

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, November 16, 2016 – 10:00 A.M.**

Present: Mr. Matthew Bergheiser (Chair – Teleconference), Ms. Suzanne Biemiller, Ms. Lydia Hernández Vélez (Teleconference), Mr. Steve Herzog, Dr. Donald Generals, Mr. Jacob Eapen, Mr. Todd E. Murphy, Mr. James P. Spiewak and Victoria Zellers, Esq.

AGENDA – PUBLIC SESSION

(1) Managed Security Monitoring Service (Action Item):

Discussion: Mr. Eapen stated the Community College of Philadelphia issued a Request for Proposal (RFP) to select a Security Monitoring Service Provider. The College utilizes an external provider for our Managed Security Monitoring. This 24x7x365 service provides the ITS department with external services which monitors, analyzes and responds to security events, such as denial of service and malware attacks and identifies potential vulnerabilities to the college network, systems, devices and services thus preserving the confidentiality, availability and integrity of college data and information. In addition, the service also assists the College ITS staff with the prevention of internal or external network based attacks directed towards the College network, systems, servers, devices or user community.

The Criteria described in the RFP specifically asked for details around monitoring and analysis of intrusion events on our network environment. The RFP was posted on PennBid with 3 firms responding.

The College will save approximately \$40,000 annually on the new Managed Security Service contract as a result of a modification in the services requested due to new technology and from the competitive RFP process. In response to a question from Mr. Herzog, Mr. Spiewak stated that CNI has been the College's vendor for a number of years and thus has familiarity with the College's systems; this may partially explain why their cost was substantially lower than the next lowest bid.

ITS management reviewed each response and selected the existing vendor to remain with the College as a service provider based on service and pricing.

Recommendation:

The Business and Finance Division recommends an award to Corporate Solutions (CNI Sales, Inc.) as a 3-year contract with the optional 2-one year extensions (totaling 5 years). The Division feels continuing the existing service with this vendor provides the best value to the College.

Bid Summary 3-year Pricing:

Vendor	3-year Pricing	Optional Year Pricing
CNI Sales Inc. 2960 Skippack Pike Worcester, PA 19490	\$296,471.88 Based on a 3-year commitment	\$98,823.96 Year 4 Annual cost for an additional 12 months \$98,823.96 Year 5 Annual cost for an additional 12 months
Cortez IT 1298 Hares Hill Rd Kimberton, PA 19046	\$450,000.00 Based on a 3-year commitment	\$132,000 Year 4 (optional year) \$120,000 Year 5 (optional year)
SHI International Corp. 290 Davidson Ave Somerset, NJ 08873	\$581,519.88 Based on a 3-year commitment	\$193,839.96 Year 4 (optional year) \$193,839.96 Year 5 (optional year)

Action: Mr. Herzog moved and Ms. Biemiller seconded the motion that the Committee recommend to the full Board that Corporate Solutions (CNI Sales, Inc.) be awarded a 3-year contract with the optional 2-one year extensions (totaling 5 years) for the Managed Security Monitoring Service. The motion passed unanimously.

(2) Three Year Capital Budget (Action Item):

Discussion: Mr. Eapen and Mr. Spiewak presented a three-year capital plan (please refer to Attachment A) detailing the projected sources of funds and the proposed capital uses for the funds. The proposed capital plan addresses several long-standing deferred maintenance items, space renovations related to the West Building, Winnet Building and Library area, as well as miscellaneous equipment and furniture needs. Several of the proposed expenditures will exceed the \$50,000 threshold for Board approval. Staff request Committee approval to move forward with the three-year capital plan with the understanding that any construction-related contracts in excess of \$100,000 and any procurement of equipment and/or furniture in excess of \$50,000 will be brought to the Committee for approval. Specific approval is requested for the following capital projects that will exceed \$50,000:

