

## SOUTH TEXAS COLLEGE

# **Board of Trustees Regular Board Meeting**

Tuesday, January 31, 2023 5:30 p.m.

Pecan Campus
Ann Richards Administration Building
Board Room
McAllen, Texas

**Online Board Packet** 

#### SOUTH TEXAS COLLEGE BOARD OF TRUSTEES REGULAR MEETING

## Tuesday, January 31, 2023 @ 5:30 p.m. Ann Richards Administration Building Board Room Pecan Campus, McAllen, Texas 78501

#### **AGENDA**

"At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code. At this meeting, the Board of Trustees may deliberate on and take any action deemed appropriate by the Board of Trustees on the following subjects:"

#### **COVID-19 Public Health / Attendance Measures**

Due to COVID-19 and Social Distancing recommendations, members of the public are encouraged to watch the live broadcast of the meeting at:

https://admin.southtexascollege.edu/president/agendas/live.html.

I.	Call Meeting to Order
II.	Determination of Quorum
III.	Invocation
IV.	Public Comments
V.	Update by the College President7
VI.	Presentations
VII.	Consideration and Action on Consent Agenda  A. Approval of Board Meeting Minutes
	<ul> <li>B. Approval and Authorization to Accept Grant Awards and Agreements 17 - 19</li> <li>1) Jobs for the Future (JFF) Google Career Certificates Community College Expansion Project in the amount of \$10,250.00</li> <li>2) Texas Higher Education Coordinating Board (THECB), Work-Study Student Mentorship Program Allocation in the amount of \$80,661.00</li> <li>3) Texas Workforce Commission, Jobs and Education for Texans (JET) Grant in the amount of \$330,600.00</li> </ul>

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- 4) Texas Workforce Commission, Jobs and Education for Texans (JET) Grant in the amount of \$329,082.00
- 5) The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP), Governor's Emergency Education Relief (GEER) fund in the amount of \$297,872.34
- 6) Economic Development Corporation of Weslaco Grant in the amount of \$75,000.00
- 7) Additional Grant(s) Received/Pending Official Award

#### VIII. Consideration and Action on New Items

- 2. Review and Authorization to Enter into Interlocal Agreement with Texas A&M University Health Science Center for the Diabetes Education Program...... 22

#### IX. Consideration and Action on Committee Items

- A. Education and Workforce Development Committee Items
  - - a. Presentation on the Summit for Dual Credit Programs
    - b. Overview and Discussion of South Texas College Initiatives in Western Hidalgo County & La Joya ISD
- B. Finance, Audit, and Human Resources Committee Items
  - - - A. Award of Proposals
        - 1) Advertising Services (Award)
        - 2) Digital Advertising Services (Award)
        - 3) Technology Campus Building A Analog to Digital Audio Visual Upgrade (Award)
        - 4) Truck Driver Training Simulator (Award)
        - 5) Virtual Reality Welding Training Simulator (Award)
      - B. Rejection of Proposal
        - 6) Purchase and Installation of LED Lights II (Reject)
      - C. Purchases and Renewals
        - a. Instructional Item
          - 7) Instructional Equipment (Purchase)
          - 8) Graduation Facility Agreement (Purchase/Lease)

January 31, 2023	Regula	r Board Meeting @ 5:30 p.m.
	b.	Non-Instructional Items 9) Cargo Van (Purchase) 10)Fitness Equipment (Purchase) 11)Continuing Disclosure Services (Renewal) 12)Financial Advisor Services (Renewal) 13)Moving Services (Renewal) 14) Network Cabling Services for Building Projects (Renewal)
	C.	Technology Items 15)Computers, Laptops, Tablets, and Monitors (Purchase) 16)Internet Services Agreement – Tyler Junior College (Renewal) 17)Red Hat Licenses Maintenance and Support Agreement (Renewal)
	D. Into	erlocal Agreement 18)State Records Inquiry Access Agreement (Purchase/Renewal)
b.	Retire A-1. A-2. A-3.	1
	B-1. C-1.	Retire Current Policy #5320: Preparation and Processing of Budget Changes
c.		val to Adopt New Personnel Policies and Retire Current Policies
	A-1.	Adopt DAA Employment Objectives Equal Employment Opportunity
	A-2.	Retire Policy #4205: Equal Education and Employment Opportunities
	B-1.	Adopt DBF (Local) Employment Requirements and Restrictions: Outside Employment
	B-2. C-1.	Retire Policy #4800: Outside Employment Adopt DDA (Local) Personnel Positions: Qualifications and Duties
	D-1.	Adopt DF (Local) Retirement Programs
	D-2.	Retire Current Policy #4341: TexaSaver 457
	D-3.	Retire Current Policy #4342: Special Pay Plan under §§ 401(a) of the Internal Revenue Code
	D-4.	Retire Current Policy #4351: Optional Retirement Plan (ORP)
	E-1.	Adopt DHB (Local) Employee Standards of Conduct: Child Abuse and Neglect Reporting
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	A. Next Meetings:	
	<ul> <li>Tuesday, February 14, 2023</li> <li>➤ 3:00 p.m Education &amp; Workforce Development Committee</li> <li>➤ 4:00 p.m Facilities Committee</li> <li>➤ 5:00 p.m Finance, Audit and Human Resources Committee</li> </ul>	
	Tuesday, February 28, 2023	

#### B. Other Announcements:

• Wednesday, February 1, 2023 is the Spring 2023 Census Day

> 5:30 p.m. – Regular Board Meeting

- South Texas College will be closed Friday, February 17, 2023 to hold College-Wide Professional and Organizational Development Day.
- South Texas College will join the National Alliance of Concurrent Enrollment Partners to host the 2<sup>nd</sup> annual Summit for Dual Credit Programs from February 19 – 21, 2023 at the South Padre Island Convention Center.

#### **Update by the College President**

Dr. Ricardo J. Solis, College President, will provide an update to the Board of Trustees.

No action is requested.

#### **Presentations**

#### 1. Presentation on 30th Anniversary Marketing

With the advent of 2023, South Texas College is poised to celebrate its 30<sup>th</sup> Anniversary. As we prepare to kick off a year of celebrations, the Public Relations and Marketing team under the direction of Lynda Lopez has designed an anniversary logo.

Ms. Lopez and Creative Art Director Adam McGrath will introduce the new anniversary logo and possible usage of it in a short presentation to the Board of Trustees Tuesday night.

#### 2. Presentation on Status of Fiscal Year 2022 Financial Audit

Ms. Esmeralda Yniguez and staff from Carr, Riggs & Ingram, LLC will review the results of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2022 and 2021 with the Board and will respond to any questions the trustees may have on the audit.

Presentation of the final Fiscal Year 2022 Financial Audit for review by the Board of Trustees is required by Policy 5330.

Included under separate cover is a draft of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2022 and 2021.

No action is required from the Board. This item is presented for information and feedback to staff.

#### **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

1) December 13, 2022 Regular Board Meeting

It is recommended that the Board of Trustees of South Texas College approve the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and adopts the Minutes for the December 13, 2022 Regular Board Meeting as presented.

**Approval Recommended:** 

Dr. Ricardo J. Solis President

# SOUTH TEXAS COLLEGE BOARD OF TRUSTEES REGULAR MEETING Tuesday, December 13, 2022 @ 5:30 p.m. Ann Richards Administration Building Board Room Pecan Campus, McAllen, Texas 78501

#### **Minutes**

#### **Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, December 13, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Ms. Rose Benavidez presiding.

Members present: Ms. Rose Benavidez, Dr. Alejo Salinas, Jr., Mr. Paul R. Rodriguez, Mrs. Dalinda Gonzalez-Alcantar, Mr. Rene Guajardo, and Mr. Danny Guzman

Members absent: Mrs. Victoria Cantu

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Mr. Javier Villalobos, Ms. Lynda Lopez, Mr. George McCaleb, Mrs. Myriam Lopez, Mr. Rick De la Garza, Mrs. Rebecca Cavazos, Dr. Ali Esmaeili, Ms. Alicia Correa, Mrs. Gardenia Perez, and Ms. Stephanie Hinojosa.

#### **Determination of a Quorum**

A quorum was present and a notice of the meeting was posted.

#### Invocation

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, said the invocation.

#### **Public Comments**

No public comments were given and a notice of the meeting was posted.

#### **Update by the College President**

Dr. Ricardo J. Solis, College President, provided an update to the Board of Trustees. His update included:

- recap of employee appreciation luncheons;
- the December 2022 graduation ceremonies;
- the South Texas College float planned for the City of McAllen Holiday Parade;
- an agreement with Texas A&M University for an engineering academy to provide a pathway from South Texas College to the Texas A&M engineering program;
- a second agreement with Texas A&M University to establish a joint admission program; and,
- \$250,000 in support from Bank of America over two years to support continuing education healthcare pathways.

No action was requested.

#### Ratification of Humanities Texas, Major Grant for Community Projects

The Board of Trustees was asked to ratify the funding from this grant. Funds were received by Humanities Texas in the amount of \$6,000.00 to support costs associated with "She Roars: A Series of Lectures, Workshops, and Exhibitions Celebrating Women's Contributions to the Humanities." A founding member of the Guerrilla Girls, an internationally known anonymous collective of women artists, will showcase underrepresentation of women and people of color, through lectures and exhibit posters. Project activities will be supported by talented authors, community artists, and faculty from both The University of Texas Rio Grande Valley (UTRGV) and South Texas College (STC), and collaborations with the International Museum of Art and Science (IMAS) and McAllen Public Library. The funding period is January 1, 2023 through March 31, 2023.

The award aligns with Strategic Direction #1, Lead Community Engagement, by serving as a catalyst for engaging and strengthening the community through diverse efforts that bring awareness of educational options, programs, and services.

The presented grants will provide up to \$6,000.00 in funding for the college to provide services and opportunities throughout the region.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College ratified the receiving of funds from the Humanities Texas, Major Grant for Community Projects in the amount of \$6,000.00 as presented. The motion carried.

#### **Approval of Board Meeting Minutes**

The following Board Meeting Minutes were submitted for approval:

1) November 29, 2022 Regular Board Meeting

Mr. Rene Guajardo moved that the Board approve and adopt the Minutes as written, and Mrs. Dalinda Gonzalez-Alcantar seconded the motion.

Dr. Alejo Salinas, Jr. noted that the November 29, 2022 Regular Board Meeting Minutes did not correctly reflect that a motion made at that meeting had passed. He asked that this be corrected in the adopted Minutes.

Mr. Rene Guajardo amended his motion to adopt the corrected Minutes, and Mrs. Dalinda Gonzalez-Alcantar seconded the amendment that the Board of Trustees of South Texas College approve and adopt the Minutes for the November 29, 2022 Regular Board Meeting as corrected. The motion carried.

## Review and Action as Necessary on Proposed Revision to 2022-2023 Academic Calendar

The 2022-2023 Academic Calendar was previously approved by the Board on May 25, 2021. In the current calendar, the College-Wide Professional and Organizational Development Day was scheduled for January 27, 2023.

Since that time, the College identified a concern with the event being held on this date. The Spring 2023 census date was on February 1, 2023, which was after the scheduled College-Wide Professional and Organizational Development Day. Prior to census date, the Student Affairs and Enrollment Management (SAEM) division required their departments to be fully staffed to assist students with payment arrangements, registration, as well as departmental processing for financial aid disbursements. The SAEM division's commitment to student support would prevent staff from being able to participate in the college-wide event.

For this reason, the College iproposed to re-schedule the College-Wide Professional and Organizational Development Day to Friday, February 17, 2023.

#### **Enclosed Documents**

The proposed revision to the 2022-2023 Academic Calendar was provided in the packet.

The Administration recommended Board approval of the proposed revision to the 2022-2023 Academic Calendar as presented.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved the proposed revision to the 2022-2023 Academic Calendar as presented. The motion carried.

## Review and Action as Necessary on Purchase of Access to a Comprehensive Remediation, Testing, and Review Program (Purchase)

The Board was asked to approve the purchase of access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute**, **LLC**. (ATI) (New), a sole source vendor, for the period beginning December 14, 2022 through August 31, 2023, for a total estimated amount of \$180,400.00, which is based on \$200 per student.

The access to the program's materials and feedback features provides students with various learning tools that will assist them in learning course content, identifying strengths and weaknesses, reviewing content, and improving test-taking abilities to ultimately succeed in passing the National Council Licensure Examination (NCLEX) for professional licensure.

This program license purchase was requested by the Division of Student Services / PASS Program to aid approximately nine hundred two (902) students in the Associate Degree Nursing (ADN), Licensed Vocational Nursing (LVN), and Emergency Medical Services (EMS) programs for the Spring 2023, Summer 2023, and Fall 2023 semesters to prepare them for the NCLEX exam.

Funding Source - Funds for this expenditure were budgeted in the Carl Perkins grant budget for FY 2022 – 2023.

Enclosed Documents – The vendor pricing information was provided in the packet for the Board's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, attended the Board meeting to address any questions.

The Finance, Audit & Human Resources Committee recommended Board approval as presented.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved the purchase of access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute, LLC**. (ATI) (New), a sole source vendor, for the period beginning December 14, 2022 through August 31, 2023, for a total estimated amount of \$180,400.00, which is based on \$200 per student, as presented. The motion carried.

## Review and Recommend Action to Ratify Revisions and Reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023

The Board was asked to ratify revisions and reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023 to include revisions to position pay grades, titles, salaries, and Fair Labor Standards Act (FLSA) status as recommended by the Texas Association of School Boards (TASB) and/or Administrators.

Background – The Office of Human Resources, in collaboration with TASB and College Administration, performed further assessments of FY 2022 – 2023 positions, and actions were taken after the President's approval, as listed in the below Exhibits:

- 1. Exhibit A Revisions and reclassifications to the TASB Compensation Study results and were effective September 1, 2022.
- 2. Exhibit B Revisions and reclassifications initiated by Administration and reviewed by TASB, as necessary, and were effective in the month in which the President's approval was received.

The revisions and reclassifications were based on an assessment of the position's job duties and responsibilities and college and departmental needs and objectives and include the following:

- A. TASB Re-evaluation
- B. Fair Labor Standards Act Exempt or Non-exempt Status Re-evaluation
- C. Pay Grade Corrections
- D. Position Title and/or Salary Adjustments
- E. Title Changes
- F. Grant Funded New Positions
- G. Salary Assessments
- H. Delete Position to Create New Position

Funding Source – Funds for these revisions and reclassifications were available in the FY 2023 salary budget, and the net effect on the FY 2023 Salary Budget and Unrestricted Fund Budget was zero.

Reviewers – The revisions and reclassifications were reviewed by the President and all the Vice Presidents.

This item was presented in the November 29, 2022 Board meeting however since a motion to ratify the revisions and reclassifications did not pass, this item was taken back to the Finance, Audit & Human Resources Committee for further discussion.

The Finance, Audit & Human Resources Committee recommended Board approval as presented.

December 13, 2022 Regular Board Meeting Minutes Page 6, Revised 01/26/2023 @ 11:07 AM

Enclosed Documents – Exhibit A and Exhibit B were provided in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Alicia Correa, Assistant Director of Human Resources, attended the Board Meeting to address any questions.

Mr. Danny Guzman recalled that during the November 2022 Regular Board Meeting, there was discussion of this item, and he wanted to be very clear that he is one-hundred percent in support of all faculty and staff and thinks South Texas College has tremendous faculty and staff. He noted that his concern is that he should be made informed of changes before they happen, and he has a concern when ratifications are presented to the Board, because those changes have already been implemented.

Mr. Paul R. Rodriguez also observed that it would be a function of the internal auditor to verify that such changes had been implemented properly. He believed that verification would give the Board further comfort in the ratified actions.

Dr. Alejo Salinas, Jr. called for a study by the internal auditor to evaluate the recommendations made during the compensation study by TASB and the implementation of changes to the Pay Plan and Staffing Plan.

Ms. Rose Benavidez noted that administration is doing a great job addressing day-to-day challenges to recruit and retain the talented faculty and staff that make the College successful.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College ratified the revisions and reclassifications to the Employee Pay Plan and the Employee Staffing Plan FY 2022 – 2023 as presented. The motion carried.

#### **Consideration and Approval of Checks**

Board action was requested to approve the checks for release for the month of November 2022. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

The checks submitted for approval were provided in the Board packet.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the submitted checks for release in an amount over \$125,000.00, and the checks that were released as authorized by Board Policy #5610, submitted for the month of November 2022. The motion carried.

#### **Announcements**

- A. Next Meetings:
  - <u>Tuesday, January 17, 2023</u>
    - > 3:00 p.m. Education & Workforce Development Committee
    - ➤ 4:00 p.m. Facilities Committee
    - > 5:00 p.m. Finance, Audit and Human Resources Committee
  - Tuesday, January 31, 2023
    - > 5:30 p.m. Regular Board Meeting
- B. Other Announcements:
  - The College will be closed for Winter Break from Saturday, December 17, 2022 Tuesday, January 3, 2023.

#### **Adjournment**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 5:55 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, December 13, 2022 Regular Board Meeting of the South Texas College Board of Trustees.

<u>X</u>	
Mrs. Victoria Cantú	
Board Secretary	

#### **Approval and Authorization to Accept Grant Awards and Agreements**

Authorization to accept and approve the following grant awards, including the use of related funds and execution of related agreements as necessary for each grant, is requested:

## 1. Jobs for the Future (JFF), Google Career Certificates Community College Expansion Project in the amount of \$10,250.00

This grant enables South Texas College's Computer Science and Bachelor of Applied Technology and Information Technologies (BAT- CITP) faculty gain readiness through a certification in IT Automation and Project Management. The primary goals include increasing the enrollment, providing students the opportunity of an advanced career in IT, and professional development for BAT-CITP faculty. This award is upon execution through May 2023.

This grant aligns with Strategic Direction #3, Create Educational Opportunities for Students, by providing programs that align with changing needs in the job market. I Additionally, the grant aligns with Strategic Direction #2, Promote Academic Integrity and Excellence, by providing professional development for faculty that aligns with emerging technologies.

## 2. Texas Higher Education Coordinating Board (THECB), Work-Study Student Mentorship Program Allocation in the amount of \$80,661.00

Funding through this award is for work-study student mentors to work with high school students at college and career centers located at high schools in the college's service area and South Texas College campuses. Mentorship activities will promote the development of a college-going culture and improvement to the retention and completion rates of college students. The funding period for this grant is from September 1, 2022 to August 31, 2023.

This grant is aligned to Strategic Goal #4, Foster Student Success, by providing opportunities for students to participate in a Work-Study Student Mentorship Program.

## 3. Texas Workforce Commission, Jobs and Education for Texans (JET) Grant in the amount of \$330,600.00

This JET grant seeks to expand the capacity of the Vocational Nursing Program by acquiring specialized equipment such as Manikins and MedStations to be used by approximately 215 students. The Vocational Nursing program helps to prepare students with the knowledge, skills, and required employability skills needed for in demand occupations. South Texas College will contribute an additional \$17,400 cash matching funds for a total of \$348,000 for this grant. The funding period for this grant is from August 16, 2022 to August 31, 2023.

This award aligns with Strategic Direction #3, Create Educational Opportunities, by ensuring that students engage in learning that will prepare them for the workforce, which positively affects the economic and social mobility of residents in our region.

## 4. Texas Workforce Commission, Jobs and Education for Texans (JET) Grant in the amount of \$329,082.00

This JET grant seeks to expand the capacity of the Emergency Medical Services Program by acquiring specialized equipment such as Medical Oxygen Generating Systems and motorized lifting equipment to be used by approximately 180 students. South Texas College will contribute an additional \$17,321 cash matching funds for a total of \$346,403 for this grant. The funding period for this grant is from August 16, 2022 to August 31, 2023.

This award aligns with Strategic Direction #3, High Success Rate, by ensuring that students engage in learning that will prepare them for the workforce, which positively affects the economic and social mobility of residents in our region.

## 5. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP), Governor's Emergency Education Relief (GEER) fund in the amount of \$297,872.34

Funds will support the Division of Nursing and Allied Health to recruit and retain students enrolled in the Associate Degree Nursing Program. Funds will be used for nursing faculty enhancement, recruitment and retention strategies, and the development and implementation of innovative methods involving curriculum and instruction methods. The funding period is upon execution through August 31, 2023.

These funds align to Strategic Direction #2, Access and Success, by increasing the college-going culture in the region through community outreach for the nursing program.

## 6. Economic Development Corporation of Weslaco Grant in the amount of \$75,000.00

This grant will help enhance the professional skills of employees of businesses that provide key services in the City of Weslaco. This grant will allow the Institute for Advanced Manufacturing (IAM) to offer both general and advanced trainings for industries such as logistics, distribution, manufacturing, produce, and Industrial supply, as well as, small, independently-owned retail and service businesses. This training will help Weslaco-based employers and their employees become more productive and efficient and ultimately, more competitive. Funds will cover the cost of tuition, materials and supplies for classes. The funding period is from January 1, 2023 to December 31, 2023.

This award aligns to Strategic Direction #1, Lead Community Engagement, by providing training that develops skills to meet employer needs and contributes toward the economic mobility of the region.

#### 7. Any Additional Grants Pending Official Award

#### **Summary of Grant Award Funding**

The presented grants will provide up to \$1,123,465.30 in funding for the college to provide services and opportunities throughout the region.

### It is recommended that the Board of Trustees of South Texas College approve the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes accepting the following grant awards, including the use of related funds and execution of related agreements as necessary for each grant, contingent upon official award as appropriate:

- 1. Jobs for the Future (JFF) Google Career Certificates Community College Expansion Project in the amount of \$10,250.00
- 2. Texas Higher Education Coordinating Board (THECB), Work-Study Student Mentorship Program Allocation in the amount of \$80,661.00
- 3. Texas Workforce Commission, Jobs and Education for Texans (JET) Grant in the amount of \$330,600.00
- 4. Texas Workforce Commission, Jobs and Education for Texans (JET) Grant in the amount of \$329,082.00
- 5. The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP), Governor's Emergency Education Relief (GEER) fund in the amount of \$297,872.34
- 6. Economic Development Corporation of Weslaco Grant in the amount of \$75,000.00

#### **Approval Recommended:**

Dr. Ricardo J. Solis President

## Review and Adoption of Revised Minutes for the October 18, 2022 Regular Board Meeting

The Board of Trustees is asked to review and adopt the proposed revision to the Minutes for the October 18, 2022 Regular Board Meeting.

On November 29, 2022, the Board of Trustees adopted the Minutes for the October 18, 2022 Regular Board Meeting as written by staff.

These Minutes included Board approval of the renewal of a contract with Jostens, Inc., for the procurement of graduation caps and gowns; however, the dates listed in the Board packet in October 2022, and subsequently in the Minutes for that meeting, included the wrong year. The correct year for the renewal period should have been January 1, 2023 through December 31, 2023.

The Board of Trustees is asked to adopt the revised Minutes to correct the date of the renewal.

Andrew Fish, Board Relations Officer, will be present at the Meeting to address questions by the Trustees.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College adopts the proposed revision to the Minutes for the October 18, 2022 Regular Board Meeting.

#### Approval Recommended:

Dr. Ricardo J. Solis President

- 8) Purchase of Materials and Supplies (Purchase): purchase of materials and supplies from H-E-B Grocery Company (San Antonio, TX) and Sam's Club (McAllen, TX), Purchasing Association of Cooperative Entities (PACE) approved vendors, for the period beginning November 27, 2022 through August 31, 2022, at an estimated amount of \$70,000.00, which is based on prior year expenditures;
- 9) Purchase of Law Enforcement Vehicles (Purchase): purchase of law enforcement vehicles from Caldwell Country Chevrolet (Caldwell, TX), a Texas Association of School Boards (TASB) Buyboard approved vendor, at a total cost of \$88,750.00;
- **10) Depository Bank Services Agreement (Renewal):** renew the depository bank services agreement with **PNC Bank** (formerly BBVA Compass) (McAllen, TX), for the period beginning February 1, 2023 through January 31, 2025, with a minimal cost to the College;
- 11) Graduation Caps and Gowns (Renewal): renew the graduation caps and gowns contract with Jostens, Inc. (Minneapolis, MN), for the period beginning January 1, 20223 through December 31, 20223, at an estimated annual amount of \$66,000.00, which is based on prior year expenditures. The graduation caps and gowns are for the May 2023 and December 2023 ceremonies;
- **12)**HEP Grant Consultant (Renewal): renew the HEP grant consultant contract with Leadership Empowerment Group (Mercedes, TX), for the period beginning February 1, 2023 through January 31, 2024, at an estimated amount of \$60,000.00;
- **13) Merchant Services (Renewal):** renew the merchant services contract with **PNC Bank Merchant Services** provided by First Data Merchant Services, LLC. (McAllen, TX), for the period beginning December 1, 2022 through November 30, 2023, at an estimated total annual amount of \$350,000.00, which is based on prior year expenditures:
- **14)Signs, Banners, and Related Products (Renewal):** renew the signs, banners, and related products contracts for the period beginning February 1, 2023 through January 31, 2024, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:
  - Ana C. Tobias / Satori Display (McAllen, TX)
  - FedEx Office and Print Services, Inc. (Plano, TX)
  - Huntington Sky Production, Ltd./ dba Fastsigns (McAllen, TX)
  - Imprezos Pro Uniforms, LLC. (Pharr, TX)
- **15) Vehicle Fuel Program (Renewal):** renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2023 through December 31, 2023, at an estimated amount of \$160,000.00, which is based on prior year expenditures;

#### C. Purchases and Renewals (C-c. Technology Items)

**16) Computers and Laptops (Purchase):** purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, **Dell Marketing, LP.** (Dallas, TX), at a total amount of \$146,715.58;

#### Review and Authorization to Enter into Interlocal Agreement with Texas A&M University Health Science Center for the Diabetes Education Program

The Board of Trustees is asked to authorize administration to enter into an Interlocal Agreement with the Texas A&M University Health Science Center (HSC) for the Diabetes Education Program.

The Texas A&M University Health Science Center administers the Diabetes Education Program (DEP), which is part of *Healthy South Texas* and is recognized by the American Diabetes Association.

Under the proposed agreement, South Texas College would periodically make classroom and/or office spaces available to HSC to meet with eligible DEP participants for health screenings, educational programming, and follow-up meetings.

The College will also help promote the DEP by distributing marketing materials developed by HSC.

The program will initially take place at the South Texas College Starr County Campus, but may be extended to additional South Texas College locations depending on program demand and mutual agreement by South Texas College and HSC.

There will be no compensation nor reimbursement of expenses between South Texas College and HSC under the interlocal agreement.

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will be present at the Meeting to address guestions by the Trustees.

## It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College authorizes administration to enter into an interlocal agreement with Texas A&M University Health Science Center for the Diabetes Education Program.

#### **Approval Recommended:**

Dr. Ricardo J. Solis President

## Update on Revised Interlocal Agreement between the City of McAllen and South Texas College

On November 29, 2022, the Board approved the College to enter into an interlocal agreement with the City of McAllen that would provide \$2,000,000 in American Rescue Plan Act (ARPA) funding to help the College address the recruitment and retention of faculty and students to further the educational training of nurses in response to the ongoing public health emergency and nursing shortage.

Since that time, the City of McAllen has changed the funding source from ARPA to the Development Corporation of McAllen, Inc. The funding will still be provided for the same general purpose, but the City has further required that funding must only be used for healthcare programs within the City of McAllen, and there are a few other administrative changes that come along with the change of funding source from a federal grant to local funds. College administration continues to negotiate the details with City of McAllen staff, including potential use of funding to support technology and classroom equipment for healthcare programs, in addition to salary stipends.

Because the programs supported by the original agreement do include faculty and students at the Mid Valley Campus and Starr County Campus, administration will separately propose a budget amendment, likely in February 2023, to commit institutional funds to extend commensurate support to those campuses.

No action is needed for this item. It is provided for the Board's review and feedback to staff. Administration will present a separate agenda item for the proposed budget amendment, for the Board's consideration and action.

## Initial Review and Discussion of Proposed Revision to Policy BBB: Board Members – Elections

The Board of Trustees is asked to review and approve the proposed revision to Policy BBB: *Board Members – Elections*.

The Texas Association of School Boards (TASB) has proposed a revision to local policy BBB: *Board Members – Elections*. This is part of a periodic review of South Texas College's policies by TASB.

While the changes are not substantive to the content of the policy, TASB has proposed the revisions to better align to their standard local policies template.

