RCCD | **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

FACILITIES PLANNING AND DEVELOPMENT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Facilities Planning and Development Council
January 30, 2025
Zoom Conference Call
10:00a.m. – 11:30a.m.

AGENDA

I. **WELCOME AND CALL TO ORDER**

II. **APPROVAL OF MINUTES**

   A. October 31, 2024

III. **FACILITIES PLANNING UPDATES**

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

IV. **PROJECT UPDATES**

   A. Division of the State Architects
   B. Capital Projects Status Report and **Capital Project Summary Log**
   C. Scheduled Maintenance Projects

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

   A. Measure CC Implementation Plan – H. Agah
   B. Standardized Procedure – Setting Up or Cancelling Utility Services – M. Nava
   C. Prequalification Updates – M. Mohtasham
   D. New Procurement Platform – M. Griffin
   E. Demand for Fast Internet Connections and Low Voltage Cabling Requirements – S. Ma

VI. **Presentations/Guest**

FACILITIES PLANNING and DEVELOPMENT COUNCIL
January 30, 2024 Zoom Conference Call
10:00a.m. – 11:30a.m.

MEETING MINUTES

VOTING MEMBERS AND ATTENDEES:

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

NON-VOTING MEMBERS AND ATTENDEES:

Name	Title	Present YES/NO
Don Wilcoxson	Riverside City College – Academic Senate Representative	NO
Robert Fontaine	Moreno Valley College – Academic Senate Representative	YES
Ray Vasquez	Norco College – Interim Manager of Facilities, Grounds & Utilization	YES
Krystin Mendez	Riverside City College – Assistant Director of Facilities Maintenance and Operations	NO
TBD	District – Facilities Planning Specialist, Accounting, FPD	NO
Evelyn Ault	District – FPD (Recorder)	YES

Riverside Community College District Facilities Planning and Development (FPD) supports the educational mission of the District and its three Colleges-Moreno Valley, Norco and Riverside City through advanced planning and development of facilities, standards, infrastructure and resources that promotes a learning environment by providing safe, sustainable and high-quality campuses. The FPD administers the facilities improvements to ensure compliance with the District Strategic Plan and Colleges Facilities Master Plans, and manages the planning, development and implementation of the District Five (5) Year Capital Outlay plan and Long-term Capital Facilities program. The department is also responsible for formulating, promoting, guiding, and administration of district policies and procedures associated with planning, design, construction and development functions.

I. CALLED TO ORDER

A. By Hussain Agah

II. APPROVAL OF MINUTES

A. Motion to Approve October 31, 2024 Meeting Minutes by Mohtasham. Second by Beebe.

ACTION: *Approved*

III. FACILITIES PLANNING UPDATES

A. Facilities Master Plans Updates

1. FMP Update: Agah stated there has been discussion regarding review and update of the college's FMPs and Space Utilization Study, and to look at economies-of-scale to consolidate these efforts.

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

   ii. **IETTC Comprehensive Master Plan**: Agah stated that the educational component draft was completed and presented to the BOT in August 2024, the PPT from DLR is available for review and will be sent to this group after the meeting. The Facilities Master Plan based on the educational need, has recently begun and is scheduled to be presented to the BOT in June 2025. The committees include a large number of constituents to include the colleges and the community.

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

B. CCCC'O Facilities Planning Update:

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

   i. **2024 Five-Year CCP:** The submission included 3 new FPP's and the list of high priority projects: MVC Biological & Physical Science, NC STEM Phase I, and RCC Advanced Applied Technology. Discussions with ALMA have not begun because the status of last year's 5YCCP and FPP's are not known. The state said we should know by the first week of March 2025.

   ii. **2025-26 Spending Plan:** Agah provided an update on the 4 FPP's (growth category). All 4 have been approved by the SCO and were included in the State facility school bond, Prop 2 on the November 5, 2024 ballot and also Measure CC for RCCD. The FPPs are: MVC Library & Learning Resource Center, NC Library Learning Resource Center & Student Services, RCC Cosmetology, and BCTC Education Building 2-A. These projects will be in design as early as July 2025.

ACTION: *None*

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

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

ii. Nava stated the Instructional Support 5-year plan was submitted on December 2, 2024. There are planned projects on the 2024-25 spending plan but Nava stated no funding was received for that year plan, so no PFPs were due for this year.

iii. Askar inquired about the amount of Measure CC funding the colleges can expect. Agah stated there have been internal discussions led by the Chancellor for the 6 sites. There will be additional discussions in the near future.

