

***Ventura County Community College District***

**REQUEST FOR PROPOSALS #611**

**FOR**

**ARCHITECTURAL SERVICES**

**FOR OXNARD COLLEGE FACILITIES MASTER PLAN**



# Ventura County Community College District

PURCHASING DEPARTMENT

October 21, 2020

## REQUEST FOR PROPOSALS 611 OXNARD COLLEGE FACILITIES MASTER PLAN

The Ventura County Community College District ("District") is inviting architectural firms to submit a Request for Proposal to provide architectural services to develop the Oxnard College Facilities Master Plan. The services requested are detailed in the enclosed Request for Proposals. Copies may also be obtained in PDF format at <https://purchasing.vcccd.edu/> click "Current", then choose **RFP 611 Oxnard College Facilities Master Plan**.

Responses shall be submitted pursuant to the instructions and guidelines in the enclosed Request for Proposal packet. All responses must be signed by a person authorized to act on behalf of the firm and be delivered or mailed to JoNell Miller, Purchasing Specialist of Ventura County Community College District, RFP 611 Oxnard College Facilities Master Plan, 761 E. Daily Drive, Suite 200, Camarillo, CA 93010. Submission must include 1 original plus 9 copies of responses and must be received no later than 5:00 p.m., Wednesday, November 18, 2020. Late submissions will be returned unopened.

There will be no mandatory job walk. Firms interested in seeing the Oxnard College campus should contact Bob Sube, Director of Facilities, Maintenance & Operations, at [bsube@vcccd.edu](mailto:bsube@vcccd.edu) to schedule a visit. Due to COVID-19, permission and a screening process is required of all visitors to campus.

Questions regarding RFP 611 Oxnard College Facilities Master Plan must be submitted in writing to JoNell Miller, Purchasing Specialist at [jonellmiller@vcccd.edu](mailto:jonellmiller@vcccd.edu) no later than 5:00 p.m., Tuesday, November 10, 2020. Questions will be answered via addenda by 5:00 p.m., Thursday, November 12, 2020.

Respectfully,

*Jo Nell Miller*  
Purchasing Specialist  
805-652-5560

# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT GENERAL INSTRUCTIONS TO BIDDERS

1. **Definitions:** The following terms shall be given the meaning shown, unless context requires otherwise or a unique meaning is otherwise specified.
    - a. "RFP" means an offer, made in response to a solicitation, to perform a contract for services, labor or to supply goods or materials at a specified price.
    - b. "Bidder" means a supplier who submits an RFP to the District in response to a solicitation.
    - c. "Director of General Services," means the Ventura County Community College District authorized contracting official.
    - d. "District" means Ventura County Community College District.
  2. **RFP Proposal:** RFP proposals, to receive consideration, should be made in accordance with the following instructions:
    - a. Any pricing numbers should be stated in figures. Pricing information should be without interlineations, alterations or erasures. Any corrections must be noted by affixing, in the margin immediately opposite the correction, the initials of the person signing the RFP.
    - b. Should a Bidder find discrepancies and/or omissions from the documents, or should be in doubt as to meaning, the Bidder should contact the Purchasing Specialist listed in the RFP Packet. All inquiries will be answered in writing and distributed to all Bidders in the form of addenda to the RFP. Neither the District nor its representative will be responsible for any oral instructions. No addenda will be issued later than Five (5) Days prior to the date set for the opening of RFPs. Inquiries affecting RFPs will be answered in writing and distributed to all Bidders in the form of addenda to the RFP.
    - c. All addenda or bulletins issued during the bidding period are to be considered part of the RFP and be included in the RFP proposal.
    - d. One (1) original plus Nine (9) copies of RFP proposals, enclosed in a sealed envelope, shall be addressed and delivered to Ventura County Community College District Service Center, Attn: Purchasing Department, 761 East Daily Drive, Suite 200, Camarillo, CA 93010, before the time stated in the RFP Packet. Each envelope shall bear the Number of the RFP, Title of the RFP and the Name of the Bidder. **No electronic (e-mail) or fax RFPs or amendments to RFPs shall be accepted.**
- It is the responsibility of the Bidder to verify that their RFP has been received by the District's Purchasing Department prior to the RFP opening. Verification of receipt can be made through the Purchasing Specialist listed in the RFP Packet.***
3. **Workers Compensation:** Section 3700 of the Labor Code requires every employer to be insured against liability for Worker's Compensation or to undertake self insurance in accordance with provisions of that code. Bidder must comply with such provisions before commencing the performance of the work of this Contract.
  4. **References:** Bidder may be required to provide a reference list of current customers using materials, goods or services similar to those specified in the RFP.
  5. **Withdrawal of RFP:** RFP proposals may be withdrawn by the Bidder prior to, but not after the scheduled opening by notifying the Purchasing Specialist listed in the RFP packet. It shall be at the sole discretion of the District to allow Bidder to withdraw a RFP. If evaluation and award of the RFP will be based on award of "all or none" of the items or services, the withdrawal must be for the entire RFP. If the evaluation and award of the RFP will be based on line items, sections, combination of items, the District may consider permitting withdrawal of specific line item(s), sections combinations of items or services.
  6. **Award or Rejection of RFPs:** The District reserves the right to reject the RFP of any Bidder(s) who have previously failed to perform properly or to complete on-time contracts with the District. The District also reserves the right to reject any or all RFPs or alternates and waive any informality or irregularity in the RFP.

The RFP shall not be construed to create an obligation on the part of the District to enter into a contract with any firm.

This request is an information solicitation of proposals only. This proposal is not intended to nor is it to be construed as a request for formal bids pursuant to any statute, policy or regulation.

7. **Hold Harmless:** The Bidder shall hold the Ventura County Community College District, its officers, agents, servants and employees harmless from liability. The Bidder agrees to protect the District against all claims, suits, or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation or use of services or goods and materials purchased herein. The Bidder further agrees to assume all expenses and damages arising from such claims, suits and proceedings.
8. **Anti-Discrimination:** Bidder hereby certifies that in performing services or providing materials or goods for the District, there shall be no discrimination in hiring or employment practices because of sex, race, color, ancestry age, national origin, disability, disabled veteran status, or religious creed. The Bidder further agrees to comply with all applicable Federal regulations and California Fair Employment Practice Act.
9. **Invoices and Payments:** Unless otherwise specified, the Bidder shall render invoices for materials, goods and services under the contract to the Ventura County Community College District Service Center, Accounts Payable Department, 761 East Daily Drive, Suite 200, Camarillo, CA 93010. Invoices shall be submitted on a form acceptable to the District under the same firm name as shown on contract. All invoices, packing lists, packages, and shipping notices shall contain the applicable purchase order number. The Bidder shall list separately any taxes payable by the District.
10. **Default by Bidder:** The District shall hold the successful Bidder responsible for any damage, which may be sustained because of the failure or neglect of Bidder to comply with any terms or conditions listed herein. In the event of a breach by the Bidder of any of the provisions in the RFP or subsequent contract, the District reserves the right to cancel and terminate this contract forthwith upon giving oral and/or written notice to the Bidder.
11. **Independence of RFP:** Unless the Bidder is furnishing a joint RFP, by submitting this RFP, Bidder swears under penalty of perjury that it did not conspire with any other supplier to set prices in violation of anti-trust laws.
12. **Participation by Other Public Entities:** Other Community Colleges and/or public entities in the State of California may procure items and/or services off this RFP under the same terms and conditions stated in this RFP.
13. **Disputes:** The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Bidder shall submit to the Purchasing Specialist, the "Bidder Protest" form within five (5) working days after being notified by the Purchasing Department of the proposed award. Protests shall include reasonable and valid concerns as to why the award, as determined by the District, should not go forward. The District will respond to all protests in writing. The Board of Trustees will not consider protests from Bidders and/or their agents during a public meeting if they have not followed this procedure.
14. **Drug Free Workplace Certificate.** In accordance with California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990, the successful Bidder will be required to execute a Drug Free Workplace Certificate concurrently with execution of the Agreement. The successful Bidder will be required to implement and take the affirmative measures outlined in such provisions. Failure of the successful Bidder to comply with the measures outlined in such provisions may result in penalties, including without limitation, the termination of the Agreement, the suspension of any payment of the Contract Price otherwise due under the Contract Documents and/or debarment of the successful Bidder.
15. **Evaluation Criteria:** The District will evaluate the responses to the proposals based on strength of operations, quality, price and service of existing locations.

During the evaluation, validation and selection process, the District may request meetings with the Bidder to obtain answers to any questions or may request specific answers to questions in writing. The District may require that the Bidder make presentations that are pertinent to the evaluation process.

**Request for Proposals #611 for  
Architectural Services  
For Oxnard College Facilities Master Plan 2021-2027**

1. GENERAL INFORMATION

Oxnard College is requesting a proposal for professional architectural services related to the campus Facilities Master Plan to serve as a guide for campus development over a ten year period (2021-2031), at the main campus and the instructional sites in Camarillo and Port Hueneme.

- A. Each organization submitting a proposal shall submit an original proposal (original proposal must be clearly marked) plus nine (9) copies (total of 10 must be submitted) of said proposal in a sealed envelope prominently marked with the Request for Proposal Title, the due date and time, and the name of the organization submitting the proposal. Hard copies of proposals are required and may not be submitted electronically. Documents must not be any larger than an 8 ½ x 11" format.
- B. In order to control information disseminated regarding this Request for Proposals, organizations interested in submitting Proposals are directed not to make personal contact with members of the Governing Board and District/College Administration with the exception of the individual listed below. Failure to comply with this provision will deem the firm's proposal as non-responsive.