The South Texas College Board of Trustees has previously expressed a preference that all policies that directly impact the Board be presented initially for review and feedback only, with any subsequent action at a separate meeting.

This is the first presentation of the proposed revision to Policy BBB: *Board Members – Elections*. Any feedback will be incorporated into a future presentation for formal adoption by the Board of Trustees.

Andrew Fish, Board Relations Officer, will be present at the Meeting to address questions by the Trustees.

No action is requested at this time, as the proposed revision is presented for review and feedback to staff.



#### (LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: deleted text.
- Additions are in a blue, bold font: new text.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: moved text becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

**Note:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

BOARD MEMBERS ELECTIONS

BBB (LOCAL)

#### **Election Dates**

The election of Board members shall be on the uniform election day in May of each even-numbered year as follows:

- 1. Districts 5 and 7 in 2008 and every six years thereafter;
- 2. Districts 3 and 4 in 2010 and every six years thereafter; and
- 3. Districts 1, 2, and 6 in 2006 and every six years thereafter.

#### **Membership**

The Board shall consist of seven members.

#### **Method of Election**

Election of One Board members member shall be elected from each of the seven single-member districts in Hidalgo and Starr counties, the boundaries of which are established by Board action.

### Terms and Election Schedule

Board members shall be elected by single-member districts for sixyear terms, with elections conducted biennially, as follows:

Districts 1, 2, and 6

The election for single-member district numbers 1, 2, and 6 shall be held in 2024, 2030, 2036, and in six-year intervals thereafter.

Districts 5 and 7

The election for single-member district numbers 5 and 7 shall be held in 2026, 2032, 2038, and in six-year intervals thereafter.

Districts 3 and 4

The election for single-member district numbers 3 and 4 shall be held in 2028, 2034, 2040, and in six-year intervals thereafter.

DATE ISSUED: 12/14<del>10/19</del>/2022 UPDATE 44<del>LDU 2022.02</del>

BBB(LOCAL)-X

Adopted: 9/27/2022

## Review of Presentation to the Education and Workforce Development Committee:

#### a) Presentation on the Summit for Dual Credit Programs

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, presented on the Summit for Dual Credit Programs. The Summit would be held from Sunday, February 19 – Tuesday, February 21, 2023 at the South Padre Island Convention Center, in partnership with the National Alliance of Concurrent Enrollment Partnerships (NACEP). This was the second annual Summit in partnership with NACEP, and built upon a fantastic inaugural conference in 2022.

The Summit is a premiere conference for higher education institutions, school districts, and state/national entities that serve dual credit programs. It provides South Texas College and its peers from across the nation with the opportunities to share information and insights on college readiness and successful dual credit programs.

Dr. De Leon discussed the keynote speakers and sessions planned for the Summit, and current registration information.

### b) Overview and Discussion of South Texas College Initiatives in Western Hidalgo County & La Joya ISD

In 2010, South Texas College partnered with La Joya ISD to open the South Texas College Higher Education Center in La Joya. This Center occupies the 2<sup>nd</sup> floor of the Jimmy Carter Building at La Joya ISD. The Center was opened to support early college high school and traditional students in western Hidalgo County.

In Spring 2012, the College was approved to offer 50% or more of coursework leading to a degree at the Center. To support the increased offerings, the 2013 Bond Election included over \$2M in designated improvements, including computer labs, science labs, lecture rooms, a welding facility, and support spaces.

Dr. Anahid Petrosian, Vice President for Academic Affairs, provided an overview and led the discussion of the College's past and current initiatives to support the communities in western Hidalgo County in general, and at the South Texas College Higher Education Center in La Joya.

Dr. Petrosian's discussion included an update on a December 9, 2022 leadership meeting between South Texas College and La Joya ISD, focused on improving traditional and dual credit enrollment as well as continuing education opportunities in the region. Dr. Petrosian also outlined next steps, including an updated community survey and potential facilities available to support non-credit programs.

No action is requested. These Committee presentations are provided for review by the Board of Trustees.

## Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee

The following Consent Agenda items were thoroughly discussed by the Finance, Audit, and Human Resources Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that most questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

At the January 17, 2023 Finance, Audit, and Human Resources Committee meeting, a question was raised by a trustee about the proposed renewal of network cabling services for building projects, included in the Approval of Award of Proposals, Rejection of Proposals, Purchases, Renewals, and Interlocal Agreement below.

Mr. Danny Guzman, trustee, had noted that the proposed renewal for the period March 27, 2023 through March 26, 2024 was for an estimated total of \$26,400.00; however, when the award for the Network Cabling Services for Building Projects to be completed was approved on February 22, 2022 for one year with two one-year renewal options, the estimated total amount was \$280,500.00 for the first year.

As noted by administration at the meeting, the estimated total amount will change each contract period, based on planned projects. While the terms of the contract would remain in effect for the first renewal period, the College's anticipated costs are significantly lower for the second contract period due to a reduced need for these services during the contract renewal period.

Any trustee may identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages

The Finance, Audit, and Human Resources Committee recommended Board action on the following items as presented.

- a. Approval of Award of Proposals, Rejection of Proposal, Purchases, Renewals, and Interlocal Agreement
- b. Approval to Adopt New Business and Support Services Policy and Retire Current Policies
- c. Approval to Adopt New Personnel Policies and Retire Current Policies

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It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approve and authorize items a - c of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

#### **Approval Recommended:**

Dr. Ricardo J. Solis President

#### **Consent Agenda:**

## a. Approval of Award of Proposals, Rejection of Proposal, Purchases, Renewals, and Interlocal Agreement

Purpose and Justification – Administration requests the Committee recommend Board approval of the following award of proposals, rejection of proposal, purchases, renewals, and interlocal agreement.

The Director of Purchasing has reviewed each item, including the procurement procedures and evaluation of all responses, and recommends approval as follows:

#### A. Award of Proposals

#### 1) Advertising Services (Award)

Award the proposal for advertising services for the period beginning March 1, 2023 through August 31, 2024 with two one-year options to renew, at an estimated total amount of \$653,400.00. The vendors are as follows:

Vendor	Vendor
25 <sup>th</sup> Hour Communications, Inc.	Acme Partnership, LP. (Austin, TX)
(Mashpee, MA)	
AIM Media Texas Operating, LLC.	Buena Aventura, LLC./ dba Mega
(McAllen, TX)	Doctor News (McAllen, TX)
Buena Aventura, LLC./ dba Texas Border Business (McAllen, TX)	De Shopping En Texas (McAllen, TX)
Entravision Communications (McAllen, TX)	GC Publishing/ dba Edible RGV (Brownsville, TX)
I Heart Media (Weslaco, TX)	Image House Media, LLC. (McAllen, TX)
International Billboards (McAllen, TX)	KRGV (Weslaco, TX)
Lamar Advertising (San Benito, TX)	Media Choice, LLC. (Austin, TX)
Mexico Industry/ ICP, LLC. (McAllen, TX)	National Cinemedia, LLC. (NCM) (Centennial, CO)
NBC Universal, LLC. Telemundo Rio Grande Valley, LLC. (McAllen, TX)	Nexstar Media, Inc. (KVEO/ SVEO/ NVEO/ KBGT/ Valleycentral.com) (Harlingen, TX)
Radio United, LLC. (McAllen, TX)	<b>RGVision Publications, LLC.</b> (Mission, TX)
Socialife News, LLC. (McAllen, TX)	Sombrero Advertising & Marketing (McAllen, TX) (New)
Spectrum Reach/ Charter	Starchannel Marketing (McAllen, TX)
Communications Holdings, LLC. (McAllen, TX)	
<b>Starr County Town Crier</b> (Rio Grande City, TX)	Univision Receivables (Univision Radio) (Los Angeles, CA)
Urban TVs, LLC. (Palmview, TX) (New)	VBR Media/ dba Valley Business Report (Clermont, FL)
VisionPoint Marketing, LLC. (Raleigh, NC) (New)	Vox Veritas, LLC./ dba Rio Grande Guardian (McAllen, TX)

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Purpose and Justification – Public Relations and Marketing is requesting to purchase advertising services to be used district-wide for marketing purposes and other related services on an as-needed basis. Advertising includes but is not limited to newspaper, magazine, television, radio, website, blog, cinema, billboard, and other out-of-home opportunities.

South Texas College is experiencing an ever-increasing competitive environment at a time of increasingly stretched resources. National demographic changes, and unique regional population shifts, resulting in increasing competition for shrinking numbers of traditional-age college students, require very purposeful strategic positioning of the College, and highly targeted advertising tactics to deliver that message.

Background – The solicitation process was as follows:

Advertised RFP	November 23, 2022 and November 30, 2022		
RFP Responses Due	December 13, 2022		
RFP Issued To	Forty-Nine (49) Vendors		
Responses Received From	Thirty (30) Vendors		
Responses Reviewed By	Public Relations and Marketing and the		
•	Purchasing Department		

Funds for this expenditure are budgeted in the Advertising Services budget for FY 2022 – 2023 and FY 2023 – 2024 pending, Board approval of the budget.

#### 2) Digital Advertising Services (Award)

Award the proposal for digital advertising services for the period beginning March 1, 2023 through August 31, 2024, with two one-year options to renew, at an estimated total amount of \$435,600.00. The vendors are as follows:

Primary: ReachLocal, Inc. (McAllen, TX)
Secondary: Entravision Communications (McAllen, TX), KRGV (Weslaco, TX) and Nexstar Media, Inc. (Harlingen, TX)

Purpose and Justification – Public Relations and Marketing is requesting to purchase digital advertising services to be used district-wide for marketing purposes and other related services on an as-needed basis. Digital advertising includes but is not limited to social media, YouTube, streaming TV/radio, displays, pay-per-click, geotargeting, and other digital opportunities.

South Texas College is experiencing an ever-increasing competitive environment at a time of increasingly stretched resources. National demographic changes, and unique regional population shifts, resulting in increasing competition for shrinking numbers of traditional-age college students, require very purposeful strategic positioning of the College, and highly targeted advertising tactics to deliver that message.

Background – The solicitation process was as follows:

Advertised RFP	November 23, 2022 and November 30, 2022
RFP Responses Due	December 13, 2022
RFP Issued To	Sixty-One (61) Vendors

Responses Received From	Twenty-Eight (28) Vendors				
Responses Reviewed By	Public	Public Relations and Marketing and the			the
	Purchasing Department				

Funds for this expenditure are budgeted in the Advertising Services budget for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

**3)** Technology Campus Building A Analog to Digital Audio Visual Upgrade (Award) Award the proposal for the Technology Campus Building A analog to digital audio visual upgrade to Audio Visual Aids (San Antonio, TX), at a total amount of \$228,440.15.

Purpose and Justification - Educational Technology is requesting to upgrade thirteen (13) classrooms at the Technology Campus building A as part of the yearly initiative to upgrade outdated analog audio visual equipment in classrooms/labs in pre-bond buildings to meet the new digital standard developed for the 2013 bond construction. The upgrade will allow the audio visual systems to support the digital video signals that are now standard on most new devices. This upgrade will improve faculty instruction and student success by enabling the expanded use of podiums, displays, laptops, tablets, and other digital equipment.

This project will upgrade to the College's digital audio visual standard to support the digital video signals provided by modern computing and presentation devices. The upgrade also includes sharper and higher resolution display images and improved sound quality for instruction and student presentations.

Background – The solicitation process was as follows:

Advertised RFP	November 23, 2022 and November 30, 2022		
RFP Responses Due	December 15, 2022		
RFP Issued To	Fifteen (15) Vendors		
Responses Received From	Four (4) Vendors		
Responses Reviewed By	Educational Technologies, Information		
	Technology, and the Purchasing Department		

Funds for this expenditure are budgeted in the Educational Technologies budget for FY 2022 – 2023.

#### 4) Truck Driver Training Simulator (Award)

Award the proposal for a truck driver training simulator to **Virage Simulation, Inc.** (Montreal, Canada) (New), at a total amount of \$96,500.00.

Purpose and Justification – Continuing, Professional, and Workforce Education is requesting to purchase its first truck driver training simulator to aid in the instruction of the Commercial Driver's License (CDL) Program.

Background – The solicitation process was as follows:

Advertised RFP	November 16, 2022 and November 23, 2022
RFP Responses Due	December 6, 2022
RFP Issued To	Six (6) Vendors

Responses Received From	Two (2) Vend	ors		
Responses Reviewed By	Continuing,	Professional,	and	Workforce
	Education and the Purchasing Department			

Funds for this expenditure are budgeted in the Continuing Education budget for FY 2022 – 2023.

#### 5) Virtual Reality Welding Training Simulator (Award)

Award the proposal for a virtual reality welding training simulator to **Triple S Steel Supply, LLC.**/ dba Alamo Iron Works (San Antonio, TX), at a total amount of \$74,871.89.

Purpose and Justification – The Welding Program in the Division of Business, Public Safety, and Technology is requesting to purchase its third virtual reality welding training simulator for student instruction at the Technology Campus Virtual Reality Lab.

The simulator is necessary for student training and instructor preparation as it realistically simulates the experience of a welding device. It provides a virtual hands-on training experience that allows students to complete more passes in traditional training and provides real-time feedback on different welding techniques and positions to both students and instructors.

This computer-based training system is an educational tool designed to supplement and enhance traditional welding training. It allows students to practice their welding techniques in a simulated and immersive environment.

Background – The solicitation process was as follows:

Advertised RFP	November 2, 2022 and November 9, 2022	
RFP Responses Due	November 17, 2022	
RFP Issued To	Three (3) Vendors	
Responses Received From	Two (2) Vendors	
Responses Reviewed By	Division of Business, Public Safety, and Technology,	
	Welding Program, and the Purchasing Department	

Funds for this expenditure are budgeted in the Carl Perkins Grant and Welding Program budgets for FY 2022 – 2023.

#### B. Rejection of Proposal

#### 6) Purchase and Installation of LED Lights – II (Reject)

Reject the one (1) proposal received for the purchase and installation of LED lights – II since it was over the estimated budgeted amount. The specifications will need to be updated/reduced in scope to meet the current available budget.

#### C. Purchases and Renewals (C-a. Instructional Item)

#### 7) Instructional Equipment (Purchase)

Purchase instructional equipment from **Municipal Emergency Services**, **Inc.** (Houston, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$53,991.00.

Purpose and Justification – The Fire Science Program in the Division of Public Safety and Technology is requesting to purchase firefighter equipment for hands-on student instruction in the Basic Fire Academy courses. It will include seven (7) self-contained breathing apparatuses, cylinder and valve assemblies, and 4-strap facepieces. This equipment will allow students to better understand the use and need of these types of firefighting equipment. It will also help better prepare the students when hired as a firefighter.

Funds for this expenditure are budgeted in the Texas Reskilling and Upskilling through Education (TRUE) grant budget for FY 2022 - 2023.

#### 8) Graduation Facility Agreement (Purchase/Lease)

Purchase/lease of a graduation facility with the **Vipers Arena**, **LLC**. / **dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, beginning May 4, 2023 through May 6, 2023, at an estimated amount of \$60,000.00.

Purpose and Justification – The Division of Student Services is requesting a lease agreement for the rental of a facility for graduation ceremonies, which will be held on Friday, May 4, 2023 and May 6, 2023. The facility will be used for South Texas College Spring graduation ceremonies in May 2023.

Funds for this expenditure are budgeted in the Graduation budget for FY 2022 – 2023.

#### C. Purchases and Renewals (C-b. Non-Instructional Items)

#### 9) Cargo Van (Purchase)

Purchase a cargo van from **Caldwell Country Ford/ dba Rockdale Country Ford, LLC.** (Rockdale, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$63,269.00.

Purpose and Justification – The Educational Technologies Department is requesting the purchase of a cargo van with powered liftgate accessory to transport audio visual equipment for the College's on and off-campus events. An increase in event requests has facilitated the need for the purchase of a cargo van with the necessary space to safely load and transport large and heavy equipment from campus-to-campus or site-to-site.

The requested cargo van will be used to transport audio visual equipment for all college-wide special events such as commencement ceremonies, college-wide professional development, student first-year connection events, as well as all off-site conferences that are supported by South Texas College. The acquisition of the van will benefit students and the college by maintaining a high level of outreach and visual presence of the college during the full range of events held and/or supported by the college.

Funds for this expenditure are budgeted in the Educational Technology budget for FY 2022 – 2023.

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#### 10) Fitness Equipment (Purchase)

Purchase fitness equipment from **Advance Exercise** (Littleton, CO) (New), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$119,799.40.

Purpose and Justification – The Kinesiology Program and Wellness Center are requesting to purchase fitness equipment for the faculty, staff, and students. This equipment will be located at the Pecan Plaza Wellness and will upgrade equipment purchased in 2002. The equipment includes some of the following items: rowing machine, bench presses, jungle gym, abdominal crush machine, curl machine, dumbbells, and various stations.

Funds for this expenditure are budgeted in the Wellness Center budget for FY 2022 – 2023.

#### 11) Continuing Disclosure Services (Renewal)

Renew the continuing disclosure services contract with **Estrada**, **Hinojosa**, **& Company**, **Inc.** (Edinburg, TX), for the period beginning March 1, 2023 through February 29, 2024, at a total annual amount of \$3,500.00 per bond.

Purpose and Justification – The Business Office is requesting to renew the necessary services ensuring compliance and reasonable assurance that prompt notice of certain events and certain financial information are met with the Security and Exchange Commission (SEC) 15c2-12 and Municipal Rulemaking Board (MSRB). In addition, their assistance is necessary when submitting the required continuing disclosure on financial and notice of event documentation to the Electronic Municipal Market Access (EMMA) on an annual basis prior to March 1<sup>st</sup>.

Background – The Board awarded the contract for continuing disclosure services as follows:

February 23, 2021 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/23/21	3/1/21 - 2/28/22	
1 <sup>st</sup> Renewal	2/22/22		3/1/22 - 2/28/23
2 <sup>nd</sup> Renewal	1/31/23		3/1/23 - 2/29/24
			Last Renewal

The vendor has complied with all the terms and conditions of the contract and services have been satisfactory.

#### 12) Financial Advisor Services (Renewal)

Renew the financial advisor services contract with **Estrada**, **Hinojosa**, **& Company**, **Inc**. (Edinburg, TX), for the period beginning March 1, 2023 through February 29, 2024, with a cost based on a schedule to be netted against the bond proceeds received at time of a bond issuance.

Purpose and Justification – The Business Office is requesting to renew the service related to the issuance of municipal securities and compliance with the Security and Exchange Commission (SEC) 15c2-12. These services are needed to provide independent and professional advice regarding the authorization and issuance of indebtedness in various

amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness, and other financial matters, such as, credit rating advisability, assist in the negotiation of Paying Agent/Registrar, provide copies of the changes in law, and provide advice and assistance with regard to exercising any call and/or refunding of any outstanding debt instruments. In addition, the financial advisor is registered as a municipal advisor with the Municipal Rulemaking Board (MSRB) and with the Security and Exchange Commission (SEC).

Background – The Board awarded the contract for continuing disclosure services as follows:

February 23, 2021 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/23/21	3/1/21 – 2/28/22	
1 <sup>st</sup> Renewal	2/22/22		3/1/22 - 2/28/23
2 <sup>nd</sup> Renewal	1/31/23		3/1/23 - 2/29/24
			Last Renewal

The vendor has complied with all the terms and conditions of the contract and services have been satisfactory.

#### 13) Moving Services (Renewal)

Renew the moving services contracts for the period beginning March 1, 2023 through February 29, 2024, at an estimated amount of \$200,000.00. The vendors are as follows:

- Gateway Printing & Office Supply, Inc. (San Antonio, TX)
- Groves Moving & Storage (McAllen, TX)

Purpose and Justification – Facilities Planning and Construction is requesting to renew the moving services for the various moves needed by departments, instructional programs, faculty, and staff. The services will include relocation of furniture, equipment, and other items as needed throughout the College district.

Background – The Board awarded the contract for moving services as follows:

February 22, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/22/22	3/1/22 - 2/28/23	
1 <sup>st</sup> Renewal	1/31/23		3/1/23 - 2/29/24
			First Renewal

The vendors have complied with all the terms and conditions of the contract and services have been satisfactory.

Funds for this expenditure are budgeted in the Facilities Planning and Construction budget for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

#### 14) Network Cabling Services for Building Projects (Renewal)

Rénew the network cabling services for building projects contracts for the period beginning March 27, 2023 through March 26, 2024, at an estimated total amount of \$26,400.00. The vendors are as follows:

Primary: **Telepro Communications** (Mission, TX)

Secondary: **BridgeNet Communications** (Donna, TX)

Purpose and Justification – Information Technology and Facilities Planning and Construction are requesting to renew the network cabling services for the district-wide building projects as listed below:

Campus	Projects	Amount
Mid Valley Campus	Childcare Development Center Portable Building	\$1,200.00
	Expansion (4)	
Nursing and Allied	Occupational Therapy Kitchen Lab Expansion	\$900.00
Health Campus	(3)	
Pecan Campus	Library Bldg F Space Modifications (28)	\$8,400.00
	North Academic Humanities Bldg P Renovations	\$8,100.00
	(27)	
,	HVAC-R Outdoor Covered Area (26)	\$7,800.00
Campus		

Background – The Board awarded the contract for network cabling service for building projects as follows:

February 22, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/22/22	3/27/22 - 3/26/23	
1 <sup>st</sup> Renewal	1/31/23		3/27/23 - 3/26/24
			First Renewal

The vendors have complied with all the terms and conditions of the contract and services have been satisfactory.

Funds for this expenditure are budgeted in the Unexpended Plant Fund budget for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

## C. Purchases and Renewals (C-c. Technology Items)

## 15) Computers, Laptops, Tablets, and Monitors (Purchase)

Purchase of computers, laptops, tablets, and monitors from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing**, **LP**. (Dallas, TX) and **Apple**, **Inc.** (Dallas, TX), at a total amount of \$97,659.08.

All purchase requests for computers, laptops, tablets, and monitors have been evaluated by the Information Technology and the Chief Information Officer. Information Technology does not have refurbished systems available for new hires. Instructional and/or business needs must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)

An itemized list with justification is included for your review and information.

Information Technology used the following criteria when recommending the purchase of technology:

Systems being requested meet the South Texas College standard configuration

- The new systems will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity

The purchases can be summarized as follows:

- Student Computers
  - ⇒ 20 Computers for Learning Commons and Open Labs
- Staff Computers
  - ⇒ 8 Computers for Educational Technology Maintenance and Replacement
  - ⇒ 1 Computer for Technology Projects
  - ⇒ 7 Computers for Safety and Security Department
- Student Laptops
  - ⇒ 15 Laptops for Biology Program
- Staff Laptops
  - ⇒ 1 Laptop for Educational Technology Maintenance and Replacement
  - ⇒ 1 Laptop for Technology Campus
  - ⇒ 1 Laptop for Research and Analytical Services
- Faculty Laptops
  - ⇒ 1 Laptop for Business Administration Program
  - ⇒ 4 Laptops for Radiologic Technology Program
  - ⇒ 2 Laptops for Diagnostic Sonograph Program
- Student Tablets
  - ⇒ 1 Tablet for Library Public Services
- Staff Monitors
  - ⇒ 23 Monitors for Mid Valley Campus Bldg F

Funds for these expenditures are budgeted in the requesting department budgets for FY 2022 - 2023 as follows: Learning Commons and Open Labs, Educational Technology Maintenance and Replacement, Technology Projects, Safety and Security, Chemistry, Biology, Technology Campus, Research and Analytical Services, Business Administration, Radiologic Technology, Diagnostic Sonograph, Library Public Services, and Construction – Mid Valley Campus Renewals and Replacements.

## 16) Internet Services Agreement – Tyler Junior College (Renewal)

Renew the internet services agreement – Tyler Junior College with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX), for the period beginning April 1, 2023 through March 31, 2024, at a monthly amount of \$3,696.00 and total annual amount of \$44,352.00.

Purpose and Justification – Information Technology is requesting to renew the point-to-point internet services to and from Tyler Junior College (TJC). These services will support

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the College's assets at the disaster recovery location and the Pecan Campus datacenter services.

If the Pecan Campus datacenter becomes inaccessible due to an unforeseen event, such as fire, power outages or inclement weather the TJC location will support various services. This connection will provide access to Banner data, backups, and other applications that are critical to provide business continuity and support to students, faculty, and staff.

Funds for this expenditure are budgeted in the Systems and Network budget for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

## 17) Red Hat Licenses Maintenance and Support Agreement (Renewal)

Renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 10, 2023 through February 9, 2024, at a total amount of \$68,228.79.

Purpose and Justification – Information Technology is requesting to renew the College wide server operating system licenses maintenance and support agreement for one thousand seven hundred seven (1,707) licenses. The servers running on Red Hat operating system support applications such as Banner and Jagnet that serve students, faculty, and staff district-wide. This support provides critical updates and patches to mitigate security risks along with support for the servers running the Red Hat software.

Funds for this expenditure are budgeted in Systems and Networking budget for FY 2022 – 2023.

## D. Interlocal Agreement

### 18) State Records Inquiry Access Agreement (Purchase/Renewal)

Enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety (DPS)** (Austin, TX), a state agency/sole source vendor, for the period beginning January 1, 2023 through December 31, 2023, at an estimated amount of \$10,000.00.

Purpose and Justification – The Office of Human Resources and the Department of Public Safety are requesting to enter into an interlocal agreement to access driving records (Motor Vehicle Records) that are required as part of their day to day operation for compliance with Policy 6426: Authorization to Drive College-Owned Vehicles.

The access is needed to verify driving records for faculty and staff driving College owned vehicles, including gators. In order to be authorized to drive a College vehicle or any vehicle on behalf of the College, the employee's driving record is authorized, accessed, and evaluated using standard criteria as listed in policy to ensure continued eligibility to drive a college vehicle. This verification process has been conducted since the inception of the College and driving records are verified annually.

