

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
TEACHING AND LEARNING COMMITTEE  
May 12, 2009 – 7:30 p.m.  
Student Services Foyer, Norco Campus

Committee Members: José Medina, Committee Chairperson  
Janet Green, Vice Chairperson  
Ray Maghroori, Vice Chancellor, Academic Affairs  
Linda Lacy, Vice Chancellor, Student Services/Operations  
Doug Beckstrom, Academic Senate Representative (Moreno Valley)  
Sharon Crasnow, Academic Senate Representative (Norco)  
Richard Davin, Academic Senate Representative (Riverside)  
Angle Lopez, ASRCC Student Representative  
Chris Rocco, CTA Representative (Moreno Valley)  
Dorothy Reina, CTA Representative (Norco)  
Debbie Cazares, CTA Representative (Riverside)  
Gustavo Segura, CSEA Representative (Moreno Valley)  
Jonell Guzman, CSEA Representative (Moreno Valley)

AGENDA

VI. Board Committee Reports

A. Teaching and Learning

1. Veterans' Services  
-The Committee to be presented with information regarding student services and programs available to veterans at Riverside Community College District.
2. Grants Office Report  
-The Committee to be presented with a summary of the work and accomplishments of the Grants Office.
3. Comments from the public.

Adjourn

Prepared by: Naomi Foley  
Administrative Assistant, Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-A-1

Date: May 19, 2009

Subject: Veterans' Services

Background: Presented for the Board's information is a presentation which will highlight student services and programs that are available to veterans at Riverside Community College District. The presentation will include the number of veterans serviced; the certification procedure; services offered by Disabled Student Services and Health Services; and campus reports highlighting counselor training, facilities and services provided, and future plans for expansion.

Information Only.

Irving G. Hendrick  
Interim Chancellor

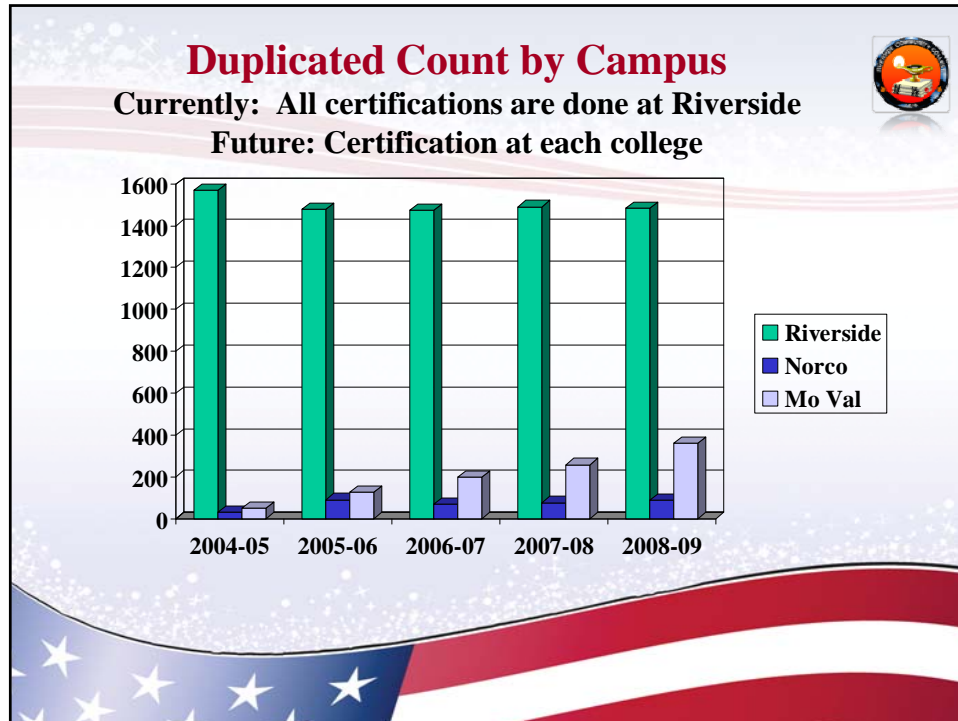
Prepared by: Linda Lacy  
Vice Chancellor, Student Services and Operations



**RCCD Certified Veterans**  
Unduplicated Count

• 2004-05	677
• 2005-06	618
• 2006-07	662
• 2007-08	772
• 2008-09	729

The table is set against a light blue background with a wavy pattern. At the bottom of the table area, there is a graphic of the American flag, showing the stars and stripes.



- ### Using VA Benefits at RCC
- Apply to VA for Veterans Educational Benefits
  - Complete RCC Admissions Application
  - Matriculation
  - Transcript evaluation
  - Program of Study / VA Student Education Plan
  - Registration
    - 2 years priority reg for vets returning from active duty
  - Certification
  - Veterans must submit list of classes to Veterans' Office each term to receive VA benefits

# Campus Reports


Riverside, Norco, Moreno Valley




- Counselor Training
- Facilities
- Services
- Future Plans



# Riverside



- Counselor Training
  - Currently: Articulation Officer in Counseling develops *VA Student Education Plans (SEPs)* in order to ensure that veterans understand which classes the VA will pay for
  - May: Counselor training to enable additional counselors across the district, including DSPS counselor, to do a *Veterans' Check* for the same purpose



## Riverside



- Facilities

- Veterans' Services  
Bradshaw Student Center



- Staffing

- Full Time Veterans' Services Technician
- Veterans Serving Veterans
  - Permanent Part-Time Student Services Technician
  - VA Work Study Students

## Riverside



- Ongoing Services

- Veterans' Services Brochure & VA Resources
- Referral slips to facilitate communication between veterans' office and counseling dept
- Website information
- Veterans' Day Celebrations / Luncheon & Program
- Veterans' Club
- Academic support services & accommodations for Veterans with a disability



## Veterans' Service Committee Riverside



**Admissions & Records**  
Lorraine Anderson, Chair, Sandra Goulsby, Jamie Clifton  
Veterans' Services: Helena Largent, Santos Martinez

**Academic Support (CAP Program)**  
Marilyn Martinez-Flores, Tara McCarthy

**Counseling**  
Pat Titus, Jeff Townsell

**DSP&S**  
Paula McCroskey, Leigh Cordery, Scott Brown

**EOPS**  
Michael Carrillo, Robert Leyva

**Health Services**  
Renee Kimberling, Jeanette Tupper Shearer

**Information Services**  
Michael Bredermann



**Outreach**  
Cindy Taylor, Tony Ortiz

**Science, Technology, Engineering and Math (STEM) grant**  
Garth Schultz, Boira Moeung

**Student Financial Services**  
Eugenia Vincent, Deanna Murrell

**Student Services**  
Monica Delgadillo-Flores, Shona Mitchell

## Riverside



- **Current & Recent Activities**
  - New brochure with steps outlined
  - Presentations to Dept Chairs and District Academic Planning Council
  - Webinar - Information on Post 9/11GI Bill
  - Memorial Day observance
  - “An Afternoon with the Vets”  
(Wounded Warrior awareness)
- **Future Plans**
  - Veterans' Orientation
  - Boots to Books Guidance-48 class
  - Website enhancement
  - Mentors: Veterans Serving Veterans
  - Remodel veterans services' office to better accommodate veterans' needs

## Moreno Valley

- **Counselor Training**
  - Training scheduled for Larry Pena and Sal Soto
- **Facilities**
  - Dedicated office space: SA 107

## Moreno Valley

- **Services**
  - Admissions and Records Liaison: Gail Byrne
  - Student Financial Services Specialist: Jeff Townsell
  - Information Pamphlet



### GI BILL

Chapter 34  
 Veterans Administration Vocational  
 Rehabilitation

Chapter 35  
 Children and Widows of Widowers of De-  
 ceased or Disabled Veterans

Chapter 30  
 Active Duty Educational Assistance Programs  
 Chapter 1606

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NEW BENEFIT USER

Chapter 30, 1606 or 1607 - Apply with the VA-  
 Form 22-1990  
 Apply online at [www.gbill.usva.gov](http://www.gbill.usva.gov), or obtain the 22-  
 1990 from RCC Veterans Services  
 Chapter 34 - Apply with the VA- Form 22-5400.  
 Apply online at [www.gbill.usva.gov](http://www.gbill.usva.gov), or obtain the 22-  
 5400 from RCC Veterans Services

Within 2-4 weeks, the VA will send you two  
 copies of your Certificate of Eligibility. Bring  
 one copy to the RCC Veterans Services Office.


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PREVIOUS BENEFIT USER

Chapter 30, 1606 or 1607 - Obtain a copy of Form  
 22-1995 and turn it in to the RCC Veterans Ser-  
 vices Office.  
 Chapter 34 - Obtain a copy of Form 22-5495 and  
 turn it in to the RCC Veterans Services Office.

Forms can be found at [www.gbill.usva.gov](http://www.gbill.usva.gov) or the  
 RCC Veterans Services Office.  
 951-571-6178

Moreno Valley Campus Veterans Committee meets  
 on the 4th Wednesday of the month. Veterans are  
 encouraged to attend. Phone 951-571-6110.



**NOTE:**  
 If you have a disability requiring an accommodation,  
 please call 571-6138 at least 48 hours prior to the  
 event to ensure accommodation availability.

#### Student Services at RCC-MoVal

Admissions & Records (951) 571-6101  
 - Priority Registration, Course Enrollment, GI Bill

Assessment Center (951) 571-6492  
 - English, Math, and Reading Placement Tests

Bookstore (951) 571-6107

Course Requirements and Tests  
 Career/Transfer Center (951) 571-6205

Transfer Opportunities and Job Placement  
 Counseling (951) 571-6104

Student Educational Plan (SEP), Career Planning  
 DSP&S (951) 571-6130

Extended Test Time, Adaptive Technology, Priority Reg  
 1609P (951) 571-6253

Priority Registration, Book Voucher  
 Financial Services (951) 571-6139


BOG-Waiver, Cal Wex, PAFSA  
 Health Services (951) 571-6103

Mental Health Counseling, Referral Services  
 Student Activities (951) 571-6105



Clubs/Events/Student Activities  
 Tutorial (951) 571-6107

File for most RCC owned  
**Reservations**

Riverside County Dept. of VA- Main Office  
 115A Ignite Street  
 Riverside, CA 92506-2428  
 (951) 958-6590  
 VA Regional Office  
 125 South Main Street  
 Modesto, CA 95801  
 1-800-827-1050 FAX 916-761-7909  
 VA Medical Clinic/Center  
 800 Magnolia Ave., Suite 101/110  
 Concord, CA 94710-3122  
 VA Regional Office, Los Angeles/San Diego  
 1-800-827-1000 1-877-838-2778 1-888-GIBILL-1  
 VA Life Insurance Center  
 1-800-526-8477  
 Jerry Dennis Memorial VA Hospital  
 (909) 825-7064  
 Cal-Vet Home Loan Information  
 (909) 478-7843  
 Dial 3-1-1  
 Free Call to access Human Service Agency  
**HELPLINE**  
 24/7 Crisis/Intervention Hotline (951) 486-4444



Riverside Community College District  
**VETERANS SERVICES**  
 AT MORENO VALLEY

*Veterans helping Veterans*

RCC - MORENO VALLEY Welcomes all Veterans of the US Armed Forces.  
 We are proud to have you here and thank you for serving our country. Now it's Our Turn to Serve You.

#### How to Receive Your GI Bill Educational Benefits

**Step 1: RCC Application Process**

**A. Apply at RCC website [www.mvcc.edu](http://www.mvcc.edu)**  
 \*Click on **enroll as a student**  
 \*Select **Veterans Assistance**  
 You may call **Admissions & Records** with  
 questions about the application process at  
 (951) 571-6102

**B. Take the Assessment Test**  
 \*Call (951) 571-6492 or  
 \*Access our **class and instructor**  
[www.mvcc.edu](http://www.mvcc.edu)  
 \*Click on **Student Services**  
 \*Self Assessment

**C. Attend a New Student Orientation**  
 Phone Counseling at (951) 571-6104


**Step 2: Apply for Veterans Educational Benefits**

Go to [www.gbill.usva.gov](http://www.gbill.usva.gov) and apply online for VA  
 Educational Benefits or print out the **Application for  
 Educational Benefits** and mail it to the VA. Check for  
 VA approved programs listing for RCCD.

**Step 3: Official Transcripts**

Official transcripts must be official, sealed, and less  
 than 90 day old. Include Military transcripts (Army,  
 National Guard, Navy, Marine, Air Force, and Coast  
 Guard) as well as all other high school and college  
 transcripts.

**Have ALL Transcripts mailed/hand carried to:**  
 RCC - Moreno Valley Campus  
 Counseling Department  
 1630 Laverne Street  
 Moreno Valley, CA 92551



#### Step 4: Choose a Program of Study

For VA purposes, a specific approved educational pro-  
 gram must be chosen. No undecided or General Education pro-  
 grams will be accepted by the VA. Classes that are in-  
 cluded in the student educational plan (SEP) will be pay-  
 able by the VA. A student may only pursue one educa-  
 tional goal at a time. Students may change their educa-  
 tional goal by filing out a change of program/change of  
 school form.

- RCC articulation agreements are found at  
[www.mvcc.edu](http://www.mvcc.edu)
- A list of approved programs is available at  
[www.gbill.usva.gov](http://www.gbill.usva.gov)
- Go to the Veterans Services Office at the  
 Riverside Campus to complete the process

**Step 5: Student Educational Plan (SEP)**

- After choosing your program, an SEP will be  
 prepared by the Veterans Services Committee  
 (located at the Riverside Campus only at this  
 time)
- Assessment scores and official transcripts must be  
 on file in order to proceed in completing the new  
 student educational plan. When registering for  
 classes refer to your copy of the SEP. Only re-  
 quired classes on the SEP are payable by the VA



**Step 6: Certification**

Once enrolled in classes, fill out a Veterans  
 Statement of Responsibility (Blue Sheet). This is  
 available in the Admissions and Records Office  
 at the Moreno Campus and must be completed  
 by the student every semester in order to qual-  
 ify for continued benefits.

The Veterans Services Office will check that the  
 classes are included in a student SEP before  
 the enrollment certification is submitted to the  
 VA.

At the end of every month, Chapter 30, 1606, and  
 1607 students must call (877) 823-2378 or go to  
[www.gbill.usva.gov](http://www.gbill.usva.gov) to verify their enrollment  
 and receive payment.

**Policy for Students Called to Active Duty**  
 If a member of a National Guard unit, Reserve  
 Component, or as a discharged veteran, you are  
 called to active duty, immediately contact your re-  
 cords office and your VA coordinator immediately.  
 You need to provide a copy of your orders to each  
 person.

We will embrace you as warriors today, we will embrace you without uniforms tomorrow.  
*Secretary of the Navy Josephus Daniels, 1919*

## Moreno Valley

- Veterans Committee
- Two Student Scholarships
  - MVC Veterans Scholarship
  - Manuel Guzman Memorial Scholarship
- Special Recognition at Commencement

## Moreno Valley

- Future Plans
  - Full-Service Veterans Office
  - Veterans Auxiliary Group
  - Student Club



## • **VETERANS' SERVICES NORCO CAMPUS**



### **Accessing VA Benefits at NORCO**

- Apply at RCC and complete the matriculation process
- Apply for Veterans' Educational Benefits
- Submit Official Transcripts from all prior institutions
- Declare a program of study on the Veterans' Statement of Responsibility (Blue Sheet)
- Obtain Student Educational Plan and Certification (Currently offered at the Riverside City Campus)

# SERVICES

## Student Services at RCC Norco

**GI Bill**

**Chapter 31**  
 Veteran's Administration Vocational Rehabilitation

**Chapter 35**  
 Children and Widows or Widowers of Deceased or Disabled Veterans

**Chapter 30**  
 Active Duty Educational Assistance Program

**Chapter 1606**  
 Selected Reserve Educational Assistance Program

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**NEW BENEFIT USER**

**Chapter 30 - 1606 or 1607 - Apply with the VA - Form 22-1990**  
 Apply online at [www.gibill.va.gov](http://www.gibill.va.gov), or Obtain the 22-1990 from the RCC Veterans Services Office

**Chapter 35 - Apply with the VA - Form 22-5490**  
 Apply online at [www.gibill.va.gov](http://www.gibill.va.gov), or Obtain the 22-5490 from the RCC Veterans Services Office

Within 2-4 weeks, the VA will send you two copies of your Certificate of Eligibility. Bring one copy to the RCC Veterans Services Office

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**PREVIOUS BENEFIT USER**

**Chapter 30, 1606 or 1607**  
 Obtain a copy of the Form 22-1995 and turn in to the RCC Veterans Services Office

**Chapter 35**  
 Obtain a copy of the Form 22-5495 and turn in to the RCC Veterans Services Office

Forms can be found at [www.gibill.va.gov](http://www.gibill.va.gov), or the RCC Veterans Services Office

**Student Services at RCC Norco**

Admissions & Records	(951) 372-7002
• Disability/Qualification, Financial Foundation	(951) 372-7156
Assessment Center	(951) 372-7156
• English, Math, and Reading Placement Tests	(951) 372-7085
Bookstore	(951) 372-7043
• Course Requirements and Texts	(951) 327-7101
Career/Transfer Center	(951) 372-7070
• Transfer Opportunities and Job Placement	(951) 327-7128
Counseling	(951) 327-7006
• Student Educational Plans (SEP), Career Planning	(951) 372-7046
DSAPS	(951) 372-7007
• Extended Test Time, Adaptive Technology, Priority Reg.	(951) 372-7007
EOPAs	(951) 372-7007
• Priority Registration, Book Vouchers	(951) 372-7046
Financial Services	(951) 372-7007
• ROCI/Waiver, Cal Vets, FAFSA	(951) 372-7046
Health Services	(951) 372-7007
• Mental Health Counseling, Referral Services	(951) 372-7007
Student Activities	(951) 372-7143
• Clubs/Events/Student Activities	(951) 372-7143
Tutorial	(951) 372-7143
• Free for most RCC courses	

**Resources**

Riverside County Dept. Of VA - Main Office  
 1123A Santa Ana Blvd  
 Riverside, CA 92507-2428  
 (951) 955-0000

VA Medical Clinic/Center  
 1400-009-0477  
 1407-038-2778 1-800-688-1110  
 Corona, CA 92670-3123

VA Regional Office, Los Angeles/San Diego  
 1-800-627-1000 1-877-638-2778 1-800-688-1110

VA Life Insurance Center  
 1-800-699-0477

VA Medical Center  
 (909) 825-7094

Cal VA Home Loan Information  
 (909) 478-7513

Dial 2-1-1  
 This Call is access Human Service Agencies

**HELPLINE**  
 (24hrs) 1-800-4-a-week crisis/intervention Helpline  
 (951) 686-HELPL

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### VETERAN'S SERVICES AT NORCO




**"A DREAM DOESN'T BECOME REALITY THROUGH MAGIC; IT TAKES SWEAT, DETERMINATION AND HARD WORK."**

**COLIN POWELL**

RCC Norco 2001 Third Street Norco, CA 92860  
[www.rcc.edu/norco](http://www.rcc.edu/norco)

# SERVICES

**RCC - NORCO CAMPUS ACKNOWLEDGES AND VALUES YOUR SERVICE TO OUR COUNTRY. WE WELCOME YOU BACK INTO THE COMMUNITY AND EXTEND OUR SERVICES AS YOU PURSUE YOUR EDUCATIONAL GOALS.**











**How to Receive Your GI Bill Educational Benefits**

**Step 1: RCC Application Process**

- Apply at RCC [www.rcc.edu](http://www.rcc.edu)  
 Call Admissions & Records with questions about the application process at (951) 372-7002
- Take the Assessment Test  
 Call Counseling to sign up for a test date at (951) 372-7101
- Attend a New Student Orientation  
 Call Counseling to schedule your appointment at (951) 372-7101

**Step 2: Apply For Veteran Educational Benefits**

Go to [www.gibill.va.gov](http://www.gibill.va.gov) and apply online for VA Educational Benefits or print out the Application for Educational Benefits and mail it to the VA. Check for VA approved programs listing for RCCD.

**Step 3: Official Transcripts**

Official transcripts must be official, sealed, and less than 90 days old. Include Military transcripts (Army, National Guard, Navy, Marines, Air Force, and Coast Guard) as well as all other high school and college transcripts.

