


**ZOOM MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, November 5, 2020 – 10:30 A.M.**

TO: Members of the Board of Trustees and Members of President's Cabinet
FROM: Jacob Eapen 
DATE: October 28, 2020
SUBJECT: Committee Meeting

A Zoom meeting of the Business Affairs and Executive Committees of the Board of Trustees will be held on Thursday, November 5th at 10:30 A.M.

**BUSINESS AFFAIRS COMMITTEE
EXECUTIVE SESSION**

An Executive Session will precede the Public Session. Please note the following Zoom information which contains the Passcode: CCP.

Join Zoom Meeting
<https://ccp.zoom.us/j/99602702508?pwd=SFNYL3IEUKZpNUNMeWRPdjZNd1VsQT09>

Meeting ID: 996 0270 2508
Passcode: CCP
One tap mobile
+13017158592,,99602702508# US (Germantown)
+13126266799,,99602702508# US (Chicago)

**BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION**

AGENDA

Please note the following Zoom information which contains a 4-digit Passcode: "8029."

Join Zoom Meeting
<https://ccp.zoom.us/j/96887766298?pwd=cGs3dXdqM1J5QUN3WS9ycFBNYTBkdz09>

Meeting ID: 968 8776 6298
Passcode: 8029
One tap mobile
+16465588656,,96887766298# US (New York)
+13017158592,,96887766298# US (Germantown)

(1) Phase II of the College's Bond Issue for the Career and Advanced Technology Center (CATC) Project (Information Item):

On May 8, 2019, the College successfully issued \$9,155,000 Series 2019 bonds with a premium of \$1,028,784 for total proceeds of \$10,183,784. The Series 2019 bonds were issued to assist with the CATC which is a capital project consisting of the development,

construction, improvement, furnishing, equipping and fit out of a new, approximately 75,000 square foot building on land owned by the College in West Philadelphia.

The College has to issue approximately \$14,535,000 of bonds, a small portion of which may be issued as tax-exempt and the remainder as taxable, will be for the remaining financial needs for the CATC project. PNC will be the underwriter for Phase II of the bond issue.

Mr. Andre Allen, Principal, Phoenix Capital Partners, LLP and College staff will update the Committee on the College bond issue for the CATC project.

(2) Purchase of 500 Dell Laptops (Action Item):

The College has a need for laptop purchases to support student remote work. The Dell pricing obtained through Dell September 2020 bid process will be the basis of this purchase.

The September 2020 bid details are as follows:

On the 8th of September, the College made available RFP 10128 a bid for laptop computers using the PennBid system for competitive bidding. The bid used the Dell Latitude 3410 BTX SKU 210-AVKY in the RFP as the Basis of Design. Clarifications to the bid were due on the 11th of the month, and the bids were due on the 16th. The College received 10 bids, of which Dell Technologies was the lowest at \$675 per unit, and 7% lower than the next lowest bidder, GDC. The bid summary is included in Attachment A.

Primary considerations in reviewing all options were cost, unit capabilities and availability. The lowest responsible bidder, Dell Technologies, with their Dell Latitude 3410 i5 model with 8G of RAM, 256GB SSD drive and 14-inch monitor with integrated webcam. These laptops will be offered as loaners to students enrolled in Spring 2021 semester classes subject to their signing a Loan Agreement.

Staff is requesting that the Committee recommend to the full Board the purchase of 500 Dell laptops at the total cost of \$337,500 which includes a one-year warranty. The purchase shall be made using Cares Act institutional dollars.

(3) Approval of McGoldrick Change Order One for the Library & Learning Commons Project (Action Item):

Our electrical contractor for the LLC project, McGoldrick Electric, has encountered some changes in Phases 2 and 3 of the LLC project construction. Phase 1 work, completed in March 2020, was in Bonnell Building which is a 30-year-old building. Phases 2 and 3 are now working concurrently in the Mint Building which is a 120-year-old building. The total changes that require board approval total \$116,963 which is 3.8% of their original contract value of \$3,087,013 which is well below the industry average of 8-12% change orders for construction projects. Please refer to Attachment B.

The change order consists of thirteen (13) line item changes that occurred on the project due to customer request, unforeseen conditions, and/or omissions from the design. The change order predominantly consists of unforeseen condition and design omission changes. When Mint walls were removed, there were conditions behind these walls that had to be dealt with for the new work to comply with existing building codes. The larger of these changes included electrical changes from plaster ceiling conditions, missing stairwell lighting, and the relocation of transformer.

Staff request that the Committee recommend to the full Board the approval of the McGoldrick Electric Change Order One for the Library & Learning Commons Project in the amount of \$116,963.

