

Physical Resources Committee

Wednesday, September 5, 2018 – 1:30 p.m.
Executive Conference Room (114) – District Office

Agenda

1. Call to Order – Hardash
2. Projects Update – Matsumoto
 - Measure Q
 - Scheduled Maintenance
 - Capital
 - Prop 39
3. AR 6601 Facility Modification and New Construction - Matsumoto
4. Sustainability Committee Update – Matsumoto
 - Sustainable RSCCD (SRC) Website:
<https://rsccd.edu/Discover-RSCCD/sustainable-rsccd-committee/Pages/default.aspx>
5. Measure Q Financial Summary Update – O'Connor
6. Update on Campus Facilities Meetings – Hoffman/Satele
 - SAC – Facilities Committee Update – No update
 - SCC – Facilities Committee Update
 - April 16, 2018
7. Approval of Meeting Minutes – May 2, 2018 – Hardash
8. Next Meeting: October 3, 2018 by email only, November 7, 2018 at 1:30 p.m. – Executive Conference Room, District Office
9. Other
10. Adjournment

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.



**PHYSICAL RESOURCES COMMITTEE MEETING
PROJECT UPDATES
SEPTEMBER 5, 2018**





PROJECTS

- ▶ Dunlap Hall Renovation - Completed
- ▶ Central Plant & Infrastructure - Completed
- ▶ Johnson Student Center & Demolition
- ▶ Science Center & Building J Demolition



PROJECT UPDATE SANTA ANA COLLEGE SCIENCE CENTER & BUILDING J DEMOLITION

Project Summary:

- ▶ Construction of a new three-story, 64,785 square foot science center and 880 square foot greenhouse
- ▶ Programs Include: Division Office, Faculty Offices, (2) Standard Classrooms, (1) Large Classroom, (1) Large Divisible Classroom, (1) Computer Lab, (1) Engineering Lab & Support Space, (6) Biology Labs & Support Space, (2) Geology Labs & Support Space, (5) Chemistry Labs & Support Space, (1) Physics Lab & Support Space, Student Collaboration Areas
- ▶ Project includes demolition of (3) J Buildings

Current Status:

- ▶ New Shallow Under Slab Utilities
- ▶ New Exporting of Dirt Spoils
- ▶ New Exterior Underground Plumbing
- ▶ New Completed Importing of Under Slab Select Fill Material
- ▶ New Completed Forming and Pouring of Pile Caps and Grade Beams
- ▶ New Completed Underground Site Utilities
- ▶ New Completed Underground Chilled Water Lines
- ▶ Target occupancy Summer 2020

Budget: \$73.38 million





PROJECT UPDATE SANTA ANA COLLEGE JOHNSON STUDENT CENTER

Project Summary:

- ▶ Demolition of existing building.
- ▶ Construction of a 63,642 square foot new Johnson Student Center
- ▶ Building Programs Include: Campus Store, Grab-n-Go/Coffee & Juice, DSPS, EOPS/CARE & CalWORKS, Student Financial Services, SSSP/Upward Bound, Warehouse, Reprographics, Conference Center, Financial Aid, Student Placement, Health & Wellness Center, DSPS, Office of Student Life, ASG, The Spot
- ▶ Site improvements include new hardscape, landscape and shade shelter around the Johnson Center as well as renovations to the “West Plaza” including new landscape, hardscape, a shade structure, and a lunch serving kiosk for Middle College High School (MCHS)



Current Status:

- ▶ Increment 1 (Site Preparation) received DSA approval on February 20, 2018
- ▶ Increment 2 (Building) was submitted to DSA on February 15, 2018 and approval anticipated August 2018
- ▶ New RFP for lease-leaseback construction delivery is anticipated to be solicited in September 2018
- ▶ New Bid phase anticipated September – November 2018
- ▶ Target construction start Winter 2018 - Spring 2021
- ▶ Target occupancy Spring 2021

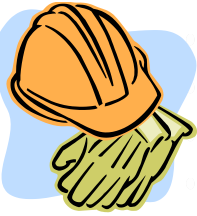
Budget:

- ▶ \$51 million (Budget is under review pending bid phase)
- ▶ \$44.27 million funded by Measure Q
- ▶ Note: The budget is currently deficient by \$6.73 million and a new budget update is pending upon a reallocation of budgets from the Central Plant project



PROJECT BUDGET HISTORY

MEASURE Q BUDGET HISTORY			
PROJECT	INITIAL START-UP PLANNING TOTAL PROJECT BUDGET (February 2014) M (Million)	CURRENT ESTIMATED TOTAL PROJECT BUDGET (June 2018)	BUDGET MODIFICATION NOTES
Dunlap Hall Renovation	\$14.2M	12.63M	<ol style="list-style-type: none"> 1) Prior to 2014, the project budget was initially set-up in Measure E. Certain softs costs are still expensed to Measure E. 2) In 2014, a new project budget was set-up in Measure Q to cover construction costs. 3) In November 2014, increase in budget due to expense transfers from Measure E. 4) In November 2014, increase in costs associated with an extension of time due to unforeseen conditions on the roof. 5) In April 2016, decrease budget by \$2.6 million expense transfers to Measure E. 6) In August 2016, decrease budget by \$1.2 million expense transfers to Measure E.
17th & Bristol St Parking Lot	\$1.7M	\$0.00	<ol style="list-style-type: none"> 1) The acquisition of the property was paid out of Measure E in April 2014. 2) In 2014, a new budget was needed for the development of property into a surface parking lot. 3) In 2015, adjusted costs for construction of parking lot based on estimator's review of construction documents. 4) In June 2018, project budget balance of \$2.3M was allocated to Johnson Center.
Central Plant	\$68.17M	\$68.17M	<ol style="list-style-type: none"> 1) In February 2014, adjustment made to conceptual budget of \$40 million, due to a final scope of work, a new target construction budget, and a new construction schedule.
Johnson Center	\$16.7M	\$51M	<ol style="list-style-type: none"> 1) In 2014, an initial conceptual budget of \$16.7 million was established based on a renovation project. 2) In October 2014, budget increased to \$28.49 million due to a change in scope from a renovation project to a replacement project. 3) In November 2015, budget increased to \$40.70 million based on College's selection of Option 7 which included additional programs and an increase in square footage. 4) In April 2016, re-allocated \$2.7 million from Dunlap budget to increase budget to cover deficiency. The budget was deficient by \$5.64 million and is now deficient by \$2.9 million. 5) In August 2016, re-allocated \$1.2 million from Dunlap budget to increase budget to cover deficiency. The budget was deficient by \$2.9 million and is now deficient by \$1.7 million. 6) In October 2017, re-allocated \$492,134 from bond interest to increase budget to cover deficiency. The budget was deficient by \$1.74 million and is now deficient by \$1.25 million. 7) In April 2018, re-allocated \$2.5 million from Johnson Demolition; budget was increased from \$40.70 million to \$50 million. Project is deficient by \$8.05 million as the current budget allocation available is \$41.95 million. 8) In June 2018, re-allocated \$2.3 million from 17th & Bristol project and an additional \$13,382 from Dunlap Hall project balance. Project balance is currently deficient by \$6.73 million as the current allocated budget is \$44.27 million
Johnson Demolition	\$0.00	\$0.00	<ol style="list-style-type: none"> 1) In 2015, a new budget was needed due to a change in scope from a renovation to a replacement project. 2) In April 2016, increased budget by \$700,000 due to estimated increase in demolition costs from \$1.8 million to \$2.5 million. 3) In April 2018, reallocated budget to Johnson Student Center due to consolidation of phases into one project.
Science Center	\$66M	\$73.38M	<ol style="list-style-type: none"> 1) In 2014, an initial conceptual budget of \$66 million was established. 2) In October 2014, a new planning total budget was established of \$62.94 million based on a more defined scope. 3) In July 2015, budget increased to \$73.38 million based on College's selection of Option A3 which outlined the final program including additional labs and an increase in square footage. The new program changed from STEM to Science Center.



