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## **BOARD FACILITIES & LAND USE PLANNING COMMITTEE**

**Peralta Community College District**

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### ADOPTED MINUTES – SEPTEMBER 22, 2009

#### **Meeting of the Board's Facilities & Land Use Planning Committee**

Meeting Date: Tuesday, September 22 2009  
Time: 4:00 pm to 6:00 pm  
Location: District Administrative Center, Department of General Services  
Physical Plant Conference Room  
333 E. 8<sup>th</sup> Street, Oakland, CA 94606

#### **Present:**

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| ✓ Nicky Gonzalez Yuen, Trustee (Chairperson)               | ✓ Atheria Smith, DGS, Planning & Development  |
| ✓ Dr. Sadiq B. Ikharo, Vice Chancellor of General Services | ✓ Pieter de Haan, Academic Senate, BCC        |
| ✓ Abel Guillén, Trustee                                    | ✓ Daniel Ford, BASE                           |
| ✓ Bill Riley, Trustee                                      | ✓ Karolyn Van Putten, DAS, Laney              |
| ✓ Ernesto Ramirez, DGS, Capital Projects                   | ✓ John Banisadr, DGS, Purchasing              |
| ✓ Trent Tornabene, DGS, Capital Projects                   | ✓ Jack Lin, Sustainable Peralta               |
| ✓ L. Mark Sennette, DGS, Capital Projects                  | ✓ Robert Beckwith, DGS, Facilities Operations |
| ✓ Raymond Thompson, Chevron Energy Solutions               | ✓ Johnnie Fudge, DGS, Capital Projects        |
| ✓ Adan Rosillo, Chevron Energy Solutions                   | ✓ Rosemary Vazquez, DGS (Recorder)            |

**1. Approval of Agenda Items:** Agenda was approved, as presented.

**2. Minutes:** The June 18, 2009 and August 20, 2009 minutes were approved, as presented.

#### **3. Siting & Construction of District Health Services Center – Update of Process**

Trustee Yuen led a discussion, which included shared information as follows:

- Background information - a MOU between PCCD and HCSA to begin implementation of the health plan services initiative was approved by the Board on 6/21/09.
- Funding source will be Measure A; \$2 million dollars was earmarked and approved by the Board. Project budget is still pending approval.
- Assoc. VC Jim Bracy is the lead for this project and, at the request of Trustee Riley, should be invited to future meetings to provide specifics.
- A summary, by Trustee Guillén, of discussions held at the Student Services Committee, relating to this project. RFP is ready to move forward and turn-key plans have been approved
- Dr. Ikharo briefed committee on his meetings with the College Presidents to determine a suitable site. Laney has the appropriate space for this clinic, more discussions with stakeholders is forthcoming. Dr. Ikharo mentioned that these types of programs (auxiliary) would not impact Laney capacity load ratios.
- What will the District need to do to make this clinic functional? Dr. Ikharo commented that in order to move forward framework is needed first. The logistics will need to be worked out. What are the challenges? (Example: What will it cost to run this program?).
- Anticipated phase processes and timeline issues. Can the District move forward while working simultaneously with the different committees and consultation with stakeholders?
- Selection of an Architect. The District can utilize the list of Board approved architects.
- Arranging site visits to other Colleges to observe how their clinics functions would be beneficial.

*Follow-up:*

- ❖ *Dr. Ikharo will bring up this topic at the next PBIM- Facilities Committee to begin process and will begin consultations with stakeholders.*
- ❖ *Due to time constraints, this item was deferred to next months meeting for further discussions. Specifically, what are the protocols for stakeholder's consultation?*
- ❖ *Report on facilities component of this project will be agendaized for the Dec/2009 committee meeting.*

#### **4. Contract Procurement & Vendor Selection Evaluation & Administration**

##### **Recommendations from Marshall Drummond:**

Trustee Yuen led a discussion on policy recommendations provided to the Board of Trustees on 9/15/09 by Marshall E. Drummond, specifically related to procurement procedures for professional service contracts. He questioned how vendors are selected for professional services. How can processes be improved?

Dr. Ikharo commented that Peralta's Dept. of General Services has been acknowledged as one of the best, in the State of CA, relating to the transparency and how bids are conducted. However, an area of strengthening includes diligent implementation of the shared-governance processes as part of standard operational procedures. Other areas of improvement will include:

- Creating, within DGS, a Contract Administration Office to consolidate and oversee all District-wide facility construction and renovation and other contracts (Finance, Purchasing, etc.).
- Working to implement, improve on and update outdated policies relating to facilities and construction.
- Develop strategies to improve professional consultants/contractors contracts (ICC) processes.
- Improve on institutionalizing the importance of adhering to purchasing policies and procedures, District-wide.

