

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, September 22, 2021 – 9:00 A.M.**

**Present for the Business Affairs Committee:** Mr. Rob Dubow and Lydia Hernández Vélez, Esq.

**Present for the Administration:** Dr. Donald Guy General, Mr. Jacob Eapen, Ms. Marsia Henley, Jessica Hurst, Esq., Danielle Liataud-Watkins, Esq., Mr. Gim Lim, Mr. Derrick Sawyer, Mr. John Wiggins, Ms. Mikecia Witherspoon, and Victoria Zellers, Esq.

Ms. Hernández Vélez called the Business Affairs Committee meeting to order at 9:03 A.M.

**AGENDA – PUBLIC SESSION**

**(1) Northwest Regional Center Oil Tank Replacement Project (RFP 10151) (Action Item)**

Discussion: Mr. Eapen stated that the current fuel tank at the Northwest Regional Center (NWRC) is at end of life. This replacement includes, labor, material, and equipment removal, disposing of remaining oil & existing oil tank, design, and materials to install a new 6000-gallon double-walled, coated, above-ground storage tank. Installation includes new piping, modification of tank supports, fuel delivery system for an emergency generator and dual-fuel heating.

RFP #10151 was issued on July 15<sup>th</sup> through Penn Bid. A Pre-bid meeting was held on July 22<sup>nd</sup> with six (6) bidders attended:

- RJ Walsh, Assoc
- TTI Environmental
- Bluestone Environmental
- General Civil Co.
- Bhaumik Engineers
- DeWitt Heating & Air Conditioning

Ms. Henley addressed the demographics. She stated that General Civil Co. is located in Aston, PA (Delaware County) and has 11 employees, none of which are diverse. Ms. Henley pointed out that out of the 6 companies who attended the pre-bid meeting, only two bids were received: General Civil Co. for \$137,890; the other from RJ Walsh, Assoc. for \$194,630.

Ms. Hernández Vélez asked if General Civil Co. was family-owned or a small company. Ms. Henley responded that General Civil Co. is a small company with only 11 employees.

Action: Ms. Hernández Vélez moved and Mr. Dubow seconded the motion that the Committee recommend to the full Board that the College enter into a contract with the lowest responsible bidder, General Civil Co., for the Northwest Regional Center Oil Tank Replacement Project in the amount of \$137,890. The motion passed unanimously.

**(2) Renewal of Contract with Cozen O'Connor Public Strategies (Action Item)**

Discussion: Mr. Eapen stated that in Summer of 2019, the College conducted an RFP for local, state and federal lobbying services. He stated that the College selected two firms: Cozen O'Connor Public Strategies ("Cozen") for local and federal lobbying services and Pugliese and Associates for state lobbying services.

Cozen was selected for local and federal lobbying services at \$5,000 per month for local and \$5,000 per month for federal with a not to exceed contract at \$120,000 per year. The contract approved by the Board was a one-year contract with a one-year extension option, 10/1/2019 - 9/30/2020 and 10/1/2020 - 9/30/2021. The College first renewed the local and federal services for 6 months only due to a change in the College's Government Relations Officer from 10/1/2020 - 3/30/2021. For the next six months, after review by the new Government Relations Officer, the College awarded Cozen local, federal, and state at \$15,000 per month from 4/1/21-9/30/21. The College increased Cozen's contract to include state because it was not satisfied with the performance of the state lobbyist, Pugliese and Associates, and they were billing \$6,500 per month. Cozen offered to handle state for \$5,000 per month on top of their \$10,000 for local and federal.

Ms. Witherspoon stated that the College is very satisfied with Cozen's services. She explained that Cozen is diverse with its lead lobbyist a minority male. The Cozen team has 2 minorities and 3 women on the proposed team. Ms. Witherspoon stated that Cozen has had strong results for the College and she outlined Cozen's attributes found in Attachment A.

Mr. Eapen stated that the College would like to renew Cozen for local, state, and federal lobbying at their current rates of \$5,000 each per month for local, state and federal lobbying services for a total of \$15,000 per month and not to exceed \$180,000 per year. Cozen also subcontracts 25% of the Agreement to an MBE firm, Maven, Inc.