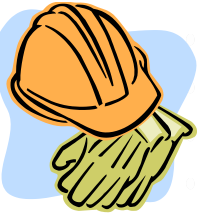
2018-2019 SCHEDULED MAINTENANCE (SM19) PROJECTS

Santa Ana College

State Allocation 2018 \$431,479

Santiago Canyon College

State Allocation 2018 \$184,920



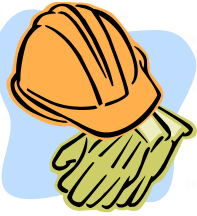
2017-2018 SCHEDULED MAINTENANCE (SM18) PROJECTS

Santiago Canyon College

State Allocation 2017	\$1,371,504
Fund 13	\$628,000
	<hr/>
	\$1,999,504

- ▶ All to be allocated to Barrier Removal projects





2016-2017 SCHEDULED MAINTENANCE (SM17) PROJECTS

Santa Ana College

State Allocation 2017 \$440,000

- ▶ Window Replacement (H)

Santiago Canyon College

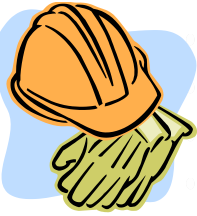
State Allocation 2017 \$2,817,909

- ▶ Fan Coil Units (D)
- ▶ Barrier Removal Phase I- exterior (Path of Travel and Parking)
- ▶ Barrier Removal Phase 2 A
- ▶ Barrier Removal Phase 2 B – exterior (Sidewalks and Handrails)
- ▶ Barrier Removal Phase 3



2016-2017 SCHEDULED MAINTENANCE PROJECTS (SM17) SANTA ANA COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Window Replacement (H)	The windows have been installed and new concrete has been installed at the main entrance. Temporary relocation of summer office workstations to Russell Hall R-118B was completed. The building punch walk was completed. The District has rejected the window installation due to failure to pass water test. The scope of corrective work is currently under review and a timeline for correction has yet to be determined.	\$731,535* * Budget Breakdown: <ul style="list-style-type: none">• \$440,000 funded by SM17• \$260,000 funded by the Campus• \$31,535 funded by Capital Facilities Fund
TOTAL BUDGET ALLOCATION		\$731,535



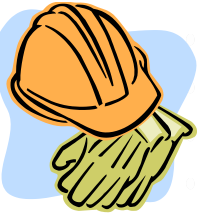
2016-2017

SCHEDULED MAINTENANCE PROJECTS (SM17)

SANTIAGO CANYON COLLEGE

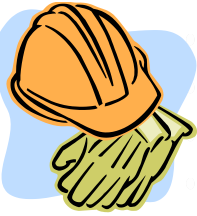
PROJECT	STATUS	ESTIMATED BUDGET
Fan Coil Units (D)	Construction began on June 4, 2018 and the overall project is anticipated to be completed in early September 2018. The Notice of Completion is anticipated for approval by the Board of Trustees on September 24, 2018.	\$878,197* * \$278,197 funded from Capital Outlay due to budget short fall.
Barrier Removal Phase I – exterior (Path of Travel and Parking)	This project is part of a Settlement Agreement and is dual funded by Scheduled Maintenance and Capital Outlay funds. Construction began in June 2018.	\$656,000
Barrier Removal Phase 2A (Sidewalks and Handrails)	This project is part of a Settlement Agreement. Construction began in June 2018. A non-compensable change order for an extension of time to add 14 calendar days is anticipated for approval by the Board of Trustees on September 10, 2018. The project is in the close-out phase and a Notice of Completion is anticipated for approval at a future Board meeting.	\$656,000





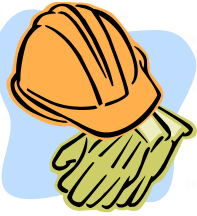
BARRIER REMOVAL PHASE 2B AND CAMPUS ENTRANCE IMPROVEMENTS SANTIAGO CANYON COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Barrier Removal Phase 2B and Campus Entrance Improvements	This project is part of a Settlement Agreement. A new RFP for architectural services was solicited on August 13, 2018 with a due date of September 14, 2018.	\$549,909
Barrier Removal Phase 3	This project is part of a Settlement Agreement and construction documents will be divided into multiple phases of work. Review and coordination of plans is on-going. A City of Orange for encroachment permit for Public Right of Way curb ramps is needed for the Chapman entrance.	\$356,000
TOTAL ALLOCATION		\$2,817,909

