

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, October 18, 2017 – 10:00 A.M.**

Present: Mr. Matthew Bergheiser (presiding *via* Teleconference); Ms. Suzanne Biemiller, Mr. Joseph Martz, Mr. Michael Soileau, Dr. Donald Generals, Mr. Jacob Eapen, Dr. David Braverman, Victoria Zellers, Esq., Mr. Gim Lim (*via* Teleconference) and Mr. James P. Spiewak (*via* Teleconference)

AGENDA – EXECUTIVE SESSION

AGENDA – PUBLIC SESSION

(1) Capital Budget Plan (Information Item):

Mr. Spiewak reviewed the College's Proposed Capital Budget Three Year Plan for Fiscal Years 2017-18 through 2019-20. Please refer to Attachment A. He noted that the top portion of the attachment contained the anticipated revenues to support the spending plan over the next three years. The revenues consist of the remaining funds from the 2008 and 2007 bond refinancing savings, remaining funds from the Burt Hill and subcontractor litigation, projected capital fees for fiscal years 2018, 2019 and 2020 and use of City appropriations for capital for fiscal years 2018, 2019 and 2020. Mr. Spiewak mentioned that on the expenditure side, projects in process have been updated with revised budgets and some previously planned projects were deleted. As a result of the annual capital budgeting process, individual capital needs were identified and are listed in summary amounts be executive level with detail on the sheets that follow. Mr. Eapen noted that as projects are initiated, those requiring Board approval due to the dollar threshold will be presented to the Committee. Mr. Spiewak stated that should new priorities emerge, appropriate adjustments will be made to the spending plan. In addition, Committee members discussed targeting some of the capital projects for private fundraising opportunities through the Foundation.

(2) RFP for Architects for Library/Learning Commons Renovation (Information Item):

Mr. Eapen reported that the College is soliciting proposals for Architect services for the Library and Learning Commons on the Main Campus. He reviewed with the Committee the Scope of Vendor's Basic Services. Please refer to Attachment B. Mr. Eapen drew attention, in particular, to the Proposed Project Schedule which is also contained in Attachment B. He stated that the Architects' proposals are due on Thursday, November 16, 2017; and that the Finalist presentations will be held from November 28-30, 2017. He highlighted that the College would like to award the contract in mid-December. As such, a combined Business Affairs Committee and Executive Committee of the Board of Trustees will need to be held in mid-December.

(3) RFP #9969 – Child Development Center Management (Action Item):

Mr. Eapen stated that the College operates a child development center located at 540 N. 16th Street. The ages range from infant (six weeks) to Pre-K (ages 4-5). A Request for Proposal (RFP) was released for management of the College's Child Development Center in July 2017. The current contract with KinderCare Education will expire on December 31, 2017.

The requirements are as follows:

- Qualifications & Experience with Childcare Management
- Educational Program - Detailed description
- Staffing Plan
- Budget
- Accreditation – National Association for the Education of Young Children (NAEYC) and/or KeyStone STARS standards.
- Compensation – Awardee must participate in the subsidized State & Federal programs, Title IV or Title XX.
- Discount Fee Structure for College students, faculty & staff.
- Hours of Operation – must allow for Drop-in and Part Time slots to accommodate students
- Practicum Support – Early Childhood Education (ECE) degree seeking students will have opportunity for observation experience at Center.
- Capital Investment – Suggestions on how funds could be used to update, renovate and improve the existing facility.

Mr. Eapen stated that there were 16 centers invited to participate, 3 centers attended the mandatory pre-bid meeting with only 1 center submitting a proposal. The singular proposal is from our incumbent KinderCare Education. He further mentioned that the Evaluation Committee consisted of members from Student Life, Academic & Student Success, Finance, Facilities and Purchasing. The KinderCare proposal was found to meet the requirements set forth in the RFP including a capital investment proposed of \$250,000. The Evaluation Committee recommends awarding the contract to KinderCare Education.

Dr. Braverman reported that the child care center does meet an essential need for some students. He stated that a student recently took the time to stop by his office just to tell him how much it meant to her to have the center on campus and that if the center was not there, she would not be able to attend school. Dr. Braverman further reported that the College currently has 104 children enrolled in the center. Of those, 43 are associated with the Community College of Philadelphia (9 are children of faculty or staff, and 34 are children of students.) The remaining 59 children are from the surrounding community.