Ms. Henley reported on the demographics. She stated that Cozen is 27.2% diverse and the team for the College, which consists of 5 individuals, is 50% diverse. Ms. Hernández Vélez stated that she served with Ms. Melonease Shaw in an "employment job development" area. She stated that Maven is a minority firm, and that Ms. Shaw is African-American.

Mr. Dubow asked who was the principal at Cozen O'Connor Public Strategies. Ms. Witherspoon responded that Mr. Joe Hill is the Senior Principal.

Action: Ms. Hernández Vélez moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the full Board a one-year lobbying services agreement with Cozen O'Connor Public Strategies at \$15,000 per month for a total not to exceed of \$180,000 per year. The motion passed unanimously.

Discussion: Mr. Eapen stated that the third and fourth agenda items are related to the completion of the Library & Learning Commons. He stated that the total dollars for the LLC project is \$17.5 million. The College underwent a bond issue in the amount of \$16 million. Mr. Eapen stated that the \$1.5 million shortfall will be funded from the Multi-Year Capital Project. He stated that the LLC Project is 95% completed and that the last section of the project will be the curtain wall which entrance is on 17<sup>th</sup> Street.

Mr. Wiggins addressed the change orders for McGoldrick Electric, Inc. and New Age Development Group. He stated that these change orders consisted of life-safety issues, and the building being 120 years old. With regard to McGoldrick, Mr. Wiggins stated that the change order predominantly consists of unforeseen conditions, a new transformer for the future Café, and life safety improvements to the emergency circuits and fire alarm system to meet current code. With respect to New Age Development Group, Mr. Wiggins stated that the change order is the result of unforeseen conditions, primarily due to unique structural conditions, fireproofing of steel, and the need to bring existing riser shafts and other wall and ceiling openings up to fire code. Overall, Mr. Wiggins stated that the issues stemmed from life-safe issues and unforeseen conditions.

Mr. Eapen mentioned that Licenses and Inspection has been very accommodating and will return to the campus on October 15<sup>th</sup> and 16<sup>th</sup> to do another walkthrough. He mentioned that the College is still negotiating with Saxby's and hopefully this item will be resolved and can be taken to the October 7<sup>th</sup>, Business Affairs Committee (Committee as a Whole) meeting. Mr. Eapen stated that there will be construction in that area and is totally separate from the LLC project. The funds will not be coming out of the Capital Budget Plan.

Mr. Dubow asked what type of contingency is built into the projects. Mr. Wiggins stated that 10% to 15% contingency is usually built into the projects.

**(3) Approval of Change Order Two – McGoldrick Electric, Inc. for the Library & Learning Commons (Action Item)**

Background Information: Our electrical contractor for the LLC project, McGoldrick Electric, has encountered some changes in Phases 3 of the LLC project construction. The change order predominantly consists of unforeseen conditions, a new transformer for the future Café, and life safety improvements to the emergency circuits and fire alarm system to meet current code.

This Change Order Two in the amount of \$179,000 will be in addition to Change Order One totaling \$116,963 which will increase the original contract amount of \$3,097,013 to \$3,392,976. Please refer to Attachment B.

Action: Mr. Dubow moved and Ms. Hernández Vélez seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the McGoldrick Electric, Inc. Change Order Two for the Library & Learning Commons Project in the amount of \$179,000. The motion passed unanimously.

**(4) Approval of New Age Development Group Change Order Six for the Library & Learning Commons Project (Action Item)**

Background Information: This change order is the result of unforeseen conditions, primarily due to unique structural conditions, fireproofing of steel, and the need to bring existing riser shafts and other wall and ceiling openings up to fire code. The staff, design team, and contractor continue to address these problems presented by the 120-year-old building. This Change Order Six in the amount of \$221,000 will be in addition to Change Orders 1, 2, 3, 4 & 5, totaling \$946,912 which will increase the original contract amount of \$7,693,491 to \$8,861,403. Please refer to Attachment C.

Action: Mr. Dubow moved and Ms. Hernández Vélez seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the New Age Development Group Change Order Six for the Library & Learning Commons Project in the amount of \$221,000. The motion passed unanimously.

**New Business**

Mr. Eapen stated that the 2021-2022 detailed budget has been posted on the Board Portal. He pointed out that a change order for JMT, the construction manager for the LLC project, will be presented at the October 20<sup>th</sup>, Business Affairs Committee meeting. He also stated that every change order is negotiated and weekly meetings are held on site.