Have ALL Transcripts mailed/hand carried to:

RCC - Norco Campus  
 Counseling Department  
 2001 Third St.  
 Norco, CA 92860

**Step 4: Choose a Program of Study**

For VA purposes, a specific approved educational goal must be chosen. No undecided or General Education programs will be accepted by the VA. Classes that are included in the student's educational plan (SEP) will be payable by the VA. A student may only pursue one educational goal at a time. Students may change their educational goal by filling out a change of program/change of school form.

RCC articulation agreements are found at [www.assisl.org](http://www.assisl.org)

- list of approved programs is available at [www.gibill.va.gov](http://www.gibill.va.gov)
- Go to the Veterans Services Office at the Riverside Campus to complete the process

**Step 5: Student Education Plan (SEP)**

- After choosing your program, an SEP will be prepared by the Veterans Services Counselor (located at the Riverside Campus only at this time)
- Assessment scores and official

transcripts must be on file in order to proceed in completing the new student educational plan

- When registering for classes refer to your copy of the SEP. Only required classes on the SEP are payable by the VA.

**Step 6: Certification**

Once enrolled in classes, fill out a Veteran's Statement of Responsibility (Blue Sheet). This is available in the Admissions and Records Office at the Norco Campus and must be completed by the student every semester in order to qualify for continued benefits.

The Veterans Services Office will check that the classes are included in a student's SEP before the enrollment certification is submitted to the VA.

At the end of every month, Chapter 30, 1606, and 1607 students must call (951) 823-2378 or go to [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave) to verify their enrollment and receive payment.

**"THE TRUTH OF THE MATTER IS THAT YOU ALWAYS KNOW THE RIGHT THING TO DO. THE HARD PART IS DOING IT."**  
 -NORMAN SCHWARZKOPF

## **COUNSELOR TRAINING**

- Currently, Norco Veteran students are referred to the Riverside City Campus to complete the Student Educational Plan (SEP).
- In May 2009, through the district initiative, all Norco counselors will receive training to administer the Veteran Student Education Plan (SEP).

## **FACILITIES**

- *Admissions & Records Office*
- First Floor of SSV

## **NORCO STATISTICS**

- 210 Veteran Students are enrolled in at least one class at the Norco Campus in Spring 2009 Semester

## **FUTURE PLANS**

- Student Financial Services
- Certification Process



## **NORCO VETERANS' TASK FORCE**

### **Admissions & Records**

Mark DeAsis, Chair  
Edward Alvarez  
Lorenzo Hernandez

### **Outreach**

Daniela McCarson

### **Student Activities**

Dimitrios Synodinos

### **Counseling**

Jimmie Hill

### **Student Services**

Dr. Monica Green

### **DSP&S**

Keith Coleman  
Leona Crawford

### **Matriculation**

Maria Maness



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TEACHING AND LEARNING COMMITTEE

Report No.: VI-A-2

Date: May 19, 2009

Subject: Grants Office Report

Background: In compliance with Board Policy 3280, the Grants Office will present to the Board a summary of its work and accomplishments on behalf of the District and its three campuses. This presentation will include a report of grant applications submitted and grant awards received thus far in the 2008-09 fiscal year.

Information Only.

Irving Hendrick  
Interim Chancellor

Prepared by: Richard Keeler  
Director, Grants

Grants Office  
Summary of Work and Accomplishments  
2008-09

For many years the Grants Office has supported institutional efforts to enhance the learning environment for students through the acquisition of public and private grants and the provision of training, consultation and technical assistance services in support of grant management and compliance. As the strategic planning process evolved to correspond with our changing institutional structure, the Grants Office moved to integrate itself into the strategic planning committees of the campuses and the district. The purpose of this integration is to align grant funding requests with identified and articulated needs and goals. What follows is a summary of the most significant work performed and accomplishments achieved by the Grants Office thus far in the 2008-09 fiscal year as it relates to the strategic initiatives detailed below.

Riverside City College

Science, Technology, Engineering and Math (STEM)

A major emphasis at Riverside City College (RCC) is to enhance its work in the STEM disciplines, most especially in the area of outreach to underrepresented populations. In support of this initiative, the Grants Office prepared two applications for RCC under the College Cost Reduction and Access Act (CCRAA) Program, one for an individual grant and another for a cooperative. In September of 2008, RCC received awards for both, which collectively provide more than \$3.6 million dollars of funding over a period of two years. These grants, titled “Access to Success” and “Step Up to Success” respectively, are intended to (1) increase the number of underrepresented minorities, women, and veterans who want to attend RCC and major in STEM; (2) increase student retention; (3) create faculty-to-faculty teams in order to evaluate STEM extended courses and determine equivalency; (4) develop a model STEM transfer program with two local 4-year universities; (5) develop a student tracking system and activities that reinforce the connection between high school students and RCC and between RCC students and 4-year institutional partners; (6) provide an arena for sharing and collecting “effective practices” among CCRAA awardees and other community colleges and their 4 year institutions; and (7) update the articulation agreements with California State Polytechnic University, Pomona, in biology, mathematics, CIS and engineering.

Student Engagement

Riverside City College has expressed a desire to strengthen its focus on and support of student engagement. Based on research conducted by the Center for Community College Student Engagement, RCC is working with the Grants Office and Ramona Munsell and Associates Consulting, Inc., to develop a model of student engagement that will be the primary

focus of a Title V Developing Hispanic-Serving Institutions Program application, which is expected to be due in June or July of this year. The model includes pathways for the undecided student; pilot courses; “intentional support” which includes counseling, mentoring and peer advocacy; collaborative learning; and comprehensive faculty and student engagement strategies and resources. The application will request approximately \$2.8 million dollars over a five-year grant period.

### School of Nursing

In November of 2008, we submitted a request for \$200,000 to the Office of Statewide Health Planning and Development’s Song-Brown Capitation Program and received an award equal to the request that will fund a significant portion of a faculty position in the Associate Degree in Nursing (ADN) Program from July 2009 through June 2011. As a result of this award we are able to offer enrollment in the ADN program to an additional ten students.

The School of Nursing received a second Song-Brown Capitation award, also in the sum of \$200,000, to fund a portion of another ADN faculty from July 2008 through June 2010 and support an additional ten students in the ADN program.

A Song-Brown Special Programs award was also received for the same time period (July 2008 through June 2010). That funding, an award of \$73,046, provided for the purchase of Assessment Testing, Incorporated (ATI) products for use by ADN students enrolled in Nursing 1 and 2 in the fall 2008 term. The products build critical thinking and test taking skills through the use of online testing of specific content as well as proctored exams given at the completion of each content area.

The School of Nursing also received an Enrollment Growth for ADN Programs grant and a subsequent augmentation that provides more than \$1.5 million dollars over a two-year grant period (2008-10) and expands enrollment in the ADN program by a total of 166 new and 54 continuing students.

In April 2009, we submitted a required non-competitive continuation application to secure third year federal funding in the amount of \$378,107 from the Health Resources and Services Administration for our Nurse Education, Practice and Retention Program.

Riverside City College also received a congressionally-directed grant award titled “Fast-Track to the ADN Program” in the amount of \$335,043, which began in September of 2008. These funds are for the purpose of developing and implementing a program in collaboration with Rubidoux and other area high schools that would allow students to enter into a career preparation pathway as early as their freshman year. The pathway, which includes courses in biology, health, chemistry and anatomy and physiology that have been aligned with the ADN Program, moves students through science, math and general college preparation courses in a progression that focuses on success and a future career. With the successful completion of the high school fast-track courses, students would be invited as early as their junior year to attend college-level ADN preparatory and/or pre-requisite courses. Upon graduation from high school and completion of the program, these students could then enter the ADN program and complete the full associate degree program in two years. This would move them into their nursing careers at least one full year sooner than the standard degree programs and could allow them to transfer to specialty degree programs offered by partnering institutions even sooner.

## Early Childhood Education

In May, we will submit a request for more than \$300,000 to the U.S. Department of Education's Child Care Access Means Parents in School (CCAMPIS) Program. If funded, the award would subsidize child care for low-income students at the Riverside City College Early Childhood Education child care facility by up to 50% of the cost of the fees. The grant would operate over a four year period.

## Moreno Valley Campus

### Science, Technology, Engineering and Math (STEM)

The Moreno Valley Campus (MVC) has also articulated STEM as a major focus, but more specifically geared toward the allied health disciplines. The Grants Office prepared an application to the College Cost Reduction and Access Act (CCRAA) Program for the MVC, and it received an award of more than \$2.1 million dollars over a two-year period to fund Project SUCCESS. The goals of Project SUCCESS are to (1) increase student persistence and graduation rates of targeted students in STEM fields of study; (2) increase the transfer rate of targeted students in STEM fields of study; (3) improve and increase STEM articulation agreements among institutions and four-year universities; (4) increase student learning and success through revised and integrated academic and student support services; and (5) increase the number of targeted students who pursue careers in STEM fields.

### Public Safety

The MVC is also preparing a Title V Developing Hispanic-Serving Institutions Program application, but with a focus on Public Safety. The application proposes a two-pronged activity to expand student access to and success in academic programming in the rapidly growing areas of public safety, thereby preparing non-traditional, at-risk students for stable and lucrative employment in our region.

The proposal includes the development of a Basic Skills Pre-Academy at the Ben Clark Training Center (BCTC) to prepare students to enter and succeed in the Fire, Peace, or Corrections Academies. Developed for delivery over a nine-week period prior to enrollment in these target academies, redesigned basic skills courses would infuse content related to public safety issues, thereby providing a context for basic skills training that is relevant to students whose goal it is to enter high-demand and growing professions in the fire science and law enforcement areas.

Over the five-year period of the grant, the Fire, Peace and Corrections Academies will be redesigned to address twenty-first century workforce needs, the unique demands of our region, and the needs of the population served by the Ben Clark Training Center. Updated curriculum – incorporating realigned student learning outcomes, basic skills reinforcement, hands-on training, and content to prepare students to work successfully with the ethnically and culturally diverse

population of Southern California will work in conjunction with the Scenario Village being developed by the county at the Ben Clark Training Center. Increased program capacity, meanwhile, will directly address growth. A part-time Fire Academy will also be developed to address the needs of working students who are unable to attend the academy in its current full-time format.

In addition, newly-developed online student services will be developed and piloted to extend access to a range of support services. These online services, to include orientation, advising, writing and math placement, tutoring, and library access, would be supported by expanded technological infrastructure and designed to meet the needs of time-constrained, working students. The application will request approximately \$2.8 million over a five-year grant period.

### Allied Health

Moreno Valley Campus has greatly increased the number of grant applications it submits on behalf of its Allied Health programs. In February 2009, the campus received notification that it will receive \$495,000 of federal Workforce Investment Act funds through the "Governor's Discretionary Funds for Allied Health Programs". The campus worked with our office to prepare the required application. The grant will pay for faculty time, equipment and supplies to develop a Speech Language Pathology Assistant program and increase capacity in existing Medical Assisting and Certified Nursing Assistant programs. There also is the possibility of receiving additional continuation awards through this same grant application in two upcoming cycles, the first to begin July 1, 2009.

The Grants Office recently received a request from the MVC to develop an application to the Statewide Economic Stimulus Program for Allied Health Funds (ARRA) through the Chancellor's Office. As much as \$400,000 can be requested for support over a two-year grant period. The purpose of the program is to expand capacity in existing allied health programs or develop new programs in the following areas: Medical Lab Technician, Pharmacy Technician, Radiologic Technologist, Dental Assistant, Dental Hygienist, Medical Assistant or Respiratory Therapist. The application is due in June 2009.

In January 2009, The Riverside Community Health Foundation awarded Moreno Valley Campus \$128,655 for the Dental Hygiene Program in the project titled "Teeth Are Us." Serving 12,865 low-income students in 33 schools and in eight unified school districts, Teeth Are Us has the goal to assure, promote, and protect the oral health of Riverside County's school children. The program provides preventive oral health services to elementary school children in high-need areas. There is a second application pending at the Riverside Community Health Foundation for \$260,000 to fund 10 new dental operatories. A decision is expected to be made in the latter half of May.

Work is currently in progress to meet the proposal development requirements of a Health Resources and Services Administration (HRSA) \$329,670 federal earmark grant for Allied Health Program equipment that is also due in the month of May. The equipment from this grant will help the Dental Hygiene program and several new allied health programs under development.

The Physicians Assistant (PA) program was awarded a Song-Brown grant through the Office of Statewide Health Planning and Development (OSHPD) in the amount of \$108,684 to help offset the cost of a full-time PA faculty member in 2008-09. An award in the amount of \$107,000 was also received for the same purpose for 2009-10. The PA program also received \$99,808 from OSHPD in the Song-Brown Special Programs category to support students who have completed the PA program and are seeking additional training in the mental health field.

### Community Services

The Grants Office will soon begin work on an application to the Hispanic-Serving Institutions Assisting Communities (HSIAC) Program. Although the focus of the program to be proposed is not yet known, the purpose of the HSIAC program is to assist Hispanic-Serving Institutions expand their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing, and economic development, principally for persons of low- and moderate-income. As much as \$600,000 can be requested over a three year grant period.

### Norco Campus

#### CIS Gaming and Simulation

The Norco Campus is preparing an application to the Title V Developing Hispanic-Serving Institutions Program that incorporates a number of components related to gaming and simulation as well as a plan to develop a student services structure at the campus. Among its many proposed activities in the area of gaming are: the modification of existing programming courses to include gaming for core teaching examples, the development of a flash programming emphasis within the game programming track, the integration of games and game technology in an interdisciplinary approach that includes non-gaming disciplines and faculty development to support this integration.

The development of the student services structure will include modules to support assessment, student financial services, financial aid and matriculation support. The application will request approximately \$2.8 million over a five-year grant period.

#### Logistics and Supply Chain Management

In April 2009, a preliminary application to the National Science Foundation's Advanced Technological Education in its "National Center" category was submitted to request a review and comments on a \$4.9 million dollar request to fund a National Center of Excellence for Supply Chain Technology Education. Comments received will be incorporated into the full proposal, which will be submitted in October of 2009, making that request more competitive. The mission of the Center will be to increase the quantity and quality of technicians meeting the country's



growing workforce demand for technicians in supply chain, transportation, distribution and logistics, and avoiding outsourcing to other countries. Led by the Norco Campus, the National Center will involve partnerships with Sinclair Community College in Dayton, Ohio, and educational, industrial, civilian and military partners across the country that are involved in the supply chain continuum: acquisition, port operations, transportation (air, rail, and truck), distribution, warehousing, and security. Technology (Geographic Information Systems, Radio Frequency Identification, data warehousing, enterprise resource planning, warehouse management systems, data security, etc.), will be involved as a tactical deployment of sound business strategy that permeates the entire supply chain.

### Green Technology

In April 2009, the Grants Office prepared a preliminary application to the National Science Foundation's Advanced Technological Education in its "Project" category to request a review and comments on a \$607,185 request to fund Project Green Belt. Comments and recommendations will be incorporated into a full proposal request in October 2009, making that request more competitive. Project Green Belt at the Norco Campus will educate and produce approximately 300 green technicians and workers over the three year project in the areas of Electrical, Architecture/Engineering, and Manufacturing to fill the growing demand for these positions. Project Green Belt has three objectives. The first is to redesign existing curriculum to align with industry standards and provide an up-to-date green technology curriculum. The second objective is to develop "train the trainer" courses to enhance educators' teaching skills, and understanding of current technologies and practices. The final objective is to expand education and industry options for all students while focusing on underrepresented students, through strengthening links with regional high schools and nearby four-year institutions.

### Riverside Community College District

#### The Mine Okubo Collection

Early this fiscal year, Riverside Community College District received a \$5,000 grant award from the California State Library for its California Civil Liberties Public Education Program (CCLPEP). The funds support the organization and inventory of Mine Okubo's writings and their storage for preservation in addition to the creation of digital images of 60 pieces of her art work that are to be made available via RCCD's library web-site.

In February of this year, a second request was submitted to the California State Library for an additional \$25,000 to fund a descriptive inventory and brief catalog of Okubo's papers and art for the general public to give them an understanding of her significance as an artist influenced by the Japanese-American World War II internment.

In May 2009 we will submit an application to the National Endowment for the Humanities to request \$6,000 from their Preservation Assistance for Smaller Institutions Grant to continue the district's work on this significant body of work.

### Campus Police

In April, our office worked with Chief Miyashiro to prepare an application to the U.S. Department of Justice's COPS Hiring Recovery Program (American Recovery and Reinvestment Act of 2009 Funds). The application requests \$926,292 to augment the district's sworn officer force by four full-time officers over a three year period.

### Emergency Preparedness

Our office is currently collaborating with our district's Chief of Police and representatives of the Moreno Valley Campus for the Ben Clark Training Center (BCTC) to prepare an application to the State Homeland Security Grant Program (SHSGP), which is expected to be due in June or July of 2009. The SHSGP supports the implementation of State Homeland Security Strategies to address the identified planning, equipment, training and exercise needs for acts of terrorism and other catastrophic events. Our proposal is expected to request funds in the range of \$300K and \$400K and will primarily be for equipment such as emergency generators and satellite phones. We may also propose some curriculum development for the BCTC scenario village, but final decisions have yet to be made. A planning meeting is soon to be scheduled with Riverside County Fire, Sheriff and Public Health officials to coordinate our response, as the County is required to select proposals to incorporate into one large request that is submitted to the State on behalf of the County as a whole.

### Economic Stimulus Opportunities

We have met with the campuses and district personnel regarding developing a strategic response to the federal government's economic stimulus package, through H.R. 1, known as the American Recovery and Reinvestment Act (ARRA). In April, the State released a request for proposals for the State Fiscal Stabilization Fund, but California community colleges were not eligible to apply. We checked with the program contact in Sacramento to confirm that only state universities and the University of California system were eligible.

The U.S. Department of Labor is releasing funds to the local workforce development center in Riverside County, who in turn are speaking with RCCD officials. RCCD campus representatives are meeting with the local workforce development agency to discuss the program areas of interest. The workforce agency has told RCCD representatives that there is a total of \$2 million to award at this time, and they are interested in community college contract education. Two sectors have been identified as areas of focus for the time being: Health Care and Renewable Energy. There is ongoing strategic coordination among the campuses and programs to respond to the workforce agency requests.

The U.S. Department of Labor is expected to release competitive requests for funding beginning in July for the "Green Jobs" and High Growth Job Training Initiatives, both part of a strategic effort to prepare workers to take advantage of new and increasing job opportunities in

high growth, high demand and economically vital sectors of the American economy. Fields such as health care, information technology, and advanced manufacturing have jobs and solid career paths left untaken due to a lack of people qualified to fill them. Other areas of interest include the automotive industry, biotechnology, construction industry, energy, financial services, and geospatial. There will be other areas identified to receive funding, including aerospace, retail and transportation.

The High Growth Job Training Initiative targets worker training and career development resources toward helping workers gain the skills they need to build successful careers in these and other growing industries. The U.S. Department of Labor's Employment and Training Administration is supporting comprehensive partnerships that include employers, the public workforce system, and other entities that have developed innovative approaches that address the workforce needs of business while also effectively helping workers find good jobs with good wages and promising career pathways in each of the targeted industries. The grants are intended to provide genuine solutions, leadership, and models for partnerships that can be replicated across the country.

We are watching for funding opportunities in economic recovery programs across federal agencies, including HRSA, where partnerships with federally qualified health care facilities may be required in some cases.