Mr. Michael Soileau moved and Mr. Joseph Martz seconded the motion that the Committee recommend to the full Board of Trustees the awarding of the Child Development Center Management contract to the incumbent, KinderCare Education, for a period of five years. The motion passed unanimously.

(4) Next Meeting Date:

The next regularly scheduled meeting of the Committee will be held on Wednesday, November 15, 2017 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

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Attachments

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ATTACHMENT A

Capital Budget Plan

Proposed Capital Budget - Three Year Plan FYs 2017-18 through 2019-20

	<u>Original Sources of Funds</u>	<u>Revised Sources of Funds</u>	<u>Status</u>
Projected Capital Fees - FY 17-18	360,000	390,000	
Projected Capital Fees - FY 18-19	360,000	390,000	
Projected Capital Fees - FY 19-20		390,000	
Funds from City Appropriation - FY 17-18	500,000	300,000	
Funds from City Appropriation - FY 18-19	500,000	500,000	
Funds from City Appropriation - FY 19-20	500,000	500,000	
State Funds - Cash Project (Mint Steps)		212,500	
Remaining Settlement Funds (Stantac and subcontractors)	1,400,000	1,400,000	
Refinancing of 2008 Bond Issue	2,300,000	1,662,960	
Refinancing of 2007 Bond Issue during FY 16-17	700,000	653,000	
TOTAL	\$6,620,000	\$6,398,460	

Original List of Items

Staff Move from West Building to Library area (space renovations)	250,000	288,244	In Process
Staff Move from West Building to Library area (furnishings)	85,000	64,331	In Process
Staff Move to Winnet Building (space renovations)	150,000	316,816	In Process
Staff Move to Winnet Building (furnishings)	100,500	100,500	In Process
Staff Move to W1-1 (space renovations)			In Process
Staff Move to W1-1 (furnishings)	269,000	166,336	In Process
Architectural Services for Staff Moves (Previously approved by Board)	69,145		
Faculty Office Relocations in West Building	102,000	102,000	
Biology Lab Renovations and Other West Building 3rd Floor Renovations	750,000	1,100,000	In Process
Biology Lab Renovations Furnishings	265,000	265,000	In Process
Restoration of Mint Steps	650,000	643,484	In Process
Refurbishment of Mint Building Freight Elevator	250,000	250,000	
Refurbishment of Bonnell Building Freight Elevator	200,000	200,000	
Power wash of Mint Building exterior	60,000	208,000	
Upgrade of Existing CCTV Equipment	505,500	235,229	In Process
Additional CCTV Equipment	339,500	100,000	
Replacement of Classroom Tablet Armchairs (Qty 25 rooms)	315,000	360,000	
Smart Classrooms (15)	135,000	135,000	
Refurbishment of Northwest Regional Center restrooms	140,000	-	Deleted
Installation of Footers to support Public Art	75,000	75,000	In Process
Replacement of Fire Safety System in CBI Building	93,250	-	Deleted
Corrections to Sprinkler & Ventilation system in Manifold Room of Mint Building	107,800	-	Deleted
Renovations to Bursar Service Area	80,000	39,024	
Replace Handrails in Winnet Building	100,000	-	Deleted
Fire Safety Enhancements in data closets	200,000	200,000	
New Exterior Lighting for Mint Building	150,000	150,000	
Upgrade of Phone System & Emergency Phones	150,000	50,000	
SUBTOTAL	5,591,695	5,048,964	

Proposed Capital Budget - Three Year Plan FYs 2017-18 through 2019-20

	<u>Original Sources of Funds</u>	<u>Revised Sources of Funds</u>	<u>Status</u>
<u>FY 17-18 Items</u>			
Delayed Egress Remaining Exterior Doors		90,000	
M1-2 Furniture		48,632	
Clear Touch (3) for Biology Labs		26,535	
Digital Sign		120,000	
Items Requisitioned and Approved		286,454	
Priority #1 A&SS		255,534	
Priority #1 WEI		117,896	
Priority #1 Facilities		429,000	
	SUBTOTAL	1,374,051	
TOTAL OF ORIGINAL LIST AND FY 17-18 ITEMS		6,423,015	

