

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, September 18, 2019 – 9:00 A.M.**

Present: Lydia Hernández Vélez, Esq., presiding, Mr. Harold Epps, Mr. Jeremiah White, Dr. Donald Guy Generals, Mr. Jacob Eapen, Mr. Michael Fohner, Mr. Gim Lim, Ms. Jasmine Sessoms (via teleconference), Mr. James P. Spiewak and Victoria Zellers, Esq.

AGENDA

PUBLIC SESSION

(1) Roof Replacement Bonnell Loading Dock & Auditorium (Action Item):

Discussion: Mr. Eapen reported that certain areas of the Bonnell roof need to be replaced, with the majority of the area being over the loading dock and storage room and totals 7,400 square feet. Professional Roof Services (now BlueFin) surveyed the area and developed detailed specifications for the roof replacement which were incorporated into an RFP. Mr. Eapen stated that the RFP was posted on PennBid and advertised in local Papers on August 18, 2019. A mandatory prebid meeting was held on August 27, 2019 with bid responses due on September 10, 2019. A total of eleven firms attended the prebid meeting and six (6) firms submitted bids. Patriot Roofing, Inc. submitted the lowest bid at \$334,635 and staff recommend that the award be made to Patriot Roofing, Inc. The following are the six bid responses:

Patriot Roofing, Inc.	\$334,635
United States Roofing Corporation	334,750
Munn Roofing Corp.	395,400
Paneko Construction	367,000
D.A. Nolt, Inc.	400,088
Garvey Roark, LLC	458,860

Mr. Epps inquired as to the workforce demographics of Patriot Roofing, Inc. Staff reported that as a company with less than 100 employees, it is not required to complete the federal EEO-1 reporting form. Staff also reported that all of the firms are located outside of Philadelphia.

Action: Mr. Epps moved and Mr. White seconded the motion that the Committee recommend to the full Board that Patriot Roofing, Inc. be awarded the contract for the Roof Replacement Bonnell Loading Dock and Auditorium in the amount of \$334,635. The motion passed unanimously.

(2) Roof Replacement Mint Paver Roof (Action Item):

Discussion: Mr. Eapen reported that the paver roof on the northwest side of the Mint Building along Spring Garden Street is in need of replacement. This is the section of the Mint Building that juts out from the main structure, adjacent to the granite stairway. This section of the paver roof totals 5,200 square feet. Professional Roof Services (now BlueFin) surveyed the area and developed detailed specifications for the roof replacement which were incorporated into an RFP. Mr. Eapen stated that the RFP was posted on PennBid and advertised in local Papers on August 18, 2019. A mandatory prebid meeting was held on August 27, 2019 with bid responses due on September 10, 2019. A total of eleven firms attended the prebid meeting and six (6) firms submitted bids. Munn Roofing Corp., which replaced the Winnet Building roof in 2006, submitted the lowest bid at \$316,800 and staff recommend that the award be made to Munn Roofing Corp. Below are the six bid responses.

Munn Roofing Corp.	\$316,800
United States Roofing Corporation	327,100
Patriot Roofing, Inc.	329,159
Paneko Construction	479,000
D.A. Nolt, Inc.	451,314
Garvey Roark, LLC	550,910

Mr. Epps inquired as to the workforce demographics of Munn Roofing, Corp. Staff reported that as a company with less than 100 employees, it is not required to complete the federal EEO-1 reporting form.

Action: Mr. Epps moved and Mr. White seconded the motion that the Committee recommend to the full Board that Munn Roofing Corp. be awarded the contract for the Roof Replacement Mint Paver Roof in the amount of \$316,800. The motion passed unanimously.

