

**COMBINED MEETING OF THE BUSINESS AFFAIRS AND
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, August 18, 2021 – 9:30 A.M.**

TO: Business Affairs & Executive Committees of the Board of Trustees
FROM: Jacob Eapen
DATE: August 17, 2021
SUBJECT: Committee Meeting

A combined meeting of the Business Affairs and Executive Committees of the Board of Trustees will be held on **Wednesday, August 18, 2021 at 9:30 A.M.** The following is the Zoom information for the meeting:

Public Session: Combined Meeting of the Business Affairs and Executive Committees of the Board
<https://ccp.zoom.us/j/95342794534?pwd=d2k4Mkw3b3Rla1FjN1Q3SkQ2WlBYUT09>
Meeting ID: 953 4279 4534
Passcode: 8029

AGENDA
PUBLIC SESSION

(1) Amendment to the Contract with Pennoni Associates, Inc. to Include the College's Regional Centers (Action Item):

The College is amending its contract with Pennoni Associates, Inc. to conduct HVAC and COVID-19 consulting services at the College's Regional Centers. Please refer to Attachment A for the Pennoni Associates, Inc. Proposal. The National Air Duct Cleaners Association (NADCA) and the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) are leading institutions which publish standards and guidelines related to indoor air quality and the built environment. ASHRAE has provided recommendations for reducing airborne infectious aerosol exposure that have been accepted by the CDC and WHO as industry standards in the pandemic response. ASHRAE recommends maintaining and operating the HVAC system as designed and commissioning the HVAC system to ensure proper function.

The Initial Contract was based on Pennoni's proposal dated July 6, 2021 in the amount of \$2,446,500 for the Main Campus. That proposal did not include duct cleaning services for the Regional Centers. This Amendment is to include duct cleaning (task 2) and duct cleaning oversight (task 3) services as identified in our original contract.

Task 2h – Clean Ductwork at Northeast Regional Center \$272,800
Task 2i – Clean Ductwork at Northwest Regional Center \$225,500
Task 2j – Clean Ductwork at West Regional Center \$ 63,800

Task 3 – Duct Cleaning Oversight. We recommend a budget of 98,900 (Time and Materials)

Total contract amendment value: \$661,000.

Staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the amendment to the contract with Pennoni Associates, Inc. which will include the Regional Centers for an amount not to exceed \$661,000. HEERF dollars will be utilized for the project services.

(2) Contract with DeWitt Mechanical (Action Item)

The Facilities and Construction Management Department procured emergency services for HVAC repairs needed for the safe return of employees and students to the College.

Pennoni performed air flow testing throughout the campus and the results showed the College had units that were not performing at their peak. This is because of motors, belts, filters and other HVAC related failures. In order to get premium airflow, the department started repair to the HVAC system.

The College sought the services of contractors who could start work immediately. The contractors chosen have done HVAC repair work on large systems similar to what we have at the College. Staff started out with a Purchase Order for \$60,000 for Dewitt Mechanical. As work progressed, it became apparent that to complete this work, the contractor would be in excess of over \$100,000.

Dewitt Mechanical, a PA, Co-Star approved contractor, is an MBE Philadelphia-based company who has done satisfactory work for the College. Staff are having all work checked and verified through Pennoni to ensure we are obtaining optimal airflow and code compliance.

Staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to enter into a contract with Dewitt Mechanical for an amount not to exceed \$150,000. HEERF dollars will be utilized for the project services.

(3) Contract with Paradigm Mechanical (Action Item)

The Facilities and Construction Management Department procured emergency services for HVAC repairs needed for the safe return of employees and students to the College.

Pennoni performed air flow testing throughout the campus and the results showed the College had units that were not performing at their peak. This is because of motors, belts, filters and other HVAC related failures. In order to get premium airflow, the department started repair to the HVAC system.

The College sought the services of contractors who could start work immediately. The contractors chosen have done HVAC repair work on large systems similar to what we have at the College. Staff started out with a Purchase Order for \$60,000 for Paradigm Mechanical. As work progressed, it became apparent that to complete this work, the contractor would be in excess of over \$100,000.

Paradigm is a WBE contractor who has worked on HVAC projects which include the Philadelphia Airport and various schools in the PA region. Staff are having all work checked and verified through Pennoni to ensure we are obtaining optimal airflow and code compliance.

Staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to enter into a contract with Paradigm Mechanical for an amount not to exceed \$175,000. HEERF dollars will be utilized for the project services.

(4) Stop Loss (Action Item)

Trion, the College's benefits consultant, completed an RFP process for stop loss coverage for prescription and medical plans. As a self-insured employer for medical and prescription benefits, stop loss insurance coverage provides reimbursement for catastrophic claims exceeding predetermined levels. The RFP requested quotes based on a specific stop loss deductible of \$250,000 and \$1,000,000 aggregate stop loss maximum for active employee and retiree populations.

The incumbent carrier for stop loss coverage is Sun Life. The following vendors were included in the RFP process:

Anthem (declined to quote)	Swiss Re (declined to quote)
Berkley	Symetra (failed to submit quote)
HM Insurance Group	Tokio Marine HCC (declined to quote)
Granular	Unum (failed to submit quote)
QBE	Voya
Reliance Standard (declined to quote)	

The incumbent stop loss insurer, Sun Life, presented a renewal offer that included an 8.6% premium increase and a 50% rate cap for the next contract renewal. Most of the carriers who responded to the RFP declined to quote because they were unable to provide a competitive offer. Only Berkley, HMIG, Granular, Voya and QBE provided quotes. The most competitive offer next to Sun Life came from Berkley, but included the "lasering" of high cost claimants.

Staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to renew the College's stop loss with Sun Life for a one-year term in the amount of \$1,613,916.

(5) Stormwater Management for NERC Project (Action Item)

The College entered into agreement with the Philadelphia Water Department in the Northeast Regional Center to build, develop, and maintain facilities with the capacity to sustain on-site stormwater management practices.

The stormwater management/conveyance systems are located at:

- a) Northeast Regional Center: Located at 140001 McNulty road (PWD Stormwater Tracking #2008-COMM-830-01)
- b) Northeast Regional Center: Located at 12901 Townsend Road, Philadelphia (PWD Stormwater Tracking #2008-COMM-830-01)

The College went out for a competitive bid using Penn Bid on RFP 10152 for Stormwater Management Practice Maintenance Providers certified by the Philadelphia Water Department to repair the stormwater systems and assist the College in complying with the Stormwater Management Plan. Six providers attended the mandatory Pre-Bid Meeting held on June 15, 2021; of those there was one provider who provided a response, Brandywine Stormwater, LLC.

Staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College recommends an award be made to Brandywine Stormwater, LLC for the Stormwater Management for the NERC Project in the amount of \$138,915.

(6) Contract with Dentrust, P.C. (DOCS Health) (Action Item)

The College seeks to engage Dentrust, P.C., also known as DOCS Health, a healthcare provider that provides COVID-19 testing services, to provide COVID-19 testing services for the College. Engaging with Dentrust will assist the College to carry out its recently announced COVID-19 vaccine mandate and testing requirements for unvaccinated employees, students, and as necessary, vendors, as well as the City's recent requirement that institutions of higher education in Philadelphia mandate vaccinations and require testing of any exempt employees or students. Dentrust will provide testing services on-site at the College. Unvaccinated individuals will need to take an antigen test twice per week. Dentrust will provide all necessary equipment, supplies, personnel, personal protective equipment, internet, computers, collection kits, signage, and the software platform through which appointments will be made and tests results will be shared (including implementation of the platform and any necessary integration with the College's own software). Dentrust, P.C. is currently providing COVID-19 testing services to the School District of Philadelphia.

Staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to enter into a contract with Dentrust.P.C. for an amount not to exceed [REDACTED]. HEERF dollars will be utilized for this contract.

EXECUTIVE SESSION

The Business Affairs and Executive Committees will go into Executive Session. Zoom details follows:

Executive Session: Combined Meeting of the Business Affairs and Executive Committees of the Board

<https://ccp.zoom.us/j/99927836508?pwd=Rzg1dXJ2dmNTSEVhQUt0M0w5T0I4Zz09>

Meeting ID: 999 2783 6508

Passcode: BAC

PUBLIC SESSION

The Business Affairs and Executive Committees will return to the Public Session.