Proposed Capital Budget - Three Year Plan FYs 2017-18 through 2019-20

	Original Sources of Funds	Revised Sources of Funds	Status
Items Not Included Above			
Classroom Door Swipes		900,000	
Physics Lab		332,500	
Replace Tablet Armchairs in Classrooms (Remaining)		820,800	
Conservation of Original Lanterns - Mint Building		180,000	
Rec Deck Elevator Overhaul		300,000	
CV to VAB Box Conversion (Qty 75)		675,000	
Refurbishment of Faculty Offices (Qty 100)		810,000	
Renewal of Current TV Studio		406,000	
Steam Boilers and Pipe Replacements		375,000	
WRC Boiler Replacement		150,000	
Clear Touch Panels (additional classrooms)		TBD	
Active Learning Centers(additional)		TBD	
Noncredit Registration Sytem		TBD	
Office Suite Door Swipes		TBD	
Computer Classroom Furniture Replacement		TBD	
Classroom & Office Flooring Replacement		TBD	
Corridor Flooring Replacement		TBD	
Security Reception Desk Refresh		TBD	
Auditorium Renovations		TBD	
Great Hall Renovations		TBD	
FACILITY DEFERRED MAINTENANCE ITEMS		TBD	
PRIORITIES THAT ARISE DURING FY 18-19 AND FY 19-20		TBD	
	SUBTOTAL	4,949,300	
GRAND TOTAL		11,372,315	
Additional Funds Required		4,973,855	

ITEMS ALREADY PROCESSED

FY 2017-18 Capital

9/12/2017

Items Outside of Plan - Reqs/POs Processed

<u>Description</u>	<u>Capital Type</u>	<u>Org</u>	<u>Amount</u>				
Solar Panel Project	Equipment	12005	\$ 12,449.00		P0019651	FY16-17	paid
Solar Panel Project	Equipment	12006	\$ 44,452.00		P0019651		
W4-5	Furniture	30000	\$ 12,163.76		P0020705	3/21/2017	
Respiratory Care	KI Desks	25022	\$ 20,574.44		P0020643	FY16-17	
WPRC Rms 127,128,122	Carpet	50000	\$ 13,100.00		P0021099	8/15/2017	
iMAC	Equipment	26020	\$ 2,849.00		P0021149	8/25/2017	
Re-Entry Program	Furniture, etc	52000	\$ 16,455.45	Req	8/28/2017		
M1-22A	Carpet	52000	\$ 3,450.00	Req	8/28/2017	P0021167	8/30/2017
BR-74	Carpet	52000	\$ 8,300.00	Req	8/28/2017		
WiFi Expansion	Equipment	70035	\$ 23,483.98	Req	8/28/2017		
Clear Touch (3)	Equipment	52910	\$ 26,535.00	Req	8/28/2017		
Center for Male Engagement	Furniture, etc	32000	\$ 22,199.01	Req	9/12/2017		
Center for Male Engagement	Carpet		\$ 9,775.00				
Backflow Preventers (3)	Facility Mod	52000	\$ 24,900.00	Req	9/20/2017		
John Deere Tractor	Equipment	52020	\$ 21,286.82	Req	9/20/2017		
John Deere Unit	Equipment	52020	\$ 19,788.63	Req	9/20/2017		
KEYS	Furniture	20000	\$ 4,692.00	Req	9/28/2017		

