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**BOARD FACILITIES & LAND USE  
PLANNING COMMITTEE**  
Peralta Community College District

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**MINUTES – DECEMBER 01, 2006**

Robert Beckwith, Facilities Operations Manager **Meeting of the Board's Facilities & Land Use Planning Committee**

Meeting Date: **Friday, December 1, 2006**  
Location: District Administrative Center  
Department of General Service  
Physical Plant Conference Room  
333 E. 8<sup>th</sup> Street  
Oakland, CA 94606

**Present:**

Dr. Sadiq B. Ikharo, Vice Chancellor of General Services  
Trustee Dr. William Riley  
Trustee Bill Withrow  
Trustee Dr. Nicky González Yuen  
Joseph Bielanski, Academic Senate  
Atheria Smith, Scala Design  
Charlotte Campbell, COA  
Rosemary Vazquez, Staff Service Specialist, General Services (*Recorder*)

**Absent:**

Elihu Harris, Chancellor  
Shirley Coaston, Laney College

**AGENDA ITEMS DISCUSSED:**

**Item #1 - Consider Minutes of the last Board Facilities & Land Use Planning Committee:**

October 20, 2006 minutes were excepted.

**Item #2 – Facilities Project Planning – Feedback from the State Chancellor's Office**

Dr. Ikharo gave a verbal report regarding the recent emergency meeting he had with the State Chancellor's Office. Three projects were submitted to the State of California to be approved to participate in a 50/50 partnership so that the District could leverage its monies for the bond (\$35 million). The projects included:

1) Laney Library

The State called the District and indicated that the cost (\$28 million) to do the modernization was too high. Actually, the initial estimated calculations were approximated \$32 million. The State suggested that for that amount it would be more cost effective to drop and replace.

However, the District would have to make a determination right then and there, but would require reconfiguration of the schematic design and re-submit it back to the State by end of this week (December 5, 2006).

As a result, an emergency meeting was called that included DGS key staff and the Laney College President, Frank Chong. Shirley Coaston (Laney Library), was unable to attend due to prior commitments, but other Laney Library staff were able to attend, per her request. The Chancellor and the project architect (Noll & Tam) were also present. The consensus was to demolish the existing structure, leaving the existing foundation, and rebuild the Laney Library.

Dr. Ikharo was able to convince the State Chancellor's Office to contribute more funds in view of the following issues relating the existing Library structure:

- Poor Indoor Air Quality
- Lack of Accessibility (ADA) from the quad
- Other leaks due to share wall water damage

The State has decided to that instead of funding 75% that they decided to funding 100% of construction costs, per their allocation formula. What that means is that instead of just paying our share of 50%, that the State would pay more for the construction. The District will pick up more for the soft-costs and relocation cost such as interim housing and other accessories that help the project to succeed.

The District plans to resubmit updated figures and documents by the deadline in a way that would allow the District to still be able to keep our percentage points.

2) College of Alameda, Buildings C and D

The discussion was to do modernization projects. The plan is to link these two building together. This will be done as a one major building project. It may also be possible to rebuild these building if the decision is made to relocate to another place on the campus. However, the existing structures will need to be demolished. This will be determined by reviewing the Capacity Load Ratio for 2007-2014. Dr. Ikharo distributed the document entitled "Campus Load Ratio for 2007-2014". This document lists the load ratio data District-wide and breakdowns by down by campus. The formula will be distributed at a future meeting he is planning to give regarding this subject matter to be discussed in more details.

3) Merritt College, Building A – No change.

**Item #3 - Facilities Master Plan – Sustainability (Recycling)**

Dr. Ikharo and Trustee González Yuen attended a presentation by Johnson Control, on November 21, 2006 where they were presented information relating to some of the vendor services. One of the interesting things that came out of this meeting was that they do facilities

master planning abilities, in addition, to assisting the District with energy master planning and other type of alternative forms of energy.

Other items of interest included:

- Their donation program. They have a program relating to the donation of equipments that can be used for instructions, particularly in the areas of HVAC systems.
- They are able to hire HVAC students (approximately 10-15/year), depending on the need - because they are growing in the area.

The goal is to be able to have an Energy Master Plan and to select a vendor. This planning will not be for energy alone. It will look at all aspects of LEED Certification. One of the things that should be done for LEED certification, in terms of recycling building materials that are used, the design itself, the water usage, the lighting, the alternative form of energy, all of this have points calculations that are for sustainability to determine whether we get a green or silver certification.