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Funds for this expenditure are budgeted in the Office of Human Resources and Department of Public Safety budgets for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

The Finance, Audit, and Human Resources Committee recommend for Board approval the award of proposals, rejection of proposal, purchases, renewals, and interlocal agreement at a total cost of \$2,236,011.31 as listed below:

## A. Award of Proposals

1) Advertising Services (Award): award the proposal for advertising services for the period beginning March 1, 2023 through August 31, 2024 with two one-year options to renew, at an estimated total amount of \$653,400.00. The vendors are as follows:

Vendor	Vendor	
25 <sup>th</sup> Hour Communications, Inc.	Acme Partnership, LP. (Austin, TX)	
(Mashpee, MA)		
AIM Media Texas Operating, LLC.	Buena Aventura, LLC./ dba Mega	
(McAllen, TX)	Doctor News (McAllen, TX)	
Buena Aventura, LLC./ dba Texas Border Business (McAllen, TX)	De Shopping En Texas (McAllen, TX)	
Entravision Communications	GC Publishing/ dba Edible RGV	
(McAllen, TX)	(Brownsville, TX)	
I Heart Media (Weslaco, TX)	Image House Media, LLC. (McAllen, TX)	
International Billboards (McAllen, TX)	KRGV (Weslaco, TX)	
Lamar Advertising (San Benito, TX)	Media Choice, LLC. (Austin, TX)	
Mexico Industry/ ICP, LLC.	National Cinemedia, LLC. (NCM)	
(McAllen, TX)	(Centennial, CO)	
NBC Universal, LLC. Telemundo	Nexstar Media, Inc. (KVEO/ SVEO/	
Rio Grande Valley, LLC. (McAllen,	NVEO/ KBGT/ Valleycentral.com)	
TX)	(Harlingen, TX)	
Radio United, LLC. (McAllen, TX)	RGVision Publications, LLC.	
	(Mission, TX)	
Socialife News, LLC. (McAllen, TX)	Sombrero Advertising & Marketing	
Charter Beach/ Charter	(McAllen, TX) (New)	
Spectrum Reach/ Charter Communications Holdings, LLC.	Starchannel Marketing (McAllen, TX)	
(McAllen, TX)		
Starr County Town Crier (Rio	Univision Receivables (Univision	
Grande City, TX)	Radio) (Los Angeles, CA)	
Urban TVs, LLC. (Palmview, TX)	VBR Media/ dba Valley Business	
(New)	Report (Clermont, FL)	
VisionPoint Marketing, LLC.	Vox Veritas, LLC./ dba Rio Grande	
(Raleigh, NC) (New)	Guardian (McAllen, TX)	

2) Digital Advertising Services (Award): award the proposal for digital advertising services for the period beginning March 1, 2023 through August 31, 2024 with two one-year options to renew, at an estimated total amount of \$435,600.00. The vendors are as follows:

**Primary:** ReachLocal, Inc. (McAllen, TX)

Secondary: Entravision Communications (McAllen, TX), KRGV (Weslaco, TX) and Nexstar Media, Inc. (Harlingen, TX)

- 3) Technology Campus Building A Analog to Digital Audio Visual Upgrade (Award): award the proposal for the Technology Campus Building A analog to digital audio visual upgrade to Audio Visual Aids (San Antonio, TX), at a total amount of \$228,440.15;
- **4)** Truck Driver Training Simulator (Award): award the proposal for a truck driver training simulator to Virage Simulation, Inc. (Montreal, Canada) (New), at a total amount of \$96,500.00;
- 5) Virtual Reality Welding Training Simulator (Award): award the proposal for a virtual reality welding training simulator to Triple S Steel Supply, LLC./ dba Alamo Iron Works (San Antonio, TX), at a total amount of \$74,871.89;

## **B.** Rejection of Proposal

6) Purchase and Installation of LED Lights – II (Reject): reject the one (1) proposal received for the purchase and installation of LED lights – II since it was over the estimated budgeted amount. This project will be re-solicited with updated specifications;

## C. Purchases and Renewals (C-a. Instructional Item)

- 7) Instructional Equipment (Purchase): purchase instructional equipment from Municipal Emergency Services, Inc. (Houston, TX), a Texas Association of School Boards (TASB) Buyboard approved vendor, at a total amount of \$53,991.00:
- 8) Graduation Facility Agreement (Purchase/Lease): purchase/lease of a graduation facility with the Vipers Arena, LLC. / dba Bert Ogden Arena (Edinburg, TX), a sole source vendor, beginning May 4, 2023 through May 6, 2023, at an estimated amount of \$60,000.00;

### C. Purchases and Renewals (C-b. Non-Instructional Items)

- 9) Cargo Van (Purchase): purchase a cargo van from Caldwell Country Ford/ dba Rockdale Country Ford, LLC. (Rockdale, TX), a Texas Association of School Boards (TASB) Buyboard approved vendor, at a total amount of \$63,269.00;
- **10) Fitness Equipment (Purchase):** purchase fitness equipment from **Advance Exercise** (Littleton, CO) (New), a Texas Association of School Boards (TASB) Buyboard approved vendor, at a total amount of \$119,799.40;
- **11)Continuing Disclosure Services (Renewal):** renew the continuing disclosure services contract with **Estrada**, **Hinojosa & Company**, **Inc.** (Edinburg, TX), for the period beginning March 1, 2023 through February 29, 2024, at a total annual amount of \$3,500.00 per bond;
- **12)Financial Advisor Services (Renewal):** renew the financial advisor services contract with **Estrada, Hinojosa, & Company, Inc.** (Edinburg, TX), for the period beginning March 1, 2023 through February 29, 2024, with a cost based on a schedule to be netted against the bond proceeds received at time of a bond issuance;

- **13)Moving Services (Renewal):** renew the moving services contracts for the period beginning March 1, 2023 through February 29, 2024, at an estimated amount of \$200,000.00. The vendors are as follows:
  - Gateway Printing & Office Supply, Inc. (San Antonio, TX)
  - Groves Moving & Storage (McAllen, TX)
- **14)Network Cabling Services for Building Projects (Renewal):** renew the network cabling services for building projects contracts for the period beginning March 27, 2023 through March 26, 2024, at an estimated total amount of \$26,400.00. The vendors are as follows:

Primary: Telepro Communications (Mission, TX)
Secondary: BridgeNet Communications (Donna, TX)

## C. Purchases and Renewals (C-b. Technology Items)

- **15)Computers, Laptops, Tablets, and Monitors (Purchase):** purchase computers, laptops, tablets, and monitors from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$97,659.08;
- **16)Internet Services Agreement Tyler Junior College (Renewal):** renew the internet services agreement Tyler Junior College with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX), for the period beginning April 1, 2023 through March 31, 2024, at a monthly amount of \$3,696.00 and total annual amount of \$44,352.00;
- 17)Red Hat Licenses Maintenance and Support Agreement (Renewal): renew the Red Hat licenses maintenance and support agreement with Netsync Network Solutions (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 10, 2023 through February 9, 2024, at a total amount of \$68,228.79;

#### D. Interlocal Agreement

**18)State Records Inquiry Access Agreement (Purchase/Renewal):** enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety (DPS)** (Austin, TX), a state agency/sole source vendor, for the period beginning January 1, 2023 through December 31, 2023, at an estimated amount of \$10,000.00.

# It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the award of proposals, rejection of proposal, purchases, renewals, and interlocal agreement at a total cost of \$2,236,011.31 as presented.

#### Approval Recommended:

Dr. Ricardo J. Solis President

## **Consent Agenda:**

# b. Approval to Adopt New Business and Support Services Policy and Retire Current Policies

Purpose and Justification – Administration requests Board approval to adopt new Business and Support Services Policy and retire current policies as listed below to align with the Texas Association of School Boards (TASB) policy manual.

These changes will align the policies with the comprehensive, current, and legally sound policy manual, to strengthen the policies' language, and transition policies to a standardized format. In addition to the policy, internal procedures are currently in place and will continue to be enhanced.

The adoption of new and/or retired policies are as follows:

Adopt New Policy	Retired Policy(ies)
A-1. CC (Local) Annual Operating Budget	A-2. Policy #5310: Annual Operating Budget
	Replaced by CC (Local)
	A-3. Policy #5350: Unrestricted Fund Balance
	Replaced by CC (Local)

The following policies are also recommended for retirement. They are duplicative with existing legal policies as maintained for South Texas College by TASB, or TASB recommends transitioning to a procedure, as deemed appropriate, by College staff based on internal operations and functions:

- B-1. Retire Current Policy #5320: Preparation and Processing of Budget Changes
  - TASB recommends development as a Procedure Document instead of a Board Policy
- C-1. Retire Current Policy #5420: State Appropriations
  - Replaced by CAAA (Legal) State and Federal Revenue Sources: State

Administration also recommends to change the unrestricted designated and undesignated fund balance reserve level from four months to three months of budgeted expenditures.

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022 and FY 2023, current College board policies will be reviewed, retired, and transitioned into the

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TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents - The new and or retired policies follow in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services attended the Committee Meeting to address questions by the Committee.

The Finance, Audit, and Human Resources Committee recommended Board approval to adopt the new Business and Support Services policy and retire current policies as listed, and which supersedes any previously adopted Board policy.

# It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes adoption of the new Business and Support Services policy and retirement of current policies as listed, and which supersede any previously adopted Board policy.

### **Approval Recommended:**

Dr. Ricardo J. Solis President

### **Budget Planning**

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the College District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

#### **Budget Preparation**

The budget shall conform to Coordinating Board requirements and meet the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

#### **Budget Meeting**

The annual public meeting to discuss the proposed budget shall be conducted as follows:

- 1. The presiding officer shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget sign up on the sheet provided.
- 2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.
- 3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.
- 4. No officer or employee of the College District shall be required to respond to questions from speakers at the meeting.

#### **Budget Adoption**

The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College District's approved purchasing procedures. The expenditure of funds shall be under the direction of the College President or designee who shall ensure that funds are expended in accordance with the adopted budget.

#### **Budget Amendments**

The Board may amend the budget at any time during the fiscal year. The College District shall develop procedures for budget amendments.

## Unrestricted Fund Balance

The College District shall maintain an unrestricted fund balance sufficient to cover no less than three months of budgeted expenditures, unless the Board approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount.

DATE ISSUED: 3/9/2009

UPDATE 24 CC(LOCAL)-AJC ADOPTED:

Title Annual Operating Budget 5310

Legal Authority Approval of the Board of Trustees Page 1 of 2

Date Approved by Board Board Minute Order dated November 9, 1995

As Amended by Board Minute Order dated September 18, 2008

The President is responsible for preparing the Annual Operating Budget, submitting the budget to the Board of Trustees for approval, and implementing the budget as approved by the Board.

The College Annual Operating Budget must be prepared in accordance with the budget format set forth by the Texas Higher Education Coordinating Board. The College also must follow the Legislative General Appropriations Act guidelines for the related College budget year, and meet the standards of the Commission on Colleges of the Southern Association of Colleges and Schools.

#### Adoption

An itemized budget covering the operation of the College shall be approved on or before September 1 of each year for the fiscal year beginning on September 1 of each year. After it is presented to the Board and prior to adoption, a copy of the proposed budget shall be available for inspection during regular business hours.

#### **Public Hearing**

The annual public hearing on the proposed budget shall be conducted as follows:

- 1. The Board Chair shall request at the beginning of the hearing that all persons who desire to speak on the budget give their names to the secretary. Only those who sign in with the secretary shall be heard.
- 2. Prior to the beginning of the hearing, the Board may establish time limits for speakers and may determine the number of speakers for group presentation.
- 3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.
- 4. No officer or employee of the College shall be required to respond to questions from speakers at the hearing.

Title Annual Operating Budget 5310

Legal Authority Approval of the Board of Trustees Page 2 of 2

Date Approved by Board Board Minute Order dated November 9, 1995

As Amended by Board Minute Order dated September 18, 2008

#### Distribution

Copies of the annual operating budget along with the list of salaries shall be furnished to the state offices as required by the Texas Higher Education Coordinating Board, including the Governor's Budget and Planning Office, Legislative Budget Board, and Legislative Reference Library. Additional copies shall be delivered to the Coordinating Board as required.

#### **Authority to Amend**

The Board shall have the authority to amend the approved budget or to adopt a supplemental emergency budget to cover necessary unforeseen expenses.

## **Budget Planning**

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the College's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered.

The President or designee shall supervise the development of a budget calendar and a specific plan for budget preparation that ensures appropriate input from all levels of operation within the College. The budget shall conform to Texas Higher Education Coordinating Board requirements and meet the standards of the Commission on Colleges of the Southern Association of Colleges and Schools

Title Unrestricted Fund Balance 5350

Legal Authority Approval of the Board of Trustees Page 1 of 1

Date Approved by Board Board Minute Order dated October 28, 2013

**Board Minute Order dated November 26, 2013** 

Maintaining an adequate level of unrestricted fund balance is a necessary component of the College's overall financial management strategy and long-term financial planning. An adequate level of unrestricted fund balance is a key factor in assessing the College's financial strength.

The College shall maintain an unrestricted fund balance sufficient to cover no less than four months of budgeted expenditures, unless the Board of Trustees approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount. This level of fund balance shall provide protection against the need to reduce service levels resulting from possible revenue shortfalls or unanticipated expenditures due to federal government shutdowns, weather-related property damages from hail storms or hurricanes, or other fiscal uncertainties.

The College's fund balance will be reviewed by the Board of Trustees on an annual basis at the time the Comprehensive Annual Financial Report is presented to the Board by the external auditors.



Title Preparation and Processing Of Budget Changes 5320

Legal Authority Approval of the Board of Trustees Page 1 of 2

Date Approved by Board Board Minute Order dated November 9, 1995

As Amended by Board Minute Order dated September 28, 2021

## I. Purpose

Changes to the approved Operating Budget are processed through established procedures and approval requirements. The budget approved by the Board of Trustees at the beginning of each fiscal year is the operating document for all College activities for that year.

#### II. Policy

## Approval Levels for Budget Changes are as follows:

- A. Board and President approval is required for:
  - 1. Increases or decreases in total budgeted revenues and expenditures except restricted, auxiliary, and agency funds; or
  - 2. Increases or decreases to the number of authorized positions in the staffing plan except restricted, auxiliary, and agency funds; or
  - 3. Increases or decreases between fund types.
- B. President and Vice-President for Finance and Administrative Services approval is required for:
  - 1. Increases or decreases to the Benefits budget.
  - 2. Decreases to capital budget for use of other than intended purpose.
- C. President, Vice-President, and Financial Manager approval is required for budget changes resulting in:
  - 1. Increases or decreases of \$25,000 and over within the Unrestricted, Auxiliary, and Restricted Funds for:
    - a. Salary budgeted positions;
    - b. Operating or Travel budgets; or
    - c. Capital budget for expenditure reclassification purposes
  - 2. Increases or decreases of \$50,000 and over within Plant Funds construction budgets.
- D. Vice President and Financial Manager approval is required for budget changes resulting in:
  - 1. Increases or decreases of less than \$25,000 within the Unrestricted, Auxiliary, and Restricted Funds for:
    - a. Salary budgeted positions;
    - b. Operating or Travel budgets; or
    - c. Capital budget for expenditure reclassification purposes
  - 2. Increases or decreases of less than \$50,000 within Plant Funds construction budgets.
- E. Vice-President for Finance and Administrative Services or Comptroller approval is required for budget changes resulting in:
  - 1. Reallocations due to regular maintenance of the General Ledger.

Title Preparation and Processing Of Budget Changes 5320

Legal Authority Approval of the Board of Trustees Page 2 of 2

Date Approved by Board Board Minute Order dated November 9, 1995

As Amended by Board Minute Order dated September 28, 2021

## **Monthly Reporting**

A. A report on all budget transfers will be provided to the President by the Business Office on a monthly basis.

## III. Definitions

N/A

## IV. History

Origination Date Approved by Board	November	9, 1995
Dates Amended and Approved by Board	August 16, October 27	
	September	28, 2021

Title State Appropriations 5420

**Legal Authority** Approval of the Board of Trustees

Date Approved by Board Board Minute Order dated November 9, 1995

The College shall receive funds for the proper support, maintenance, operation, and improvement of the District from biennial appropriations of the State Legislature.

State funds the College receives entitled "Public Junior Colleges-Academic Programs and Vocational/ Technical Programs" shall be limited to the payment of:

- 1. Instructional administration
- 2. General administration and student services
- 3. Faculty salaries
- 4. Departmental operating expense
- 5. Library
- 6. Staff benefits
- 7. General institutional expense and organized activities

State funds, with the exception of those necessary for paying the costs of required audits, shall be used exclusively for the purpose of paying salaries of the instructional and administrative forces of the College and the purchase of supplies and materials for instructional purposes.

The College shall comply with the basic standards and operational provisions as prescribed in the administrative procedures of the Coordinating Board. Each year, when it is determined that satisfactory effort has been made to comply with these standards and that all operational provisions have been met, the Commissioner of Higher Education will certify to the proper officials that the College is entitled to receive its allocated apportionment in compliance with the current appropriation act of the legislature.

The College shall report to the Coordinating Board the number of students enrolled on the twelfth class day of each semester who were exempt from the payment of tuition and laboratory fees.

## Consent Agenda:

## c. Approval to Adopt New Personnel Policies and Retire Current Policies

Purpose and Justification – Administration requests Board approval to adopt new Personnel policies and retire current policies as listed below to align with the Texas Association of School Boards (TASB) policy manual.

This will align the policies with the comprehensive, current, and legally sound policy manual, strengthen the policies' language, and transition policies to a standardized format. In addition to the policies, internal procedures are currently in place and will continue to be enhanced.

The adoption of new and/or retired policies are as follows:

Adopt New Policies	Retired Policy(ies)	
A-1. DAA Employment Objectives Equal Employment Opportunity	A-2. Policy #4205: Equal Education and Employment Opportunities	
	Replaced by DAA (Local)	
B-1. DBF (Local) Employment Requirements and Restrictions: Outside Employment	B-2. Policy #4800: Outside Employment  • Replaced by DBF (Local)	
	• Replaced by DBI (Eddai)	
C-1. DDA (Local) Personnel Positions:  Qualifications and Duties		
D-1. DF (Local) Retirement Programs	D-2. Policy #4341: TexaSaver 457	
	Replaced by DF (Local)	
	D-3. Policy #4342: Special Pay Plan under §§ 401(a) of the Internal Revenue Code	
	Replaced by DF (Local)	
	D-4. Policy #4351: Optional Retirement Plan (ORP)	
	Replaced by DF (Local)	
E-1. DHB (Local) Employee Standards of Conduct: Child Abuse and Neglect Reporting	E-2. Policy #4215: Child Abuse and Neglect	
, topoliting	Replaced by DHB (Local)	
F-1. DI (Local) Employee Welfare		

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The following policies are also recommended for retirement. They are duplicative with existing legal policies as maintained for South Texas College by TASB.

- G-1. Retire Current Policy #4209: "The Whistle Blower Act"
  - Replaced by DG (Legal) Employee Rights and Privileges
- H-1. Retire Current Policy #4321: Rights of Nursing Mothers to Express Breast Milk in the Workplace
  - Replaced by DG (Legal) Employee Rights and Privileges

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022 and FY 2023, current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents - The new and or retired policies follow in the packet for the Board's information and review. The DG (Legal) Policy is included for reference only.

Mary Elizondo, Vice President for Finance and Administrative Services, and Laura Requena, Director of Human Resources attended the Committee Meeting to address questions.

The Finance, Audit, and Human Resources Committee recommended Board approval to adopt new Personnel policies and retire current policies as listed, and which supersedes any previously adopted Board policy.

# It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes adoption of new Personnel policies and retirement of current policies as listed, and which supersedes any previously adopted Board policy.

## Approval Recommended:

Dr. Ricardo J. Solis President

# EMPLOYMENT OBJECTIVES EQUAL EMPLOYMENT OPPORTUNITY

DAA (LOCAL)

Equal Employment Opportunity Statement

The College District is an equal education and equal employment opportunity/affirmative action employer. The College District does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College District complies with all applicable policies and state and federal legislation in order to combat discrimination.

DATE ISSUED: ADOPTED: 1 of 1

DAA(LOCAL)

An employee of the College District shall not engage in employment with another employer or as self-employment when such employment interferes with the employee's performance of his/her job duties and obligations with the College District or creates a conflict between the employee's personal interests and the interests of the College District.

An employee shall expeditiously notify, in writing, his or her immediate supervisor of any employment that he or she has with another employer or as self-employment. At a minimum, the employee shall disclose to his or her supervisor the name, address, and telephone number of the other employer or of the self-employment activity, the working days and hours, and the job duties and responsibilities in the other employment. The supervisor may request such additional information from the employee that will reasonably assist the supervisor in determining whether the employee's other employment interferes with the employee's job duties and responsibilities at the College District or creates a conflict between the employee's personal interests and the interests of the College District.

A violation of this policy may result in disciplinary action and/or termination of employment.

DATE ISSUED: 11/8/2018

UPDATE 35

DBF(LOCAL)-AJC

ADOPTED:

1 of 1

PERSONNEL POSITIONS QUALIFICATIONS AND DUTIES DDA (LOCAL)

The College President or designee, in consultation with the appropriate deans, department heads, and Vice-Presidents shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

DATE ISSUED: 2/19/2014

UPDATE 29

DDA(LOCAL)-AJC

ADOPTED:

## RETIREMENT PROGRAMS

DF (LOCAL)

All College District employees shall be required to participate in a retirement program. Part-time employees who are not members of the Teacher Retirement System (TRS) or an optional retirement program shall be required to participate in a retirement program selected by the College District.

DATE ISSUED: 2/19/2014 UPDATE 29

DF(LOCAL)-AJC

ADOPTED:

## **EMPLOYEE STANDARDS OF CONDUCT** CHILD ABUSE AND NEGLECT REPORTING

DHB (LOCAL)

### Reporting

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 48 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

#### Making a Report

Reports may be made to any of the following:

- 1. A state or local law enforcement agency;
- 2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the Texas Abuse Hotline Website<sup>1</sup>;
- 3. A local CPS office; or
- 4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the College President or another College District staff member. The College

DATE ISSUED: 4/12/2022

**UPDATE 43** 

DHB(LOCAL)-AJC

## EMPLOYEE STANDARDS OF CONDUCT CHILD ABUSE AND NEGLECT REPORTING

DHB (LOCAL)

District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.

#### Confidentiality

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and shall be disclosed only in accordance with the rules of the investigating agency.

#### **Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

#### Failure to Report

By failing to report suspicion of child abuse or neglect, an employee:

- 1. May be placing a child at risk of continued abuse or neglect;
- 2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and
- 3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

## Responsibilities Regarding Investigations

In accordance with law, College District officials shall be prohibited from:

- 1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;
- 2. Requiring a parent or College District employee be present during the interview; or
- Coercing someone into suppressing or failing to report child 3. abuse or neglect.

College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.

## Adverse **Employment Action Prohibited**

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in good faith reports child abuse or neglect or participates in a related investigation.

#### **Training**

The College District shall provide training to employees as required by law. Training shall address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.

DATE ISSUED: 4/12/2022

**UPDATE 43** 

DHB(LOCAL)-AJC

# EMPLOYEE STANDARDS OF CONDUCT CHILD ABUSE AND NEGLECT REPORTING

DHB (LOCAL)

DATE ISSUED: 4/12/2022

**UPDATE 43** 

DHB(LOCAL)-AJC

ADOPTED:

<sup>&</sup>lt;sup>1</sup> Texas Abuse Hotline Website: <a href="https://www.txabusehotline.org">https://www.txabusehotline.org</a>

### **EMPLOYEE WELFARE**

DI (LOCAL)

# **Drug-Free Awareness Program**

The College District shall maintain a drug-free environment and shall establish, as needed, a drug-free awareness program complying with federal requirements. [See DH] The program shall provide applicable information to employees in the following areas:

- 1. The dangers of drug use and abuse in the workplace.
- 2. The College District's policy of maintaining a drug-free environment. [See DH(LOCAL)]
- 3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
- 4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions.

# **Employee** Responsibility

All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.

DATE ISSUED: 2/19/2014 UPDATE 29 DI(LOCAL)-AJC ADOPTED:

DG (LEGAL)

# Whistleblower Protection

A state or local governmental entity, including a college district, may not suspend or terminate the employment of, or take other adverse personnel action against, a public employee who in good faith reports a violation of law by the employing governmental entity or another public employee to an appropriate law enforcement authority.

A report is made to an appropriate law enforcement authority if the authority is a part of a state or local governmental entity or the federal government that the employee in good faith believes is authorized to:

- 1. Regulate under or enforce the law alleged to be violated in the report; or
- 2. Investigate or prosecute a violation of criminal law.

Gov't Code 554.002

A supervisor who in violation of Government Code Chapter 554 suspends or terminates the employment of a public employee or takes an adverse personnel action against the employee is liable for a civil penalty not to exceed \$15,000. *Gov't Code 554.008* 

**Definitions** 

"Public employee" means an employee or appointed officer other than an independent contractor who is paid to perform services for a state or local governmental entity. *Gov't Code 554.001(4)* 

"Law" means a state or federal statute, an ordinance of a local governmental entity, or a rule adopted under a statute or ordinance. Gov't Code 554.001(1)

A "good faith belief that a violation of the law occurred" means that:

- 1. The employee believed that the conduct reported was a violation of law; and
- 2. The employee's belief was reasonable in light of the employee's training and experience.

Wichita County v. Hart, 917 S.W.2d 779 (Tex. 1996)

A "good faith belief that an entity is an appropriate law enforcement authority" means:

- 1. The employee believed the governmental entity was authorized to:
  - a. Regulate under or enforce the law alleged to be violated in the report, or
  - b. Investigate or prosecute a violation of criminal law; and

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DG (LEGAL)

2. The employee's belief was reasonable in light of the employee's training and experience.

Tex. Dept. of Trans. v. Needham, 82 S.W.3d 314 (Tex. 2002)

# Whistleblower Complaints

A public employee whose employment is suspended or terminated or who is subjected to an adverse personnel action in violation of Government Code 554.002 is entitled to sue for injunctive relief, actual damages, court costs, and reasonable attorney fees, as well as other relief specified in Government Code 554.003. A public employee whose employment is suspended or terminated in violation of Government Code Chapter 554 is entitled to reinstatement to the employee's former position or an equivalent position, compensation for wages lost during the period of suspension or termination, and reinstatement of fringe benefits and seniority rights lost because of the suspension or termination. *Gov't Code 554.003* 

#### Initiate Grievance

A public employee must initiate action under the grievance or appeal procedures of the employing state or local governmental entity relating to suspension or termination of employment or adverse personnel action before suing under Chapter 554.

The employee must invoke the applicable grievance or appeal procedures not later than the 90th day after the date on which the alleged violation of Chapter 554 occurred or was discovered by the employee through reasonable diligence.

Gov't Code 554.006(a)-(b)

#### Legal Action

If a final decision is not rendered before the 61st day after the date procedures are initiated under Government Code 554.006(a), the employee may elect to:

- Exhaust the applicable procedures, in which event the employee must sue not later than the 30th day after the date those procedures are exhausted to obtain relief under Government Code Chapter 554; or
- Terminate procedures, in which event the employee must sue within time remaining under Government Code 554.005 to obtain relief under Government Code Chapter 554.

Gov't Code 554.006(c)–(d)

#### Burden of Proof

A public employee who sues under Chapter 554 has the burden of proof, except that if the suspension or termination of, or adverse personnel action against, a public employee occurs not later than the 90th day after the date on which the employee reports a viola-

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tion of law, the suspension, termination, or adverse personnel action is presumed, subject to rebuttal, to be because the employee made the report. *Gov't Code 554.004(a)* 

## Affirmative Defense

It is an affirmative defense to a suit under Chapter 554 that the employing state or local governmental entity would have taken the action against the employee that forms the basis of the suit based solely on information, observation, or evidence that is not related to the fact that the employee made a report protected under Chapter 554 of a violation of law. *Gov't Code 554.004(b)* 

### Notice of Rights

A state or local governmental entity shall inform its employees of their rights under Chapter 554 by posting a sign in a prominent location in the workplace. The attorney general shall prescribe the design and content of the sign. *Gov't Code 554.009* 

## Right to Express Breast Milk

Discrimination Prohibited An employee of a public employer, including a college district employee, is entitled to express breast milk at the employee's workplace. A public employer may not suspend or terminate the employment of, or otherwise discriminate against, an employee because the employee has asserted the employee's rights under Government Code Chapter 619. *Gov't Code 619.002, .005* 

#### Policy

A public employer shall develop a written policy on the expression of breast milk by employees under Government Code Chapter 619. The policy developed must state that the public employer shall:

- 1. Support the practice of expressing breast milk; and
- Make reasonable accommodations for the needs of employees who express breast milk.

#### Gov't Code 619.003

## Employer Responsibilities

A public employer shall:

- Provide a reasonable amount of break time for an employee to express breast milk each time the employee has need to express the milk; and
- 2. Provide a place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk.

#### Gov't Code 619.004

## **Breaks for Nursing Mothers**

An employer shall provide a nonexempt employee a reasonable break to express breast milk, each time the employee needs to express breast milk for her nursing child, for one year after the child's birth. An employer shall provide a place, other than a bathroom,

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that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

An employer is not required to compensate the employee receiving reasonable break time for any work time spent for such purpose.

An employer that employs fewer than 50 employees is not subject to these requirements if the requirements would impose an undue hardship by causing the employer significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business.

29 U.S.C. 207(r)

### Stem Cell Treatments

A governmental entity, including a college district, or an officer, employee, or agent of a governmental entity may not interfere with an eligible patient's access to or use of a stem cell treatment authorized under Health and Safety Code Chapter 1003, Subchapter B. *Gov't Code 1003.058* 

#### **Prohibitions**

A state officer or employee, including a college district employee, may not use official authority or influence or permit the use of a program administered by the state agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose. A state employee may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose. *Gov't Code 556.004(c)–(d)* 

## Notice by Electronic Media

If a state law requires an institution of higher education, including a college district, to provide written notification to its officers or employees of any requirement, right, duty, or responsibility provided by state law, the institution may provide the notification by use of electronic media.

An institution of higher education may adopt rules and guidelines to ensure that notification provided by electronic media is effective and that any required notification is provided to officers and employees who do not have access to electronic media.