 \$ 286,454.09

ACADEMIC and
STUDENT SUCCESS

23092	2		replace flooring	P	R	1	1	1500	\$ 1,500	Flooring is dirty and worn. It needs replacement because young children are brought into the room to demonstrate ece principles.
24042	3		Two and Four Burner Portable Broilers	E	N	1	2	1148	\$ 2,296	Portable Broilers will be used in CAHM 171 to learn the Broiling and grilling method that is included in the course syllabus.The kitchen it is currently taught in is not properly equipped to broil/grill.
24042	1		Oscar II Professional Espresso Coffee Machine	E	N	1	1	1400	\$ 1,400	Espresso Machine will be used in CAHM 185 Dining Room in conjunction with CAHM 270 for the purpose of students learning the art of creating a proper espresso/latte which is a growing art for the Restaurant and Hospitality Industry.
24052	5		Diagnostic Thermal Imager	E	N	1	1	1100	\$ 1,100	This equipment is used to see into the engine with the use of tracing the heat signature of the combustion process. Used in AT 181 Engine Repair, AT 261 Engine Performance and AT 281 Advanced Engine Performance.
24052	1		Headlight Alignment Tool -PAA	E	N	1	1	1200	\$ 1,200	This tool is used in AT 121 Basic Electrical when preparing a vehicle for safety inspection. Students also need to know how to use this tool to earn the PA Safety Inspection Certificate.
25010	4 b		Over bed tables	E	R	1	10	525	\$ 5,250	Tables have not been replaced in 30 years. Current tables are taped together and wheels have fallen off. Used consistently during lab skills time for practice and simulation.
25010	6 b		Vinnie Venous Insufficiency leg with stand	E	N	1	2	719	\$ 1,438	Used for simulation and understanding of venous insufficiency wounds and assessment
25010	6 a		Annie Arterial Insufficiency Leg with stand and ultrasound module	E	N	1	1	1037	\$ 1,037	Used for simulation and understanding of arterial insufficiency wounds and assessment.
25010	1 a		Secuirty Storage Truck	E	N	1	1	1707	\$ 1,707	Would allow us to secure items in a locked space. Would also be able to be moved to each lab.
25021	2		Bookcases	F	N	1	6	600	\$ 3,600	In W1-1, a library will be included in the space to provide accessible resources to the guided pathways health care faculty and to provide storage space for student resources.
25021	1		Reception chairs	F	N	1	12	575	\$ 6,900	AH faculty office are being relocated to W1-1. The back area of this space will be dedicated to the Health Care Studies Program and AH 101 faculty. In order to provide an esthetic and receptive environment, reception chairs are needed to provide space for
25024	5		Clinic Floor	P	R	1	1	25000	\$ 25,000	The dental hygiene clinic floor is unable to be cleaned and looks consistently stained and unhygienic. Old wax buildup, cracks and broken laminate tiles make the floor a breeding ground for bacteria.

ACADEMIC and
STUDENT SUCCESS

25024	3		Dental Studies Area and Lab Renovations	P	N	2	1	100000	\$ 100,000	This facilities plan is necessary for the program to continue. The proposed, 1. reorganize front dental lab to accommodate students with computer access, 2. the clinic will gain a functional dental operator, 3. replace failing plumbing fixtures by reloc
25024	9		Chairs for Reception Room	F	R	3	16	575	\$ 9,200	Chairs are old, some are fabric and are beyond cleaning.
25025	3		Smart Board for instruction	C	N	1	1	10000	\$ 10,000	The Clinical Assistant lab is being relocated from main campus to the NERC. Although there is a dedicated classroom and lab space, there is no technology in the room for instructors to use. A smart board is needed to provide lecture and laboratory instruc
25025	4		Storage Units	F	N	1	2	1000	\$ 2,000	The Clinical Assistant lab needs to have locked storage space in order to prevent items being stolen and for safety reasons. This includes items such as needles, syringes, simulation models, mannequins, etc.
25029	8		Storage Units	E	N	1	3	1100	\$ 3,300	The ophthalmic technician program lab space has no storage for supplies and equipment. The purchase of these storage units is critical to provide space for equipment and supplies and to protect the items from being tampered with.
25040	1		SmartBoards	E	N	1	2	8000	\$ 16,000	Smart Boards for CHEM labs W4-41 and W4-47 to enhance presentation capabilities and to standardize the equipment available in the department's 4 lab spaces. Estimated cost includes all ancillary equipment (ceiling-mounted projector, desktop computer and
25040	4		Modify W4-41 classroom	P	N	1	1	3250	\$ 3,250	The current configuration of the room prevents students from seeing the whiteboard.
26050	3		New chairs for student lab users at computer work stations in Bonnell SACC lab, B2-33	F	R	1	139	70	\$ 9,730	The chairs currently at the computer stations in the Bonnell SACC lab, B2-33, are old, broken, and dirty. They are also uncomfortable for lab users. This is the College's largest computer lab on the main campus and has the highest traffic with thousands
26050	1		Marmoleum replacement floor covering	P	N	2	1	30200	\$ 30,200	Floor covering in all spaces of the Student Academic Computing Center (B2-32, 33, 34) are worn and stained. This is a high volume, high traffic area which accomodates hundreds of student users. The floor covering has not be replaced in 15 years.
26060	1		Carpet replacement for math lab (B2-36)	P	N	2	1	19426	\$ 19,426	Open space in B2-36 needs carpet, Classrooms B2-36A and B2-36B to be done in Marmoleum. Carpets/flooring in all Learning Lab spaces are more than 15 years old, worn and stained.