JoNell Miller  
Purchasing Specialist  
(805) 652-5560  
[JoNellMiller@vcccd.edu](mailto:JoNellMiller@vcccd.edu)

2. DESCRIPTION OF THE PROJECT

A. Introduction

Responses received from this Request for Proposals will be used by the Ventura County Community College District (VCCCD) to select one architectural firm to provide professional services to VCCCD for the Oxnard College Facilities Master Plan.

B. Summary of Services

Oxnard College Facilities Master Plan - VCCCD will select one architectural firm to facilitate and prepare a new comprehensive Facilities Master Plan for Oxnard College and to perform all work required to produce the final document in consultation with College Administration and assigned committees. The proposed Facilities Master Plan should consider content of the previous/existing master plan; however, it will be a new/replaced plan. A general, mid-level assessment will be

required for the FMP regarding existing buildings, interiors, and associated infrastructure. This work shall include, but may not be limited to:

- 1.1) Prepare a new comprehensive Facilities Master Plan to include progress made on planned facilities projects
- 1.2) Develop Master Plan goals, mission and outcomes with College executive leadership team, facilities and planning team, and the College's shared governance structure
- 1.3) Conduct assessment
- 1.4) Evaluate and provide a general assessment of the physical condition and projected lifespan of all facilities. Reports are not available, but some information is available through FUSION.
- 1.5) Research new and upcoming regulations and trends affecting facilities
- 1.6) Identify physical and regulatory deficiencies that require facility and/or system improvements
- 1.7) Review the Educational Master plan for changes in programs and program requirements. Integrate the College Strategic Plan and Educational Master Plan in the Facilities Master Plan
- 1.8) Review the Oxnard College Technology Plan. Develop recommendations for implementing upgrades to the physical plant to support the technology needs
- 1.9) Prepare a general assessment to correct current and upcoming physical and regulatory deficiencies
- 1.10) Evaluate the program use and adequacy of facilities
- 1.11) Prepare a plan to improve assignment, adequacy, and utilization
- 1.12) Identify inadequacies and capacity deficiencies that require facility/system improvements
- 1.13) Propose a prioritized list of projects showing timeframes and magnitude of cost
- 1.14) Evaluate current and future human, financial and material resources. These are common evaluations included in most facilities master plans including, but not limited to, staffing capabilities, budgetary considerations, and forecasting.
- 1.15) Review feasibility of program changes in the Educational Master Plan and of Capital Outlay Projects in the Facilities Master Plan
- 1.16) Indicate local, State, and other potential funding sources and proposed schedule for projects
- 1.17) Review feasibility of proposed projects taking into consideration future operational funding
- 1.18) Reconcile conflicts between Educational, Facility, Technology and Resource plans
- 1.19) Outline long term goals and short-term objectives and timelines
- 1.20) Produce Draft Master Plan document for review
- 1.21) Attend eight (8) dates on-campus to meet with assigned committee(s), receive information and input in an interactive process, review process, present progress reports and electronic draft copies of the Facilities Master Plan. These meetings are exclusive of days on campus for building assessment work. During COVID-19, meetings may be virtual.

- 1.22) Work collaboratively with the College Services Supervisor and/or assigns as necessary throughout the project
- 1.23) Produce final Facilities Master Plan document

### 3. INFORMATION REQUIRED

The response should contain information responsive to each of the following areas. Indirect, imprecise, or incomplete responses can serve only as a disadvantage to the proposer.

- A. Description of Firm - This section should provide information regarding the size, location, nature of work performed, years in business, and approach that will be used in meeting the needs of the College.
- B. Authorized Representative - Name, title, address, phone number, and email address of the person(s) authorized to make representations for the firm.
- C. Experience Relative to College Needs – Detail your firm’s specific experience in community college master planning with a detailed summary of the architectural firms experience in higher education master planning and sustainability planning.
  - Identify all personnel and provide a brief resume including pertinent experience of personnel who will be participating in the project.
  - List only the consulting engineering and architectural firms you plan to use on the project. Include a brief resume of key personnel from each consulting firm who will be working with the College. List consulting engineers and architects for the following:
    - Structural
    - Mechanical
    - Electrical
    - Civil
    - Acoustical
    - Landscape Architect

Listing a Technology, audio visual, information technology consultant is acceptable but not required.

- D. Experience with State Regulatory Agencies - It is necessary for California Community College building programs to be coordinated with and approved by several State of California Regulatory Agencies. Describe the experiences of your firm in working with State agencies including the California Community College Chancellor’s Office, College Finance and Facilities Planning Division and the Division of the State Architect. Specifically include information regarding experience and knowledge pertaining to the relationship and function of the following: California Community College Educational Master Plan, Facilities

Master Plan, State Funded Capital Outlay Projects, the successful outcome of those projects and College Accreditation.

- E. Project Plan and Methodology - Briefly describe the procedures you might use to ensure that the needs of the College will be satisfied and that the Facilities Master Plan will be completed in a cost effective and timely manner. Address the ability of your firm to undertake the project for which you are requesting consideration, keeping in mind the other workload of your office and the limitations of the College instructional calendar.
- F. Fees - Describe the method you propose for charging fees for the project described in this Request for Proposals. The RFP response must include the actual fees being charged for the services either by time and materials, flat rate, lump sum, or a combination of the fee methods. Indicate the fee method and schedule for the type of services requested by the College. Indicate if there are any fees for reimbursable expenses.
- G. References – Provide a minimum of three references of selected current and previous clients including educational institutions, with a project description, the client name, address, telephone number, and email address of appropriate executives who can be contacted for references on the firm.
- H. Interest Statement – Briefly describe the particular or main interest your firm has in the project for which you have submitted qualifications.
- I. Other - Each architectural firm is encouraged to provide any additional information or description of resources that the firm feels is pertinent to this Request for Proposals.

#### 4. SELECTION PROCESS

During the evaluation, validation, and selection process, the District may request Meeting's or written clarification with one or more firms to ask for answers to questions. The District may require that a firm make presentations that are pertinent to the evaluation process.

The District's selection will be based on its evaluation of which response will provide the package most beneficial to the District and College. The firm selected may not necessarily be the one with the lowest fees.

The District and College will evaluate responses based on some of the following information:

- Firm's background, expertise, and experience with community colleges
- Qualifications of personnel providing services
- References of work done of a similar nature for community colleges
- Ability to meet time schedules and budgets including the fast-tracking of high priority projects
- Fees
- Completeness of Proposal

The process that will be used by VCCCD and the College in selecting an architectural firm to perform services as outlined in this Request for Proposals will be as follows:

- A. Screening Committee - The College President or designee will appoint a Screening Committee made up of College Administrators, Faculty, the Director of Facilities, Maintenance & Operations and other individuals as determined by the College President to review Proposals submitted by architectural firms.
- B. Finalist Selection Committee - A Finalist Selection Committee will interview each of the architectural firms recommended by the Screening Committee. This committee will be comprised of College Administrators, Faculty, the Director of Facilities, Maintenance & Operations, and other individuals as determined by the College President. This committee may also be comprised of Screening Committee members. Student voices will be important to the FMP process and students will be invited to meetings and presentations. The committee will use an evaluation criteria developed by the District and committee members.

Participation in the interviews/meetings will be no cost to the District.

The Selection Committee will recommend one architectural firm to the Governing Board to approve and complete the project identified in this Request for Proposals. The VCCCD Board of Trustees will take action for approval. Recommendation to the VCCCD Board of Trustees is anticipated to be at the January 2021 Board of Trustees meeting. Upon award, the selected firm will receive notification of award and intent to start the project. Final deliverable to be submitted with 12 months after award of contract.

## 5. AWARD AND REJECTION OF RESPONSES

The District reserves the right to reject any or all responses, to request additional information concerning any responses for purpose of clarification, to accept or negotiate any modification to any response, following the deadline for receipt of all responses, and to waive any irregularities, if such would serve the best interested of the District, as determined by the District. This solicitation does not obligate the District to enter into an agreement with any proposer. The District reserves the right to make use of any information of ideas contained in submitted response.

The District is not liable for any costs or expense incurred in the preparation of a response to this RFP.

All information contained in the proposals submitted in response to this RFP may be subject to the California Public Records Act. Any information deemed confidential or proprietary should be clearly identified as such. It may then be protected and treated with confidentiality only to the extent permitted by law

## 6. ATTACHMENTS

The following attachments or online access are included to aid you in determining how to best present your Proposal. Please note that the Educational and Technology Master Plans are also being actively revised.