Education Code 51.965

#### **Protection of Nurses**

A person, including a college district, may not suspend, terminate, or otherwise discipline, discriminate against, or retaliate against a nurse who refuses to engage in an act or omission as provided by Occupations Code 301.352(a-1) or a person who advises a nurse of the nurse's rights under Occupations Code 301.352. Occupations Code 301.352(a)

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A nurse may refuse to engage in an act or omission relating to patient care that would constitute grounds for reporting the nurse to the Board of Nurse Examiners under Occupations Code Chapter 301, Subchapter I; that constitutes a minor incident, as defined at Occupations Code Section 301.419; or that violates Occupations Code Chapter 301 or a rule of the Board of Nurse Examiners if the nurse notifies the person at the time of the refusal that the reason for refusing is that the act or omission constitutes grounds for reporting the nurse to the Board of Nurse Examiners or is a violation of Occupations Code Chapter 301 or a rule of the Board of Nurse Examiners. *Occupations Code 301.352(a-1)* 

## Immunity for Shelter Workers

A service member of the Texas military forces ordered into service of this state by proper authority is not personally liable in the person's private capacity for any act performed or for any contract or other obligation entered into or undertaken in an official capacity in good faith and without intent to defraud in connection with the administration, management, or conduct of the department in business, programs, or other related affairs, under the limited waiver of governmental immunity provided by the Texas Tort Claims Act (Civil Practice and Remedies Code Chapter 101). *Gov't Code 437.222* 

An officer or employee of a state or local agency, including a college district, is considered for purposes of Government Code 437.222 to be a member of the Texas military forces ordered into active service of the state by proper authority and is considered to be discharging a duty in that capacity if the person is performing an activity related to sheltering or housing individuals in connection with the evacuation of an area stricken or threatened by disaster. *Gov't Code 418.006* 

Note:

For information regarding when the carry of weapons is permitted on campus, see CHF.

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Title Equal Education and Employment Opportunities 4205

Legal Authority Approval of the Board of Trustees Page 1 of 2

Date Approved by Board Board Minute Order dated November 9, 1995

As amended by Board Minute Order dated May 26, 2015 As amended by Board Minute Order dated April 26, 2016

## **Equal Education Institution and Equal Employment Opportunity**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.

As an equal opportunity employer, the College will appoint employees in full compliance with existing laws. Qualification guidelines for all positions will be published by the Office of Human Resources and shall be applied consistently and fairly to all applicants. "Qualified" is defined as having the requisite education, training, and/or skills required of the position as defined in the approved job announcement.

The College shall actively seek to increase the number of minority personnel, as defined by the U.S. Equal Employment Opportunity Commission, through recruiting and other similar activities.

#### **Title IX Statement**

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and it's implementing regulations, 34 C.F.R. Part 106 (Title IX),

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex-based harassment and/or sexual violence.

## **Age Discrimination Employment Act**

South Texas College is committed to ensuring compliance with the Federal Age Discrimination in Employment Act Amendments of 1986 and with the Texas Commission on Human Rights Act (Article 5221K, VACS) which prohibits discrimination on the basis of age.

Title Equal Education and Employment Opportunities

Legal Authority Approval of the Board of Trustees

Page 2 of 2

4205

Employees are not required to retire at any specific age and employees age 40 and over are protected from Age Discrimination.

#### Section 504 of the Rehabilitation Act of 1973 / American with Disabilities Act

The College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act, and does not discriminate on the basis of a disability in the areas of admissions, accessibility, treatment, and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with services and resources accordingly.

South Texas College shall not exclude from consideration of employment otherwise qualified applicants with a disability or disabilities because such applicants may require reasonable accommodations for known physical and mental impairments.

During any aspect of the employment process, including without limitation, hiring, promotion, transfer, training, evaluation, and compensation increases, the College shall consider the issues of a reasonable accommodation to the known physical or mental disability or disabilities of an otherwise qualified handicapped or disabled person.

South Texas College supports efforts in making the campus more accessible and encourages individuals with disabilities to participate in all activities. In compliance with regulations listed in Section 504, the College will designate an ADA compliance coordinator.

Title Outside Employment 4800

Legal Authority Approval of the Board of Trustees

Date Approved by Board Board Minute Order dated November 9, 1995

An employee of the College may engage in outside employment, operate a business, or hold elective or non-elective office when such is in compliance with the following applicable State statutes and regulations and when:

- 1. The outside job/activity does not interfere with performance of assigned duties and responsibilities;
- 2. There is no conflict of interest;
- 3. The outside employment is not undertaken with the claim that the individual is an official representative of South Texas College;
- 4. No resources of the College are used in conjunction with the outside employment; and
- 5. The immediate supervisor provides written approval and is notified of activity, including scheduled times, place and telephone or other contact source.

Title TexaSaver 457 4341

**Legal Authority** Approval of the Board of Trustees

Date Approved by Board Board Minute Order dated September 29, 2005

All benefit-eligible employees of South Texas College are eligible to participate in the TexasSaver 457 Plan in accordance with the Texas Employees Group Benefit Program, as administered and implemented by the Employees Retirement System of Texas.

The TexaSaver 457 Plan is a voluntary retirement plan that allows employees to defer a dollar amount of their salary, not to exceed the yearly maximum set by the IRS, toward retirement savings.

Title Special Pay Plan under §§ 401(a) 4342

of the Internal Revenue Code

**Legal Authority** Approval of the Board of Trustees

Date Approved by Board Board Minute Order Dated August 23, 2007

The President of South Texas College is eligible to participate in Defined Contribution plans qualified under section 401(a) of the Internal Revenue Code.

A Defined Contribution plan under section 401(a) may be established per the Board approved employment contract of the College President.

The use of any or all of these plans would be allowed in order to fund retirement contributions within the President's contract up to the maximum limit of the referenced plans.

South Texas College Page 1 Last Printed 12/15/2022

Title Optional Retirement Plan (ORP) 4351

**Legal Authority** Approval of the Board of Trustees

Date Approved by Board Board Minute Order dated September 28, 1995

As Amended by Board Minute Order dated September 17, 2009 As Amended by Board Minute Order dated July 25, 2011

South Texas College will distribute to eligible employees the 2.5% optional retirement contribution to the extent local funds are available. Eligible employees will be limited to those employees who received the grandfathered ORP contribution during the 1994-95 academic year.

### MANUAL OF POLICY

Title Child Abuse and Neglect 4215

Legal Authority Senate Bill 939 Page 1 of 1

Passed by 83rd Texas Legislation,

**Chapter 51 Education Code, Chapter 261 Family Code** 

**Approval of the Board of Trustees** 

Date Approved by Board Board Minute Order dated September 18, 2013

The 83<sup>rd</sup> Texas Legislature determined that institutions of higher education create a policy governing the reporting of child abuse and neglect and training as required by Chapter 261, Family Code. This policy is necessary to increase awareness of issues regarding sexual abuse and other maltreatment of children. A child means a person under 18 years of age who is not and has not been married or who has not had the disabilities of minority removed for general purposes.

### **DUTY TO REPORT**

The College's employees must report child abuse and neglect in the manner required by Chapter 261, Family Code.

### **TRAINING**

The College shall provide training for employees, as defined by Section 261.101, Family Code, in prevention techniques for and the recognition of symptoms of sexual abuse and other maltreatment of children and the responsibility and procedure of reporting suspected occurrences of sexual abuse and other maltreatment. The training must include:

- (1) techniques for reducing a child's risk of sexual abuse or other maltreatment;
- (2) factors indicating a child is at risk for sexual abuse or other maltreatment;
- (3) the warning signs and symptoms associated with sexual abuse or other maltreatment and recognition of those signs and symptoms; and
- (4) the requirements and procedures for reporting suspected sexual abuse or other maltreatment as provided by Chapter 261, Family Code.

### **HOTLINE TELEPHONE NUMBER**

The College shall post in clearly visible locations in public areas that are readily accessible to students, a sign in English and in Spanish that contains the toll-free telephone number operated by the Department of Family and Protective Services to receive reports of child abuse or neglect.

### MANUAL OF POLICY

Title "The Whistle Blower Act" 4209

**Legal Authority** Approval of the Board of Trustees

Date Approved by Board Board Minute Order dated November 9, 1995

South Texas College complies with the provisions of the "Whistle Blower Act." The 68th Texas Legislative Session passed H.B. 1075 relating to the protection of public employees who report a violation of the law. It protects a public employee from retaliation, such as being fired, put on leave or otherwise discriminated against, by a government employer, if the employee acting in good faith reports a violation of law to an appropriate law enforcement authority.

The law is commonly referred to as the "Whistle Blower Act." For additional information or for a copy of H.B. 1075 contact the Office of Human Resources.

### MANUAL OF POLICY

Title Rights of Nursing Mothers to Express Breast 4321

Milk in the Workplace

Legal Authority Approval of the Board of Trustees Page 1 of 1

Date Approved by Board Board Minute Order dated October 27, 2015

The College complies with State and Federal Laws regarding the right of nursing mothers to express breast milk in the workplace. These State and Federal laws include the Texas Health & Safety Code, Chapter 165; the United State Code, as amended by the Patient Protection and Affordable Care Act, Title 29, Chapter 8 (Fair Labor Standards Act of 1938), Section 207(r); and the Texas Government Code, Chapter 619.

The College supports the rights of nursing mothers in the workplace. The College shall provide an employee a reasonable break time and a reasonable space for the employee to express breast milk for up to one year from the child's birth. Requests for extensions to the one-year provision will be considered on a case by case basis.

The College shall provide a space reasonably accessible to the employee, except a bathroom, which is shielded from view and free from intrusion by the employee's co-workers or by the public.

The College shall provide a break time to the employee, reasonably sufficient to accommodate the employee's particular need to express breast milk.

The employee shall submit a written request to the Office of Human Resources for the accommodation to express milk. The written request shall be submitted at least two weeks prior to the accommodation being required.

Procedures to implement this policy shall be developed by the Office of Human Resources and approved by the President.

### Review and Action as Necessary on Approval of Interlocal Agreement with the City of McAllen for Rental of the McAllen Convention Center

The Board of Trustees is asked to authorize administration to enter into an Interlocal Agreement with the City of McAllen for rental of the McAllen Convention Center for September 28 and 29, 2023, at an estimated total of \$12,305.80.

The rental would include Exhibit Halls A and B, which would be used for the Fall 2023 College Wide Professional Development Day on Friday, September 29, 2023. Access is needed on the preceding day for set up of equipment.

The lease includes access to the facility, audio visual equipment, tables and chairs, curtains, podium, stage, and security for the event.

Funds for this expenditure are budgeted in the Human Resources budget for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

This item was not available for presentation to the Finance, Audit, and Human Resources Committee on January 17, 2023, and is presented without a recommendation from that committee.

### It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes administration to enter into an Interlocal Agreement with the City of McAllen for rental of the McAllen Convention Center for September 28 and 29, 2023, at an estimated total of \$12,305.80.

### **Approval Recommended:**

Dr. Ricardo J. Solis President

### SOUTH TEXAS COLLEGE FACILITY USAGE INTERLOCAL AGREEMENT

		NAME	City of McAllen - McAllen Convention Center			
		ADDRESS	700 Conven	tion Ctr Blvd		
		CITY/STATE/ZIP	McAllen,	TX 78501		
		PHONE	956-681-3800			
		CONTACT	Karla Puente			
#	Qty	Description	Unit Price Extension			
1	1	Lease/Rental Facility Usage Agreement Professional Development Day Dates: 9/28/23 - 9/29/23	\$ 12,305.80	\$ 12,305.80		
тот	ΓAL A	MOUNT	\$	12,305.80		

### Review and Action as Necessary on Consent Agenda Items from the Committee

The following Consent Agenda items were thoroughly discussed by the Facilities Committee. All trustees, whether a member of the Committee or not, received all supporting documentation and were invited to participate in the deliberation on each item. Non-committee members did not participate in Committee votes for recommendation of Board action.

Administration believes that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items are presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may identify an item or items that should be removed from the Consent Agenda for further discussion. Otherwise, the Board is asked to formally act on the full consent agenda, according to the details and recommended action presented for each item in the following pages.

The Facilities Committee recommended Board action on the following items as presented.

- a. Approval of Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department and the Office of Institutional Equity
- b. Approval to Contract Civil Engineering Services for the Subdivision Plat of the Pecan West Property
- c. Approval to Contract Civil Engineering Services for the Pecan West Continuing Education Parking and Site Improvements
- d. Approval to Contract Construction Services for the Starr County Campus Workforce Center Building D Automotive Lab Expansion and North Academic Building C HVAC-R Outdoor Covered Area Addition
- e. Approval to Contract Construction Services for the Mid Valley Campus Workforce Program Projects
  - 1. Workforce Center Building D Welding Lab Expansion and Renovation
  - 2. Workforce Center Building D Automotive Lab Expansion
  - 3. Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion
- f. Approval of Substantial and Final Completion of the District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza
- g. Approval of Final Completion of the Nursing and Allied Health Campus NAH East Building A Exterior Stair Repairs and Replacement

January 31, 2023 Regular Board Meeting Page 33, Revised 01/27/2023 @ 8:38 AM

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approve and authorize items a – g of the Facilities Committee Consent Agenda as presented.

### **Approval Recommended:**

Dr. Ricardo J. Solis President

### **Consent Agenda:**

 a. Approval of Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus North Academic Humanities
 Building P Renovations for the Accountability, Risk, and Compliance Department and the Office of Institutional Equity

Approval of schematic design prepared by Able City, LLC. and authorization to proceed with Solicitation of Construction Services for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department (ARC) and the Office of Institutional Equity (OIE) project is requested.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team and approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Once schematic design is approved, Able City, LLC. will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances.

Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

### **Background**

On May 31, 2022, the Board of Trustees approved contracting architectural services with Able City, LLC. for this project. The architect has worked with College staff to develop a schematic design to meet the needs of the departments being relocated.

The project consists of converting classrooms into offices, work areas, storage space, and a shared conference room, reception area, and multipurpose room.

• Square feet: 4,535 s.f.

The construction budget and the estimated construction cost for the project are shown in the following table:

Pecan Campus North Academic Humanities Building P Renovations for the ARC and the OIE Construction Budget and Estimated Cost				
Construction Budget				
\$455,100.00	\$500,845.20	(\$45,745.20)		

The total project budget is \$645,610 which includes funds for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology costs.

On November 29, 2022, the Board of Trustees approved bringing this item back to the Facilities Committee for review and recommending action.

January 31, 2023 Regular Board Meeting Page 35, Revised 01/27/2023 @ 8:38 AM

### **Funding Source**

Funds for the Pecan Campus North Academic Humanities Building P Renovations for the ARC and the OIE Project 2022-041C are budgeted in the Unexpended Construction Plant Fund for use in Fiscal Year 2022 – 2023. Additional funds are available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the estimated shortfall.

### Reviewers

The proposed schematic design has been reviewed by staff from the Facilities Planning & Construction department, Facilities Operations & Maintenance department, ARC, OIE, and Administration.

### **Estimated Project Timeline**

The project design phase is projected to last until March 2023, with construction to commence in May 2023 and Substantial Completion in November 2023.

### **Enclosed Documents**

Able City, LLC. has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plans, a floor plan, and a fact sheet.

### **Presenters**

Representatives from Able City, LLC. attended the Facilities Committee meeting to present the schematic design of the project.

The Facilities Committee recommended Board approval of the proposed schematic design and authorization to proceed with solicitation of construction services of the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department (ARC) and the Office of Institutional Equity (OIE) project as presented.

### It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

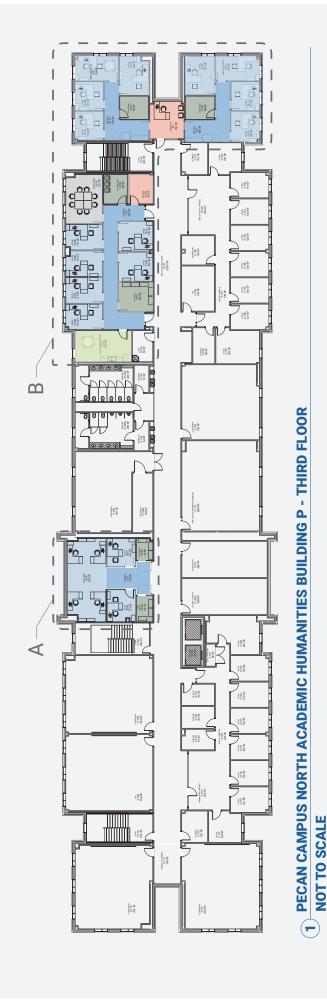
The Board of Trustees of South Texas College approves and authorizes the proposed schematic design and authorization to proceed with solicitation of construction services of the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department (ARC) and the Office of Institutional Equity (OIE) project as presented.

### **Approval Recommended:**

Dr. Ricardo J. Solis President



# Schematic Design Presentation



**COMPOSITE FLOOR PLAN** 



SOUTH TEXAS



MULTI PURPOSE ROOM CONFERENCE ROOM

RECEPTION

CORRIDOR / CIRCULATION STORAGE / DOC DISPOSAL

LEGEND OFFICES



# **Schematic Design Presentation**









## **ENLARGED FLOOR PLAN**

CORRIDOR / CIRCULATION STORAGE / DOC DISPOSAL

OFFICES

LEGEND

MULTI PURPOSE ROOM CONFERENCE ROOM

RECEPTION

03

PECAN CAMPUS NORTH ACADEMIC HUMANITIES BUIDLING P - THIRD FLOOR

⋖

NOT TO SCALE

301 139 SF

ППППП

30.1E 392.SF

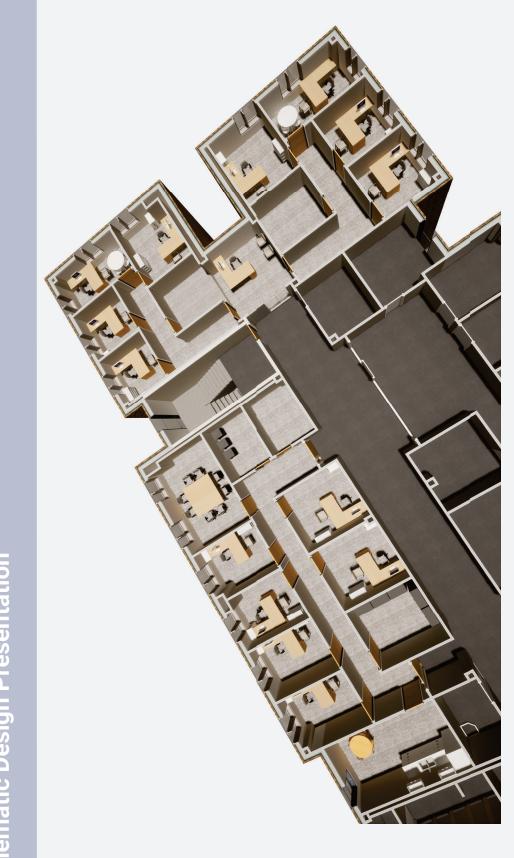


(A) WEST WING - PERSPECTIVE RENDER















### **Preliminary Opinion of Probable Costs**

### South Texas College - Pecan Campus North Academic Humanities

Puilding P. Ponovations for Administrative and	Building P - Renovations for Administrative and Support Services Office					
November 08, 2022	oppon	Service	es Onice			
November 00, 2022						
Description	QTY	Units	Cost Per Unit	Amount		
Becomplient	4,535	SF	OGGET OF GITTE	7 unounc		
Construction Costs	1,000	0.				
GENERAL REQUIREMENTS						
General Liability	1	EA	\$1,000.00	\$1,000.00		
Builders risk insurance	1	EA	\$500.00	\$500.00		
Temporary Facilities and Equip Rental	1	EA	\$3,000.00	\$3,000.00		
Clean Up and Close Out	1	EA	\$2,000.00	\$2,000.00		
Sub Total				\$6,500.00		
INTERIORS				<u> </u>		
Interior Construction - Partitions, Doors, Specialties	4,535	SF	\$30.00	\$136,050.00		
Interior Finishes - Wall, Floor and Ceiling Finishes	4,535	SF	\$10.00	\$45,350.00		
Sub Total				\$181,400.00		
SERVICES						
Plumbing	4,535	SF	\$1.80	\$8,163.00		
Heating, Ventilating, and Air Conditioning (HVAC)	4,535	SF	\$24.00	\$108,840.00		
Electrical Systems	4,535	SF	\$16.00	\$72,560.00		
SubTotal				\$189,563.00		
SPECIAL CONSTRUCTION & DEMOLITION						
Selective Building Demolition - Interior Construction	4,535	SF	\$4.00	\$18,140.00		
Selective Building Demolition - HVAC	4,535	SF	\$3.20	\$14,512.00		
Selective Building Demolition - Electrical Systems	4,535	SF	\$1.60	\$7,256.00		
SubTotal				\$39,908.00		
SubTotal				\$417,371.00		
Contractor O.H. & Profit	15.0	%	\$417,371.00	\$62,605.65		
Contingency	5.0	%	\$417,371.00	\$20,868.55		
SubTotal				\$83,474.20		
Total Construction Cost				\$500,845.20		
			\$/SF	\$110.44		



### Project Fact Sheet 12/15/2022

	Pecan Campus - Nort Office of Institutional	h Academic Humanitie Equity	s Building P Renovati	ons for the Accountabi	lity, Risk, and Compliar	ice Department, and	Project No.	2022	2-041C
Funding Source(s):	Unexpended Plant Fu	ınd							
				FY 21-22			FY 22-23		
	Original	Revised	Project Budget	FY 21-22	Variance of Project Budget vs. Actual	Droinet Pudget	FY 22-23 Actual	Variance of Project Budget vs. Actual	Total Act
Construction:	<u>Project Budget</u> \$ 790,100.00	Project Budget \$ 455,100.00		Actual Expenditures \$ -	Expenditures \$		\$ -	Expenditures \$ 630,000.00	\$ Date
Design	79,010.00	45,510.00	11,900.00	-	11,900.00	71,100.00	-	71,100.00	,
Miscellaneous:	5,000.00	5,000.00	2,500.00	456.12	2,043.88	4,500.00		4,500.00	45
FFE:	110,000.00	90,000.00	-	-	-	110,000.00	-	110,000.00	
Technology:	50,000.00	50,000.00	-	-	-	50,000.00	-	50,000.00	
Total:	\$ 1,034,110.00	\$ 645,610.00	\$ 14,400.00	\$ 456.12	\$ 13,943.88	\$ 865,600.00	\$ -	\$ 865,600.00	\$ 45
				FY 23-24					
			Project Budget	FY 23-24 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures				Total Act Expenditur Date
Construction:			\$ 160,100.00	\$ -	\$ 160,100.00				\$
Design			7,910.00	-	7,910.00				
Miscellaneous:			500.00	-	500.00				45
FFE:			-	-	-				
Technology:			-	-	-				
Total:	Project Team		\$ 168,510.00	\$ -	\$ 168,510.00	pard Status			\$ 45
Approval to Solicit	r roject ream					Jaru Status	Contract	Actual	
Architect/Engineer:	3/29/2022		Board Approval of			Vendor	Amount	Expenditures	Variano
Architect/Engineer:	Able City Architects		Schematic Design	TBD			\$ 40,959.00 \$ -	\$ - \$ -	\$ 40,95
Contractor:	TBD		Substantial						
			<u>Completion</u>	TBD		Board Acceptance	TBD		
STC FPC Project Manager:	David Valdez		Final Completion	TBD		Board Acceptance	TBD		
	roject Description					oject Scope			
Renovation of the Pecan Cam <sub>l</sub> the Accountability, Risk, and C Institutional Equity.			Renovate existing in offices.	structional spaces on t	he third floor of the Pe	can Campus North Aca	demic Humanit	ties Building P for a	administrativ
				Projected Timeline				1	
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Final Completion	on Date	FFE Complet	ion of Move Ir
3/29/2022	6/26/2022	1/31/2023	4/25/2023	5/8/2023	11/28/2023	12/28/202			3/2024
	<u> </u>				<u> </u>			1	
Fiscal Year	Construction	Design	Misce	llaneous	FFE	Tech		Proje	ct Total
2021-22	-	-		456.12	-		-	\$	45
2022-23	-	-		-	-	_	-	\$	
Project Total	\$ -	\$ -	\$	456.12	\$ -	\$	-	\$	45
01/17/22 Facilities Committe						of Construction Service	s for the Pecan	Campus North Ac	ademic
Humanities Building P Renova	itions for the Accountab	ility, Risk, and Complia	nce Department and	the Office of Institution	nal Equity				_
						7.0	- OUINCE AV	"][[]	Ē

88

FPC Asst. Director

FPC Director RMA

FPC Project Manager A. Holy

### **Consent Agenda:**

### b. Approval to Contract Civil Engineering Services for the Subdivision Plat of the Pecan West Property

Approval to contract civil engineering services for the development of a subdivision plat for the Pecan West Property is requested.

### **Purpose**

Engineering services are necessary to plat the property in order for the City of McAllen to authorize future construction projects on the Pecan West Property. The final subdivision plat will be prepared and recorded with the County of Hidalgo.

### **Background**

Construction projects have been planned and approved for the Pecan Campus West Property. The property must be platted for construction to begin. The plat will combine the three lots owned by the College into one subdivided property.

Request for Qualifications (RFQ) - The solicitation process was as follows:

resolution administrations (iti d	t in cellenation process was as lellews:
Solicitation Approved by Board	August 23, 2022
Advertised RFQ	October 26, 2022 and November 2, 2022
RFQ Responses Due	November 10, 2022
RFQ Issued To	Twelve (12) Vendors
Responses Received From	Two (2) Vendors (one vendor was disqualified)
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

One of the vendors did not submit the required federal documents with their Statement of Qualifications, and therefore was not evaluated.

### **Highest Ranked Vendor**

Based on the evaluations of the qualifications, **Perez Consulting Engineers, LLC.** was the highest ranked firm.

### **Funding Source**

Funds for the development of a subdivision plat are available in the FY 2022-2023 Unexpended Plant Fund. An Economic Development Administration (EDA) Economic Adjustment Assistance federal grant will also fund the project.

### **Estimated Timeline**

The final plat is projected to be completed in Summer 2023.

### **Enclosed Documents**

A site map of the property is enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract engineering services with Perez Consulting Engineers, LLC. for the development of a subdivision plat for the Pecan West Property as presented.

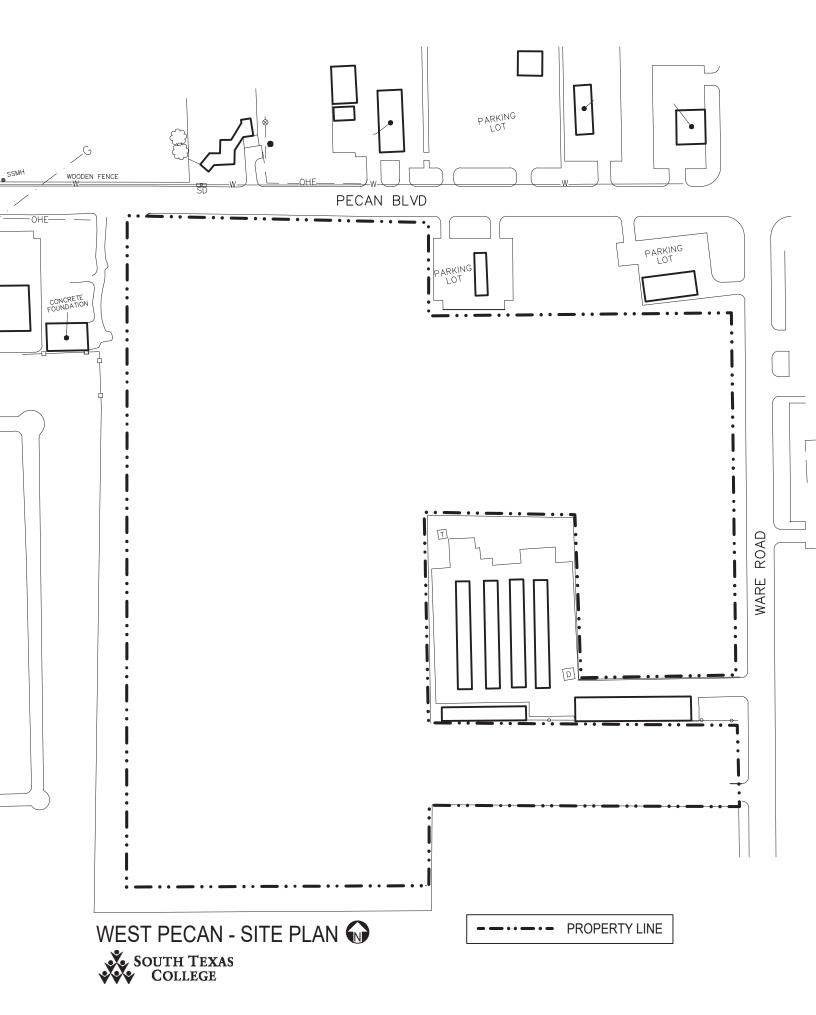
January 31, 2023 Regular Board Meeting Page 37, Revised 01/27/2023 @ 8:38 AM

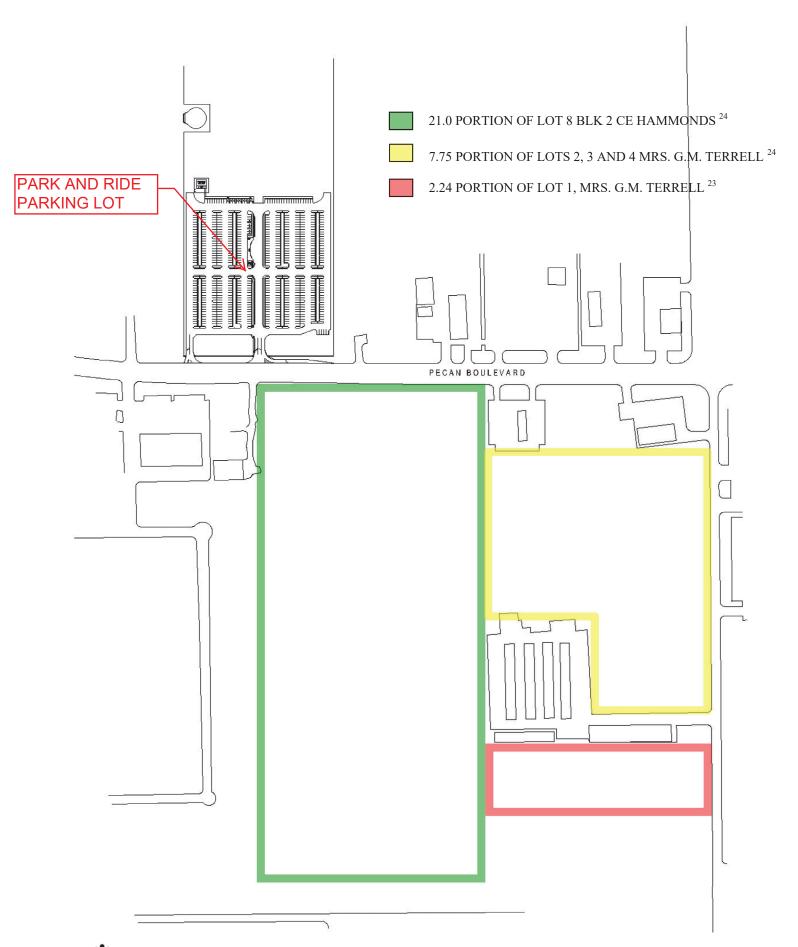
### It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes contracting engineering services with Perez Consulting Engineers, LLC. for the development of a subdivision plat for the Pecan West Property as presented.

