



Linking Education & Community

**BRAZOSPORT
COLLEGE**

Board of Regents

AGENDA

Special Meeting

June 4, 2008

BRAZOSPORT COLLEGE

Notice is hereby given that on the 4th day of June, 2008, a Special Meeting of the Board of Regents of the Brazosport College is scheduled at 5:30 p.m., in Room 104 in the Brazosport College Corporate Learning Center, located in Lake Jackson, Texas. The subjects to be discussed are listed on the agenda, which is attached to and made a part of this notice.

If, during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required, in relation to any item included in this notice then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at the date, hour, and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071-551.086, inclusive, of the Open Meetings Act, including, but not limited to:

- Section 551.071 For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
- Section 551.072 For the purpose of discussing the purchase, exchange, lease or value of real property.
- Section 551.073 For the purpose of considering a negotiated contract for a prospective gift or donation.
- Section 551.074 For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- Section 551.076 To consider the deployment, or specific occasions for implementation, of security personnel or devices.
- Section 551.082 For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge results in a need for a hearing.
- Section 551.083 For the purpose of considering the standards, guidelines, terms, or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.
- Section 551.084 For the purpose of excluding any witness or witnesses from a hearing during examination of another witness.
- Section 551.086 For the purpose of discussing economic development negotiations, or the offer of financial or other incentives.

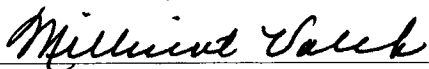
Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- (a) the open meeting covered by this notice upon the reconvening of this public meeting, or
- (b) at a subsequent public meeting of the Board upon notice thereof as the Board shall determine.

Individuals with disabilities are entitled to have access to and participate in public meetings. An individual requiring an accommodation for access to the meeting must notify the Brazosport College District by informing the Dean, Human Resources and Payroll, the District's ADA Coordinator, in writing 24 hours prior to the scheduled meeting of the necessity of an accommodation. Upon receipt of this request, the District will furnish appropriate auxiliary aids and services when necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of the Board meeting nondisabled individuals enjoy.

CERTIFICATE AS TO POSTING OR GIVING OF NOTICE

On this 29th day May, 2008, at 5:00 p.m., this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the Brazosport College District, 500 College Drive, Lake Jackson, Texas, and readily accessible to the general public at all times.


Secretary, Board of Regents

MISSION STATEMENT

Brazosport College exists to improve quality of life by providing associate and baccalaureate degree programs, academic transfer programs, job-skills training, and cultural enrichment in an efficient and cost-effective manner. The board, faculty and staff are committed to student success by responding to student needs, creating a dynamic learning environment, exceeding expectations, and enriching our community.

Brazosport
May 29, 2008

Board of Regents
Brazosport College

A special meeting of the Brazosport College Board of Regents is scheduled for Wednesday, June 4, 2008, at 5:30 p.m., in Room 104, in the Brazosport College Corporate Learning Center, located in Lake Jackson, Texas.

The agenda is as follows:

1. Roll Call
2. Invocation
3. Approval of Minutes
None
4. Communications
None
5. Informational Reports
None
6. President's Report
None

7. Audience to Patrons and Petitions

None Scheduled

8. Unfinished Business

- a. Administration of Oath of Office to Board Member. The Oath of Office for the recently elected Board member, Harry F. Koester, Jr., will be administered by the Chairman of the Board.
- b. Consideration and possible actions regarding Construction Project Management Services for College Master Plan Projects including, but not limited to, possible award of contract or actions regarding future negotiations. The Board interviewed three firms for consideration as Project Manager for the Master Plan at a special meeting on May 5, 2008. Since then, staff entered into negotiation of terms and services with IDC Inc.

On page 1, is a memo from the Dean, Business Services, recommending consideration of IDC Inc. to provide Project Management Services for a portion of the Master Plan. The President joins in this recommendation. Also included, on pages 2-6 is the cost proposal of \$977,460 from IDC Inc., to provide such services. Representatives from IDC Inc. will be present at the meeting to provide additional information and respond to questions.

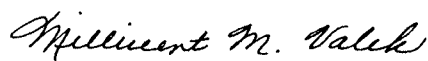
It would be appropriate for the Board to consider acceptance of the IDC Inc. proposal and authorize Management to engage their services for Project Management.

9. New Business

None

Should additional information or explanations be desired, please contact me.

Sincerely,



Millicent M. Valek
President

:sdg

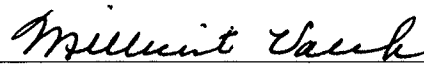
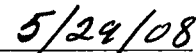
**MEMORANDUM****TO:** MILLICENT M. VALEK**FROM:** FRED J. SCOTT **SUBJECT:** IDC PROPOSAL**DATE:** MAY 28, 2008

Attached is a letter from Jim Gonzales, President & CEO of IDC, which contains a proposal in two phases related to Construction Project Management Services. As you can see, the first phase is for comprehensive program management services for the Byron & Sandra Sadler Health Professions/ Science Complex and the Dow Academic Center. The second phase covers only programming, planning, and design for the B and C wing renovations, the library renovation, and the new student center. Also attached is a listing provided by IDC, which highlights the benefits of each phase of the services they provide.

