drawings, specifications and bidding documents.
 - 6.1.5 Prepare final civil drawings, specifications and bidding documents.
 - 6.1.6 Prepare final food service drawings, specifications and bidding documents.
 - 6.1.7 Coordinate the architectural, structural, HVAC, plumbing, electrical,

landscape, civil, and food service construction documents with the drawings, specifications and bidding documents prepared by the Interior Architect and District's other Architects.

- 6.1.7 Coordinate constructability review process at 50% drawings and 90% drawings.
- 6.1.8 Architect shall submit construction documents to the District for review and approval upon 50% completion, and upon Architect's determination that the documents are 100% complete and coordinated. Architect will resubmit the documents for back check by the District after corrections are made to the 100% submittals.
- 6.1.9 Upon 50%, 100%, and final back check completion of the Construction Documents, Architect shall submit to the District an Estimated Project Construction Cost.
- 6.1.10 The Project is subject to an independent cost estimate conducted by an estimator designated by the District and at the District's expense. Architect shall provide four copies of the current Drawings and Specifications at the following points in the design process:
 - 1. End of Schematic Design phase
 - 2. End of the Design Development phase
 - 3. Construction Document phase at 50% completion
 - 4. Construction Document phase at 100% completion of correction by Architect and back check by District.
- 6.1.11 Provide technical assistance to District in obtaining approvals from the State Chancellor's Office, Department of the State Architect, and District Board of Trustees.
- 6.1.12 Architect shall prepare Construction Documents in compliance with applicable laws, codes, rules, regulations, ordinances, and standards.
- 6.1.13 All documents, illustrations, plans, and other presentation materials developed and prepared by the Architect under this agreement will become the property of the District.

7.0 Bidding and Negotiation Services

- 7.1 Architect will assist to bid and construct the Project. These services are to include:
 - 7.1.1 Provide technical assistance to District in bidding the various elements of the Construction Contract.
 - 7.1.2 Provide technical assistance to District in developing the Contract for Construction with the General Contractor.

8.0 Construction Administration Services

- 8.1 Architect will assist the District in administering the construction process.

Architect services during this phase will include the following:

- 8.1.1 At a pre-construction meeting, establish with the General Contractor, the typical various subcontractors and District, the methods for administering the construction process.
- 8.1.2 Provide weekly on-site observation visits by an Architect Construction Administrator with the intention of assisting the District, and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.3 Provide periodic on-site visits by a representative of the structural, HVAC, plumbing, and electrical engineers with the intention of assisting the District and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.4 Provide periodic on-site visits by a representative of the landscape architect with the intention of assisting the District, and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.5 Provide periodic on-site visits by a representative of the civil engineer with the intention of assisting the District, and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.6 Provide periodic on-site visits by a representative of the food service design Architect with the intention of assisting the District, and the General Contractor and in determining the General Contractor's compliance with the contract documents.
- 8.1.7 Provide the General Contractor with technical assistance in reviewing shop drawings and submittals. Review up to two (2) shop drawing submittals per item.
- 8.1.8 Issue clarifications as required for the progress of the project.
- 8.1.9 Review applications for payment by the General Contractor.
- 8.1.10 Upon completion of the project, develop, with the General Contractor and District, a final punch list of all items to be completed.

9.0 Post-Construction Services and Post Occupancy Services

- 9.1 Architect will assist the District in obtaining the maximum benefit and use of the new building. Architect services during this phase will include the following:
 - 9.1.1 Provide thirty-two (32) hours of meetings with District during the "debugging/commissioning" process for the purpose of assisting District in making any necessary modifications.
 - 9.1.2 Provide two (2) training sessions (including representatives of the architectural, mechanical, plumbing, and electrical staff) for the purpose of

familiarizing District staff with the operations of the building components.

- 9.1.3 Upon completion of the project, organize CADD-generated as-built drawings based upon a record maintained and drawn by the General Contractor during the course of construction.
- 9.1.4 Upon completion of the project, review the equipment and maintenance manuals prepared by the General Contractor.
- 9.1.5 Approximately six (6) months after completion of the facility, provide twenty (20) hours of meetings with District for the purpose of post occupancy review to evaluate the building's effectiveness and assist in gaining the maximum benefit of the facility.
- 9.1.6 Approximately one (1) year after completion of the building, but before the one-year warranty has expired, inspect the facility and prepare a list for repair work by the General Contractor as stipulated in the General Conditions of the Construction Contract.

10.0 Fee for Architectural Services

- 10.1 Total Fee for Basic Services – For services rendered in accordance with this Agreement, the basis for compensation shall be a lump-sum-fee of 7.5% of total construction cost (construction cost is defined as that amount identified for construction in the State JCAF 32 as \$9,200,000, which includes \$400,000 for Group 2 Equipment) in the amount of \$xxxxx. Total FPP Project cost is \$11,042,820.
- 10.2 District agrees Food Service Design Consulting is not included in basic services. District will compensate Architect \$xxxxx for a full service cafeteria design this fee.
- 10.3 All reimbursable expenses are to be included in Total Fee listed in 10.1 above.
- 10.4 Payment shall be made upon completion of each project phase, after review and approval by the District based on and in accordance with the schedule listed below. District agrees to pay directly all permit fees charged by authorities and that these permit fees will not be a reimbursable expense to Architect.

Schedule: Percentage of fee to be paid upon completion of each phase, monthly payments based on the percentage of completion may be made, not to exceed the total fee due for each phase.

