



Board Policy/Administrative Regulation 660I Facility Modification and New Construction

Management Council Meeting
October 4, 2022

Facility Planning, District Construction & Support Services

Board Policy/Administrative Regulation 660 I: Facility Modification and New Construction

I. Why do we need a Facility Modification Process?

- Board Policy and Administrative Regulation
- California Education Code Sections 17295 and 81133
- California Code of Regulations, Title 24
- Community College Buildings are governed by The Field Act

II. What is a Facility Modification?

- Definitions

III. Process

- Form 1 Request
- Form 2 Assessment
- Form 3 Approval to Proceed
- Implementation Phase
- Form 4 Close-Out
- Corrective Action Notices



Board Policy 660I and Laws

References: Education Code 81130, 81132, 81133, 81142, California Code of Regulations - Title 24, California Building Standards Code

- ▶ The District Office of Facility Planning, District Construction and Support Services **shall** oversee, coordinate and approve all facility modifications and new construction to ensure compliance with district standards, architectural specifications, and code compliance.
- ▶ Efforts shall be made to schedule construction activities to minimize disruption of district service and classroom operations.
- ▶ Facility modification is defined as any addition to, removal of, or alteration made to existing facilities. **Maintenance funds** are **not** intended for funding such projects. **Separate procedures and funding** shall be available for facility modifications and new construction.
- ▶ The Governing Board **shall review and approve** facility modification and construction projects included in the facility modification and capital outlay process.

Revised: September 22, 2014 (Previously BP3511)

Adopted: May 7, 2018

What is a Facility Modification?

Definition AR 660 I: A facility modification is defined as **any addition to, removal of or alteration to existing facilities, including, reconstruction, new construction, improvements to site or buildings, parking lot striping or parking reconfigurations.**

California Building Code definitions:

- ▶ **Facility:** “All or any portion of buildings, structures, site improvements, elements, and pedestrian routes or vehicular ways located on a site.”
- ▶ **Alteration:** “A change, addition or modification in construction, change in occupancy or use, or structural repair to an existing building or facility. Alterations include but are not limited to, remodeling, renovation, rehabilitation, reconstruction, historic restoration, resurfacing of circulation paths or vehicular ways, changes in rearrangement of the structural parts or elements, and changes or rearrangement in the plan configuration of walls and full height partitions. Normal maintenance, reroofing, painting or wallpapering, or changes to mechanical and electrical systems are not alterations unless they affect the usability of the building or facility.”
- ▶ **Note:** Alterations are **not** limited to projects within buildings and can **occur anywhere** on a facility or site.

Code References: California Building Standards Code (California Code of Regulations, Title 24) (“CCR, Title 24”), California Building Code (CBC) Chapter 2, Section 202

What is Maintenance?

Definition: Public Contract Code §20656

- ▶ Routine, recurring, and usual work for the preservation, protection and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired.
- ▶ AR 6601 is **not** applicable to **routine, recurring and preventative maintenance** work.
- ▶ Routine, recurring and preventative maintenance work is the responsibility of and managed by the **Colleges**.

Notes: 1) The majority of maintenance work is exempt from DSA review per Section 4-315, Part 1, California Administration Code (“CAC”) and defined in Section 4-314 Part 1, CAC **unless** there are significant alterations and reconstruction of buildings **beyond construction cost thresholds** cited in the California Education Code sections. 2) Deferred Maintenance (Scheduled Maintenance) and Special Repair Program is a State funded program that is part of the District’s Annual Five Year Scheduled Maintenance Plan and is for work that is unusual, non-recurring work to restore a facility to a safe and continually useable condition for which it was intended as per EDC 84660.

