

EXHIBIT C



BOARD OF TRUSTEES
Buildings and Grounds Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: January 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, January 27, 2014:**

1. Recommend acceptance of the Buildings and Grounds Committee Report for January 27, 2014 (**Exhibit C-1**)

EXHIBIT C-1



**Ocean County College Board of Trustees
Buildings & Grounds Committee Agenda
January 27, 2014**

FACILITIES MANAGEMENT AND CONSTRUCTION PROJECTS:

Construction

Project	Action Items / Status	Comments
Brown Property – ADA Ramp / Compliance Restroom:	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 expected to begin soon. 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.	
County Road Project Phase II - Parking Lot 5:	Phase II parking lot is currently base-paved and partially striped. Balance of Phase II is approximately 90% complete. 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.	
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. Construction of Part I is expected to start late January. 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 added for construction in Part II. Bid opening on January 15, 2014 at 2pm.	
Instructional Building:	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 is being revised to eliminate the construction of laboratories in this building and instead build two labs in Hering Building. Space left would be used for a tutoring program.	
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. Requisition is into Purchasing. Expected to start this spring.	



EXHIBIT C - 1

New Student Center:	Final interior and furniture finishes and colors to be determined shortly. General Contractor, Brockwell & Carrington, has mobilized to the site and work will begin this month. Ground breaking ceremony to be held today, January 27, 2014.	
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. Project will move to final design within next few months.	
County Engineering Work:	Phase II is almost complete. Phase III is yet to be bided on by County. Start date is approximately late 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 2015:	Substantial interior water leak on 1/3/2013. 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:	Requisition in for Design and Engineering and scope submitted in early December. Expect a General Contract RFP to BOT in tentively February 2014.	
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.	

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Combined Heat and Power Plant (CHP):	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 CO for heat exchanger design and future campus energy needs is on the January BOT agenda. Six out of the seven relief valves have been replaced by OCC.	
Comprehensive Storm Management Plan:	The plan will include the replacement of the Instructional stand-by generator –assigned to Purchasing. A new generator will be purchased and a temporary portable generator for the Security Building.	
Catch Basin & Loop Road Conversion:	County Engineering Work	
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. Quotes were received to continue the BAS Upgrade to Tridium.	
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 Instructional Building architect handle the specifications for removal. CO to Kimmel Bogrette on this BOT agenda.	
Gateway Building:	A meeting was held with OCC, Cambridge and Niram regarding closing out the project. As of this writing no agreement is in place. Meanwhile, slowly the punch list items for completion are progressing. Pending are manuals, warranties, and lien releases. Blackney Hayes design services are almost complete 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. Waiting for P.O. DaVinci to design wet taps locations to monitor water pressure and identify the issues with the 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 	



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Performing Arts Building:	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.	
Retro-Commissioning/Data Gathering:	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.	
Russell – Temporary Patch Roof for Next 5 Years:	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.	
Security Break & Locker Room:	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.	
Water Pumps 8 – HVAC:	Ongoing Preventive Maintenance Project to replace pumps. Pumps have been delivered to Facilities.	
Technology – Water Intrusion:	Ongoing project to look at the cause and damage of the water intrusion done. Requisition approved and assigned to Purchasing.	

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. A requisition for a design consultant services sent to Purchasing.	
College-Wide Master Plan:	The plan has been reviewed by various College groups and is in the final stages of the bid phase. 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. Need to decide if this preliminary investigation should be added to the scope of work of current Instructional building consultant or if we need a different consultant.	
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. 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.	
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.	

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.