- A. Oxnard College Educational Master Plan (2013 - 2019),  
([https://www.oxnardcollege.edu/sites/oxnardcollege/files/imported/assets/pdf/president/OC\\_EMP\\_03\\_26\\_14\\_FINAL.pdf](https://www.oxnardcollege.edu/sites/oxnardcollege/files/imported/assets/pdf/president/OC_EMP_03_26_14_FINAL.pdf))
- B. Oxnard College Facilities Master Plan, (see summary in Educational Master Plan)
- C. Oxnard College Strategic Technology Master Plan (see summary in Educational Master Plan)
- D. Oxnard College Strategic Plan (2018 - 2023)  
(<https://www.oxnardcollege.edu/departments/administrative/institutional-effectiveness/oc-strategic-plan/oc-strategic-plan>)
- E. Oxnard College Sustainability Plan, (2016) (attached to RFP packet)
- F. Ventura County Community College District Instructional Calendar 2020-2021,  
([https://www.vcccd.edu/sites/default/files/departments/human-resources/Calendars/InstructionalCalendars/2020-2021-instructcalendar-summerincl-rev.11.04.19\\_0.pdf](https://www.vcccd.edu/sites/default/files/departments/human-resources/Calendars/InstructionalCalendars/2020-2021-instructcalendar-summerincl-rev.11.04.19_0.pdf))
- G. VCCCD Strategic Goals 2020-2026, <https://www.vcccd.edu/board-of-trustees/vcccd-2020-2026-strategic-goals>
- H. Architectural Services Agreement, draft sample attached
- I. Drug-Free Workplace Certification – must be submitted with RFP response
- J. Non-Collusion Affidavit – must be submitted with RFP response
- K. Other documents that are included are CURRENT OC FLOOR PLANS 10-16-2020, OC NATURAL GAS PIPING PLAN, OC WATER SYSTEM PLAN, OXNARD COLLEGE ADA PATHWAYS PLAN\_10-19-2020, SCE MAIN METER LOCATION, WATER METER PLAN, 5DEC11 OXN COLL SITE-FIRE ACCESS, 2004 OC TOPO PLAN

## 7. MISCELLANEOUS

- A. FMP firms and/or subconsultant firms, will not be excluded from future building design pursuits.
- B. An environmental analysis is not part of the facilities master plan project.

- C. The RFP is advertised in the Ventura County Star and posted on the VCCCD Purchasing Department website.
- D. Access is available to one individual within your firm to view the Oxnard College FUSION information on the FUSION database. Please submit the name of that individual and their email address to JoNell Miller at [JoNellMiller@vcccd.edu](mailto:JoNellMiller@vcccd.edu)

## DRUG-FREE WORKPLACE CERTIFICATION

I, \_\_\_\_\_ the \_\_\_\_\_,  
(Name) (Title)  
of \_\_\_\_\_, declare, state and certify that:  
(Contractor Name)

- 1.01 I am aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.
- 1.02 I am authorized to certify, and do certify, on behalf of Contractor that a drug free workplace will be provided by Contractor by doing all the following:
- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying actions which will be taken against employees for violation of the prohibition;
  - B. Establishing a drug-free awareness program to inform employees about all the following:
    - 1. The dangers of drug abuse in the workplace;
    - 2. Contractor's policy of maintaining a drug-free workplace;
    - 3. The availability of drug counseling, rehabilitation and employee-assistance programs; and
    - 4. The penalties that may be imposed upon employees for drug abuse violations.
  - C. Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision (A), above, and that as a condition of employment by Contractor in connection with the Work of the Contract, the employee agrees to abide by the terms of the statement.
- 1.03 Contractor agrees to fulfill and discharge all of Contractor's obligations under the terms and requirements of California Government Code §8355 by, inter alia, publishing a statement notifying employees concerning: (a) the prohibition of any controlled substance in the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the Work of the Contract be given a copy of the statement required by California Government Code §8355(a) and requiring that the employee agree to abide by the terms of that statement.

1.04 Contractor and I understand that if the District determines that Contractor has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code §8355, the Contract awarded herein is subject to termination, suspension of payments, or both. Contractor and I further understand that, should Contractor violate the terms of the Drug-Free Workplace Act of 1990, Contractor may be subject to debarment in accordance with the provisions of California Government Code §§8350, et seq.

1.05 Contractor and I acknowledge that Contractor and I are aware of the provisions of California Government Code §§8350, et seq. and hereby certify that Contractor and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

I declare under penalty of perjury under the laws of the State of California that all the foregoing is true and correct.

Executed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(City and State)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Printed Name)

# NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ being first duly sworn, depose and say that I am  
(Typed or Printed Name)  
the \_\_\_\_\_ of \_\_\_\_\_,  
(Title) (Bidder Name)  
the party submitting the foregoing Bid Proposal (the "Bidder"). In connection with the foregoing  
Bid Proposal, the undersigned declares, states and certifies that:

- 1.01 The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
- 1.02 The Bid Proposal is genuine and not collusive or sham.
- 1.03 The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
- 1.04 The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
- 1.05 All statements contained in the Bid Proposal and related documents are true.
- 1.06 The Bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_  
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
City, County and State

( ) \_\_\_\_\_  
Area Code and Telephone Number



## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

761 E Daily Drive, Suite 200  
Camarillo, CA 93010  
805-652-5500

### CONTRACT FOR ARCHITECTURAL SERVICE

**THIS CONTRACT** made and entered into on \_\_\_\_\_, 2020 by and between the **VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**, hereinafter called the **DISTRICT**, and \_\_\_\_\_, hereinafter called the **ARCHITECT**.

WITNESSETH; the parties do hereby contract and agree as follows:

1. The **ARCHITECT** shall furnish labor and materials to the **DISTRICT** for a total contract price of \_\_\_\_\_ (\$ \_\_\_\_\_) the following services:  
  
Architectural Services for RFP 611 Oxnard College Facilities Master Plan.
2. The start date for this contract is \_\_\_\_\_, until service is completed.
3. The Architect shall not commence services under this Contract until the insurance required under Paragraph 23 of the Terms and Conditions and satisfactory proof of such insurance has been submitted to the District and said insurance has been approved by the District.
4. Coordination, inspection and acceptance shall be performed by Orlando de Leon, Director of Facilities of Ventura College Facilities for the District, or his authorized representative.
5. This Contract includes the general terms and conditions as printed and set forth on the following pages, and the Architect, by executing this Contract, agrees to comply with all such general terms and conditions.
6. Reimbursable Expenses for costs of a non-capital nature reasonably and necessarily incurred by Architect to perform the Basic Services or authorized Additional Services, including postage, delivery, office supplies, plans, prints, or photographs necessary to complete the basic or authorized additional services, as limited below.
7. IN WITNESS WHEREOF, the parties hereunto have subscribed to this Contract, including all Contract Documents as listed below:

\_\_\_\_ Specifications/Scope of Services Statement  
\_\_\_\_ Certificate of Insurance naming District as Additional Insured & Policy Endorsements  
\_\_\_\_ Purchase Order Number: \_\_\_\_\_  
\_\_\_\_ Architect's Proposal/Quotation:  
\_\_\_\_ Architect's Affidavit  
\_\_\_\_ Other \_\_\_\_\_

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with provisions of that code, and I will comply with such provisions before commencing the performance of the services of this Contract."

**NOTE: Federal Regulations (Code Sections 6041 and 6209) require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. To comply with these regulations, the District requires your federal tax identification number or Social Security Number, whichever is applicable.**

**TYPE OF BUSINESS ENTITY**

☐ Individual  
☐ Sole Proprietorship  
☐ Partnership  
☐ Corporation  
☐ Other

**TAX IDENTIFICATION**

\_\_\_\_\_  
 Employer Identification  
 \_\_\_\_\_  
 Social Security Number

**IN WITNESS WHEREOF**, the parties hereunto have subscribed to this Agreement, including all contract documents referred to herein.

**ARCHITECT**

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

License: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ARCHITECT'S AFFIDAVIT**

I, \_\_\_\_\_, do solemnly swear, depose and say that the foregoing contract is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the contract is genuine and not collusive or sham; that the District has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid or that anyone shall refrain from bidding; that the District has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of the District or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in this contract; that all statements contained in my bid/proposal are true; and further, that the District has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee or consideration of value to any individual, corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to secure this contract. I also affirm that the taxpayer I.D. number cited above is accurate. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## GENERAL TERMS AND CONDITIONS