Federal, State, and Foundation Grant Awards Presently Running

Grant Title	Location	Award Begin Date	Award End Date	Amount of Award Received	Funding Agency	Summary
Title V - Hispanic Serving Institutions	Riverside	10/01/03	09/30/09	\$2,079,625	U.S. Department of Education	To improve the success of Hispanic, at-risk and low-income students through an integrated approach involving instruction, student services and learning support services
Title V - Hispanic Serving Institutions	Moreno Valley	10/01/03	09/30/09	\$2,171,373	U.S. Department of Education	To improve the success of Hispanic, at-risk and low-income students through an integrated approach involving instruction, student services and learning support services
Nuvview Bridge Early College High School	Moreno Valley	07/01/04	06/30/09	\$400,000	Bill & Melinda Gates Foundation through the FCCC	To establish Nuvview Bridge High School as an ECHS
FIPSE (Fund for the Improvement of Postsecondary Education) 4-years	Riverside	10/01/04	07/31/09	\$294,437	U. S. Dept of Education	To establish, in partnership with the Alvard Unified School District and four area universities, a collaboratively governed Center for Innovative Teaching and Learning
Copernicus - Title II (Partner to University of California, Riverside)	Riverside	10/01/04	09/30/09	\$489,136	U.S. Department of Education	To increase the number, quality and diversity of science teachers and to become a national model programs for science education
Title V Cooperative Partner to Chaffey	Riverside	10/01/04	09/30/09	\$1,169,323	U.S. Department of Education	To improve the institutional capacity of academic programs, improve institutional management, and strengthen the fiscal stability of Chaffey Community College and Riverside Community College. Focus is on increasing capacity to serve Hispanic students. Involves Teacher Prep program.
Middle College High School	Moreno Valley	07/01/05	06/30/09	\$656,442	Chancellor's Office	To design and implement a program for at-risk high school students in Moreno Valley that allows them to take college courses to satisfy requirements for both college credit and a high school diploma.
Tech Prep Demonstration Grant	Riverside	07/01/05	06/29/10	\$777,024	U.S. Department of Education	Gateway to College Early College High School provides at-risk youth, 16 through 20 years of age, who have dropped out of school, or are near dropping out of school, with the opportunity to earn a high school diploma while on the community college campus and to earn college credit leading to an associate's degree or a vocational certificate in a four-year sequence, or sooner, depending on the number of credits earned at the time of enrollment

Federal, State, and Foundation Grant Awards Presently Running

Grant Title	Location	Award Begin Date	Award End Date	Amount of Award Received	Funding Agency	Summary
TRIO Student Support Services - Norco	Norco	09/01/05	08/31/10	\$1,100,000	U.S. Department of Education	To increase the college retention and graduation rates of its eligible participants (low-income, first generation or disabled and enrolled in an institution of postsecondary education) and facilitate the process of transition from one level of higher education to the next through the provision of counseling and academic services
CCAMPIS - (Child Care Access Means Parents in School)	Riverside	10/01/05	09/30/09	\$435,952	U.S. Department of Education	To increase student parent access to child development-based services, and provide access to academic and parenting programs, such as parent networks for like-age children
Construction Earmark - School of Nursing	Riverside	10/01/05	09/30/10	\$198,400	U.S. Department of Housing and Urban Development	Final appropriations pending to provide for construction costs for the School of Nursing (cannot draw down until environmental study done)
Construction Earmark - School of Nursing	Riverside	10/01/05	09/30/10	\$248,000	U.S. Department of Housing and Urban Development	Final appropriations pending to provide for construction costs for the School of Nursing (cannot draw down until environmental study done)
Capacity Building for Nursing Program Expansion-ADN-RN	Riverside	04/01/06	06/30/09	\$1,069,570	Chancellor's Office	To increase slots in the Associate Degree Nursing program using video streaming, teleconferencing, and traditional methods.
Renovation for Capacity Building for Nursing Program Expansion ADN-RN	Riverside	04/01/06	06/30/09	\$854,906	Chancellor's Office	Provide service to promote retention and success for students at the March Education Extension, maintain NCLEX-RN pass rates above 90% for new cohorts of students in the extension program
Construction Earmark - School of Nursing	Riverside	05/01/06	09/30/13	\$99,000	U.S. Department of Housing and Urban Development	Final appropriations pending to provide for construction costs for the School of Nursing (cannot draw down until environmental study done)

Federal, State, and Foundation Grant Awards Presently Running

Grant Title	Location	Award Begin Date	Award End Date	Amount of Award Received	Funding Agency	Summary
CSREES/HSI - Building Bridges Across Riverside through Water Quality Research	Riverside	06/20/06	07/31/09	\$294,000	U.S. Department of Agriculture	To provide a collaborative effort between RCC and UCR to involve RCC students in research occurring at UCR and to motivate and facilitate RCC student transfers to UCR. The Building Bridges Across Riverside Through Water Quality Research project provides RCC students an experiential learning opportunity in cutting-edge water quality research & exposure to a four-year college experience at UCR
Tech Prep Grant Augmentation	Riverside	07/01/06	06/29/10	\$50,000	U.S. Department of Education	Provides additional funding for external evaluation
Title V Cooperative - Hispanic Serving Institutions	Moreno Valley	10/01/06	09/30/11	\$3,436,818	U.S. Department of Education	To refine, expand, integrate and institutionalize a series of pilot projects to address the academic needs of our students with a focus on Hispanics and low income, first generation students; to create a Center for Faculty Development to increase student learning and success; and to create a process to identify and support increased numbers of students, especially low income and Hispanic students, to seek careers in community college teaching
Gateway to College Dropout Recovery	Riverside	01/01/07	until spent	\$25,000	Bank of America	Gateway to College seeks to build resiliency in its youth by extending wraparound counseling services, specialized training, and instruction for family and faculty who presently work with its youth, professional development opportunities for faculty to acquire the innovative and best practices that exist in small learning communities, and assist its low income students in breaching the technology gap by purchasing laptop computers for checkout
CTE (Nursing Faculty Recruitment and Retention Program)	Riverside	05/14/07	06/30/11	\$307,340	Chancellor's Office	For recruitment and retention of nursing faculty (with ethnic minority and male nurses as the primary target group) in their first through fifth years of teaching and to offer incentives in the form of stipends to full and part-time nursing instructors for instruction in clinical settings during evening and/or weekend hours.



Federal, State, and Foundation Grant Awards Presently Running

Grant Title	Location	Award Begin Date	Award End Date	Amount of Award Received	Funding Agency	Summary
Song Brown RN Capitation Program	Riverside	07/01/07	06/30/09	\$200,000	Office of Statewide Health Planning and Development	Expands capacity and staff diversity in the ADN program
Strengthening Career Tech Education	Moreno Valley	07/01/07	06/30/09	\$250,000	Chancellor's Office	RCCD/Moreno Valley Campus is forming and leading a region-wide allied health partnership with objectives and activities to implement and expand articulated courses, align curriculum among the partner team with business/industry advisory input, and develop a new foundation course in three high schools in the Moreno Valley Unified School District.
Center for Applied Competitive Technologies (CACT) HUB	Norco	07/01/07	06/30/09	\$121,000	Chancellor's Office	To coordinate statewide activities for the CACT
HRSA Nurse Education Practice & Retention (3-years)	Riverside	07/01/07	06/30/10	\$1,092,983	U.S. Department of Health and Human Services	To further develop and continue efforts to retain and support nursing students, particularly those from underserved populations, as they progress through RCC's established career ladder. The program will apply early intervention and targeting strategies to increase access to intensive support services, mentoring opportunities, assessment, and career and academic counseling
TRIO Upward Bound - City Campus - Jurupa Valley & Rubidoux H.S.	Riverside	09/01/07	08/31/11	\$1,000,000	U.S. Department of Education	To provide counseling, and academic and auxiliary services to low income, first generation high school students to increase the rate at which they graduate from institutions of postsecondary education
TRIO Upward Bound - Norco Norte Vista	Norco	12/01/07	11/30/11	\$750,800	U.S. Department of Education	To provide counseling, and academic and auxiliary services to low income, first generation high school students to increase the rate at which they graduate from institutions of postsecondary education
CTE (Career Technical Education) Equipment for Nursing and Allied Health Programs	Riverside and Moreno Valley	04/01/08	09/30/09	\$154,903	Chancellor's Office	To provide high tech, state-of-the-art technology equipment needed to meet current nurse training needs.
CATLI (California Transportation and Logistics Institute)	District	04/01/08	12/31/09	\$125,000	Chancellor's Office	The institute is a T&L Industry and Education partnership formed to develop industry-driven training and education. Provides customized training for students seeking a career in logistics.

Federal, State, and Foundation Grant Awards Presently Running

Grant Title	Location	Award Begin Date	Award End Date	Amount of Award Received	Funding Agency	Summary
CCLPEP 2008 - <i>Sharing Untold Stories</i> (Mine Okubo's artwork)	Riverside	05/15/08	06/30/09	\$5,000	California State Library	To fund electronic postings of up to 60 Mine Okubo art paintings and drawings on Riverside City College Library's resource website with accompanying descriptive labels; and organization and inventory of 25 boxes of Ms. Okubo's personal papers.
RCOE Foster Youth Independent Living/Emancipation Program MOU	Riverside	06/01/08	06/30/09	\$146,250	Riverside County Office of Education	To provide two more Emancipation Coaches for RCCD Independent Living Program. This program provides services to current and former foster youth in Riverside County.
CTE (Career Technical Education) Community Collaborative - Project UNITE	District	06/01/08	12/31/09	\$469,700	Chancellor	The Project will identify model CTE curriculum among six partners from six K-Adult, CTE-Regional Occupational Program, Adult Schools, and businesses and industry representing three major CTE sectors: Allied Health (Moreno Valley Campus), Automotive Technology (Riverside City College), and Design and Construction (Norco Campus).
CTE (Career Technical Education) Community Collaborative - Project UNITE	Riverside	06/01/08	12/31/09	\$350,000	Chancellor's Office	The Project will identify model CTE curriculum among six partners from six K-Adult, CTE-Regional Occupational Program, Adult Schools, and businesses and industry representing three major CTE sectors: Allied Health (Moreno Valley Campus), Automotive Technology (Riverside City College), and Design and Construction (Norco Campus).
CTE (Career Technical Education) Supplemental Community Collaborative - Project UNITE (Supplemental)	Riverside	06/01/08	12/31/09	\$100,000	Chancellor's Office	To further develop an industry-driven model program being led by Santiago High School in the Corona-Norco USD in Design and Construction.
CITD (Center for International Trade Development) State Leadership	District	07/01/08	06/30/09	\$172,500	Chancellor's Office	To provide international trade assistance and resources to potential and existing businesses and individuals to help them succeed in the international market.
CITD (Center for International Trade Development)	District	07/01/08	06/30/09	\$205,000	Chancellor's Office	To provide international trade assistance and resources to potential and existing businesses and individuals to help them succeed in the international market.
Center for Applied Competitive Technologies (CACT)	Norco	07/01/08	06/30/09	\$205,000	Chancellor's Office	To pay for the Center for Applied Competitive Technologies

Federal, State, and Foundation Grant Awards Presently Running

Grant Title	Location	Award Begin Date	Award End Date	Amount of Award Received	Funding Agency	Summary
Cal WORKS	Riverside	07/01/08	06/30/09	\$441,433	Chancellor's Office	To provide temporary financial assistance and employment focused services to families with minor children who have income and property below State maximum limits for their family size.
Cal WORKS Community College Set-Aside	Riverside	07/01/08	06/30/09	\$150,000	Chancellor's Office	An agreement between RCCD and Calif. Community Colleges Chancellor's Office to provide specialized services to enhance and support statewide community college Cal WORKS programs.
Community College Education Assistance Center (renewed for 2008/09)	Riverside	07/01/08	06/30/09	\$184,989	Riverside County Economic Dev. Agency (WIA funds)	To provide WIA-eligible participants with career orientation, assessment, financial aid and job development services
Early Childhood Studies Consortium Grant	Riverside	07/01/08	06/30/09	\$17,500	California Department of Education Child Development Division	To enroll student in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit
Foster and Kinship Care Education	Riverside	07/01/08	06/30/09	\$124,123	Chancellor's Office	To provide quality education and support opportunities to caregivers of children and youth in out-of-home care so that these providers may meet the educational, emotional, behavioral, and developmental needs of children and youth in the foster care system
Foster Parent and Kinship Provider Training	Riverside	07/01/08	06/30/09	\$51,865	Riverside County Department of Public Social Services	To provide foster parent and kinship provider training
Song Brown Physician's Assistant Training Program	Moreno Valley	07/01/08	06/30/09	\$108,684	Office of Statewide Health Planning and Development	Continued support for a full-time faculty to help with the educational training of PA students, specifically the remediation efforts of the program

Federal, State, and Foundation Grant Awards Presently Running

Grant Title	Location	Award Begin Date	Award End Date	Amount of Award Received	Funding Agency	Summary
Temporary Assistance to Needy Families	Riverside	07/01/08	06/30/09	\$97,448	Chancellor's Office	To assist needy families so that children can be cared for in their own homes, reduce the dependency of needy parents by promoting job preparation work, and marriage, prevent out-of-wedlock pregnancies, and encourage the formation and maintenance of two-parent families
Tri-Tech Small Business Development Center (SBDC)	District	07/01/08	06/30/09	\$50,000	Chancellor's Office	To assist companies in securing funding for their start-up business. Will focus on businesses that have a fully developed product or service with a clearly defined market.
Teeth Are Us	Moreno Valley	07/01/08	06/30/09	\$128,655	Riverside Community Health Foundation	The goal of the program is to assure, promote, and protect the oral health of Riverside County's school children. The program provides preventive oral health services to 12,865 low-income elementary school children in high-need areas representing 33 school in 8 districts.
NSF Advanced Technological Education National Center for Logistics and Supply Chain Technology Planning Grant	Norco	07/01/08	10/31/09	\$69,992	National Science Foundation	Along with Sinclair Community College, RCC Norco Campus and RCCD , the <i>National Center of Logistics and Supply H41Chain Technology</i> will develop high-quality programs, curricula, and faculty professional development in the STEM disciplines of Mathematics, Technology, and Engineering
Cal WORKS - Child Development Careers Program	Riverside	07/01/08	06/30/10	\$242,720	Foundation for California Community Colleges	To increase the number of qualified child development teachers and to assist TANF recipients and their families in becoming economically self-sufficient
CTE Enrollment Growth & Retention for RN Programs	Riverside	07/01/08	06/30/10	\$1,596,138	Chancellor's Office	Supports expanded enrollment in the ADN program previously funded by the Enrollment Growth and Capacity Building grants
NSF ATE <i>Logistics Technicians: Goods to Go</i>	Norco	07/01/08	06/30/10	\$806,551	National Science Foundation	Along with participating institutions, will link regional high schools serving diverse low-income communities that that student bodies with low college-going rates to RCCD's Logistics programs
Song Brown RN Education Capitation	Riverside	07/01/08	06/30/10	\$200,000	Office of Statewide Health Planning and Development	Under the direction of the Program Director of RCC RN Program, provide nursing education for ten (10) nursing students in the 07-01-2008 to 06-30-2009 FY and ten(10) nursing students in the 07-01-2009 to 06-30-2010 FY

Federal, State, and Foundation Grant Awards Presently Running

Grant Title	Location	Award Begin Date	Award End Date	Amount of Award Received	Funding Agency	Summary
Song Brown Special Program	Riverside	07/01/08	06/30/10	\$73,046	Office of Statewide Health Planning and Development	Test and evaluate the efficacy and viability of retention/remediation products for all nursing students. The nursing students come to RCC in different levels of preparation
CITD (Center for International Trade Development)	District	07/01/08	06/30/13	\$1,025,000	Chancellor's Office	To provide international trade assistance and resources to potential and existing businesses and individuals to help them succeed in the international market
Child Development Careers C/O	Riverside	07/01/08	until spent	\$20,427	Foundation for California Community Colleges	To increase the number of qualified child development teachers and to assist TANF recipients and their families in becoming economically self-sufficient
California High School Exit Exam (CAHSEE) Prep 08/09	Riverside	07/26/08	06/30/09	\$65,000	Chancellor's Office	To prepare high school students in the Class of 2008 to pass the California High School Exit Exam (CAHSEE)
CSREES HSI Increasing Soil Science Education Opportunities Online	Riverside	08/01/08	07/31/11	\$250,000	U.S. Department of Agriculture	Establishes collaboration between Riverside Community College (RCC) and UCR to develop online curriculum in soil science facilitating qualification of a diverse body of students for Federal employment, as well as current employees within the USDA
TRIO Upward Bound - Norco Centennial and Corona High Schools	Norco	09/01/08	08/31/12	\$1,336,000	U.S. Department of Education	To provide counseling, and academic and auxiliary services to low income, first generation high school students to increase the rate at which they graduate from institutions of postsecondary education
Fast-Track to the Associate Degree Nursing Program	Riverside	09/02/08	09/02/12	\$335,043	U.S. Department of Education (FIE Earmark)	. In collaboration with Rubidoux and other area high schools, the Fast-Track to the ADN Program will invite students from participating high schools to enter into a career preparation pathway as early as their freshman year. The pathway, which includes courses in biology, health, chemistry and anatomy and physiology that have been aligned with the Associate Degree in Nursing Program, moves students through science, math and general college preparation courses in a progression that focuses on success and a future career in order to maintain student interest and focus



Federal, State, and Foundation Grant Awards Presently Running

Grant Title	Location	Award Begin Date	Award End Date	Amount of Award Received	Funding Agency	Summary
College Cost Reduction and Access Act "Step Up to Success" Individual grant	Riverside	10/01/08	09/30/10	\$1,346,367	U.S. Department of Education	As lead institution, City College will partner with the Norco and Moreno Valley Campuses, Cal-State Poly, Pomona, and Cal-State San Bernardino, to focus on improving STEM student learning and success by developing model STEM transfer programs between the institutions and building a strong foundation for transfer with success strategies in the STEM discipline
College Cost Reduction and Access Act "Access to Success: Cooperative Development grant	Riverside	10/01/08	09/30/10	\$2,344,259	U.S. Department of Education	Along with Cal-State San Bernardino, and Cal-Poly Pomona, will focus on increasing the number of Hispanic and other low-income students attaining degrees in STEM fields of study.
College Cost Reduction and Access Act "Project SUCCESS" Individual grant	Moreno Valley	10/01/08	09/30/10	\$2,147,229	U.S. Department of Education	Will create a STEM Student Success Center (SSSC) to provide Hispanic and other low-income students with the opportunity to experience project-based learning, hands-on and interactive SI and tutoring, and a multitude of STEM multimedia and library resources
Riverside City Arts & Culture	Riverside	11/15/08	06/30/09	\$25,000	City of Riverside and the Riverside Arts Council	To promote RCC Performance Riverside
CTE (Career Technical Education) Entrepreneurship Career Pathways	Riverside	12/01/08	11/30/09	\$50,000	Chancellor's Office	To introduce people to entrepreneurship as a career
Riverside County Emancipation Services	Riverside	01/01/09	06/30/09	\$454,266	Riverside County Department of Public Social Services	To provide Independent Living Skills/Emancipation Services for youth who are or were wards or dependents of the Juvenile Court and in out-of-home care in Riverside County
Riverside County Post-Emancipation Services	Riverside	01/01/09	06/30/09	\$57,689	Riverside County Department of Public Social Services	To provide Independent Living Skills/Emancipation Services for youth who are or were wards or dependents of the Juvenile Court and in out-of-home care in Riverside County



Federal, State, and Foundation Grant Awards Presently Running

Grant Title	Location	Award Begin Date	Award End Date	Amount of Award Received	Funding Agency	Summary
Riverside County Pre-Emancipation Services	Riverside	01/01/09	06/30/09	\$69,959	Riverside County Dept. of Public Social Services	To provide Independent Living Skills/Emancipation Services for youth who are or were wards or dependents of the Juvenile Court and in out-of-home care in Riverside County
Tri-Tech Small Business Development Center (SBDC)	District	01/01/09	12/31/09	\$337,787	U.S. Small Business Administration (through subcontract with Cal-State Fullerton Foundation)	Provides incubator services to support laboratory-based and office based high-technology start-up businesses.
Allied Health Programs Expansion Project	Moreno Valley	01/01/09	12/31/10	\$495,000	Chancellor's Office	RCCD, Moreno Valley Campus, Allied Health Programs, Certified Nursing Assistant, Medical Assistants, and Speech-Language Pathology Assistant are leading a local and regional effort to reduce the short of qualified allied health workers in Southern California. In order to keep programs as up-to-date and competition as possible MVC will use the funds to hire additional faculty and purchase up-to-date equipment. This will allow these programs to increase enrollment and produce more qualified workers who will be more competitive in the job market while reducing the shortage of these types of positions both locally, regionally, and state-wide.
NEA Access to Artistic Excellence/Challenge America Fast-Track	Riverside	02/01/09	03/30/09	\$10,000	National Endowment for the Arts	To support performances of California Theatre Center's family-theater piece, <i>Most Valuable Player: The Story of Jackie Robinson</i> by Mary Hall Surface. In partnership with the Riverside Public Library, youth who read books about Black history or sports will be able to receive complimentary tickets to the performance.
CTE Teacher Preparation Pipeline Grant	Riverside	07/01/09	06/30/10	\$31,187	Chancellor's Office	In conjunction with high schools and baccalaureate-granting institutions, will identify, recruit, enroll, and retain students in courses designed to provide a pathway leading to a teaching career in one of today's CTE fields

Federal, State, and Foundation Grant Awards Presently Running

Grant Title	Location	Award Begin Date	Award End Date	Amount of Award Received	Funding Agency	Summary
Song Brown RN Capitation Program	Riverside	07/01/09	06/30/11	\$200,000	Office of Statewide Health Planning & Dev.	Under the direction of the Program Director of RCC RN Program, provide nursing education for ten (10) nursing students
Song Brown Physician's Assistant Capitation Program	Moreno Valley	07/01/09	06/30/11	\$107,000	Office of Statewide Health Planning & Dev.	Continued support for a full-time faculty to help with the educational training of PA students
<b>Total</b>				<b>\$36,554,839</b>		

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOURCES COMMITTEE MEETING  
May 12, 2009 - 6:00 p.m.  
Student Services Lobby, Norco Campus

Committee Members: Mark Takano, Committee Chairperson  
Jose Medina, Vice Chairperson  
James L. Buisse, Vice Chancellor, Administration and  
Finance  
Melissa Kane, Vice Chancellor, Diversity and Human  
Resources  
Doug Beckstrom, Academic Senate Representative  
(Moreno Valley Campus)  
Tim Brown, Academic Senate Representative (Riverside)  
Patricia Worsham, Academic Senate Representative (Norco)  
Amber Casolari, CTA Representative (Riverside)  
Shari Yates, CTA Representative (Riverside)  
Karin Skiba, CTA Representative (Norco)  
Gustavo Segura, CSEA Representative (Moreno Valley)  
Tamara Caponetto, CSEA Representative (Norco)  
Tish Chavez, Confidential Representative (Riverside)  
Zulma Michaca, ASRCCD  
Meshay Brown, ASRCCD

AGENDA

VI. Board Committee Reports

B. Resources Committee

1. Norco Student Support Center – Design Amendment  
- The Committee to consider an amendment to a design services agreement with Harley Ellis Deveraux to provide additional services.
2. District Modular Project – Moreno Valley Allied Health Sciences and Riverside City Campus – Change Order No. 3  
- The Committee to consider a change order and the use of Measure C funds.
3. Phase III – Norco/Industrial Technology Project – Change Orders  
- The Committee to consider deductive and additive change orders to be credited/funded from the Board approved budget for this project.

