



## LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY • EAST • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-TECHNICAL • VALLEY • WEST

### MINUTES

#### **Bond Steering Committee**

8:30 a.m. on August 4, 2015

#### **Committee members present:**

1. PMO Director (interim): Bill Sewell, LACCD PMO
2. College President (interim): Bob Sprague, West L.A. College
3. College President: Dr. Kathleen Burke, Pierce College
4. Deputy chancellor: Dr. Adriana Barrera
5. Chief Facilities Executive: James O'Reilly, LACCD (committee chair)
6. Faculty Guild: Carole Anderson, Trade-Tech

7. Chief Financial Officer: Jeanette Gordon, LACCD [arrived at 8:59 AM]

#### **Committee members absent:**

1. College President: Dr. Otto Lee, Harbor College
2. Academic Senate: David Beaulieu, LACCD
3. Academic Senate: Don Gauthier, LACCD
4. Faculty Guild: Joanne Waddell, Valley College

**Guests and staff resource persons in attendance:** Tom Hall (LACCD), Dan Minkoff (LACCD PMO), Bryan Payne (LACCD PMO), Coby King (High Point Strategies), Amir Hashemi (KPMG).

Meeting began at 8:38 AM.

#### **1) Approval of minutes**

##### **a. April and June BSC meetings. Action needed: committee vote.**

President Burke moved to approve the April and June minutes. Dr. Barrera seconded the motion. The committee approved by acclamation.

#### **2) Energy oversight committee update**

##### **a. Status report from the Energy Oversight Subcommittee. No committee action required.**

Mr. Hall said the EOC met in June. He said the co-chairs have both left the district. Mr. Hall said the committee is considering what it has accomplished and changing the concept of what it does because energy funds are mostly expended. He said we're looking at implementation instead of bond construction, so the EOC might no longer report to BSC.

Mr. Hall said if the EOC continues to exist, it will be within a different format.

- 3) **Intern program follow up report**
  - a. **Report on the progress of the bond intern program since last presented to the committee. No committee action required.**

Not discussed.

- 4) **KPMG centralization audit request**
  - a. **Update on the status of the request for KPMG to perform an audit on program centralization. No committee action required.**

Mr. O'Reilly reported meeting with KPMG to formulate a structure and struggling with what the audit would entail. He said that there is a cost associated with expanding KPMG's scope and they are in negotiations right now.

- 5) **Procurement activity update**
  - a. **Progress report on the latest bond program procurement. No committee action required.**

Mr. Payne provided a procurement update. He reviewed procurement goals, including expanding the pool of contractors, reducing the total cost of procurement, improving the relationship with contractors and efficiently procuring work.

Mr. Payne reviewed procurement outreach activity, including industry events and sources sought events. Mr. Payne said current LSEDV participation stands at 32 percent. He reviewed actions to reduce the total cost of procurement, including efforts to decrease time by use of procurement templates, standardizing tender periods and scheduling procurement with project-like deadlines. He also reviewed efforts to reduce the number of procurements by bundling, the use of multiple award bench contracts and eliminating reprocurments due to protests.

Ms. Anderson asked about bundling and if there is anything written about separating projects, if needed. Mr. Payne said bundled procurements are issued as separate contracts, as in the Pierce North of Mall project, for example.

Mr. Payne reviewed procurement templates by delivery method. He also reviewed other procurement improvements, including selection and composition of evaluation teams, and standardized tender periods, which he said resulted in a 35 percent decrease in procurement time, from a 185-day average to a 120-day average.

Mr. Payne reviewed the number of bundled procurements vs. the number of contracts issued under those procurements. He said that bundling eliminated 34 separate procurements. He said each minor procurement costs \$50,000 in staff time to tender, evaluate, etc. and bundling has saved \$1.7 million to-date.

Mr. Payne reviewed the protest policy changes. He said there have been 50 awards since the policy was updated on August 8, 2014; one protest was submitted, but later withdrawn.

Mr. O'Reilly talked about the benefits of using PlanetBids for electronic distribution and procurement management. Mr. Payne added that it is also able to be audited.

Mr. Payne reviewed the changes to the procurement culture, including data-driven decisions. Mr. Hall said the scoring team is not allowed to talk about their scoring, but can discuss technical aspects of procurement.

Mr. Payne talked about improvements to the process, including a change to the responsiveness check standard and more effective debriefs to firms not selected and to those that were selected.

Mr. Payne reviewed procurement totals from 2013, 2014 and 2015 (projected).

The committee discussed changes in process in order to comply with new Lease-Lease-Back legal requirements. LACCD uses 81335 Ed Code for LLB.

**6) Construction activity update**

**a. Progress report on the latest bond program construction. No committee action required.**

Mr. O'Reilly highlighted some of the construction activity. He discussed the Holmes Hall Renovation project, which has about a 7½-month delay. He reviewed Clausen Hall Renovation, which is occupied, although still undergoing adjustments with air balance issues. He said M&O and Tennis Courts should be ready for the start of school.

At East L.A., Mr. O'Reilly said we awarded a contract for Firestone demolition and the AOR aboard, and we will soon procure the general contractor. He said the Student Success and Retention project is going well. Mr. O'Reilly said the G8 & H8 project moving from a design that includes two, one-story buildings to one, two-story building that will give the campus more space.

Mr. O'Reilly reviewed the HTPA project at Harbor.

At Mission, Mr. O'Reilly said the Media Arts project is through all the fixes and now is moving forward on new construction. He also said the Central Plant design builder was selected and the project will help lower the college's utility costs.

At Pierce, Mr. O'Reilly reported that the North of Mall project is moving forward and Stadium ADA is almost complete.

At Southwest, Mr. O'Reilly said we're working on a reduced scope for the School of Math and Science.

At Trade, Mr. O'Reilly reported that there's activity moving forward with the East Parking structure.

Ms. Gordon requested information regarding the cost of the Mission Culinary project.

At Valley, Mr. O'Reilly said the general contract for VACC is on board, and that changes required by board have been made. He said the athletic facility is expected to be completed in November.

At West, Mr. O'Reilly said the campus improvement package to be awarded will wrap up most of the remaining projects.

**7) New business**

None.

**8) Adjourn**

Meeting adjourned at 9:35 AM.

*Upcoming Bond Steering Committee meetings:*

- *8:30 a.m. September 1*
- *8:30 a.m. October 6*
- *8:30 a.m. November 3*
- *8:30 a.m. December 1*

*All meetings will be held at 8:30 a.m. in the Educational Services Center first-floor board hearing room unless otherwise noted.*