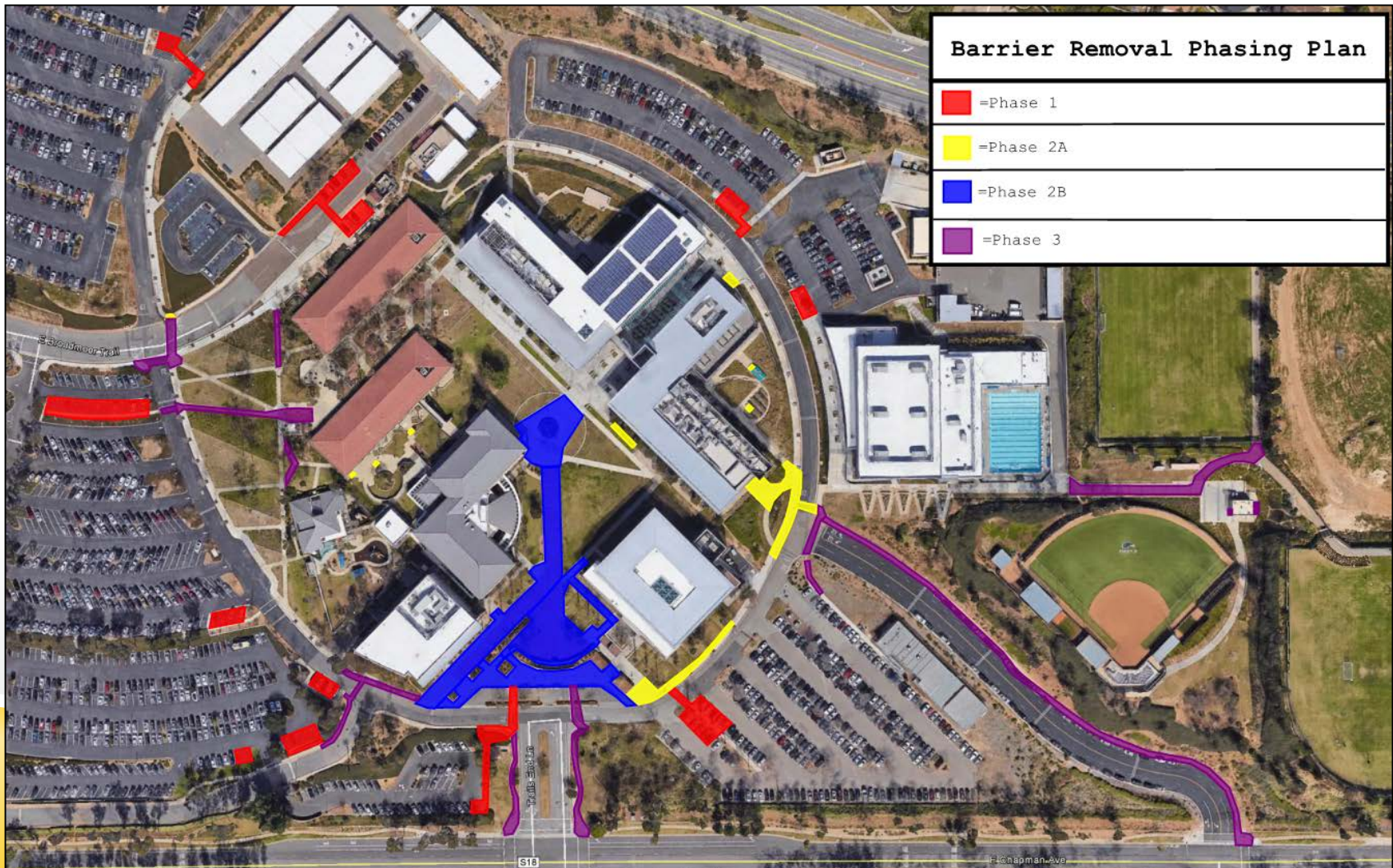


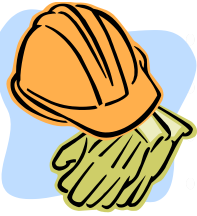
BARRIER REMOVAL PHASE 2B AND CAMPUS ENTRANCE IMPROVEMENTS SANTIAGO CANYON COLLEGE





BARRIER REMOVAL PHASE MAP SANTIAGO CANYON COLLEGE





2015-2016 SCHEDULED MAINTENANCE (SM16) PROJECTS

Santa Ana College

State Allocation 2016 \$1,837,665

- ▶ Water Conservation - Completed
- ▶ Roof Replacement (W) - Completed
- ▶ Roof Replacement (E, G, K & S) - Completed
- ▶ Door Replacement (C, H, L, R, S) - Completed
- ▶ Flooring Repair (Gym) - Completed
- ▶ Flooring Repair (Dance) - Completed
- ▶ Waste Oil Tank Removal & Replacement (K) - Completed
- ▶ Lighting Contact/Relays (D, H, L, R, T) - Completed
- ▶ Roof Replacement (Pool Building) - Completed
- ▶ Floor Repairs (N) - Completed
- ▶ Floor Repairs (Chavez Hall) - Completed
- ▶ Door Hardware Replacement (Restroom) - Completed
- ▶ Hazardous Materials Abatement (P) – Completed
- ▶ Carpet Replacement (B, L, S, carryover from SM 2015) - Completed

Santiago Canyon College

State Allocation 2016 \$787,571

- ▶ Roof Repairs (U Portables) - Completed
- ▶ Roof Replacement (T) - Completed
- ▶ Soffit Repair (A & B) & CDC Post Repairs - Completed
- ▶ Water Conservation - Completed
- ▶ Building D Exterior Painting (carryover from SM 2015) - Completed



2015-2016 SCHEDULED MAINTENANCE PROJECTS (SMI6) SANTA ANA COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Water Conservation	A Notice of Completion was approved by the Board of Trustees on August 13, 2018. This project will be removed from future updates.	\$126,200* (under review) *\$29,285 funded from Capital Outlay due to budget short fall.
TOTAL ALLOCATION (active projects only)		\$126,200



CURRENT CAPITAL PROJECTS RUSSELL HALL REPLACEMENT (HEALTH SCIENCES BUILDING)

Project Summary:

- ▶ Construction of a new 55,563 square foot Health Sciences Building to include Nursing, Occupational Therapy Technology, Emergency Medical Services, Pharmacy Technology, general classrooms and computer labs. The new building will be located south of the existing library and north of the new Science Center
- ▶ Demolition of existing Russell Hall Building
- ▶ The District will have to adhere to a strict state process and guidelines

Current Status:

- ▶ New The Preliminary Plan was approved by the State on June 6, 2018
- ▶ New The design team is working on 60% construction documents that are due to the District in September 2018
- ▶ New The geotech/geohazard report was submitted to California Geological Survey for review/comment
- ▶ **No changes are allowed to square footage and/or programs**
- ▶ DSA submittal anticipated February 2019
- ▶ DSA approval anticipated November 2019
- ▶ Target construction start April 2020
- ▶ Target occupancy May 2022