\$ 255,534

WEI

29000	5	A	Smart Flat Screen System	A	N	1	1	7500	\$ 7,500	The C1-5 conference room located within the C1-9 Office of Workforce and Economic Innovation suite is primarily used for presentations and meetings that include representatives from corporations, businesses, and potential clients of Workforce and Economic
29000	6	A	Equipment for A+ Computer Repair Training	C	R	1	15	1000	\$ 15,000	Workforce and Economic Innovation re-started its A+ training program this year. We need to replace the computers being used for the program, which are out of date. We need to insure the program's long term success by having the equipment being repaired
29000	14	D	Hospital Privacy Screens	E	N	1	7	150	\$ 1,050	These are required for the CNA state approved room and necessary to simulate the nursing care environment.
29000	14	G	Bedside Mobile Cabinet	E	N	1	7	350	\$ 2,450	CNA training equipment necessary for state approval.
29000	14	E	Portable Lift	E	N	1	1	3000	\$ 3,000	Required for the CNA training.
29000	14	F	Hospital Trays	E	N	1	7	80	\$ 560	CNA nursing simulation requirement.
29000	14	C	Nursing Manequins	E	N	1	7	800	\$ 5,600	The CNA training program requires manequins to give hands on experience with a patient.
29000	14	A	CNA Approved Site at Regional Center	P	N	1	1	10000	\$ 10,000	We have been approached by PWI to deliver other career training programs at our regional centers, including CNA, which must be state approved. This reflects the cost to upgrade an existing classroom to install the plumbing and hot water necessary that we
29000	14	B	Hospital Beds	E	N	1	7	2500	\$ 17,500	The state required equipment is to feature a hospital bed for the CNA training.
29000	1	A	Dental Mannequins for Dental Assistant Program	E	N	2	16	1196	\$ 19,136	Workforce and Economic Innovation is using Math, Science and Health Career's Dental Clinic. However, we need our own mannequins for use for our programs when we are in the clinic.
29000	1	B	Dental Film Processor for Dental Assistant Program	E	N	2	1	3500	\$ 3,500	Workforce and Economic Innovation is using Math, Science and Health Career's dental hygiene clinic. However, we need our own dental film processor for use for our program when we are in the clinic.
29000	3	A	Video and Audio Taping Equipment	A	R	2	1	5000	\$ 5,000	The Testing Center is required by our testing vendor partners to monitor testing candidates in the event of alleged cheating claims. The equipment was recently repaired. It is outdated. We need to replace the equipment with newer state of the art equipm
29000	12	A	Massage Therapy Privacy Curtains	E	N	2	1	8100	\$ 8,100	Installation of Privacy Curtains - \$500 x 6 = \$3000 Triple Bay Curtain Track Kit = \$1500 x 2 = \$3000 Privacy Curtains \$350 x 6 = \$2100
29000	12	C	Seated Massage Chair	E	N	2	15	450	\$ 6,750	The unit will be starting a new Massage Therapy Program and will require the equipment to start the program.
29000	12	D	Basic Stool for Massage Therapy	E	N	2	15	100	\$ 1,500	The unit will be starting a new Massage Therapy Program and will need equipment to get this up and running.
29000	12	E	Massage Therapy Guest Chairs	E	N	2	15	100	\$ 1,500	The unit will be starting a new massage therapy program and needs equipment for the start up of the program.
29000	12	B	Massage Therapy Tables	E	N	2	15	650	\$ 9,750	Massage Table (Oakworks Wellspring package). The unit will be adding this program in 2019 and will need the equipment to initiate the program

\$ 117,896

FACILITIES

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ATTACHMENT B

RFP for Architects for Library/Learning Commons Renovation

- **Scope of Vendor's Basic Services**
- **Proposed Project Schedule**

SCOPE OF VENDOR'S BASIC SERVICES

The Master Plan provides opportunities to reimagine and realign the Library, Learning Commons, Faculty Development and Center for Teaching and Learning, interior and exterior common spaces, courtyards, and circulation spaces. Proposing teams minimally consisting of architects, mechanical engineers, structural engineers, technology and educational specialists who will work together to:

- Launch and announce the principles and values driving the Word Class Facilities the College desires within the programmatic, quantitative, and qualitative framework of the Master Plan.
- Embrace the technological demands supporting emerging academic pedagogies to enhance the intellectual environments impacting faculty to student and student to student interactions.
- Create a backbone to incorporate new technologies and facilitate future initiatives
- Reconfigure the Library and Learning Commons
- Reimagine the integration of the Faculty Center for Teaching and Learning.
- Energize and integrate internal and external common spaces and courtyards
- Plan for a fully occupied and operational, phased transition of spaces and functions.
- Enhance street presence to further activate the 17th Street gateway to invite and engage community.
- Enhance research teaching/learning environments
- Create a student/study hub and shared collaborative spaces
- Enhance technological and multi-media support
- Provide flexible spaces
- Create an ideal mix of spaces including: library management, library instructional spaces, technology needs for student access to materials, and work on presentation, study group areas, quiet rooms, bound volume storage and retrieval, and a café.
- Increase visibility and ease of access to the main entrance of the library
- Maximize daylighting

The Scope of Work will include:

1. Information Collection

The Architect is to identify best practices and collaboratively establish principles to guide the collection and interpretation of collected information. An initial schedule of project development and construction must be presented and approved by the Steering Committee. At a minimum, the architect will provide detail research and exhaustive review of existing conditions, available drawings, a site survey, Master Facility Plan, Technology Plan, Strategic Plan, scheduled usage of the intended spaces to be renovated, curriculum offerings, technology infrastructure limitations and building operating systems. This information is to be assembled for a succinct presentation and deliverable to be reviewed with the Steering Committee members yielding a final document of the Summary of Findings.

- Guiding principles defined
- Establish project development and construction schedule
- Existing technology condition

- Existing MEP
- Existing Structural
- Existing wayfinding
- Steering Committee Meeting
- DATA presentation
- Summary of findings

2. Needs Assessment

The Architect will develop a Needs Assessment based on the industry current best practices of infusing technologies into advanced learning environments. The architect will develop a GAP analysis between the Summary of Findings and current best practices and present to the steering committee members. A final Summary of Needs report is to be delivered and must include substantial detail of what will be required from an architectural, structural, engineering, technology and academic point of reference.

- Current Best Practices
- GAP analysis
- Steering Committee Meeting
- Academic summary
- Architectural summary
- Structural summary
- MEP / IT summary
- Steering Committee Meeting
- Summary of needs

3. Program Development

The Architect must collaboratively identify the program requirements with the members of the Steering Committee and / or other various representatives from within the college. The programming elements must include a recommended approach to phase the project without affecting student use, course offerings, tutoring, administrative operations, building systems, including life-safety systems and egress management. The phasing approach must detail continued student support services and the alternate spaces required for use. Concise plans for how the Library and Learning commons will transform to a technology rich center where faculty training, tutoring, presentation skills, research, collaborative study, quiet study and recreational reading areas can exist in an area served by a café type service. The plan, in narrative form with representative sketch type illustrations, must be presented to the Steering Committee members and be approved before advancing into alternative approach efforts.

- Steering Committee Meeting
- Phasing approach
- Library
- Learning commons
- Café
- Technology centers
- Tutoring centers
- Student study areas
- Steering Committee Meeting

4. Alternative Approaches

The architect must develop at least three (3) approaches to be presented to the Steering Committee and discussed. The architect is responsible to confirm with the Philadelphia Historic Commission and the PA State Historic Commission for prior approvals of any proposed exterior design changes to the Mint Building. The approaches must include a summary of supporting and opposing reasons for each and be collaboratively discussed with the Committee members to develop and final summary recommendation, approved by the Committee.

- Plan 1
- Plan 2
- Plan 3
- Pro / Con summary
- Steering Committee Meeting
- Summary recommendation

5. Schematic Design

The Architect must validate all elements of the program with the recommended project approach before proceeding to develop schematic designs. The schematic design must detail the final phasing plan, the approved approach and be sufficient in detail to have an initial cost estimate developed and presented to the Steering Committee. A value engineering schedule and approaches to support each potential value engineering selection must be presented to align with the college's budget. A final schematic design must be approved by the members of the Steering Committee.