Public Session: Combined Meeting of the Business Affairs and Executive Committees of the Board

<https://ccp.zoom.us/j/95342794534?pwd=d2k4Mkw3b3Rla1FjN1Q3SkQ2WIBYUT09>

Meeting ID: 953 4279 4534

Passcode: 8029

JE/Im

cc:

**Mr. Jeremiah White
Dr. Donald Generals
Mr. Gim Lim
Ms. Marsia Henley
Mr. Derrick Sawyer
Mr. John T. Wiggins
Victoria Zellers, Esq.**

ATTACHMENT A
Pennoni Associates, Inc.
Contract Amendment to Include Regional Centers



1900 Market Street
Suite 300
Philadelphia, PA 19103
T: 215-222-3000
F: 215-222-0591

www.pennoni.com

August 10, 2021

CCPHX21002R

Mr. Jacob Eapen
Vice President for Business and Finance
Community College of Philadelphia
1700 Spring Garden Street, Room M2-6
Philadelphia, PA 19130

**RE: CONTRACT AMENDMENT
COVID-19 AND HVAC CONSULTING SERVICES
COMMUNITY COLLEGE OF PHILADELPHIA
REGIONAL CAMPUSES
PHILADELPHIA, PENNSYLVANIA 19130**

Dear Mr. Eapen:

Pennoni Associates, Inc. (Pennoni) has prepared this contract amendment for The Community College of Philadelphia ("Client") to conduct HVAC and COVID-19 consulting services for the above referenced properties, hereinafter referred to as "subject property" or "site". This contract amendment is based on our recent discussions/correspondences with your team and our ongoing work at the College.

Based on Pennoni's current understanding of the project, Pennoni proposes the following Scope of Services as an amendment to the current contract:

SCOPE OF SERVICES AMENDMENT

TASK 2 – DUCT CLEANING

TASK 3 – OVERSIGHT OF DUCT CLEANING

TASK 2 – DUCT CLEANING SERVICES

Pennoni is proposing to provide turnkey duct cleaning services for the main campus buildings listed below as part of reopening plans for the fall 2021 semester. The services outlined in this proposal are in coordination with using Aella Industries as our subcontractor.

We will implement a multi-tasked approach for this project. The following major tasks will be completed:

Task 2h – Clean Northeast Regional Center Ductwork

Task 2i – Clean Northwest Regional Center Ductwork

Task 2j – Clean West Regional Center Ductwork

TASK 3 – OVERSIGHT OF DUCT CLEANING

We will implement a multi-tasked approach for this project. The following major tasks will be completed:

Task 3a – Background Air Monitoring

Task 3b – Background Air Monitoring Report

Task 3c – Daily Project Oversight and Air Monitoring

Task 3d – Project Oversight and Air Monitoring Report

Task 3a – Background Air Monitoring

One of Pennoni's industrial hygienists will conduct pre-renovation air monitoring for respirable dust concentrations in each work area before duct cleaning preparation work is started. Air monitoring will be performed using a direct reading instrument such as a MIE Personal DataRAM #1000, or equivalent device. Pre-renovation monitoring results will be used as a baseline during duct cleaning activities.

Task 3b – Background Air Monitoring Report

Upon completion of the above scope of service, Pennoni will prepare a report documenting the results of our pre-renovation air monitoring. The background air monitoring report will include a summary of our findings as well as recommendations we may have relative to our findings and the planned renovation. The location of each reading taken will be documented in the report.

Task 3c – Daily Project Oversight and Air Monitoring

Pennoni will provide oversight of a National Air Duct Cleaners Association (NADCA) certified contractor to complete the proper cleaning of ductwork in the above referenced buildings. During the duct cleaning activities, Pennoni will provide a project manager and a team of industrial hygienist to conduct air monitoring in areas adjacent to the work area and within the work area. The purpose of air monitoring within the work areas is to detect respirable dust concentrations which may challenge the ability of the work area isolation procedures. Air monitoring adjacent to the work area will be performed to ensure work area isolation procedures are sufficient. A report of progress will be maintained, as well as a description of procedures employed by the contractor to address the duct contaminants. Pennoni will provide clearance visual inspections following duct cleaning work each work area in accordance with the specification documents for this project.

FEES

Initial Contract was based on Pennoni's proposal dated July 6, 2021 in the amount of \$2,446,500 for the main campus. That proposal did not include duct cleaning services for the regional centers. This Amendment is to include duct cleaning (task 2) and duct cleaning oversight (task 3) services as identified in our original contract.

Task 2h – Clean Ductwork at Northeast Regional Center	\$272,800 (Lump Sum)
Task 2i – Clean Ductwork at Northwest Regional Center	\$225,500 (Lump Sum)
Task 2j – Clean Ductwork at West Regional Center	\$63,800 (Lump Sum)

Task 3 – Duct Cleaning Oversight. We recommend a budget of 98,900 (Time and Materials)

Total contract amendment value \$661,000.