**Approval Recommended:** 

Dr. Ricardo J. Solis President





### SOUTH TEXAS COLLEGE CIVIL ENGINEERING SERVICES - PECAN CAMPUS WEST PROPERTY SUBDIVISION PLAT PROJECT NO. 22-23-1038

VENDOD	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation
VENDOR ADDRESS	808 Dallas Ave	130 E Park Ave
	McAllen, TX 78501	Pharr, TX 78577
CITY/STATE/ZIP	956-631-4482	956-782-2557
PHONE	956-631-4482 J. David Perez	930-/82-233/ Ramiro Gutierrez
CONTACT	J. David Felez	Kanino Guneriez
3.1 Statement of Interest		
3.1.1 Statement of Interest for Project	Stated they are very interested in assisting STC with the Subdivision Plat for the Pecan Campus West Property Project. Having worked with STC, they are familiar with the procedures for a smooth project.	Firm stated their interest in the project. They summarized their firms capability in various aspects of services required for the project.
3.1.2 History and Statistics of Firm	- Established in 1991 - Located in McAllen, TX - Principal has been providing services since 1976	- Established in 1998 - 3 Professional Engineers and 1 Registered Professional Land Surveyor - Located in Pharr, Texas
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Pointed to the firm's experience throughout the Rio Grande Valley area in various aspects of services.  Provided an example of the type of work already provided to the STC previously.	The firm described the specific details needed for the work and provided a list of previous similar work they have provided for STC.
3.1.4 Statement of Availability and Commitment	Indicated that are involved in other work, but is approx. 85% complete. They can assign a project engineer as soon as awarded and can add personnel as workload increases.	Stated they are committed to providing STC with the attention it deserves. They are able to commence work on any STC project immediately.
3.2 Prime Firm		
3.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - J. David Perez, P.E., President - Jorge D. Perez, P.E., Vice President - Humberto Lopez, P.E., Project Engineer	Included resumes for the following staff: - Ramiro Gutierrez, PE, President/Principal in Charge - Hernan A. Lugo, PE, CFM, Engineering Design & Quality Control - Pablo Soto, Jr. PE, RPLS, Survey Project Manager
3.2.2 Project Assignments and Lines of Authority	Named key personnel in an organization chart.	Named two key personnel and the roles each will play in the project. Indicated that the percentage time of the project team will be as much as may be needed.
3.2.3 Prime Firm proximity and meeting availability	Firm has stated that they are less than 10 minutes away from Pecan Campus which makes them readily available for scheduled and unplanned meetings.	Firm is located in Pharr. They indicated that they can be at the STC Planning & Construction office within 15 minutes of leaving the office.
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Firm states they are not involved in any litigation.	Firm states they are currently not involved in any litigation.
3.3 Project Team		
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organizational chart showing prime firm. They did not include any sub consultants.	Included organizational chart showing prime firm. They did not include any sub consultants for this project.

### SOUTH TEXAS COLLEGE ${\bf CIVIL\ ENGINEERING\ SERVICES\ -\ PECAN\ CAMPUS\ WEST\ PROPERTY\ SUBDIVISION\ PLAT}$ PROJECT NO. 22-23-1038

VENDOR	Perez Consulting Engineers, LLC.	R. Gutierrez Engineering Corporation				
3.4 Representative Projects						
3.4.1 Minimum of 5 projects firm has worked on	-South Texas College - North Pecan Campus Project (\$3 Million) - South Texas College - Nursing & Allied Health Center Subdivision - South Texas College - West 15 Acre Subdivision - South Texas College - West 20 Acre Subdivision - Universal Health Services - Multipe Subdivision Plats	- South Texas College - Nursing and Allied Health Center Campus Parking and Site Improvements (\$2.2 Million) - South Texas College - Pecan Plaza Area for Police Vehicles (\$202,500) - PSJA ISD - Liberty Middle School Athletic Fields (\$3.7 Million) - PSJA ISD - Audie Murphy Middle School - AITA Survey - PSJA ISD - Elementary School #25 - Subdivision Plat Recording				
3.5 References						
3.5.1 References for five projects	- ERO Architects - Boultinghouse Simpson Architects - UTRGV - Edinburg CISD	- PSJA ISD				
3.6 Project Execution						
3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	Presented step-by-step approaches for project tasks and schedule.	Provided a brief summary of the phases/stages they will follow on the project.				
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	Stated that firm will work closely with the City and STC to ensure that the project be done in a quick manner.	Stated the firm's willingness and ability to commence work on the project. The do not foresee a need to supplement production capability.				
Total Evaluation Points	572.8	****				
Ranking	1	***				

The Director of Purchasing has reviewed all the responses and evaluations completed.

\*\*\*\* The vendor did not submit the required federal documents, therefore not evaluated.

### SOUTH TEXAS COLLEGE

### CIVIL ENGINEERING SERVICES - PECAN CAMPUS WEST PROPERTY SUBDIVISION PLAT

### PROJECT NO. 22-23-1038 EVALUATION SUMMARY

VENDOR		onsulting ers, LLC.
ADDRESS	808 Da	llas Ave
CITY/STATE/ZIP	McAllen,	TX 78501
PHONE	956-63	1-4482
CONTACT	J. Davi	d Perez
3.1 Statement of Interest (up to 100 points)		ı
3.1.1 Statement of interest on projects	95	
3.1.2 Firm History including credentials	95	
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	98	95.6
.4 Availability and commitment of firm and its principal(s), its consultants and key	98	
professionals	92	
3.2 Prime Firm (up to 100 points)		
3.2.1 Resumes giving the experience and expertise principles and key members for the	95	
prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm 3.2.2 Proposed project assignments, lines of authority, and communication for	95	
principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in	97	95.4
the project(s).  3.2.3 Prime Firm proximity and meeting availability  3.2.4 Describe any litigation the prime firm is currently involved in which could affect		
the firm's ability to provide professional services to STC.	92	
3.3 Project Team (up to 100 points)		
	95	
<ul> <li>3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included.</li> <li>Identify the consultant and provide a brief history about the consultant</li> <li>Describe the consultant's proposed role in the project and its related project experience</li> <li>List a project(s) that the prime firm and the consultant have worked together on during the last five years</li> <li>Provide a statement of the consultant's availability for the projects(s)</li> <li>Provide resumes giving the experience and expertise of principals and key professional members for the consultant</li> </ul>	95	
who will be assigned to the projects(s)  3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any. Identify the consultant and provide a brief history about the consultant and their area of design expertise Describe the consultant's proposed role in the project	97	95.6
List (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertiseList a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 yearsProvide a statement of the consultant's availability for the projectProvide resumes giving the experience and expertise of principals and key professionals members for the consultar who will be assigned to the project	98	
or assigned to the project	93	

### SOUTH TEXAS COLLEGE CIVIL ENGINEERING SERVICES - PECAN CAMPUS WEST PROPERTY SUBDIVISION PLAT PROJECT NO. 22-23-1038 EVALUATION SUMMARY

VENDOR		onsulting ers, LLC.
3.4 Representative Projects (up to 100 points)		1
3.4.1 Specific data on 5 projects the prime firm provided or is providing	95	
professional services in an educational settingProject name and location; Project Owner and contact information; Project	95	
construction cost; Project size in gross square feet; Date project was started and	96	95.4
completed; Professional services prime firm provided for the project; Project nanager; Project architect; Project designer; Names of consultant firms and their expertise	98	
	93	
3.5 Five References (up to 100 points)		
	95	
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part	95	
our, 3.4.1. The references shall include: -Owner's name, Owner's representative who served as the day-to-day liaison during	96	95.8
planning, design, and construction of the project, and the Owner representative's telephone number and email address	98	
	95	
3.6 Project Execution (up to 100 points)		
	95	
3.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different	95	
phases of the project, how you maintain quality control, and final project close-out.  3.6.2 Provide information as part of submission response to assure that Engineering	95	95
firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Engineer is intending to supplement production capability in order to meet schedule demands.	98	
- Addition department in order to meet senedate demands.	92	
TOTAL EVALUATION POINTS	57	2.8
RANKING		
The Director of Dynahoging has neviewed all the mannings and evaluations complete		

The Director of Purchasing has reviewed all the responses and evaluations completed.

### **Consent Agenda:**

### c. Approval to Contract Civil Engineering Services for the Pecan West Continuing Education Parking and Site Improvements

Approval to contract civil engineering services for the Pecan West Parking and Site Improvements for the Continuing Education Building project is requested.

### **Purpose**

Civil engineering services are necessary for design and construction administration services for this project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

### Scheduling Priority

This project is a necessary for the infrastructure of the Continuing Education Building. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project is scheduled as a routine improvement to construct a parking lot and site improvements for the Continuing Education Building.

### **Background**

The project consists of the construction of a parking lot and site improvements for the new Continuing Education Building to be constructed at the Pecan West Property, which is a currently undeveloped property located west of Ware Road and south of Pecan Boulevard. The proposed scope of work is summarized as follows:

- Design and construction of the parking lot
- Design and construction of site utilities and infrastructure
- Design and construction of landscape and irrigation work

Request for Qualifications (RFQ) - The solicitation process was as follows:

Advertised RFQ	October 19, 2022 and October 26, 2022	
RFQ Responses Due	November 3, 2022	
RFQ Issued To	Eleven (11) Vendors	
Responses Received From	Three (3) Vendors (one vendor was disqualified)	
Responses Reviewed By	Academic Affairs Division, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments	

One of the submissions was disqualified due to missing required documents.

### **Highest Ranked Vendor**

Based on the evaluations of the qualifications, **Perez Consulting Engineers, LLC.** was the highest ranked firm.

The total project budget is \$1,875,000 which includes costs for construction, design, and miscellaneous.

### **Funding Source**

Funds for the Pecan West Continuing Education Parking and Site Improvements Project 2023-018C are budgeted in the Unexpended Construction Plant Fund for available use

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in FY 2022-2023. An Economic Development Administration (EDA) Economic Adjustment Assistance federal grant will also fund the project.

### **Estimated Project Timeline**

The project design phase is projected to last until September 2023, with construction to commence in November 2023 and Substantial Completion in November 2024.

### **Enclosed Documents**

A presentation of the proposed project is enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

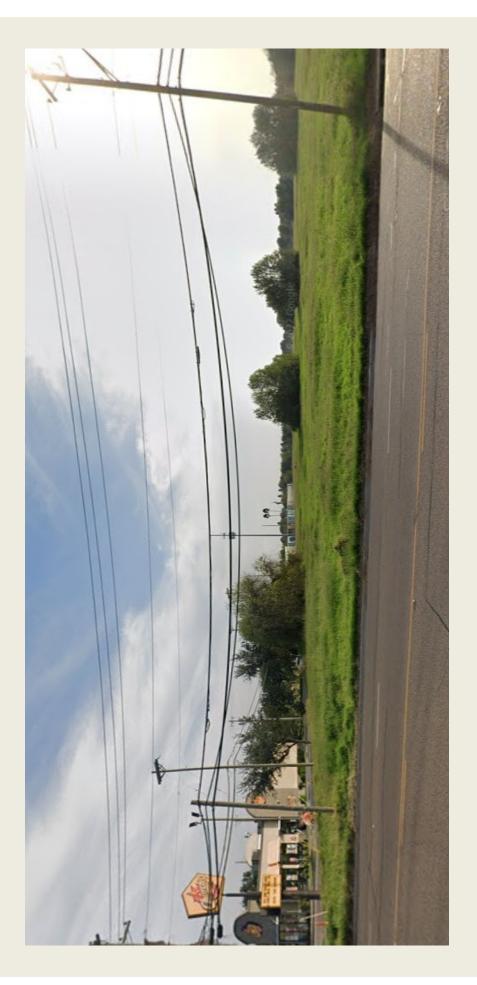
The Facilities Committee recommended Board approval to contract civil engineering services with **Perez Consulting Engineers**, **LLC**. for the Pecan West Continuing Education Parking and Site Improvements project as presented.

It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes contracting civil engineering services with **Perez Consulting Engineers**, **LLC**. for the Pecan West Continuing Education Parking and Site Improvements project as presented.

**Approval Recommended:** 

Dr. Ricardo J. Solis President



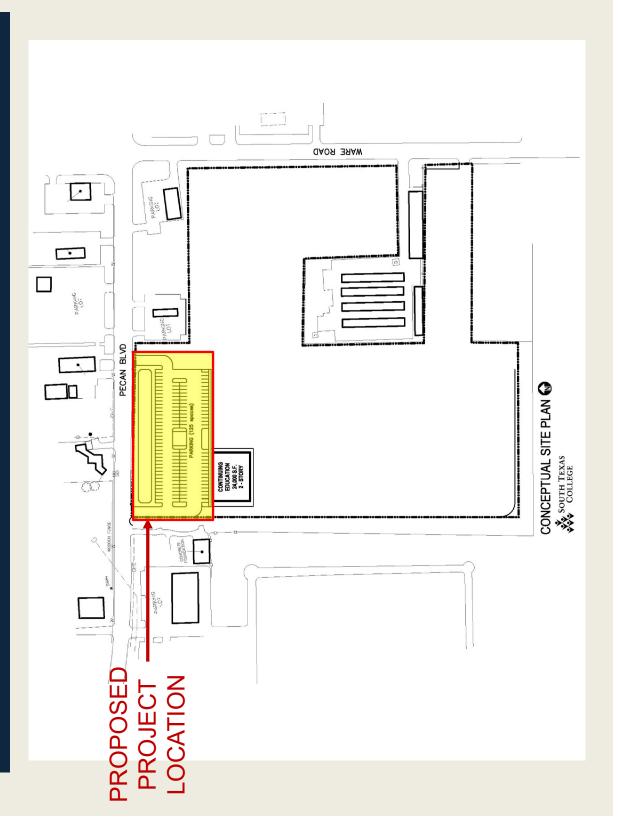
## Pecan West

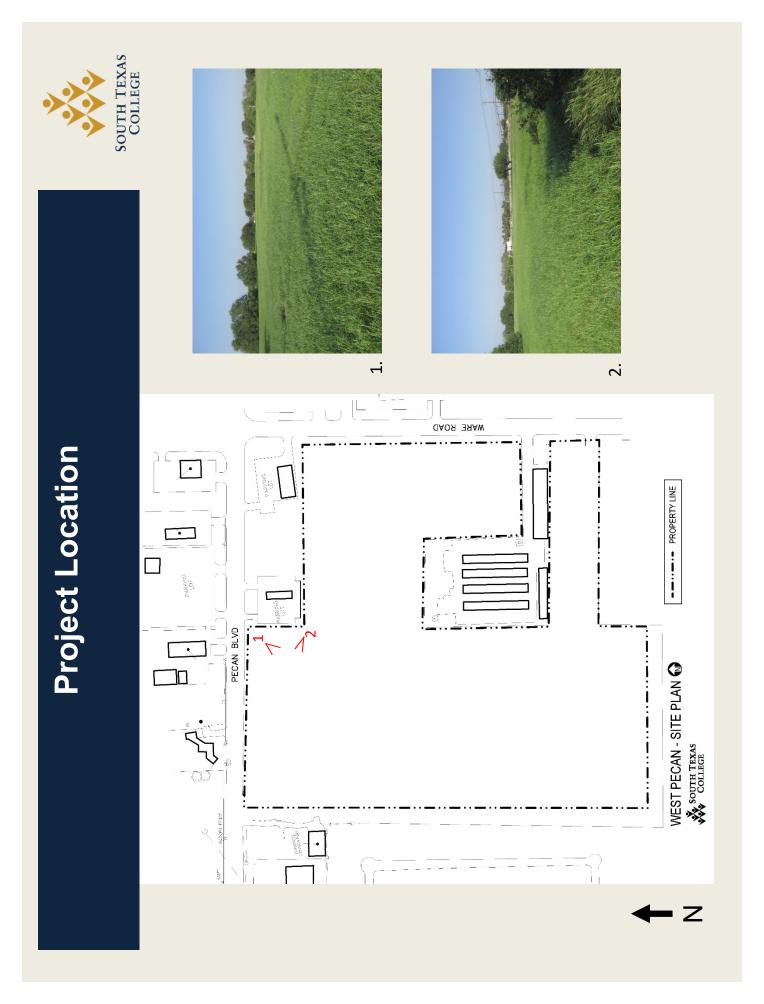
Civil Engineering Services for the Pecan West Continuing Education Parking and Site Improvements





## **Project Site**





# Pecan West Continuing Education Building Proposed Scope & Budget



### Scope of Work

Design and construction of site improvements, site infrastructure and parking area to service the Continuing Education facility.

# **Estimated Total Project Budget**

Construction \$ 1,668,440
Design
Miscellaneous 47,670

Total Project Budget \$ 1,875,000

(Economic Development Administration Grant - \$1,500,000 / South Texas College Match \$375,000)

Note: Estimated Total Project Budget may increase due to market conditions.

### SOUTH TEXAS COLLEGE CIVIL ENGINEERING SERVICES - PECAN CAMPUS WEST NEW CONTINUING EDUCATION PARKING AND SITE IMPROVEMENTS PROJECT NO. 22-23-1033

	n		D. C. i
VENDOR	Perez Consulting Engineers, LLC.	Trimad Consultants, LLC.	R. Gutierrez Engineering Corporation
ADDRESS	808 Dallas Ave	1803 Mozelle St	130 E Park Ave
CITY/STATE/ZIP	McAllen, TX 78501	Pharr, TX 78577	Pharr, TX 78577
PHONE	956-631-4482	956-688-8860	956-782-2557
FAX	956-682-1545		
CONTACT	J. David Perez	Ricardo Salazar	Ramiro Gutierrez
3.1 Statement of Interest			
3.1.1 Statement of Interest for Project	Stated they are very interested in assisting STC with the Pecan West New Continuing Education Parking and Site Improvements Project. Having worked with STC, they are familiar with the procedures for a smooth project design and construction.	Stated they are committed to assisting STC with any infrastructure project by providing both efficient and innovative cost-effective solutions.	Firm stated their interest in the project They summarized their firms capability in various aspects of services required for the project.
3.1.2 History and Statistics of Firm	- Established in 1991 - Located in McAllen, TX - Principal has been providing services since 1976	- Office in Pharr, TX - Incorporated in 2017 but didn't practice until 2019 - Staff of 4	- Established in 1998 - 3 Professional Engineers and 1 Registered Professional Land Surveyor - Located in Pharr, Texas
3.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Pointed to the firm's experience throughout the Rio Grande Valley area in various aspects of services. Provided an example of the type of work already provided to the STC previously.	Stated that even though TRIMAD has 2 young and thriving graduate engineers with under 3 years of experience, under the guidance of Mr. Salazar, they are confident the qualifications and design experience will outshine the competition.	The firm described the specific details needed for the work and provided a list of previous similar work they have provided for STC.
3.1.4 Statement of Availability and Commitment	Indicated that are involved in other work, but is approx. 85% complete. They can assign a project engineer as soon as awarded and can add personnel as workload increases.	Stated they are located in Pharr, TX and will be able to quickly respond to any STC assignments.	Stated they are committed to providing STC with the attention it deserves.  They are able to commence work on any STC project immediately.
3.2 Prime Firm			
3.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - J. David Perez, P.E., President - Jorge D. Perez, P.E., Vice President	Included resumes for the following staff: - Ricardo Salazar, P.E. Project Engineer - Jose A. Perez, Graduate Engineer - Fredy Carmona, Graduate Engineer	Included resumes for the following staff: - Ramiro Gutierrez, PE, President/Principal in Charge - Hernan A. Lugo, PE, CFM, Engineering Design & Quality Contro - Pablo Soto, Jr. PE, RPLS, Survey Project Manager
3.2.2 Project Assignments and Lines of Authority	Named key personnel in an organization chart.	Listed key personnel, role and percent of time they can commit to this project.	Named two key personnel and the roles each will play in the project. Indicated that the percentage time of the project team will be as much as may be needed.
3.2.3 Prime Firm proximity and meeting availability	Firm has stated that they are less than 10 minutes away from Pecan Campus which makes them readily available for scheduled and unplanned meetings.	Firm is located in Pharr, Texas and is 15 minutes from STC.	Firm is located in Pharr. They indicated that they can be at the STC Planning & Construction office within 15 minutes of leaving the office.
3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Firm states they are not involved in any litigation.	Indicated that firm has not been involved in litigation disputes.	Firm states they are currently not involved in any litigation.

### SOUTH TEXAS COLLEGE CIVIL ENGINEERING SERVICES - PECAN CAMPUS WEST NEW CONTINUING EDUCATION PARKING AND SITE IMPROVEMENTS PROJECT NO. 22-23-1033

VENDOR	Perez Consulting Engineers, LLC.	Trimad Consultants, LLC.	R. Gutierrez Engineering Corporation
3.3 Project Team	,	<u> </u>	0 0 1
3.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organizational chart showing prime firm and the following consultant: - CVQ Land Surveyors - Sigma HN - MEP	Included organizational chart showing prime firm. They did not include any sub consultants.	Included organizational chart showing prime firm. They did not include any sub consultants for this project.
3.4 Representative Projects	i		
3.4.1 Minimum of five (5) projects firm has worked on	-South Texas College - North Pecan Campus Infrastructure Improvements Project (53 Million) -UTRGV - Lamar and ITT Parking Lot (51.965M) -South Texas College - Nursing & Allied Health Center -PSJA 1SD - T-STEM Early College & Football Stadium Parking Lot - (51,800 per packing space) -South Texas College - Reconstruction of 31st St (\$338,091.40)	- City of Pharr - El Dora Elevated Storage Tank Improvements (\$2,500,000) - City of Pharr - Water Transmission Main Project Hibiscus Rd (\$6,500,000) - City of Pharr - Water Transmission Main Project Cypress St (\$6,500,000) - City of Pharr - Water Lift Station No. 25 & 16 - In Force Main Improvements (\$2,000,000)	-South Texas College - Nursing and Allied Health Center Campus Parking and Site Improvements (\$2.2 Million) -South Texas College - Pecan Plaza Area for Police Vehicles (\$202,500) -PSJA ISD - Liberty Middle School Athletic Fields (\$3.7 Million) -PSJA ISD - Carnahan Elementary School Parking Lot Additions (\$184,497.90) -PSJA LBJ Middle School Renovations and Additions (\$1,100,000)
3.5 References			
3.5.1 References for five (5) projects	- ERO Architects - City of McAllen - UTRGV - Boltinghouse Simpson Architects	- City of Pharr - McAllen Public Utility	- PSJA ISD - City of Pharr
3.6 Project Execution			
3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	Presented step-by-step approaches for project tasks and schedule.	Provided a brief summary of their project approach and the phases they will follow.	Provided a brief summary of the phases/stages they will follow on the project.
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	Stated that firm is cognizant of deadline and schedules to facilitate the occupancy of the proposed parking facilities in a timely manner.	Firm did not address this item.	Stated the firm's willingness and ability to commence work on the project. The do not foresee a need to supplement production capability.
Total Evaluation Points	571.8	551.8	****
Ranking	1	2	****

The Director of Purchasing has reviewed all the responses and evaluations completed.

\*\*\*\* Vendor did not submit federal required document, therefore not evaluated.

### SOUTH TEXAS COLLEGE

### CIVIL ENGINEERING SERVICES - PECAN CAMPUS WEST NEW CONTINUING EDUCATION PARKING AND SITE IMPROVEMENTS PROJECT NO. 22-23-1033 EVALUATION SUMMARY

VENDOR		onsulting ers, LLC.	Trimad Consultants, LLC.				
ADDRESS	808 Da	808 Dallas Ave		1803 Mozelle St			
		McAllen, TX 78501		Pharr, TX 78577			
PHONE 956-631-4482			956-688-8860				
FAX	956-68	32-1545	350 000 0000				
CONTACT		id Perez	Ricardo Salazar				
3.1 Statement of Interest (up to 100 points)							
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	98	95.6	98				
3.1.1 Statement of interest on projects	98		95				
3.1.2 Firm History including credentials 3.1.3 Narrative describing the design team's unique qualifications	95		90	92.2			
and specialized design experience as it relates to the project 3.1.4 Availability and commitment of firm and its principal(s), its				92.2			
consultants and key professionals	95		90				
	92		88				
3.2 Prime Firm (up to 100 points)							
3.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including	98		95				
their experience with similar projects and the number of years with the prime firm	97	95.4	95	91			
3.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these	95		90				
individuals will be involved in the project(s). 3.2.3 Prime Firm proximity and meeting availability 3.2.4 Describe any litigation the prime firm is currently involved in which	95		90				
could affect the firm's ability to provide professional services to STC.	92		85				
3.3 Project Team (up to 100 points)							
3.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individua included.  —Identify the consultant and provide a brief history about the consultant	98		97				
Describe the consultant's proposed role in the project and its related project experienceList a project(s) that the prime firm and the consultant have worked together on during the last five yearsProvide a statement of the consultant's availability for the projects(s)Provide resumes giving the experience and expertise of principals and key professional members for	97	94					
the consultant who will be assigned to the projects(s)  3.3.2 provide an organizational chart showing the roles of the prime firm and each specialized consultant firm(s) or individual(s) to be included if any.  -Identify the consultant and provide a brief history about the consultant and their area of design expertise	95	95.6	90	91.2			
Describe the consultant's proposed role in the projectList (3) projects the consultant has worked on during the last 5 years which best describe the firm's design expertiseList a project(s) that the prime firm and the specialized consultant have worked together on during the last 5 years	95		90				
Provide a statement of the consultant's availability for the projectProvide resumes giving the experience and expertise of principals and key professionals members for the consultant who will be assigned to the project	93	93					
3.4 Representative Projects (up to 100 points)							
	98		95				
3.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational settingProject name and location; Project Owner and contact information;	96	94.4	95				
Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the	95		90	91			
project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise	90		90				
consument mins and their capetitise	93		85				

### SOUTH TEXAS COLLEGE CIVIL ENGINEERING SERVICES - PECAN CAMPUS WEST NEW CONTINUING EDUCATION PARKING AND SITE IMPROVEMENTS PROJECT NO. 22 22 1622

PROJECT NO. 22-23-1033 EVALUATION SUMMARY

VENDOR	Perez Consulting Engineers, LLC.		Trimad Consultants, LLC.			
3.5 Five References (up to 100 points)						
	98	95.8	93	92.6		
3.5.1 Provide references for 5 projects, other than STC, listed in response to Part four, 3.4.1. The references shall include:Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	96		93			
	95		93			
	95		90			
	95		94			
3.6 Project Execution (up to 100 points)						
3.6.1 Provide a summary of your approach to the project that	98	95	98	93.8		
addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain	95		93			
quality control, and final project close-out.  3.6.2 Provide information as part of submission response to assure that Engineering firm is willing and able to expedite design services and construction administration for the project. Please provide insight if engineers is intending to supplement production capability in order to meet schedule demands.	95		95			
	95		95			
	92		88			
TOTAL EVALUATION POINTS	571.8		55	551.8		
RANKING	1 2		2			

The Director of Purchasing has reviewed all the responses and evaluations completed.



