

EXHIBIT C



BOARD OF TRUSTEES
Buildings and Grounds Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: November 26, 2013

The following Buildings and Grounds Committee item is recommended to the Ocean County College Board of Trustees for approval at its meeting on **Monday, December 2, 2013:**

1. Recommend acceptance of the Buildings and Grounds Committee Report for December 2, 2013 (**Exhibit C-1**)

EXHIBIT C-1



**Ocean County College Board of Trustees
Buildings & Grounds Committee Agenda
December 2, 2013**

FACILITIES MANAGEMENT AND CONSTRUCTION PROJECTS:

Construction

Project	Action Items / Status	Comments
Brown Property – ADA:	Brown Property is to be upgraded to ADA standards. Project has been approved and awarded at the Nov BOT based bid \$12,000 – and the alternate bid ADA ramp \$ 12,909. Upgrade of restroom to ADA compliance on hold pending additional grant funding. Kick off meeting with contractor is pending.	
County Road Project Phase II - Parking Lot 5:	Phase II is currently approximately 70% complete, then followed by Phase III and the College Entrance. Work continues and we are preparing for Phase III entrance way modifications and a new signage program.	
Existing Nursing Building:	DLB Engineering Services for Nursing Building renovation has completed the design for HVAC. Requisition has been submitted for construction bid and is expected to be on agenda for January BOT meeting. Additional work is to be designed into the project with available funds from Go Bond. This includes window replacement and entrance doors. The expected occupation date is Summer 2014.	
Instructional Building:	Kimmel-Bogrette Architectural schematic design has been provided to VP's, faculty and staff. They are reviewing the programming. Meanwhile, the KB Engineers are conducting building surveys of the major component systems. We anticipate a start date of June 2014 demolition and the construction for Fall 2014.	
Major Sidewalk Installation- connecting Lot 1 to Lot 2 :	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. Bid is going to January BOT. Expected to start this spring.	
New Student Center:	Meeting with the Design Committee on colors and furniture. We will be presenting BOT to review once we have the update from Architect. Meanwhile, we will be meeting with the successful General Contractor and the Construction kick-off meeting is 11/19/2013.	
Storm Water Project:	A larger project is under way for the campus wide storm water management. This includes the running piping through the center of campus and diverting water into catch basins and proper run-off.	

Facilities

Project	Action Items / Status	Comments
Administration Bldg. – Exhaust Fans:	Ready for Crane Operator to remove and replace purchased units. 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.	
Administration Building Renovation 2015:	Phase I – Simple Upgrades – Paint and brighten Lobbies, and replace lobby carpet. 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:	Preliminary Design and scope has been developed. Expect a General Contract RFP to BOT in March 2014.	
BROWN Property – ADA compliance Restroom:	BBP will be rasing addition estimated \$25,000 grant to proceed. Future project will include researching the park lot for ADA compliance.	
CAMPUS HVAC Project - Hot Water Systems/ 2 VFD Pumps – 100 hp:	Concord designed the spec for pump size. This will include the sizing of the campus wide hot and cold water distribution project.	
Campus New Entrances Electronic Signs:	Phase III Scope will include - College, Buckwald, and N. Bay 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 allow turbulence removal chamber. Eliminating air and dirt does away with maintenance techs manual bleeding the system, saves energy, and improves overall system performance and heat transfer. Water taps for the purpose of predictive maintenance transitioning the Rick wall systems and solve the pressure variations. Estimated Project cost: \$150,000.	
Campus Wide building numbering, new Gateway signage, replacement of old way-finding:	Phase I Scope will include renumbering 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.	

Project	Action Items / Status	Comments
Combined Heat and Power Plant (CHP):	The CHP building 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.	
Comprehensive Storm Management Plan:	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.	
Energy - Ongoing Project of Tritium BAS Programming:	CAMPUS ENERGY CONSERVATION PROJECT (CECP). Installed BAS in SEC, Administrative Support, Warehouse, and Security. New vendor is programming the BAS network. Replacement of boilers (Instr. Bldg.) with high efficiency condenser boilers. Quotation for expansion of BAS Upgrade pending.	
Fuel Cell Removal:	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 constructional architect handle the specifications for removal.	
Gateway Building:	A meeting is being scheduled for OCC and Contractor. Meanwhile, slowly the punch list items for completion are progressing. Pending are manuals, warranties, and lien releases. Black-eyed Hayes design services have begun for the new railings to enhance existing glass railings, modifications in the Kean Graphic Lab, and new sidewalks around Gateway. Conversion of OCC 4-person desk office to a collaborative faculty work area has been approved.	
Hot Water Distribution Project:	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. A recent study has identified a number of issues with the Main Campus Hot Water Distribution System.	
On- Going Projects:	<ul style="list-style-type: none"> • SLA (Service Level Agreement) – End Users • SOP (Standard Operating Procedures) – Policies & Procedures • Web Page – Development of Operating Units • Training Programs • Construction Design Standard Manuals for OCC 	
Performing Arts Building:	Proposed joint venture with Votek 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.	

Project	Action Items / Status	Comments
Retro-Commissioning/Data Gathering:	The older existing buildings have had major interior changes with little changes to the HVAC systems resulting in effective and inefficient Heating and cooling. OCC has hired an outside consultant Watson Group to gather data resulting in the necessary to correct problems.	
Russell – Temporary Patch Roof for Next 5 Years:	Estimated \$120,000 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.	
Security Break & Locker Room:	New lockers are installed and the Security team is very happy with the results. Meanwhile, our General Building Techs are preparing the kitchenette plumbing, painting and installing floor covering for Security/Welcome Center. Next project will be to retile the restrooms.	
Water Pumps 8 – HVAC:	Ongoing Project to replace pumps that are going to needed placed.	

Planning

Project	Action Items / Status	Comments
Administration Building (Lower Campus):	Phase II -- Interior Renovations and HVAC Replacement - Program, Estimated Cost, Proposed Schedule including phasing, Logistical Challenges and Disruption to Operations Move - Occupants -- Rehab. To be announced. Meanwhile Russell Building will need to be maintained while the renovation is in progress.	
ATHLETIC FIELD -- Design/ Construction of the Restroom & Press Box:	RFP will be presented to the February BOT for Design and Construction Contractor. Meanwhile, a scope of services needed to be drawn up. Estimated project to \$700,000.	
ATHLETIC- Soccer Field -- Field Lighting:	Musco Lighting has been providing the scope for installation.	
College-Wide Master Plan:	The plan has been reviewed by various College groups and is in the final stages of being issued for bid. 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.	
HIERING- Classrooms Back to Labs:	Explore the possibilities of converting the current classrooms back into labs.	
Mill Creek Sailing Center (MCSC):	Work is pending the transfer of the design project to another vendor. The original Design firm is in bankruptcy and the college must first wait for the court to release the work.	
New Building (Upper Campus):	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.	
Parking Lot #2 -- Relight Program:	Currently 8 of 30 poles are down and in need of replacement. The Facilities installed LED light fixtures on existing poles in Facilities parking lot. 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.	
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.	
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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.