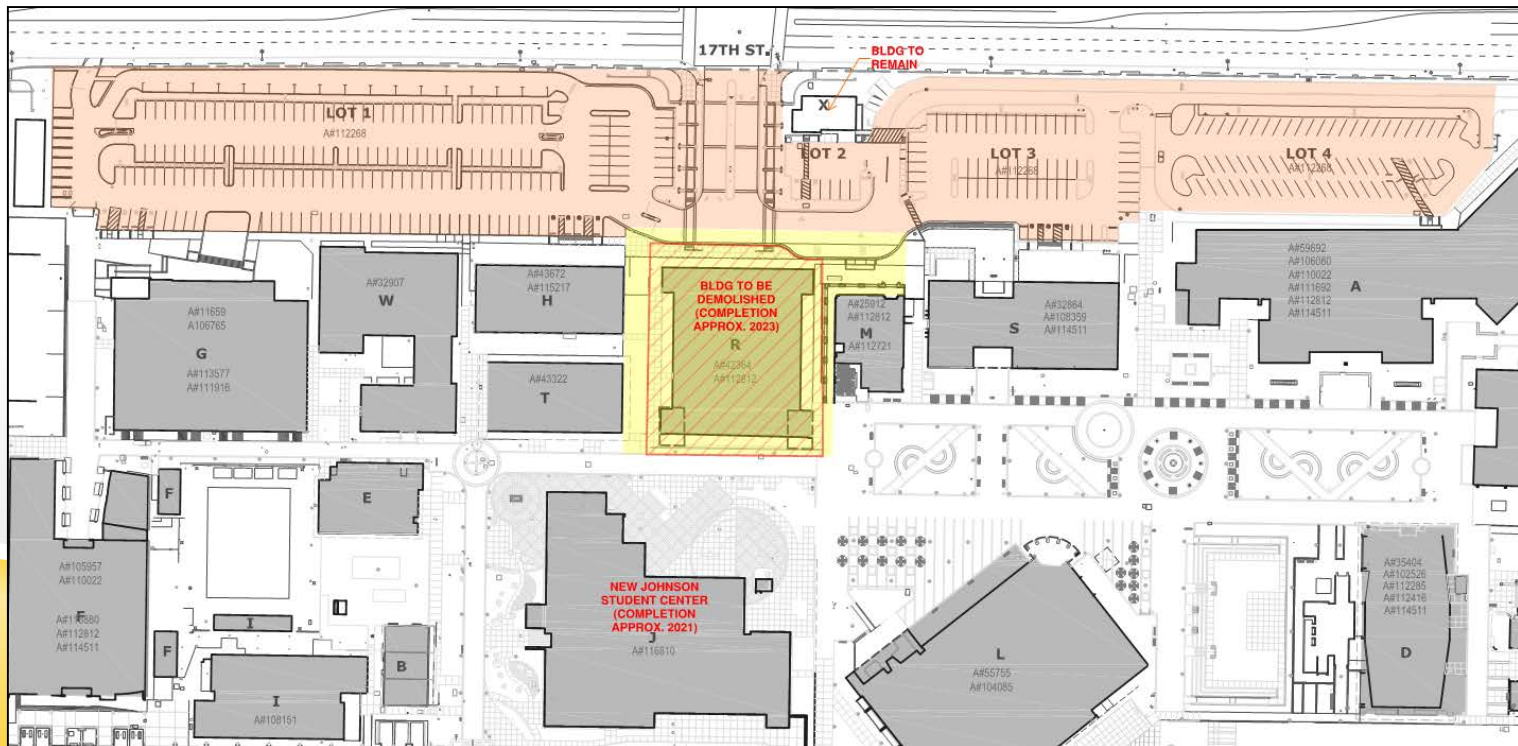
Budget:

- ▶ **\$58.8 million*** (District to contribute 50% - subject to change based on annual State Budget changes for inflation adjustments)
- ▶ \$20,475,000 state funded
- ▶ Budget under review



RUSSELL HALL REPLACEMENT SECONDARY EFFECTS PROJECTS SANTA ANA COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Campus Entrance Improvements	This project is in the initial start-up of planning. An RFP for architectural services has been solicited on August 13, 2018 with a due date of September 14, 2018.	\$3.38 million





CURRENT CAPITAL PROJECTS SANTA ANA COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Campus Directory & Wayfinding	The architect presented the design on July 26, 2018 to the District and college. The architect walked with campus staff and the locations for the directories were confirmed by the campus. Electrical requirements were confirmed on with the architect and the electrical engineer. The scope of work includes making modifications to the existing wayfinding monument signs by adding direction. In addition, new ones and various signs will be added to enhance the exterior wayfinding around the campus and parking lots.	\$82,500 (under review)
Barrier Removal Signage/Wayfinding	This project is for miscellaneous additional accessibility signage as needed (i.e. signage in Parking Lot 11 to fields).	\$115,000



CURRENT CAPITAL PROJECTS SANTA ANA COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Barrier Removal Exterior (Parking Lot 9 Stalls)	This project bid was rejected as the bids came in over budget. Therefore, the construction fencing will now remain in place. The construction fencing and logistics staging plan is under review for both Science Center and Johnson Student Center projects. No changes to fencing in this lot at this time.	\$275,000 (under review)
Chavez Hall Renovation	New carpet and vinyl flooring has been replaced in the A-107 front offices in the Business Development Department. The College Maintenance group touched up paint in this location at the request of the faculty. Furniture was returned to this space after painting was completed on July 13, 2018. The next phase of work will be in the Fire Tech Offices which is tentatively scheduled for winter break.	\$388,851 (under review)
Facility Modification Requests (FMRs) – AR 6601	The campus has currently submitted 20 FMRs and are in various stages of the review and approval process.	N/A

CURRENT CAPITAL PROJECTS SANTIAGO CANYON COLLEGE ORANGE EDUCATION CENTER BUILDING CERTIFICATION

Project Summary:

- ▶ DSA Certification of Orange Education Center
- ▶ Upgrade to meet current structural, fire & life safety, ADA and energy codes
- ▶ Partial demolition of existing building as well as relocation of some programs and services
- ▶ Proposed building 63,170 square foot

Current Status:

- ▶ New The environmental consultant submitted the latest report and findings to OCHCA on August 20, 2018
- ▶ New District is developing an RFP to retain a professional environmental consultant for the next phase of work
- ▶ New design is on hold until environmental testing and review is completed



Budget:

\$34.66 million target

\$33.53 million allocated

- \$1.34 million Measure E
- \$3.66 million SAC Redevelopment Funds
- \$4 million SCC Redevelopment Funds
- \$7 million Stabilization Funds
- \$14.43 million one-time Mandated Cost funds (State Budget Act)
- \$3.1 million from Settlement

Note: Budget is currently deficient by \$1.13 million



**Santiago
Canyon
College**



CURRENT CAPITAL PROJECTS SANTIAGO CANYON COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Campus Directory & Wayfinding	The architect presented the design on July 26, 2018 to the College. The architect walked with campus faculty at SCC and the locations for the directories were confirmed by the campus. The architect walked with campus faculty at SCC and is designing to add more wayfinding monuments. Additionally, the architect and District continue to explore electronic directory manufacturers and products.	\$130,600
LRC Drywall Repairs	The work involves modification of minor wall details and drywall repairs to fix all of the cracks on multiple floors in multiple locations within the LRC. The project is in design. The structural engineer conducted site observations to review current conditions against conditions noted in original investigation and additional areas were recently discovered by the engineer that had new cracking on the exterior of the building. The structural engineer will provide a report of new findings along with recommendations.	\$363,919
Safety & Security Office	The project is at DSA undergoing plan check review. Construction is anticipated to being as early as mid-January 2019.	\$1,200,000