4. Temporary Loan – Potential Cash Shortage Arising from State Apportionment Deferrals – Resolution No. 48-08/09  
- The Committee to consider temporary loans from Fund 41, Resources 4130 in an amount not to exceed \$10,000,000 as needed to mitigate cash shortages arising from apportionment deferrals, with said loans to be repaid immediately upon receipt of the District’s apportionment allocation.
5. Comments from the public

Adjourn

Prepared by: Charlotte Zambrano  
Administrative Assistant,  
Administration and Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-1

Date: May 19, 2009

Subject: Norco Student Support Center – Design Amendment

Background: On February 20, 2007, the Board of Trustees ratified a contract agreement with Harley Ellis Devereaux to program and design the Norco Student Support Center project. The design services consisted of preparing program plans, including a Final Project Proposal (FPP), detailed plans, specifications, and working drawings.

Staff is now requesting to amend the agreement for additional services with Harley Ellis Devereaux for the Norco Student Support Center project in the amount of \$59,927. Additional services include interior signage design package, audio visual architectural infrastructure design, security infrastructure integration, project electronic fly through and additional pre-construction/audio visual design meetings. Additional scope of work is outlined in attached Amendment, Exhibit I.

To be funded from the Board approved project budget, District Measure “C” Funds (Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve the attached amended agreement with Harley Ellis Devereaux in an amount not to exceed \$59,927 for additional services for the Norco Student Support Center project, and authorize the Vice Chancellor, Administration and Finance, to sign the amendment.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Orin L. Williams  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

C. Michael Webster  
Riverside Community College District Planning Consultant  
Facilities Planning, Design and Construction

AMENDMENT TO THE AGREEMENT  
DATED FEBRUARY 20, 2007  
BETWEEN  
HARLEY ELLIS DEVEREAUX  
AND  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
(Norco Student Support Center)

This document amends the original agreement between the Riverside Community College District and Harley Ellis Devereaux, which was approved by the Board of Trustees on February 20, 2007.

The agreement is hereby amended as follows:

Additional compensation of this amended agreement shall not exceed \$59,927, including expenses. Payments and final payment shall coincide with original agreement dated February 20, 2007.

Additional scope of work shall be provided in Exhibit I, Attached.

All other terms and conditions of the original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date written below.

HARLEY ELLIS DEVEREAUX

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_

Daniel J. Benner  
Principal  
1770 Iowa Avenue  
Riverside, CA 92507

By: \_\_\_\_\_

James L. Buysse  
Vice Chancellor  
Administration and Finance

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit I

### Interior signage design package

Provide interior building signage per revised campus standard. Provide exterior building signage. Provide Kitchen graphics and signage. Provide Student Services signage. This will include an initial design meeting and 2 follow up meetings. We will prepare a set of biddable documents.

\$17,000

### Audio Visual Architectural Infrastructure Documentation

HED will draft the infrastructure for the system in the Electrical Contract Documents as directed by the Districts consultant to support the AV system design. The drafting and documentation by HED is shown as a convenience to the District for bidding purposes. HED will not assume any risk for the design of the system and is only providing as a convenience to the District.

\$13,951

### Security Infrastructure Documentation

HED will draft the infrastructure for the system in the Electrical Contract Documents as directed by the Districts consultant to support the Security system design. The drafting and documentation by HED is shown as a convenience to the District for bidding purposes. HED will not assume any risk for the design of the system and is only providing as a convenience to the District.

\$6,976

### Project Electronic Fly Through

\$8,000

Additional twelve (12) pre-construction meetings and two (2) audio visual meetings requested by District.

\$14,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-2

Date: May 19, 2009

Subject: District Modular Project – Moreno Valley Allied Health Sciences and Riverside City Campus – Change Order No. 3

Background: On March 18, 2008, the Board of Trustees approved the District Modular Project – Moreno Valley Allied Health Sciences and Riverside City Campus. This project was intended to provide space for the expansion of Allied Health Sciences at the Moreno Valley campus and to support programs and future renovation projects at the Riverside City campus.

On October 21, 2008, the Board approved Change Order No. 1 for changes to the District Modular Project – Moreno Valley Allied Health Sciences and Riverside City Campus. On January 27, 2009, the Board approved Change Order No. 2. Staff is now requesting approval of the final Change Order No. 3. A description of the change order work is noted in the attached Change Order Summary.

To be funded from the Board approved project budget contingency, District Measure “C” Funds (Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve Change Order No. 3 for the District Modular Project – Moreno Valley Allied Health Sciences and Riverside City Campus in the amount of \$68,000, authorize the use of Measure “C” funds and authorize the Associate Vice Chancellor of Facilities Planning, Design and Construction to sign the Change Order.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Orin L. Williams  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

Rick Hernandez  
Director, Capital Planning  
Facilities Planning, Design and Construction



Riverside Community College District  
Facilities, Planning, Design and Construction  
District Modular Project –  
Moreno Valley Allied Health Sciences and Riverside City Campus

CHANGE ORDER SUMMARY

Change Order: 3  
Contractor: Hinkley & Associates, Inc.

<i>Contract Amount:</i>	\$ 3,456,789.00
<i>Change Order No. 1 Amount:</i>	\$ 98,484.83
<i>Change Order No. 2 Amount:</i>	\$ 101,658.13
<i>Change Order No. 3 Amount:</i>	<u>\$ 68,000.00</u>
<i>Revised Contract Sum:</i>	\$ 3,724,931.96
<i>Original Contract Contingency:</i>	\$ 345,678.90
<i>Remaining Contract Contingency:</i>	\$ 77,535.94

Change Order Description:

- Extended overhead for Supervision \$68,000.00

*Requested by:* Contractor

*Accountability:* District changes force the contractor to suffer significant delays in scheduling/staffing. Although the initial change order (claim) amount was over \$200,000, the District was able to negotiate a reasonable settlement.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-3

Date: May 19, 2009

Subject: Phase III-Norco/Industrial Technology Project – Change Orders

Background: On October 17, 2006, the Board of Trustees approved an agreement with ProWest Constructors to provide multiple prime construction management services for the Phase III-Norco Industrial Technology Center. On December 11, 2007 the Board of Trustees approved thirty-two (32) construction prime trade contractors for the multiple prime delivery method. The individual contractors would complete construction services throughout the Phase III-Norco/Industrial Technology Project.

Staff is now requesting Board approval of Change Orders for modifications to the Phase III-Norco/Industrial Technology Project for the following contractors:

- IAC Engineering (\$2,550.00)
- PK Mechanical Systems (\$21,335.59)
- Risher Sutherland, dba United Contractors \$2,570.02
- Inland Building Construction Companies, Inc. \$1,769.63
- Inland Empire Architectural Specialties, Inc. (\$537.60)

A description of change order work is noted in the attached Change Order Summary.

To be credited/funded from the Board approved project budget change order contingency, (State Construction Act Funds – Resource 4100 and District Measure “C” funds - Resource 4160).

Recommended Action: It is recommended that the Board of Trustees approve the deductive Change Orders for the Phase III-Norco/Industrial Technology Project for IAC Engineering – \$2,550.00, PK Mechanical Systems - \$21,335.59, Inland Empire Architectural Specialties, Inc. - \$537.60, approve the additive Change Orders for Risher Sutherland - \$2,570.02 and Inland Building Construction Companies, Inc. - \$1,769.63 and authorize the Associate Vice Chancellor of Facilities Planning, Design and Construction to sign the Change Orders.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Orin L. Williams  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

Rick Hernandez  
Director, Capital Planning  
Facilities Planning, Design and Construction

Riverside Community College District  
Facilities, Planning, Design and Construction  
Phase III-Norco/Industrial Technology Project

CHANGE ORDER SUMMARY

Change Order: 2  
Contractor: IAC Engineering

<i>Contract Amount:</i>	\$ 569,000.00
<i>Change Order No. 1 Amount:</i>	\$ 31,071.16
<i>Change Order No. 2 Amount:</i>	<u>\$ -2,550.00</u>
<i>Revised Contract Sum:</i>	\$ 597,521.16
<i>Original Contract Contingency:</i>	\$ 56,900.00
<i>Remaining Contract Contingency:</i>	\$ 25,828.84

Change Order Description:

- Credit due back to District for work removed from Scope of Work. (\$2,550.00)  
Demolition at the West Parking Lot per sheet AS-6, would be later demolished by the future Center for Student Success project. New layout of ADA parking configuration referenced in DSA A#04-109594 dated January 12, 2009, sheet AS-02.  
*Requested by:* CM/District  
*Accountability:* Unnecessary work removed for credit.

Change Order: 1  
Contractor: PK Mechanical Systems

<i>Contract Amount:</i>	\$ 190,000.00
<i>Change Order No. 1 Amount:</i>	<u>\$ -21,335.59</u>
<i>Revised Contract Sum:</i>	\$ 168,664.41
<i>Original Contract Contingency:</i>	\$ 19,000.00
<i>Remaining Contract Contingency:</i>	\$ 19,000.00

Change Order Description:

- Credit due back to District for work removed from Scope of Work. (\$500.00)  
Per Construction Keynotes 1, 2 & 3 sheet P0-3 - Item No. 7, Cap, remove and reroute existing medium pressure gas line. The location of the existing gas line was outside of the excavation and compaction area. No rerouting was necessary. The work was not required, as actual conditions were different than shown on the drawings.  
*Requested by:* CM/District  
*Accountability:* Architect Errors & Omissions
- Credit due back to District for balance of allowance. (\$20,248.39)  
The allowance was included in the bid package for Site Utilities, which was not fully expended during the course of construction.  
*Requested by:* CM/District  
*Accountability:* Unnecessary work removed for credit.

- Credit due back to District for back charge from D.F. Perez (\$587.20)  
 Construction having to compact soil prior to pouring concrete in an area not completed by PK Mechanical Systems. At the mechanical yard, PK Mechanical Systems was to tie in a new storm drain to an existing. Upon completion of this work, PK Mechanical Systems backfilled the trench without inspection from the testing agency onsite. D.F. Perez Construction was scheduled to finish grading and pour concrete, however they could not complete their work until the compaction in this trench area was signed off. ProWest Constructors instructed D.F. Perez Construction to dig and compact the area and receive final inspection and approval for the work.  
*Requested by:* CM/District  
*Accountability:* Contractor repayment of its damages.

Change Order: 2  
 Contractor: Risher Sutherland, dba United Contractors

<i>Contract Amount:</i>	\$ 127,000.00
<i>Change Order No. 1 Amount:</i>	\$ 1,945.00
<i>Change Order No. 2 Amount:</i>	<u>\$ 2,570.02</u>
<i>Revised Contract Sum:</i>	\$ 131,515.02
<i>Original Contract Contingency:</i>	\$ 12,700.00
<i>Remaining Contract Contingency:</i>	\$ 8,184.98

- Change Order Description:
- Furnish and install two (2) Alaco Model 504 fixed aluminum roof ladders. This work was included in the bid package for miscellaneous steel and railings. The Prime Trade Contractor who was awarded this contract has since gone out of business. Other than the change of ladder material from steel to aluminum, this is no change to the DSA approved documents.  
*Requested by:* CM/District  
*Accountability:* Architect Errors & Omissions/Unnecessary work omitted. \$2,570.02

Change Order: 1  
 Contractor: Inland Building Construction Companies, Inc. (Specialties)

<i>Contract Amount:</i>	\$ 112,000.00
<i>Change Order No. 1 Amount:</i>	<u>\$ 1,769.63</u>
<i>Revised Contract Sum:</i>	\$ 110,230.37
<i>Original Contract Contingency:</i>	\$ 11,200.00
<i>Remaining Contract Contingency:</i>	\$ 9,430.37

Change Order Description:

- Reference Bulletin No. 17, changes to the lab classrooms: Add Second video projector mount and screen in Room N107. Remove 4x12 marker board and replace with a 4x4 tack board. Also, added two (2) 4x12 marker boards in room N107. Changes requested to accommodate function ability of the lab. \$1,769.63

*Requested by:* District

*Accountability:* Campus requested change to improve the instructional program.

Change Order: 1

Contractor: Inland Empire Architectural Specialties, Inc.

<i>Contract Amount:</i>	\$	39,200.00
<i>Change Order No. 1 Amount:</i>	\$	<u>-537.60</u>
<i>Revised Contract Sum:</i>	\$	38,662.40
<i>Original Contract Contingency:</i>	\$	3,920.00
<i>Remaining Contract Contingency:</i>	\$	3,920.00

Change Order Description:

- Credit due back to District for four (4) fixed seating units. (\$537.60)  
The contract drawings showed 142 seats. Upon completion of the shop drawings of the specified fixed seating, only 138 seats would fit in the lecture area. There is no change to the disabled access seating areas.

*Requested by:* Architect

*Accountability:* Architect Errors & Omissions

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOURCES COMMITTEE

Report No.: VI-B-4

Date: May 19, 2009

Subject: Temporary Loans – Potential Cash Shortage Arising from State Apportionment Deferrals – Resolution No. 48-08/09

Background: In February 2009, the State adopted mid-year adjustments to the FY 2008-2009 budget, including deferring additional monthly apportionment payments to community college districts. Apportionment payments for the months of February, March and April 2009 will be deferred to July of FY 2009-2010.

The newly adopted apportionment deferral process, along with the existing June apportionment deferral, has created the potential for the District to experience cash flow shortages in its general operating fund. In March 2009, the Board authorized staff to explore the option of issuing a Tax Revenue Anticipation Note (TRAN) to mitigate the impact of the apportionment deferrals. As noted during Board discussions, a TRAN cannot be issued until July 2009 and that it may be necessary to do an internal borrowing.

In addition, given the uncertainties surrounding the FY 2009-2010 budget; the State's own cash flow difficulties; the uncertain impact of permanent apportionment deferrals throughout FY 2009-2010; and the timing of the District's monthly revenue and expenditure cycle, staff is seeking authorization to temporarily borrow an amount not to exceed \$10,000,000 from Fund 41, Resource 4130 (La Sierra Capital) as necessary to cover cash deficits in Funds 11 and 12 (General Operating Funds) arising from apportionment deferrals.

Recommended Action: It is recommended that the Board of Trustees authorize temporary loans from Fund 41, Resources 4130 in the aggregate amount not to exceed \$10,000,000 as needed to mitigate cash shortages arising from apportionment deferrals, including interest at a rate equal to that received by the District on its short-term investments with the Riverside County Treasurer, with said loans to be repaid to the respective Fund and Resource immediately upon receipt of the District's apportionment allocation.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Aaron S. Brown  
Associate Vice Chancellor, Finance

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION FOR TEMPORARY LOANS

RESOLUTION No. 48-08/09

Temporary Loans – Potential Cash Shortage Arising from State Apportionment Deferrals

WHEREAS the State of California adopted mid-year adjustments related to the fiscal year 2008-2009 budget resulting in deferred monthly apportionment payments to the District; and

WHEREAS the deferred monthly apportionment payments create the potential for cash flow shortages in the District's Unrestricted and Restricted Operating Funds (Funds 11 and 12) which would negatively impact the District's ability to meet its financial obligations; and

WHEREAS the governing board of the Riverside Community College District has determined that temporary loans to the Unrestricted and Restricted Operating Funds (Funds 11 and 12) in the aggregate amount not to exceed \$10,000,000 may be necessary for purposes of cash flow; and

WHEREAS the governing board of the Riverside Community College District has determined that sufficient funds exist in Fund 41, Resource 4130 to provide temporary loan.

NOW, THEREFORE, BE IT RESOLVED that temporary loans in the aggregate amount not to exceed \$10,000,000 to the Unrestricted and Restricted Operating Funds (Funds 11 and 12) from Fund 41, Resource 4130 be approved.

This is an exact copy of the resolution adopted by the governing board at a regular meeting on May 19, 2009.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
PLANNING COMMITTEE  
May 12, 2009–6:45 p.m.  
Student Services Foyer, Norco Campus

Committee Members: Janet Green, Committee Chairperson  
Mary Figueroa, Vice Chairperson  
Ray Maghroori, Vice Chancellor, Academic Affairs  
Kristina Kauffman, Associate Vice Chancellor, Institutional Effectiveness  
Doug Beckstrom, Academic Senate Representative, (Moreno Valley)  
Lee Nelson, Academic Senate Representative (Riverside)  
Tom Wagner, Academic Senate Representative (Norco)  
Meghan Skaggs, ASRCCD Student Representative  
Israel Landa, ASRCCD Student Representative  
Edd Williams, CTA Representative (Moreno Valley)  
Joe Eckstein, CTA Representative (Norco)  
Mark Carpenter, CTA Representative (Riverside)  
Gustavo Segura, CSEA Representative (Moreno Valley)  
Ginny Haguewood, CSEA Representative (Riverside)

AGENDA

VI. Board Committee Reports

C. Planning

1. Norco Operations Center  
- The Committee to review planning and design of the project from Measure “C” funding and review an agreement with Hill Partnership, Inc. to provide design and engineering services. The term of the agreement is May 20, 2009 through the estimated date of September 30, 2010.
2. Norco Secondary Effects Project  
-The Committee to review initiation of the planning and design of the project and the allocation of Measure “C” funding. The committee will also review an agreement with Hill Partnership, Inc. to provide design and engineering services. The term of the agreement is May 20, 2009 through the estimated date of December 31, 2010.



3. Utility Infrastructure Upgrade Project  
-The Committee to review the planning for the first two phases and the allocation of Measure “C” funding for the project. Also the committee to review an agreement with PSOMAS to provide scoping and planning services. The term of the agreement is May 20, 2009 through the estimated date of June 30, 2010.
4. Market Street Properties – Update  
-The Committee to be presented with an update on the planning for the District owned properties on Market Street.
5. Comments from the public.