1. **PROPOSAL ACCEPTANCE.** Proposals are subject to acceptance by the issuance of an appropriate purchase order at any time within ninety (90) days after the receipt of quotes unless otherwise stipulated. The District reserves the right to accept or reject any and all quotes and reserves the right to waive any informality in any quote.
2. **SITE EXAMINATION.** Architect must examine the site and certify all measurements, specifications and conditions affecting the services to be performed at the site. By submitting their quote the Architect warrants that they have made such site examination, as they deem necessary as to the condition of the site, its accessibility for materials, workmen and utilities and ability to protect existing surface and subsurface improvements. No claim for allowance of time or money will be allowed as to such matters or for any other undiscovered conditions of the site.
3. **EQUIPMENT AND LABOR.** The Architect shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to furnish the professional services herein described, the services to be performed at such times and places as directed by and subject to the approval of the authorized district representative indicated in the work specifications attached hereto.
4. **CONSULTANTS.** Architect agrees to bind every Consultant by terms of the contract as far as such terms are applicable to Consultant's services. Nothing contained in the contract documents shall create any contractual relations between any Consultant and the District.
5. **SAFETY AND SECURITY.** It shall be the responsibility of the District to ascertain from the District the rules and regulations pertaining to safety, security and driving on school grounds, particularly when students are present.
6. **DEFAULT BY ARCHITECT.** When Architect, or any Consultant, or vendor shall fail to deliver any article or service or shall deliver any article or service which does not conform to the work specifications, the District may, upon five (5) business days' prior written notice describing the default, at its option, annul and set aside the contract entered into with said Architect, Consultant or vendor either in whole or in part, and make and enter into a new contract in such manner as seems to the Board of Trustees to be to the best advantage of the District. Any failure for furnishing such articles or services by reason of the failure of the Architect, Consultant or vendor, as above stated, shall be a liability against the Architect and his sureties. The Board of Trustees reserves the right to cancel any articles or services which the Architect may be unable to furnish because of economic conditions, governmental regulations or other similar causes beyond the control of the Architect provided satisfactory proof is furnished to the Board of Trustees, if requested.
7. **CONTRACT CHANGES.** No changes or alterations to this contract shall be made without specific prior written approval by the District. The District, without invalidating the contract, and as provided by law, may order extra work or make changes by altering, adding to, or deducting from work, the contract sum being adjusted accordingly. All such work shall be subject to prevailing rates and shall be executed under the conditions of the original contract except that any claim for extension of time caused thereby shall be adjusted at the time of ordering such change. In giving instructions, Architect agrees that the District shall have authority to make minor changes in work, not involving change in cost, and not inconsistent with the purposes or approvals of the project. Otherwise, except in an emergency endangering life or property, no extra work or change shall be made unless pursuant to a written order from the District, and no claim for an addition to the contract sum shall be valid unless so ordered.
8. **WORKERS.** Architect shall always enforce strict discipline and good order among his employees and shall not employ or work any unfit person or anyone not skilled in work assigned to him or her. Any person in the employ of the Architect whom the District may deem incompetent or unfit shall be dismissed from the job site and shall not again be employed at site without written consent from the District.
9. **SUBSTITUTIONS.** No substitutions of materials or service from those specified in the Scope of Work shall be made without the prior written approval of the District.
10. **DISTRICT SUPERVISION.** When necessary, Architect shall provide competent supervision of personnel employed on the job site, use of equipment, and quality of professional services.
11. **ACCESS TO WORK.** District representatives shall always have access to work wherever it is in preparation or progress.
12. **PROTECTION OF WORK AND PROPERTY.** The District shall always maintain, as required by conditions and progress of work, all necessary safeguards for the protection of employees and the public. In an emergency affecting life and safety of life or of work or of adjoining property, District, without special instruction or authorization from District, is permitted to act at his discretion.

to prevent such threatened loss or injury.

13. **OCCUPANCY.** District reserves the right to occupy buildings at any time before formal contract completion and such occupancy shall not constitute final acceptance or approval of any part of the work covered by this contract, nor shall such occupancy extend the date specified for substantial completion of the work.
14. **ASSIGNMENT OF CONTRACT AND PURCHASE ORDER.** The District shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations under this contract without the prior written consent of the District.
15. **FORCE MAJEURE CLAUSE.** The parties to the Contract shall be excused from performance thereunder during the time and to the extent that they are prevented from obtaining, delivering, or performing by act of God, fire, strike, loss, or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party(ies), provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.
16. **HOLD HARMLESS AGREEMENT.** The Architect shall hold harmless and indemnify, but have no obligation to defend the District from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of services on the property under the terms of this contract, to the extent actually caused by the negligent acts or omissions of the Architect, any Consultant, or any employee, agent, or representative of Architect and/or its Consultants.
17. **PAYMENT.** Unless otherwise specified, the Architect shall render invoices referencing the Contract/Purchase Order Number for materials delivered or services performed under the Contract/Purchase Order. The District shall make payment for materials, supplies or other services furnished under this Contract in lump sum as agreed within thirty (30) days after delivery to and approval by the authorized District representative of all invoices and other documentary evidence reasonably required by the District (which approval shall not be unreasonably withheld). Certified payroll records will be required at completion of work, if required by law for the work performed, prior to invoice payment. Included in the contract price for Architect's services hereunder, the Architect shall be paid Reimbursable Expenses not to exceed **\$500.00** for costs of a non-capital nature reasonably and necessarily incurred by Architect to perform the Basic Services or authorized Additional Services, including postage, delivery, office supplies, plans, prints, or photographs necessary to complete the basic or authorized additional services.
18. **PERMITS AND LICENSES.** The Architect and all of his employees, agents, and Consultants shall secure and maintain in force, at Architect's sole cost and expense, such licenses and permits as are required by law, in connection with the furnishing of services, materials, or supplies herein listed.
19. **DISTRICT NOT OFFICER, EMPLOYEE, OR AGENT OF DISTRICT.** While engaged in carrying out other terms and conditions of the purchase order, the Architect is an independent Contractor, and not an officer, employee, agent, partner, or joint venture of the District.
20. **ANTI-DISCRIMINATION.** It is the policy of the Ventura County Community College District's Board of Trustees that in connection with all work performed under construction and purchasing contracts, there be no discrimination against any employee engaged in the work because of race, color, sex, ancestry, national origin, or religious creed, and therefore the Architect agrees to comply with the applicable Federal and California Laws, including, but not limited to the California Fair Employment Practice Act, beginning with Labor Code, Section 1410 and Labor Code, Section 1735. In addition, the Architect agrees to require such compliance by all Consultants employed on the work by him.
21. **LABOR CODE.** The Architect shall comply with the applicable provisions of the California Labor Code 1771, including the payment of the general prevailing rates for public works projects of more than One Thousand Dollars (\$1,000). Copies of the prevailing rate of per diem wages are on file on the California Department of Industrial Relations web site: [www.dir.ca.gov/DIRdatabases.html](http://www.dir.ca.gov/DIRdatabases.html).
22. **ARCHITECT'S AND CONSULTANT'S INSURANCE.** The Architect shall not commence services under this Contract until he has obtained the insurance required under this paragraph and satisfactory proof of such insurance has been submitted to District and said insurance has been approved by the District. Except for worker's compensation insurance, the policy shall not be amended or modified and the coverage amounts shall not be reduced without the District's prior written consent, and, the District shall be named as an additional insured and be furnished thirty (30) days written notice prior to cancellation. The Architect shall not allow any Consultant, employee or agent to commence work on this contract or any subcontract until the insurance required of the Architect, Consultant, or agent has been obtained.

A) **WORKER'S COMPENSATION INSURANCE.** The Architect shall procure and shall maintain during the life of this contract Worker's Compensation Insurance on all of his employees to be engaged in work on the project under this contract and in case of any such work sublet, the Architect shall require the Consultant similarly to provide Worker's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Architect's Worker's Compensation Insurance.

B) **ARCHITECT'S PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE.** The Architect shall procure and shall maintain during the life of his contract, Architect's Public Liability Insurance in an amount not less than \$1,000,000 for injuries, including accidental death to any one person, and subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident, and Architect's Property Damage Insurance in an amount not less than \$1,000,000. Any Consultant employed in connection with the work shall maintain such insurance unless the Architect's insurance covers the Consultant and its employees.

C) **ARCHITECT'S PROFESSIONAL LIABILITY INSURANCE.** The Architect shall procure Professional Liability with minimum limits of at least \$1,000,000 on claims-made basis and any deductible or self-insured retention shall not exceed \$50,000. The Architect shall maintain in force during the performance of this Agreement and for four (4) years after completion of the Project, the Professional Liability Insurance coverage referenced above. The policies must contain terms or endorsements extending coverage that requires the insurer to defend and indemnify for acts, which happen before the effective date of the policy provided the claim is made during the policy period. This coverage will be in addition to any other insurance coverage required under this agreement.

23. **ASSIGNMENT OF CLAIMS.** In submitting a quote on this public works project, or any Consultant agreeing to supply goods, services, or materials, and entering into a contract pursuant thereto, the Architect and/or Consultant do offer and agree to assign to the District all rights, title, and interest in and to all caused of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act, Chapter 2 (commencing with Section 116700 of Part 2 Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. The assignment shall be made and become effective at the time the District tenders final payment to the Architect without further acknowledgment by the parties.
24. **COMPLIANCE WITH LAWS.** Architect shall give all notices and comply with all laws, ordinances, rules and regulations bearing on conduct or work as indicated or specified. If Architect observes that any of the work required by this contract is at variance with any such laws, ordinances, rules or regulations, Architect shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of work shall be made and this Contract shall be appropriately amended in writing, or this Contract shall be terminated effective upon Architect's receipt of a written termination notice from the District. If Architect performs any work knowing it to be in violation of such laws, ordinances, rules or regulations, and without first notifying the District of such violation, Architect shall bear all costs arising therefrom.
25. **CONTRACT CANCELLATION.** The District retains the right to cancel this contract upon thirty days written notice. Should the District issue such notice, **ARCHITECT** shall immediately cause all services in progress to stop within the prescribed time. The District will compensate per the hourly rates in the attached proposal for services rendered on this contract, including reimbursable expenses as defined above, if performed within the allotted time frame. **ARCHITECT** will deliver hard and electronic copies of all work products to District representative.
26. **TIME IS OF THE ESSENCE.** Time is of the essence in the performance of and compliance with each of the provisions and conditions of this contract.
27. **GOVERNING LAW.** This contract shall be governed by and construed in accordance with the laws of the State of California.
28. **ATTORNEYS' FEES.** If any action is brought by either party against the other party hereunder, the prevailing party shall be entitled to recover from the other party reasonable attorneys' fees, costs and expenses incurred in connection with the prosecution or defense of such action.
29. **NO ORAL MODIFICATION.** Any waiver, amendment, modification, consent or acquiescence with respect to this contract or any provision of this contract or with respect to any failure to perform in accordance therewith shall be set forth in writing and duly executed by or on behalf of the party to be bound thereby.
30. **PROVISIONS REQUIRED BY LAW DEEMED INSERTED.** Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and this contract shall be read and enforced as though it were

included therein.

