

**Citizens Bond Oversight Committee**  
For Solano Community College District  
Measure Q Bond

**Meeting Agenda**  
**Tuesday, August 14, 2018**  
**3:30 p.m. – 5:00 p.m.**

**Fairfield Campus Building 600, Denis Honeychurch Board Room**  
Solano Community College, 4000 Suisun Valley Road, Fairfield, CA 94534

*Please Note: Members of the public may address the CBOC on any item within the CBOC's jurisdiction. Cards which must be completed requesting to address the CBOC are available at the press table and must be submitted to the Chair at the meeting. Persons addressing items included on the agenda will be heard at the time the item is considered. Persons requesting to address items or subjects that are not on the agenda will be heard under the agenda item, "Comments from Members of the Public." The CBOC cannot take action on any items not on the agenda unless authorized by law. Matters brought before the CBOC that are not on the agenda may, at the CBOC's discretion, be placed on a future agenda. The CBOC Chair reserves the right to modify the order of business in the manner it deems appropriate. As a courtesy to others, please turn off cell phones or pagers.*

- 1. CALL TO ORDER**
- 2. ROLL CALL**  
Ward Stewart  
Holly Brown  
Neil Ferguson  
Tina Lowden  
Andre Stewart  
Janet Roberts  
Dawn LaBar  
Doriss Panduro  
Daniom Ghebremichael
- 3. APPROVAL OF AGENDA**
- 4. COMMENTS FROM MEMBERS OF THE PUBLIC**
- 5. APPROVAL OF JUNE 5, 2018 MEETING MINUTES**
- 6. CHANGE ORDERS**
- 7. PROJECT SUMMARY UPDATE – LUCKY LOFTON**
- 8. ANNOUNCEMENTS**

**9. ADJOURN**

**10. TOUR OF SCIENCE BUILDING PROJECT**

*Materials related to an item on this Agenda submitted to the CBOC after distribution of the agenda packet are available for public inspection in the Bond Business Operations Coordinator's Office in the Administration Building, 4000 Suisun Valley Road, Fairfield, California 94534. All meeting materials provided at time of publication are available on the Solano College Web site at [www.solano.edu](http://www.solano.edu) for public inspection.*

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# UNADOPTED MEETING MINUTES

## Citizens Bond Oversight Committee

For Solano Community College District  
Measure Q Bond

### Meeting Minutes

Tuesday, June 5, 2018

3:30 p.m.

**Fairfield Campus Building 600, Denis Honeychurch Board Room**  
Solano Community College, 4000 Suisun Valley Road, Fairfield, CA 94534

#### 1. CALL TO ORDER

A meeting of the Solano Community College District Citizens' Bond Oversight Committee was called to order at 3:32pm, on Tuesday, June 5, 2018, by CBOC Chair Ward Stewart.

#### 2. ROLL CALL

##### Present

Ward Stewart (707-853-4510)

Holly Brown (707-396-1216)

Janet Roberts (707-363-2357)

Doriss Panduro

Neil Ferguson

Daniom Ghebremichael

##### Absent

Dawn LaBar (707-365-4070)

Andre Stewart (707-816-2416)

Tina Lowden

##### Others Present

Lucky Lofton, District, Executive Bonds Manager

Rob Diamond, District, Vice President of Fiscal and Administrative Services

Jason Yi, District, Project Manager

Pam Kinzie, Kitchell, Program Manager

#### 3. APPROVAL OF AGENDA

It was moved by Holly Brown and seconded by Janet Roberts to approve the agenda. The motion was passed unanimously.

#### 4. COMMENTS FROM MEMBERS OF THE PUBLIC

# UNADOPTED MEETING MINUTES

There were no comments from members of the public.

## 5. APPROVAL OF FEBRUARY 20, 2018 MEETING MINUTES

It was moved by Neil Ferguson and seconded by Holly Brown to approve meeting minutes from CBOC meeting held on April 3, 2018. The motion was passed unanimously.

## 6. BOND FINANCING (INCLUDING TOTAL DEBT SERVICE) – ROB DIAMOND

Rob Diamond gave a brief general description of bonds, including funding and financing (total debt service payments and repayment ratios), as well as responding to questions from the committee. Discussion concluded with no further questions from the committee.

## 7. PROJECT SUMMARY UPDATE – LUCKY LOFTON

Lucky Lofton provided a brief update on the District's active Bond projects. Committee asked questions about the Library project, for which Lucky Lofton and Pam Kinzie provided responses. Concluded with no further questions from the committee.