- Program validation
- Steering Committee Meeting
- Final phasing plan (3)
- Initial Cost estimate
- Steering Committee Meeting
- Value Engineering

6. Design Development

The Architect must submit design detail drawings, specifications, materials selection, furnishings, floor plans with sufficient elevations to convey the "look and feel" of the areas of the Library, Learning commons, café, presentation / collaborative / quiet study centers, tutoring and areas of advanced technology with appropriately detailed infrastructure space and components. The design must include information of the building operating systems, life-safety planning, technology backbone, and sustainability choices in accordance (at a minimum) with the US Green Building Council "Silver" level LEED EB model. The Architect must use 3 dimensional modelling such as REVIT or other software for use in creating virtual "tours" and explanation of the details to the committee. Agreed upon designs and "tours" will be posted on the college web pages. The Architect must include a comprehensive constructability review with a third party consultant and revise drawings to resolve any discovered issues with the design detail. A final cost estimate will be conducted and presented to the Steering Committee for approval, to be memorialized with a final "signing celebration"

Library

- Learning commons
- Café
- Technology centers

- Tutoring centers
- Student study areas
- REVITT Model analysis
- Initial constructability review
- Final Cost estimate
- Steering Committee Meeting
- FINAL Approval - Sign off

7. Construction Documents

The Architect will develop documentation to at least 80% completion for all drawings and specifications to be evaluated by a third party for a final constructability review. The constructability report and corrections taken with be presented to the Committee. The drawing and specifications will advance to the necessary level of completion to submit signed and sealed drawings (number of copies as required) for permitting by the appropriate agency having jurisdiction, Philadelphia Licensing and Inspection Plans review examiner. Changes to documentation will be made as required and marked for Bid purposes.

- Drawing detail
- Specification development
- FINAL Constructability review
- Steering Committee Meeting
- Sealed permit drawings
- Bid drawings

8. Procurement

The architect will support the college's procurement practices and requirements as outlined by the PA Department of Education and upload all drawings and specifications to the college's web based bidding system. The project delivery will be multiple-prime contracts for: General Trades, Electrical, Mechanical, Plumbing, Fire protection, Flooring, and Painting contractors with the intent to maximize minority participation. The architect will manage requests for information during bidding, analyze bid responses, conduct scope review with 2 apparent lowest bidders from each prime contract bidding group, develop summary report to the Steering Committee and make formal recommendations for awarding lowest responsible bidders.

- Multi-prime bid sets (7)
- RFI response management
- Bid analysis
- Scope review with 2 lowest responses
- Recommendation for awards
- Steering Committee Meeting

9. Contract Administration

The Architect will revise all drawings modified in any manner during the bidding process, complete the construction drawing and specification set to 100% and produce the project manual for each contractor. One electronic and one hard copy set of to-scale prints of the conformed drawing set will be issued to each contractor. The Architect will organize and conduct the first project meeting and attend that meeting and every other project meeting for the duration of the project. All Requests for information, supplemental information, sketches, directives, submittal review, pay application

reviews, change order management and tracking, quality assurance and regular construction progress inspections will be conducted by the Architect and reported at each project meeting.

- Conformed Drawing set
- Kick-off meeting
- RFI response management
- Submittal Response management
- Weekly project meeting (min 35)

10. Close Out

The Architect will monitor project progress for each agreed upon project phase until substantial completion of the phase has been determined and confirmed by the Architect. Punch list items will be developed by the Architect, reported and tracked for each of the contractors. The Architect will determine final completion of the contractor scope to include approved knowledge transfer with appropriate operations and maintenance manuals, registration of warranty items, user training with recording. The Architect will report to the Steering Committee all final reports and the procedures for the path forward following project completion to insure that the college is prepared to continue enhancing the tools for student success.

- Substantial completion - Phase 1
- Substantial completion - Phase 2
- Substantial completion - Phase 3
- FINAL Completion
- Knowledge transfer
- End User Training
- Path forward
- Steering Committee Meeting

RFP #10004 Architect for Library Learning Commons
Proposed Project Schedule

Task	Target Date	Note:
Pre-bid conference	10/12/2017	
Final queries due	10/27/2017	
Final addenda	11/02/2017	
Architects proposal due	11/16/2017	
Finalist presentations	11/28-29-30/2017	
Award	Week of 12/11/2017	
Schematic Design	03/01/2018	
Design Detail	05/01/2018	
Construction Documents	06/01/2018	Includes permit set
Bid documents	07/01/2018	
Contractor bidding	07/01/2018	Award target NLT 08/15/2018
Begin construction	09/01/2018	
Phase 1 complete	12/31/2018	
Phase 2 complete	08/01/2018	
Phase 3 complete	12/01/2018	Includes punch list process
Close-out completion	12/31/2018	

Architect will review and advise feasibility of this proposed schedule.