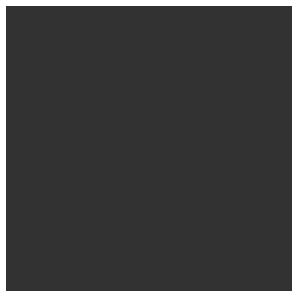
31. **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA).** All contract work that is performed for the Ventura County Community College District by outside Architects or workers must meet all the regulations that have been set forth in the AHERA rule. This means that all work which could disturb the integrity of any Asbestos Containing Building material (A.C.B.M.) needs to be approved by the District. This refers to the sawing, grinding, cutting, or drilling of any A.C.B.M. in occupied areas of District Buildings.
32. **DAMAGE OF DISTRICT PROPERTY.** In the event of damage caused by any operation caused by the activities of the Architect, Architect agrees immediately to make all repairs and replacements necessary to the approval of the District, and at no additional cost.
33. **CONTRACTOR / SUBCONTRACTOR DIR STATUS.** In some instances, Architects and consultants work are subject to the Department of Industrial Relations registration requirements and Labor Code.

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. Page two of this contract must have the CSLB Registration number completed. This project may subject to compliance monitoring and enforcement by the Department of Industrial Relations. All contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) if applicable. The phase-in timetable for this requirement can be found on the following link at <http://www.dir.ca.gov/Public-Works/SB854.html>

# Oxnard College

## *Sustainability Plan*

June 2016



**Prepared By:**  
Innovative Workshop Consulting  
[www.iworkshopconsulting.com](http://www.iworkshopconsulting.com)

## Table of Contents

Background and Process	4
Goals for Sustainability	5
Energy Efficiency	6
Waste Management	9
Water Reduction	11
Transportation	14
Outreach	16
Benchmarking and Progress Marketing	18
Engaging the Campus Community	18
Recommendations	19
Closing Remarks	19
Appendix	20
<i>Workshop #1: Exercise 1 Results</i>	
<i>Workshop #1: Exercise 2 Results</i>	

## College Philosophy

*Oxnard College is dedicated to the philosophy of providing educational programs that develop **individual abilities**, **strengthen human relationships**, **enhance community life**, and **heighten global consciousness**. We recognize that the process of education is a process of exploration that depends on mutual responsibility.*

*Oxnard College looks to the **past** to understand the **present** in order to produce a more successful **future**. It strives to be innovative and responsive to the educational needs and demands of society in an atmosphere of shared governance, mutual respect, and trust. Oxnard College is responsive not only to community needs but also to the needs of our larger society.*

## Background and Process

Development of the Oxnard College Sustainability Plan involved active participation of students, faculty, staff, local municipalities, utility representatives, contractors and ancillary support staff. To effectively capture all essential data for Plan development, the process included:

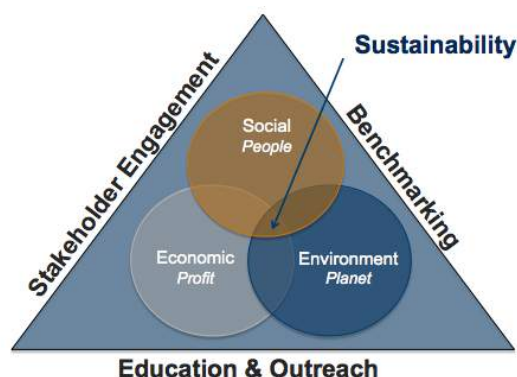
- **Campus Interviews**

Interviews took place in Summer 2015 with staff, students and faculty to learn about current campus and District sustainability initiatives, understand current activities, accomplishments, goals, and strategies and begin to identify next steps for success.

- **Campus Workshops**

Campus Workshops took place in October of 2015 and in April 2016. The workshops introduced the campus to sustainability benchmarks, encouraged brainstorming of sustainability goals, and required active group participation through a series of development activities. With participation from over 40 stakeholders representing a diverse group of backgrounds, departments, and experiences, the forums identified agreed-upon goals for campus sustainability in areas of **Energy Efficiency, Waste Management, Water Reduction, Transportation**, and campus **Outreach**.

Many are familiar with the triple bottom line: people, planet, and profit, with sustainability located in the sweet spot at the center of the three—but our process involves another facet of this notion. In order to be successful with the triple bottom line, it is essential to have the following:



- **Stakeholder engagement** to gain campus buy in and to create a sense of ownership of sustainability initiatives and goals
- **Baseline development and benchmarking** so the campus can continue to make progress and improve performance
- **Education and outreach** to create awareness and to implement continued improvement over time

The goal of this plan is to create a dynamic and engaging roadmap that students, faculty, and staff will reference continuously during Oxnard's mission to pursue resource efficiency. The process we use in crafting this sustainability plan encourages insight and support of campus stakeholders, and develops specific and measurable goals that are appropriate for the Oxnard College specifically. The workshops and meetings with campus stakeholders shed light upon which areas of campus the Oxnard community feels most invested in making improvements. Sustainability is a group effort—it demands collaboration and active participation in order to inspire short- and long-term improvements. Involving campus stakeholders in the process enables the ability to make lasting and impactful change in campus resource efficiency.

## Goals for Sustainability

Oxnard College maintains approximately 188 acres and over 420,000 square feet of building space. With this quantity of space, 335 faculty and staff members, and the educating of over 7,000 students per year, Oxnard College recognized the need to sort and prioritize initiatives for sustainability throughout the campus. Information from the interviews, data collection, and forum proceedings honed Oxnard's vision for sustainability, set priorities and time lines, and are formally expressed in the following Plan. Oxnard's vision of a sustainable and resilient campus is one that fully minimizes its environmental impact regenerating ecosystem function whenever possible, honors and strengthens a diverse and supportive community, makes economic decisions using a full and accurate accounting that includes environmental and social costs and benefits, and fully integrates the design and implementation of the plan into curriculum whenever possible.



## Energy Efficiency



### 0-1 Year Goals

1. Perform energy audits on all campus buildings
2. Develop an education and outreach program to promote behavioral changes for energy reduction
3. Develop a timeline for installing individual meters on campus buildings
4. Develop a renewable energy task force of campus stakeholders to research renewable energy technologies and identify potential installation locations on campus

### 1-3 Year Goals

1. Reduce campus energy use by 15% (on a per square foot basis) by 2020
2. Provide 2% of on-site renewable energy to offset campus energy use by 2020

### 3-6+ Year Goals

1. Install meters on 100% of buildings by 2020
2. Benchmark all campus buildings through Energy Star Portfolio Manager, targeting a score of 75 or higher
3. Increase on-site renewable energy power to 4% by 2023
4. Benchmark building performance and operations through a 3<sup>rd</sup> party system

### 2014-2015 Campus Baseline\*

Annual Electricity Use	Annual Natural Gas Use	Gross Square Feet	Weeks of Operation	Average Energy Use (EUI) per Square Foot
4,581.917 kWh	52,750 therms	420,551 SF	51	1069*

\*EUI is energy use per square foot per week. An EUI of 1069 is equivalent to the energy used by 16 single-family homes per week.

## 0-1 Year Success Plan

- ☐ **Perform energy audits on all campus buildings and implement all low- to no-cost upgrades.**
  1. Evaluate plug and process loads (computers/servers), HVAC (review schedule and run times of energy using systems), lighting (interior/exterior retrofits, daylight harvestings, controls, LEDs, etc.).
  2. Determine which buildings need individual building energy meters and develop a roadmap for installation.
  3. Contact utility account representatives as they might have programs in place to perform energy audits free of charge.
- ☐ **Develop an education and outreach program to promote behavioral changes for energy reduction.**
  1. Work with Information Technology to assist in behavioral change programs and discuss equipment settings to reduce energy usage through plug/process load and data centers.
  2. Work with students on developing approved signage to be placed in buildings to remind stakeholders of energy efficiency practices such as, but not limited to, turning off lights and equipment when not in use.
  3. As goals are achieved and successes noted, develop marketing plan to educate campus stakeholders.
- ☐ **Develop a timeline for installing individual meters on campus buildings to monitor gas, electric, and water usage.**
- ☐ **Develop a Renewable Energy Task Force of campus stakeholders to research potential renewable technologies.**
  1. Determine locations on campus for installation and systems integration.
  2. Evaluate Power Purchase Agreements (PPA) and other financing options.

## 1-3 Year Success Plan

- ☐ **Reduce campus energy use by 15% (on a per square foot basis) over 2014-2015 baseline by 2020.**
  1. Evaluate implementation of low- to no-cost measures from energy audit to verify reduction (see 0-1 year goals).
- ☐ **Provide 2% of onsite renewable energy for campus energy use by 2020.**

1. Based upon recommendations from Renewable Energy Task Force, implement a renewable energy project and develop curriculum based upon the project to promote and educate campus community.
2. Develop education and outreach plan for project and foster development of a living laboratory.