ACTION: *None*

2. **Space Inventory (SI)**

i. **2024 SI Submittal:** submitted in FUSION and filed with the State on October 2, 2024.

ii. Agah emphasized that colleges should involve the VP of Academic Affairs in the SI review process. This ensures the SI report is shared with all department Deans for review, confirming what is being utilized and its purpose. This process affects the college's cap load ratio, the 5YCCP, and eligibility for future projects.

iii. Nava stated there are no updates on SI. It was submitted and is under review by the state.

ACTION:
- *Any changes to the college SI need to be reported to FPD to be reflected in FUSION.*
- *Begin pulling data from Ed Services in December 2024 for ALMA to regenerate the report.*

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

i. A comprehensive SUS was conducted for the Fall 2023 enrolment, using Title 5 methodology for classroom and laboratory spaces. The reports were shared with the colleges and Ed Services.

ii. **SUS College's Reports:** Agah stated the MVC & NC Space Utilization study is being conducted by ALMA Strategies this year (2025) using 2024 Fall data by direction of the Chancellor. RCC confirmed they did not do a lot so it was not worth spending the money on a new study. The draft report will be shared with the colleges.

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

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

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

ACTION:
- *No update*

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

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

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

C. Policies and Procedures:

1. **Public Bid/Procurement**: Update board policy to incorporate legally permissible vendor selection preferences.

2. **Land Use Development:** Establish board policy for land acquisition and use development.

3. **Sustainability & Climate Action Policies:** Update BP 5775 in alignment with the BOT approved S-CAP.

4. **EV Charging:** Agah stated progress is being made on the parking policy to incorporate EVCS parking policy and fee structure. Agah and Griffin are in the process of reaching out to CollegeBuys to understand the fee structure and to get the right administrator for the platform for the EV Charging. The main stations at RCC, NC and MVC will be activated in August. VC Brown is working with Chief of Police to incorporate the policies into the Parking policies.

5. **Milestone Signoff Documents**: Incorporate Capital Construction Project Design Milestone Certificate of Substantial Completion Milestone forms.

6. **Prequalification Process**: Update board policy to include construction prequalification process.

7. **Car-Sharing Program**: Establish a board policy to administer the planning/operational aspects of the program.

D. Long-Term Capital Facilities Program

1. The LTCFP was BOT approved on March 17, 2020.

    i.   These initiatives will be addressed and funded under Measure CC bond.

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

E. Sustainability and Climate Action Plan (SCAP)

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

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

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

2. **District Solar Project:**

    i.   **Construction Progress: BCTC**: At BCTC the project is completed. **MVC:** work is on progress. **RCC:** work is on progress. **Centennial Plaza:** work is complete. **NC:** work is on progress.

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

3. Clean Mobility Options – Carsharing Program:

    i.   Mohtasham stated phase 2 $1.5 million grant was received, a portion of it will be used for the infrastructure for the EV charging station and the program that includes a third party to manage the servicing/maintenance/operation of the vehicles.

    ii.   There was a recent communication from the Clean Mobility provider offering an additional $300K to the $1.5M. FPD and EVGide are working on getting the information needed to submit.

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

F. Students Housing

1. SB 169 Affordable Student Housing Grant Program:

    i.   **RCCD-RCC & UCR Intersegmental:** RCCD/RCC and UCR Intersegmental Student Housing was approved in the total amount of $126 million ($75 million for RCCD and $50 million for UCR). Marketing will begin this Fall 2024; the opening is scheduled by fall 2025. RCC administration are working with UCR on all of the student services, process and procedures. An Operational Agreement was developed between the two colleges. A key consideration for the project is additional staffing, potentially for the college to support the students that will be housed at UCR.

G. Legislative and Regulatory Updates:

1. **AB 359**: The bill exempts student housing from being a DSA project for California Community Colleges District, however, DSA issued AB 359 to clarify the aspects of the bill regarding Structural Safety, Fire and Life Safety and Accessibility if the project falls under DSA review.

2. **AB 416**: The bill requires any major renovation project exceeding 10,000 GSF to be LEED Gold or higher. FPD will monitor the projects to meet this requirement.

3. **AB 1121**: The bill requires awarding authorities to annually submit to the Department of Industrial Relations' electronic project registration database a list of ineligible contractors, as specified, pursuant to local debarment or suspension processes. This bill would require the department to make the list available to the public through the electronic database.