- Staff Move from West Building to Library area - \$335,000 (includes space renovations and furnishings)
- Staff Move to Winnet Building - \$250,500 (includes space renovations and furnishings)
- Staff Move to W1-1 - \$269,000 (includes space renovations and furnishings)
- Faculty Office Relocations in West Building - \$102,000
- Biology Lab Renovations Furnishings - \$265,000
- Restoration of Mint Steps - \$650,000
- Refurbishment of Mint Building Freight Elevator - \$250,000
- Refurbishment of Bonnell Building Freight Elevator - \$200,000
- Power wash of Mint Building exterior - \$60,000
- Upgrade of Existing CCTV Equipment - \$505,500
- Additional CCTV Equipment - \$339,500
- Refurbishment of Northwest Regional Center restrooms - \$140,000
- Installation of Footers to support Public Art - \$75,000
- Replacement of Fire Safety System in CBI Building - \$93,250
- Corrections to Sprinkler & Ventilation system in Manifold Room of Mint Building - \$107,800

- Renovations to Bursar Service Area - \$80,000
- Replace Handrails in Winnet Building - \$100,000
- Fire Safety Enhancements in data closets - \$200,000
- Enhancements to Corridor Lights in Mint Building - \$65,000
- New Exterior Lighting for Mint Building - \$150,000
- Upgrade of Phone System - \$150,000

Mr. Herzog inquired if the listing of the projects was in priority order. Mr. Spiewak responded that that was not the case; but there are several time-sensitive projects, specifically the staff moves, the faculty office relocations and the biology lab renovation furnishings. In response to a question from Mr. Bergheiser concerning the revenue sources, Mr. Spiewak noted that all numbers are firm. He stated that should interest rates rise significantly, the savings from the upcoming refinancing of the 2007 Bond Issue could be impacted and that the \$700,000 of projected savings is a conservative number.

Action: Ms. Hernández moved and Ms. Biemiller seconded the motion that the Committee recommend to the full Board to move forward with the three-year capital plan with the understanding that any construction-related contracts in excess of \$100,000 and any procurement of equipment and/or furniture in excess of \$50,000 will be brought to the Committee for approval. The motion passed unanimously.

(3) Amendment to Wallace, Roberts and Todd (WRT) Contract (Action Item):

Discussion: Mr. Eapen stated that on September 22, 2015, the Business Affairs Committee approved for action awarding of the Facilities Master Plan contract to Wallace, Roberts and Todd (WRT), a Philadelphia-based architectural and facilities master planning firm. The contract was for \$263,120. Mr. Eapen was pleased to inform the Committee that, with considerable input from the College community, the draft Facilities Master Plan is ready for review and feedback from the Board of Trustees at its Retreat on November 18th.

During the process of developing the Plan, staff determined that there were gaps in the initial work done by Francis Cauffman whose contract was terminated for non-performance. The gaps were in the initial data on collection analysis and conclusions relating to facility utilization and projections. The said gaps were corrected by WRT which were critical to the development of the Facilities Master Plan. To ensure a comprehensive plan, staff recommended an amendment in the amount of \$70,180 which will bring the total cost of the agreement to \$333,300.

Action: Mr. Herzog moved and Ms. Hernández seconded the motion that the Committee recommend to the full Board an amendment to the Wallace, Roberts and Todd (WRT) contract in the amount of \$70,180 which will bring the total cost of the agreement to \$333,300. The motion passed unanimously.

(4) Wallace, Roberts and Todd (WRT) Contract (Action Item):

Discussion: Mr. Eapen stated that WRT assisted the College in the architectural work related to projects that are not part of the Facilities Master Plan but are integral components of the College's facilities. He further noted that each of the individual tasks assigned at different time to WRT were quoted at costs less than \$100,000. These tasks included:

- In the preparation of the RFP for The Hamilton Project and subsequent evaluation of the submission by the Developers, the College relied on WRT for review and feedback. This was essential for the selection of the Radnor Property Group as the College's Developer for The Hamilton Project. WRT will review all drawings by RPG

to ensure compliance with the Letter of Intent, Agreement to Enter into Ground Lease, and Ground Lease.