Next week plans will be sent out for Request of Proposals (RFP) towards facilities master plan. This will be a combination of companies and organizations that do this for a living to assist the District. They will be asked to incorporate into their contract all the elements of technology and sustainability. Any company that might be selected to assist with sustainability will “go under their wing” as part of this planning process.

Most major projects take time to plan, some as long as 2-1/2 years. So in the interim, Dr. Ikharo along with the Chancellor and other Vice-Chancellors have been touring the campuses to find out what do an immediate need assessment. To date COA and Laney have been toured. The strategy of what they want to do is to review the requests that have been made by each of the Colleges listing rough estimates of what each campus is asking for. Dr. Ikharo distributed copies of requests (*Note. These are just rough estimates and figures may change*):

- Berkeley City College           \$1.6 million
- College of Alameda           \$4.4 million
- Merritt College               \$1.8 million (*May have revised numbers later, this figure is too low.*)
- Laney College                 \$8.2 million

Dr. Ikharo explained that these figures listed on the spreadsheets were determined at District-wide Facilities Advisory Committee that represents the grassroots of making plans relating to the expenditure of part of Measure A monies. Criteria were established during these meetings to determine how procurement needs to be done. The categories are as follows:

- ADA Compliance
- Audio visual equipment
- Computer hardware and software
- Furniture
- Library materials

- Other Instructional and Support Equipment

Dr. Ikharo asked that committee members review these documents. Because the District only has one Buyer and one Assistant Buyer on staff, to add these procurement items to their existing workload, it would be an impossible task for them to do. The plan is to hire a Purchasing Agent that will work with the Campuses and use the Measure A funds to pay for items. Agent would work strictly to coordinate the procurement of these items. For example, the Agent would meet and coordinate with College President and staff to procure these items using the best means possible and as soon as possible. This individual would be assisting the District with planning, coordination, procurement, installation, deployment etc.

While the Chancellor and Vice Chancellors were touring the campuses to see what the problematic were, there are some structural immediate needs that need to be addressed right away, possibly in the 90 day project. For instances, in the Chemistry lab there was unsafe chemistry shelving's. Other areas had rodent and plumbing problems, etc. Those types of projects that can be done right away and that don't need to wait for a Facilities Master Plan can be done in January, February & March 2007 to be completed by April 2007.

The projected Time Table for Facilities Master Plan is as follows:

- Issue Request for Qualifications: December 4 and 11, 2006
- Statement of Qualifications Due: Friday, December 22, 2006
- Anticipated Recommendation to Board: Tuesday, March 13, 2007
- Anticipated Board Approval for Contract Award: *Tuesday, March 27, 2007*

Preventative Maintenance (PM): The District doesn't have enough Maintenance & Operations manpower to address PM items. There is so much decay and rot that has taken place over the years. The current M & O staff spends the majority of their time "putting out fires" all over the Campuses, every week. As discussed in this forum at pervious meetings, The District needs additional staff such as in-house professional painters, HVAC personnel, plumbers and electricians to complete all that needs to be done so that engineers can focus on preventative maintenance. Right now the District has approximately 2 Stationary Engineers per campus, not enough manpower to address the 500+ work orders to date. The plan, for now, is to contract and hire outside independent agencies to get the work done and establish Construction Managers for each of the Campuses to work with each of the campus to assist with these tasks. Because of so much asphalt that exists, plans are to work on the perimeter around Laney to improve landscape. This will be presented to the Board at the next meeting.

There are other state allocated funds for schedule maintenance as follows with a timeline of 4 year to spend:

<u>Amount</u>	<u>Description of fund</u>
\$205,190	New funds for schedule maintenance for one time funds no match required.-765,483. 205,190 requires match 1:1 may match with Measure E since B is done.
\$765,482	New funds for schedule maintenance for one time funds no match required.-765,483.

205,190 requires match 1:1 may match with Measure E since B is done.

Energy Master Plan – Per Dr. Ikharo, the District has started to develop a Requests for Qualifications (RFQ) for energy master plan by gathering in-house information from Peralta's Chief Engineer, Tony Graciolett, which will be given to a company with expertise, such as GRES that can look at the overall energy needs and beyond. Tony has developed specifications for energy master plan. What the plan is to send this information to a company to assist with creating specifications and will also assist in the vendor selection process as to which company is the best fit. Whoever is selected will then work with the Architect for deployment. Timeline to begin bidding process will begin around December 15, 2006. The plan is to contract with a sustainability consultant between January, but no later than February, 2007. . They can then begin working on specifications for RFQ for Energy Master Plan and will work with Master Planner.