Pennoni is prepared to begin this project upon written authorization. If a Notice to Proceed is provided by August 18, 2021 we anticipate a project start date of August 19, 2021. We anticipate completion of the

scope of services outlined in Task 2 by September 5, 2021 according to the following breakdown:

<u>Building</u>	<u>Completion Date</u>
Northeast	September 3, 2021
Northwest	September 5, 2021
West	September 5, 2021

TERMS AND CONDITIONS

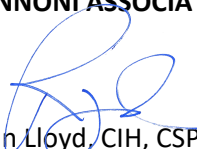
Work will be completed in accordance with the original AIA Document C103-2015 terms and conditions.

Thank you for the opportunity to provide these professional services. This contract amendment is valid for a period of 30 days. If you have any questions, or if you would like to discuss any of the above, please do not hesitate to contact us.

We look forward to working with you on this project. If you have any questions regarding this submission or require additional information, please feel free to call us.

Sincerely,

PENNONI ASSOCIATES INC.



Alan Lloyd, CIH, CSP, ENV SP
Vice President, EHS Practice Leader

BUILDING		PROPOSED START DATE	ANTICIPATED FINISH DATE
BONNELL			
Second Floor		14-Jul	23-Jul
Basement		14-Jul	28-Jul
R Level		17-Jul	31-Jul
First Floor/B1		23-Jul	6-Aug
Ground Floor		27-Jul	8/2 (9/17 theatre)
MINT			
Third Floor		20-Jul	28-Jul
Mezz Floor		19-Jul	4-Aug
Second Floor		24-Jul	2-Aug
First Floor		31-Jul	31-Jul
Ground Floor		28-Jul	6-Aug
WEST			
Fourth Floor		26-Jul	2-Aug
Third Floor		28-Jul	4-Aug
Second Floor		5-Aug	9-Aug
First Floor		5-Aug	14-Aug
Basement		16-Aug	14-Aug
CBI			
Lower Parking		26-Jul	10-Aug
Upper Parking		26-Jul	10-Aug
Roof		2-Aug	10-Aug
Third Floor		2-Aug	11-Aug
Second Floor		12-Aug	18-Aug
First Floor		12-Aug	18-Aug
PAVILION			
Penthouse		19-Aug	31-Aug
First Floor		23-Aug	31-Aug
Bookstore H204		23-Aug	31-Aug
Ground Floor		23-Aug	31-Aug
WINNETT			
Gym Platform		23-Aug	17-Sep
Gym Second Floor		23-Aug	17-Sep
Gym First Floor		23-Aug	17-Sep
Third Floor		9-Aug	21-Aug
Second Floor		9-Aug	21-Aug

First Floor		9-Aug	21-Aug
Basement		9-Aug	21-Aug
NE Regional Center		19-Aug	3-Sep
NW Regional Center		26-Aug	5-Sep
West Center		30-Aug	5-Sep

Schedule of Contract Values

(This form must be completed by the Contractor for the Project.)

PROJECT NAME:
PROJECT #:
CONTRACTOR:

APPLICATION NO:
APPLICATION DATE:
PERIOD TO:
PERCENT COMPLETE TO DATE:

A	B	C	D	E	F	G	H	I	J
ITEM	DESCRIPTION OF WORK	SCHEDULED	WORK COMPLETED		MATERIALS	TOTAL	%	BALANCE	RETAINAGE
NO.		VALUE	FROM PREVIOUS	THIS PERIOD	PRESENTLY	COMPLETED	(G ÷ C)	TO FINISH	(IF VARIABLE
			APPLICATION		STORED	AND STORED		(C - G)	RATE)
			(D + E)		(NOT IN	TO DATE			
					D OR E)	(D+E+F)			
2h	Clean Ductwork of Northeast Center	\$272,800.00							
2i	Clean Ductwork of Northwest Center	\$225,500.00							
2j	Clean Ducwork of West Center	\$63,800.00							
3b	Duct Cleaning Oversight Regional Center	\$98,900.00							
GRAND TOTALS		\$661,000.00	0	0	0	0	0	0	0

Contract Manager: Minimum performance requirements successfully completed and approved by: _____ Date: ____ / ____ / ____