(4) Approval of PT Mechanical Change Order One for the Library & Learning Commons Project (Action Item):

Our mechanical contractor for the LLC project, PT Mechanical, has encountered some changes in Phases 2 and 3 of the LLC project. The total changes that require board approval total \$158,331 which is 8.2% of their original contract value of \$1,925,453 which is within the industry average of 8-12% change orders for construction projects. Please refer to Attachment C.

The change order consists of twenty-four (24) line item changes that occurred on the project due to customer request, unforeseen conditions, and/or omissions from the design. The change order predominantly consists of unforeseen condition changes. When Mint walls were removed, there were conditions behind these walls that had to be dealt with for the new work to comply with existing building codes. Many of the changes required of the General Contractor above resulted in changes to ductwork routing and sizing. Some of the change order work was a result of finding abandoned mechanical equipment in the old ceilings and behind the walls which required removal.

Staff request that the Committee recommend to the full Board the approval of the PT Mechanical Change Order One for the Library & Learning Commons Project in the amount of \$158,331.

(5) Approval of New Age Development Group Change Order Three for the Library & Learning Commons Project (Action Item):

Our General Contractor for the Library Learning Commons (LLC) project, New Age Development Group (NADG), has encountered several unforeseen site conditions which required changes to their contractual work. Current changes approved by the board to date for NADG at the 6/20/20 and 8/19/20 board meetings have totaled \$233,859. Additional negotiated changes identified that require approval total \$352,546. The total changes amount to 7.9% of the total original contract value of \$7,693,491, and less than the industry average of 8-12% change orders for construction projects. Please refer to Attachment D.

The change order consists of twenty-one (21) line item changes that occurred on the project due to customer request, unforeseen conditions, and/or omissions from the

design. The change order predominantly consists of unforeseen condition changes. When Mint walls were removed, there were conditions behind these walls that had to be dealt with for the new work to comply with existing building codes. There was structural steel missing in some areas; conduit hangers missing in other areas; the original Mint ceiling was lined with terracotta tiles requiring a complex ceiling anchor system; and there was a masonry wall hidden behind the plaster wall that was discovered at the time of demolition. These changes drove the cost of the larger line items.

Staff request that the Committee recommend to the full Board the approval of the New Age Development Group Change Order Three for the Library & Learning Commons Project in the amount of \$352,546.

(6) Marketing Update and Planning (Information Item):

An overview will be provided detailing Marketing & Communications divisional operations, paid marketing updates and opportunities for future engagement.

(7) Next Meeting (Information Item):

The next regularly-scheduled meeting of the Committee is set for Wednesday, November 18, 2020 at 9:00 A.M.

JE/Im

Attachment

**c: Mr. Jeremiah White
Dr. Donald Generals
Mr. William Bromley
Mr. Michael Fohner
Ms. Marsia Henley
Mr. Gim Lim
Mr. Derrick Sawyer
Victoria Zellers, Esq.**

ATTACHMENT A

Purchase of 500 Dell Laptops

Shipping Group Details**Shipping To**

BILL BROMLEY
 COMM COLLEGE OF
 PHILADELPHIA
 1700 SPRING GARDEN ST
 MD B-240
 PHILADELPHIA, PA 19130
 (215) 751-8900

Shipping Method

Standard Delivery

			Qty
Dell Latitude 3410			\$675.00
Estimated delivery if purchased today:			
Dec. 15, 2020			
Contract # C000000009247			
Customer Agreement # COSTARS 003-051			
Description	SKU	Unit Price	Qty
Dell Latitude 3410 BTX	210-AVKY	-	500
10th Generation Intel Core i5-10310U (4 Core, 6M cache, base 1.7GHz, up to 4.4GHz, vPro Capable)	379-BDZN	-	500
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	500
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	500
Integrated Intel(R) UHD for 10th Generation Intel(R) Core(TM) i5-10310U	338-BVLD	-	500
8GB, 1x8GB, DDR4 Non-ECC	370-AFEH	-	500
Not selected in this configuration	817-BBBC	-	500
M.2 256GB PCIe NVMe Class 35 Solid State Drive	400-BIJP	-	500
14" FHD (1920x 1080) Anti-Glare Non-Touch, Camera & Microphone, WLAN capable	391-BFDU	-	500
Non-Backlit Power Button with No Fingerprint Reader	346-BGJH	-	500
Single Pointing Non-backlit Keyboard, English	583-BFRL	-	500
WLAN Driver Intel AX201, CML /9260, KBL-R (with Bluetooth)	555-BFSF	-	500
Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1	555-BFNI	-	500
No Mobile Broadband Card	556-BBCD	-	500
4 Cell 53Whr ExpressCharge Capable Battery	451-BCPS	-	500
65 Watt AC Adapter	450-ADTR	-	500
No Anti-Virus Software	650-AAAM	-	500
OS-Windows Media Not Included	620-AALW	-	500
US Power Cord	537-BBBL	-	500
Quick Start Guide for 3410	340-CQBV	-	500

Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	500	-
Waves Maxx Audio	658-BBRB	-	500	-
Dell Power Manager	658-BDVK	-	500	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	500	-
Dell Optimizer	658-BEQP	-	500	-
Additional Software for Latitude 3410	658-BETG	-	500	-
Direct Ship Info Mod	340-AASO	-	500	-
Min Model Packaging	340-CQVE	-	500	-
System Ship Info	640-BBJB	-	500	-
Intel Core i5 Processor Label	340-CNBZ	-	500	-
No Mouse	570-AADK	-	500	-
No Resource DVD / USB	430-XXYG	-	500	-
ENERGY STAR Qualified	387-BBOO	-	500	-
BTS/BTP Smart Selection Shipment (VS)	800-BBQH	-	500	-
EAN label	389-BKKL	-	500	-
Latitude 3410 Bottom Door Included	321-BFKC	-	500	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	500	-
No AutoPilot	340-CKSZ	-	500	-
Dell Limited Hardware Warranty	997-6727	-	500	-
Onsite/In-Home Service After Remote Diagnosis, 1 Year	997-6735	-	500	-

Subtotal:	\$337,500.00
Shipping:	\$0.00
Estimated Tax:	\$0.00
<hr/>	
Total:	\$337,500.00

ATTACHMENT B

**McGoldrick Change Order One for the Library & Learning
Commons Project**

	Prime	Negotiated price	Reason
Phase 1 - Isolation valve hook-up into monitoring system	McG - Elec	\$2,235	College Request or Contract Need
Phase 1 - Provide five (5) D1-D5 light fixtures per ASI#11.	McG - Elec	\$4,132	Design Error or Omission
Phase 2 - Demolish, remove, and replace conduit and wiring in L1-08 due to plaster ceiling demo.	McG - Elec	\$11,818	Unforeseen
All phases - Provide & install CAT 6e cable for future camera locations	McG - Elec	\$8,991	College Request or Contract Need
All phases - CORs 09, 11, 12, 13, 14: COR 14 was a design omission of \$14k of elec demo; the other changes were customer requested for lighting / room changes	McG - Elec	\$31,401	College Request or Contract Need; Design Omission
Phase 2 - Secure loose conduits running under bridge	McG - Elec	\$3,678	Unforeseen
Support HV electrical conduit over bathrooms	McG - Elec	\$6,732	Unforeseen
Phase 2: Wiring for controls and communication wire for 2 isolation valves	McG - Elec	\$9,429	Customer request
Phase 2: Transformer relocation	McG - Elec	\$8,547	Design Error or Omission
Secure electrical conduits in Mezzanine	McG - Elec	\$5,000	Unforeseen
Missing lighting / power at new Mint-West connector stairwell (ASI#21 / RFI#24)	McG - Elec	\$15,000	Design Error or Omission
Run wire to exhaust fans (ASI#27)	McG - Elec	\$7,000	Design Error or Omission
Provide wire mold accessories	McG - Elec	\$3,000	Unforeseen

Original Contract Amount		Amount pending Board Approval	Total Changes
\$3,087,013	McG - Elec	\$116,963	\$116,963

ATTACHMENT C
**PT Mechanical Change Order One for the Library &
Learning Commons Project**

