

# ***EXHIBIT C***



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

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** February 19, 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, February 24, 2014:**

1. Recommend acceptance of the Buildings and Grounds Committee Report for February 24, 2014 (**Exhibit C-1**)

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



**Ocean County College Board of Trustees  
Buildings & Grounds Committee Agenda  
February 24, 2014**

**FACILITIES MANAGEMENT AND CONSTRUCTION PROJECTS:**

**Construction**

Project	Action Items / Status	Comments
<b>Brown Property – ADA Ramp / Compliance Restroom:</b>	Brown Property is to be upgraded to ADA standards. Project was awarded at the Nov BOT, base bid \$12,000 – and the alternate bid ADA ramp \$12,909. Work is under way. Upgrade of restroom to ADA compliance on hold pending additional grant funding. Kick off meeting took place in December. Construction of ramp already started. BBP will be raising addition estimated \$25,000 grant to proceed. Future project will include researching the parking lot for ADA compliance.	
<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 90% complete. The College will rent light towers until permanent site lighting is installed. Phase III may be divided between College/Buckwald realignment and new driveway to North Bay. Realignment may begin mid-late 2014. College Drive jug handle work may begin Spring 2014.	
<b>Existing Nursing Building:</b>	HVAC and painting work will began this month. Additional work (Part II) is to be designed into the project with available funds from GoBond. This includes window replacement and entrance doors amongst other things. The expected occupation date is Summer 2014. The addition of a condensing unit is under design to be possibly added to Part I construction.	
<b>Instructional Building:</b>	Kimmel-Bogrette Architectural schematic design has been provided to VP's, faculty and staff and has been refined, along with the exterior addition concepts. Meanwhile, the KB Engineers are conducting building surveys of the major component systems and beginning their design. We anticipate a start date of June 2014, demolition and the construction for Fall 2014. The Programming phase was finalized early this month and design development has begun. Laboratory space previously designed into the building has been removed. The laboratories will instead be fit out within the Hering Science Building. Space left in the Instructional building will be used for tutoring program space.	
<b>Major Sidewalk Installation- Connecting Lot 1 to Lot 2 :</b>	In anticipation of Campus construction projects, Facilities plans to continue the sidewalks leading from Parking Lot #2 to the back of buildings to divert pedestrians from active roadways. Requisition is into Purchasing. Expected to start this spring.	



## EXHIBIT C - 1

Project	Action Items / Status	Comments
New Student Center:	Final interior and exterior colors, finishes and furniture has been approved. Brockwell & Carrington began work this month after permitting and weather delays.	
Storm Water Project:	A larger project is under way for the campus wide storm water management. This includes running larger piping through the center of campus and diverting water into catch basins and proper run-off. Final engineering to be awarded at this BOT meeting. Anticipated construction completion is summer 2014.	

## Facilities

Project	Action Items / Status	Comments
Administration Bldg. – Exhaust Fans:	Ready for Crane Operator to remove and replace purchased units. We will be schedule our in-house staff to install to the roof top during period campus is least occupied or winter break.	
Administration Bldg. – Water Intrusion:	We are in the process of water testing the window units that have a reoccurring leak due to poor installation of window units. Putting out to bid.	
Administration Building Renovation 2014 & 2015:	Substantial interior water leak on 1/3/2013. Damage repair and programming of space and occupants on ground and 1 <sup>st</sup> floors is underway. P.O. issued for testing/investigation for resealing windows.	
Athletic Field – Fiber Optics (Assisting IT):	IT to have fiber optic line supplied for data communications.	
Bartlett – Landscape/ Water Intrusion:	RFP issued this month.	
Campus HVAC Project - Hot Water Systems/ 2 VFD Pumps – 100 hp:	This will include the sizing of the campus wide hot and cold water distribution project. Design is underway to specify the new pump size and VFD's.	
Campus New Entrances Electronic Signs:	Phase III Scope will include – College Drive, Buckwald Drive, and N. Bay Avenue entrances – Electronic signs.	
Campus Wide - Hot Water Systems/ Wet Taps / Spiro Vents:	Spiro vents are to “scrub” the air and dirt from the system fluid into a turbulence removal chamber to eliminate air and dirt and does away with maintenance techs manually bleeding the system, saving energy, and improving overall system performance and heat transfer. Wet taps for the purpose of predictive maintenance transitioning the Rick wall systems and solve the pressure variations. Estimated Project cost: \$150,000. In the process of writing the scope.	
Campus Wide Building Numbering, New Gateway Signage, Replacement of Old Way-Finding:	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 replacement will take place in summer 2014.	

