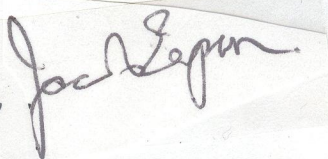**A COMBINED PHONE MEETING OF THE BUSINESS AFFAIRS
AND EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, December 21, 2017 at 10:00 A.M.**

TO: Business Affairs and Executive Committees of the Board of Trustees

FROM: Jacob Eapen

DATE: December 19, 2017

SUBJECT: **Combined Business Affairs Committee and Executive Committee
Phone Meeting**

A combined phone meeting of the Business Affairs and Executive Committees of the Board of Trustees will be held on Thursday, **December 21, 2017 at 10:00 A.M.** The following is the conference bridge information: **DIAL-IN NUMBER: 1-888-675-6779; PARTICIPANT PASSCODE: 2050590#**

AGENDA – PUBLIC SESSION

(1) **Architect Selection for the Library and Learning Commons Project (Action Item):**

The administration, faculty and staff with input from students determined in 2012 that the Library required significant upgrades to address changes in how spaces and material was used. Printed material, volumes stacked, resources available and how students used spaces were all considered and this project was submitted to PDE (Pennsylvania Department for Education) for funding consideration during the PDE Capital Process for each subsequent year. For the FY 2017-18 PDE Capital Process, the College selected this project as its carry-over project, and the project was approved by PDE for funding to a debt service level of $9.0 million (the amount originally submitted to PDE in prior years).

In 2017, the Facilities Master Plan addressed the changes in demand for Library services and a central learning student destination identifying the need to reimagine and realign the Library, Learning Laboratories, the Faculty Center for Teaching and Learning, Tutoring, as well as the need to enhance the interior and exterior learning environments within common spaces, courtyards, and circulation spaces. The resultant space has been collectively identified as the Library and Learning Commons wherein the user of the space will have varied resources available to support their development and increase their potential for academic success.

The College developed RFP #10004 for architectural, engineering and library services to transform the concepts into a constructible, meaningful learning environment, rich with technologies, tutoring spaces, seminar rooms, presentation centers, reading and quiet

study areas, collaborative spaces, library learning classrooms and wayfinding to this destination as the center learning environment. A deliberate community connection is included to invite (and recruit) the general public.

The RFP was advertised and posted on the PennBid system in October, 2017. A mandatory pre-bid conference was held on Thursday, October 12, 2017 and 58 interested firms attended. Follow-up site visits were encouraged and many came back for better clarity of the project challenges. Nine (9) of these firms responded with complete comprehensive and quality based proposals. Please refer to Attachment A (revised). Proposals that were in the approximate 8.5% range and lower for fees as a percentage of the projected project budget were fully evaluated and each of those five firms were invited to present to the Evaluation Committee. The Committee was comprised of the VP for Business & Finance; the Dean of Education Support Services; the Assistant VP for Facilities & Construction Management; the Access Services Librarian/Asst. Prof. Library; Asst. Prof. & Chair, Learning Lab/Student Academic Computer Center; the Associate VP for Budgets & Business Services; the Associate VP, Division of Strategic Initiatives & Dean, Access & Community Engagement; and the Procurement Administrator. Subsequent to the interviews of the five firms, HDR and Clarke, Caton Hintz were selected to advance for presentations to the President and the Cabinet. The Evaluation Committee used the criteria outlined in the Evaluation of Proposals in the selection process. Please refer to Attachment B.

All Committee members felt that the College received excellent proposals and that the two finalists put together excellent teams; had demonstrated experience in like projects; understood the College's project intentions, including the challenges and opportunities of the project; had appropriately defined project approaches; and believed in a collaborative approach. HDR best met the Projects Equal Opportunity Plan by partnering with the firms Kelly Maiello Architects (MBE 24%); Hunt Engineering (WBE 6%); and Metropolitan Acoustics (WBE 2%). In addition, Philadelphia-based firms totaled 88% of the total bids from HDR.

The Evaluation Committee reviewed and considered all aspects of the required service and delivery of that service and unanimously recommends awarding an Architectural Service contract to HDR in the contract amount of $1,264,378.