### **Project Fact Sheet** 1/5/2023

Project Name:	Pecan Campus - Parkin	a 9. Cita Imprayama	ntc						Project No.	2022	-018C
Funding Source(s):	Unexpended Plant Fun			1%)					rioject No.	2023	-0160
runung source(s):	onexpended Plant Fun	u / Grant Fund (STC	FY 22-23	7/0]		EV 22.24		I	EV 24 25		
Construction: Design Miscellaneous: FFE: Technology: Total:	Total Project Budget \$ 1,668,440.00 158,890.00 47,670.00 - \$ 1,875,000.00	Project Budget \$	FY 22-23 Actual Expenditures \$ - 1,058.91 \$ 1,058.91	Variance of Project Budget vs. Actual Expenditures \$ 79,445.00 22,776.09	Project Budget \$ 480,630.00 47,667.00 11,918.00 - - \$ 540,215.00	FY 23-24  FY 23-24  Actual  Expenditures  \$	Variance of Project Budget vs. Actual Expenditures \$ 480,630.00 47,667.00 11,918.00 - \$ 540,215.00	Project Budget \$ 1,187,810.00 31,778.00 11,917.00 - - \$ 1,231,505.00	\$ - - - -	Variance of Project Budget vs. Actual Expenditures \$ 1,187,810.00 31,778.00 11,917.00 - - \$ 1,231,505.00	Total Actual Expenditures To Date \$ - 1,058.91
			•				•				
	Project	Team						Board Status			
Approval to Solicit Architect/Engineer:	N/A				Board Approval of Schematic	TBD		Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	TBD				Design			TBD	\$ - \$ -	\$ -	\$ -
Contractor:	TBD				Substantial Completion	TBD		TBD  Board Acceptance	TBD	\$ -	\$ -
STC FPC Project Manager:	David Valdez				Final Completion	TBD		Board Acceptance	TBD		
Design and construction of site	Project De							Project Scope		rvice the Continuin	
				Pı	facility.						
Board Approval to Solicit Architect/Engineer 8/23/2022	Board Approval of Architect/Engineer 1/31/2023	Board App Schematic 5/23/2	Design	Board Approval of Contractor 12/12/2023		Substantial C	approval of completion Date 8/2025	Board Ap Final Comp 2/25/	letion Date		on of Move In /2025
			T	Project Calenda	r of Expenditures b	y Fiscal Year	T	П		ı	
Fiscal Year	Constru	ction	D	esign	Miscella	aneous	FFE	Te	ech	Projec	t Total
2022-23	\$	-	\$		\$	1,058.91	\$ -	\$	-	\$	1,058.91
2023-24 2024-25		-				-	-		-	\$	-
Project Total	\$	-	\$	-	\$ rrent Agenda Item	1,058.91	\$ -	\$	-	\$	1,058.91
01/17/23 Facilities Committe	e Meeting: Review and R	ecommend Action c	on Contracting Ci		PO P		ontinuing Education	n Building			
					PUTURE ULLDING AREA						

FPC Project Manager A. Wally

FPC Asst. Director Rtt Cul- FPC Director RMA

### **Consent Agenda:**

### d. Approval to Contract Construction Services for the Starr County Campus Workforce Center Building D Automotive Lab Expansion and North Academic Building C HVAC-R Outdoor Covered Area Addition

Approval to contract construction services for the Starr County Campus Workforce Center Building D Automotive Lab Expansion and North Academic Building C HVAC-R Outdoor Covered Area Addition project is requested. The procurement of a contractor will provide for construction services necessary for the project.

### **Scheduling Priority**

These projects have been requested by College management and the Academic Division of Business, Public Safety, & Technology. They have been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, the Education & Workforce Development Committee, and the Board of Trustees. These projects are scheduled as educational space improvements.

### Background

On February 22, 2022, the Board approved the schematic design for these projects as prepared by Able City, LLC. On September 27, 2022, the Board approved rejecting proposals to allow for a re-solicitation.

### **Request for Proposals (RFP) -** The solicitation process was as follows:

	,		
Advertised RFP	October 19, 2022 and October 26, 2022		
RFP Responses Due	December 1, 2022		
RFP Issued To	Four (4) Vendors		
Responses Received From	Two (2) Vendors		
Responses Reviewed By	Representatives from the Architect, Academic Division of Business, Public Safety & Technology, Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing Departments		

### **Highest Ranked Vendor**

College staff reviewed and evaluated the competitive sealed proposals and recommend **Triun, LLC.** as the highest ranked in the amount of \$2,330,000 which includes Alternate #1 for the Starr County Campus Workforce Center Building D Automotive Lab Expansion, and \$438,000 which includes Alternate #2 for the Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Addition. The table below details the construction budget, contractor's base proposals, and the amounts for the alternates.

### **Construction Budgets and Proposal Amounts**

Unexpended Construction Plant Fund Projects	Construction Budget	Highest Ranked Proposal Amount	Alternate Amount	Subtotal	Budget Variance
Building D Automotive Lab Expansion	\$902,948	\$2,050,000	\$280,000*	\$2,330,000	(\$1,427,052)
Building C HVAC-R Outdoor Covered Area Addition	277,576	370,000	68,000**	438,000	(160,424)
Total Amount	\$1,180,524	\$2,420,000	\$348,000	\$2,768,000	(\$1,587,476)

<sup>\*</sup>Automotive Lab Expansion Alternate #1: Provide exterior metal canopy to the restrooms.

### **Total Project Budgets**

Unexpended Constructio n Plant Fund Projects	Construction Budget	Design	Misc.	FFE	Tech.	Total
Building D Automotive Lab Expansion	\$902,948	\$86,000	\$20,500	\$45,100	67,700	\$1,124,248
Building C HVAC-R Outdoor Covered Area Addition	277,576	26,628	15,000	10,000	25,000	354,204
Total Amount	\$1,180,524	\$112,628	\$35,500	\$55,100	\$92,700	\$1,478,452*

<sup>\*</sup>Total Project Costs could increase due to the construction proposal costs and current market conditions.

### **Funding Source**

Funds for the Starr County Campus Workforce Center Building D Automotive Lab Expansion Project 2022-005C and the Starr County Campus North Academic Building C HVAC-R Labs Expansion and Renovation Project 2022-007C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023. Additional funds are available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall.

<sup>\*\*</sup>HVAC-R Outdoor Covered Area Addition Alternate #2: Provide additional electrical for mechanical equipment in HVAC-R Labs.

January 31, 2023 Regular Board Meeting Page 42, Revised 01/27/2023 @ 8:38 AM

### **Estimated Project Timeline**

Construction is to commence in February 2023 and obtain Substantial Completion in March 2024.

### **Enclosed Documents**

Presentations of the projects are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract construction services with Triun, LLC. in the amount of \$2,330,000 including Alternate #1 for the Starr County Campus Workforce Center Building D Automotive Lab Expansion, and \$438,000 which includes Alternate #2, for the North Academic Building C HVAC-R Outdoor Covered Area Addition projects, for a total of \$2,768,000 as presented.

### It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Triun, LLC. in the amount of \$2,330,000 including Alternate #1 for the Starr County Campus Workforce Center Building D Automotive Lab Expansion, and \$438,000 which includes Alternate #2, for the North Academic Building C HVAC-R Outdoor Covered Area Addition projects, for a total of \$2,768,000 as presented.

Approval Recommended:

Dr. Ricardo J. Solis President



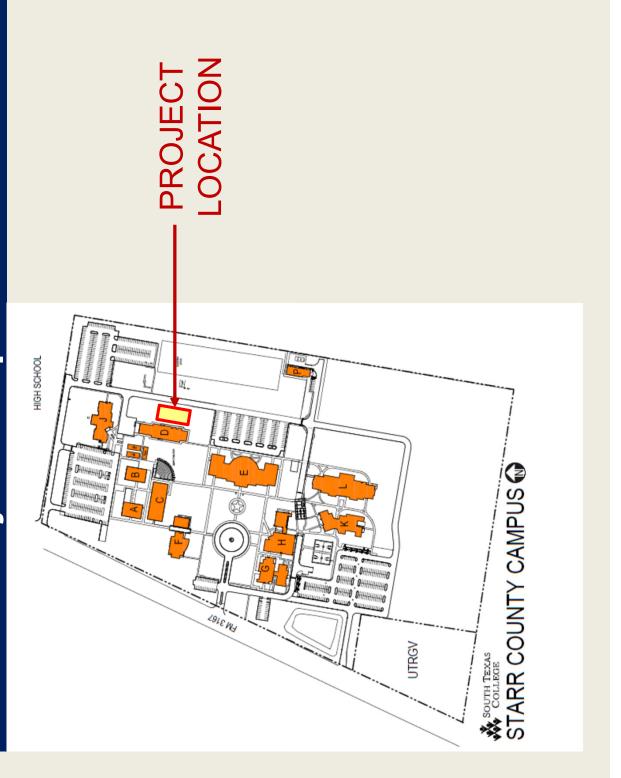
## Starr County Campus Workforce Center Building D Automotive Lab Expansion RFP 22-23-2016





# Starr County Campus Automotive Lab Expansion

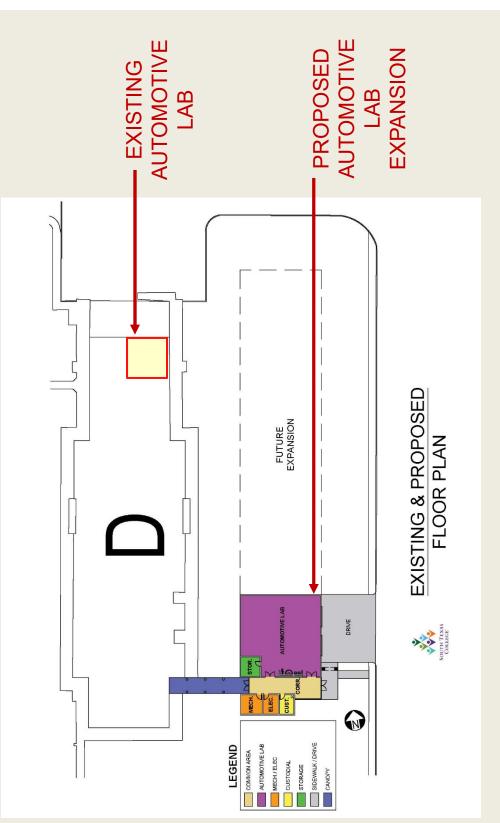
## Project Proposed Site





# Starr County Campus Automotive Lab Expansion

# Project Proposed Location

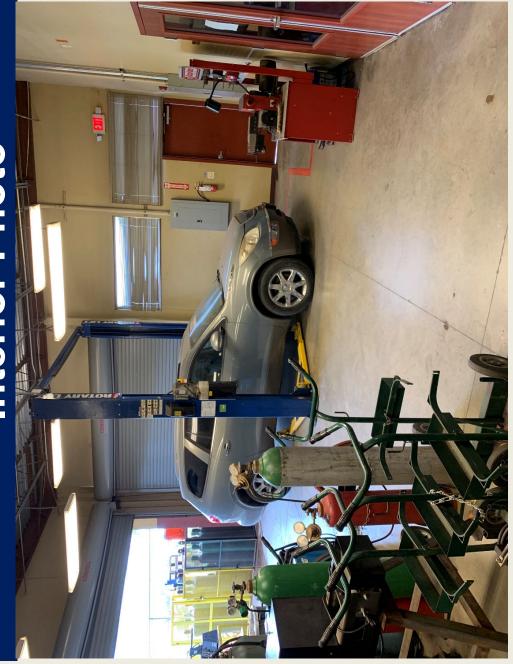


### WORKFORCE CENTER BUILDING D



**Interior Photo** 

Starr County Campus Automotive Lab Expansion





# Starr County Campus Automotive Lab Expansion

## Proposed Scope & Budget

### Requested By

**Automotive Department** 

### Scope of Work

Design and Construction of Automotive Lab Expansion including 2 bays, storage, wash station, eyewash, mechanical room, electrical room, custodial room, and covered walkway connecting to Building D

Total Square Feet Area = 4,100

## **Estimated Total Project Budget**

Construction \$ 902,948
Design
Miscellaneous 20,500
FFE 45,100

Total Project Budget \$ 1,124,248



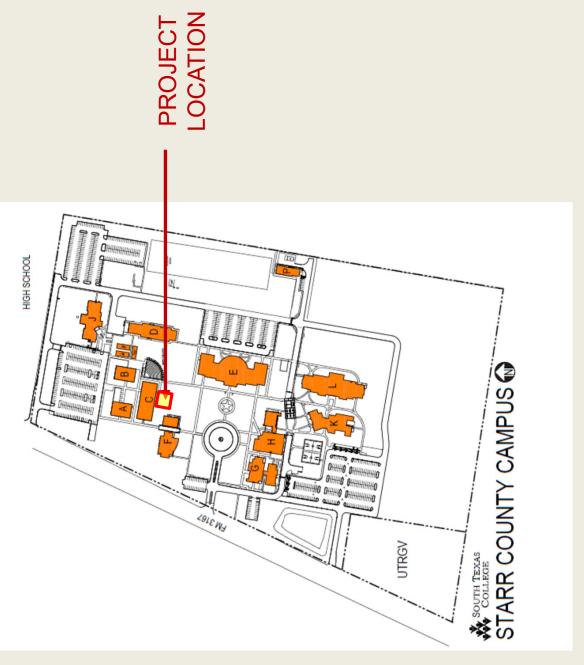
Starr County Campus North Academic Building C **HVAC-R Outdoor Covered Area Addition** 

SOUTH TEXAS COLLEGE

# Starr County Campus HVAC-R Labs Expansion and Renovation

## **Proposed Project Site**





# Starr County Campus HVAC-R Labs Expansion and Renovation



### NORTH ACADEMIC BUILDING C

# Starr County Campus HVAC-R Labs Expansion and Renovation



## Proposed Scope & Budget

### Requested By

**HVAC Department** 

### Scope of Work

Design and construction of HVAC-R Outside Covered Area for brazing instruction, equipment storage, and additional electrical/data in classrooms C312, C313, C314, C315.

Total Square Feet Area = 600

## **Estimated Total Project Budget**

Lammated Total Froject Dudger	יכו הממשבו
Construction	\$ 277,576
Design	26,628
Miscellaneous	15,000
FFE	10,000
Technology	25,000
Total Project Budget	\$ 354,204

### SOUTH TEXAS COLLEGE RE-BID STARR COUNTY CAMPUS AUTOMOTIVE LAB EXPANSION AND HVAC-R OUTDOOR COVERED AREA ADDITION PROJECT NO. 22-23-1034

		l			
	NAME		Kimber 1985, LLC.		Triun, LLC.
	ADDRESS		302 S Taylor Rd	7	7800 IH 10 West Ste 803
	CITY/STATE/ZIP		Mission, TX 78572		San Antonio, TX 78230
	PHONE		956-606-4436		210-572-4900
	FAX		956-715-3356		210-572-4901
	CONTACT		Joshua Belgum		Edward De La Garza
#	Description		Proposed		Proposed
Aut	omotive Lab Expansion				
1	Starr County Campus Workforce Center Building D Automotive Lab Expansion	\$	2,350,000.00	\$	2,050,000.00
2	Begin Work Within:		10 Working Days		10 Working Days
3	Completion of Work Within:		304 Calendar Days		365 Calendar Days
4	Alternate No. 1: Include Foundation, Steel Columns, Steel Beams, Metal Roof, Metal Soffit, Lighting, and All Associated Electrical for New Canopy	\$	80,000.00	\$	280,000.00
5	Begin Work Within:		10 Working Days		10 Working Days
6	Completion of Work Within:		304 Calendar Days		365 Calendar Days
	Total Proposal Amount with Alternate	\$	2,430,000.00	\$	2,330,000.00
HV	AC-R Outdoor Covered Area Addition				
7	Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Addition	\$	220,000.00	\$	370,000.00
8	Begin Work Within:		10 Working Days		10 Working Days
9	Completion of Work Within:		304 Calendar Days		365 Calendar Days
10	Alternate No. 2: Additional Electrical Infrastructure to Power the Added HVAC-R Equipment	\$	145,000.00	\$	68,000.00
11	Begin Work Within:		10 Working Days		10 Working Days
12	Completion of Work Within:		304 Calendar Days		365 Calendar Days
	Total Proposal Amount with Alternate	\$	365,000.00	\$	438,000.00
TO	TAL AMOUNT PROPOSED	\$	2,570,000.00	\$	2,420,000.00
TOT	TAL AMOUNT PROPOSED WITH ALTERNATES	\$	2,795,000.00	\$	2,768,000.00
TO	TAL EVALUATION POINTS		90.64		93.01
RA	NKING		2		1

The Director of Purchasing has reviewed all the responses and evaluations completed.

### SOUTH TEXAS COLLEGE RE- BID STARR COUNTY CAMPUS AUTOMOTIVE LAB EXPANSION AND HVAC-R OUTDOOR COVERED AREA ADDITION PROJECT NO. 22-23-1034 EVALUATION SUMMARY

	VENDOR		985, LLC.	Triun,	
	ADDRESS		aylor Rd	7800 IH 10 V	
	CITY/STATE/ZIP		TX 78572	San Antonio	
	PHONE		06-4436	210-57	
	FAX		5-3356	210-57	
	CONTACT	Joshua	Belgum	Edward De	e La Garza
		44.57		45	
		44.57		45	
1	The Respondent's price proposal.	44.57	44.57	45	45
1	(up to 45 points)	44.57	44.37	45	43
		44.57		45	
		44.57		45	
		9		9	
		8		9	
2	The Respondent's experience and reputation.	7	7.83	9	9
2	(up to 10 points)	7	7.63	9	9
		8		9	
		8		9	
		8.5		8.5	
		8		9	
3	The quality of the Respondent's goods or services.	7	8	9	8.91
3	(up to 10 points)	8	0	9	8.91
		8.5		9	
		8		9	
		4		4	
		4		5	
4	The Respondent's safety record	3	1	4	4.33
4	(up to 5 points)	5	4	5	4.33
		4		4	
		4		4	
		7		7	
		6.5		7	
5	The Respondent's proposed personnel.	7	7	6	7.00
3	(up to 8 points)	8	1 ′	8	7.08
		6.5		7.5	
		7		7	
		7.5		7.5	
	The Respondent's financial capability in relation to	8		7	
6	the size and scope of the project.	8	7.66	8	7.75
6	(up to 9 points)	7	7.66	9	7.75
	(up to 5 points)	8		7	
		7.5		8	
		5		5	
		5		4	
7	The Respondent's organization and approach to the	4	4.58	5	5.08
/	project. (up to 6 points)	5	7.50	6	3.00
		4	]	5	
		4.5		5.5	
		7		5.86	
		7	]	5.86	
8	The Respondent's time frame for completing the	7	7	5.86	5.86
O	project. (up to 7 points)	7	j '	5.86	5.80
		7		5.86	
		7	1	5.86	
_		7		2.00	
·O	FAL EVALUATION POINTS	•	.64	93.	01

The Director of Purchasing has reviewed all the responses and evaluations completed



### Project Fact Sheet 12/15/2022

Course																		
Project Name:	Starr County Campus -	Workforce Cente	r Building	g D Automotive	e Lab Ex	xpansion										Project No.	2022-0	005C
Funding Source:	Unexpended Plant Fur	ıd																
										FY 21-22					FY22-23			
			0-1-	ginal Total		Revised Total				FY 21-22		ance of Project get vs. Actual			FY 22-23	Variance of Project Budget vs. Actual	١.	otal Actual
				ect Budget		Project Budget	P	roject Budget		Expenditures		xpenditures	Project Budget	Actı	al Expenditures	Expenditures		otal Actual ditures To Date
Construction:			\$	820,000.00		902,948.00		172,000.00			\$ <u>=-</u>	172,000.00			-			-
Design:				82,000.00		86,000.00		65,600.00		64,872.47		727.53	13,650.00		-	13,650.00		64,872.47
Miscellaneous:				20,500.00		20,500.00		5,500.00		1,272.32		4,227.68	5,500.00		244.39	5,255.61		1,272.32
FFE:				45,100.00		45,100.00		-		-		-	-		-	-		-
Technology:			<b>\$</b> :	69,700.00 <b>1,037,300.00</b>		69,700.00	_	-		66,144.79	,	176,955.21		-	244.39	\$ 921,853.61	s	66,144.79
Total:			<b>&gt;</b> .	1,037,300.00	Ş	1,124,248.00	\$ *Dro	243,100.00 ejct Estimate Ad				1/6,955.21	\$ 922,098.00	<u> </u>	244.39	\$ 921,853.61	\$	66,144.79
							·PIC	iject Estimate Au	justeu ai	ter schematic De	esign.							
	1	Project Team											Board Status					
Approval to Solicit		.,					Boa	ard Approval of							Contract	Actual		
Architect/Engineer:	7/27/2021							nematic Design	2	/22/2022			Vendor		Amount	Expenditures		Variance
•	Abb 60 Aubbres								_	,,			Abb 60 Aubbust		74 252 44	6 64 672 47		c 470 c7
Architect/Engineer:	Able City Architects						Bo:	ard Approval of					Able City Architects	\$	71,352.14	\$ 64,872.47	\$	6,479.67
Contractor:	TBD							rised Schematic	4	/26/2022			TBD	\$	-	\$ -	\$	-
								Elevation										
							l											
STC FPC Project Manager:	Martin Villarreal							tantial pletion		TBD			Board Acceptance		TBD			
ore ire rioject manager.	Wartin Villarica						Com	pietion		100			board Acceptance		100			
							Final	Completion		TBD			Board Acceptance		TBD			
	Pr	oject Description											Project Scope					
Expansion of the Automotiv	ve Lab by providing a new	facility .									pansio	n including 2 bays	, storage, wash station, e	yewas	h, mechanical roo	om, electrical room, cust	odial ro	om, and
							cove	red walkway con	necting t	o Building D.								
								Project	ted Time	line								
					_													
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer		l Approval matic Desi		Во	oard Approval of Contractor	Cons	truction Start Date		Board Ap Substantial Co			Board App Final Comple			FFE Completi	on of M	we In
7/27/2021	10/26/2021		/22/2022	igii		1/31/2022	COIIS	2/28/2023	-		/2023	on Date	1/30/2		ate		7/2023	ve III
							Proje	ect Calendar of E	xpenditu	res by Fiscal Yea	ar				,	·		
Fiscal Year	Construc	tion		D	esign			Misc.		FFE			Tech				t Total	
2021-22 2022-23	\$	-	\$			64,872.47	\$	1,272.32 244.39			\$				-	\$		66,144.79 244.39
Project Total	\$		\$			64,872.47		1,516.71								\$		66,389.18
,	1.					, 2147		Current							1			,5120
N/A																		
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544	100000							William C						<u> </u>	K	0		
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		THE REAL PROPERTY.	-										<del> </del>	-				
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FPC Asst. Director

FPC Director



### Project Fact Sheet 12/15/2022

Project Name:	Starr County Campus -	North Academic B	Building C HVAC-R	Outdoor Covered	Area Addition					Project No.	2022-007C
Funding Source	Unexpended Plant Fun	d									
						FY 21-22			FY22-23		
							Variance of			Variance of	
						FY 21-22	Project Budge	et	FY 22-23	Project Budget	Total Actual
			Original Total	*Revised Total		Actual	vs. Actual		Actual	vs. Actual	Expenditures To
Canadanadian			Project Budget \$ 90.000.00	Project Budget \$ 277,576.00	Project Budget \$ 19,000.00	Expenditures	\$ 19,000.0		Expenditures S -	<u>Expenditures</u> \$ 277,576.00	<u>Date</u>
Construction:				1			5 19,000.0	1		(5,340.58)	25.832.82
Design:			9,000.00 15,000.00	26,628.00 15,000.00	7,200.00	6,690.24	5,500.0	15,002.00	19,142.58 2,559.82	2,940.18	25,832.8.
Miscellaneous: FFE:			10,000.00	10,000.00	5,500.00	-	0.0	-,	2,559.82	0.00	2,559.6
Technology:			25,000.00	25,000.00	_	-	0.0		-	0.00	_
Total:		<b>.</b>	\$ 149,000.00	\$ 354,204.00	\$ 31,700.00	\$ 6,690.24			\$ 21,702.40	\$ 275,175.60	\$ 28,392.64
				,,		Adjusted after Sc				,,	7
					,	,,					
	Projec	t Team						Board Status			
Approval to Solicit									Contract	Actual	
Architect/Engineer:	7/27/2021							Vendor	Amount	Expenditures	Variance
					Board Approval						
Architect/Engineer:	Able City Architects				of Schematic	2/22/2022		Able City Architects	\$ 20,215.38		
Contractor:	TBD				Design			TBD	\$ -	\$-	\$-
					4						
					Substantial	TBD		Daniel Assessance	TBD		
CTO FRO R	A A control A Cillandon I				Completion	IBD		Board Acceptance	IBD		
STC FPC Project Manager:	Martin Villarreal										
					Final Completion	TBD		Board Acceptance	TBD		
	Project D	accrintion						Project Scope			
HVAC-R Outdoor Covered ar		escription			Design and Constr	uction of HVAC-R	Outside Covered	Area for brazing instruction, ed	uinment storage	and additional /d:	ata in classrooms
TIVAC II GULUGOT COVETCU UI	ca for brazing				C312, C313, C314		outside covered	Area for brazing instruction, et	quipinient storage,	and additional / di	ata iii ciassi comis
	1			T	Projected 1	Timeline				T	
Board Approval to	Board Approval of	Board An	proval of	Roard Approval of	Construction Start	Roard Ar	proval of	Board Approva	al of		
Solicit Architect/Engineer	Architect/Engineer	Schemat		Contractor	Date		ompletion Date	Final Completion		FFE Comple	tion of Move In
7/27/2021	10/26/2021		/2022	1/31/2023	2/28/2023		2/2023	1/30/2024			27/2023
					t Calendar of Expe		Year				
Fiscal Year	Construct			sign	Misc.	FFE		Tech			ect Total
2021-22	\$	-	\$	6,690.24	-	\$ -	\$		-	\$	6,690.24
2022-23	\$	-	\$	19,142.58		-	\$		-	\$	21,702.40
Project Total	\$		\$	25,832.82	\$ 2,559.82 Current Age		\$		-	\$	28,392.64





FPC Asst. Director

Rit Celle

### **Consent Agenda:**

### e. Approval to Contract Construction Services for the Mid Valley Campus Workforce Program Projects

Approval to contract construction services for the following Mid Valley Campus Workforce Program Projects is requested. The procurement of a contractor will provide for construction services necessary for the following projects:

- 1. Workforce Center Building D Welding Lab Expansion and Renovation
- 2. Workforce Center Building D Automotive Lab Expansion
- 3. Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion

### Scheduling Priority

These projects have been requested by College Administration and the Academic Division of Business, Public Safety, & Technology. They have been reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, the Education & Workforce Development Committee, and the Board of Trustees. These projects are scheduled as educational space improvements to support Workforce Programs.

### Background

On June 28, 2022, the Board approved the schematic design for these projects as prepared by PBK Architects, Inc.

### Request for Proposals (RFP) - The solicitation process was as follows:

Solicitation Approved by Board	June 28, 2022
Advertised RFP	November 23, 2022 and November 30, 2022
RFP Responses Due	December 14, 2022
RFP Issued To	Six (6) Vendors
Responses Received From	Four (4) Vendors (one vendor was not evaluated)
Responses Reviewed By	Representatives from the Architect, Facilities Planning & Construction, Facilities Operations & Maintenance, and Purchasing Departments

One of the vendors withdrew their proposal, and therefore was not evaluated.