Adjourn

Prepared by: Naomi Foley  
Administrative Assistant, Academic Affairs

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-1

Date: May 19, 2009

Subject: Norco Operations Center

Background: During the development of the Norco Campus' Long Range Educational Master Plan and the Long Range Facilities Master Plan, the need for a consolidated operations center project was identified. The project has now been vetted and approved by the Norco Campus Strategic Planning Committee and the District Strategic Planning Committee.

The project will include approximately 20,200 gsf of office, storage, and meeting space for maintenance and operations functions (custodial, grounds, trades services, and warehouse and receiving operations). It will also house the campus Network Operations Center (NOC), which requires approximately 2,500 gsf. The NOC was originally planned to be a separate building, but through the campus strategic planning process, it became clear that combining functions in one building was more efficient and cost effective. It will include 2,000 gsf for instructional media support services, storage and repair facilities. Additionally, the project will include 500 gsf of space to house the campus Emergency Command Center (ECC). The ECC will contain materials and supplies and provide meeting space for the campus Emergency Response Command Team to oversee and manage a campus level emergency. The Operations Center is the optimal location for the ECC, since the building will have emergency generator backup to support campus information service functions. The benefits of the consolidated Operations Center include: shared clerical support for three operational units, generator backup support to provide emergency power for information services and the emergency command center, and consolidation of instructional media support services into one service center. The proposed site is approximately two acres, located at the north edge of the campus.

Staff now seeks the Board's approval for project planning and design. It is estimated that \$1.6 million will be necessary to execute the planning and design of the project (includes architect and engineering design fees, CEQA planning, geotechnical engineering services, Division of State Architect (DSA) fees, and other related planning services and fees). Funding for this project would be derived from District Measure "C" funds (Resource 4160).

On December 26, 2009, the District issued a Request for Proposals (RFP) for Architecture and Engineering Services. On February 11, 2009 and February 12, 2009, the District invited eight firms for interviews. The interviews were administered by a multi-campus staff committee. Based on the results of the interviews and proposals, staff is requesting approval to enter into the agreement with Hill Partnership, Inc. to provide design and engineering services for the planning and design of the Norco Operations Center Project in the amount of \$809,600.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-1

Date: May 19, 2009

Subject: Norco Operations Center  
(continued)

The agreement includes architectural design and engineering services for project programming and planning, schematic design, design development, construction documents, Division of State Architect (DSA) approval, bid documents, technology consulting services and Leadership in Energy and Environmental Design (LEED)/sustainability consulting (it is the Campus intent that this will be a LEED equivalent certified building).

Recommended Action: It is recommended that the Board of Trustees approve the planning and design of the project with an allocation of Measure "C" funding in the amount of \$1,600,000; approve the agreement with the Hill Partnership, Inc. in the amount of \$809,600 to provide design and engineering services for the project; and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Brenda Davis  
President, Norco Campus

Orin L. Williams  
Associate Vice Chancellor, Facilities Planning, Design and Construction

C. Michael Webster  
Riverside Community College District Planning Consultant  
Facilities Planning, Design and Construction

AGREEMENT BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

HILL PARTNERSHIP, INC.

THIS AGREEMENT is made and entered into on the 20<sup>th</sup> day of May, 2009, by and between HILL PARTNERSHIP, INC. hereinafter referred to as "Architect" 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 Architect's office(s), and on site at Riverside Community College District, Norco Campus.
3. The services rendered by the Architect are subject to review by the Associate Vice Chancellor of Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from May 20, 2009, to the estimated completion date of September 30, 2010, 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.
5. Payment in consideration of this agreement shall not exceed \$809,600 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 of 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 of Facilities Planning, Design and Construction.
6. 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 the Architect, following the termination of this Agreement, desires to use any such data, Architect shall make the request in writing through the office of the Associate Vice Chancellor of Facilities Planning, Design and Construction, who will obtain approval from the Board of Trustees before releasing the information requested.

7. 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.
8. 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 Trustees, 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 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.
10. Architect 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 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.

11. District may terminate this Agreement for convenience at any time upon written notice to Architect, in which case District will pay Architect in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Architect, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Architect shall not discriminate against any person in the provision of services or employment of persons on the basis of race, religion, sex or gender, disability, medical condition, marital status, age or sexual orientation. Architect understands that harassment of any student or employee of District with regard to religion, sex or gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.
13. Architect is an independent contractor and no employer-employee relationship exists between Architect and District.
14. 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.
15. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
16. This Agreement will be governed by and construed in accordance with the laws of the State of California.

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

Hill Partnership, Inc.

Riverside Community College District

\_\_\_\_\_  
Lawrence A. Frapwell  
President  
115 Twenty-second St.  
Newport Beach, CA 92663

\_\_\_\_\_  
James L. Buysse  
Vice Chancellor  
Administration and Finance

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Exhibit I

### Scope of Project:

The project consists of a new Operations Center and related site improvements at the District's Norco Campus as further described below:

1. A Maintenance Operations (M&O) Facility which shall be generally consistent with the Program Summary prepared by HPI and the District/Campus staff dated 4/17/2008 documenting a facility need of approximately 20,200 gsf (16,200 asf).
2. A Networks Operations Center (NOC) of approximately 2,500 gsf designed and developed in general conformance with the conceptual plan for the District's Moreno Valley Campus.
3. An Instructional Media Center (IMC) of approximately 2,000 gsf containing instructional media support offices, storage, and repair facilities.
4. The proposed site is approximately 2 acres located at the north edge of the campus. It is acknowledged that the site area is limited and may require separation of some supporting / yard functions to an adjacent site.
5. Site improvements, for purposes of this proposal, shall be limited to the yard areas required to functionally support the M&O, NOC and IMC facilities.
6. Consideration will be given in the Schematic Design Phase to possible phased realignment and /or reconstruction of the existing service road to accommodate siting of the proposed facilities in conformance with the Campus Master Plan, as well as other pedestrian and vehicular circulation considerations. The alignment and extent of such improvements are currently unknown. Therefore services related to realignment and / or reconstruction of the existing service road beyond schematic design considerations, including detailed design, engineering and cost estimating of such improvements, are excluded from the scope of services addressed.

### Project Programming & Confirmation:

Programming services shall consist of the following:

- Conduct meetings with Campus and District representatives to confirm and establish in greater detail the qualitative and quantitative functional requirements for all building and site facilities.
- Review findings with Campus and District Administration.
- Work with Campus and District facilities and maintenance staff to incorporate existing campus standards.

- Develop alternatives for review and obtain approval of a Project Program for the above listed functions defining the scope of improvements and functional requirements with respect to spatial configuration and adjacencies; finishes; and building systems – mechanical, electrical, telecom/data, security, acoustic performance and other specialized needs.

#### Basic Services:

HPI's Basic Services shall be consistent with the District's Standard Agreement and shall include normal Architectural, Structural, Mechanical, Plumbing, Electrical, Fire Alarm, Telecommunication/Data and Audio/Visual infrastructure design and engineering, Civil Engineering and Landscape Architecture as further defined below:

- Civil Engineering – Services include development of grading / drainage documents; sewer, water and storm drain improvements; Hydrology and Hydraulics Report; SWPPP Plan and Binder; and WQMP Binder. For purposes of this proposal it is assumed that existing and/or master planned utilities have or will be extended to the site by others under separate contract to the District.
- Fire Protection - For purposes of this proposal, it assumed that Basic Services shall consist of development of a performance specification for bidding of fire sprinkler systems to licensed fire sprinkler contractors. HPI and its consultants shall be responsible for review, stamping / signing and processing of the fire sprinkler submittal developed by the selected contractor through the State Architect's Office and State Fire Marshall's Office as a deferred approval.
- Security Systems - Design and specification of security systems shall be limited to provision of infrastructure and specification of intrusion detection systems based on District provided standards and guide specifications.

#### Supplemental Services:

##### Technology Consulting Services

HPI proposes to retain Vantage Technology Consulting Group (Vantage) to provide technology consulting and design services for the Project including the following:

- Creation of a Network Operations Center that will house core networking equipment, the campus NEC Telephone Switch, media, storage and network servers and other items of IT Equipment to support the RCDD Norco campus. It will require specialized in-row air cooling and UPS-backed power, a fixed pad diesel generator, automatic transfer switch, fire suppression system and emergency power relief. It will be connected to the campus cabling infrastructure with copper and optical fiber cabling via an existing manhole adjacent to the footprint of the building. The facility is to be designed as a Technology Equipment Room and does not require audiovisual equipment other than security cameras.

- Creation of a Micro Computer and Instructional Media Center, which will provide areas for, equipment repair, equipment storage, and office space for microcomputer and instructional media technicians and supervisor. This area does not require significant audiovisual equipment.

Vantage's scope of work will include the following systems:

- Technology and Low Voltage System Infrastructure (Technology Rooms, cable containment, device locations, etc)
- Telephone / Data Cabling (including cabling for wireless data access points)
- Connection / integration of the above systems with the existing District systems.
- Provisioning of infrastructure with other low voltage systems including but not limited to emergency management and security systems will be part of the scope of work. This will include the connectivity wire, backboard space, patch panel housing, patch cord and evaluation of switch and power capacity. The integration of the application for these services is not part of the scope for work.
- Non-Water Base Fire Suppression System

Vantage will provide Technology Consulting services for the design of the in-building infrastructure that will support the technology systems and associated cabling and wireless networking throughout the Norco Campus Operations Center. This work will include recommendations and requirements regarding the connections to existing campus infrastructure, MDF/IDF Rooms and other spaces that house technology systems. It will also include cable tray, riser and conduit requirements and outlet locations and quantities. Furthermore, Vantage will provide assistance in the planning of the Network Operations Center, including provision of a coordinated floor plan, recommendations for power, cooling, fire protection, security, grounding, cable containment and other infrastructure requirements.

Vantage will design the technology cabling system and wireless infrastructure that will be installed to support the technology systems in the Norco Campus Operations Center. This work will include technology cabling system performance requirements, cabling system configuration, including cable types and quantities, outlet configurations, testing, labeling and as-built documentation. Vantage will produce the technology cabling drawings, which will include floorplans showing device locations, technology infrastructure systems and technology equipment room locations and layouts. The cabling drawing set will also include singleline and riser drawings, details and other information. Vantage will provide bid specifications for the technology cabling system.

During the Construction Administration phase of the project, Vantage will review and comment on technology system submittals, RFIs, samples and associated documents and

will assist with resolution of site issues. Vantage will attend Site Meetings and visit site to inspect the installation of the technology infrastructure and systems.

Technology Consulting Services is based on the following understandings and assumptions:

1. Based on discussions with District, the current campus MPOE will become a cross connection point for the campus with copper and fiber cabling being intercepted from the utility manhole closest to the footprint of the building. Vantage is required to work closely with the District and utility on this relocation of services.
2. Vantage will design and develop bid specifications associated with the installation of the phased cabling system that will take place prior to the cut-over of the new building.
3. Vantage's design will include the design and engineering of the designated connection points including not only the new infrastructure related to the building but the connection out of the building that provides the redundant link to the campus network.
4. Excluded from Vantage's work is the design of active data network and telephone systems and specification of desktop and laptop computers, printers and other peripherals. Vantage will be available to discuss system options and equipment types with the RCCD IT Dept and would be happy to provide full design services for this work as an additional fee.

#### Equipment Inventory

At the request of the District, HPI shall provide services to inventory and document existing specialty equipment intended for relocation / use within the new facilities. If required and authorized such services will include:

- Visual inspection and photographic accounting/recording of existing equipment intended for reuse. Changes in inventory or the condition of equipment subsequent to the date of the inventory shall be the responsibility of the District.
- As deemed necessary by HPI for planning purposes, HPI will record and document general measurements of specialized equipment.
- HPI will request available product data specifying utility requirements to equipment. Should such product data not be available / provided by the District, HPI will attempt to determine by visual inspection of equipment and readily observable product name plates the service requirements of individual equipment however shall not be responsible to open any equipment or confirm any information not readily available and or observable.
- As a part of Basic Services HPI's construction documents shall indicate the location / placement of existing and new fixed equipment and all known infrastructure requirements for such fixed equipment.

## LEED / Sustainability Consulting

- If requested by the District, HPI proposes to retain Ecotype/Consulting to provide LEED / sustainability consulting and LEED documentation services to achieve LEED Equivalent Certification (Basic).

### Limits of Service and Exclusions:

- Boundary and /or topographic surveying

HPI shall be entitled to rely upon the base topographic, utility surveys and other information provided by the District.

- Geotechnical Engineering
- Traffic consulting
- Environmental analysis
- Collaborate with District and utility provider to design and engineer the relocation of the MPOE to new building.

For purposes of this proposal it is assumed all required services and utilities are or will be extend to the site under separate contract by others and are sufficient to support the intended uses / improvements.

- Audio Visual (AV) Consulting
- Acoustic Consulting
- Access Compliance

HPI recognizes that the exterior path of travel serving the area of improvements must meet ADA/T24 requirements; however the scope of required improvements is unknown at this time. HPI will document internal ADA access routes and site access routes to the building from the adjacent site areas. Site related ADA access improvements including routes from public ways, parking, adjacent buildings, and site areas outside of the immediate scope of work will be addressed as additional services.

- FF&E

Design and/or specification of moveable furniture, fixtures and equipment are specifically excluded. Should such services be required they shall be provided as Supplemental Services. Specification of Audio Visual equipment is included as a part of the Audio Visual consulting services defined above.

- Signage and graphics (except as required by code)
- Move Management

Move management services are specifically excluded.

- Commissioning

Development of commissioning specifications and all other commission services are specifically excluded

#### District's Responsibilities:

District's responsibilities shall include the following:

- Provide boundary, topographic and utility survey of the subject site and utility improvements.
- Provide geotechnical engineering and environmental testing services as required for the project.
- Provide all other consulting services other than those enumerated above as part of HPI's basic services.

#### Compensation:

- Programming:

HPI proposes to provide project programming / program confirmation services on a fixed fee basis of Five Thousand Dollars (\$5,000.00).

- Basic Services:

HPI proposes to provide the services described above on a fixed fee basis of Seven Hundred Thousand Dollars (\$700,000.00) as follows:

➤ Schematic Design	10% = \$ 70,000
➤ Design Development	20% = \$ 140,000
➤ Construction Documents	30% = \$ 210,000
➤ DSA Approval	5% = \$ 35,000
➤ Bidding	2% = \$ 14,000
➤ Construction Administration	30% = \$ 210,000
➤ Close Out	3% = \$ 21,000

HPI proposes to develop the SD, DD & CD documents in Revit, a Building Information Modeling (BIM) software.

- Supplemental Services:

HPI proposes to provide the services listed on a fixed fee basis as follows:

- Technology Consulting Services \$ 49,600
  - Infrastructure and Cabling \$ 17,900
  - Network Operation Center \$ 25,700
- LEED / Sustainability Consulting \$ 55,000
- Equipment Inventory On a time and material basis

Schedule:

Subject to further discussion with the District / Campus a proposed schedule of services is outlined below:

Notice to Proceed (NTP):	TBD
Programming	4 weeks
Code Analysis:	2 weeks (concurrent with Programming Design)
Schematic Design:	8 weeks
Review and Approval:	2 weeks
Design Development:	12 weeks
District Review and Approval:	2 weeks
Construction Documents 50%:	6 weeks
District Review and Approval	2 weeks
Construction Documents 95%:	6 weeks
District Review and Approval:	2 weeks
DSA Review and Approval:	32 weeks
Bid Period & Contract Award	TBD
Construction Period	TBD (not to exceed 14 months)



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-2

Date: May 19, 2009

Subject: Norco Secondary Effects Project

Background: For the past year the Norco Campus, through its Strategic Planning Committee, has evaluated the space availability impacts that the new Phase III Industrial Technology Building Project (Occupancy: June 2009), and the Student Success Center Project (Occupancy: August 2010), will have on the campus. As part of the Long Range Facilities Master Plan, the need for additional classrooms and class labs was identified with the intent that space vacated by both the addition of Phase III and the Student Success Center would provide the opportunity to repurpose space to help fill the need for additional instructional space and instructional support space.

The campus has developed a plan which will repurpose and rehabilitate 31,000 square feet of space that will provide for: a new Biology Lab, a new Chemistry Lab, a remodeled Physics Lab, a remodeled Chemistry Lab, a new Digital Art Lab and Art Gallery, a new Learning Center including Integrated Instructional Support Labs, remodeled office spaces, an expanded College Police office, an enlarged Assessment Center, and an enlarged Admissions and Records services area.

The project has been vetted and approved by the Campus Strategic Planning Committee and the District Strategic Planning Committee.

Staff now seeks the Board's approval for project planning and design. It estimated that \$1.1 million dollars will be necessary to execute the planning and design of the project (includes: Architect and Engineering design fees, Division of State Architect (DSA) fees, and other related planning services and fees.) Funding would be derived from District Measure "C" monies (Resource 4160).

Staff is also requesting Board's approval to engage the Hill Partnership (HPI) Architects to provide design and engineering services for planning and design of the Norco Secondary Effects Project in the amount of \$807,752. The agreement includes architectural design and engineering services for project programming and planning, schematic design, design development, construction documents, Division of State Architect (DSA) approval, and bid documents. A copy of the agreement is attached for the Board's review and consideration. Funding source: District Measure "C" funds (Resource 4160).

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-2

Date: May 19, 2009

Subject: Norco Secondary Effects Project  
(continued)

Recommended Action: It is recommended that the Board of Trustees approve initiation of the planning and design and an allocation of Measure "C" funding in the amount of \$1.1 million; approve the agreement with the Hill Partnership, Inc. in the amount of \$807,752, to provide design and engineering services for the project; and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Brenda Davis  
President, Norco Campus

Orin L. Williams  
Associate Vice Chancellor, Facilities Planning, Design and Construction

C. Michael Webster  
Riverside Community College District Planning Consultant  
Facilities Planning, Design and Construction

AGREEMENT BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

HILL PARTNERSHIP, INC.

THIS AGREEMENT is made and entered into on the 20<sup>th</sup> day of May, 2009, by and between HILL PARTNERSHIP, INC. hereinafter referred to as “Architect” 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, Project Attachment A, Project Attachment B, Attached.
2. The services outlined in Paragraph 1 will primarily be conducted at Architect’s office(s), and on site at Riverside Community College District, Norco Campus.
3. The services rendered by the Architect are subject to review by the Associate Vice Chancellor of Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from May 20, 2009, to the estimated completion date of December 31, 2010, 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.
5. Payment in consideration of this agreement shall not exceed \$807,752 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 of 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 of Facilities Planning, Design and Construction.
6. 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 the Architect, following the termination of this Agreement, desires to use any such data, Architect shall make the request in writing through the office of the Associate Vice Chancellor of Facilities Planning, Design and Construction, who will obtain approval from the Board of Trustees before releasing the information requested.

7. 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.
8. 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 Trustees, 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 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.
10. Architect 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 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.

11. District may terminate this Agreement for convenience at any time upon written notice to Architect, in which case District will pay Architect in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Architect, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Architect shall not discriminate against any person in the provision of services or employment of persons on the basis of race, religion, sex or gender, disability, medical condition, marital status, age or sexual orientation. Architect understands that harassment of any student or employee of District with regard to religion, sex or gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.
13. Architect is an independent contractor and no employer-employee relationship exists between Architect and District.
14. 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.
15. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
16. This Agreement will be governed by and construed in accordance with the laws of the State of California.

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

Hill Partnership, Inc.

Riverside Community College District

\_\_\_\_\_  
Lawrence A. Frapwell  
President  
115 Twenty-second St.  
Newport Beach, CA 92663

\_\_\_\_\_  
James L. Buysse  
Vice Chancellor  
Administration and Finance

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit I

### Scope of Project:

The Project shall consist of renovation, remodeling and conversion of existing classrooms, labs, administrative and service spaces in the following buildings:

- Humanities Building
- Science & Technology Building
- Library Building
- Corral Building
- Student Services Building

The scope of work within the listed buildings shall be in general conformance with the scope of work prepared by the District and further outlined in Attachments “A” & “B”.

The project will be designed and processed for DSA approval. For the purpose of this proposal we suggest that the work within each building be submitted and processed at DSA under separate application.