CURRENT CAPITAL PROJECTS SANTIAGO CANYON COLLEGE

PROJECT	STATUS	ESTIMATED BUDGET
Barrier Removal PTD Replacement	This project is part of a Settlement Agreement. Owner furnished paper towel dispenser & contractor installed material procurement is ongoing. This project is being considered as a phased construction with Building D in the summer and the remaining buildings over winter intersession. This project may also be funded by Scheduled Maintenance.	\$579,825
Facility Modification Requests (FMRs) – AR 6601	The campus has currently submitted five FMRs and are in various stages of the review and approval process.	N/A



CURRENT PROJECTS DISTRICT OFFICE

PROJECT	STATUS	ESTIMATED BUDGET
<p>ADA Parking Lot Improvements at District Office (SM16) (parking lots and path of travel to building entrances)</p>	<p>This project received DSA approval on May 8, 2018 and is currently preparing for bid as a phasing/logistics plan is being prepared. Staff met with the design team to discuss phasing of work, the recently updated ALTA property survey and procurement strategy. Due to the ALTA survey received, the District will have to make minor revisions to some of the parking lot design.</p>	<p>\$32,335 (under review)</p>
<p>Elevator Tank-Cylinder and Pump Repairs</p>	<p>The contractor sent a documentation of the expected delivery date for the cylinders. A revised schedule was created adding expected material delivery dates. A change order is anticipated for approval by the Board of Trustees on August 13, 2018 which will add an additional 106 calendar days to the contract duration. The contractor is anticipated to start work in September. Elevator 1 will be taken out of service first and is anticipated to be completed in November after State inspection is completed and given no unforeseen conditions are encountered. Elevator 2 will be taken out of service thereafter the completion of the first elevator. The project is anticipated to complete in January/February.</p>	<p>\$63,000</p>
<p>Facility Modification Requests (FMRs) – AR 6601</p>	<p>The District Operations Center has received four FMRs and are in various stages of the review and approval process.</p>	<p>N/A</p>



CURRENT PROJECTS DISTRICT-WIDE

PROJECT	STATUS	ESTIMATED BUDGET
District-Wide Emergency Blue Phone & ADA Path of Travel (SAC, SCC, CEC, DO, OCSRTA, DMC)	The District is going to do a test pilot and mock-up starting at the DMC site. The project is now anticipated to go out to bid in September with a contract award anticipated for Board approval in November or December. Other sites will be scheduled after the test pilot is complete. The District is still in the process of procuring blue phones as an owner furnished item, contractor installed coordinated project and working with the Purchasing Department on procurement of the phones.	\$1.9 Million



CURRENT PROJECTS DISTRICT-WIDE

PROJECT	STATUS	ESTIMATED BUDGET
District-Wide Access Control & Door Hardware Survey Assessments	<p>A. A meeting was conducted with the colleges on July 9, 2018. Three firms demonstrated access control software products to the Working Group (representatives from SAC, SCC, ITS and Safety & Security) on July 12, 2018. A follow up access control software demonstration is scheduled for September 17, 2018. Software products are still under review with a recommendation forthcoming by the Working Group.</p> <p>B. The district-wide door survey started on July 30, 2018 based on the draft schedule. It is anticipated to finish on or around the week of August 13, 2018.</p>	\$62,800
AR 6520 Safety of District Property – Keying Guidelines	<p>C. The District is working with a consultant and with both campus Working Groups to retain feedback on the development of keying, re-keying, and access control guidelines to ensure consistent integrity is maintained for both key and access control systems per AR 6520.</p>	N/A
Future Retrofit & Access Control Project	<p>D. AR 6520 will be updated once the guidelines are completely developed. A new plan will be developed as part of this planning process as the last step is to identify future projects, building door retrofits (i.e. hardware changes, for locks, access control, etc.).</p>	TBD



YEAR FIVE PROP 39 PROJECTS

SANTA ANA COLLEGE, SANTIAGO CANYON COLLEGE, DIGITAL MEDIA CENTER, ORANGE COUNTY SHERIFF'S REGIONAL TRAINING ACADEMY, DISTRICT OPERATIONS CENTER

Project Summary:

- ▶ LED lighting conversion at Santa Ana College, Santiago Canyon College, Digital Media Center, Orange County Sheriff's Regional Training Academy and District Operations Center

Current Status:

- ▶ At SAC, all interior work is complete and the remaining exterior work will be completed by mid-September (College Avenue, Buildings H, L, and T)
- ▶ At SCC, all interior work is complete and the remaining exterior work will be completed by mid-September (Walk of Champions, M&O, Buildings C, D, and E)
- ▶ At DOC, all work is complete
- ▶ At OCSRTA and DMC, work will be completed the first week in September
- ▶ The project is on target for completion by mid-October

Budget:

- ▶ \$993,328



ADA TRANSITION PLANNING UPDATE AND SELF EVALUATION

The Working Group has been meeting and working on developing a first draft of the Self Evaluation and Transition Plan update. The next Working Group meeting is scheduled for September 19, 2018.



QUESTIONS



Rancho Santiago Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6601 Facility Modification and New Construction

References:

Education Code 81130, 81132, 81133, 81142
California Code of Regulations - Title 24

The District Office of Facility Planning, District Construction and Support Services shall oversee, coordinate and approve all facility modifications and new construction to insure 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)
Reviewed: May 7, 2018

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 6601 Facility Modification and New Construction

References:

Education Code 81130, 81132, 81133, 81141
California Building Standards Code (California Code of Regulations, Title 24)
("CCR, Title 24")
ACCJC Accreditation Standard III.B. Physical Resources

Definition:

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.

This administrative regulation is not applicable to routine, recurring and preventative maintenance work. 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. Maintenance funds are not intended for funding facility modification requests.

A Facility Modification Request ("FMR") shall be forwarded to the District Office of Facility Planning, District Construction and Support Services ("DO Facilities"), for approval of all facility alterations, reconstruction, modifications, improvements and new construction to any building owned by the District. The DO Facilities shall ensure project compliance with CCR, Title 24; applicable Education Codes; district standards; design guidelines; proper review and any necessary approvals are retained by the Division of the State Architect ("DSA") the agency that oversees buildings governed by the Field Act; or the authority having jurisdiction if not the DSA (e.g. City of Santa Ana for the District Office). The DO Facilities shall ensure applicable procurement policies and laws related to the alteration or reconstruction work are adhered to for the proper management of facility and physical resources within the district. Any alteration, whether governed by the Field Act or not, shall comply with all provisions of the CCR, Title 24 including accessibility, fire life safety, and structural.