I recommend approval of the proposal for both phases for the following reasons:

- Unlike no recent building projects, we would have professional, experienced, and dedicated owner representation throughout the first two projects of the Master Plan.
- IDC provides programming and planning expertise we do not have for all of the Master Plan projects.
- Value-engineering specifically to benefit BC will be utilized during all phases of IDC's work on our projects.
- Overlapping programming and planning of the entire Master Plan will dramatically shorten the time to complete construction of the plan and allow the selected architects and contractors to move from one project to the next, achieving optimum subcontractor utilization.
- Project management of the "Sadler" and "Dow" projects is vital to staying on schedule and on budget. Having IDC's talents in-place will allow us the time to hire the new and future facilities director and have Dale Sullivan be prepared to complete the construction project management phases of the B & C wings, the library renovation, and the construction of the infill for the new student center.
- Having IDC on board will provide the consistent and cohesive continuity needed to allow completion of the Master Plan projects within the limited funding available.

Recommended:


Millicent M. Valek, President
Date



May 21, 2008

Mr. Fred J. Scott
Brazosport College
500 College Drive, Room C111
Lake Jackson, Texas 77566

RE: **Program Management Services Cost Proposal**

Dear Mr. Scott:

On behalf of IDC Inc., we are submitting for your review and approval, our cost proposal to provide Program Management Services to Brazosport College. We are very anxious to begin work on your projects and look forward to working with you and everyone at Brazosport College. This proposal is based on conversations and meetings we have held with the staff over the past few weeks. Our services are to be performed on a lump sum fee basis and to be billed as a percentage of completion over the duration of the projects which have been identified as 33 months time. Specific projects and phases identified as a part of this Program Management proposal are:

- Planning, Programming, Design & Construction Phase Management Services including Approvals and Closeout for the
 - Sadler Complex and
 - Dow Academic Center.

- Planning, Programming, and Design Phase Management Services for the
 - B&C Wing Renovations and
 - New Student Center & Library.

The work is separated into two phases, and our proposal incorporates the input we have received from you, to best meet your needs. The proposed cost of the Program Management services for the projects listed above is \$977,460. The cost for Construction Management Phase Services for the New Student Center, Library Reorientation, B&C Wing Renovations, and other future facility improvements are not included in this proposal, however, can be added by contract modification at a later date.

Through the use of Program Management services, you will be benefiting from savings of inflationary bond costs through improved schedule delivery of your projects, and lower professional fees.

We look forward to working with you, the College's staff, the Board of Regents, and others to be involved in the successful delivery of your building program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Gonzales', written in a cursive style.

Jim Gonzales
President & CEO

Program Management Cost Proposal
Brazosport College
Sadler Complex & DOW Academic Center

PROJECT	START DATE	FINISH DATE	DELIVERY METHOD	IDC STAFFING	BILLING RATE PER HOUR
2008-2010					
<u>Sadler Complex (Science Technology & Health Professions)</u>			IDC/BC Staff		
Programming & Planning (2)	June 08	July 08	TBD	<u>PRIN</u> <u>Sr</u> <u>PM</u> <u>PM</u> <u>Pr</u> <u>Chr</u> 0 320 0 0 0	PRN: \$173
Design Phase (8)	Aug 08	Mar 09		0 640 320 0 0	Sr PM: \$136
Board Approve Contractor (2)	Apr 09	May 09		0 160 80 0 0	PM: \$107
Construction Phase (18)	Jun 09	Nov 10		0 960 960 0 0	Pr Chr: \$101
Close-out/Move (3)	Dec 10	Feb 11		<u>0</u> <u>120</u> <u>120</u> <u>0</u> <u>0</u>	
TOTAL				2200 1480 0	
<u>Dow Academic Center</u>			IDC/BC Staff		
Programming & Planning (2)	Aug 08	Sep 08		<u>PRIN</u> <u>Sr</u> <u>PM</u> <u>PM</u> <u>Pr</u> <u>Chr</u> 0 160 40 0 0	PRN: \$173
Design Phase (6)	Oct 08	Mar 09	TBD	0 480 240 0 0	Sr PM: \$136
Board Approve Contractor (2)	Apr 09	May 09		0 160 80 0 0	PM: \$107
Construction Phase (12)	Dec 09	Nov 10		0 480 480 0 0	Pr Chr: \$101
Close-out/Move (3)	Dec 10	Feb 11		<u>0</u> <u>120</u> <u>120</u> <u>0</u> <u>0</u>	
TOTAL				1400 960 0	

TOTAL COST: \$866,180

- NOTE:
- College will provide office space, supplies, furniture, internet access, and equipment including laser color printer/fax/scanner/copier for onsite use.
 - Direct Expense: \$49,500
 - Administrative Support: \$66,000
 - All services indicated are performed on a lump sum basis.

