

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee – Regular Meeting
January 12, 2012 – 4:00 p.m.
Norco College
Industrial Technology Building, Room 218
2001 Third St., Norco, CA 92860-2600

AGENDA

CALL TO ORDER

- I. Approval of Minutes – Regular Committee Meeting of October 13, 2011
- II. Presentations and Reports
 - A. Purchasing Office's Role - Measure C Projects
 - Discussion of compliance, internal controls, laws and regulations, and other processes in place related to Measure C.
Information only
 - B. Measure C Financial Update
 - Review of bond expenditures and project commitments through November 30, 2011.
Information only
 - C. Measure C Projects Update
 - Review of current status of projects funded in part, or in whole, by Measure C.
 - Board of Trustees' presentation regarding select Measure C projects, along with review of checks and balances in place related to bond-funded projects and accountability.
Information Only
- III. Business From Board Members
- IV. Comments from the Public
- V. Adjournment

MINUTES OF THE CITIZENS' BOND OVERSIGHT COMMITTEE MEETING

January 12, 2012

Norco College

Industrial Technology Building, Rm. 218

Chair Richard Chavez called the meeting to order at 4:16 pm.

Members Present

Mr. Richard Chavez

Ms. Allison Dale

Dr. Nicolas Ferguson

Mr. Jeff Kraus

Mr. Robert Taylor

Members Absent

Mr. David Barnhart (excused)

Ms. Rikki Hix (excused)

Staff Present

Ms. Madj Askar, Purchasing Manager

Mr. Aaron Brown, Associate Vice Chancellor, Finance

Mr. Jim Parsons, Associate Vice Chancellor, Strategic Communications
& Relations

Mr. Orin Williams, Associate Vice Chancellor, Facilities Planning, Design
& Construction

Approval of minutes – October 13, 2011

Committee voted to approve the minutes. (M/Taylor, S/Dale)

APPROVAL OF
MINUTES

Ms. Askar distributed information related to bid processes: Bid Information Summary, a synopsis of the Bidding and Procurement Procedures, and the Bidding and Procurement Procedures document in its complete form. These documents outline the processes that are in place in the District related to public works processes at specific dollar amounts; i.e., quotes, information, formal bid processes, RFPs, and RFQs. The contractor list is used to send out notices of bids. Exception to bid process includes: 1) piggybacking on another public entity's awarded bid; e.g., another school or college district, or 2) a request for qualifications, used for select professional service contracts.

PURCHASING
OFFICE'S ROLE—
MEASURE C

Member Dale asked for clarification on how the PLA affects the process. PLA jobs are handled through construction management forms and adhere to the requirements established under the PLA agreement. That agreement is administered by Padilla & Associates. Member Dale also inquired about the number of jobs awarded to Tilden Coil Constructors. In response, Mr. Williams discussed the District's RFQ and RFP processes, and the fact that pools of construction management,

architecture, and other firms are prequalified for selection pools through those processes. Criteria for selection of firms include competency, past experience on similar jobs, financial guarantees, references, and location of firm (the Board of Trustees publicly encourages the use of local, qualified firms).

Member Kraus asked about the screening process and if selection of firms prequalified for the pools was rotated. He also asked about the procedure concerning the awarding of “low bids.”

Member Ferguson noted that the District sets the requirements to which bidders have to be responsive when submitting bid packages.

Member Chavez asked about the length of time that a company would remain in one of the prequalified pools. Answer: A new list is formulated every year.

Mr. Brown distributed the Measure C Financial Summary Report, listing commitments through November 30, 2011. Discussion included emergency phone replacement/installation, energy self-generation projects at Norco College, and long-term financing under general obligation bonds.

MEASURE C
FINANCIAL UPDATE

Mr. Williams distributed and discussed the comprehensive construction program schedule and the Program Executive Summary. Specific item of discussion: the renovation of Wheelock Gymnasium, including issues related to the moisture content of subflooring, and anticipated project augmentations of \$1.8 million. He also discussed construction progress on the Center for Social Justice & Civil Liberties in downtown Riverside, Norco College secondary effects, and Phase II planning at Moreno Valley College.

MEASURE C
PROJECT UPDATE

Meeting was adjourned at 5:25 pm.

ADJOURNMENT