It is HPI’s understanding the construction of the Project will occur in phases to maintain college operation with minimal impacts. HPI will develop and coordinate the construction phasing with the college, however it is assumed for purposes of this proposal the Project will be bid as single contract and will be completed in four phases. The total construction time for all four phases shall not exceed 16 months (4 Phases at 4 months each).

### Project Programming & Confirmation:

Programming services shall consist of the following:

- Conduct meetings with Campus and District representatives to establish qualitatively and quantitatively the functional needs of the areas impacted.
- Review findings with Campus and District Administration.
- Work with Campus and District facilities and maintenance staff to incorporate existing campus standards.
- Develop alternatives for review and obtain approval of a Project Program for the above listed spaces / functions defining the scope of improvements and functional requirements with respect to spatial configuration and adjacencies; finishes; and building systems – mechanical, electrical, telecom/data, security, acoustic performance and other specialized needs.

### Basic Services:

HPI's Basic Services shall be consistent with the District's Standard Agreement and shall include normal Architectural, Structural, Mechanical, Plumbing, Electrical, Fire Alarm, Telecommunication/Data and Audio/Visual infrastructure design and engineering as further defined below:

- Structural engineering services – Structural services shall be limited to anchorage of architectural tenant improvements and equipment. Seismic upgrade of the existing lateral or vertical load bearing systems is not a part of this project.
- Mechanical / Electrical / Plumbing and Telecommunication / Data engineering services – Services shall include evaluation of existing systems, coordinate with District / Campus representative regarding design standards / criteria and provision of design and engineering services as required by the renovation, remodeling and the conversion.
- Fire Alarm – Provide design and engineering services for the renovated and converted spaces and connection to the existing building / campus system. It is assumed for purpose of this proposal the existing building and campus fire alarm system(s) will support the intended renovations without replacement.

#### Supplemental Services:

##### 1. Audio Visual Consulting Services

HPI proposes to retain JBA Consulting Engineers to provide consulting and design services for audiovisual systems for the renovated buildings. JBA's services include the following:

- Technology Programming  
Work with the facility user groups, Campus / District representatives and technology staff, Architect and Architect's engineers to develop a technology program that establishes the District / College & user's intent and defines the scope of audiovisual systems
- Technology Budget  
Establish a preliminary audiovisual budget concurrent with the architectural schematic design phase. Refine budget at subsequent phases.
- Architectural/Engineering Support  
Provide architectural and engineering planning and design support for integration of the audiovisual systems into the architectural and engineering design of the project throughout the SD, DD, CD, Bidding and CA phases of the project.
- Audiovisual System Design Services



Work closely with the users and Campus / District technology staff to design, specify and produce technical drawings and specifications for the supply and installation of the audiovisual systems.

- Construction Observation  
Provide technical and oversight support during the construction installation phases of the project including but not limited to field observation, field reporting, and attendance of weekly construction meetings.

## 2. Telecommunication Services

HPI proposes to retain JBA Consulting Engineers to provide consulting and design services for the telecommunication systems within the renovated buildings. JBA's services include the following:

- Technology Programming  
Work with the facility users groups, Campus / District representatives and technology staff, Architect and Architect's engineers to develop a technology program that establishes the District / Campus / user's intent and defines the scope of the structured cabling plant.
- Architectural/Engineering Support  
Provide architectural and engineering planning and design support for integration of the telecommunication systems into the architectural and engineering design of the project throughout the SD, DD, CD, Bidding and CA phases of the project.
- Telecommunication Systems Design Services  
Work closely with the users and Campus / District technology staff to design, specify and produce technical drawings and specifications for the supply and installation of the telecommunication systems.
- Construction Observation  
Provide technical support during the construction and installation phases of the project including field observation of the completed work.

## 3. Acoustic Consulting

HPI proposes to retain JBA Consulting Engineers to provide acoustical consulting services for the renovated buildings. JBA services include evaluation and design support for architectural noise control, mechanical system noise control and general room acoustics.

- Acoustical Programming  
Coordinate the acoustical design criteria with the facility users groups, District / Campus representatives, District technology staff, Architect and Architect's engineers.

- **Architectural/Engineering Support**  
Provide architectural and engineering planning and design support for integration of the acoustical recommendations into the architectural and engineering design of the project throughout the SD, DD, CD, Bidding and CA phases of the project.
- **Construction Observation**  
Provide technical support during the construction and installation phases of the project including field observation of the completed work where beneficial to the progress of the work.

Limits of Service and Exclusions:

- **Record Drawings and Field Verification**

It is understood that record drawing of exiting improvements shall be provided by the District. HPI's Basic Services include review of the documents provided and field verification of readily observable existing building and site conditions.

However, insomuch as the remodeling and/or rehabilitation of an existing structure(s) requires that certain assumptions be made by HPI regarding existing conditions, and because some of these assumptions may not be verifiable without the District expending additional sums of money or destroying otherwise adequate or serviceable portions of the structure(s) the District agrees to bear all costs, losses and expenses, including the cost of Architect's Additional Services, arising from the discovery of concealed or unknown conditions, or from any deficiencies or inaccuracies in any information or documentation relative to concealed conditions furnished to HPI by the District.

The preparation of measured drawings may be necessary if Riverside Community College District cannot provide as-builts or record drawings of the existing building and site condition. Such services shall be considered supplemental services.

- **Access Compliance**

Service shall include accessibility upgrades for the renovated spaces and related interior building spaces (such as stairs, elevator, restrooms...etc) on the accessible path of travel as required to meet current State accessibility regulations. It is our understanding that the District has retained a separate consultant to evaluate Campus wide accessibility compliance issues. HPI will coordinate its services with the Campus consultant.

HPI recognizes that the exterior path of travel serving the area of improvements must meet ADA/T24 requirements, however the scope of required improvements is unknown at this time. Should exterior improvements be required they shall be provided as Supplemental Services.

- Exterior Improvements

No exterior work is anticipated or included.

- FF&E

Design and/or specification of moveable furniture, fixtures and equipment are specifically excluded. Should such services be required they shall be provided as Supplemental Services. Specification of Audio Visual equipment is included as a part of the Audio Visual consulting services defined above.

- Hazardous Materials

HPI's professional services specifically exclude any actions related to the abatement, replacement, or removal of any environmentally hazardous product, material or process including those containing asbestos, and/or lead paint existing in the facility. Notwithstanding these provisions, it is understood the District will retain the services of an independent contractor to survey and document environmentally hazardous materials. HPI will coordinate its services with the findings of the independent contractor and shall coordinate with the independent contractor and District to include the findings and related work within the bid package for construction. HPI shall be entitled to rely upon the completeness and accuracy of the information provided by the independent contractor and shall assume no responsibility or liability for the accuracy or completeness of the information provided by the independent contractor.

- Design and engineering of off-site utilities and/or other public improvements.

It is assumed all required services and utilities extend to the building and are sufficient to support the intended uses / improvements.

- Move Management

Move management services are specifically excluded.

#### Compensation:

- Programming:

HPI proposes to provide project programming / program confirmation services on a fixed fee basis of Ten Thousand Two Hundred Dollars (\$10,200.00).

- Basic Services:

HPI proposes to provide the services described above on a fixed fee basis of Seven Hundred and Seventy Thousand Dollars (\$770,000) as follows:

- Schematic Design 10% = \$ 77,000
- Design Development 20% = \$ 154,000
- Construction Documents 40% = \$ 308,000
- DSA Approval 5% = \$ 38,500
- Bidding 5% = \$ 38,500
- Construction Administration 20% = \$ 154,000

- Supplemental Services:

HPI proposes to provide the services listed on a fixed fee basis of Twenty Seven Thousand Five Hundred Fifty Dollars (\$27,552) as follows:

- Audio Visual Consulting \$ 11,000
- Telecommunication Services \$ 11,550
- Acoustic Consulting \$ 5,000

Schedule:

Subject to further discussion with the District / Campus a proposed schedule of services is outlined below

NTP:	TBD
Programming	2 weeks
Code Analysis:	2 weeks (concurrent with Programming Design)
Schematic Design:	8 weeks
Review and Approval:	2 weeks
Design Development:	12 weeks
District Review and Approval:	2 weeks
Construction Documents 50%:	8 weeks
District Review and Approval	2 weeks
Construction Documents 95%:	8 weeks
District Review and Approval:	2 weeks
DSA Review and Approval:	32 weeks
Bid Period & Contract Award	TBD
Construction Period	TBD (not to exceed 16 months)

## ATTACHMENT "A"

Item #	Existing Space Name / Function	New Space Function	Location	Remarks	Aprox. Area
1	Classroom ST203 Offices, 204,205&206	New Biology Lab and Lab Service	Science & Technology Building or Humanities	Convert classrooms to biology Lab and Lab service space. See Diagram D	1250 ASF
2	Physics Lab	New Chemistry Lab and Lab Service	Humanities Building	Converting existing Physics Lab to Chemistry Lab. See Diagram B	1,500 ASF
3	Classrooms	Physics Lab	Humanities Building	Relocate Physics Lab See Diagram B	1,220 ASF
4	Chemistry Lab	Chemistry Lab	Humanities Building	Upgrade mechanical system & Accessibility. See Diagram B	1,220 ASF
5	New Lab Service Spaces (Item included with item 1 & 2)				
6	Math & CIS labs	Digital Art Lab and Art Gallery	Science & Technology Building	Converting the existing space to accommodate the new function. See Diagram C	3,500 ASF
7	Library Ground Floor	Learning Center including integrated instructional support labs, Tutorial services and student health services	Library	Renovation of the Library Ground Floor, existing Faculty offices accessed from outside to remain. See Diagram E	9,750 ASF  *GSF= 14,000 sf
8	Student health Center (Item included with item # 8)				
9	Cafeteria, Prep Area and Campus Police	Expanded College Police Office Faculty Support Ctr	Corral Building	Expand Police offices Convert balance of space to faculty support center See Diagram F	2,200 ASF  *GSF = 2,785 sf
10	Enlarge College Police Office (Item Included with item #13)				
11	Assessment Center Enlargement	Assessment Center	Student Services Building	Enlarging Assessment Center See Diagram H	400 ASF
12	Rooms 101,102, 103,104,105,106, 119,120,121,122, 123 & 125	A&R & Cashier	Student Services Building	Re-layout of the whole space See Diagram G	4,200 ASF

**Approximate Total Area = \*30,075 SF**

\* includes GSF for items 7&9

## ATTACHMENT "B"

The diagrams indicate the spaces to be renovated and remodeled in orange, the potential classrooms to be converted to chemistry and biology lab in blue and the spaces to be considered for HVAC system and Accessibility upgrade in green.

## DIAGRAM "B"

### NORCO CITY CAMPUS RIVERSIDE COMMUNITY COLLEGE CHEMICAL INVENTORY MAP LOCATION

MAP \_\_\_ OF \_\_\_

(You may photocopy this map if necessary)



**SHEET 2 of 2**

<b>BUILDING D</b>
<i>SECOND FLOOR</i>
HUMANITIES

**DIAGRAM "C"**  
**NORCO CITY CAMPUS**  
**RIVERSIDE COMMUNITY COLLEGE**  
 CHEMICAL INVENTORY MAP LOCATION

MAP \_\_\_\_ OF \_\_\_\_

(You may photocopy this map if necessary)



**FIRST LEVEL FLOOR PLAN**

BUSINESS NAME: NORCO CITY CAMPUS-RIVERSIDE COMMUNITY COLLEGE		DATE: 10-26-99
ADDRESS: 2001 THIRD ST.	CITY: NORCO	ZIP: 91760

**SHEET 1 of 2**

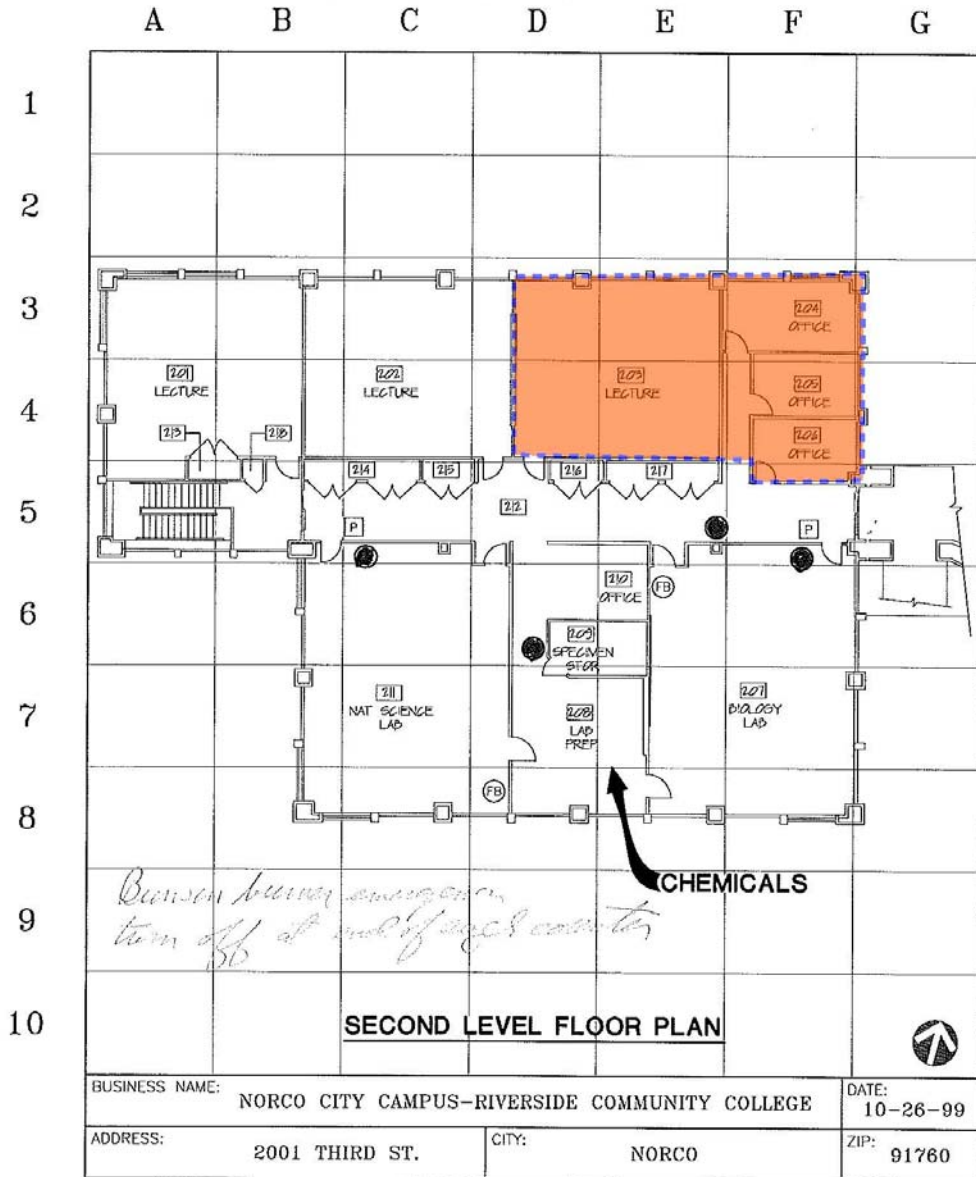
<b>BUILDING B</b>
FIRST FLOOR
SCIENCE and TECHNOLOGY



**DIAGRAM "D"**  
**NORCO CITY CAMPUS**  
**RIVERSIDE COMMUNITY COLLEGE**  
 CHEMICAL INVENTORY MAP LOCATION

MAP \_\_\_\_ OF \_\_\_\_

(You may photocopy this map if necessary)



**SHEET 2 of 2**

**BUILDING B**  
**SECOND FLOOR**  
 SCIENCE and TECHNOLOGY

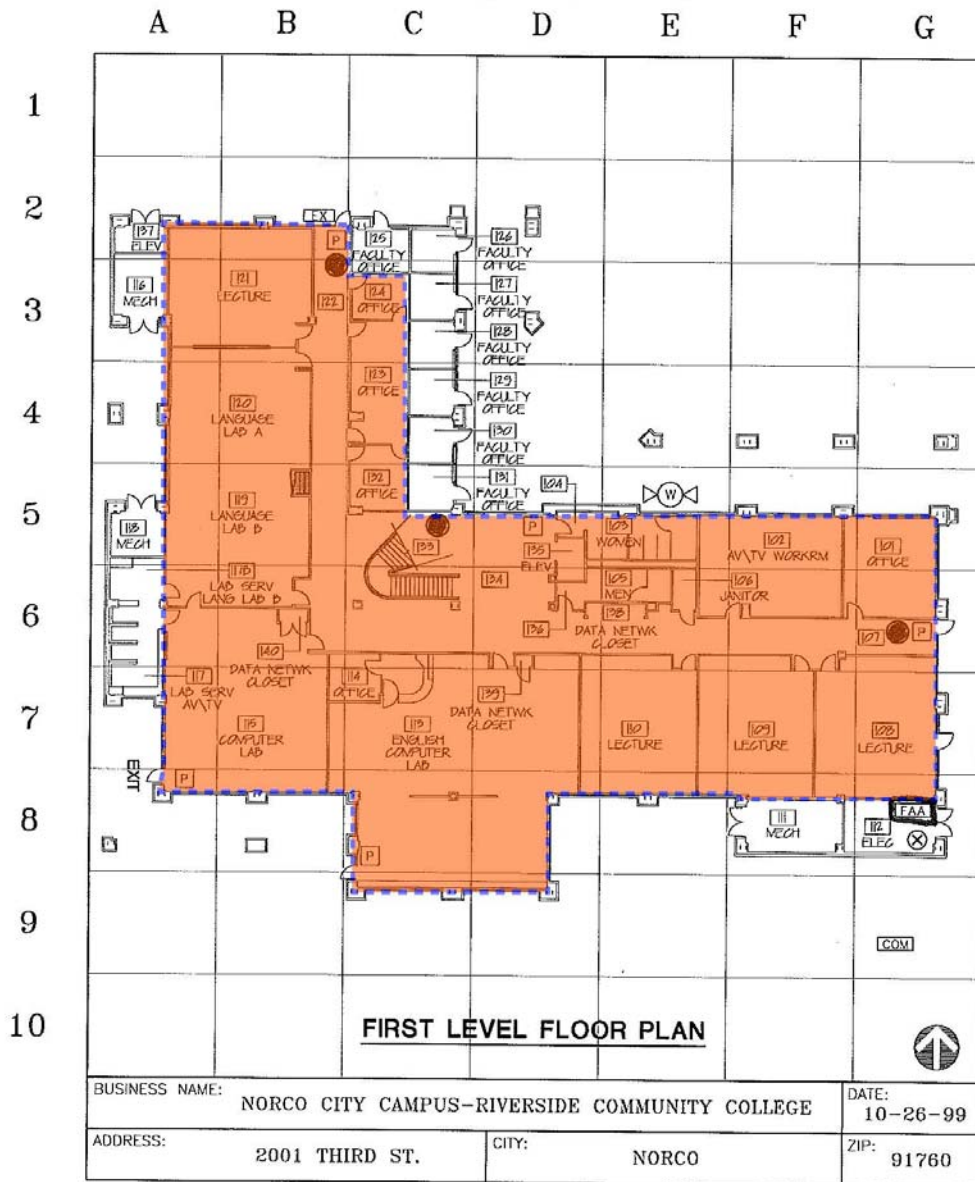
# DIAGRAM "E"

## NORCO CITY CAMPUS RIVERSIDE COMMUNITY COLLEGE

### CHEMICAL INVENTORY MAP LOCATION

MAP \_\_\_\_\_ OF \_\_\_\_\_

(You may photocopy this map if necessary)