	Prime	Negotiated price	Reason
Phase 1 - revisions needed for ductwork fabrication due to design changes.	PT Mech	\$2,835	Design Error or Omission
Phase 1 - Repair existing fire damper in west shaft of the library near Main Stacks, room L1-09.	PT Mech	\$1,136	College Request or Contract Need
Phase 1 - Furnish and install ductwork shown in contract documents as existing	PT Mech	\$4,504	Unforeseen
Phase 1 - Relocate two (2) existing HVAC collars	PT Mech	\$1,492	Unforeseen
Phase 1 - HVAC modifications (return air ducts) per ASI#6	PT Mech	\$23,010	Design Error or Omission
Phase 1 - Relocate existing fire damper	PT Mech	\$1,901	Unforeseen
Phase 2 - Demolish, remove, and replace HVAC system in L1-08 due to plaster ceiling demo	PT Mech	\$14,647	Unforeseen
ASI#10 - change in duct work	PT Mech	\$7,586	Design Error or Omission
Phase 2 - Relocate riser in Quiet Study	PT Mech	\$11,437	Design Error or Omission
Phase 3 - Demo existing ductwork not shown on drawings	PT Mech	\$1,152	Design Error or Omission
Phase 3 - Demo existing sound trap and ductwork	PT Mech	\$1,483	Unforeseen
Phase 2 & 3 - Furnish & install 4 additional fire dampers in fire rated walls per RFI#85	PT Mech	\$8,400	Design Error or Omission
Phase 3 - Demo pipe per JMT-RFI#52	PT Mech	\$1,535	Design Error or Omission
Phase 3: RFI#034; Abandoned AHU in demo'ed room	PT Mech	\$2,937	Unforeseen
Phase 3: Provide six new 7" diffusers	PT Mech	\$2,803	Design Error or Omission
Phase 3: Ductwork change per ASI#26	PT Mech	\$2,700	Design Error or Omission
RFI 052, Add Transfer Ducts	PT Mech	\$5,043	Design Error or Omission
Repair damaged control wiring	PT Mech	\$2,452	Credit from NADG
Relocate ductwork on Mezz. (T&M)	PT Mech	\$2,000	Design Error or Omission
Add 2 fire dampers per RFI#28	PT Mech	\$2,893	Unforeseen
Demo existing pipe per RFI#49	PT Mech	\$639	Unforeseen
Phase 3 riser rework (RFI#28)	PT Mech	\$21,407	Unforeseen
Phase 2 riser rework ((RFI#53)	PT Mech	\$22,339	Unforeseen
Revise VAV & Ductwork above bathroom (RFI#25)	PT Mech	\$12,000	Design Error or Omission

Original Contract Amount		Amount pending Board Approval	Total Changes	Percent change orders to original contract
\$1,925,453	PT Mech	\$158,331	\$158,331	8.2%

ATTACHMENT D

**New Age Development Group Change Order Three for the
Library & Learning Commons Project**

	Prime	Negotiated price	Reason
Phase 2 & 3 - Revise Rotunda hallway soffit	NADG - GC	\$6,704	Design Error or Omission
Phase 2& 3: Plaster repair (RFI 093)	NADG - GC	\$27,685	Unforeseen
Phase 3: Top of stair changes due to ASI#25	NADG - GC	\$14,952	Design Error or Omission
Phase 2 & 3: CCD 01 - remove plaster ceiling in Rotunda	NADG - GC	\$7,000	Design Error or Omission
Phase 1: Add hand rail per ASI #19 (RFI #073)	NADG - GC	\$2,609	Design Error or Omission
Remove old red duct work (LBP abatement)	NADG - GC	\$12,031	Unforeseen
Credit for repairs needed to control wiring	NADG - GC	(\$2,452)	Unforeseen
Stud out walls per RFI#69 - Mezz areas	NADG - GC	\$27,378	Design Error or Omission
Install floors in shaft for fire damper access (RFI#39)	NADG-GC	\$20,000	Unforeseen
Abate red floor tile & replace w/ VCT - Bonnell back hallway (Phase 1)	NADG - GC	\$20,000	Customer request
Beam clamps required for wood ceiling attachment (RFI#96)	NADG-GC	\$40,425	Unforeseen
Steel changes, 7R1 (ASI#12 / RFI#91)	NADG-GC	\$36,766	Unforeseen
Shaft walls in Quiet Study Area (ASI#26)	NADG-GC	\$9,444	Unforeseen
Masonry Jamb opening detail (RFI#65)	NADG-GC	\$6,825	Unforeseen
Toggles for ACT ceiling	NADG-GC	\$3,168	Unforeseen
Details at Visitor Gallery SSK (add'l demo)	NADG-GC	\$4,829	Unforeseen
Demo block wall (bathroom hallway) not shown on plans	NADG-GC	\$27,060	Unforeseen
Shaft floors & transformer room floor (ASI#28)	NADG-GC	\$43,273	Unforeseen
Additional steel for sprinkler (submittal 051200)	NADG-GC	\$8,146	Unforeseen
Café Stair changes (ASI#29)	NADG-GC	\$11,934	Unforeseen
Additional floor tile (hallway along 17th Street side - Café to Lobby stair)	NADG-GC	\$24,769	Customer request

		Total approved to date	Amount pending Board Approval	Percent change orders to original contract
Original Contract Amount				
\$7,693,491	NADG - GC	\$257,303	\$352,546	7.9%