H. Land Acquisition Updates

1. **IETTC in Jurupa Valley:** Agah stated the BOT approved the acquisition of the 24.0-acre site, in the amount of $26 million. Escrow closed in October 21, 2024. FPD is working with Gafcon PM-CM on due-diligence & site entitlement.

2. **Corona Center**: The potential acquisition of a 9.4-acre site for the NC's campus extension, in the amount of $22 million. FPD is working with Gafcon PM/CM on extended due-diligence and site entitlement consultant. Escrow is planned to close in March 2025.

   i. Phase I & II, part 1 & 2 are complete, the first boring for soil sampling resulted in no groundwater at the depth of 60'. More boring and sampling was needed and the new report shows groundwater at the depth of approximately 48'. The groundwater will be investigated to determine if there is any contamination.

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

IV. PROJECT UPDATES

A. Master Projects List/Calendar

1. All projects regardless of funding source need to follow the process. Colleges to submit Capital Project Summary Form (CPSF) as the project is being initiated. Also, part of the CPSF process is for FPD to be aware and assist with the process for any projects that require DSA approval.

A. Capital Project Summary Form

1. Nava provided an update on the Master Capital Project List and the need for the Capital Project Summary Form (CPSF), a live document that the colleges will have access to for the purpose of providing regular updates. The process will assist FPD's record keeping as well as assist the district's Purchasing department in assigning their resources based on the upcoming bids. Purchasing will have view access only to the live document. Some adjustments and modifications to the process continue to make sure this is comprehensive and it goes through the proper channels. The goal is to digitize the process instead of an Excel file being shared back and forth. This will be for all projects no matter the size or cost.

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

B. Division of the State Architects (DSA)

1. FPD is the **Point of Contact** with DSA and should be involved in any new project under DSA purview at the college regardless of funding sources.

   i. Mohtasham stated DSA has implemented a new tool to manage requests from authorized users and process project document requests. In October 2024 Mohtasham and Nava registered as the authorized District persons to request those forms from DSA.

2. **DSA Concurrence on Exempt Projects, DSA Form 7 (Procedure PR 14-02):** Mohtasham reported on the DSA process using Form 7 which confirms whether or not a project is exempt from DSA review. FPD is making sure the process is included in all of the chiller replacement projects at all of the colleges to ensure proper documentation is submitted moving forward.

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

C. Capital Projects Status Report

1. **Riverside City College:**

    i. **RCC Life Science/Physical Science Reconstruction Project:** Construction is complete. A change order claim dispute is ongoing, when resolved the close-out can be completed.

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

    ii. **Digital Library Building STEM Engagement Center:** Received DSA approval. This project is waiting for the TSS Relocation to the Old Financial Services Remodel completion.

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

    iii. **TSS Staff Relocation:** This is a DSA project. TSS staff are planned to move into the old Financial Services building. Project is under construction.

2. **Moreno Valley College**

    i. **Student Services Renovation:** Project is under construction. A completion date is being discussed with the contractor. The project is tentatively 60 days behind schedule, notices have been submitted to the contractor regarding delays. The reason for delays are being reviewed by Kitchell.

    ii. **College Park's Soccer Field Lighting & Accessibility Parking Project:** This is a joint project with the City of Moreno Valley. A Joint Use Development Agreement will be completed with the city before the project begins. The first user group meeting with the college and the City of Moreno Valley occurred, a second user group meeting will be scheduled in mid-December. Agah stated the City of Moreno Valley notified RCCD that a portion of the project will be paid by them, pending City Council approval.

    iii. **Organic Chemistry Laboratory Project:** MVC does not have an organic chemistry laboratory. The project includes relocating anatomy lab from SC 207 to Humanities 323 and convert SC 207 into the organic chemistry laboratory. The final design approval was received from the user group for the layouts for the anatomy lab and the organic lab.

3. **Norco College:**

    i. **Early Childhood Center Project at Stokoe:** Project is in closeout phase. Minor items will be completed to close out the project. The fire alarm item is being resolved with Alvord, previous fire alarm plans had to be requested from DSA as Alvord did not have them. It is unknown at this time if it will have to go through DSA certification.

    ii. **Center for Human Performance & Kinesiology Project:** This is a State funded project and is $62M. The project received DSA approval. The project requires the demolition of the CACT building and the relocation of the CACT programs and upgrading the campus central plant F2 chillers.

