

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, January 23, 2019 – 10:00 A.M.**

TO: Business Affairs Committee of the Board of Trustees
FROM: Jacob Eapen 
DATE: January 18, 2019
SUBJECT: Committee Meeting

A meeting of the Business Affairs Committee of the Board of Trustees will be held on **Wednesday, January 23, 2019 at 10:00 A.M. in Isadore A. Shrager Boardroom, M2-1.** For those members who are using Zoom, please note the following information:

On January 23, 2019 10:00 AM Eastern Time, you may join this meeting with any of the following methods:

1. Via the Zoom app which can be downloaded at <https://zoom.us/download>. Once downloaded, launch the app and JOIN meeting 250539183.
2. Use this URL in any browser to connect <https://ccp.zoom.us/j/250539183>
3. Dial in via the phone with no video with +1 646 558 8656 and Meeting ID 250539183

AGENDA

PUBLIC SESSION

• **CAREER AND ADVANCED TECHNOLOGY CENTER: PRESENTATION BY THE SCHRADER GROUP**

(1) **Architect Selection for the Career and Advanced Technology Center. (Action Item):**

The College wants to transform the West Philadelphia Regional Center into a destination center providing high-quality academic, career and technical programs supporting the career focused students entering the region's workforce. The main objective of this effort is to create a dynamic, identity focused center that will provide students the ideal learning environment where they will be able to define and master technologies of the ever evolving workplace demands of Industry and Healthcare.

The College had initially planned in expanding the facilities utilized for the Automotive Technology program at the West Regional Center. The expansion would allow for increased enrollment in the existing program and would also enable the College to offer courses related to diesel and other alternative fuels. The 2017 Facilities Master Plan identified the need for a facility of 44,000 square feet to meet the programming needs. To transform into a destination center, the College desires to establish the West Regional Center as a Career and Advanced Technology Center to address the workforce needs of the City and offer courses in advanced manufacturing, energy, trades, business and information technology and healthcare training. As part of the fiscal year 2018-2019 PDE (Pennsylvania Department of Education) capital request process, staff identified the West Regional Center Expansion project, which had been submitted in a previous year, as its "carry-over" project. On August 15, 2018 the College received notice from PDE that the project was approved for \$20 million with PDE providing 50% of the debt service payments.

The College developed RFP #10041 for architectural, engineering and construction administration services for a Career and Advanced Technology Center. The RFP reflected the College's intention to have the West Regional Center to be a destination center focusing on workforce development programs. The RFP further detailed that the project will include two parts. Part 1 – A design for construction of a technology rich facility of approximately 50,000 ft² focused on Automotive and Transportation Technology as the anchor program inclusive of advanced fuel systems of passenger vehicles; large-scale vehicles and equipment; stationary power equipment; and marine craft. Underground parking and an upper level of adaptive instructional spaces for classroom, study space and various manufacturing training spaces. Part 2 – A redesign of existing space of about 24,000 Ft² for Advanced Technology programs in: manufacturing; energy and trades training with advanced specialized industry equipment; business and information technology; healthcare training; and adaptive instructional spaces for classrooms. Respondents were also asked to provide additional pricing for: (a) a third floor incorporated onto the Automotive Technology building and (b) the demolition of the existing 24,000 Ft² and replacement with a two-story building is also being considered.

The RFP was advertised and posted on the PennBid system on October 11, 2018. A mandatory pre-bid meeting was held on November 1, 2018 at the West Regional Center and more than 60 individuals attended. The College received seventeen (17) responses to the RFP. Fees for Parts 1 and 2 ranged from \$1.55 million to \$2.79 million as shown in Attachment A. Proposals that were lower than 10% of the project budget of \$22 million were evaluated and five firms were invited to present to the Evaluation Committee comprised of the VP for Business & Finance; the VP for Workforce & Economic Innovation; the Dean of Business & Technology; and the Associate VP for Budgets & Business Services. As a result of the presentations, two firms, Schrader Group who partnered with Lavallee Brensinger Architects and CDI dba L.R. Kimball, were invited back to do presentations to the

President and the Cabinet. The Evaluation Committee used the criteria outlined in Attachment B.

The Evaluation Committee selected the project team of the Schrader Group as the best fit for this project. This recommendation is supported by the President and the Cabinet. The Schrader Group's minority participation is as follows: Arora Engineers (MBE 27.6%); KSE Engineers (MBE 6.4%); Metropolitan Acoustics (2% WBE); and New Age Development Group (2% DBE). All of the project team's firms have offices in Philadelphia with the exception of New Age Development Group (Conshohocken, PA) and Lavallee Brensinger Architects, the automotive technology and educations specialists who are based in Boston, MA.