**(5) Next Meeting Date:**

The Business Affairs Committee (Committee as a Whole) meeting is scheduled for Thursday, October 7, 2021 at 9:00 A.M.

The next regularly scheduled meeting of the Business Affairs Committee meeting is scheduled for Wednesday, October 20<sup>th</sup> at 9:00 A.M.

The meeting adjourned at 9:17 A.M.

**Attachment A**  
**Attributes: Cozen O'Connor Public Strategies**

- Organizing an introductory meeting with First Lady Dr. Jill Biden's Policy Office to discuss free community college and CCP's Catto Scholars Program;
- Lobbying for 2021 RACP proposal resulting in support from Sen. Saval, Sen. Tartaglione, Sen. Street and Rep. Harris;
- Cementing our participation in the House Labor & Industry Committee Roundtable on pre-apprenticeship programs, where CCP was the only community college present;
- Organizing significant meetings with our members of Congress during ACCT Lobbying Day; and
- Helping to maintain capital and operational funds in the FY2021 budget and working with City Council and Mayor Kenney's administration to secure over \$4 million from the City of Philadelphia to support the Octavius Scholarship program.

## Attachment B

### McGoldrick Activities for Change Order Two

Remove and reinstall existing electric under curtain wall for steel	\$ 9,679.86
CCD 003 secure existing electrical at soffit in Rotunda corridor	\$ 22,000.00
New 400A feeder and disconnect per ASI 38	\$ 19,113.56
Provide 4 Type C-3A fixtures instead of GC1s.	\$ 10,399.48
Install 30 GFCI for Thread per ASI # 37	\$ 9,332.52
Add 12 Legrand Pop Up Receptacles per RFI-09	\$ 3,182.02
Add Four Type C-3A Fixtures in bridge ceiling per ASI #36	\$ 3,612.44
Add two exit signs per ASI 37	\$ 1,145.02
Provide one SF fixture.	\$ 4,978.52
Rack mounting for Type H track lighting fixtures - \$32,956.77	\$ 22,042.84
Door holders and smoke detectors from Honeywell	\$ 17,433.65
Café Feeders	\$ 28,011.47
Add Cube power connections	\$ 28,012.47
Total	\$ 178,943.85

**Attachment C**  
**NADG Activities Detail Change Order Six**

CCD 06 Floor levelling - NTE issued 1/19/21 - Areas 1, 2, 3		\$ 44,299.10
Add rated wall in Janitor closet per ASI 32		\$ 3,620.10
Install Access Panel to Existing Shaft		\$ 902.00
Misc. Marble Repairs in Corridors		\$ 8,790.49
Glass Rail Supports at Stairs		\$ 6,296.40
Furnish and Install Flat Plates at Study Carrels		\$ 3,616.80
Remove and replace center wall in 16th St Riser Shaft		\$ 8,252.20
Furnish and Install Courtyard Gate support per RFI 146		\$ 7,700.00
Curtainwall Support Per ASI 40, SSK-14		\$ 5,588.00
Add tube steel posts in 16th shaft per ASI 39, SSK-15		\$ 7,451.40
Additional GWB and fire caulking in 16th St riser shaft		\$ 3,216.84
Access panel Rotunda Corridor LR-C02		\$ 533.50
Painter's Cost Escalation		\$ 30,544.14
Rotunda Ceiling		\$ 3,858.80
ASI 43 Floor Finish - Additional LVT		\$ 3,801.60
Change in Waterproofing specification and square footage - 17th St		\$ 5,588.00
Study Carrel exposed ceiling RFI 84 beam wrap and fireproofing		\$ 30,000.00
Repair finished work due to electrical \$7,488.80		\$ 18,949.77
Fur Out Wall LR-C02		\$ 6,160.77
Paint hallway Upper Level at the Atrium Stairs		\$ 6,404.88
Modify Study Carrels		\$ 6,808.00
Solid Surface Wall Caps Rotunda Level - \$4,567.2		\$ 4,152.00
Soffits in the Touch Down and Tutor Faculty rooms		\$ 3,229.60
Add wood blocking to seating in the Library		\$ 605.90

\$ 220,370.29