(3) Awards for Furniture for the Library and Learning Commons Project (Action Item):

Discussion: Mr. Spiewak stated that orders for furniture and fixtures associated with Phase I of the project need to be ordered now so that the items can be received and installed by the end of December, 2019. In order to receive the best discount, staff intend to order all items for all phases at the same time with multiple delivery dates. Most of the furniture and fixture items can be acquired with significant discounts through government purchasing organizations or similar type of purchasing consortiums. However, in order to achieve the lowest possible price, staff issued an RFP on August 8, 2019 for the furniture and fixture items with responses due back on August 28, 2019. Prospective bidders received a listing of eighty-four (84) distinct items and quantities on which to bid. The majority of the items are classroom tables and chairs, office furniture, and lounge furniture.

Mr. Spiewak reported that the College received six responses to the Furniture RFP. A seventh response was received but after the deadline, so it was returned unopened to the vendor. The College's bid specifications utilized a manufacturer's brand name and/or model to indicate the minimum standard desired by the College (the "basis of design"). The RFP stated the College will consider substitutions of equal or greater quality and that the College reserves the right to determine equivalency. Vendors submitted substitute products for many of the items and staff reviewed descriptive literature, catalog tear sheets, drawings, materials and other detailed specifications in order to ensure that submitted products met the College's basis of design.

Mr. Spiewak stated that based upon a comprehensive review of the bid submittals, staff recommended that furniture awards be made as follows:

Pomerantz (MBE)	\$132,054
Transamerica/CI Solutions, LLC (MWBE)	250,384
Corporate Facilities of New Jersey, Inc. (MWBE)	251,190
WB Mason	60,533
COFCO (WBE)	90,676
 Total Furniture Cost	 \$784,837
 Cost of Performance Bonds At 5%	 39,242
 Total Furniture Award	 \$824,079

Mr. Eapen noted that the College was successful in having diverse firms submit bids for the RFP. He noted that Pomerantz is a minority-owned firm and that CI Solutions, LLC and Corporate Facilities of New Jersey, Inc. are woman-owned minority firms and COFCO is a woman-owned firm. It was noted that all of the firms, with the exception of WB Mason, have offices in Philadelphia. Mr. Spiewak informed the Committee that it is possible, but unlikely, that some item procurements may be shifted from one vendor to another if samples prove unsatisfactory. He stated that if there is a variance of 10% of total award between vendors, staff would report back to the Committee. Mr. Spiewak noted that there will be some additional items to be purchased that were not part of the RFP. This includes end panels for the library books stacks, display units for the display area, low dollar office accessories and the dismantling and reinstalling of the library book stacks.

Action: Mr. Epps moved and Mr. White seconded the motion that the Committee recommend to the full Board that the furniture contracts for the Library and Learning Commons Project be awarded as follows:

Pomerantz (MBE)	\$132,054
Transamerica/CI Solutions, LLC (MWBE)	250,384
Corporate Facilities of New Jersey, Inc. (MWBE)	251,190
WB Mason	60,533
COFCO (WBE)	90,676
Total Furniture Cost	\$784,837
Cost of Performance Bonds At 5%	39,242
Total Furniture Award	\$824,079

The motion passed unanimously.

(4) Contracts for Lobbying Services (Action Item):

Discussion: Mr. Eapen stated that the College undertook an RFQ for Lobbying Services on August 2, 2019. The RFQ was for engaging firms that specialize in lobbying at the City, State and/or Federal levels. The chosen firm(s) will track and monitor legislation that advances the College’s legislative agenda as set forth by the College. The chosen firm(s) will strategize with key individuals at the College on funding sources and programs that align with the College’s Impact 2025 Strategic Plan. The selected firm(s) will also monitor and compile all legislation that is pertinent to the College.

Mr. Eapen reviewed the criteria for the evaluation which included: the Firm’s Experience Securing Government Funding; Firm Experience Influencing Legislation; Experience Working with Institutions of Higher Education; Participation of Underrepresented Minorities and Women; and Fees. He stated that eight firms responded to the RFQ. Attachment A contains the firms that responded to the RFQ. Based on the criteria for evaluation, the Evaluation Committee ranked Cozen O’Connor Public Strategies for City and Federal lobbying services and Pugliese & Associates for State lobbying services.