5/21/2008



Program Management Cost Proposal
Brazosport College
B&C Wings Renovations, New Student Center, & Library
Planning & Programming and Design Phase Services

PROJECT	START DATE	FINISH DATE	DELIVERY METHOD	IDC STAFFING	RATE PER HOUR																								
Renovation of B & C Wings Programming & Planning (2) Design Phase (6)	TBD	TBD	TBD	<table border="0"> <tr> <td><u>PRIN</u></td> <td><u>Sr</u></td> <td><u>PM</u></td> <td><u>PM</u></td> <td><u>Pr</u></td> <td><u>Ctr</u></td> </tr> <tr> <td>0</td> <td>0</td> <td>144</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>0</td> <td>288</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>432</td> <td></td> <td></td> <td></td> </tr> </table>	<u>PRIN</u>	<u>Sr</u>	<u>PM</u>	<u>PM</u>	<u>Pr</u>	<u>Ctr</u>	0	0	144	0			0	0	288	0					432				PRN: \$173 Sr PM: \$136 PM: \$107 Pr Ct: \$101
	<u>PRIN</u>	<u>Sr</u>	<u>PM</u>	<u>PM</u>	<u>Pr</u>	<u>Ctr</u>																							
0	0	144	0																										
0	0	288	0																										
		432																											
New Student Center & Library Renovation Programming & Planning (2) Design Phase (8)	TBD	TBD	TBD	<table border="0"> <tr> <td><u>PRIN</u></td> <td><u>Sr</u></td> <td><u>PM</u></td> <td><u>PM</u></td> <td><u>Pr</u></td> <td><u>Ctr</u></td> </tr> <tr> <td>0</td> <td>0</td> <td>160</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>0</td> <td>448</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>608</td> <td></td> <td></td> <td></td> </tr> </table>	<u>PRIN</u>	<u>Sr</u>	<u>PM</u>	<u>PM</u>	<u>Pr</u>	<u>Ctr</u>	0	0	160	0			0	0	448	0					608				PRN: \$173 Sr PM: \$136 PM: \$107 Pr Ct: \$101
	<u>PRIN</u>	<u>Sr</u>	<u>PM</u>	<u>PM</u>	<u>Pr</u>	<u>Ctr</u>																							
0	0	160	0																										
0	0	448	0																										
		608																											

Note:

1. Work is performed within 2008-2010 time frame, no additional administrative support needed; Admin Support: \$0
2. No Additional Direct Expense: Direct Expense: \$0.
3. Project Manager will be assigned part time, as shown in the estimated hours, to assist the Senior PM. (Sr. PM freed up for P&P and Design Svcs)
4. Labor classifications for other staff may be added at the specified rate at the discretion of the College
5. All services indicated are performed on a lump sum basis.

TOTAL COST: \$111,280

5/21/2008



VALUE OF PROGRAM MANAGER

Programming & Planning Phase

- Immediate access to specialized technical expertise and management resources
- Minimize increased effort required of existing facilities staff
- Develop procedures manual to facilitate uniformity in design and construction
- Coordinate programming and planning activities with college administration, technical staff and facilities staff
- Assist with developing updated total project budget and implementation schedule
- Prepare a functional building program document for each facility

Design Phase

- Assist with AE interviews and selection
- Prepare AE contract scope and assist with price negotiation
- Single Point of Contact (POC) between facilities staff and AE
- Develop design milestone schedule that incorporates sufficient time for client decision making
- Minimize scope creep through implementation of design change procedure
- Monitor estimated construction cost and oversee AE 'Design to Budget' and design to program
- Analyze materials/equipment specifications and make recommendations that could maintain quality at reduced cost, or improve quality at same cost through value engineering solutions
- Provide creative input from the owner's perspective to the AE team based on experience

Board Approval of Construction Contract

- Analyze and recommend alternative delivery methods that could save time and/or cost
- Identify and encourage potential contractors to submit bids
- Evaluate bids (that could include Contractor's qualifications component) to determine best value bid
- Conduct pre-bid & award activities such as advertising, pre-bid meetings, bid opening.
- Coordinate and facilitate construction contract preparation, negotiations, award and execution

Construction Phase

- Single POC between facilities staff and contractor, vendors and AE to enhance communication and offer continuity of projects from start through completion
- Minimize increasing the demand on existing facilities staff
- Monitor Contractor's overall progress and schedule through conducting regular construction meetings
- Through 'Constructware' software, monitor the AE and general Contractor's performance and procedural compliance through routine progress reviews
- Minimize claims by assuring prompt response by AE to contractor's RFI's and questions

Project Close-out and Move-in Phase

- Minimize increased effort required of existing facilities staff
- Assist with scheduling and coordinating move-in activities
- Manage project close-out and documentation collection (O&M manuals, training and warranties)
- Bring expertise to help identify issues and facilitate timely solutions of punch list items
- Recommend final acceptance to the board

Overall Advantages of Program Manager

- Accelerate schedule to reduce impact of inflation
- Provide enhanced services to the owner at an earlier date by accelerating schedule
- Staff needed to accelerate schedule is immediately available.
- Additional college staff not required to implement program in phase 1
- PM services provides continuity from start to finish to work towards maintaining budget, schedule and quality of overall program