Trustee Yuen also led a discussion relating to the selection of 1701 & Associates with Dr. Ikharo providing chronological background history on when and how this vendor was selected, performance issues and measures taken to terminate their contract. President Chong provided additional information on Measure A, phase I projects for Laney stating that in the beginning 1701 did well to manage small health & safety projects at Laney. However, when the projects became more complicated, which required more expertise, they ran into challenges lacking sufficient knowledge pertaining to DSA protocols. Dir. Sennette concurred, 1701 was not familiar with the DSA process; another vendor was selected for Measure A phase II projects at Laney with 1701 assisting with the 4 month transition.

*Recommendations:*

- ❖ *Improve on or develop reporting tools, such as independent campus checks, performance report, etc, to monitor, weigh and grade acceptable standards of performance to measure the efficiency at which work is produced.*
- ❖ *Work with Dr. Ikharo to upgrade current, or develop new policies relating to procurement procedures and vendor selection.*

## **5. Report from CA College League Consultant regarding Solar Project Proposal form Chevron Energy Solutions (CES)**

Trustee Yuen led a discussion on the evaluation conducted by Clyde Murley, with the Community College League of CA, of CES' preliminary Solar PV Proposal for Merritt College, specifically its summary of recommendations. Issues and concerns include:

- Proposed figures seem too high. The League's evaluation believes "...the use of the ESCO model is likely to result in paying significantly more than contracting directly with a turn-key solar vendor."
- Objections that this has not gone through the competitive bid process. It was suggested to solicit proposals from at least two more qualified solar PV vendors.
- CES' proposal does not have enough information to warrant a Board decision to move forward with CES to the exclusion of other possible solar vendors and more extensive data is needed.
- Request that CES provide full accounting costs.

Dr. Ikharo provided background information on the selection process of ESCO explaining the importance to work with a vendor that is consistent and does good job, as CES has demonstrated. He also mentioned that CES' proposal has gone through Merritt College's shared governance process with a College-wide Town Hall meeting conducted on 8/25/09; a Merritt Facilities Committee conducted on 9/17/09 and a Merritt College Council meeting conducted on 9/16/09. The College Council reached a consensus that a solar proposal be forwarded to the Board of Trustee for action. In addition, CES has agreed to lower its cost figures listed on preliminary proposal.

The committee reached a consensus that more information needs to be provided by CES before decisions/recommendations can be made.

**MOTION:** Motion by Trustee Guillén, seconded by Riley to forward to the Chancellor Harris CES's contract proposal (*to complete Merritt Solar PV Project, Phase I only – "Installation of Solar PV on Parking Lot C)* which will include the additional information, provided by Chevron Energy Solutions, as listed in Community College League of CA's evaluation, pages 3 & 4, Section C, Item 1 (a – 1).

AYES: Trustee Guillén and Trustee Riley  
NOES: Trustee Yuen

Trustee Guillén stated that he fully expected the Chancellor to negotiate a significantly better price before this item reaches the full Board.

## **6. Reports from Distinct Custodial Manager**

Stanley Hall provide a summary of his report on operations and custodial services at Peralta, which included goals and how they fit in the organization, the need for standard operational procedures, the creation of training manuals and cost benefit analysis. He concluded that there is not enough manpower and resources are not fully available. Highlighted recommendations included:

- Operational programs need to be centralized
- Centralizing purchasing of supplies.
- Outsource for services, concluding this is more cost effective.

Report was followed by a question and answer session.

Trustee Riley commented that he supports centralizing purchasing of supplies. Trustee Yuen commented that would like to see a plan to clean up the campus and to deal with recycling issues; a layout of the methodologies. Dr. Ikharo responded informing committee that when final draft is available, in approx. 3 weeks, a report will be given to the committee.

*Follow-up:*

❖ *Dr. Ikharo provide the committee with Mr. Hall's report as soon as it is available.*

### **7. Primavera Update**

Daniel Ford provided a brief summary of primavera software, which included flowcharts, samples of status reports and website information. However, due to time constraints this item was deferred to the future meeting for continued updates and discussions.

### **8. Revised Meeting Schedule**

Revised scheduled was briefly discussed. However, due to time constraints, a consensus was reached to meet on October 15, 2009 as originally scheduled and defer discussions on revised schedule until the next meeting.

### **9. Project Delivery Methods**

Trustee Guillén led a discussion, specifically addressing the importance of adhering to the shared governance process, suggesting the development of a sign-off procedures for shared-governance committees to complete, as part of the “document trail”. Trustee Riley added that thresholds would also need to be determined. Due to time constraints, Trustee Yuen asked that a draft of protocols and procedures be presented to the committee by the next meeting for further discussions.

**Meeting adjourned 6:25 p.m.**