## 8. ANNOUNCEMENTS

Committee in attendance discussed changing the next scheduled CBOC meeting on August 7, 2018 to August 14, 2018 to allow for members with conflicting schedules to attend. It was moved by Neil Ferguson and seconded by Holly Brown to change the next CBOC meeting date from August 7, 2018 to August 14, 2018.

## 10. ADJOURN

It was moved by Holly Brown and seconded by Daniom Ghebremichael to adjourn the meeting. The meeting was adjourned at 5:10pm.

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# Change Orders

A Study Session

April 6, 2016 Measure Q Steering Committee



# What is a Change Order?

- ▶ An **AMENDMENT** to a construction contract
  - ▶ Typical changes:
    - ▶ Scope of Work
    - ▶ Contract Price
    - ▶ Contract Completion Time
  - ▶ May be an increase, decrease or no cost or time impact
- 



# What's included in a construction contract?

- ▶ Contract and Forms, including Bid Form
  - ▶ Construction Drawings
  - ▶ Construction Technical Specifications
  - ▶ General Conditions and Supplementary Conditions
- 



# What causes Change Orders?

- ▶ Unforeseen conditions in construction
- ▶ Emergency conditions not caused by Contractor
- ▶ Owner requested changes (usually scope of work)
- ▶ Architect/Engineer errors or omissions in the construction documents
- ▶ Code/inspector requirements (Regulatory Agency requirements)
- ▶ Time delay – changes agreement for completion date; may or may not have an associated cost
- ▶ Other, ex: unavailability of specified products



# What do we do to avoid or minimize Change Orders?

- ▶ Note that each project is unique, a one-off design, and buildings are complicated with lots of inter-related building systems.
- ▶ Primary focus: **PREVENTION**
- ▶ 1. Thorough due diligence of existing conditions (pre-design)
  - ▶ Accurate assessment of existing conditions; locate any as-built drawings & specs
  - ▶ Confirm of existing underground utilities
  - ▶ Site geotechnical investigation
  - ▶ Hazardous materials study and testing



# Minimizing Change Orders, continued

- ▶ 2. Complete and well-coordinated construction documents
  - ▶ Review of design documents at regular intervals prior to issuing for bid
    - ▶ Compliance with budgeted scope of work and Owner requirements
    - ▶ Constructability, coordination of disciplines, completeness
  - ▶ Involve all stakeholders throughout the design phase, so the different Owner perspectives and requirements are taken into account in the design as it develops



# Minimizing Change Orders, continued

- ▶ 3. Manage and minimize scope creep during design and Owner changes after the project bids
  - ▶ Be clear with stakeholders what scope of work was budgeted and approved by the Board, and when the 'cut-off' for comment is during the design phase
  - ▶ Engage all team members in prioritizing scope objectives to facilitate decisions
- ▶ 4. Look ahead during construction phase
  - ▶ Project Managers and Construction Managers consistently look ahead of the construction process to identify potential issues and pre-empt them, or resolve them with the Contractor prior to the need for a costly fix (and potential Change Order)



# Process for Change Order Approval

- Board Policy – Delegation of Authority for Potential Change Orders
  - January 15, 2014 – one year trial (do we need to evaluate, reconfirm?)
  - Delegates authority to Superintendent/President, Vice President of College Operations, or Executive Bond Manager to approve all Potential Change Orders (PCOs) on behalf of the Board
  - Approval of Change Orders (aggregation of PCOs) is required by Board by ratification
  - Requires project management team to maintain log of all open potential PCOs



# Process for Change Order Approval

- ▶ 1. Unforeseen or emergency conditions that have to be handled immediately in order to not delay construction progress
  - ▶ Contractor brings item to attention of Construction Manager with proposed fix and rough magnitude estimate of time and materials required. Construction Manager reviews it and brings it to attention of Program Project Manager and Executive Bond Manager.
  - ▶ Executive Bond Manager evaluates and if in agreement, issues direction for the Contractor to proceed with the work on a time and materials basis, and submit a Change Order Request with the actual cost.
  - ▶ The final Change Order Request is submitted, negotiated by the Construction Manager if needed, and grouped together with other Potential Change Orders to bring a formal Change Order to the Board for approval or ratification.



