

**COMMITTEE AS A WHOLE
ZOOM MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, February 4, 2021 - 9:00A.M.**

Present for the Business Affairs Committee: Mr. Steve Herzog, presiding, Mr. Rob Dubow, Mr. Harold Epps, and Mr. Michael Soileau.

Present for the Trustees: Ms. Chekemma Fulmore-Townsend and Ms. Mindy Posoff

Present for the Administration: Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Carol de Fries, Ms. Leslie Bluestone, Ms. Josephine DiGregorio, Dr. Judith Gay, Ms. Marsia Henley, Dr. Samuel Hirsch, Mr. Gim Lim, Dr. Shannon Rooney, Mr. Derrick Sawyer, Dr. David E. Thomas, Mr. John T. Wiggins, Ms. Mikecia Witherspoon, Dr. Mellissia Zanjani, and Victoria L. Zellers, Esq.

Guest: Ms. Sabrina Maynard, City of Philadelphia, Office of the Director of Finance

PUBLIC SESSION AGENDA

Mr. Herzog called the meeting to order at 9:02 A.M. and asked Mr. Eapen to proceed with the first agenda item.

(1) Approval of Contract with The Riff Group (Action Item)

Discussion: Mr. Eapen stated that, as part of the Library and Learning Commons renovations, the space occupied by the Faculty Center for Training and Learning (FCTL) will be converted into the new Café space. FCTL will now be moved to B2-36. To accommodate these moves, renovations will be performed to enhance and make space usable. Renovations will include demolition of walls, new lights, flooring and painting.

Mr. Eapen stated bids were solicited with seven bidders through PennBid. The lowest reasonable responsible bidder was The Riff Group at \$110,420. Russ Kelly's bid was lower, but bid documents were not included resulting in disqualification. Please refer to Attachment A.

Mr. Eapen stated that The Riff Group is a WBE (Women's Business Enterprise) firm. He asked Ms. Henley to report on the demographics of the firm. Ms. Henley stated that The Riff Group has a total of 53 employees. There are two owners, one female and one male. She stated that eight percent of The Riff Group's workforce is African American and four percent are Hispanic. Ms. Henley mentioned that The Riff Group is located in Phoenixville, PA.

Mr. Dubow asked if the project was budgeted. Mr. Eapen stated that the project was part of the College's 3-year Capital Budget Plan. Mr. Epps asked what was the total amount in the 3-year Capital Budget Plan. Mr. Eapen stated that the total 3-year Capital Budget Plan was in the "ballpark" of \$14 million. He reminded the Committee that staff provides a budget update to the

Trustees in September based on what was spent, what was not spent and updates on new projects. Mr. Eapen stated that staff continuously does a 3 –year Capital Budget Plan. Mr. Dubow asked if a project comes in higher, will a scale of another project be reduced. Mr. Eapen stated that the scale of the project may be reduced or the budget will go into the following budget cycle. He emphasized that the FCTL renovations project will not affect the scale of another project.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Committee recommend to the full Board that the contract be awarded to The Riff Group in the amount of \$110,420 to perform the renovations for the FCTL (Faculty Center for Training and Learning). The motion passed unanimously

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

Discussion: Mr. Eapen stated that New Age Development Group (NADG) is the General Contractor (GC) for the Library & Learning Commons (LLC) Project. He stated that this is Change Order Number four. This change order is the result of conditions which include code compliance, leveling of floors, painting, and unforeseen conditions. This Change Order, in the amount of \$158,000, will be in addition to Change Orders 1, 2 & 3, totaling \$610,912 which will increase the original contract amount of \$7,693,491 to \$8,462,403 which is a 10% increase. Please refer to Attachment B.

Mr. Eapen then reviewed with the Committee the bids that were received 18 months ago for the LLC Project. He stated that 5 bids were received for the GC: NADG came in at \$7.2 million, with Bedwell at \$8.7 million. Mr. Eapen pointed out that every change order that the College receives, staff looks closely at the work and the unforeseen conditions and then negotiates the prices down with the understanding that the firm is meeting the specifications and the needs of the College.