### **Highest Ranked Vendor**

College staff reviewed and evaluated the competitive sealed proposals and recommend **Holchemont**, **Ltd.** as the highest ranked in the amount of \$1,189,000 for the Workforce Center Building D Welding Lab Expansion and Renovation, \$2,045,000 for the Workforce Center Building D Automotive Lab Expansion, and \$954,000 for the Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion. The table below details the construction budgets and the contractor's proposals.

### **Construction Budgets and Proposal Amounts**

Unexpended Construction Plant Fund Projects	Construction Budget	Highest Ranked Proposal Amount	Budget Variance
Welding Lab Expansion and Renovation	\$707,550	\$1,189,000	(\$481,450)
Automotive Lab Expansion	953,700	2,045,000	(1,091,300)
HVAC-R Classroom & Outdoor Lab Expansion	421,875	954,000	(532,125)
Total Amount	\$2,083,125	\$4,188,000	(\$2,104,875)

### **Total Project Budgets**

Unexpended Constructio n Plant Fund Projects	Construction Budget	Design	Misc.	FFE	Tech.	Total
Welding Lab Expansion and Renovation	\$707,550	\$70,755	\$12,000	\$90,000	10,000	\$890,305
Automotive Lab Expansion	953,700	93,370	17,500	38,500	59,500	1,164,570
HVAC-R Classroom & Outdoor Lab Expansion	421,875	42,187	12,000	22,000	34,000	532,062
Total Amount	\$2,083,125	\$206,312	\$41,500	\$150,500	\$103,500	\$2,586,937*

<sup>\*</sup>Total Project Costs could increase due to the construction proposal costs and current market conditions.

Funds for the Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation Project 2022-013C, the Mid Valley Campus Workforce Center Building D Automotive Lab Expansion Project 2022-012C, and the Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion Project 2022-014C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023. Additional funds are available in the FY 2022-2023 Unexpended Construction Plant Fund to cover the shortfall.

### **Estimated Project Timeline**

The project design phase is projected to last until October 2022, with construction to commence in February 2023 and Substantial Completion in October 2023.

### **Enclosed Documents**

Presentations of the projects are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

January 31, 2023 Regular Board Meeting Page 45, Revised 01/27/2023 @ 8:38 AM

The Facilities Committee recommended Board approval to contract construction services with Holchemont, Ltd. as the highest ranked in the amount of \$1,189,000 for the Workforce Center Building D Welding Lab Expansion and Renovation, \$2,045,000 for the Workforce Center Building D Automotive Lab Expansion, and \$954,000 for the Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion projects as presented.

### It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Holchemont, Ltd. as the highest ranked in the amount of \$1,189,000 for the Workforce Center Building D Welding Lab Expansion and Renovation, \$2,045,000 for the Workforce Center Building D Automotive Lab Expansion, and \$954,000 for the Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion projects as presented.

**Approval Recommended:** 

Dr. Ricardo J. Solis President



Mid Valley Campus

Workforce Center - Building D

Welding Lab Expansions and Renovation

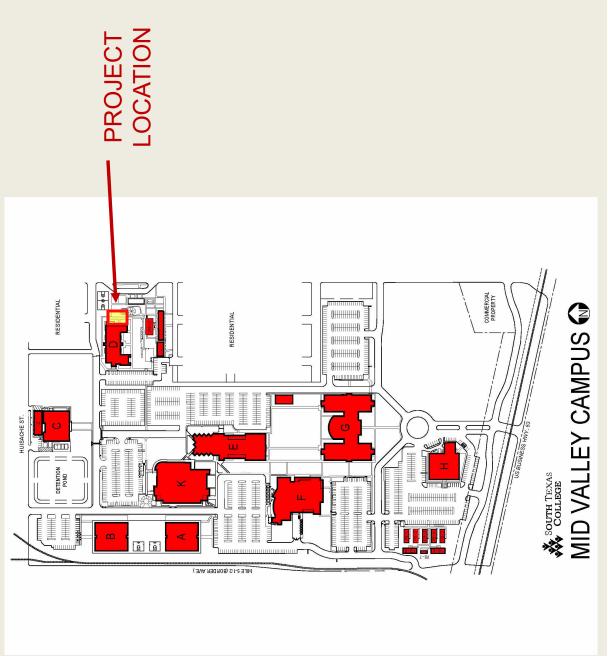
CIP 2022-013C



# Mid Valley Campus Welding Lab Expansion and Renovation

**Proposed Project Site** 





# Mid Valley Campus Welding Lab Expansion and Renovation

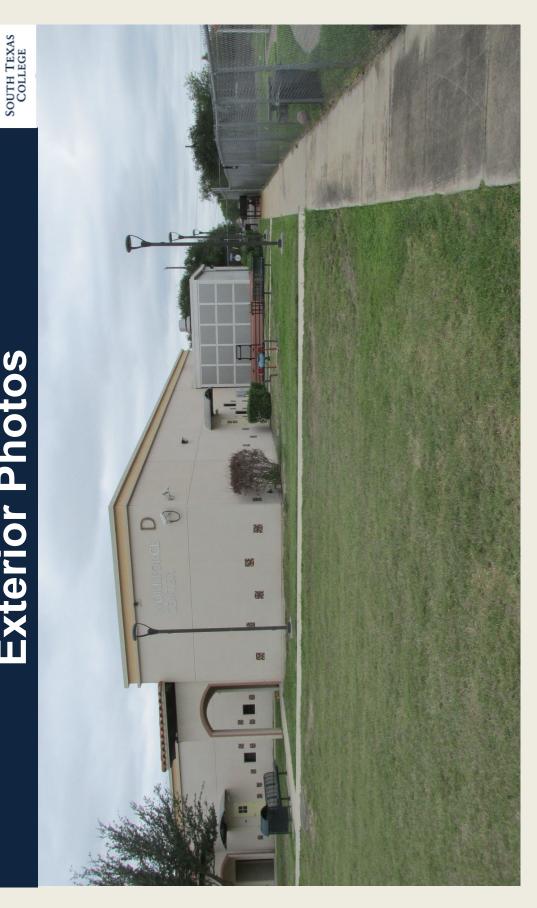
Proposed Project Location

### SOUTH TEXAS COLLEGE

### **WELDING LAB** Workforce Center **EXPANSION** PROPOSED North **BUILDING D** MID VALLEY CAMPUS BLDG. D NSTRUCTIONAL. MPDRIN LASSROOM OPPICE 18 370% CE TORTICO OUTDOOR TRAINING LAR TEA DREAD LAB PETRUCTIONAL CONPUTER LAS 137 NETRUCTIONAL COMPOTICE LAS

### Proposed Location

### Mid Valley Campus Welding Lab Expansion and Renovation **Exterior Photos**



# MVC Welding Lab Expansion and Renovation

Proposed Scope & Budget



### Requested By

Welding Department

### Scope of Work

Design and Construction of Welding Lab Expansion for Additional Welding Stations

Total Square Feet Area = 1,850

Estimated Construction Cost per Square Foot = \$382/sq ft

### **Estimated Total Project Budget**

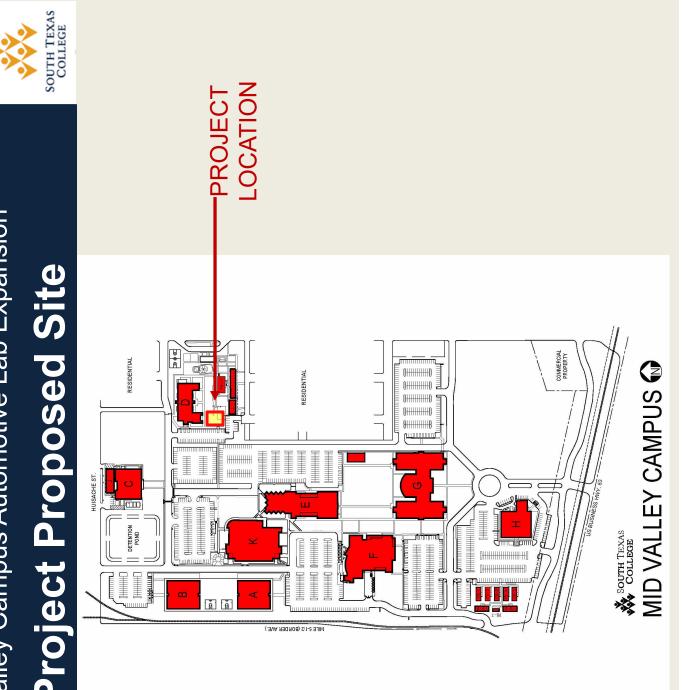
\$ 890,305	Total Project Budget
10,000	Technology
90,000	FFE
12,000	Miscellaneous
70,755	Design
\$ 707,550	Construction



Mid Valley Campus
Workforce Center - Building D
Automotive Lab Expansion
CIP 2022-012C

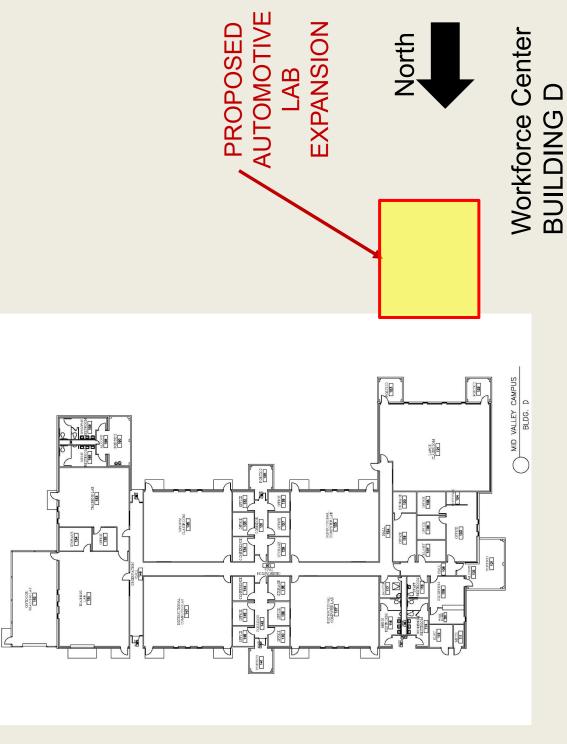
SOUTH TEXAS COLLEGE

## **Project Proposed Site**



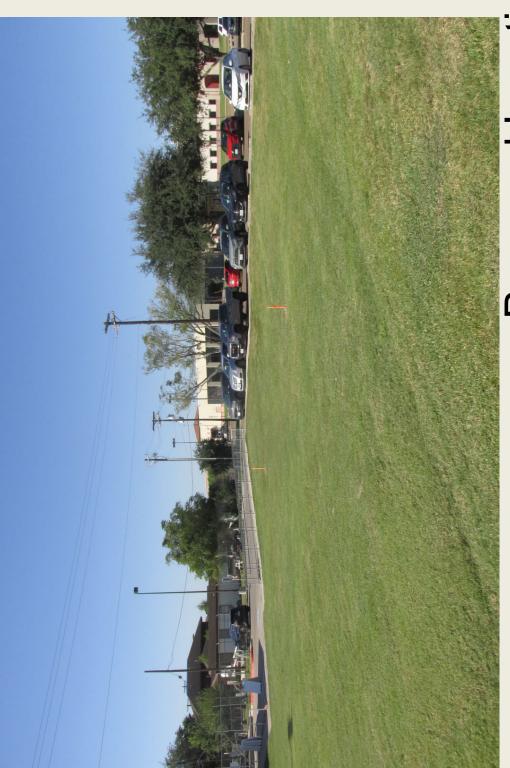
# Project Proposed Location





### **Exterior Photos**





Proposed Location



## Proposed Scope & Budget

### Requested By

**Automotive Department** 

### Scope of Work

Design and Construction of Automotive Lab Expansion including 3 Bays, storage, wash station, and eyewash.

Total Square Feet Area = 3,500

Estimated Construction Cost per Square Foot = \$272/sq ft

### **Estimated Total Project Budget**

Construction	\$ 953,700
Design	95,370
Miscellaneous	17,500
FFE	38,500
Technology	59,500

Total Project Budget \$ 1,164,570



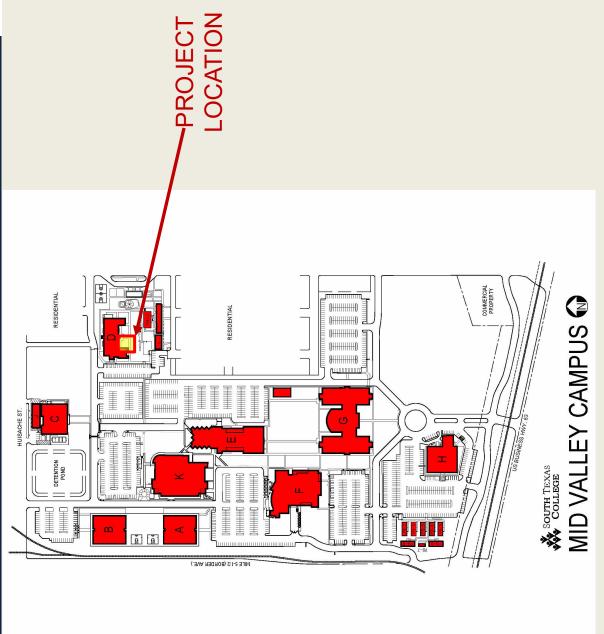
Mid Valley Campus
Workforce Center - Building D
HVAC-R Labs Expansion and Renovation
CIP 2022-014C



# Mid Valley Campus HVAC-R Labs Expansion and Renovation

### vation south Texas College

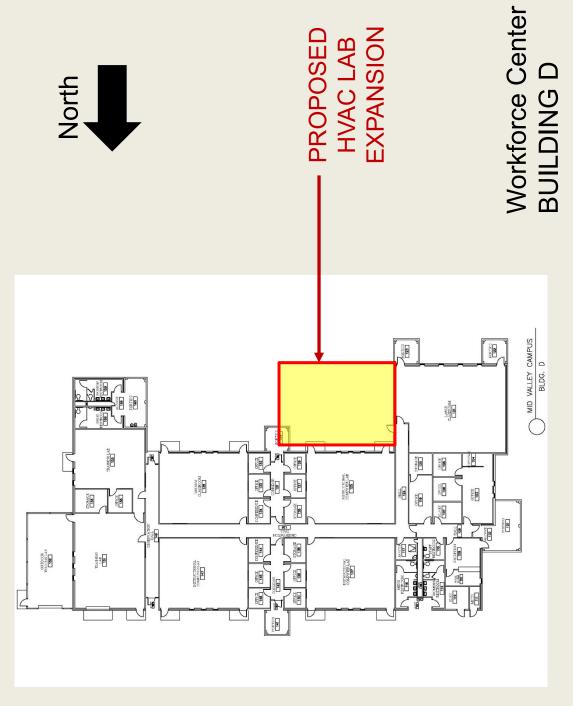
## **Proposed Project Site**



# Mid Valley Campus HVAC-R Labs Expansion and Renovation

# **Proposed Project Location**

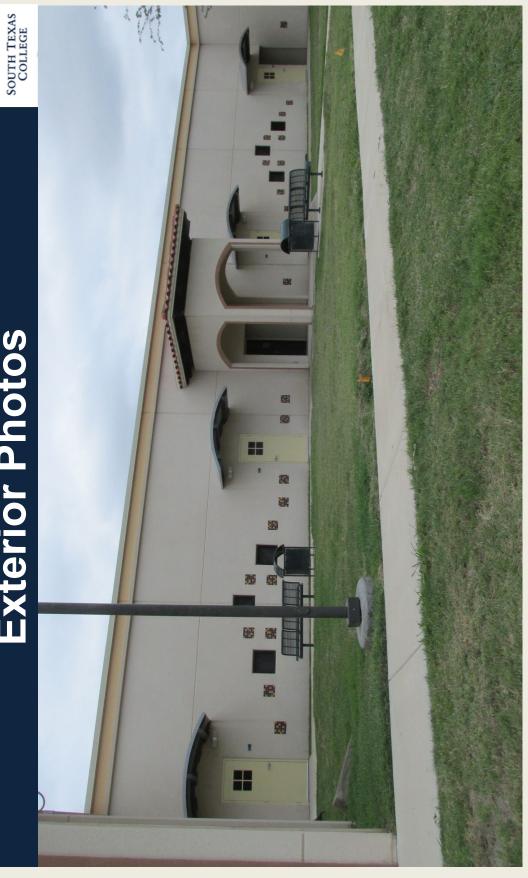




### Proposed Location

# Mid Valley Campus HVAC-R Labs Expansion and Renovation

### **Exterior Photos**



# Mid Valley Campus HVAC-R Labs Expansion and Renovation

Proposed Scope & Budget



### Requested By

**HVAC Department** 

### Scope of Work

Design and construction of HVAC-R Classroom and Outside Covered Area for brazing instruction and equipment storage.

Estimated Construction Cost per Square Foot = \$211/sq ft Total Square Feet Area = 2000

### **Estimated Total Project Budget**

Construction	\$ 421,875
Design	42,187
Miscellaneous	12,000
FFE	22,000
Technology	34,000
Total Project Budget	\$ 532 062

SOUTH TEXAS COLLEGE
MID VALLEY CAMPUS WORKFORCE CENTER BUILDING D AUTOMOTIVE LAB,
HVAC-R CLASSROOM & OUTDOOR LAB, AND WELDING LAB EXPANSIONS
PROJECT NO. 22-23-1040

		5 Star			Tri-Gen
	NAME	GC Construction, LLC.	Holchemont, Ltd.	Kimber 1985, LLC.	Construction, LLC.
	ADDRESS	3209 Melody Ln	900 N Main St	302 S Taylor Rd	2900 N Texas Blvd Ste 201
	CITY/STATE/ZIP	Mission, TX 78574	McAllen, TX 78501	Mission, TX 78572	Weslaco, TX 78599
	PHONE	956-867-5040	956-686-2901	956-606-4436	956-447-1048
	FAX	956-599-9055	956-686-2925		956-477-2003
	CONTACT	Alan Oakley	Michael C. Montalvo	Joshua Belgum	Jorge Gonzalez
#	Description	Proposed	Proposed	Proposed	Proposed
1	Mid Valley Campus Workforce Center Building D Expansion - Automotive Lab	1,766,600.00	\$ 2,045,000.00	\$ 2,148,000.00	\$ 1,213,800.00
2	Mid Valley Campus Workforce Center Building D Expansion - HVAC-R Classroom & Outdoor Lab	\$ 1,061,500.00	\$ 954,000.00	\$ 912,000.00	\$ 928,100.00
3	Mid Valley Campus Workforce Center Building D Expansion - Welding Lab	\$ 1,504,800.00	\$ 1,189,000.00	\$ 1,155,000.00	\$ 766,400.00
4	Begin Work Within:	10 Working Days	10 Working Days	10 Working Days	10 Working Days
5	Completion of Work Within:	355 Calendar Days	245 Calendar Days	330 Calendar Days	240 Calendar Days
TOT	TOTAL AMOUNT PROPOSED	\$ 4,332,900.00	\$ 4,188,000.00	\$ 4,215,000.00	\$ 2,908,300.00
TOT	TOTAL EVALUATION POINTS	85.78	92.8	89.16	** **
RAN	RANKING	"		2	***

RANKING

The Director of Purchasing has reviewed all the responses and evaluations completed.

\*\*\*\*Vendor withdrew their proposal, therefore not evaluated.

### SOUTH TEXAS COLLEGE MID VALLEY CAMPUS WORKFORCE CENTER BUILDING D AUTOMOTIVE LAB, HVAC-R CLASSROOM & OUTDOOR LAB, AND WELDING LAB EXPANSIONS PROJECT NO. 22-23-1040 - EVALUATION SUMMARY

		5.5	star					
	VENDOR		ection, LLC.	Holchemont, Ltd.		Kimber 1985, LLC.		
	ADDRESS		elody Ln	900 N Main St		302 S Taylor Rd		
	CITY/STATE/ZIP		TX 78574	McAllen, TX 78501		Mission, TX 78572		
	PHONE		7-5040		956-686-2901		6-4436	
						930-00	0-4430	
	FAX		9-9055	956-686-2925 Michael C. Montalvo		7 1	D 1	
	CONTACT		Dakley		. Montalvo	Joshua Belgum 44.71		
		43.49		45				
1	The Respondent's price proposal.	43.49	43.49	45 45	45	44.71 44.71	44.71	
1	(up to 45 points)	43.49	43.49	45	43	44.71	77.71	
		43.49		45	-	44.71		
		8		9		9		
		9		8	-	7		
2	The Respondent's experience and reputation.	8.5	8.3	9	8.8	8	8.2	
2	(up to 10 points)	7		9	0.0	9		
		9		9	-	8		
		8		9		8		
		9		8		7		
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8.2	9	8.6	8	7.8	
3		7		9		9		
		9		8		7		
		3		4		3.5		
4	TI. D	4	3.3	4	4	4	3.9	
	The Respondent's safety record (up to 5 points)	3.5		4		4		
	(up to 5 points)	3		4		4		
		3		4		4		
		7		7		7		
	The Respondent's proposed personnel	5	6.2	7	7	7	7	
5	The Respondent's proposed personnel. (up to 8 points)	6		7		7		
		6		7		7		
		7		7		7		
	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	6.8	8	7.6	8	7.5	
_		6		7		7		
6		6		8		7.5		
	(up to 9 points)	7 8		<u>8</u> 7	-	8 7		
		5		5		5		
	The Respondent's organization and approach to the project. (up to 6 points)	4		5	4.8	5	-	
7		4	4.6	5		5	4.8	
,		5	4.0	5		5	4.0	
		5		4		4		
		4.89		7		5.25		
	The Respondent's time frame for completing the	4.89		7	7	5.25	5.25	
8		4.89	4.89	7		5.25		
	project. (up to 7 points)	4.89		7		5.25		
		4.89		7		5.25	1	
TO	FAL EVALUATION POINTS	85	.78	92.8		89.16		
	NKING		3		1			
	Director of Durchasing has reviewed all the responses	and avaluations				2		

The Director of Purchasing has reviewed all the responses and evaluations completed



### Project Fact Sheet 12/15/2022

Project Name:	MVC - Workforce Cent	er Building D W	elding Lab Expansion	ı					Project No.	2022	!-013C
Funding Source(s):	Unexpended Plant Fun		Expension							2022	
anding source(s).	опекреписи пинетин	v	Original Total Project Budget	*Revised Total Project Budget	Project Budget	FY21-22  FY 21-22  Actual  Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY22-23  FY 22-23  Actual  Expenditures	Variance of Project Budget vs. Actual Expenditures	Total Actual  Expenditures To
Construction:			\$ 370,000.00		\$ 77,000.00	\$ -	\$ 77,000.00	\$ 566,040.00	\$ -	\$ 566,040.00	\$ -
Design:			37,000.00	70,755.00	29,600.00	7,497.40	22,102.60	\$ 35,333.00	32,105.08	3,227.92	\$ 39,602.48
Miscellaneous:			12,000.00	12,000.00	8,000.00	-	8,000.00	\$ 11,400.00	2,559.85	8,840.15	\$ 2,559.85
FFE:			90,000.00	90,000.00	-	-	-	\$ 90,000.00	-	90,000.00	\$ -
Technology:			10,000.00	10,000.00	-	-	-	\$ 10,000.00	-	10,000.00	\$ -
Total:			\$ 519,000.00	\$ 890,305.00	\$ 114,600.00	\$ 7,497.40	\$ 107,102.60	\$ 712,773.00	\$ 34,664.93	\$ 678,108.07	\$ 42,162.3
					*Project Estimate	Adjusted after Sch	ematic Design.				
	Projec	t Team						Board Status			
Approval to Solicit	7/27/2021				Board Approval			Mandan	Contract	Actual Expenditures	Mandan
Architect/Engineer:	//2//2021				of Schematic	6/28/2022		Vendor	Amount	expenditures	Variance
Architect/Engineer:	PBK Architects				<u>Design</u>			PBK Architects TBD	\$ 54,195.70 \$-	\$ 39,602.48 \$-	\$ 14,593.2 \$-
Contractor:	TBD				Substantial Completion	TBD		Board Acceptance	TBD	·	·
STC FPC Project Manager:	Martin Villarreal				Final Completion	TBD		Board Acceptance	TBD		
Project Description								Project Scope			
	1	ı		T	Projected Timeline					T	
Board Approval to Solicit Architect/Engineer	Board Approval of Board Approval of Architect/Engineer Schematic Design		Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date		Board Approval of Final Completion Date		FFE Completion of Move In		
7/27/2021	10/26/2021 6/28/2022 1/31/2023			1/31/2023	2/8/2023 11/28/2023		12/26/2023		10/23/2023		
	1		T	Project Calen	dar of Expenditure	by Fiscal Year	1			T	
Placel Value								_	l.	D	
Fiscal Year 2021-22	Construct \$		- \$	rsign 7,497.40	Miscell	aneous -	FFE \$ -	\$	ech -	\$	ct Total 7,497.4
2022-23	Ţ.		-	32,105.08		2,559.85	-	*		\$	34,664.9
Project Total	\$		- \$	39,602.48		2,559.85	\$ -	\$	-		42,162.3
N/A	PRO LOCA	JECT ATION		SEASON STANSON	Current Agenda Ite	1					