Staff's recommendation to the Committee is to award the contract to the Schrader Group for the Career and Advanced Technology Center.

(2) Next Meeting Date (Information Item)

The next regularly scheduled meeting of the Committee will be discussed.

EXECUTIVE SESSION

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Attachments

**cc: Mr. Jeremiah White
Dr. Donald Generals
Mr. Gim Lim
Mr. James P. Spiewak
Victoria Zellers, Esq.**

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ATTACHMENT A

**Fees Submitted from Architectural Firms
For Parts 1 and 2 of the RFP
Career and Advanced Technology Center**

**Fees for
Parts 1 & 2**

Wallace Roberts & Todd, LLC	\$1,547,531
NORR	\$1,628,825
HDR	\$1,669,105
CDI Architects Group LLC dba L.R. Kimball	\$1,741,504
Granum A/I	\$1,870,774
Schrader Group Architecture, LLC	\$1,877,725
ATANE (formerly HAKS)	\$1,966,902
WRA	\$2,129,123
BHA	\$2,192,764
Hollwich Kushner	\$2,249,540
Francis Cauffman	\$2,266,355
Marvel Architects, PLLC	\$2,429,933
Erdy McHenry Architecture, LLC	\$2,516,532
Gensler	\$2,518,608
Daroff Design	\$2,557,244
ROGERS PARTNERS Architects + Urban Designers	\$2,718,918
NK Architects, P.A.	\$2,787,886

ATTACHMENT B

Criteria Used for the Architect Selection Career and Advanced Technology Center

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 Budget and Finance, Purchasing, Facilities, Information Technology Staff, Business and Technology and Workforce Development. The award of the services associated with this RFP may or may not be made to the Contractor submitting the lowest price Cost Proposal. The award will be made to the contractor 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:

- a) Composition of the team and alignment with project objectives
- b) The degree to which the personnel on the Contractor Team have held responsible project positions for similar projects;
- c) Demonstrated depth and higher education experience creating:
 - i. Automotive service training centers
 - ii. Advance manufacturing instructional labs and instructional spaces
 - iii. Shared collaborative spaces
 - iv. Flexible spaces with adaptive technologies
- d) The degree to which the Contractor Team brings experience in the full range of skills and expertise needed to accomplish the scope of work in all task areas;
- e) The degree of project experience energizing and integrating internal and external common spaces and courtyards
- f) The specific commitments made in the Proposal for staffing the Contractor Team, including percent of time dedicated by Project Manager and senior members who are experienced and most aligned with project objectives.
- g) Contributions of Technology and Educational Specialists in support of project
- h) Experience within the local permitting region
- i) Experience planning projects in phased fully occupied and operational, spaces and functions
- j) Detailers efficient in AutoCAD, REVITT, and BIM.
- k) Any other experience and/or criteria the committee deems relevant.

2. Work Plan and Defined Approach to Project and Project Schedule

- a) Proposed organization of the work;
- b) Unique capabilities that may influence the Project;
- c) Understanding of the appropriate levels of effort required (hours) and approach for tasks required for:
- d) Information Collection: Collaboration plan integrating faculty, staff, students, administration, outside consultants and other architectural firms
- e) Needs Assessment: Develop a comprehensive understanding of the intent of the project, the infrastructures in-place or available
- f) Program Development: Providing Alternative Approaches to generate a minimum of three ideas for solutions
- g) Schematic Design: Designs that defines the general scope and conceptual design of the project
- h) 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
- i) Construction Documents: Construction documents which consist of permitting, bid and conformed set of drawings, and specifications for a complete and comprehensive project manual.
- j) 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.
- k) 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

- a) Price, Alternate Price and/or cost items deemed in the best interest of the College
- b) Costs and Fees
- c) Breakdown of hours and percentage of time allocated to senior members who are experienced and most aligned with project objectives throughout the project.
- d) Value added and cost savings achieved from previous projects
- e) Alignment with the College AIA –B101 Form of Agreement and AIA A201 Terms and Conditions

4. Quality of Overall Proposal

- a) Project Interpretation
- b) Collaborative Approach
- c) Team experience implementing projects in fully occupied and operational spaces.
- d) 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
- e) Any other proposal qualities, features, and/or criteria the College deems relevant.