Project	Action Items / Status	Comments
<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. The problem is a pressure issue due to the inability of comingling existing systems to outlying buildings, a re-design of thermal transfer is now required. The general conclusion is heat exchangers. The exchangers have no design limitations in terms of temperature and pressure. The benefit of exchangers is that it has no moving parts and is easy to maintain by our Tech's. Concord Engineering has begun heat exchanger design. This work is critical as it effects construction inside the new Student Center building and must be coordinated. Six out of the seven relief valves have been replaced by OCC.	
<b>Comprehensive Storm 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>Catch Basin &amp; Loop Road Conversion:</b>	County Engineering Work	
<b>Energy - Ongoing Project of Tritium BAS Programming:</b>	CAMPUS ENERGY CONSERVATION PROJECT (CECP). Installed BAS in SEC, Administrative Support, Warehouse, and Security. New vendor is programming the BAS network. Replacement of boilers with high efficiency condenser boilers. Quotes were received to continue the BAS Upgrade to Tritium.	
<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 repair from sprinkler pipe break on January 9, 2014 has begun. The College has engaged an engineer to perform a thermal scan of the building to determine where cold air is infiltrating the building. Once known, modifications can be made and determined to be contractor or design error. Temporary heaters have been installed in the main Lobby and vestibule. 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.	

Project	Action Items / Status	Comments
<b>Hot Water Distribution Project:</b>	An engineering firm is to be engaged to analyze and assess the entire hot water distribution system with the goal to optimize the efficiency of pumping operations to reduce operating cost. DaVinci has identified the wet tap locations. The College is obtaining prices for this work.	
<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</li> <li>• Construction Design Standard Manuals for OCC</li> </ul>	
<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. The project includes demolition of College Center 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 hired an outside consultant Watson Group to gather data resulting in the necessary to correct problems.	
<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. Requisition approved and assigned to Purchasing.	
<b>Security Break &amp; Locker Room:</b>	New lockers are installed; plumbing, painting, and floor coverings are completed. Our General Building Techs are preparing to install kitchen appliance for Security/Welcome Center. Next project will be to retile the restrooms.	
<b>Water Pumps 8 – HVAC:</b>	Ongoing Preventive Maintenance Project to replace pumps. Pumps have been delivered to Facilities.	
<b>Technology – Water Intrusion:</b>	Ongoing project to look at the cause and damage of the water intrusion done. Requisition approved and assigned to Purchasing.	
<b>Library – Water Intrusion:</b>	Out for Bid.	



## Planning

Project	Action Items / Status	Comments
<b>Administration Building (Lower Campus): Phase I and Phase II</b>	<p><b>Phase I – Interior Renovations:</b> 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.</p> <p><b>Phase II –</b> For now, the HVAC renovation will be postponed and the major rehab until 2016.</p>	
<b>Athletic Field – Design/ Construction of the Restroom &amp; Press Box:</b>	RFP for architectural/engineering services is out for bid. Estimated construction and design is projected to be \$700,000.	
<b>Athletic- Soccer Field – Field Lighting:</b>	RFP for architectural/engineering services is out for bid.	
<b>College-Wide Master Plan:</b>	Bids have been received and are being evaluated. 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 labs. Facilities reviewed the space and determined that lab utilities are readily available for a conversion. An RFP will be issued shortly for architectural/engineering services.	
<b>Mill Creek Sailing Center (MCSC):</b>	Work is pending the transfer of the design project to another vendor. 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.	
<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>Parking Lot #2 – Relight Program:</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 issued earlier this month.	

Project	Action Items / Status	Comments
SEC – OCC New Addition:	Southern Branch needs additional lab space.	
Student Services New Building (Lower Campus):	The College will begin preliminary planning for a new building. This is to create a one stop shop approach to all of student services.	
Library – Water Intrusion:	Out to Bid.	

*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.*