Division of State Architect (DSA)

Laws and Regulations

- ▶ If an alteration or reconstruction to a school building exceeds **\$119,231*** it requires DSA review and approval (DSA IR-A10).
- ▶ ALL projects whether governed by the Field Act or not, shall comply with applicable accessibility provisions of the CCR, Title 24.
- ▶ For any alterations, structural repairs or additions to existing buildings, if such costs exceed the yearly valuation threshold of **\$186,172*** you are required in accordance with CBC Chapter 2 to undertake accessibility upgrades, including path of travel upgrades, whatever the cost, as part of the project. If the valuation is less than the yearly valuation threshold of \$186,172, you are required to allocate up to 20% of the cost to accessibility upgrades.
- ▶ The reconfiguration of classrooms, offices and all other spaces that convert or change a Taxonomy of Programs (“TOP”) code use designation in the District’s State Space Inventory database Facility Utilization Space Inventory Option Net (“FUSION”) is required to be updated annually and reported to the State Chancellor’s Office.
- ▶ Certain alterations or repairs to existing buildings *may be exempt* from DSA review and approval, but an FMR is still required to be submitted to the DO Facilities for a review and determination. Findings of exemption typically can only be made by a certified or licensed professional (i.e. engineer, architect, inspector), DSA IR A-22.

*Subject to annual construction threshold adjustments or code cycle adjustments.

Common Types of Requests

Furniture, Fixtures and Instructional Equipment

- New or replacement of projectors, flat screens (structural, fire life safety)
- Equipment upgrades, replacements and repairs (fire life safety, electrical, structural, mechanical and electrical)