Mr. Eapen asked Mr. Wiggins, the College's Interim Associate VP for Facilities and Construction Management, to report on this change order. Mr. Wiggins stated that City inspector requires compliance for hanging the decorative wood ceiling from steel. In order to maintain the fire rating, additional fire protection installation had to be applied causing an increase of scope of work. Mr. Wiggins stated that it was found that floors were not on the same levels when walls were removed to make smooth transitions through now open walkways. Floors have to be ramped to prevent trip hazards. With regard to the painting, Mr. Wiggins reported that there was an issue with the Library stairs that connect to the West Building to the lower level. This area was unforeseen and missed by the Architect. He stated that to make the area look attractive will add to the scope of work

Mr. Soileau asked about the total change orders to date. Mr. Eapen stated that the total change orders to date is \$768,912. He further stated that the Mint Building is a 120-year-old, well-constructed building which makes it difficult to know what is behind the walls. Mr. Herzog asked if there was still undiscovered scope. Mr. Eapen stated that the project is 3 months delayed due to COVID. The major work remaining is completing the stairwell going from the café into the ground as well as the curtain wall on 17th Street. There may be issues that could arise; but staff believe that the majority of issues have been resolved.

Mr. Epps asked, on a percentage basis, how far along is the project. Mr. Eapen stated that 85 percent of the work has been completed. Mr. Herzog asked at this point does staff expect any further changes. Mr. Eapen stated that, unless something arises with the curtain wall, he does not believe there will be additional change orders. Mr. Wiggins stated that through exploratory work, it was discovered that dimensions were wrong from the architectural drawings to the curtain wall drawings. He further stated that he is working with the Architect and Contractor to minimize any impact. Mr. Epps asked Mr. Wiggins what is the value of change orders that he would not accept. Mr. Wiggins provided an example of the fireproofing which had an original cost of \$100,000. He looked closely at the scope of the work for fireproofing and told the contractor that \$100,000 was not acceptable. The contractor, in turn, offered \$75,000 which was more in the range of where the work should be. Mr. Wiggins stated that he needs to be fair to the contractor, but also needs to manage the College's budget.

Action: Mr. Epps moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the New Age Development Group Change Order Four for the Library & Learning Commons Project in the amount of \$158,000. The motion passed unanimously.

(3) Next Meeting (Information Item):

The next regularly scheduled meeting of the Committee is set for Wednesday, February 17th at 9:00 A.M.

The Public Session adjourned at 9:18 A.M.

EXECUTIVE SESSION

An Executive Session followed the Public Session.

JE/lm
Attachments

ATTACHMENT A

The Riff Group for the FCTL - Faculty Center for Teaching & Learning (RFP#10124)

Description	QTY UOM	Riff Group	ParkOrouke Associates	Russ Kelly & Associates	Smith Construction Inc.	Flatiron Building Co.	Gassis Global Investments LLC.	TE Construction Services LLC	Mas General Contractors LTD
Base Bid: General Construction	1 Lot	\$106,500	\$112,609	\$95,541	\$136,000	\$142,250	\$109,829	\$161,000	\$140,000
Option: Sprinkler Head Relocation(4)	1 Lot	\$3,920	\$10,000	\$1,000	\$15,000	\$7,000	\$4,000	\$1,880	\$14,000
Total		\$110,420	\$122,609	\$96,541	\$151,000	\$149,250	\$113,829	\$162,880	\$154,000

Attachment B
**New Age Development Group Change Order Four for the Library &
 Learning Commons Project**

	Prime	Negotiated price	Reason
Painting	NADG-GC	\$60,000	Contractor Change and Added Scope
Additional Fire proofing	NADG-GC	\$75,000	City Ordinance Compliance
Floor Leveling	NADG-GC	\$23,000	Unforeseen

Original Contract Amount	Prime	Total approved to Date	Amount pending Board Approval	Percent in change orders to original contract
\$7,693,491	NADG-GC	\$610,912	\$158,000	10%