    ACTION: *Submit package to state and begin bid process.*

    iii. **CACT Relocation to STEM 100 Project:** This is a secondary effect to the NC CHP+K project. The footprint of CHP+K is located on the existing CACT building location, therefore, programs in the CACT building need to be relocated to STEM 100 before the start of the CHP+K project.

D. Scheduled Maintenance Projects Updates

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

V. OTHERS

A. IT Infrastructure Projects - Conduit & Fibering at Colleges

1. **Demand for Fast Internet Connections and Low Voltage Cabling Requirements:** Ma shared a presentation that discussed the state of the data cabling infrastructure and clarified when the scope of work should be done in-house or by contractors. IT is available to assess scope for a project to ensure it is completed timely and without surprises. Ma requested the colleges use the IT Checklist which includes IT being a part of the final walkthrough to sign off on the work.

    i. **Q:** Doering asked if 1) is IT looking at the Cat7 or Cat8 cabling to replace Cat6 and 2) if IT has a regular scheduled maintenance for replacing existing cable that is not part of the construction.
A: Ma stated she had not heard that Cat7 or Cat8 had come out yet, and IT does not have regular scheduled maintenance, it would be disruptive because all of the cables are in the walls.

    ii. **Q:** Tu asked if 1) is cabling is only for data or if it includes the phones and 2) are there plans to move the main trunk from the outside to a remote cloud service, and 3) does IT have all of the division 28 related specifications in the improvement plan or is there a separate security master plan piece?
A: Ma stated that the phones are in the same data cables and NC and MVC have data centers powered by current generators. RCC does not have that and it is being discussed. The phone system is outdated and the company no longer supports the hardware, there is the possibility of heading toward a more modern platform like Teams or Zooms calling, both support a physical handset. Ma stated the items in the improvement plan would need to be discussed with the ITSC committee.

    iii. **Q:** Tu asked if burglar alarm, access control system and security cameras can be added to the form as requests.
A: Agah agreed, the items will be added.

B. Campus Storm Water Management Plan

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

C. Campus-wide Traffic Study/Parking Utilization Assessment

1. **Parking Survey:** Mohtasham provided the details regarding the need of the survey and the locations where they will occur. They will be conducted in mid-February by a consultant and the college facilities will be included in arranging the best days and times. The study will assist in determining future parking needs and if alternate parking might be needed during construction projects.

VI. NEW ITEM(S)

A. **Measure CC Implementation Plan:** Agah reviewed a presentation for the Measure CC Implementation and reviewed the workload, staffing, consultants, the organizational and communication plan, and the project approval process. A typical life-cycle of a project potentially lasts 4 to 5 years. Start dates for State approved projects were reviewed as well as the Long-Term Capital Facilities Program that includes eleven initiatives. A final plan will be implemented in the near future. Weekly meetings with Agah and Griffin are occurring to discuss the upcoming influx of procurements.

B. **New Procurement Platform:** Griffin provided an overview of the procurement platform and the RFP that was conducted for a procurement software. Two vendors were interviewed and a choice was made. After the vendor is notified, the selected vendor will be public knowledge.

C. **Prequalification List:** Mohtasham provided an update on the process of updating the district procurement lists that includes 14 services. The first RFQ will go out on February 10, 2025 for Architectural and engineering services, it will be presented for approval at the April 15 BOT. There will be a gap between each RFP for each type of services so as not to overwhelm the committee.

> **Q:** Askar asked if the district will continuously qualify.
> **A:** Griffin stated the district will not continuously qualify but notifies vendors that they are put on a list to be included in the next prequalification process.
>
> **Q:** Agah asked when the new platform will be implemented.
> **A:** Griffin stated implementation will potentially start in March 2025.

D. **Standardized Procedure – Setting Up or Cancelling Utility Services:** Nava provided an overview of the process to standardize the set up or cancellation of external utility services when a new building is constructed, a new building is acquired or one is leased. There is no current standardized procedure and there has been confusion of the process. Nava provided an overview of the new "Service Request Form" to be filled out by the college and returned to the correct department as identified on the form.

> **Q:** <u>Ma asked if the form can also include the request for phone services connection/disconnection for new or acquired buildings.</u>
> **A:** FPD agrees it would be beneficial to add that.
>
> **Q:** Tu asked if this is a districtwide process and what is the limitation on the service request and how does the online IT service request system.
> **A:** Ma replied the form would be for external utilities that need to be connected/disconnected.

End of Meeting Minutes-