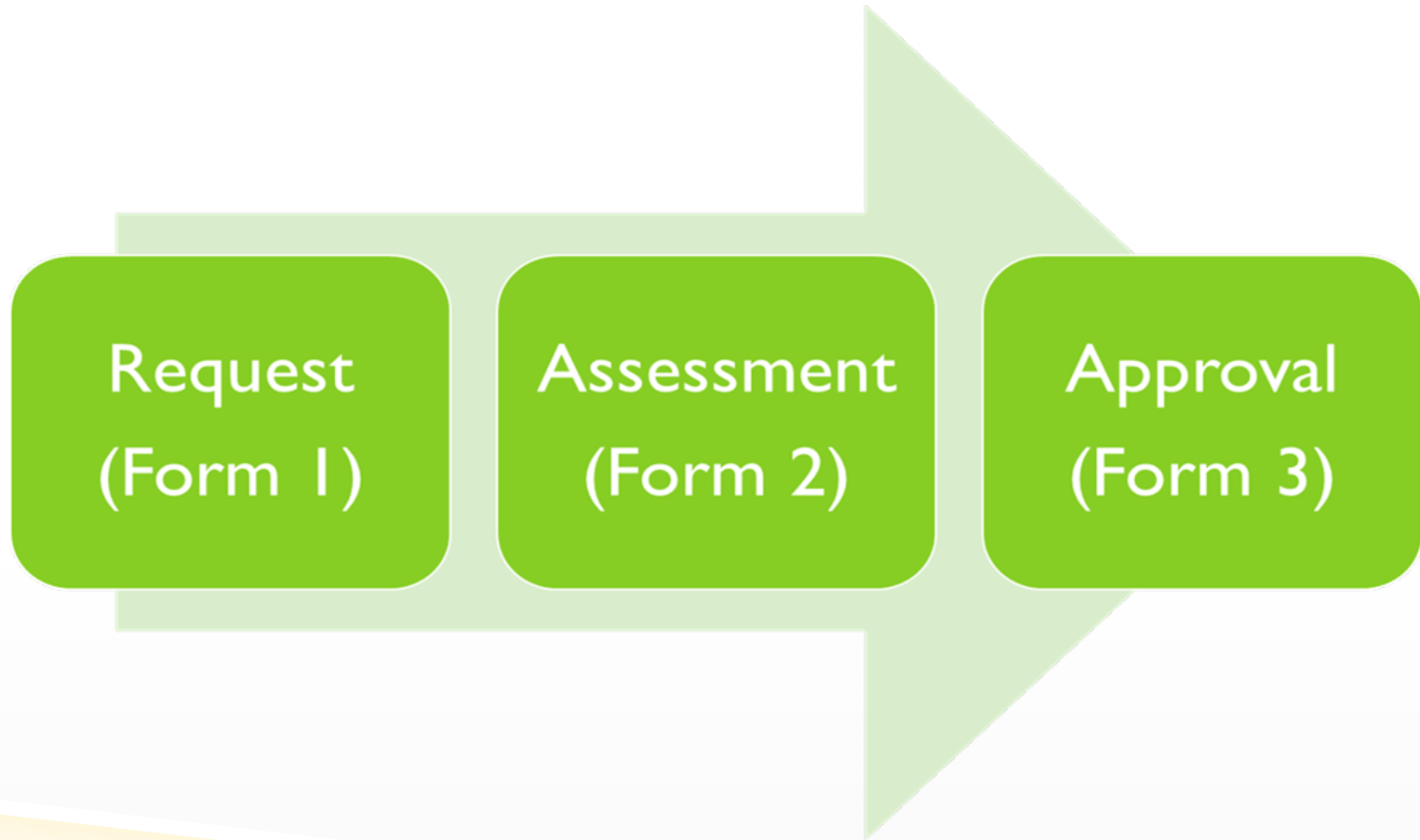
Reconfigurations and Repurposing

- Office space and workstation reconfigurations (accessibility)
- Repurposing a classroom space and converting use (fire life safety, accessibility, occupancy, FUSION space inventory change)

New Work, Alterations, Retrofits, Improvements, Renovations and Upgrades

- Moving or adding a wall or partition (structural, fire life safety, accessibility)
- New ductwork
- Upgrade lighting (structural, electrical)
- New data ports (fire life safety)

The Process and Steps



Form I (Requestor and ROA)



- ❖ Fill out form completely.
- ❖ Determine the scope of work you are requesting and what you are trying to achieve.
- ❖ Provide sufficient details about the request as missing details will delay the investigation.
- ❖ Identify and verify the **Budget and Funding Source**. No work begins unless funding is available and correctly identified/allocated.
- ❖ A request shall be discussed with the **Responsible Originating Administrator (ROA)**. Retain their review prior to submitting the Form I.
- ❖ A Form I can only be signed and submitted by a ROA (Chancellor, President, Vice President of Administrative Services or Assistant Vice Chancellor).
- ❖ ROA submits Form I to District Facility Office.

Form 2: Assessment (District Facility Office)



Investigations:

- ❖ Site visit/observations
- ❖ Meet with staff/requestor, obtain clarifications from staff
- ❖ Conditions assessment: review existing conditions, review as-built plans, facility master plans, other documents.
- ❖ Note any deficiencies or Corrective Actions

Findings/Recommendations:


- ❖ Code Compliance, DSA and Agency Reviews
- ❖ Need for Design Professionals
- ❖ Preliminary Investigation
- ❖ Scope of Work
- ❖ Secondary Impacts
- ❖ Estimated Budget
- ❖ Estimated Schedule

Form 3: Approval to Proceed (ROA)



- ❖ ROA must sign and return Form 3 to District Facility Office
- ❖ ROA acknowledgement that the requestor (i.e. College on behalf of department) has the responsibility of any cost overages/overruns on the project that may have been unforeseen.
- ❖ Upon receipt of signed and approved Form 3, the budget is set up and the project can proceed into the **Implementation Phase** (i.e. hiring architect, proceeding with design, entering procurement phase etc.).
- ❖ The schedule does not begin until the District Facility Office receives the Form 3.
- ❖ Note: If a preliminary investigation is required, Forms 2 and 3 shall be updated and/or revised as needed. Timelines and budgets may change during the Implementation Phase and the ROA will be apprised of such changes.

What You Need to Know

- ❖ Not all requests are the same. Requests vary in: scope, size, budget, schedule, and have various outcomes. Some requests are easier to assess than others.
- ❖ No schedule is the same!
- ❖ There is **no fast-track approval process!** 
- ❖ Communicate with your ROA as they are OUR point of contact.
- ❖ Ask yourself the following questions:
 - Could this change or work impact accessibility, fire life safety, structural, mechanical, plumbing or electrical?
 - Would this change the occupancy of the space?
 - Would this change the use of the space?
 - Does this change reconfigure my space?
 - Does this equipment require electrical, data or a change in layout of the room?
 - Is this equipment meet all accessibility codes and requirements?
 - How do I know if this is a code violation or not?
 - Is the work routine, recurring and/or maintenance?
 - Who and what resources or documentation am I relying upon as my source of verification?

