

# ***EXHIBIT C***



**BOARD OF TRUSTEES**  
**Buildings and Grounds Committee Agenda Items**

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** April 23, 2014

The following Buildings and Grounds Committee item is recommended to the Ocean County College Board of Trustees for approval at its meeting on **Monday, April 28, 2014:**

1. Recommend acceptance of the Buildings and Grounds Committee Report for April 28, 2014 (**Exhibit C-1**)

## ***EXHIBIT C-1***



**Ocean County College Board of Trustees  
Buildings & Grounds Committee Agenda  
April 28, 2014**

**FACILITIES MANAGEMENT AND CONSTRUCTION PROJECTS:**

**Construction**

Project	Action Items / Status	Comments
<b>Brown Property – ADA Compliance Upgrades:</b>	Brown Property is to be upgraded to ADA standards. Project was awarded at the November Board, base bid \$12,000 – and the alternate bid ADA ramp \$12,909. Ramp and door construction is almost complete. Upgrade of restroom to be included in this project. Future projects will include researching the parking lot for ADA compliance, and signage to be added.	
<b>County Road Project Phase II - Parking Lot 5 and Phase III:</b>	Phase II parking lot is currently base-paved and partially striped. Phase II is approximately 95% complete. Punch list work is under way. The College rented light towers until permanent site lighting is installed. Phase III will be divided between College/Buckwald realignment and new driveway to North Bay. The County has issued Phase III for contractor bidding in April 2014. Realignment may begin mid-late 2014.	
<b>Existing Nursing Building:</b>	HVAC work began this month. Additional work (Part II) is to be designed into the project with available funds from Go-Bond. This includes window replacement and entrance doors, amongst other upgrades. The expected occupation date is Summer 2014. The addition of a condensing unit for cooling is under design to be possibly added to Part I construction. Preparation is underway to have the simulation labs ready by August 1, 2014 while construction is happening.	
<b>Instructional Building:</b>	Kimmel-Bogrette Architectural and Engineering Group are conducting building surveys of the major component systems and beginning their design. KB submitted a Conceptual Budget Estimate which has been reviewed and design development is proceeding. The building is to be emptied out Spring 2014; demolition is about to begin Fall 2014. Anticipate a 24 month construction lead time.	
<b>Major Sidewalk Installation-Connecting Lot 1 to Lot 2 :</b>	In anticipation of Campus construction projects, Facilities plans to extend the sidewalks leading from Parking Lot #2 to the back of buildings to divert pedestrians from active roadways. A contract will be awarded at the April Board meeting.	
<b>New Student Center:</b>	The water main, telephone and coaxial cables have been relocated and mass basement and slab excavation has begun. In order to facilitate field changes a new procedural change for allowance approvals will be discussed at the April Buildings and Grounds Committee meeting.	



Project	Action Items / Status	Comments
<b>Storm Water Project:</b>	The college has issued a P.O. for the final design work on the new pipe routing and basin construction. We anticipate construction completion Fall 2014. During construction there maybe major disruptions to the college campus. Engineering work is 50% complete as of early April.	
<b>Mill Creek Sailing Center (MCSC):</b>	Project transfer to another firm is underway as of this month. A court order was issued stating that the new firm can take over the existing contract. Facilities will endeavor to have the drawings completed this spring. The new design firm approval for PO should occur at this BOT meeting.	