**SHEET 1 of 3**

<b>BUILDING G</b>
FIRST FLOOR
WILFRED J. AIREY LIBRARY

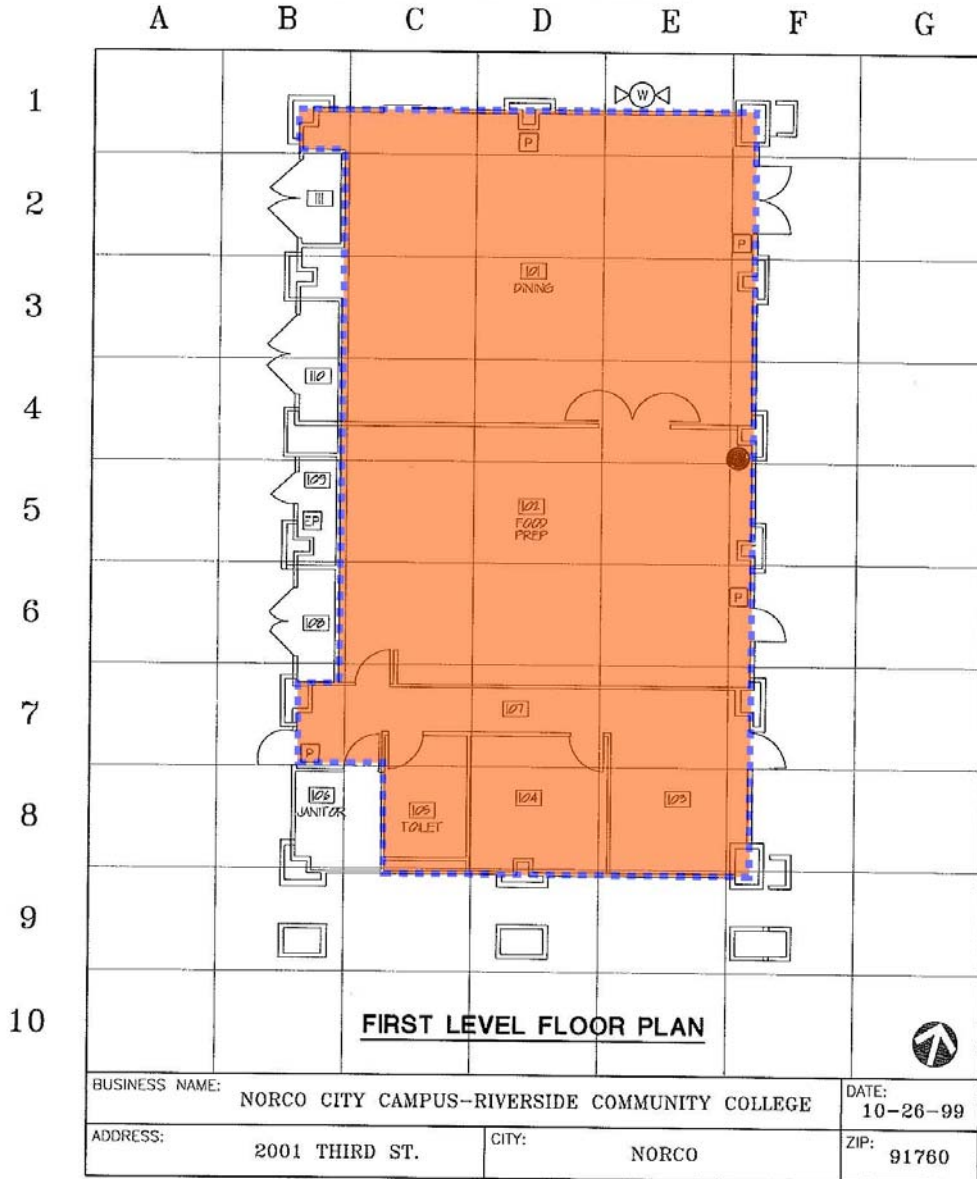
# DIAGRAM "F"

## NORCO CITY CAMPUS RIVERSIDE COMMUNITY COLLEGE

### CHEMICAL INVENTORY MAP LOCATION

MAP \_\_\_\_ OF \_\_\_\_

(You may photocopy this map if necessary)



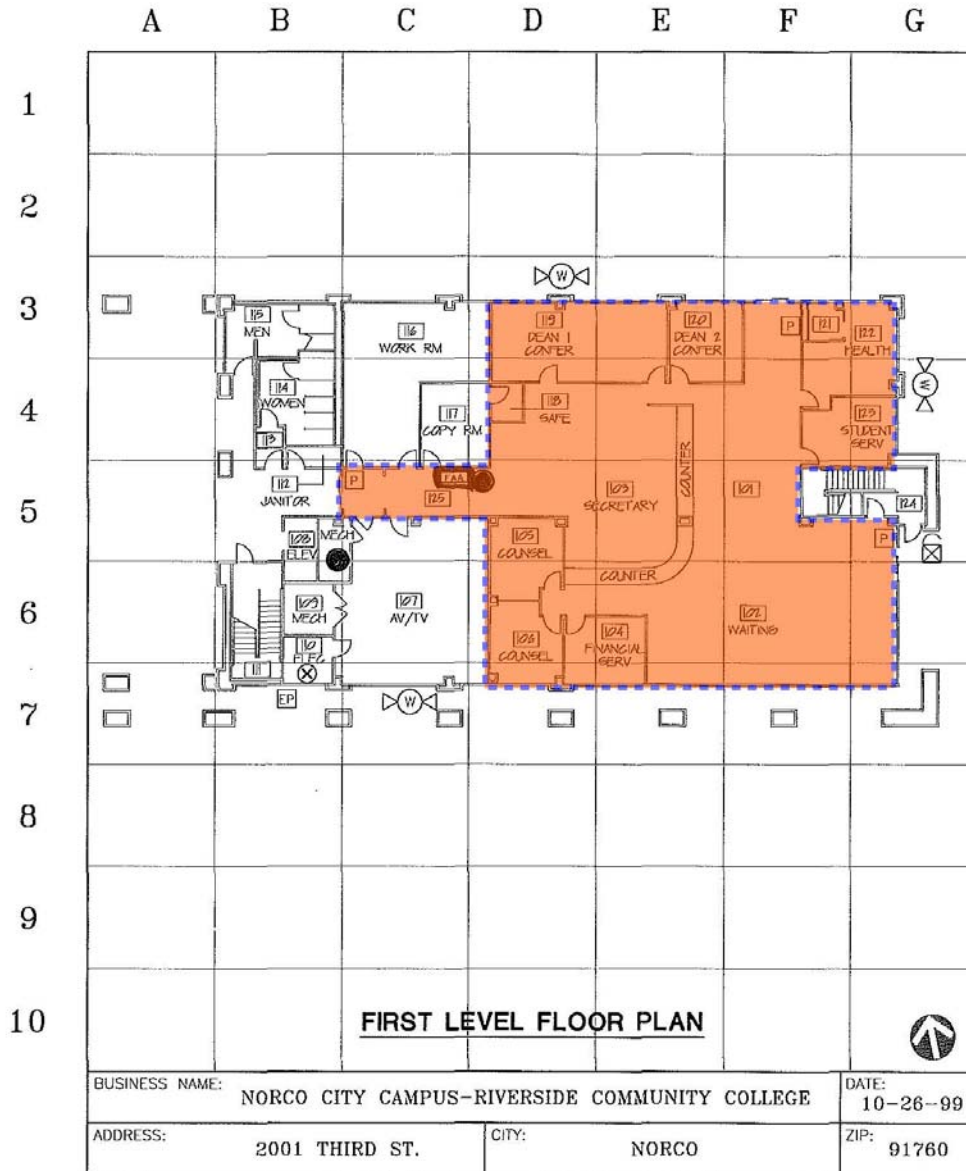
**SHEET 1 of 1**

<b>BUILDING E</b>
FIRST FLOOR
TIGERS' DEN

**DIAGRAM "G"**  
**NORCO CITY CAMPUS**  
**RIVERSIDE COMMUNITY COLLEGE**  
 CHEMICAL INVENTORY MAP LOCATION

MAP \_\_\_\_\_ OF \_\_\_\_\_

(You may photocopy this map if necessary)



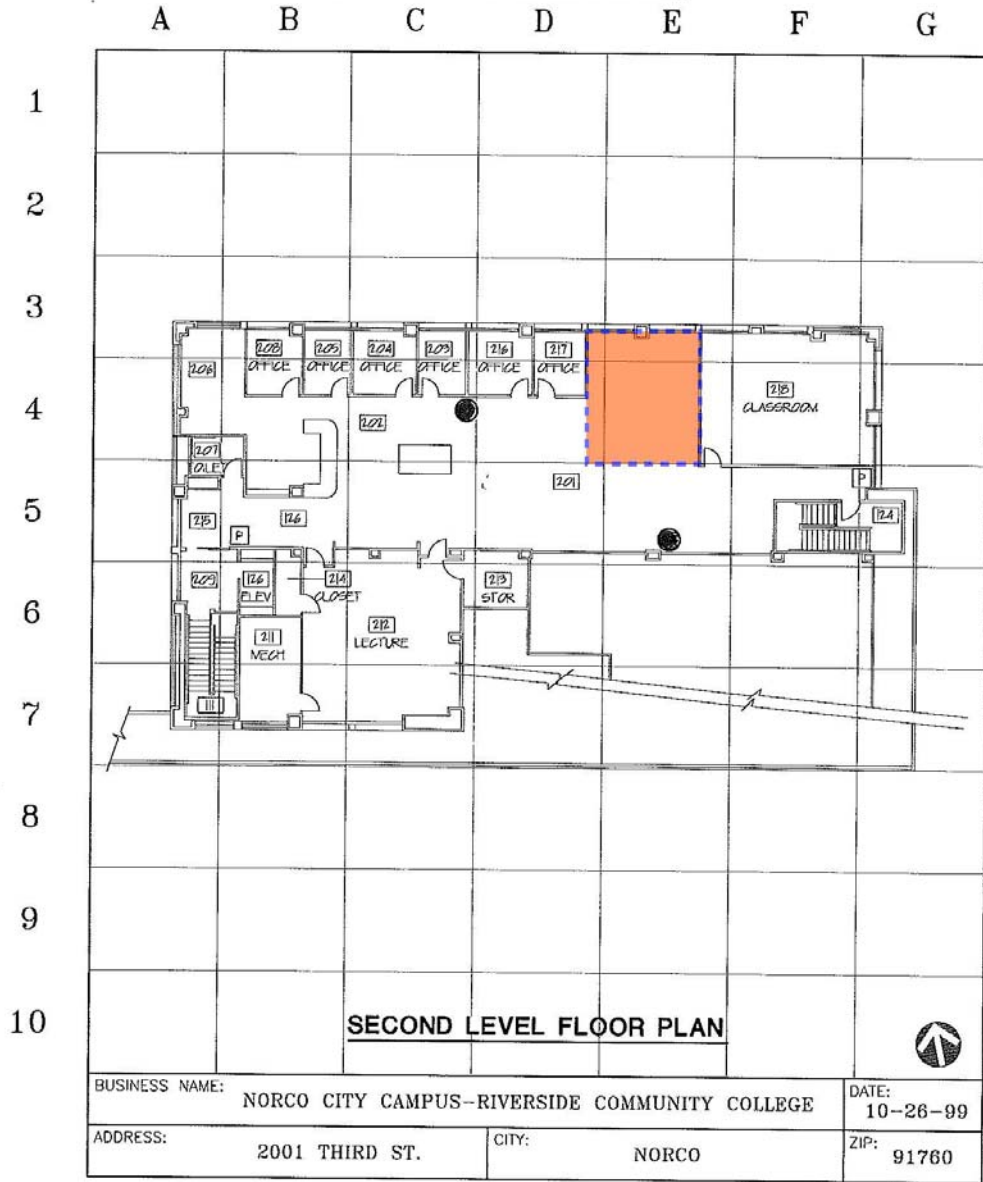
SHEET 1 of 2

<b>BUILDING A</b>
<u>FIRST FLOOR</u>
STUDENT SERVICES

**DIAGRAM "H"**  
**NORCO CITY CAMPUS**  
**RIVERSIDE COMMUNITY COLLEGE**  
 CHEMICAL INVENTORY MAP LOCATION

MAP \_\_\_\_ OF \_\_\_\_

(You may photocopy this map if necessary)



**SHEET 2 of 2**

<b>BUILDING A</b>
<i>SECOND FLOOR</i>
<i>STUDENT SERVICES</i>



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-3

Date: May 19, 2009

Subject: Utility Infrastructure Upgrade Project

Background: During the development of the three campuses Long Range Campus Facilities Master Plans, each campus identified the need for upgrading and expanding the infrastructure of utility systems to replace outdated systems and add utility capacity to accommodate growth (the Utility Infrastructure Upgrade Project).

The Utility Infrastructure Upgrade Project will be divided into five (5) phases: Project Scoping, Programming, Master Planning, Schematic Design, and Implementation. The first two phases of the project, Project Scoping and Programming, will include the following scopes of work:

Project Scoping: Services will include a review of existing infrastructure study materials and Long Range Facilities Master Plans and assistance in developing project scope, given utility infrastructure current conditions and needs for built-out and redeveloped conditions.

Programming - Services will include:

1. Project management support for all scoping and programming work related to the upgrading of the infrastructure at all three campuses. The infrastructure shall consist of: domestic and fire protection water, storm drain, mechanical systems (chilled/hot water and central plants), electrical (including building level services), telecommunications and data lines, and natural gas.
2. Identifying and tabulating building square footage, space usage, internal loads, occupancy, and equipment conditions, age of equipment, code compliance issues, and maintenance items. Meetings will be conducted at each of the campuses to determine project scope, objectives, design criteria, project schedule, condition of existing facilities, deficiencies of systems, and future needs based on the Long Range Facilities Master Plans. Said determination will be made relative to current and future utility needs for each campus.
3. Water/Waste Water Analysis: Determination of the expected water and waste water collection and distribution for each campus.
4. Storm Drain Analysis: Determination of the expected storm drain needs for each campus.
5. Mechanical Analysis: Requirements for current and future capacity and estimated replacement, construction and maintenance costs.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-3

Date: May 19, 2009

Subject: Utility Infrastructure Upgrade Project  
(continued)

6. Electrical Analysis: Estimates of total anticipated load requirements of existing and proposed buildings, including single line diagram and site distribution exhibit based on load information secured from utility providers. Additionally, site lighting will be evaluated, foot candle levels will be determined and proposed standardization of fixtures will be provided. The analysis includes service at the building level detail.
7. Telecommunications Analysis: Review of existing systems survey reports and assessment with staff to determine future technology directions that may impact backbone pathway systems. A survey of existing telecom rooms will be conducted, and recommendations for new telecommunication rooms will be provided. Exhibits include, but are not limited to, showing campus wide connectivity diagrams that show the planned physical topology of the inter-building telecommunication systems to serve existing and future buildings.
8. Natural Gas: Evaluation of existing gas distribution system and recommended improvements to meet the demands of existing and proposed buildings.
9. Programming Document: A programming document shall be provided that includes a preliminary needs assessment, showing the expected new and upgraded facilities, approximate sizes of those facilities, sequence of construction, and a preliminary cost model for the systems for each campus. It is intended that the programming document will be used to program the capital outlay for implementing the systems upgrades and expansions. The work product will involve identifying existing facilities (using recently completed infrastructure studies), determine infrastructure needs, where additional infrastructure may be installed, and providing a preliminary opinion of probable cost model that may be used as a basis for the programming of the future infrastructure needs.

Staff now seeks the Board's approval to initiate the first two Phases of the Utility Infrastructure Upgrade Project and approve funding in the amount of \$500,000 to fund the first two phases. Funding for this project would be derived from District Measure "C" monies (Resource 4160).

Additionally, on December 8, 2008, the District issued a Request for Submittal of Qualification for the District Upgrade Project. The District received eleven responses to the RFQ. On March 5, 2009, the District invited five firms for interviews. The interviews were administered by a multi-campus staff committee. Based on the results of the interviews and evaluation of fees, qualifications, and project economies of scale, staff is now requesting approval to enter into an agreement with PSOMAS in an amount not to exceed \$468,785. Services would include scoping and planning for the first two phases of the Utility Infrastructure Upgrade Project. A copy of the agreement is attached. Funding source: District Measure "C" funds (Resource 4160)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-3

Date: May 19, 2009

Subject: Utility Infrastructure Upgrade Project

Recommended Action: It is recommended that the Board of Trustees approve planning for the first two phases and an allocation of Measure "C" funding in the amount of \$500,000; approve the attached agreement with PSOMAS to provide scoping and planning services for the project in the amount of \$468,785; and authorize the Vice Chancellor, Administration and Finance, to sign the agreement.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Orin L. Williams  
Associate Vice Chancellor  
Facilities Planning, Design and Construction

C. Michael Webster  
Riverside Community College District Planning Consultant  
Facilities Planning, Design and Construction



AGREEMENT BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT

And

PSOMAS

THIS AGREEMENT is made and entered into on the 20<sup>th</sup> day of May, 2009, by and between PSOMAS 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 District, Moreno Valley Campus, Norco Campus and Riverside City Campus.
3. The services rendered by the Consultant are subject to review by the Associate Vice Chancellor of Facilities Planning, Design and Construction or his designee.
4. The term of this agreement shall be from May 20, 2009, to the estimated completion date of June 30, 2010, 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 \$468,785 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 of 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 of 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 make the request in writing through the office of the Associate Vice Chancellor of Facilities Planning, Design and Construction, who will obtain approval from the Board of Trustees before releasing the information requested.

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 Trustees, 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. District may terminate this Agreement for convenience at any time upon written notice to Consultant, in which case District will pay Consultant in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to District or in the possession of the Consultant, and to authorize Reimbursable Expenses. No other compensation will be payable for anticipated profit on unperformed services.
12. Consultant shall not discriminate against any person in the provision of services or employment of persons on the basis of race, religion, sex or gender, disability, medical condition, marital status, age or sexual orientation. Consultant understands that harassment of any student or employee of District with regard to religion, sex or gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.
13. Consultant is an independent contractor and no employer-employee relationship exists between Consultant and District.
14. 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.
15. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not stated herein. Any other agreement or statement of promises, not contained in this Agreement, shall not be valid or binding. Any modification of this Agreement will be effective only if it is in writing and signed by the party to be charged.
16. This Agreement will be governed by and construed in accordance with the laws of the State of California.

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

PSOMAS

Riverside Community College District

\_\_\_\_\_  
Sean P. Vargas  
Vice President, Principal  
2010 Iowa Ave. Suite 101  
Riverside, CA 92507

\_\_\_\_\_  
James L. Buysse  
Vice Chancellor  
Administration and Finance

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit I

### Background

In December 2008 Riverside Community College District (RCCD) requested Statements of Qualifications (SOQ) from qualified Engineering firms to support RCCD with utilities infrastructure engineering/design services for each of RCCD's three campuses. Each campus completed Long Range Facilities Master Plans (LRFMP) between 2007 and 2008. Development and re-development of each campus is occurring and will continue to occur simultaneously on parallel tracks. Similarly, Infrastructure Scoping and Programming efforts will take place concurrently using a methodologically consistent procedure to evaluate three different sets of physical and LRFMP-related opportunities and constraints.

#### *Moreno Valley Campus*

The Moreno Valley campus is approximately 140 acres though much of the campus is hillside area. The campus is currently comprised of 17 buildings with a gross square footage of approximately 171,000 square feet. Existing structures were constructed between 1991 and 2008.

#### *Norco Campus*

The Norco campus is also approximately 140 acres and like Moreno Valley has a significant amount of hillside area. The campus is currently comprised of 19 buildings with a gross square footage of approximately 160,000 square feet. Existing structures were also constructed between 1991 and 2008.

#### *Riverside City Campus*

The City campus is approximately 108 acres and while in an urban context has a unique topography. The campus is currently comprised of 54 buildings with a gross square footage of approximately 1,200,000 square feet (including approximately 500,000 parking structure). Existing structures were constructed between 1923 and 2008.

### SCOPE OF SERVICES

#### I. Project Scoping

The Project Scoping phase is a collaborative effort including the project team and the project "Task Force". The purpose of the Scoping phase is to determine what existing data, studies, and materials are available; to establish programmatic constraints (performance objectives, cost and scheduling considerations, appetite for sustainability, etc.); identify Owner's Project Requirements (OPR); and to clearly delimit the boundaries between project phases. Because the Programming Phase scope has been proposed already, Project Scoping shall be more of a confirmatory exercise. Our effort shall be focused on verification of scope and assumptions.