Seek guidance from resources: Vice Presidents of Administrative Services and DO Facility Office

How to Avoid Pitfalls of Delay

- ❖ Be realistic about timelines and deadlines.
- ❖ Do not jump prematurely to a procurement phase without going through this FMR process if needed.
- ❖ Plan funding and timing of the availability of funding. Sometimes these do not align with the FMR approval process, particularly if professional consultants need to be hired and/or if DSA (or other agency) approvals are required.
- ❖ Incorporate and integrate your knowledge of these steps into your processes of review and prioritization.
- ❖ Decisions on whether to proceed need to be timely as it only costs more later.
- ❖ Prioritization of requests and work with site ROAs.
- ❖ Penny wise pound foolish.

And after all that...



**Let's learn about the
contracting and procurement phase!**

**Purchasing & Facilities Contract Training
October 13, 2022
9:00 AM – 11:00 AM via Zoom**

Maintenance and Public Works Procurement Laws and Board Policies

Maintenance Definition: Public Contract Code §20656

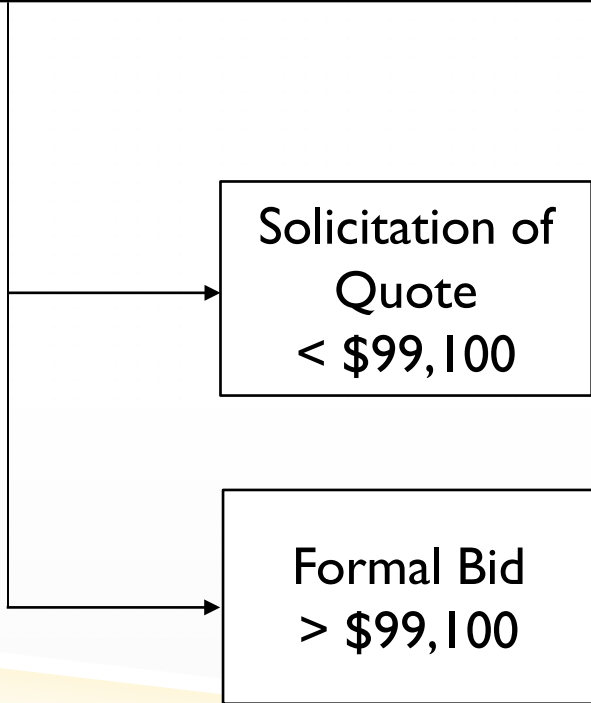
- ▶ Routine, recurring, and usual work for the preservation, protection and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired.
- ▶ Minor repainting under \$25,000. Maintenance work under \$99,100 procured following PCC §20651 and follows a Solicitation of Quote process.

Public Works Definition: Public Contract Code §22002(c)

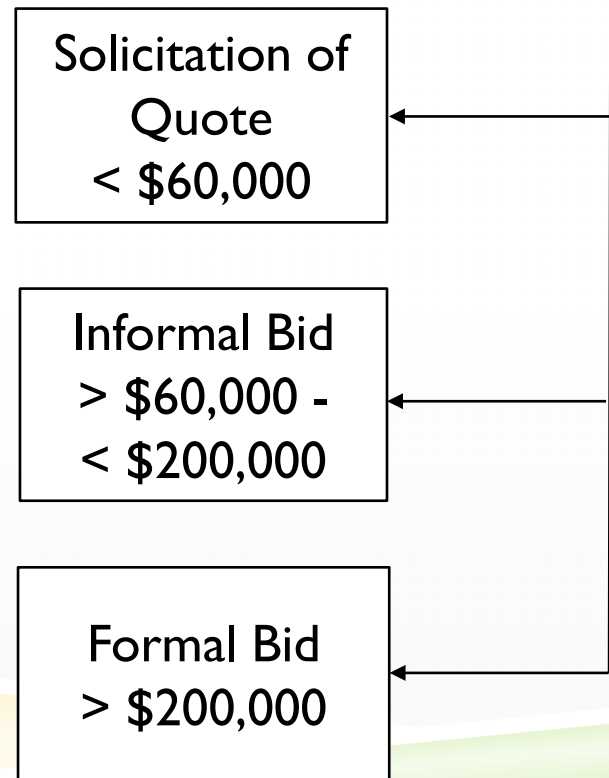
- ▶ Any construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any public owned, leased, or operated facility, any public structure, building, road or other public improvement of any kind. Painting or repainting.
- ▶ Public Works projects procured following informal bidding procedures as allowed under PCC §22003 and per BP & AR 6603.

