

# PALOMAR COLLEGE INSTITUTIONAL REVIEW

## Palomar College Institutional Review 2005

### Construction Supervision and Facilities Support/Facilities Department

#### **Non-Instructional Program Reviewed in this Document: Supervision of Construction Activities and Facility Support.**

**1. Progress Report. Review previous year's institutional review.** Describe the progress made on any recommendations or areas of need identified in your previous year's review. Specifically, describe progress made toward current department goals and objectives, and learning outcomes.

The report on construction supervision and facilities support was listed under the Facilities Office report in the 2003 Institutional Review Report, because the activities were limited in size and scope. The current program is much larger in size and scope and since the impact to the Facilities Operations and Instructional Delivery Program is much greater, the department felt the need to do a separate report on these activities and support services provided to the District.

**2. Provide effective data sources to evaluate this department.** Insert qualitative and quantitative data elements that can be used to evaluate this department—what information do you typically use to document your success and justify expanding your department or budget.

To my knowledge, qualitative and quantitative data does not exist within our 16 sister colleges in the system.

Typically, construction management is outsourced to an outside consultant. Palomar College has outsourced construction management for the new science building because of the size and complexity of the project. This C.M. contract (\$486,000) provides two full time employees to oversee (only) one project. I am expected to manage the activities of all consulting vendors including architects, engineers, inspectors, testing laboratories, etc. as well as the construction activities on all other new construction projects.

**3. Program assessment.** Assess needs of your department dictated by changes in staffing, equipment, training, software/technology and facility needs .

The biggest need for my department is accounting and general office support. The Facilities accounting position has been open since November of 2002. The Facilities Coordinator does her best to help me with accounting, but she is covering three positions: Facility Coordinator, Facilities Accountant, and Facilities Staff Assistant for the clerical work associated with use of facilities. The Facilities Coordinator assists seven others besides me, including one Manager and one Director.

I strongly feel that the District needs to asses the logic in assigning over \$32 million of budgets to one staff member without providing adequate staff assistance.

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### 4. List accomplishments department has made in the last year.

In addition to general Facilities support I have recently been responsible for the following list of projects. Most projects have required any combination of contract oversight, budget management, negotiations, coordination efforts, general construction supervision, construction inspection, dispute resolution, correspondence, report generation, project photography, progress documentation, and problem solving. Additionally, the District counts on me to communicate with staff and student groups so that construction activities are shared openly and impacts to the students are minimized.

- Tennis Courts – Surveyed existing condition of courts; met with Athletic Department staff to determine desired results of repairs; gathered information through professional tennis organizations to determine correct court striping and surfacing; produced technical specifications for project; located three contractors skilled in tennis court construction to bid on the project; worked with Athletic Department to schedule the work around athletic events; coordinated, inspected, and supervised resurfacing and re-striping of tennis courts by contractor.
- Campus Police Building – Processed paperwork to hire DSA inspector; reviewed and approved material submittals from general contractor; worked with architect to develop site plan including utilities; worked with Building Services staff to install underground utilities; performed site survey work and supervised grading operations; worked with I.S. staff to coordinate installation of voice and data lines; developed specifications and solicited bids from concrete contractors for foundation work; prepared detailed accounting reports for attorneys when the general contractor declared bankruptcy; supervised and inspected construction work performed by subcontractors from bankrupt general contractor; worked with Building Services staff to complete the building.
- Campus Police Lockers – Coordinated and supervised assembly and installation by Building Services staff. Work was scheduled around other Campus Police and Building Services activities.
- Campus Police Built-In Furniture - Coordinated and supervised assembly and installation by Building Services staff. Work was scheduled around other Campus Police and Building Services activities.
- Campus Police Fencing – Developed specifications and solicited bids from contractors; coordinated, inspected, and supervised installation by contractor. Work was scheduled by taking into account the needs of the contractor, Campus Police, and the Grounds Department.
- Campus Police Paving – Developed specifications and solicited bids from contractors; coordinated, inspected, and supervised installation of paving by contractor. Work was scheduled by taking into account the needs of the contractor, Campus Police, and the Grounds Department.
- Campus Police Fire Alarm – Developed plans and specifications and solicited bids from contractors; coordinated, inspected, and supervised installation of fire alarm system and integration of system into campus fire alarm loop by contractor.
- Child Care Center – Developed specifications and solicited bids from contractors; coordinated, inspected, and supervised installation of smoke detector system by contractors.
- Bookstore – Developed specifications and solicited bids from contractors; coordinated, inspected, and supervised repairs from damage by EDCO truck to east exterior and interior walls, cabinetry, etc. Work performed by contractors.
- Room D10 – Supervised, inspected, and coordinated the installation of new acoustical ceiling, flooring, restoration of rolling bleachers, and restoration of dance floor by contractors. Supervised construction work performed by Building Services staff. All work had to be scheduled around various campus activities and performed during a holiday break and weekends.
- Room A6 – Coordinated, inspected, and supervised installation of power upgrade including new distribution panels, uninterrupted power supply system, additional computer outlets and circuits by contractor. Worked with I.S. staff to schedule and minimize power outages.