- The request from a College Trustee for an enhanced Gateway Plan to the College required the work of an architect. WRT completed the Gateway Plan for the College.
- In pursuing the expansion of the West Regional Center and building of an Automotive Technology Building, the College relied on WRT for feasibility of the site, concept drawings, renderings and estimates of the building costs. These products assisted the staff during the negotiations with the owner of the property adjacent to our site in the West Regional Center.
- WRT assisted the College with several miscellaneous projects including remodeling of the Enrollment Central windows, the Cashier's windows in the Bursar's Office, digital signage and feasibility of installing Public Art in the Northeast Regional Center (NERC).

Staff requested Committee recommendation to the full Board the approval of a new contract with WRT in an amount of \$193,539.

The Hamilton and Gateway	\$84,600
Time and Material	\$47,864
WRC/Auto Tech Center/Miscellaneous Projects	\$61,075
Total	\$193,539

Action: Ms. Biemiller moved and Mr. Herzog seconded the motion that the Committee recommend to the full Board the approval of a new contract with WRT in an amount of \$193,539. The motion passed unanimously.

(5) Next Meeting Date:

The next regularly scheduled meeting of the Committee is scheduled for Wednesday, January 18, 2017 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

ATTACHMENT A
THREE YEAR CAPITAL BUDGET

Proposed Capital Budget - Three Year Plan

Sources of Funds

Projected Capital Fees - FY16-17	\$360,000
Projected Capital Fees - FY 17-18	360,000
Projected Capital Fees - FY 18-19	360,000
Capital Fees carried forward from FY 15-16	79,745
Funds from City Appropriation - FY 17-18	500,000
Funds from City Appropriation - FY 18-19	500,000
Remaining Settlement Funds (Stantac and subcontractors)	1,400,000
Refinancing of 2008 Bond Issue	2,300,000
Projected Savings from Refinancing of 2007 Bond Issue during FY 16-17	<u>700,000</u>
TOTAL	\$6,559,745

Staff Move from West Building to Library area (includes space renovations and furnishings)	\$335,000
Staff Move to Winnet Building (includes space renovations and furnishings)	250,500
Staff Move to W1-1 (includes space renovations and furnishings)	269,000
Architectural Services for Staff Moves (Previously approved by Board)	69,145
Faculty Office Relocations in West Building	102,000
Biology Lab Renovations and Other West Building 3rd Floor Renovations	750,000
Biology Lab Renovations Furnishings	265,000
Restoration of Mint Steps	650,000
Refurbishment of Mint Building Freight Elevator	250,000
Refurbishment of Bonnell Building Freight Elevator	200,000
Power wash of Mint Building exterior	60,000
Upgrade of Existing Security CCTV Equipment	505,500
Additional Security CCTV Equipment	339,500
Replacement of Classroom Tablet Armchairs (25)	315,000
Smart Classrooms (15)	135,000
Refurbishment of Northwest Regional Center restrooms	140,000
Installation of Footers to support Public Art	75,000
Replacement of Fire Safety System in CBI Building	93,250
Corrections to Sprinkler & Ventilation system in Manifold Room of Mint Building	107,800
Renovations to Bursar Service Area	80,000
Replace Handrails in Winnet Building	100,000
Fire Safety Enhancements in data closets	200,000
New Exterior Lighting for Mint Building	150,000
Upgrade of Phone System	<u>150,000</u>
SUBTOTAL	5,591,695
Other Equipment, Furniture and Minor Facility Alterations	<u>968,050</u>
TOTAL	\$6,559,745

Proposed Capital Budget - Three Year Plan

Other Equipment, Furniture and Minor Facility Alterations

Classroom Carpet Replacement - West Regional Center	\$34,680
Miscellaneous Classroom Furniture Replacements	186,899
Various Instructional Equipment Items	342,800
Miscellaneous Smart Classroom Technology	45,687
Various Office Furnishings	84,172
Security Equipment	31,284
Miscellaneous Facility Equipment and Minor Alterations	190,881
Entrance Mats	18,392
Various IT Equipment Items	14,347
Testing Booth for Human Resources	<u>18,908</u>
	\$968,050