## Energy Efficiency

### 3-6+ Year Success Plan

- ☐ **Install meters (gas, electric, water) on 100% of buildings by 2020.**
- ☐ **Benchmark all campus buildings through Energy Star Portfolio Manager, targeting a score of 75 or higher.**
  1. For buildings that do not achieve a score of 75 or better, perform an energy audit to determine areas for improved performance.
- ☐ **Increase onsite renewable energy by 4% by 2023.**
  1. Implement Renewable Energy Task Force's project list as appropriate.
- ☐ **Benchmark Building Performance and Operations through a 3<sup>rd</sup> Party System**
  1. Evaluate marketable and reliable 3<sup>rd</sup> party certification systems for efficient tracking and benchmarking of building performance data.
    - [LEED for Existing Buildings: Operations & Maintenance](#)
    - [BIT Building](#)
    - [AASHE STARS Program](#)

### Energy Efficiency Resources

- For information regarding energy audits, review [ASHRAE](#) Level I Energy Audit guidance.
- Gain access to [Southern California Edison's \(SCE\) Green Button tool](#) to develop a load profile and track current campus performance data.
- Learn ideas and strategies for improved energy efficiency through [Energy Star](#).
- Input energy usage and track building performance through [Energy Star Portfolio Manager](#).
- Power Purchase Agreements (PPA) or electricity power agreement, is a contract between two parties, one, which generates electricity (the seller), and one, which is looking to purchase electricity (the buyer).
- Research rebates such as [Prop 39](#) funds, [Southern California Edison \(SCE\) Business Solutions](#), and [On-Bill Financing](#) to offset any upfront costs.
- Provide training for campus staff on energy efficiency through available seminars at [SoCalGas](#) and [SCE](#).
- Document savings of each improvement project and develop case study to share with campus.



### 0-1 Year Goals

1. Reduce 10% of total campus waste (by weight) by 2017 over 2015 baseline

### 1-3 Year Goals

1. Reduce 15% of total campus waste (by weight) by 2020 over 2015 baseline

### 3-6+ Year Goals

1. Reduce 20% of total campus waste (by weight) by 2023 by 2015

### 2015 Campus Baseline\*

Material Type	Total Quantity	Quantity Diverted	Overall Diversion Rate <b>28.80%</b>
Trash (Landfill)	254.82 tons	0 tons	
Cardboard	7.08 tons	7.08 tons	
Wood	59.42 tons	59.42 tons	
Commingled C&D	45.39 tons	39.12 tons	
<b>TOTAL TONS</b>	<b>366.71</b>	<b>105.62 tons</b>	

*\*2015 campus baseline as per Tonnage Report date May 11, 2016 from Harrison Industries.*

## Waste Management

### 0-1 Year Success Plan

- ☐ **Reduce 10% of total weight (of waste) leaving the campus over 2015 baseline.**
  1. Develop task force to spearhead implementation of waste and purchasing initiatives consisting of staff, students, faculty, waste hauler, and Food Service Department.
  2. Develop a comprehensive waste management plan that includes purchasing guidelines and waste reduction strategies.
  3. Install equipment to reduce waste including, but not limited to, the installation of hydration stations and hand dryers, and composting for food prep waste and landscape waste.

4. Roadmap the ability to become a paperless campus.
5. Default all printers to double-side printing throughout campus.
6. Purchase products with environmental benchmarks including recycled content, Forest Stewardship Council certification and recyclability.

## Waste Management

### 1-3 Year Success Plan

- ☐ **Reduce 15% of total weight (of waste) leaving the campus over 2015 baseline by 2020.**
  1. Conduct a waste audit to confirm plan and education/outreach are successful and make adjustments to current waste, recycling, and purchasing plan.
  2. Implement a paperless campus pilot project.
  3. Ban the use of Styrofoam everywhere on campus.
    - Educate ASG, Dean, and Culinary classes on the harmful impacts on using Styrofoam.
    - Suggest a new type of material, such as biodegradable plastic and compostable food containers, to use instead.

## Waste Management

### 3-6+ Year Success Plan

- ☐ **Reduce 20% of total weight leaving the campus over 2015 baseline.**
  1. Implement “paperless campus” strategies where it would not negatively affect pedagogy or legal requirements of District, and in areas of low environmental impact.
    - Select three (3) areas/departments within campus operations to go paperless.
    - Work with IT on technology and system integration for achievement.
    - Work with electronic manufacturers to buy back outdated electronics and recycle.
  2. Ban selling of plastic water bottles on campus.
    - Remove plastic water bottles for sale in cafeteria, bookstore, etc.
    - Install two (2) more hydration stations on campus.

### Waste Management Resources

- [California Recycling](#) and AB 939 information.
- California [grants](#) and loan programs.
- [City of Oxnard Environmental Resources](#).
- Harrison & Sons [recycling guide](#).

## Water Reduction



### 0-1 Year Goals

1. Reduce campus irrigation by 10% over 2014-2015 baseline by 2018
2. Reduce campus indoor water use by 10% over 2014-2015 baseline by 2018

### 1-3 Year Goals

1. Reduce campus irrigation by 15% over 2014-2015 baseline by 2020
2. Reduce campus indoor water use by 15% over 2014-2015 baseline by 2020
3. Install a community greenhouse/organic garden
4. Install a demonstration project for rainwater and greywater capture, and an ocean friendly garden

### 3-6+ Year Goals

1. Reduce campus irrigation by 20% over 2014-2015 baseline by 2023
2. Reduce campus indoor water use by 20% over 2014-2015 baseline by 2023

### 2014-2015 Campus Baseline

	2013-2014	2014-2015 (Baseline)	Total Reduction
<b>Domestic</b>	4,635.80 HCF	4,121.90 HCF	<b>11% Reduction</b>
<b>Irrigation</b>	75,371.2 HCF	39,682.2 HCF	<b>47% Reduction</b>

## Water Consumption

### 0-1 Year Success Plan

- ☐ **Reduce campus irrigation by 10% over 2014-2015 baseline by 2018.**
  1. Replace 40% of sprinkler heads to drip irrigation.
    - Utilize Prop 82 funds, if available, to fund project.
    - Identify opportunities to implement Ocean Friendly Gardens/drought tolerant landscape in underused areas of campus.
- ☐ **Reduce campus indoor water use by 10% over 2014-2015 baseline by 2018.**
  1. Perform plumbing fixture water audit and determine upgrade plan for the replacement of old fixtures.
  2. Calculate anticipated water reduction using EPA Water Sense Calculator for replacement fixtures.
  3. Develop a plan and timeline for installing main water meters on each building.
  4. Develop and implement a Water Economic Efficiency Policy (include maintenance plans for cleaning storm drains).
  5. Research and pursue available incentives and rebates through the City of Oxnard and State to off set cost of upgrades.

## Water Consumption

### 1-3 Year Success Plan

- ☐ **Reduce campus irrigation by 15% over 2014-2015 baseline by 2020.**
  1. Recalculate campus baseline from previous year to determine improved savings.
  2. Install water meters on 50% of campus irrigation systems.
- ☐ **Reduce campus indoor water use by 15% over 2014-2015 baseline by 2020.**
  1. Install fixture upgrades (meeting EPA water Sense) to 30% of campus buildings.
- ☐ **Install a community greenhouse/organic garden.**
  1. Develop partnership with local non-profit and supporting organizations.
  2. Determine campus location and funding needs for implementation.
  3. Work with Food Services for support and to encourage the use of produce from the garden/greenhouse in the campus cafeteria.
- ☐ **Install a demonstration project for rainwater and greywater capture, and an ocean friendly garden.**
  1. Determine location on campus to demonstrate rainwater and greywater capture.
  2. Determine location on campus to install ocean friendly garden and water-wise demo garden.

## 3-6+ Year Success Plan

- ☐ **Reduce campus irrigation by 20% over 2014-2015 baseline by 2023.**
  1. Recalculate campus baseline from previous year to determine improved savings.
  2. Install water meters on 100% of campus irrigation systems.
- ☐ **Reduce campus indoor water use by 20% over 2014-2015 baseline by 2023.**
  1. Install fixture upgrades (meeting EPA water Sense) to 100% of campus buildings.

### Water Reduction Resources

- EPA Water Sense for [Native Plants](#), [Irrigation Controllers](#), resources regarding [Educational Facilities](#) and [Office Buildings](#), and a [Water Budget Calculator](#) to identify potential savings.
- Research rebates through [Save Our Water](#) and the [City of Oxnard](#) (contact Barbara Wulf, 805-385-8012, Barbara.wulf@oxnard.org) to offset any upfront costs.
- Utilize U.S. Green Building Council's [Water Reduction Calculator](#) to identify potential savings for indoor plumbing fixture retrofits.
- Research ideas and strategies for [ocean friendly gardens](#) through the Surfrider Foundation.
- Research ideas and strategies for [drought tolerant landscape](#) through the Metropolitan Water District of Southern California.

### ***EPA Water Sense Flow and Flush Rates (as of 2008)***

The following is a list of recommended commercial flow/flush rates that should be considered when specifying plumbing fixtures in new construction or replacing old fixtures.

Commercial Fixtures, Fittings, and Appliances	Baseline Rates	High Efficiency Recommendations
Commercial Toilets	1.6 GPF	1.28 GPF
Commercial Urinals	1.0 GPF	0.128 GPF or non-water
Commercial Lavatory (Restroom) Faucets	0.5 GPM 0.25 GPC for metering faucets	0.4 GPM 0.2 GPC for metering faucets
Showerheads	2.5 GPM	2.0 GPM

**DEFINITIONS:** GPF: Gallons per Flush, GPC: Gallons per Cycle, GPM: Gallons per Minute

## Transportation



### 0-1 Year Goals

1. Reduce single occupied vehicle (SOV) commuting to campus by establishing a transportation baseline and developing a transportation management plan
2. Install two, Level 2 electric car charging stations

### 1-3 Year Goals

1. Reduce SOV commuting to campus by 10% by 2019 over established baseline

### 3-6+ Year Goals

1. Reduce SOV community to campus by 15% by 2021 over established baseline

## Transportation

### 0-1 Year Success Plan

- ☐ **Reduce single occupied vehicle (SOV) commuting to campus by establishing a transportation baseline and developing a transportation management plan.**
  1. Develop a Sustainable Transportation Task Force comprised of campus stakeholders and supporting transportation agencies.
    - Determine bike infrastructure needs for bike parking, bike paths, egress/ingress, shower facilities, etc.
    - Designate preferred parking for vanpool/carpools.