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- Escondido Center Electrical Upgrade – Coordinated, inspected, and supervised installation of new electrical distribution system during holiday break by contractor.
- Comet Circle – Developed specifications and solicited bids from contractors; coordinated, inspected, and supervised installation of new street lights along east side of library by contractor. Work was scheduled during a holiday break to eliminate impacts to students.
- Room D-2A – Developed specifications and solicited bid from contractor; coordinated, inspected, and supervised installation of security alarm system by contractor. Work was scheduled during a holiday break to eliminate impacts to students.
- “F” Building – Developed specifications and solicited bids from contractors; coordinated, inspected, and supervised installation or rain gutter removal and replacement by contractor. Work was scheduled during a holiday break to eliminate impacts to students.
- “S” Building – Participating in meetings with architect and user groups for upcoming major remodel; investigation of building’s existing condition and utilities, etc.
- PE/Athletic Fields – Currently serving as District representative to Parsons Environmental for CEQA compliance; participated in negotiations with various government agencies for permit issuance. I know that my involvement was instrumental in saving this project.
- PE/Athletic Fields – Currently supervising, and coordinating work by Wier Construction to construct a new athletic practice field and provide rough grading for a new baseball field.
- PE/Athletic Fields - Currently supervising, and coordinating work by Purkiss-Rose Architects to redesign new practice field to better suit the District and to meet Department of Fish & Game criteria.
- PE/Athletic Fields – Currently managing construction activities to maintain permit compliance with the Department of Fish & Game.
- PE/Athletic Fields - Currently managing construction activities to maintain permit compliance with California Regional Water Quality Control.
- PE/Athletic Fields - Currently managing construction activities to maintain permit compliance with Department of the Army Corps of Engineers.
- PE/Athletic Fields – Currently serving as District representative to Gallegos & Associates to monitor findings of cultural resources.
- PE/Athletic Fields – Currently serving as District representative to Roeder & Associates to monitor paleontologist services.
- Conducted special negotiations between Weir Construction (PE/Athletic Fields) and CE Wylie Construction (High Tech Lab/Classroom) to provide trucking of soils between projects at no cost to the District.
- High Tech Lab/Classroom – Currently providing monthly reports for all construction expenses to the United States Dept. of Commerce.
- Participated in special negotiations with CE Wylie, blasting contractors, drilling contractors, geologists, and other specialists to evaluate and select options to remove unforeseen blue granite uncovered during grading for the High Tech Lab/Classroom. The costs for this unforeseen condition could have been the end of the project if I had not pressed the construction team to arrive at a workable solution.
- High Tech Lab/Classroom – Currently serving as District representative to Cermak Petarka Peterson, Inc. to provide an air quality study for the new building, involving surveys, reports, topography, and drawing from all surrounding buildings on campus. If the findings of this report indicate HVAC cross contamination, I will work with contractors, architects, inspectors, and engineers to solve the problem.
- High Tech Lab/Classroom – Currently serving as District representative to CE Wylie General Contracting to construct a new science building. A large amount of my time is spent in attempts

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- to reduce or eliminate impacts to student and staff.
- High Tech Lab/Classroom – Currently serving as District representative to Marlene Imirzian & Associates, LTD for architectural services.
- All construction projects – Currently serving as District representative to Consulting & Inspection Services for DSA inspection services.
- High Tech Lab/Classroom – Currently serving as District representative to Construction Testing & Engineering for materials testing and inspection services.
- High Tech Lab/Classroom – Currently serving as District representative to CW Driver for construction management services.
- Campus Road at Library – Currently working on required redesign of road to allow 2-way traffic and fire truck access.
- All Projects – Through many types of efforts, I work diligently to control change orders and unexpected project costs.
- All Projects – I work with contractors, staff, students, and Campus Police to enforce the highest levels of safety, both on the jobsites and on the campus.

**5. List the department’s current goals and objectives.** (2-3 measurable goals that are congruent with Palomar College Strategic Planning Goals)

Strategic Planning Goal: “Develop a schedule, based on the Educational and Facilities Master Plan, to remodel and renovate buildings.”  
 Department Goal: Complete all remodel and renovation projects assigned to me by the Director of Facilities on time and within budget, doing so with little or no negative impacts to the educational processes of the College.

Strategic Planning Goal: “Complete and begin implementation of the Educational and Facilities Master Plan.”  
 Department Goal: Complete construction of the High Technology Laboratory and Classroom project within budget and in time for Fall 2007 semester.

This Report Prepared By: Chris Miller, Supervisor of Const Activities 10/21/05  
Name (print and initial) Date

This Report Submitted To: Michael Ellis, Director of Facilities 10/21/05  
Name (print and initial) Date

**FEEDBACK & SUGGESTIONS TO INSTITUTIONAL REVIEW COMMITTEE FOR NEXT REVIEW:**

\*Note: Your Non-Instructional Program institutional review submission will be posted on IRC password-protected sharepoint site. 1/11/2006