ATTACHMENT A

Responses of Architectural Firms and Bid Amount

Responses of Architectural Firms and Bid Amount
(Revised)

Spiezle Architectural Group	USA Architects, Planners + Interior Designers, P.A.	BWA Architecture + Planning	Clarke Caton Hintz	HDR	KSS Architectures, LLP	Seiler+Drury Architecture	Ewing Cole	Wallace Roberts Todd, LLC
$818,519	$867,886	$985,500	$1,020,928	$1,264,378	$1,269,932	$1,386,300	$1,550,238	$1,638,290

ATTACHMENT B

Evaluation of Proposals

A. *EVALUATION OF PROPOSALS*

Proposals will be evaluated for the most cost effective and responsive to the needs of the College. The College, at its sole discretion, will make final determination of the proposal responsiveness and reserves the right to award all, partial or none of the elements of the proposal. Proposals will be reviewed by the College Selection Committee consisting of representatives from Purchasing, Library, Education Support Services, Learning Lab/Student Academic Computer Center, Strategic Initiatives, Access & Community Engagement, Facilities and Finance. The award of the services associated with this RFP may or may not be made to the Vendor submitting the lowest price Cost Proposal. The award will be made to the Vendor whose Proposal is determined to be the most advantageous to the College, taking into consideration, without limitation the evaluation factors set forth below.

1. Quality of Team (35%):
   - Composition of the team and alignment with project objectives
   - The degree to which the personnel on the Project Team have held responsible project positions for similar projects;
   - Demonstrated depth and higher education experience creating:
     o Libraries
     o student/study hubs
     o shared collaborative spaces
     o flexible spaces
   - The degree to which the Project Team brings experience in the full range of skills and expertise needed to accomplish the scope of work in all task areas;
   - The degree of project experience energizing and integrating internal and external common spaces and courtyards
   - The specific commitments made in the Proposal for staffing the Project Team, including percent of time dedicated by Project Manager and senior members who are experienced and most aligned with project objectives.
   - Contributions of Technology and Educational Specialists in support of project
   - Experience within the local permitting region
   - Experience planning projects in phased fully occupied and operational, spaces and functions
   - Detailers efficient in AutoCAD, REVITT, and BIM.
   - Any other experience and/or criteria the committee deems relevant.

2. Work Plan and Defined Approach to Project and Project Schedule (40%):
   - Proposed organization of the work;
   - Unique capabilities that may influence the Project;
   - Understanding of the appropriate levels of effort required (hours) and approach for tasks required for:
     o *Information Collection*: Collaboration plan integrating faculty, staff, students, administration, outside consultants and other architectural firms
     o *Needs Assessment*: Develop a comprehensive understanding of the intent of the project, the infrastructures in-place or available

- *Program Development*: Providing Alternative Approaches to generate a minimum of three ideas for solutions
- *Schematic Design*: Designs that defines the general scope and conceptual design of the project
- *Design Development*: Detailed design development for a clear and coordinated description of all aspects of the design including Architectural, Mechanical, Plumbing, Electrical and Fire Protection Systems
- *Construction Documents*: Construction documents which consist of permitting, bid and conformed set of drawings, and specifications for a complete and comprehensive project manual.
- *Procurement*: Support of the college procurement practice of bidding, responding to Requests for Information, reviewing responses, making recommendations for multiple prime contracts and contractor negotiation through contract award and reconciling any cost differences and/or revising design drawings to bring the costs in line to the estimate or college budget.
- *Contract Administration*: Overseeing construction to ensure conformity to construction drawings, specifications, and standards. Weekly meetings, submittal review, requests for information, accurate tracking and management of pay applications, certified payroll, change order management, support to the General Trades Contractor and all other necessary efforts to oversee the project through successful close-out and completion.

- Identification of Project risks and methods to mitigate or eliminate such risks to complete the Project within the proposed schedule, estimated budget and with the quality and/or performance specifications identified herein

3. Financials and Alignment with College's Form of Agreement (15%)

- Price, Alternate Price and/or cost items deemed in the best interest of the College
- Costs and Fees
- Breakdown of hours and percentage of time allocated to senior members who are experienced and most aligned with project objectives throughout the project.
- Value added and cost savings achieved from previous projects
- Alignment with College AIA –B101 Form of Agreement

4. Quality of Overall Proposal (10%)

- Project Interpretation
- Collaborative Approach
- Team experience implementing projects in fully occupied and operational spaces.
- Understanding of programming the technological demands supporting emerging academic pedagogies to enhance the intellectual environments and backbone to incorporate new technologies and facilitate future initiatives
- Any other proposal qualities, features, and/or criteria the College deems relevant.