

BOARD FACILITIES COMMITTEE MEETING

Monday, January 6, 2020

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:00 p.m. by Mr. John Hanna. Other member present: Mr. Larry Labrado.

Staff present: Mr. Peter Hardash, Mr. Marvin Martinez, Ms. Carri Matsumoto, Mr. Darryl Taylor, Mr. Enrique Perez, and Ms. Anita Lucarelli as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The pledge of allegiance was led by Mr. Martinez.

1.3 Public Comment

There were no public comments.

1.4 Approval of Minutes

It was moved by Mr. Labrado and seconded by Mr. Hanna to approve the minutes of December 5, 2019. The motion carried with the following vote: Aye – Mr. Hanna and Mr. Labrado.

2.0 REVIEW OF FACILITIES ITEMS

2.1 Approval of Agreement with PBK Architects, Inc. for Architectural and Engineering Services for Safety and Security Renovations at District Operations Center, Santa Ana College (SAC) and Santiago Canyon College (SCC)

The committee reviewed the agreement with PBK Architects, Inc. for architectural and engineering services for the safety and security renovations at the District Operations Center, SAC and SCC. The committee recommended bringing this item to the full board for approval.

2.0 REVIEW OF FACILITIES ITEMS (cont.)

2.2 Approval of Amendment to Agreement with HL Construction Management for Cost (4.5) Estimating Consulting Services for Campus Entrance Improvements Project at Santiago Canyon College

The committee reviewed the amendment to the agreement with HL Construction Management for cost estimating consulting services for the campus entrance improvements at SCC.

Discussion ensued regarding the process of ensuring Americans with Disabilities Act (ADA) compliance for path of travel at the SCC campus. Mr. Hanna asked if the new projects that make changes to the campus for ADA compliance affect the layout of the campus. Mr. Hardash indicated that the district has full-time ADA specialists on staff who review every project. He stated that staff are asked to complete a Facilities Modification request (FMR) if changes to the campus are requested. The FMR requires the modification to the campus to be in compliance with ADA and Division of the State Architect (DSA) requirements. Ms. Matsumoto indicated that certified access specialists conduct field checks during construction projects to ensure compliance to ADA and DSA requirements. She also said if dramatic changes to the campus are being planned, discussion with the architect occurs during the programming/planning phase to determine how any requested changes relate to the master plan, impact campus operations, and how the new project will relate to the current and future changes. She indicated that the project is scheduled to be constructed in two phases: programming/planning to settle the scope of work and design development occurs thereafter. Ms. Matsumoto indicated that no changes are made after the second phase of design development. She stated that the two phases of the project allows the ability to remedy any problem early in design and incorporate any ADA changes required. Also, she indicated that use of a certified access specialist is used to ensure compliance with ADA and DSA requirements.

The committee recommended bringing this item to the full board for approval.

2.3 Approval of Amendment to Agreement with Kitchell for Constructability Review (4.6) Services for Campus Entrance Improvements Project at Santiago Canyon College

The committee reviewed the amendment to the agreement with Kitchell for constructability review services for the campus entrance improvements at SCC. The committee recommended bringing this item to the full board for approval.

2.4 Approval of Amendment to Agreement with Converse Consultants for Environmental (4.7) Consulting Services for Orange Education Center (OEC) at Santiago Canyon College

The committee reviewed the amendment to the agreement with Converse Consultants for environmental consulting services at OEC at SCC. The committee recommended bringing this item to the full board for approval.

2.0 REVIEW OF FACILITIES ITEMS (cont.)

2.5 Discussion and Approval of 2020 Calendar of Board of Facilities Committee Meetings

The committee discussed and approved a schedule of dates for Board Facilities Committee meetings in 2020.

2.6 Review of RSCCD Construction Management Firm Selection Procedures

The committee reviewed the RSCCD construction management firm selection procedures. Ms. Matsumoto explained that the process for construction management and architect firm selection is as follows:

- The district sends out a “Request for Qualification” (RFQ) with a response time of 30-90 days.
- The district assembles a committee consisting of representatives from both colleges (Vice President, Administrative Services, and whoever they request be included from their respective college), Carri Matsumoto, Darryl Taylor, Project Manager, and additional members such as the Director of Information Technology, Director of Purchasing, and Director of Safety & Security.
- The committee paper screens companies.
- Those companies that pass paper screening are interviewed and references are checked.
- A list is created of pre-qualified companies that are invited to participate in the next phase of a “Request for Proposal” (RFP) for specific district construction projects.
- When a project is created, the prequalified list of companies receive a RFP. If the district does not receive responses to the RFP, the process is re-opened with an updated deadline.
- The committee reviews the completed RFPs.
- Every member of the committee has to agree on the company selected to complete the project.
- The contract is sent to the board for approval.

Mr. Hanna emphasized the need to make sure the construction managers and those that the construction managers hire know the laws for educational structures and adhere to those laws.

Mr. Hanna asked Mr. Martinez to work with staff to do another RFQ in preparation for a successful bond and to ensure the architects and construction managers selected are competent and compliant with the laws for educational structures. Mr. Hanna asked that Mr. Martinez advise the committee on decisions made by staff regarding updating the pre-qualified list of architects and construction managers.

2.0 REVIEW OF FACILITIES ITEMS (cont.)

2.7 Review of RSCCD Architect Firm Selection Procedures

The committee reviewed this item under Item 2.6.

2.8 Proposal of Future Agenda Items

There were no future agenda items proposed.

3.0 ADJOURNMENT

Mr. Hanna declared the meeting adjourned at 4:52 p.m.

Minutes Approved: April 20, 2020