2. Determine a transportation baseline (i.e. number of permits sold per campus population) in order to monitor progress and reduce SOV usage.
3. Work with Gold Coast Transit on increasing bus ridership to and from campus.
  - Consider student registration fee for student bus passes.
  - Invite Gold Coast Transit to Condor Day to promote service to stakeholders.
  - Link Gold Coast Transit bus lines to new student website.
  - Identify if current bus services is sufficient.
  - Identify if any schedules could be added to benefit campus use.

☐ **Install two, Level 2 electric car charging stations**

**Transportation**

**1-3 Year Success Plan**

- ☐ **Reduce SOV commuting to campus by 10% by 2019 over the established baseline.**
1. Perform a transportation survey and determine next steps for reduction of SOV commuting over established baseline.

**Transportation**

**3-6+ Year Success Plan**

- ☐ **Reduce SOV commuting to campus by 15% by 2023 over the established baseline.**
1. Perform a transportation survey and determine next steps for reduction of SOV commuting over established baseline.
  2. Identify infrastructure needs to support further reduction in SOV commuting to campus.

**Transportation Resources**

- Visit [Gold Coast Transit](#) for opportunities to expand routes and provide more busses for campus.
- Connect with Ventura County Air Pollution Control District for possible rebates for EV Charging stations: <http://www.vcapcd.org/>



### 0-1 Year Goals

1. Host one (1) campus-wide event during the academic year
2. Establish social media accounts for sustainability communication and obtain 400 likes/follows by 2018
3. Develop education and outreach plan for sustainability policies developed

### 1-3 Year Goals

1. Host two (2) campus-wide events during the academic year (one in spring and one in fall)
2. Develop a sustainability website with real-time data, updates on progress, and identification of how to get involved
3. Provide continuous trainings and campus-wide updates on sustainability goal achievement.

### 3-6+ Year Goals

1. Enroll in 3<sup>rd</sup> party program(s) to achieve national recognition for commitment to sustainability

## Outreach

### 0-1 Year Success Plan

- ☐ **Host one (1) campus-wide event during the academic year.**
  1. Execute one (1) event (see Outreach Resources) to communicate campus sustainability at Oxnard College.
- ☐ **Establish social media accounts for sustainability communication and obtain 400 likes/follows by 2018.**
  1. Utilize Instagram, Facebook, Twitter, etc. to tell successes, quick stories, upcoming events, and accomplishments to promote campus sustainability.
- ☐ **Develop education and outreach plan for sustainability policies developed.**

1. Provide outreach and education on policies/programs for energy efficiency, waste and purchasing management, water efficiency, and transportation.
2. Outreach and education can include, but should not be limited to, training, social media outreach, educational/promotional items, email distribution, and the addition of a sustainability manager on ASG.

## Outreach

### 1-3 Year Success Plan

- ☐ Host two (2) campus-wide events during the academic year (one in spring and one in fall).
- ☐ Develop a sustainability website with real-time data, updates on progress, and identification of how to get involved.
- ☐ Provide continuous trainings and campus-wide updates on goal achievement.
  1. Trainings and campus-wide updates can include, but should not be limited to, training, social media outreach, education/promotional items, email distribution, the addition of a sustainability manager on ASG, and on campus events for Earth Day, Campus Sustainability Day, new student orientation, and a Campus Clean Up Day (with support of ASG).
  2. Develop case studies to showcase economic savings and sustainability achievements.

## Outreach

### 3-6+ Year Success Plan

- ☐ Enroll in 3<sup>rd</sup> party program(s) to achieve national recognition for commitment to sustainability.
  1. [BIT Building](#)
    - To be eligible, building performance data is needed and 16 measures need to be met for certification.
  2. [USGBC LEED Certification](#)
    - Certify 1 building through the LEED-NC or LEED-EB: O&M program.
  3. [AASHE STARS](#)
    - A program to benchmark campus sustainability

### Outreach Resources

One of the most difficult aspects of campus sustainability is promoting projects and accomplishments to the campus stakeholders. When goals are achieved they should be celebrated. There are many ways to promote and acknowledge sustainability accomplishments around the campus. Suggested campus events for promoting sustainability:

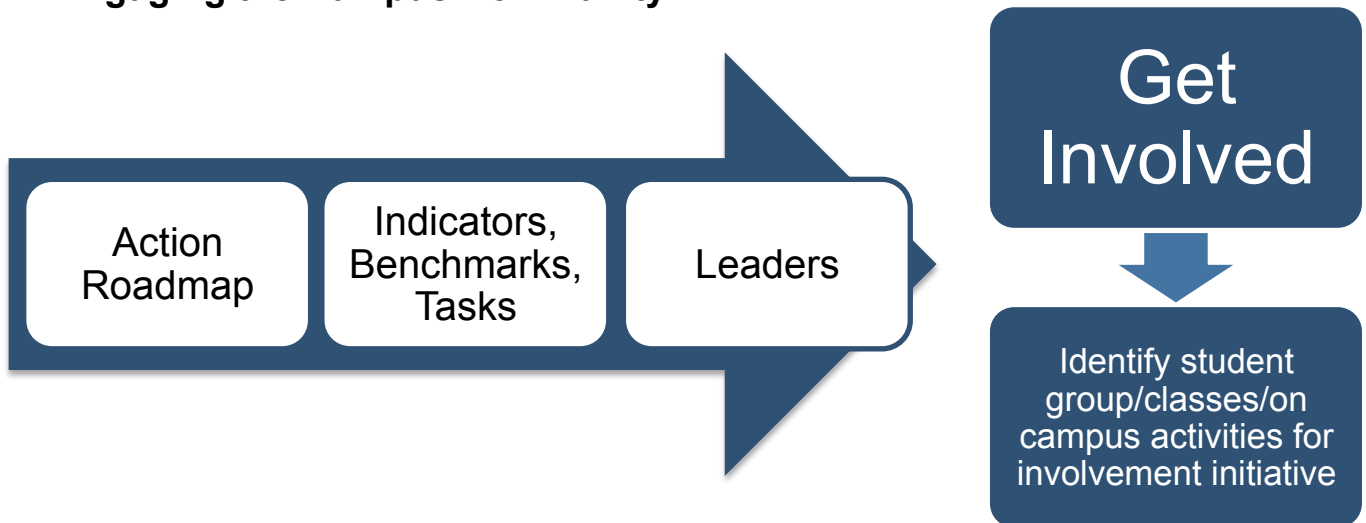
- Participate in [Recycle Mania](#)
  - Using fair and friendly competition, Recycle Mania provides tools and opportunities that inspire, empower, and mobilize colleges and universities to benchmark and improve efforts to reduce or eliminate waste.
- Host [Campus Sustainability Day \(CSD\)](#)
  - Developed to celebrate sustainability achievements in higher education. CSD is held the 4<sup>th</sup> Wednesday in October and encourages colleges to host events that allow stakeholders to participate and share ideas and best practices on campus sustainability.
- Get involved with a local [Earth Day Celebration](#)
  - An annual event happening in April, Earth Day is to promote and demonstrate support for environmental protection.

## Benchmarking and Progress Monitoring

Oxnard College is committed to the implementation of each goal with the active support and participation of stakeholder groups, academic integration, and community partnerships, and will create resilient policies, initiatives, and practices that will foster future improvement. In order to effectively implement and monitor each goal, Oxnard College will maintain data collection of sustainability indicators to meet performance benchmarks, which provides understanding of work that needs to be done, current progress, and relationship with the campus economy, environment, and culture.

Benchmarks allow the campus to track continuous improvements over time and provides the stakeholders with the information and ability to make well-informed decisions about sustainability efforts campus-wide. Efforts should not be limited to those activities that have benchmarks, as some decisions may be based on experience and knowledge with regard to improving student success, morale, and community connections.

## Engaging the Campus Community



This plan is a living document. As technology, goals, and curriculum are developed, this plan should evolve with them. Each goal and milestone needs the support of the entire campus

including staff, faculty, administrative support, ancillary support, and most of all, students. Get involved, take action, and make change to create a healthier and more resource-efficient campus.

## **Recommendations**

One of the key recommendations for the implementation of this plan and goals is to strategize which groups and personnel will lead, coordinate, and inspire. The following are several methods for implementing the plan and fostering continued success in sustainability throughout the campus.

### **Committee/Taskforces**

Develop a dynamic committee consisting of staff, students, faculty, and community members to oversee the implementation of plan goals, projects, and events. The committee's role will be to prioritize projects, seek grant/funding opportunities, and promote the plan campus-wide.

### **Incentives**

For cultural change throughout the campus, provide incentives for improved resource efficiency. Suggestions include making copies more expensive to reduce unneeded print outs and encourage digital options.

### **Funding Opportunities**

Research and identify local, state, and government funding opportunities to support sustainability initiatives and programs on campus.