In response to Committee members’ questions, staff reported that the Cozen O’Connor Public Strategies team was diverse by race and gender and that while Pugliese & Associates has diversity at the firm, the assigned team for the College’s project did not have a person of color. It was noted that the Cozen O’Connor team would be led by Mr. Joseph Hill and the Pugliese team would be led by Mr. Rocco V. Pugliese. Mr. Eapen stated that Pugliese & Associates was helpful in the RACP application process which ultimately generated \$4.25 million in grant funds to the College and was also helpful when the College requested state funding for the dual enrollment program.

The staff recommended to the Committee awarding the contract to Cozen O’ Connor Public Strategies at an annual fee of \$120,000 for City and Federal Lobbying services and Pugliese & Associates at an annual fee of \$78,000 for State Lobbying services and the said recommendation to be made to the full Board.

Action: Mr. Epps moved and Mr. White seconded the motion that the Committee recommend to the full Board to award the contracts to: Cozen O' Connor Public Strategies at an annual fee of \$120,000 for City and Federal Lobbying services; and to Pugliese & Associates at an annual fee of \$78,000 for State Lobbying services. The motion passed unanimously.

(5) Construction Manager for the Career and Advanced Technology Center Project (Action Item):

Discussion: Mr. Eapen stated that the College issued an RFP for Construction Manager services for the Career and Advanced Technology Center Project at the West Regional Center. The Construction Management firm will assist the College in the finishing stages of design development, in the form of constructability review, and continue through projection completion and occupancy. The Construction Management firm will also assist the College with construction administration, services related to the procurement of FF&E, generating minority participation in the bidding process and associated reporting.

Mr. Eapen reported that an RFP was issued on August 29, 2019 on PennBid with bid responses due on September 11, 2019. A total of nine (9) responses were received with cost proposals ranging from \$719,240 to \$2,336,000. Staff interviewed the proposed teams on September 12, 2019 from the two lowest bidders, Greyhawk and NorthStar Advisors. Both firms have significant higher education experience and both have done university, school and other projects within Philadelphia. The next two lowest fees are substantially higher at approximately \$925,000. He noted that neither firm has an office in Philadelphia but both firms have done projects within the City and he provided the specific project names. Both firms have also done Higher Education projects in the metropolitan area. Mr. Eapen noted that Greyhawk employs 32 individuals, of which only one is a minority and only five are woman. Northstar also employs 32 individuals, of which four are minorities and twenty-two are woman and that the firm is 40% owned by women.

Mr. Eapen reported that staff interviewed the proposed project team of both firms along with the principal from each firm and asked follow-up questions. Greyhawk had the lowest bid, planned to dedicate substantial hours to the constructability review and nearly double the hours to minority and women outreach to reach the goals of the EOP. Based upon this process as well as the materials presented in the bid responses, staff recommended that the award for Construction Manager services for the Career and Advanced Technology Center Project be made to Greyhawk at a fee of \$719,240.

Committee members led a discussion relating to the importance of promoting diversity and inclusiveness in its business practices as well as utilizing Philadelphia based business when possible.

Action: Mr. Epps and Mr. White seconded the motion that the Committee recommend to the full Board that the award for Construction Manager services for the Career and Advanced Technology Center Project be made to Greyhawk at a fee of \$719,240. The motion passed unanimously.

Mr. Eapen reported on the workforce demographics at The Hamilton, which was requested at the prior meeting. There are 10 employees at the site, one of which is Hispanic and 7 of which are African American.

(6) Next Meeting

The next regularly scheduled meeting of the Committee will be held on Wednesday, October 23rd at 9:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

EXECUTIVE SESSION

An Executive Session followed the Public Session.

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ATTACHMENT A

Firms that Responded to the Lobbying RFQ

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- Commonwealth Strategies
- Cozen O'Connor Public Strategies
- The Dezzi Group, Ltd.
- Luminous Strategies
- Mercury Public Affairs, LLC
- Pugliese & Associates (State Only)
- Tabb-Wojdak
- Triad Strategies