1. Pre Design, FPP		5%
2. Schematic Design Phase	Increase to	20%
3. Design Development	Increase to	35%
4. Construction Documents	Increase to	65%
5. Bidding and Award	Increase to	70%
6. Construction Phase	Increase to	95%
7. Construction Completion	Increase to	100%

Recap of Compensation:

1. Pre Design, FPP
 2. Schematic Design Phase
 3. Design Development Phase
 4. Construction Documents
 5. Bidding and Award
 6. Construction Phase
 7. Construction Completion
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10.5 Should there be changes to the scope of the project that affects the fee, District and Architect agree to negotiate additional fees for such scope changes and it is understood that Architect will not proceed without written and signed Authorization for Additional Services from the District.

11.0 Additional Services

District understands and recognizes that Architect has available for additional compensation the following additional services:

- 11.1 Interior signage design package to include basic lobby, way finding and classroom or office numbering.
- 11.2 Lighting Architect.
- 11.3 Audio Visual Architect.
- 11.4 Technology Architect.
- 11.5 Acoustical Architect.
- 11.6 Security Architect.

E. **Location of Services:** The services outlined in Paragraph B 1-11, will be conducted at Architect's offices and at the District.

F. **Review of Services:** The services rendered by the Architect are subject to review by the Associate Vice Chancellor, Facilities.

G. **Suspension:** If the Project is suspended or abandoned for more than twelve consecutive months Architect shall be compensated for all authorized services performed up to the time the District informs the Architect the Project is to be suspended.

H. **Payments:** Payments in consideration of this agreement will be made as authorized by the Associate Vice Chancellor, Facilities, and delivered by U.S. Mail. The final payment shall not be paid until all of the services, specified in Paragraph B, have been satisfactorily completed, as determined by Associate Vice Chancellor, Facilities.

I. **Indemnification:** Architect shall indemnify and hold the District, its Trustees, officers, agents, employees and independent contractors or consultants free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of Architect, its employees, agents or assigns, arising out of, pertaining to, or relating to the performance of Architect services under this Agreement. Architect shall defend, at its expense, including without limitation, attorneys fees (attorney to be selected by District), District, its officers, agents, employees and independent contractors or consultants, in any legal actions based upon such alleged negligence, recklessness or willful misconduct. The obligations to indemnify and hold District free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligence, recklessness or willful misconduct are fully and finally barred by the applicable statute of limitations.

District shall indemnify and hold Architect, its officers, agents, and employees free and harmless from any claim of damage, liability, injury, death, expense or loss whatsoever based or asserted upon any negligence, recklessness, or willful misconduct of the District, its employees, agents, independent contractors, consultants or assigns, arising out of, pertaining to or relating to the District's actions in the matter of this contract and District shall defend, at its expense, including without limitation, attorney fees (attorney to be selected by Architect), Architect, its officers and employees in any legal actions based upon such alleged negligence, recklessness, or willful misconduct. The obligations to indemnify and hold Architect free and harmless herein shall survive until any and all claims, actions and causes of action with respect to any and all such alleged negligent acts are fully and finally barred by the applicable statute of limitations.

J. **Insurance:** Architect shall procure and maintain comprehensive general liability insurance coverage that shall protect District from claims for damages for personal injury, including, but no limited to, accidental or wrongful death, as well as from claims for property damage, which may arise from Architect's activities as well as District's activities under this contract. Such insurance shall name District as an additional insured with respect to this agreement and the obligations of District hereunder. Such insurance shall provide for limits of not less than \$1,000,000.

K. **Non Discrimination:** Architect shall not discriminate against any person in the provision of services or employment of persons on the basis of race, color, national

origin or ancestry, religion, physical handicap, medical condition, marital status or sex.

- L. **Ownership:** All ideas, memoranda, specifications, plans, manufacturing procedures, drawings, descriptions, written information, and other materials submitted to Architect in connection with this Agreement shall be held in a strictly confidential manner by Architect. Such materials shall not, without the written consent of District, be used by Architect for any purpose other than the performance of the Services or Scope of Work hereunder, nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or Scope of Work hereunder.

All data prepared by Architect hereunder, such as plans, drawings, tracings, quantities, specifications, proposals, sketches, magnetic media, computer software or other programming, diagrams, and calculations shall become the property of District upon completion of the Services and Scope of Work described in this Agreement, except that the Architect shall have the right to retain copies of all such data for Architect records. District shall not be limited in any way in its use of such data at any time provided that any such use which is not within the purposes intended by this Agreement shall be at District's sole risk, and provided further, that Architect shall be indemnified against any damages resulting from such use. In the event Architect, following the termination of this Agreement, desires to use any such data, Architect shall first obtain approval of District's representative in writing.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Riverside Community College District

Architect

James L. Buisse
Vice Chancellor
Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PLANNING COMMITTEE

Report No.: VI-C-3

Date: February 20, 2007

Subject: Update on Strategic Planning

Background: Presented for the Board's information is an update on strategic planning processes and activities during the past four months. The District has established strategic planning processes that embody the principles of the Curriculum Centered Strategic Planning Model and the Learner Centered Curriculum Framework. The District's mission is at the core of these processes and is supported by research about students and the community. A structure and a process are in place to manage the strategic planning needs of the District and its campuses. Key structures include Program Review, the Campus Strategic Planning Committees and their subcommittees, and the District Strategic Planning Committee. Processes and current activities resulting from the efforts of these committees will be reviewed.

Information Only.

Salvatore G. Rotella
Chancellor

Prepared by: Kristina Kauffman
Associate Vice Chancellor, Institutional Effectiveness