**Item #4 – Update and Review of the Following Projects:**

**DISTRICT OFFICE**

DAC Renovation, Phase III (Boardroom): Project is on schedule. A lot of work will be completed during the District Holiday Closure (December 25, 2006-January 2, 2007). This project includes technology & furniture. CM is planning to meet with Board regarding furniture and technology. Estimated time of completion is by January 15, 2007. Educational Service should be completed in the next two weeks, 70% complete.

**LANEY COLLEGE**

Laney – Culinary Center: Demolish phase of the project has been started. Portable will be deployed. Estimated time of completion, including the Bakery, is by the end June 2007. Frank Chong, President of Laney College is working with staff regarding the Student Center. They are visiting other Colleges to observe other Student Centers.

**MERRITT COLLEGE**

Merritt – Building R: The building will be ready by the end of February 2007. Originally it was supposed to be ready by December 15, 2006. However, due to change orders for other items that were not originally part of the bid, the project was delayed.

Merritt – Building P: Construction will begin in February 2007.

Merritt – Building D: The District is putting this project on the “fast track” to get this building redone. The Architect, Gerson & Overstreet, designing plans and programming to renovate the building and cover the top of the building. Plans are to connect roofing to prevent water damage through shared walls that currently exist. Originally, the plan was to relocate programming in this building to Highland Hospital. However, Highland Hospital has delayed in their commitment. As a result, these plans have had to be re-evaluated as to the best cost-efficient

plan for Peralta. Next stage for this building will be schematic design. Recommendations will be sent to the Board for approval. This building is being designed to meet LEED certification (green). Every building that the District does, right now and in the future, we will have the opportunity to do LEED certification for those buildings.

### **COLLEGE OF ALAMEDA**

COA – Parking Lot: A RFP was issued for this project and went out 10 days ago (around 11/20/06). Project includes the repaving of the parking lots which included College of Alameda, Merritt and Laney. Once the job walk was completed and staff spoke to the Contractors, it became obvious that yes they could do this project during the rainy season, but couldn't guarantee the end product. As a result, these bids were cancelled to be re-advertised in the Spring/2007. This decision will be more cost effective as all the 3 campuses will be combined, verses doing them separately.

However, the District has done a temporary fix at the College of Alameda on those areas that pose hazards to the public and staff. The temporary fix included putting asphalt on the damaged areas. Where the asphalt is too high, yellow strips will be put in place as a precaution.

COA – Building A: New portables are in place. Building A will be vacated. Security alarms have been ordered and will be installed, as soon as possible as to protect Peralta property from potential theft. CM, Olivia Rocha is coordinating this project.

### **BERKELEY CITY COLLEGE**

BCC Life Safety Features: Very close to completing all the life safety features at this campus to work as expected. It is a fully functional feature, 100% reliable, but there are still a few quirks to work out. Self testing is being done sometime next week with the Fire Marshal present to observe and sign off on the accuracy of test results. Some of the areas that have been problematic have been air conditioning. Arrangements are being made fix this. The equipment needed to make that work has been ordered.

BCC Flooring for the Auditorium: The flooring has been authorized to proceed. Because they are using wood material, this will not have much impact on the humidity of the water vapor coming out from the cement.

BCC Emergency Stairways: Have been completed.

BCC Men's Restroom, located in the Basement: Special part (pump) needed has been ordered. Urinal is been flooded with excessive amounts of toilet paper, causing backup and flooding. This special pump has the capabilities to grind excessive paper usage. Estimated time of completion is by the middle of December 2007.

Every effort is being made to not disrupt normal everyday functions, while work is being completed. Many actions are being taken to be able to mediate any complaints and other things that are going on.

**DISTRICT-WIDE**

Controller Irrigation Systems – District-wide: The District is very close to utilizing this system, possibly by the end of this year.

EBMUD Project: The District has received retrofit drawings from EBMUD regarding their East Bayshore Recycled Water Project Customer Retrofits (Design Package #3). Three retrofit sites were included in this design package along with common details, notes and front end documents applicable to each site. Staff was asked to review this package and send comments back to EMBUD by December 20, 2006.

**NEXT MEETING DATE & TIME:**

No more meetings are scheduled for December 2006

A draft of next year's (January to June 2007) was distributed to be reviewed and finalized at next meeting.

The next meeting in January 2007 to be announced.

**Meeting Adjourned.**