The project team will work with RCCD to identify members of the Task Force who will typically include:

- District Leadership
- Campus Leadership
- District Facilities Staff
- Campus Facilities Staff
- Shared Governance Representative
- City, County, and Utility Purveyor Representatives
- RCCD Designated Stakeholders

The Task Force will be comprised of as many or as few of the above list as RCCD and Campus Leadership deems appropriate. We expect that the makeup of the Task Forces will vary by campus. Technical “break out” meetings will not require attendance by all members of the Task Force.

## II. Compilation and Review of Existing Documentation

- Compile RCCD-provided existing survey, utility mapping, studies, and Long Range Educational/Facilities Master Plans.
- Assemble existing and proposed building data from existing documentation: square footage, space usage, occupancy.
- Request current offsite (and onsite within easement) utility information from City and County sources as well as franchise utility owners as identified by Underground Service Alert (USA).
- Conduct a walk-through visual inspection of the campus to become familiar with and photo-document observable condition of existing facilities and site conditions of note.
- Interview campus Facilities, Maintenance, and Operations personnel to document code compliance and maintenance issues; collect operational data, historical knowledge and performance (and deficiency) information, and non-recorded utility data.
- Compile RCCD-provided water, electricity, and gas bills for fiscal years 2005-2008 for synthesis and comparison in Programming Phase.
- Review existing conditions to determine the site potentials and restrictions.
- Review the site survey, existing soils information, utility infrastructure surveys, and relevant infrastructure reports prepared for the campus (by others) in order to incorporate relevant data from these documents.
- Identify apparent deficiencies in existing utility mapping and make recommendations to supplement in Programming or Master Plan Phase

### A. Surface Utility Investigation

Typically, survey of surface indications of existing utilities (utility vaults, tunnels, valve boxes, maintenance holes, and other surface utility facilities not shown on the aerial topographic map) by field methods is proposed during the utility mapping task. Record utility research is then reconciled with the surface indications during the actual utility mapping. Review of the

previously prepared utility base mapping indicates that this has not been done (there are instances of plotted record maintenance holes, catch basins, etc. with no indication on the aerial survey). The result is a utility base map that is purely schematic. Plotted locations may be inaccurate by many feet – a situation which is particularly problematic for gravity utilities (sanitary sewer and storm drain). Use of the utility schematic as a base map, if not corrected, will eventually result in design issues and construction problems.

The schedule set forth in the RFQ does not lend itself to a complete field edit of the existing aerial surveys of the campuses. This field survey work is, however, strongly recommended prior to the Master Plan and Design Phases.

We do recommend and are proposing that the existing storm drain gravity structures (surface conveyances, maintenance holes, and catch basins) be field surveyed for precise horizontal and vertical location at this time. The existing utility mapping for the three campuses is observably inaccurate in some areas and contains no invert data for the storm drain system. Existing system capacity can not be evaluated without invert data. We recommend deferral of survey of sanitary sewer gravity structures until the Master Plan Phase along with the remainder of the surface indications for two reasons: record inverts are plotted on the existing sanitary sewer mapping; and the order of magnitude of sanitary flows expected from the built-out campuses are not unreasonable.

Utilizing GPS procedures and the existing project control, we will establish horizontal and vertical positions of accessible storm drain manholes and catch basins. We will measure the depth of existing manholes and identify the size and type of the storm drain pipes.

Assumptions:

- We understand that project control for each campus has been established by others and will be provided to us
- All storm drain facilities will be accessible and the covers will be unlocked.

#### B. Subsurface Utility Investigation – City Campus Only

A critical consideration in evaluation of existing systems is existing condition and serviceability. Key indicators in assessment of condition and serviceability are: observed condition, age, material type, and documented deficiency. While we intend to supplement the existing utility mapping for all campuses via interview with Facilities, Maintenance, and Operations staff to document age, material type, and documented deficiency when known; visual inspection of older or known-deficient utilities is recommended. Expanding and re-developing a campus and tying into non-serviceable backbone utilities are ill advised. Non-serviceable backbone utilities must be identified during the assessment process, and the cost for removal and replacement or upgrade included in the cost of redevelopment.

The existing utility mapping (for all three campuses) is generally deficient of utility “material type”, i.e. ductile iron pipe, asbestos-cement pipe, PVC pipe, etc. Because of the relatively young age of the Moreno Valley and Norco campuses we intend to collect all missing

information via interview. Because of the advanced age of the City campus we are recommending subsurface utility condition assessment of a representative sampling of the existing subsurface utilities.

#### 1. Small Potholes

After our interviews with City campus staff we will select 3 to 5 locations to uncover existing utilities to verify the material type, sizes, depth, location, and observable condition by non-destructive air/vacuum potholing techniques. The College and the Facilities Manager's concurrence and approval of the procedure, schedule and location of these activities shall be requested. Investigation shall be conducted in such a manner to ensure safety and integrity of the utility. Small potholes will be compacted, backfilled and repaired as necessary to maintain integrity of the utility and surface conditions as a result of investigation activities. Approximate locations of potholes will be recorded.

#### 2. Gravity Utility Videography

After the interviews we will also select approximately 1000 LF each of the existing storm drain and the existing sanitary sewer systems for inspection via videography. Visual inspection will allow us to assess pipe condition upon which we can make informed inference about the relative condition of the remainder of the system. We anticipate selection of major reaches that are intended to remain and serve major portions of campus.

#### C. Existing Utility Plans Review and Revision

Following interviews, visual inspection, supplemental survey, and subsurface investigation; update the utility base maps by adjusting the utilities shown, and adding other utilities observed on the site that are not of record. Document findings, including missing pipe sizes and material types as provided by Facilities personnel.

Review the existing utility layout drawings with Facilities personnel and the project team; confirm layout, system and operational findings. Revise existing utility drawings to reflect all findings.

### III. Utility Needs Assessment Study and Utility Modification Plans

The following procedure shall be followed for all systems identified below except for the Irrigation System and Reclaimed Water (as these are unique considerations):

Employing the approved Existing Utilities Base Map an assessment of existing and master planned loads will be developed based on approximate building size and standard planning level load factors. Following assessment of the existing utility systems, where deficiencies are foreseen as likely to result as LRFMP development proceeds, develop a Campus Wide Utility Concept-Level Plan that will support the needs of the campus. Where system or operational needs require interim modifications during construction temporary measures shall be specified.



Construction phasing shall consider LRFMPs, interim measures, and bid-packaging strategy if identifiable.

Identify required changes to increase capacities, needed upgrades/improvements, and necessary realignments. Develop basic, but specific outlines of measures necessary to meet system operational needs *during and after* completion of the LRFMP improvements. Review the proposed improvements with the campus to confirm layout and findings.

Prepare and submit an engineer's estimate of probable construction cost reflecting the costs of interim and final constructed utility improvements, based upon the approved concept plans. The estimate details shall be presented in CSI Divisions by construction phase inclusive of general conditions, material quantities, contractor's overhead and profit, bonds and insurance, and escalation to the mid-point of construction. Cost estimates shall consider prevailing wages.

The following specific services, evaluations, and analyses shall be performed relative to the individual utility systems:

#### Electrical System

The electrical system master plan will be based on the survey information for the existing conditions and recommendations included in the three Electrical Survey Reports prepared by P2S Engineering in 2006 and 2007.

- Estimate total anticipated load requirements of existing and proposed buildings. This data will be used to arrive at total anticipated load for the campus. Determine requirements for additional capacity required through meetings with facility personnel and reviewing proposed master plan for each of the campuses.
- Provide information on existing meters and evaluate consolidation of existing meters.
- Evaluate conversion of existing 480V distribution system to a 4160V/12kV system to serve existing and future buildings at Moreno and Norco campuses. Evaluate conversion of existing older 4160V system to 12kV system and consolidation of existing meters at City Campus.
- Evaluate electrical distribution systems within existing buildings at City Campus.
- Evaluate existing site lighting, document existing foot-candle levels and propose standardization of fixtures.
- Coordinate with utility company for new service requirements (if applicable).
- Develop a single line diagram and concept-level site distribution plan based on load information gathered and review with representative of utility company. Proposed routing of utility ducts will be established by coordinating with other major site services. Our evaluation will be limited to main substations in existing buildings and will not include evaluation of downstream electrical distribution system in each building.

## Telecommunications system

The telecommunications master plan will be based on the survey information for the existing conditions and recommendations included in the three Telecom Survey Reports prepared by P2S Engineering in 2006 and 2007.

- Interview primary telecommunications staffs to determine RCCD's future technology directions that may impact backbone cable and pathway systems.
- Observe and document outside plant pathways and inter-building cable systems that were installed since the completion of the Telecom survey reports.
- Observe and document main telecom room (BDF) in each building to determine locations for building entrance pathways and identify space for terminating new cable termination facilities. We shall also provide recommendations for new telecommunication rooms as required.
- Provide inter-building conduit plans for each campus showing all new duct banks, pull boxes and manholes for interconnecting all campus buildings.
- Develop campus-wide connectivity diagrams that show the planned physical topology of the inter-building copper and fiber cable systems to serve all existing and future buildings as shown in the master plans.
- Provide a summary plan for the transition from the current cable systems to the new cable systems.
- Prepare phasing plans for infrastructure upgrades to connect new buildings to campus pathway and cable systems.

## Mechanical System

- Develop block loads for existing and proposed buildings.
- Develop a peak load for the current and future expanded campus configurations through meetings with facility staff.
- Evaluate provision of expanding existing central heating and cooling plant at Moreno and Norco campus and the provision of a new central plant at Riverside campus. Our evaluation will include TES options.
- Develop estimated replacement, construction and maintenance costs.
- Obtain current utility rate information from college and service providers.
- Review the project with utility service providers to determine all available and applicable utility company incentives including incentives offered under the CCC/IOU partnership program.
- Provide recommendations on energy management system.

## Potable Water System

- Develop existing and proposed water consumption information to establish existing and proposed system demands for each building.
- Input existing backbone potable distribution network into H<sub>2</sub>ONET water distribution modeling, analysis and design software. Using estimated existing and proposed building

demands, conduct a simple hydraulic analysis to assess the capacity of the existing potable network to serve the improved campus.

*Note: As a part of the ongoing Americans with Disabilities Act (ADA) Transition Planning field investigation we will document sample locations on each campus, recording existing toilet/urinal type with gallons-per-flush data for consideration in Master Plan demand management.*

#### Fire Water System

- Develop existing and proposed fire water demand to establish existing and proposed system demands for each building.
- Meet with local firefighting authority to record any documented issues, document standard requirements, and discuss hydrant requirements.
- Meet with local utility provider to document capacity to serve.
- Input existing backbone fire water network into H2ONET water distribution modeling, analysis and design software. Using estimated existing and proposed fire flow demands, conduct a simple hydraulic analysis to assess the capacity of the existing network to serve the improved campus.

#### Fire Hydrant Test

Perform one fire hydrant test per campus to verify on-site fireline pressure and allow for model calibration. Document and describe the test process and location, test data, and conclusions.

#### Sanitary Sewer System

- Develop existing and proposed sewer demands for each building
- Meet with local utility provider to document capacity to serve.
- Prepare simple spreadsheet analysis of affected reaches to assess the capacity of the existing backbone collection network to convey proposed loads using standard d/D criteria.

#### Irrigation System

- Interview campus designee (campus plumber) to understand major irrigation uses
- Document backflow prevention program
- Prepare a concept-level irrigation bubble diagram for the purpose of depicting and documenting ROM irrigated plan area, historical application rates, and discussion of programmatic direction. Exhibit shall not depict irrigation controllers or individual networks.
- Discuss relative percentage of campus water use dedicated to landscape irrigation
- Meet with local utility provider to document feasibility and cost of separate irrigation metering. Separate irrigation service will likely result in a markedly lower sewer surcharge - resulting in incrementally lower utility bills.
- Based on anticipated likelihood of separating potable and irrigation services, make programmatic recommendations relative to inclusion of costs in cost model.

### Reclaimed Water Discussion Section

- Investigate future availability of reclaimed water
- Based on anticipated availability or lack thereof, make programmatic recommendations relative to inclusion of costs in cost model.

### Natural Gas System

- Evaluate existing gas distribution system and recommend improvements to meet the demands of the existing and proposed buildings. Our scope will also evaluate consolidation of existing metering.
- Develop existing and proposed gas demand to establish existing and proposed system demands for each building.

### Storm Drain

- Interview campus designee (campus plumber) to document historical drainage issues
- Prepare concept level hydrology (existing and developed conditions) identifying major subareas and documenting available County data describing run-on

#### Existing Conditions Concept Level Hydrology

Prepare a concept-level hydrology analysis for existing conditions at the campus using simplified Riverside County Flood Control and Water Conservation District Hydrology Methods. Storm flows will be routed to the existing backbone on-site drainage systems that may include a combination of pipe and channel flow. Work includes:

- Delineate primary drainage sub areas for on-site tributary areas.
- Review drainage sub-areas with planned development to maintain consistent drainage areas.
- Prepare existing conditions hydrology model and estimate peak flow runoff rates for 10 year and 100 year storm events.

Meet with City and County to review capacity of existing off-site downstream drainage systems to accept existing flows. Document capacity to serve.

#### Developed Conditions Concept Level Hydrology

Prepare a concept-level hydrology analysis for proposed conditions using simplified Riverside County Flood Control and Water Conservation District Hydrology Methods. New storm drains required to convey the proposed runoff will be estimated and shown on the storm drain exhibits. Work includes:

- Overlay planned master plan development onto the existing conditions base map.
- Prepare developed conditions hydrology analysis for 10 year and 100 year storm events.
- Identify magnitude of storm water detention facilities to reduce developed peak flows to pre-master plan conditions.
- Identify on-site storm drainage system estimated pipe and/or channel sizes necessary to convey run-off from the LRFMP.

### Storm Water Quality Management Plan

Prepare an outline Storm Water Quality Management plan to document potential Best Management Practices (BMP) that could be implemented as part of the campus LRFMP. Measures will be consistent with the NPDES/Municipal Stormwater Management Program. Work includes:

- Describe pollutants of concern that may be generated from the campus
- Discuss the appropriate treatment Best Management Practices (BMPs) that may be incorporated into campus design to reduce the anticipated pollutant runoff.

Concept level hydrologic analysis for BMPs will be consistent with tasks above, and will include a preliminary determination of the storm water runoff volume for the Master Planning of the post-construction structural BMPs. General descriptions of the recommended BMP (s) will be illustrated and included in the report.

### Sustainability

The Utility Needs Assessment Study will consider each utility with a keen eye toward *constructible* solutions. In addition to the detail within each utility section of the study we will include a stand-alone section dedicated to discussion and memorialization of each campus' strategic direction - as a roadmap for the Master Plan and future phases. This section will also include a general discussion of programmatic considerations (efficiency, conservation and demand management) as well as any recommendations for targeted study or evaluation in the Master Plan Phase resultant from RCCD's elected sustainability strategy.

### Meetings and Coordination

In addition to technical meetings between Facilities, City, County, and Utility Purveyors which are included as a part of tasks above the consultant team will meet with the individual project Task Forces two (2) times per project as described in the Request for Qualifications. Consultant will prepare agendas, sign-in sheets, meeting materials, and meeting minutes.

### DELIVERABLES:

The deliverables of this study consist of engineering plans, reports, and exhibits detailing the observations, conclusions and recommendations and shall be submitted first in a preliminary stage, for review and comment. After the review, the team shall address comments and incorporate the resolution of these comments into the final product. The revised plans and report will be the final deliverable for this scope of work. The components of the deliverable product will include:

- a. Updated Existing Utilities Plans
- b. Utility Needs Assessment Study
- c. Utility Modification Plans
- d. Electronic files of all products (AutoCAD and PDF)

EXCLUSIONS:

The following work is not included:

- a. Master Plan Phase services
- b. Design Phase services
- c. Soils investigations or reports
- d. Topographic surveying services other than the survey of storm drain gravity structures specified in the Surface Utility Investigation Task.
- e. Parcel maps, lot line adjustments, or zone changes.
- f. Public hearing attendance.
- g. Traffic control plans.
- h. Analysis and/or troubleshooting of existing operational issues.
- i. Analysis of building electrical (except for Riverside campus), fire protection and plumbing systems.
- j. Water quality monitoring.
- k. Services not specified within the body of the proposal

SERVICES PROVIDED BUT NOT PROPOSED:

Property Encumbrance Update

The photogrammetric survey provided does not identify source of property boundary or easement information. Depending on RCCD's comfort with the currently plotted information RCCD may consider electing obtaining a preliminary Title Report, review of the legal descriptions, documentation of easements and confirmation of correctness of the same, as currently shown on existing photogrammetry. Verification would be based upon a record analysis as opposed to field survey related analysis. Accurate determination of encumbrances is recommended prior to siting of proposed improvements.

SCHEDULE A  
 FEE SCHEDULE  
 RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 UTILITY INFRASTRUCTURE UPGRADE PROJECT  
 MORENO VALEY CAMPUS, NORCO CAMPUS, RIVERSIDE CITY CAMPUS  
 PSOMAS PROPOSAL NO. 2008-067

Task	Moreno Valley		Norco		Riverside City	
	Requested Service	Service not Specifically Requested/Required	Requested Service	Service not Specifically Requested/Required	Requested Service	Service not Specifically Requested/Required
I. Project Scoping	\$ 3,680		\$ 3,660		\$ 3,660	
II. Compilation and Review of Existing Documentation						
A. Surface Utility Investigation	\$ 7,550	\$ 4,700	\$ 7,550	\$ 5,000	\$ 7,550	\$ 5,000
B. Subsurface Utility Investigation						
1 Small Poles						\$ 3,000
2 Gravity Utility Videography						\$ 2,800
C. Existing Utility Plans Review and Revision	\$ 8,870		\$ 8,870		\$ 9,850	
III. Utility Needs Assessment Study and Utility Modification Plans						
A. Electrical System						
Site Electrical Distribution	\$ 10,500		\$ 10,500		\$ 21,500	
Site Lighting	\$ 5,500		\$ 5,500		\$ 10,500	
Building Electrical Distribution					\$ 35,500	
B. Telecommunications System						
Mechanical System	\$ 10,500		\$ 10,500		\$ 15,500	
Mechanical System	\$ 15,500		\$ 15,500		\$ 32,500	
C. Potable Water System	\$ 7,770		\$ 7,770		\$ 9,950	
D. Fire Water System	\$ 8,320		\$ 8,320		\$ 11,200	
E. Fire Hydrant Test	\$ 1,275		\$ 1,275		\$ 1,275	
F. Sanitary Sewer System	\$ 7,770		\$ 7,770		\$ 9,790	
G. Irrigation System	\$ 3,380		\$ 3,380		\$ 4,780	
H. Reclaimed Water System Discussion	\$ 2,180		\$ 2,180		\$ 2,180	
I. Natural Gas System	\$ 3,300		\$ 3,300		\$ 7,500	
J. Storm Drain System	\$ 12,000		\$ 12,000		\$ 14,300	
Meetings and Coordination	\$ 4,000		\$ 4,000		\$ 4,000	
Document Assembly	\$ 2,500		\$ 2,500		\$ 2,500	
Subtotal	\$ 107,760	\$ 11,535	\$ 107,760	\$ 11,535	\$ 195,860	\$ 19,085
Reimbursable Allowance *	\$ 5,000		\$ 5,000		\$ 5,000	

TOTALS:

	Base Services	Services not Specifically Requested/Required	Reimbursable Allowance
Moreno Valley	\$ 107,760	\$ 11,535	\$ 5,000
Norco	\$ 107,760	\$ 11,535	\$ 5,000
Riverside City	\$ 195,860	\$ 19,085	\$ 5,000
	\$ 411,380	\$ 42,405	\$ 15,000

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
PLANNING COMMITTEE

Report No.: VI-C-4

Date: May 19, 2009

Subject: Market Street Properties - Update

Background: During the Board of Trustees Planning Committee Meeting on April 21, 2009 the Committee discussed the current planning activities for the three District owned properties on Market Street in Downtown Riverside. The Board requested that staff provide a monthly report on planning for the three properties. Staff is prepared to present to the Board an update on activities that have taken place since April 21, 2009.

Information Only.

Irving G. Hendrick  
Interim Chancellor

Prepared by: Orin L. Williams  
Associate Vice Chancellor, Facilities Planning, Design and Construction

C. Michael Webster  
Riverside Community College District Planning Consultant  
Facilities Planning, Design and Construction