Examples of common facility modification requests could include but are not limited to the following: classroom, lab, office and/or other space reconfigurations; retrofits and tenant improvements; any removal of walls, buildings or structures; any relocation and alterations of walls and doors; instructional equipment additions that increase weight to existing floors, ceilings, walls, and/or roofs; increases to electrical loads; additional and/or new mechanical upgrades in the building; the addition of overhead mounted projectors and television screens or

other equipment to classrooms and labs; modifications or additions to certain lighting and rigging systems; modifications or additions to certain kitchen equipment which require ventilation or mechanical and electrical upgrades; the addition or replacement of marquees and monuments; new shade structures, new trellis or kiosks; addition of certain modular furniture to not impact accessibility or other fire life safety codes; 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") which is submitted and updated annually 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.

Procedure:

The following procedure shall be followed for any FMR:

1. All current FMR forms are available on the district employee intranet at: <https://intranet.rscdd.edu/Facilities> and shall be updated by the DO Facilities as needed.
2. The requestor shall fill out **Form 1** (see attached "Request Form").
3. Form 1 shall be approved by the Responsible Originating Administrator ("ROA") for overseeing FMR requests by staff, faculty or other individuals: Chancellor, Vice Chancellor, College President, Vice President of Administrative Services or Assistant Vice Chancellor, prior to submitting it to DO Facilities for further assessment and review.
4. Once the DO Facilities department receives Form 1 an individual will be assigned to further investigate the request. The DO Facilities department will fill out **Form 2** (see attached "Facilities Assessment") and include the following information:
 - a) An investigation of the scope of work outlined in Form 1. The investigation can include but is not limited to: site observations, existing conditions, condition assessments, noted findings, deficiencies or corrective actions, feasibility of implementation, potential code requirement concerns, impacts or other secondary impacts, required agency approvals, a determination if the project is exempt from DSA, if there is a need for further design professional assistance (e.g. mechanical engineer, electrical engineer, architect), and/or other considerations.
 - b) An estimated budget to complete the scope of work outlined in FMR, and/or other cost concerns.
 - c) A schedule and duration of time needed to implement the FMR.
 - d) Recommendations on the scope of the work outlined in the FMR, and/or other options or considerations.
 - e) A determination if a **preliminary investigation** is needed to complete the FMR.
5. The DO Facilities will discuss and return Form 2 to the ROA for further review and consideration.
6. Upon review and consideration of the request and facilities assessment, **Form 3** (see attached "Approval Form") must be executed by the identified parties before the request can proceed.

7. Form 3 includes approval of the budget by the ROA, including, responsibility of any cost overages/overruns on the project that may have been unforeseen.
8. Form 3 if approved by all required parties must be returned to the DO Facilities for further processing and project approval set up.
9. Upon receipt of Form 3, the project budget will be created with an identified funding source to be accounted for in the District's accounting system. All FMR project expenses shall be appropriately tracked and accounted for throughout the project until completion.
10. If a preliminary investigation is required, Forms 2 and 3 shall be updated and/or revised as needed by the DO Facilities and the ROA.
11. The DO Facilities shall be responsible for: assigning and prioritizing facility modification requests; consulting with the ROA on priorities if there are multiple and concurrent requests; coordinating the project; retaining required design professional services; obtaining required agency approvals; following district procurement policies; overseeing contractors or consultants as needed; collaborating and communicating with the ROA, requestor, college staff, students, and/or other individuals as needed throughout the progress and implementation of project.
12. The DO Facilities shall be responsible and on occasion shall be able to update or modify this administrative regulation, procedure and/or forms as needed.

Adopted: May 7, 2018

Facility Modification Request – AR 6601
Form 1 (Request Form)

Date: _____

Requestor's Name: _____

Site/Location: _____

Department: _____

Please initial below reviewed:

Dean's Name: _____

Dean Initials: _____

Area Vice President's Name: _____

VP Initials: _____

Note to Requestor: Please make certain you have discussed this request and retained the appropriate initials of the Department Dean or Vice President before forwarding this Request Form.

Please answer the following questions:

1. Building Location: _____ Room Number: _____ Other Location: _____

2. Description of Location (e.g. north/south wall, interior, exterior of building):

3. Please describe the modification request:

4. Is this modification for the purchase of new instructional equipment? Yes No
If yes, how does this equipment support the instructional program/class and its use? Please explain.

5. If yes, are grant funds being utilized for the purchase of the instructional equipment? Yes No
If yes, please attach a copy of the grant application, program guidelines which describes the amount of funding available and the expenditure deadlines. Yes, I have attached a copy.

6. Is there a timeline for when the grant funds must be spent and/or encumbered? Yes No
Please explain timelines or deadlines.

7. Other Information:

Please forward this request to the Responsible Originating Administrator (“ROA”) for further review and approval prior to sending this to the District Office Facility Planning, District Construction and Support Services department. ROA shall be one of the following: Chancellor, College President, Vice Chancellor, Vice President of Administrative Services or Assistant Vice Chancellor.

ROA Review: The section below must be signed by ROA prior to returning Form 1 to DO Facilities.

ROA Name: _____ Title: _____

Are Funds Currently Available for this Request: Yes No

If yes, identify account number: _____ Amount \$ _____

Approved to be sent to DO Facilities for modification assessment: Yes No

If no, please provide explanation:

ROA Signature: _____ Date: _____

Facility Modification Request – AR 6601
Form 2 (Facilities Assessment)

Date: _____

Name of Facilities Assessor: _____

Site/Location Visited: _____

Provide Building: _____ Room Number: _____ Other Location: _____

Describe Observations and Existing Conditions (Please attach additional pages if necessary):

Findings:

1. Does the scope of work associated with the modification request require any of the following:

- a. DSA Fire Life Safety Review: Yes No
- b. DSA Structural Review: Yes No
- c. DSA Access Compliance Review: Yes No
- d. Other Agency Review: Yes No If yes, please describe.

e. Corrective Action: Yes No If yes, please describe.

2. Does this modification change the FUSION Space Inventory TOP code? Yes No
If yes, please describe (e.g. change in use of space, reconfiguration).

3. Does this modification impact any of the following:

- a. Data/Internet: Yes No
- b. Surveillance: Yes No
- c. Phone: Yes No
- d. Network: Yes No

- e. Other Low Voltage Work: Yes No
 - f. Electrical: Yes No
 - g. Mechanical: Yes No
 - h. Structural: Yes No
 - i. Other (Please describe):
4. Does this request require professional consultants or licensed consultants such as an architect, engineer or surveyor, other? Yes No
- a. If yes, please describe what professional consulting assistance is required.