### **Website**

A designated sustainability website provides information and updates on sustainability, including building performance data, operational plans, tools and guidance, and other resources for the entire campus to access. The website will allow Oxnard College and the community to become involved, and get educated and excited about campus sustainability.

## **Concluding Remarks**

Oxnard College offers many opportunities to get involved, take action, and improve the campus community. Together as team, differences can be made and challenges overcome. As a living document, this plan will remain ever evolving and be reflective of current goals and future vision of Oxnard College.

# Oxnard College Sustainability Plan – Workshop #1 Results

Waste	Energy	Transportation	Water	Purchasing	Landscape
<ul style="list-style-type: none"> <li>Develop a recycling plan, with supported infrastructure (more recycling bins on campus) *****</li> <li>Recycle fluorescent lamps/lamp crusher</li> <li>Paperless document imaging</li> <li>Mulch and chip green waste on site and use on site</li> <li>Hand dryers in bathroom**</li> <li>Water bottle fill stations*****</li> <li>Compactor for cardboard</li> <li>Paperless Office (workflow study on what docs can be electronic)</li> <li>Default double sided printing (can be part of purchasing/waste plan)</li> <li>Scan to email capability</li> <li>Kitchen fry oil recycle</li> <li>Increase compost</li> <li>campus cleanups</li> <li>plastic free campus</li> <li>Ban use of Styrofoam***</li> </ul>	<ul style="list-style-type: none"> <li>Use geothermal to heat and cool buildings</li> <li>Renewable power (wind turbine, PV, solar heated water, solar farm)*****</li> <li>Install solar on roofs</li> <li>power of turbine- batter? gas?</li> <li>All south facing windows: tinted, replace single pane</li> <li>Interior LED lighting</li> <li>Add occupancy sensors**</li> <li>Improved lighting</li> <li>Shades to prevent heat gain</li> <li>Energy Management systems for HVAC, Lighting, Irrigation</li> <li>Upgrade natural gas generators</li> <li>Cover parking lots with PV</li> <li>IT - Energy Saving Data Center</li> <li>Server rack cooling</li> <li>Fresh-air Dell Servers (higher operating temp)</li> <li>Thin Clients</li> <li>Power setting management</li> <li>Shut down lab computers after hours</li> <li>fuel cells</li> <li>water reservoir that creates energy</li> <li>have college divest from fossil fuels</li> </ul>	<ul style="list-style-type: none"> <li>Encourage carpooling</li> <li>Install Electric Vehicle charging stations***</li> <li>Bike friendly campus (add bike lanes/parking)*</li> <li>Promote walking</li> </ul>	<ul style="list-style-type: none"> <li>Rainwater harvesting**</li> <li>Reclaimed water (from PE showers, Duck pond, Storm drain east side of campus) Connect with City of Oxnard reclaimed water**</li> <li>Water flow meters on mainlines</li> <li>Waterwise gardens/demo gardens with rainwater catchment**</li> <li>Low-flow efficient plumbing fixtures and automatic faucets***</li> <li>Wash rack for maintenance equipment</li> <li>water well that supplies campus usage and recycles into reservoir</li> <li>Rain barrels</li> </ul>	<ul style="list-style-type: none"> <li>Warehouse policies – purchase non-virgin paper</li> <li>Companies pay for waste</li> </ul>	<ul style="list-style-type: none"> <li>Greenhouse</li> <li>Organic Garden/lease</li> <li>Waterwise gardens/demo gardens with rainwater catchment**</li> <li>Ocean Friendly Gardens</li> <li>Clean storm drains</li> </ul>

- Education & Outreach
  - Implement sustainability director on ASG
  - Advocate for green Curriculum
  - Educational forums
  - Celebrate Earth Day
- Emergency equipment storage
- OC has saved 23 million gallons (or 70 acre feet) of water from 2014- present
- Wash rack for maintenance equipment
- Prop 84 for rebates

\*\*\*Denotes multiple stakeholders suggested this topic

# Oxnard College Sustainability Plan – Workshop #1 Exercise 2 Results

## 1) Paperless Campus

Roadblocks	Stakeholders	Timeline	Connections
<ul style="list-style-type: none"> <li>Infrastructure</li> <li>Maintain and upgrade websites</li> </ul>	<ul style="list-style-type: none"> <li>HR</li> <li>Administration</li> <li>IT</li> <li>Student Government</li> <li>Financial</li> </ul>	<ul style="list-style-type: none"> <li>Short term</li> </ul>	<ul style="list-style-type: none"> <li>Online</li> <li>Web developers</li> <li>IT</li> <li>Incentive</li> </ul>

## 2) Recycling Plan (lamps/campus waste)

Roadblocks	Stakeholders	Timeline	Connections
<ul style="list-style-type: none"> <li>Bins</li> <li>Self sorting</li> <li>Miss-lead about current service</li> <li>Sorting of recycling items</li> </ul>	<ul style="list-style-type: none"> <li>City of Oxnard</li> <li>Harrison</li> <li>E-waste haulers</li> <li>Students</li> <li>State/City programs</li> <li>Outreach and Education info</li> <li>Marketing of plan</li> </ul>	<ul style="list-style-type: none"> <li>Separate Containers</li> <li>Small Steps</li> <li>Multiple Phases</li> </ul>	<ul style="list-style-type: none"> <li>Student group/clubs</li> <li>E-waste day</li> <li>Re- training of staff</li> </ul>

## 3) Outdoor Water/Prop 84 Irrigation

Roadblocks	Stakeholders	Timeline	Connections
<ul style="list-style-type: none"> <li>Funding</li> <li>Water restrictions</li> </ul>	<ul style="list-style-type: none"> <li>Landscaping department</li> <li>Students</li> <li>Staff/faculty</li> </ul>	<ul style="list-style-type: none"> <li>Long term</li> </ul>	<ul style="list-style-type: none"> <li>The City</li> <li>Outside vendors</li> <li>Other colleges</li> <li>Public schools</li> </ul>

## 4) Renewable Energy – Solar/Wind/Geothermal

Roadblocks	Stakeholders	Timeline	Connections
<ul style="list-style-type: none"> <li>Funding</li> <li>Placement/land usage on campus</li> <li>ROI (matching the right projects for OC)</li> <li>Communication and Education about projects</li> <li>Construction of project/low impact to instruction</li> <li>Security</li> <li>No power when it's dark</li> </ul>	<ul style="list-style-type: none"> <li>M and O department</li> <li>Faculty experts</li> <li>Students</li> <li>Vendors</li> <li>Dr. Bush</li> <li>ASG</li> <li>Board of Trustees</li> </ul>	<ul style="list-style-type: none"> <li>Mid-long term</li> </ul>	<ul style="list-style-type: none"> <li>State level incentives for solar and wind</li> <li>Science classes on campus</li> <li>Other colleges who have installed systems</li> <li>City of Oxnard</li> <li>Solar City</li> <li>Utility companies</li> </ul>

# Oxnard College Sustainability Plan – Workshop #1 Exercise 2 Results

## 5) Indoor Water/drinking stations/NO Plastic Bottles

Roadblocks	Stakeholders	Timeline	Connections
<ul style="list-style-type: none"> <li>Retrofitting existing water fountains</li> <li>Install in following areas: PE/Track, Student Services, Condor/LS</li> <li>Soda Vendors</li> <li>\$</li> <li>Location decisions</li> <li>No awareness</li> </ul>	<ul style="list-style-type: none"> <li>Associated Students Gov.</li> <li>M and O</li> <li>Dr. Bush</li> <li>C.U.D.S.</li> <li>Take Back the Tap</li> <li>School V.P.</li> <li>Hydration station company (contractor)</li> <li>Bob (Facilities Manager)</li> </ul>	<ul style="list-style-type: none"> <li>Short term</li> <li>Already installed one</li> <li>ASAP</li> <li>Fall 2016- hydration station in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Associated Students Gov. (giving out water bottles)</li> <li>Student Services</li> <li>Athletics</li> <li>Take Back The Tap</li> <li>COO to provide help (bottles?)</li> <li>Businesses for donation \$</li> <li>Green Society Club(s)</li> <li>Geography/history/other ES classes</li> <li>Boys and Girls Club</li> </ul>

## 6) No Styrofoam in Cafeteria

Roadblocks	Stakeholders	Timeline	Connections
<ul style="list-style-type: none"> <li>Price</li> <li>Available Resources</li> <li>Approval</li> </ul>	<ul style="list-style-type: none"> <li>Culinary Class/Club</li> <li>ASG</li> <li>Dean Approval</li> </ul>	<ul style="list-style-type: none"> <li>Few Months</li> </ul>	<ul style="list-style-type: none"> <li>Water Filtration People</li> <li>ASG</li> <li>Dean</li> <li>President</li> </ul>

## 7) Organic Garden

Roadblocks	Stakeholders	Timeline	Connections
<ul style="list-style-type: none"> <li>Certified organic ground</li> <li>P.H. levels</li> <li>Less usage of fungicide</li> <li>Insecticides</li> <li>Herbicide</li> </ul>	<ul style="list-style-type: none"> <li>STEAM class in prog. Nov. 3 12-3pm in North Hall</li> <li>Rain Barrels</li> </ul>	<ul style="list-style-type: none"> <li>Short-mid term</li> </ul>	<ul style="list-style-type: none"> <li>Local boys and girls club</li> <li>Local vegetable growers</li> <li>Drug treatment programs</li> </ul>