## Facilities

Project	Action Items / Status	Comments
<b>Administration Bldg. – Exhaust Fans:</b>	Ready for Crane Operator to remove and replace roof top exhaust fans that are beyond repair. We will schedule our in-house staff to install the roof top fan during a period when campus is least occupied.	
<b>Administration Bldg. – Water Intrusion:</b>	We are in the process of water testing the window units that have reoccurring leakage due to poor installation of window units. This testing will be put out to bid as part of a ground floor renovation project.	
<b>Administration Building Renovation (Lower Campus) Phase I and Phase II:</b>	<b>Phase I – Interior Renovations:</b> Substantial interior water leak on January 1, 2013. Area restoration with the exception of the Ground Level is 90% complete. With some departments relocated, there is a need for some space modifications to the lower level and first floor. The Ground Level space will be occupied by Purchasing, Media, and College Relations. The first floor will have a one-stop-shop approach for Student Services, which may include a lobby and foyer modification. This project will be out to bid for A/E's in late April or early May. <b>Phase II –</b> For now, the HVAC renovation will be postponed and the major rehab until 2016.	
<b>Campus HVAC Project - Hot Water Systems/ 2 VFD Pumps – 100 hp:</b>	This project will include the design of the campus-wide hot and chilled water distribution. Design is underway to specify the new pump size and VFD's to reduce energy consumption.	
<b>Campus New Entrances Electronic Signs:</b>	Phase III Scope will include – College Drive, Buckwald Drive, and N. Bay Avenue entrances – Electronic signs. This work will be coordinated with the County Road Project.	
<b>Campus Wide Building Numbering, New Gateway Signage, Replacement of Old Way-Finding:</b>	Phase I Scope will include re-numbering all Campus Buildings using a new sequence protocol. All doorway signs will be replaced with an alpha identifier signs. Media Department will update the maps accordingly. Gateway Campus way-finding signage will also be included in Phase II of this project. Building sign replacements will take place in Summer 2014.	
<b>Combined Heat and Power Plant (CHP):</b>	The CHP building is complete but its systems integration is incomplete. A coordination meeting was held with engineers from respective CHP, Instructional renovation project, Student Center project, and CHP stationary engineers, to ensure proper design integration from existing buildings with CHP. Concord Engineering is completing the heat exchanger design. This work is critical as it effects construction inside the new Student Center building and efficiency performance/receipt of incentive payments. In addition, the College has continued operating the engine/generator this April to generate electricity. Doing so will allow the College to save on utility bills.	

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<b>Comprehensive Energy Management Plan:</b>	The plan will include the replacement of the Instructional stand-by generator. A new generator will be purchased and a temporary portable generator for the Security building.	
<b>Energy - Ongoing Project of Tritium BAS Programming:</b>	CAMPUS ENERGY CONSERVATION PROJECT (CECP). Installed B.A.S. in SEC, Administrative Support, Warehouse, and Security. New vendor is programming the BAS network. Replacement of boilers with high efficiency condenser boilers in Instructional Project. Quotes were received to continue the BAS Upgrade to Tridium.	
<b>Fuel Cell Removal:</b>	Due to the CHP construction the Fuel Cell is obsolete. Several vendors have been contacted to establish interest in performing this de-commissioning project. The College has decided to have the Instructional Building architect handle the specifications for removal.	
<b>Gateway Building:</b>	Water damage engineering and repair from sprinkler pipe break on January 9, 2014 has begun. Engineer has performed infrared thermal scan of building. Report has been issued and is being reviewed by BHA. Repair discussions will be held in April and include their tie into the Niram close-out. Permanent air curtain heaters to be installed in all vestibules have been issued for bid. Several contractors and vendors have worked at the site to resolve various heat pump issues.	
<b>Hot Water Distribution Project:</b>	In the Design Phase by Concord Engineering Group for entire hot water distribution system with the goal to optimize the efficiency of pumping operations to reduce operating cost.	
<b>Library – Water Intrusion:</b>	This project was pulled from bidding and revised to be an extensive envelope study. This project will be split into three phases. Phase One will provide a study and identification of water intrusion. Phase Two will provide a design to remediate water intrusion. Phase Three will be the repair work to make building envelope water tight.	
<b>On-Going Projects:</b>	<ul style="list-style-type: none"> <li>• SLA (Service Level Agreement) – End Users</li> <li>• SOP (Standard Operating Procedures) – Policies &amp; Procedures</li> <li>• Web Page – Development of Operating Units</li> <li>• Training Programs in development stage</li> <li>• Construction Design Standard Manuals for OCC</li> </ul>	
<b>Parking Lot #2 – Light Project:</b>	Currently 8 of 30 poles are down and in need of replacement. A multiple parking lot lighting design and installation project will be getting under way shortly combining this lot with new Lot 5 and possible fixture replacement in Lot 1. The fixtures in the Facilities Parking Lot have been replaced with LED fixtures. An RFP for engineering services for this project and Lots 5 and 6 was awarded and design work will begin in late April or early May.	