Maintenance and Public Works Procurement Process

Maintenance
Public Contract Code §20651
and Board Policy 6332



Public Works
Public Contract Code §22002(c)
and Board Policy 6603

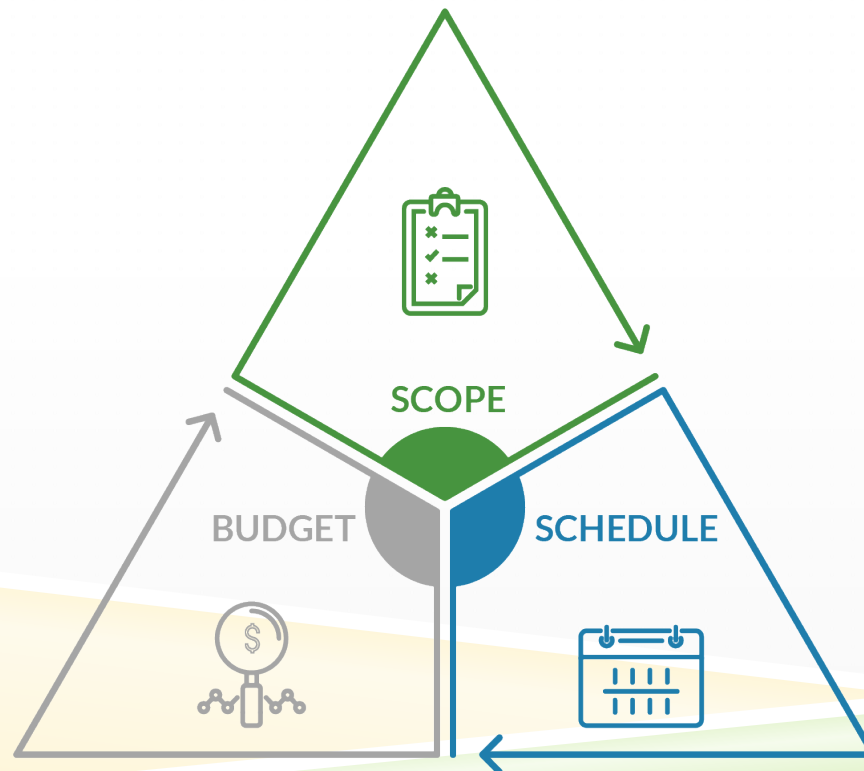


*Public Contract Code 2022 Bid Limits
(PCC 20032, 22020, 22002 et seq.)

Road to Success: Timing is Everything



- ▶ Advance planning and communication (objectives)
- ▶ Plan B or other interim solutions/options (brainstorm)
- ▶ Aligning **scope, schedule, budget** (expectations)



Resources Available

Employee intranet at: <https://intranet.rscgd.edu/Facilities>

- ▶ All current FMR forms are available on the district website and employee intranet at: <https://intranet.rscgd.edu/Facilities>
- ▶ General Accessibility Guidelines Facilities Advisory 21-0921
- ▶ Reach out to your Responsible Originating Administrator to discuss your ideas or thoughts before you even begin to think about procuring furniture, equipment, etc.

District Facility Office (714) 480-7510

Management Team Contacts

- ▶ Carri Matsumoto – Assistant Vice Chancellor
- ▶ Joe Melendez – Director
- ▶ Tae Kim – Director
- ▶ Hugo Curiel – Project Manager



Thank you for your patience and attention!

Questions