 - b. If you require professional consulting assistance to complete a preliminary investigation, please describe what services are needed.
5. Are there potential unforeseen conditions or concerns that may trigger secondary effects or impacts? Yes No If yes, please describe.
6. Do you need further information from the requestor or others to complete this review? Yes No If yes, please describe.

Summary Overview of Scope of Work:

Please describe proposed scope of work necessary and/or options or other considerations associated with the request for modification, including whether or not a preliminary investigation is needed with the assistance of professional consultants to develop a scope of work, and if there are any secondary effects/impacts. Please attach additional pages if necessary.

Estimated Budget: Check All That Apply

- A. The total project estimated budget is: \$ _____
See attached Budget Summary Worksheet
- B. A preliminary investigation was completed and the revised total project estimated budget is: \$ _____
See attached Budget Summary Worksheet
- C. A preliminary investigation is needed and the estimated budget is: \$ _____
See attached Budget Summary Worksheet
- D. The total project budget cannot be determined until a preliminary investigation is completed.

Estimated Schedule:

- A. The estimated duration of time needed to implement this request for modification is:

- B. The estimated duration to complete a preliminary investigation is (if applicable):

DO Facilities Recommendation: Check One Below

- FMR is: Recommended to proceed to Form 3 – Approval of request
 Recommended to proceed to Form 3 – Preliminary investigation is required
 Not recommended to proceed
 Other: Please describe

DO Facilities Reviewers:

Director (Name): _____ Director Initials: _____ Date: _____
Assistant Vice Chancellor (Name): _____

Signature: _____ Date: _____

Facility Modification Request – AR 6601
Form 3 (Approval Form)

Date: _____

To: Responsible Originating Administrator (ROA)

From: District Office Facilities (DO Facilities)
Facility Planning, District Construction and Support Services

Re: Facility Modification Request No. _____

Please see attached in regards to your Facility Modification Request:

- Form 1 – Request Form
- Form 2 – Facilities Assessment

1. ROA please select one:
 - FMR Approved
 - FMR Approved for Preliminary Investigation Only
 - FMR Denied
 - FMR Postponed/On Hold

If approved, please identify account number(s):

_____ Amount \$ _____

2. ROA please select one, after the completion of a Preliminary Investigation (if applicable):
 - FMR Approved
 - FMR Denied
 - FMR Postponed/On Hold

If approved, please identify account number(s) if additional funding is needed (if applicable):

_____ Amount \$ _____

NOTES:

1. All funds must be identified prior to the start of the project modification request. Any cost overruns shall be the responsibility of the ROA to find funds to cover all costs.
2. If this approval is for a preliminary investigation only, Forms 2 and 3 shall be revised and/or updated at the completion of the preliminary investigation. Further approval by DO Facilities and the ROA will be required.

Name of ROA: _____

ROA Signature: _____ Date: _____

Upon ROA signature please return Form 3 to DO Facilities.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

MEASURE Q

Projects Cost Summary

06/30/18 on 08/08/18

Special Project Numbers	Description	Project Allocation	Total PY Expenditures	FY 2017-2018		Cumulative Exp & Enc	Project Balance	% Spent
				Expenditures	Encumbrances			
ACTIVE PROJECTS								
SANTA ANA COLLEGE								
3035/3056	Johnson Student Center	44,265,005	1,842,577	1,052,344	2,986,783	5,881,705	38,383,300	13%
	Agency Cost		5,138	370,348	6,253	381,740		
	Professional Services		1,835,264	681,996	2,980,530	5,497,790		
	Construction Services		2,175	-	-	2,175		
	Furniture and Equipment		-	-	-	-		
3042	Central Plant Infrastructure	68,170,000	42,835,552	14,216,783	1,737,780	58,790,116	9,379,884	86%
	Agency Cost		315,395	101,344	1,658	418,397		
	Professional Services		7,845,853	1,535,240	1,733,897	11,114,990		
	Construction Services		34,674,304	12,542,053	-	47,216,357		
	Furniture and Equipment		-	38,146	2,226	40,371		
3049	Science Center & Building J Demolition	73,380,861	3,711,723	9,192,216	44,226,142	57,130,081	16,250,780	78%
	Agency Cost		389,194	34,455	2,465	426,113		
	Professional Services		3,322,529	1,640,198	4,035,691	8,998,419		
	Construction Services		-	7,517,563	40,187,986	47,705,550		
	Furniture and Equipment		-	-	-	-		
TOTAL ACTIVE PROJECTS		185,815,866	48,389,853	24,461,344	48,950,705	121,801,902	64,013,964	66%
CLOSED PROJECTS								
3032	Dunlap Hall Renovation	12,620,659	12,620,659	-	-	12,620,659	0	100%
	Agency Cost		559	-	-	559		
	Professional Services		1,139,116	-	-	1,139,116		
	Construction Services		11,480,984	-	-	11,480,984		
	Furniture and Equipment		-	-	-	-		
3043	17th & Bristol Street Parking Lot	198,141	198,141	-	-	198,141	0	100%
	Agency Cost		16,151	-	-	16,151		
	Professional Services		128,994	-	-	128,994		
	Construction Services		52,996	-	-	52,996		
	Furniture and Equipment		-	-	-	-		
TOTAL CLOSED PROJECTS		12,818,800	12,818,799	0	0	12,818,799	0	100%
GRAND TOTAL ALL PROJECTS		198,634,666	61,208,652	24,461,344	48,950,705	134,620,702	64,013,964	66%
SOURCE OF FUNDS								
	ORIGINAL Bond Proceeds	198,000,000						
	Interest Earned	634,666						
	Totals	198,634,666						

Santiago Canyon College Facilities & SAFETY Committee


Minutes

April 16, 2018

Attendees: Beth Hoffman, Eric Hovanitz, , Scott Sakamoto, Arleen Satele, Von Lawson, Ambar Nakagami, Pat Alvano, Jim Granitto, Julie Peeken, Stew Myers, , Isabel Murray, Rick Adams, , Zulema Mendez

Absent:

Guest: Manny Pacheco, Darryl Taylor, Chuck Wales, Matt Carter

NEW BUSINESS		OUTCOME
1. Review of Minutes from March 19, 2018 Minutes		
2. INTRODUCTIONS/ANNOUNCEMENTS		Eric Hovanitz
3. District Presentations	District Facilities Update <ul style="list-style-type: none"> • Updated on ADA Transition Plan • OEC Batavia update • Presented preliminary study regarding front entrance of the college. 	District Facilities  180416 SCC Update FINAL.PDF
4. Public Safety	Update <ul style="list-style-type: none"> • Locking magnetic devices & U bolts. Installed 167 devices and currently working on the remaining 49 doors. 	Manny Pacheco
5. College Facilities Update	SCC facilities update <ol style="list-style-type: none"> 1. D building Fan coil project - Equipment submittals provided by contractor, commissioning agent selected, classes relocated for summer to ensure completion schedule 2. T-Mobile removed their cell tower from parking lot 4 on the weekend of March 30th <i>Parking lot repairs scheduled for 4/7-8 weather permitting</i> 3. A and B soffit repairs are complete 4. Tropical awarded replanting the slope between U and A buildings, that and other awarded work to begin <i>Monday the 9th</i> 	Chuck Wales

	<ul style="list-style-type: none"> 5. Landscape and field maintenance bid documents updated and purchasing is completing final documents for bidding in April 6. Fire control annual testing was conducted during spring break 7. Have begun rebuilds and repairs of all required chilled water pumps and AC units 8. Exterior lighting is all being repaired, most will be retrofitted by June 9. Awaiting SCE approval for submitted energy savings rebate on new pool pump Variable Frequency Drive 	
7. Food Bank	<p>Status update Ongoing success is helping many students. They have started extending hours to address to address evening students.</p>	Beth Hoffman
8. NEW BUSINESS /OTHER	<ul style="list-style-type: none"> 1) Requested information regarding reactivating the sub-committee for signage standards, protocol for installation of commemorative pieces and design standards that reflect the College identify. 	VP Satele will relay to cabinet to reactivate the subcommittee in the fall semester.
OLD BUSINESS & PROJECT STATUS REPORTS		OUTCOME/FOLLOW UP
1. . Relocation OEC Classes	<p>Due to environmental study, district facilities is waiting for approval from the County environmental office in order to continue construction. District facilities is looking into other options such as not including child development center inside the Batavia site. Architect has been hired to develop a design for the Batavia site. There continues to be funding issues and project target date early 2020. OEC location destructive testing is completed. Continued user group meetings and identify other additional funding sources to complete the project.</p>	Ongoing
2. Noise Transmission between SC103 and SC104, from SC 105, and between SC205 and SC206	No further action. Remains open	Pending Funding.
3. Naming of Buildings - Process	No further action has been taken.	Progress report will be provided.
4. Protocol for installing commemorative pieces, such as the proposed busts, on campus.	District is working on options regarding installing commemorative pieces.	Progress report will be provided.

Next Meeting	May 21,2018 SC 103 3:30 p.m. - 4:30 p.m.	
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**Santiago Canyon College
Mission Statement**

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved by RSCCD Board of Trustees, 9-23-13)

Physical Resources Committee

Meeting of May 2, 2018

1:30 p.m.

Executive Conference Room – District Office

Attendees: Peter Hardash, Arleen Satele, Ambar Nakagami, Patricia Alvano, Carri Matsumoto, Toni Bland, Darryl Taylor, Diane Hill and Adam O'Connor.

Minutes

Call to Order: Mr. Hardash called the meeting at 1:33 p.m.

Agenda item: Measure Q, Scheduled Maintenance, Capital and Prop 39 Projects Update – dated May 2, 2018

Discussion: Ms. Matsumoto provided the committee with an overview of the following projects:

Measure Q:

- Central Plant and Infrastructure: Project is complete and contract close-out is almost complete. NOC is anticipated for approval by the Board of Trustees at a June meeting.
- Johnson Demolition and New Student Center: The demolition and new building has been combined as one project now. The new project budget is \$50 million. The elevator tower will have tile artwork designed by a student at Santa Ana College.
- Science Center & Building J Demolition: Building J demolition is complete. Underground work and exporting of soils is ongoing. The concrete masonry wall is complete.
- Parking Lot at 17th/Bristol Street: Project is still on hold.

Scheduled Maintenance:

- SCC will have a meeting to discuss the multiple concurrent projects for barrier removal and accessibility improvements.
- Building H Window Replacement: Project is underway.

Current Capital Projects:

- Russell Hall Replacement (Health Sciences Building): Project is still moving along.
- Parking Lot 9: A DSA over the counter meeting occurred on April 19, 2018. Drawings were revised based on the DSA comments and were resubmitted for approval on May 1, 2018 and was DSA approved on May 4, 2018.
- Parking Lot 11: Project is complete.
- Barrier Removal Signage/Wayfinding: Wayfinding needs to be improved at both campuses.
- Orange Education Center Building Certification: A meeting was held with the Orange County Health Care Agency (OCHCA) on April 25, 2018 to discuss the work plan and the report was well received. The OCHCA requested that the District put together an additional work plan for further testing in the southwest corner of the property. The District plans to work on a new remediation plan.

Agenda Item: Sustainability Committee Update

Discussion: Ms. Matsumoto stated the committee had no updates since the committee hasn't met since the last meeting. Mr. Hardash stated that Earth Day at SCC and Sustain-a-Palooza at SAC were well received by the students. Ms. Matsumoto stated a map was created for each campus and handed out at the events that showed the locations of the hydration stations, bike racks and electric vehicle charging stations. Ms. Matsumoto stated a walking tour map of the Central Mall Landscape was created for SAC and handed out at the event and also a brochure

about the sustainability plan was used by ASG which was handed out to students. Ms. Satele stated the farmer's market was a hit at SCC's event.

<http://rscdd.edu/Discover-RSCCD/Pages/Sustainable%20RSCCD%20Committee.aspx>.

Agenda Item: Measure Q Financial Summary

Discussion: Mr. O'Connor reviewed the project cost summary for Measure Q and stated we have spent about 70 percent of the bond funds.

Agenda item: Campus Facilities Meetings Update

Discussion: Meeting Minutes were distributed from the SCC Facilities Committee meeting Minutes from the March 19, 2018 meeting and there was no update from the SAC Facilities Committee.

Agenda item: 2018/2019 Proposed Meeting Schedule

Discussion: Mr. Hardash called for a motion to approve the 2018/2019 Proposed Meeting Schedule. Mr. O'Connor made a motion, seconded by Ms. Satele and approved unanimously.

Agenda item: Meeting Minutes – March 7, 2018 and April 11, 2018

Discussion: Mr. Hardash called for a motion to approve the PRC Minutes of the March 7, 2018 and April 11, 2018 meetings. Ms. Matsumoto made a motion, seconded by Ms. Satele and approved unanimously.

Agenda item: Future Meeting Schedule

Discussion: The next scheduled meeting is on Wednesday, September 5, 2018 at 1:30 p.m. in the Executive Conference Room, District Office.

Adjournment: 2:20 p.m.