Project	Action Items / Status	Comments
<b>Performing Arts Building:</b>	Proposed joint venture with Vo-tech School and OCC. This includes the demolition of the Old College Center once the New Student Center is completed and the addition of the performing arts building.	
<b>Retro-Commissioning/Data Gathering:</b>	The older existing buildings have had major interior changes with little changes to the HVAC systems resulting in inefficient heating and cooling. OCC has engaged the services of the Watson Group, an outside consultant, to gather data to correct the necessary problems. Data has been gathered and new operation plans are in development.	
<b>Russell – Temporary Patch Roof for Next 5 Years:</b>	Estimated \$130,000 project to stop water penetration into building. We need the building for spill over space as OCC renovates the Instructional Building and then rehabilitate the Administration Building in 2015. Bids received in April.	
<b>Water Pumps 8 – HVAC:</b>	Ongoing Preventive Maintenance Project to replace pumps. Pumps have been delivered to Facilities. Installation will begin week of April 21, 2014.	
<b>Technology – Water Intrusion:</b>	Ongoing project to look at the cause and damage of the water intrusion done. The project was awarded to an A/E and design will begin shortly.	



## Planning

Project	Action Items / Status	Comments
<b>Athletic Field – Design/ Construction of the Restroom &amp; Press Box:</b>	RFP for architectural/engineering services has been awarded to an architect. Programming began this April. Estimated construction and design is projected to be \$700,000. Facilities will review with Dr. Larson the proposed designs of the Press Box and restrooms. Project cost might increase substantially depending on the footprint size and number of levels required for this new structure.	
<b>Athletic- Soccer Field – Field Lighting and Fiber Optics:</b>	RFP for architectural/engineering services has been awarded and design began this April. Installation of Fiber Optics will be coordinated within this project.	
<b>College-Wide Master Plan:</b>	Bids have been received and Spiegle was awarded the project. A kick-off meeting with Facilities was held in early April and site investigations have begun. The plan is to engage the campus community in an organized, efficient, timely, collaborative, and transparent manner that provides a flexible planning tool, justify short term capital expenditures, and retain longer term options to be completed in accordance with strategic, operational, functional, and financial goals.	
<b>Hiering - Classrooms Back to Labs:</b>	Explore the possibilities of converting the current classrooms back into laboratories. Facilities reviewed the space and determined that lab utilities are readily available for a conversion.	
<b>New Building (Upper Campus):</b>	The College will begin preliminary planning for a new building. Initial analysis of the programming of the building indicates a need for consolidation of three programs into a single building resulting in a combined Health Science, Technology and Media building. Three buildings (OITE, TVS, and ICCT) are being reviewed for Life-Cycle Cost Analysis. The old HSB will be used for SWC.	
<b>SEC – OCC New Addition:</b>	Southern Branch needs additional laboratory space.	
<b>Student Services New Building (Lower Campus):</b>	The College will begin preliminary planning for a new building. This is to create a one stop shop approach to all of student services.	

*The mission of the Ocean County College (OCC) Facilities Services Division is to operate, maintain, improve, plan, and develop the OCC grounds, buildings, equipment, and the related utilities. Also, to ensure that the best services are provided for the activities of the college, at a minimum cost consistent with the high level standards of performance and reliability required for such an institution.*