# Process for Change Order Approval

## ➤ 2. Other items

- Contractor and/or Construction Manager identify Potential Change Order (may be an Owner scope change request)
- Contractor describes scope of work and provides a cost quote
- Construction Manager evaluates the proposed cost and negotiates if needed to arrive at reasonable and mutually agreeable cost for the work
- Construction Manager presents Potential Change Order to Program Project Manager and Executive Bond Manager for review
- Once a Potential Change Order has been conditionally accepted by the Executive Bond Manager, a number of Potential Change Orders are grouped together into a formal Change Order, which is submitted to the Board for approval or ratification.



# Funding for Change Orders

- ▶ Construction Contingency is included in Project Budgets for potential Change Orders – typically 10%
- ▶ Where the Construction Contingency is held depends upon the project delivery method and type of contract
- ▶ **Design Bid Build** delivery method (Performing Arts, Small Cap projects)
  - ▶ Contingency is typically held by the Owner and is not in the construction contract
  - ▶ The Contractor has bid exactly and only the work described in the construction documents



# Funding for Change Orders

- ▶ **Design Build** delivery method (Autotech, Biotech, Science projects)
  - ▶ Owner's Contingency included within the Design Build contract
  - ▶ Since Contractor and Architect/Engineers on same team, Owner not involved in any changes due to errors and omissions
  - ▶ Primarily Owner requested changes
  - ▶ Contractor must submit substantiated request for use of Owner's Contingency
  - ▶ District also holds small Project Contingency outside the Design Build contract. If and when the Owner's Contingency within the Design Build contract is exhausted, and additional changes to contract/cost/time are needed, the Design Builder would submit a Change Order Request, which would be processed as previously described and brought to the Board for approval.
  - ▶ Goal is NO CHANGE ORDERS on the Design Build projects



Questions?



Measure Q Bond  
Year 2018 Change Orders

Project/Contractor	Original contract Amount	CO Amount	BOT Date	Description
Softball Bleacher Replacement-Landmark	\$406,241	-\$32,701	1/17/2018	CO #2 Return owner's allowance
Softball Bleacher Path of Travel-Lister	\$59,804	-\$5,437	4/18/2018	CO #1 Return owner's allowance
Campus Entry Sidewalk-HM Construction	\$318,964	\$12,171	1/17/2018	CO#2 Transformers & power tie-in for campus light poles
		\$0	2/7/2018	CO#3 Time extension, no cost
		\$0	3/21/2018	CO#4 Time extension, no cost
		\$28,131	4/18/2018	CO#5 Associated with cultural resources monitoring & time extension
		\$0	6/6/2018	CO#6 Time extension, no cost
Performing Arts-BHM	\$13,697,024	\$2,441	1/17/2018	CO#15 Adjustments to HVAC system to balance air pressure
FF Campus Directory-Ellis & Ellis	\$47,354	-\$4,305	2/7/2018	CO#1 Return owner's allowance
Vacaville Center Intersection-Vaca Valley	\$878,500	\$0	2/7/2018	CO#3 Time extension, no cost
		\$5,434	3/7/2018	CO#4 Repair irrigation controller conduit and wire, change traffic signal wire
		\$0	4/4/2018	CO#5 Time extension, no cost
		\$0	5/2/2018	CO#6 Time extension, no cost
		\$0	6/6/2018	CO#7 Time extension, no cost
		\$12,452	6/20/2018	CO#8 Removal and replacement of wire
Science Building-DPR	\$29,200,000	\$313,340	3/21/2018	CO#4 Relocation of existing underground hydronic lines
		\$50,744	4/4/2018	CO#5 Conversion of HVAC controls from pneumatic to digital controls
		\$19,745	5/16/2018	CO#6 Replacement of hydronic line shut-off valves
		\$142,819	6/20/2018	CO#7 Repair hydronic line and add gas line
B600 Room 604 Renovation-Arthulia	\$83,000	-\$3,345	4/18/2018	CO#1 Return owner's allowance
FF Substation #1 & #2 Replacement-Sierra National	\$1,079,000	\$266,602	6/20/2018	CO#4 Repair/replace circuit breakers, installation of battery back-up, removal & replacement of 1" rock from Substation #1, addition labor required to complete work
B1200 Acoustic Treatment-George Family	\$45,567	-\$4,143	6/20/2018	CO#1 Return owner's allowance
B100 Generator-Day's Generator	\$456,000	-\$57,100	6/20/2018	CO#1 Credit alternate not necessary & return owner's allowance
Vacaville HVAC Upgrade-Bel Air	\$1,970,000	\$28,383	7/18/2018	CO#1 Revise design of three roof top and provide roof protection and waterproofing for ten new air conditioning units