FPC Asst. Director

FPC Director RMA



## Project Fact Sheet 12/15/2022

SOUTH TEXAS COLLEGE														
Project Name:	MVC - Workforce Center	r Building D Autor	motive Lab Expansi	ion						P	roject No.	20	22-0120	
unding Source(s):	Unexpended Plant Fund													
			Original Total	*Revised Total		FY 21-22 <u>Actual</u>	Variance of Project Budge vs. Actual			FY Ad	22-23 22-23 ctual	Variance of Project Budge vs. Actual	t To	otal Actual
			Project Budget	Project Budget	Project Budget	Expenditures	Expenditures		t Budget		nditures	Expenditure		Date
onstruction: esign:			\$ 700,000.00 70,000.00	\$ 953,700.00 95,370.00	\$ 147,000.00 56,000.00	\$ - 10,306.24	\$ 147,000.0 45,693.7		52,960.00 57,208.00		- 35,406.11	\$ 762,960.0 1,801.8		- 45,712.
esigii. 1iscellaneous:			17,500.00	17,500.00	5,350.00	10,300.24	5,350.0		17,500.00		7,297.12	10,202.8		7,297
FE:			38,500.00	38,500.00	3,330.00	_	3,330.0		88,500.00		-	38,500.0		,,237
echnology:			59,500.00	59,500.00	-	-	-		9,500.00		-	59,500.0		-
otal:			\$ 885,500.00	\$ 1,164,570.00	\$ 208,350.00	\$ 10,306.24	\$ 198,043.7	\$ 91	5,668.00	\$ 4	12,703.23	\$ 872,964.7	7 \$	53,009.
					*Project Estimate	Adjusted after Sch	ematic Design.							
pproval to Solicit	Project	Team						Board	d Status	Cor	ntract	Actual		
rchitect/Engineer:	7/27/2021				Board Approval of Schematic	6/28/2022			ndor	Am	nount	Expenditure		Variance
architect/Engineer:	PBK Architects TBD				<u>Design</u>				rchitects IBD	\$ 6 \$-	51,806.04	\$ 45,712.3 \$-	\$5 \$ \$-	16,093.
unitation.	150				Substantial Completion	TBD		Board Accepta	nce	1	ГВD			
TC FPC Project Manager:	Martin Villarreal				Final Completion	TBD		Board Accepta	<u>ince</u>	1	ГВD			
			pace with Welding	Program. Would	Design and Constr	uction of an Auton	notive Lab Expan		ct Scope ling 3 bays	, storage	e, wash sta	tion, and eyew	ish.	
expand the Automotive Progresed to accommodate large s	ram area, which is currently		pace with Welding				notive Lab Expan			, storage	e, wash sta	tion, and eyew	ash.	
	ram area, which is currently		pace with Welding		Design and Constr		notive Lab Expan			, storage	e, wash sta	tion, and eyew	ash.	
eed to accommodate large s	ram area, which is currently specialized equipment.  Board Approval of	sharing a small s	pproval of	Board Approval of	Projected Timeline Construction Start	: Board Ap	proval of	sion includ	Board Ap	proval o	f			
eed to accommodate large s Board Approval to Solicit Architect/Engineer	ram area, which is currently specialized equipment.  Board Approval of Architect/Engineer	sharing a small s  Board Ay Schema	pproval of tic Design	Board Approval of Contractor	Projected Timeline Construction Start Date	Board Ap Substantial Co	proval of mpletion Date	sion includ	ling 3 bays,  Board Ap  Final Compl	proval o	f	FFE Comp	etion of	
eed to accommodate large s	ram area, which is currently specialized equipment.  Board Approval of	sharing a small s  Board Ay Schema	pproval of	Board Approval of Contractor 1/31/2023	Projected Timeline  Construction Start  Date  2/8/2023	Board Ap Substantial Co 11/28	proval of mpletion Date	sion includ	Board Ap	proval o	f	FFE Comp		
eed to accommodate large s Board Approval to Solicit Architect/Engineer	ram area, which is currently specialized equipment.  Board Approval of Architect/Engineer	sharing a small s  Board Ay Schema	pproval of tic Design	Board Approval of Contractor 1/31/2023	Projected Timeline Construction Start Date	Board Ap Substantial Co 11/28	proval of mpletion Date	sion includ	ling 3 bays,  Board Ap  Final Compl	proval o	f	FFE Comp	etion of	
Board Approval to Solicit Architect/Engineer 7/27/2021 Fiscal Year	Board Approval of Architect/Engineer 10/26/2021	sharing a small s  Board Aj Schema  6/28	oproval of tic Design //2022	Board Approval of Contractor 1/31/2023 Project Calend	Projected Timeline Construction Start Date 2/8/2023 ar of Expenditures Miscell	Board Ap Substantial Co 11/28 by Fiscal Year	proval of mpletion Date 1/2023 FFE	sion includ	ling 3 bays,  Board Ap  Final Compl	proval o letion Da /2023	f ate	FFE Comp 10 Pro	etion of	al
Board Approval to Solicit Architect/Engineer 7/27/2021  Fiscal Year 2021-22	Board Approval of Architect/Engineer 10/26/2021	sharing a small s Board Al Schema 6/28	oproval of tic Design //2022	Board Approval of Contractor 1/31/2023 Project Calend sign	Projected Timeline Construction Start Date 2/8/2023 ar of Expenditures Miscell	Board Ap Substantial Co 11/28 by Fiscal Year aneous	proval of mpletion Date //2023	sion includ	Board Ap Final Compl	proval o letion Da /2023	f	FFE Comp 10 Pro	etion of /23/202	al 10,306.2
Board Approval to Solicit Architect/Engineer 7/27/2021  Fiscal Year 2021-22 2022-23	ram area, which is currently specialized equipment.  Board Approval of Architect/Engineer 10/26/2021  Construct \$	sharing a small s  Board A <sub>1</sub> Schema  6/28  ion	oproval of tic Design //2022	Board Approval of Contractor 1/31/2023 Project Calend sign 10,306.24 35,406.11	Projected Timeline  Construction Start Date 2/8/2023 ar of Expenditures  Miscell	Board Ap Substantial Co 111/28 by Fiscal Year aneous	proval of mpletion Date //2023	sion includ	Board Ap Final Compl	proval o letion Da /2023	f ste	FFE Comp 10 Pro \$	etion of /23/202	3
Board Approval to Solicit Architect/Engineer 7/27/2021  Fiscal Year 2021-22	Board Approval of Architect/Engineer 10/26/2021	sharing a small s  Board A <sub>1</sub> Schema  6/28  ion	oproval of tic Design //2022	Board Approval of Contractor 1/31/2023 Project Calend sign 10,306.24 35,406.11 45,712.35	Projected Timeline  Construction Start Date 2/8/2023 ar of Expenditures  Miscell:	Board Ap Substantial Co 11/28 by Fiscal Year aneous 7,297.12	proval of mpletion Date //2023	sion includ	Board Ap Final Compl	proval o letion Da /2023	f ste	FFE Comp 10 Pro	etion of /23/202	al 10,306. 42,703.
Board Approval to Sollicit Architect/Engineer 7/27/2021  Fiscal Year 2021-22 2022-23	ram area, which is currently specialized equipment.  Board Approval of Architect/Engineer 10/26/2021  Construct \$	sharing a small s  Board A <sub>1</sub> Schema  6/28  ion	oproval of tic Design //2022	Board Approval of Contractor 1/31/2023 Project Calend sign 10,306.24 35,406.11 45,712.35	Projected Timeline  Construction Start Date 2/8/2023 ar of Expenditures  Miscell	Board Ap Substantial Co 11/28 by Fiscal Year aneous 7,297.12	proval of mpletion Date //2023	sion includ	Board Ap Final Compl	proval o letion Da /2023	f ste	FFE Comp 10 Pro \$	etion of /23/202	al 10,306 42,703

FPC Asst. Director

FPC Director RM



## Project Fact Sheet 12/15/2022

Project Name:	MVC - Workforce Buildir	ng D HVAC-R Classro	oom & Outdoor La	b					Project No.	2022	-014C
-unding Source(s):	Unexpended Plant Fund										
Construction:			Original Total Project Budget \$ 400,000.00	*Revised Total Project Budget \$ 421,875.00	Project Budget \$ 84,000.00	FY21-22  FY 21-22  Actual  Expenditures  \$ -	Variance of Project Budget vs. Actual Expenditures \$ 84,000.00	Project Budget \$ 337,500.00	FY22-23  FY 22-23  Actual  Expenditures  \$ -	Variance of Project Budget vs. Actual Expenditures \$ 337,500.00	Total Actual Expenditures T Date \$ -
Design:			40,000.00	42,187.00	32,000.00	6,690.24	25,309.76	\$ 20,368.00	19,142.58	1,225.42	25,832.8
Miscellaneous:			12,000.00	12,000.00	8,000.00	-	8,000.00	\$ 12,000.00	2,559.82		2,559.8
FFE:			22,000.00	22,000.00	-	-	-	\$ 22,000.00	-	22,000.00	-
Technology:			34,000.00	34,000.00	-	-	-	\$ 34,000.00	-	34,000.00	-
Total:			\$ 508,000.00	\$ 532,062.00	\$ 124,000.00	\$ 6,690.24	\$ 117,309.76	\$ 425,868.00	\$ 21,702.40	\$ 394,725.42	\$ 28,392.6
					*Project Estimati	e Adjusted after Sc	nematic Design.				
Approval to Solicit	Project	Team						Board Status	Contract	Actual	
Architect/Engineer:	7/27/2021				Board Approval			Vendor	Amount	Expenditures	Variance
Architect/Engineer:	PBK Architects				of Schematic Design	6/28/2022			\$ 34,533.99 \$-	\$ 25,832.82 \$-	
Contractor:	TBD				Substantial Completion	TBD		Board Acceptance	TBD	·	·
STC FPC Project Manager:	Martin Villarreal				Final Completion	TBD		Board Acceptance	TBD		
					rinai completion						
Add exterior space adjacent to	Project De		cabinets, and 1 cl	lassroom.			lassroom and Out	Project Scope side Covered Area	for brazing instruct	tion and equipmen	t storage.
Board Approval to	Board Approval of	nches, 2 gas storage	roval of	F Board Approval of	Design and constru Projected Timeline Construction Start	uction of HVAC-R C	proval of	side Covered Area	proval of		
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	nches, 2 gas storage  Board App Schematic	roval of Design	Board Approval of Contractor	Design and constru Projected Timeline Construction Start Date	uction of HVAC-R C Board Ap Substantial Co	proval of mpletion Date	side Covered Area  Board Ap Final Comp	proval of letion Date	FFE Completi	on of Move In
Board Approval to	Board Approval of	nches, 2 gas storage	roval of Design	Board Approval of Contractor 1/31/2023	Projected Timeline  Construction Start Date 2/8/2023	uction of HVAC-R C  Board Ap  Substantial Co  11/28	proval of mpletion Date	side Covered Area  Board Ap Final Comp	proval of	FFE Completi	
Board Approval to Solicit Architect/Engineer 7/27/2021 Fiscal Year	Board Approval of Architect/Engineer 10/26/2021	Board App Schematic 6/28/2	roval of Design 2022	Board Approval of Contractor 1/31/2023 Project Calenda	Projected Timeline Construction Start Date 2/8/2023 ar of Expenditures	Board Ap Substantial Co 11/28 by Fiscal Year	proval of mpletion Date /2023 FFE	Board Ap Final Comp 12/26	proval of letion Date	FFE Completi 10/23 Projec	on of Move In /2023 t Total
Board Approval to Solicit Architect/Engineer 7/27/2021  Fiscal Year 2021-22	Building D, for 5 work ber  Board Approval of Architect/Engineer  10/26/2021	Board App Schematic 6/28/2	roval of Design 1022	Board Approval of Contractor 1/31/2023 Project Calenda sign 6,690.24	Projected Timeline  Construction Start Date 2/8/2023 ar of Expenditures  Miscelli	Board Ap Substantial Co 11/28 by Fiscal Year	proval of mpletion Date /2023	Board Ap Final Comp 12/26	proval of letion Date 1/2023	FFE Completi 10/23	on of Move In /2023 <b>t Total</b> <b>6,690.2</b>
Board Approval to Solicit Architect/Engineer 7/27/2021 Fiscal Year	Board Approval of Architect/Engineer 10/26/2021	Board App Schematic 6/28/2	roval of Design 022	Board Approval of Contractor 1/31/2023 Project Calendi sign 6,690.24 19,142.58 25,832.82	Projected Timeline Construction Start Date 2/8/2023 ar of Expenditures  Miscella	Board Ap Substantial Co 11/28 by Fiscal Year aneous 2,559.82 2,559.82	proval of mpletion Date //2023	Board Ap Final Comp 12/26	proval of letion Date 1/2023	FFE Completi 10/23 Project	on of Move in //2023

FPC Asst. Director

FPC Director RMA

## **Consent Agenda:**

## f. Approval of Substantial and Final Completion of the District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza

Approval of substantial and final completion of the District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza project is requested.

	Project	Completion Recommende	Date Received
		d	
1.	District Wide Repainting of Exterior Stucco &	Substantial	November 14, 2022
	Panels at Pecan Campus and Pecan Plaza	Completion	
	Project 2022-016R		
	,	Final	December 14, 2022
	Contractor: Noble Texas Builders	Completion	
		Recommended	

This project was part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance and Facilities Planning & Construction departments. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, and Administration. It was scheduled as a non-educational improvement to repaint the stucco façades.

College staff visited the site and developed a construction punch list on November 14, 2022. A Certificate of Substantial Completion has been issued. Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that substantial and final completion and release of final payment for this project with Noble Texas Builders be approved. The original cost approved for this contractor's portions of the district wide project, which include Pecan Campus and Pecan Plaza, was \$148,350.

The following table summarizes the current budget status:

	Distric	t Wide Repainti Pecan Campu		erior Stucco & F can Plaza Proje		
	Construction Budgets Total	Approved Proposal Amount	Net Total Chang e Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
Pecan Campus	\$130,000.00	\$139,255.00	\$0	\$139,255.00	\$121,217.70	\$18,037.30
Pecan Plaza	25,000.00	9,095.00	0	9,095.00	8,640.25	454.75
Total	\$155,000	\$148,350.00	\$0	\$148,350.00	\$129,857.95	\$18,492.05

## **Enclosed Documents**

A copy of the Certificate of Substantial Completion, Letter of Final Completion and a photo are enclosed for the Board's review and information.

January 31, 2023 Regular Board Meeting Page 47, Revised 01/27/2023 @ 8:38 AM

The Facilities Committee recommended Board approval of substantial and final completion and release of final payment of \$18,492.05 to Noble Texas Builders for the District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza project as presented.

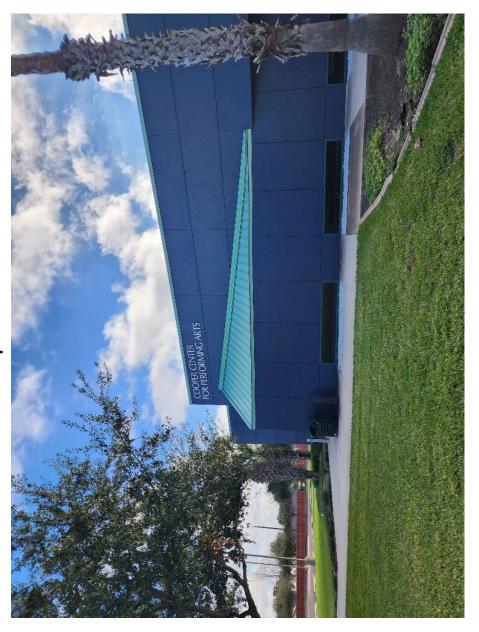
## It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes substantial and final completion and release of final payment of \$18,492.05 to Noble Texas Builders for the District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza project as presented.

**Approval Recommended:** 

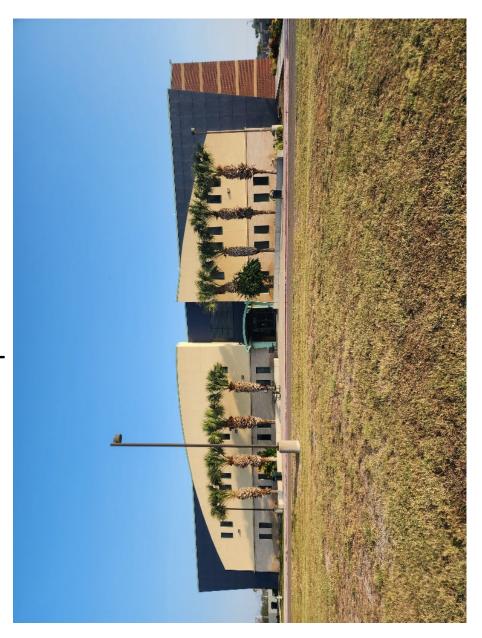
Dr. Ricardo J. Solis President

District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza



Pecan Campus - Cooper Center for Performing Arts Building L

District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza



Pecan Campus - Information Technology Building M

District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza



Pecan Campus - Institutional Support Services Building N

District Wide Repainting of Exterior Stucco & Panels at Pecan Campus and Pecan Plaza



Pecan Plaza - Human Resources Building A

## **Substantial Completion Acceptance**

DEC 72022AH11:37

Project Name:	District Wide F	Repainting of Exterior	Stucco and Pa	nels Pecan Plaza	
Project No.:	RFP - 21-22-1017	7			
Owner:	South Texas Co	ollege			
Contractor:	Noble Texas B	uilders			
A/E Firm:	N/A				
Scope of Work Co	overed by This	Acceptance:			
Repainting of Ext	erior Stucco wa	alls and Panels at Peca	ın Plaza, Buildiı	ng A	
Effective Date of	Acceptance:	11/14/2022			
This constitutes t	he Owner's acc	eptance for Beneficia	l Occupancy:	Yes	X No
completion inspect of this acceptance, items on such list (see Contract Document by the Architect/Endesignated portion As of the effective security, custodial secuptance. The Contract for any are subcontractors whin The Owner and Acceptance as well Acceptance of the Face Contract o	ion(s). The "punction(s). The "punction state of the recordance gineer, owner and thereof, for the recordance date noted above the recordance as of the project le engaged in continue the recordance of all elements as the items currector portion of the project or portion	cifications of the Contract list(s)" of items remain a list(s)" of items remain a list cover. It is the responsibility of the with the Contract, the Did Contractor that the Wintended purpose. Every the Contractor is related to the Contractor is related to the Wintended purpose, which is responsible; however, the not yet accepted, and so inspect the entire programments of the work. This ently remaining on the part of the designated above is the applicable warranties reconstitutions.	ning to be comp it is expressly un Contractor to co Date of Substant ork is sufficiently lieved of the res may pertain specton or maintain full in such coverage as st items as identifiect, including the inspection will of punch list (s). The	leted or corrected anderstood that the formulation is the proposition of the proposition of the proposition is the proposition of the proposition	as of the effective date failure to include any accordance with the at Date jointly certified e Owner to utilize it, or ities, maintenance, covered by this as required by the for its employees and erein, until final as may have been al Completion its document, which is
Calendar days fro				nch list(s) within	12/2/22
Timited Name and Title	•	Signature			Date
The <b>Architect/Eng</b> used as intended. N/A Printed Name and Title		nat the Work noted in	this Acceptano	ce is sufficiently co	omplete to be
		s noted on the attach			
LARDO DE LA Printed Name and Title	A company of the company	y Complete as of the Signature	Poste	or this Acceptanc	//- ??- ?v72 Date



P.O. BOX 9701 McAllen, TX 78502-9701

Facilities Planning & Construction 3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3737 (956) 872-3747

January 10, 2023

South Texas College 3200 W. Pecan Blvd., Bldg N. Suite 179 McAllen, TX 78501

Re: RFP 21-22-1017 STC District Wide Repainting of Exterior Stucco Walls and Panels – Pecan Plaza and Pecan Campus

South Texas College Facilities Planning and Construction recommends Final Acceptance of the STC <u>District Wide Repainting of Exterior Stucco Walls and Panels for Pecan Plaza and Pecan Campus</u> as of <u>December 14, 2022</u> and recommends release of final payment to Noble Texas Builders.

If you have any questions, please contact our office.

Sincerely,

Rick de la Garza, Director

Facilities Planning & Construction

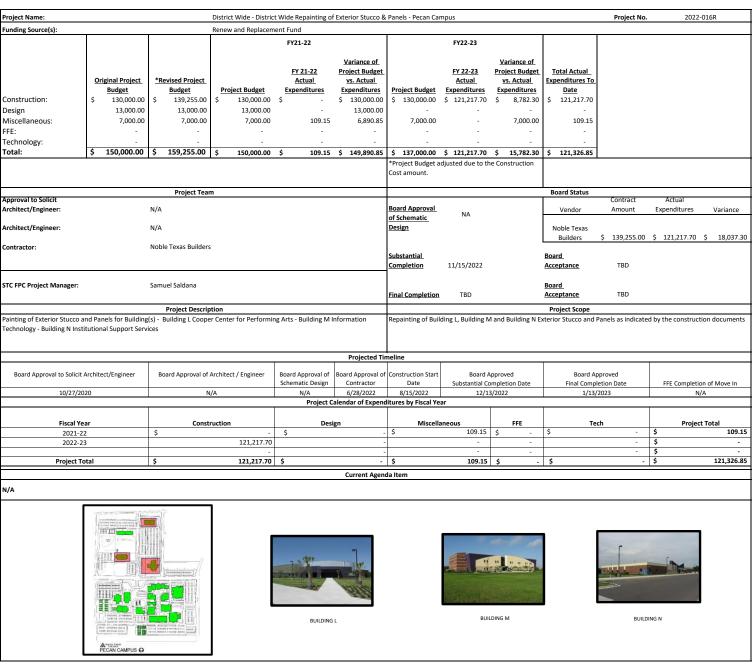
3200 W. Pecan Blvd., Bldg. N. Suite 179

McAllen, TX 78501 Phone: 956-872-3737

Fax: 956-872-3747



### **Project Fact Sheet** 12/15/2022



FPC Project Manager



FPC Project Manager

### Project Fact Sheet 12/15/2022

Original Project  Budget \$ 25,000.00 2,500.00 3,000.00 \$ 30,500.00	*Revised Project Budget \$ 9,095,00 2,500.00 3,000.00 \$ 14,595.00  Project Tea N/A N/A Texas Noble Builder  Project Descrip (s) - Building A Hum	2,500.00 3,000.00 - \$ 30,500.00 m	FY21-22  FY21-22  Actual  Expenditures  \$ - 109.15	Variance of Project Budget vs. Actual Expenditures \$ 25,000.00 2,500.00 2,890.85	Project Budget \$ 9,095.00 3,000.00 \$ 12,095.00 *Project Budget a amount  Board Approval of Schematic. Design  Substantial Completion  Final Completion	FY22-23 Actual Expenditures  \$ 8,640.25  S 8,640.25  djusted due to Co		Total Actual Expenditures To Date \$ 8,640.25 - 109.15 - \$ 8,749.40  Board Status  Vendor  Texas Noble Builders  Board Acceptance  Board Acceptance Project Scope or curved wall.	Contract Amount \$ 9,095.00  TBD	Actual Expenditures Varia \$ 8,640.25 \$
\$ 25,000.00 2,500.00 3,000.00 - \$ 30,500.00	\$ 9,095.00 2,500.00 3,000.00 - \$ 14,595.00  Project Tea  N/A  N/A  Texas Noble Builder  Samuel Saldana	Project Budget \$ 25,000.00 2,500.00 3,000.00 - \$ 30,500.00	FY21-22  Actual  Expenditures  \$ - 109.15	Project Budget  vs. Actual  Expenditures  \$ 25,000.00  2,500.00  2,890.85	\$ 9,095.00  3,000.00  \$ 12,095.00  *Project Budget a amount  Board Approval of Schematic Design  Substantial Completion  Final Completion	FY 22-23 Actual Expenditures \$ 8,640.25 \$ 8,640.25 djusted due to Co	Project Budget  ys. Actual  Expenditures  \$ 454.75  3,000.00  \$ 3,454.75  construction Cost	Expenditures To Date \$ 8,640.25 - 109.15 \$ 8,749.40   Board Status  Vendor  Texas Noble Builders  Board  Acceptance  Board  Acceptance  Project Scope	Amount \$ 9,095.00 TBD	Expenditures Varia
\$ 25,000.00 2,500.00 3,000.00 - \$ 30,500.00	\$ 9,095.00 2,500.00 3,000.00 - \$ 14,595.00  Project Tea  N/A  N/A  Texas Noble Builder  Samuel Saldana	\$ 25,000.00 2,500.00 3,000.00 - - \$ 30,500.00	FY 21-22 Actual Expenditures \$ - 109.15	Project Budget  vs. Actual  Expenditures  \$ 25,000.00  2,500.00  2,890.85	\$ 9,095.00  3,000.00  \$ 12,095.00  *Project Budget a amount  Board Approval of Schematic Design  Substantial Completion  Final Completion	FY 22-23 Actual Expenditures \$ 8,640.25 \$ 8,640.25 djusted due to Co	Project Budget  ys. Actual  Expenditures  \$ 454.75  3,000.00  \$ 3,454.75  construction Cost	Expenditures To Date \$ 8,640.25 - 109.15 \$ 8,749.40   Board Status  Vendor  Texas Noble Builders  Board  Acceptance  Board  Acceptance  Project Scope	Amount \$ 9,095.00 TBD	Expenditures Varia
\$ 25,000.00 2,500.00 3,000.00 - \$ 30,500.00	\$ 9,095.00 2,500.00 3,000.00 - \$ 14,595.00  Project Tea  N/A  N/A  Texas Noble Builder  Samuel Saldana	\$ 25,000.00 2,500.00 3,000.00 - - \$ 30,500.00	\$ - 109.15	Expenditures \$ 25,000.00 2,500.00 2,890.85	\$ 9,095.00  3,000.00  \$ 12,095.00  *Project Budget a amount  Board Approval of Schematic Design  Substantial Completion  Final Completion	\$ 8,640.25 \$ 8,640.25 	Expenditures \$ 454.75	\$ 8,640.25 109.15 \$ 8,749.40  Second Status Vendor Texas Noble Builders Board Acceptance Board Acceptance Project Scope	Amount \$ 9,095.00 TBD	Expenditures Varia
3,000.00 - \$ 30,500.00	3,000.00	3,000.00 \$ 30,500.00	-	2,890.85 - -	\$ 12,095.00  *Project Budget a amount  Board Approval of Schematic Design  Substantial Completion  Final Completion	nA NA 11/15/2022	\$ 3,454.75	\$ 8,749.40  Board Status  Vendor  Texas Noble Builders  Board Acceptance  Board Acceptance  Project Scope	Amount \$ 9,095.00 TBD	Expenditures Varia
	Project Tea  N/A  N/A  Texas Noble Builder  Samuel Saldana  Project Descri	m ston	\$ 109.15	\$ 30,390.85	*Project Budget a amount  Board Approval of Schematic Design Substantial Completion  Final Completion	nA NA 11/15/2022	onstruction Cost	Board Status  Vendor  Texas Noble Builders  Board  Acceptance  Board  Acceptance  Project Scope	Amount \$ 9,095.00 TBD	Expenditures Varia
d Panels for Building	N/A N/A Texas Noble Builder Samuel Saldana Project Descrip	m 'S			*Project Budget a amount  Board Approval of Schematic Design  Substantial Completion  Final Completion	nA NA 11/15/2022	onstruction Cost	Board Status  Vendor  Texas Noble Builders  Board Acceptance Board Acceptance Project Scope	Amount \$ 9,095.00 TBD	Expenditures Varia
d Panels for Building	N/A N/A Texas Noble Builder Samuel Saldana Project Descrip	ption			of Schematic Design  Substantial Completion  Final Completion	11/15/2022		Vendor Texas Noble Builders Board Acceptance Board Acceptance Project Scope	Amount \$ 9,095.00 TBD	Expenditures Varia
d Panels for Building	N/A  Texas Noble Builder  Samuel Saldana  Project Descrip	ption			of Schematic Design  Substantial Completion  Final Completion	11/15/2022		Texas Noble Builders  Board Acceptance Board Acceptance Project Scope	\$ 9,095.00 TBD	
d Panels for Building	Samuel Saldana  Project Descri	ption			Completion  Final Completion			Board Acceptance Board Acceptance Project Scope	TBD	\$ 8,640.25 \$
d Panels for Building	Project Descri							Acceptance Project Scope	TBD	
d Panels for Building					Repainting of Buil	ding A at Pecan F	laza for the exterio			
a Paneis for Building	(s) - Building A Hum	an Resources			Repainting of Buil	ding A at Pecan P	iaza for the exterio	or curved wall.		
				Projected T	imeline					
chitect/Engineer			Board Approval of Schematic Design	Contractor	f Construction Start Date	Substantial Co			tion Date	FFE Completion of Mov
)		N/A					3/2022	1/13/2	023	N/A
			Project	Calendar of Exper	ditures by Fiscal Ye	ar				
	Const	truction	De	sign	Miscella	aneous	FFF	Tech	,	Project Total
	\$	-	\$	31611	- \$	109.15	\$ -	\$		\$
		8,640.25			-	-	-		-	\$
al	\$	8,640.25	\$	-	\$	109.15	\$ -	\$	-	\$ 8,7
				Current Age	nda Item					
TITIONAN GIPPLAZA GIP	B					BUILDING A				
all	est	S S S S S S S S S S S S S S S S S S S	Construction   \$ -	Board Approval of Architect / Engineer N/A Schematic Design N/A Project  Construction De \$	Board Approval of Architect / Engineer   Schematic Design   Contractor		Board Approval of Architect / Engineer   Schematic Design   Contractor   Date   Substantial Cot		Board Approval of Architect / Engineer   Schematic Design   Contractor   Date   Substantial Completion Date   Final Completed	Board Approval of Architect / Engineer   Schematic Design   Contractor   Date   Substantial Completion Date   Final Completion Date

SOS FPC Asst. Director Rtt College FPC Director RMA

## **Consent Agenda:**

## g. Approval of Final Completion of the Nursing and Allied Health Campus NAH East Building A Exterior Stair Repairs and Replacement

Approval of final completion of the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project is requested.

	Project	Completion	Date Received
		Recommende	
		d	
1.	Nursing and Allied Health Campus NAH East	Final	November 18, 2022
	Building A Exterior Stairs Repairs and	Completion	
	Replacement Project 2021-011R	Recommended	
	Engineer: Chanin Engineering, LLC		
	Contractor: 5 Star GC Construction, LLC.		

This project was initiated in 2020 to maintain the safety conditions and code compliance of emergency evacuation routes. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, Administration, the Facilities Committee, and the Board of Trustees. It was scheduled as a routine improvement to repair and replace exterior stairs that are in a deteriorated condition.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with 5 Star GC Construction, LLC be approved. The original cost approved for this project was \$305,000.

The following table summarizes the current budget status:

			Campus NAH E airs and Replac		
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$250,000	\$305,000.00	\$6,945.00	\$311.945.00	\$296,047.75	\$15,897.25

On November 18, 2022, Chanin Engineering, LLC. verified that all punch list items were completed.

### **Enclosed Documents**

A copy of the Final Completion Letter and photos are enclosed for the Board's review and information.

The Facilities Committee recommended Board approval of final completion and release of final payment of \$15,897.25 to 5 Star GC Construction, LLC for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project as presented.

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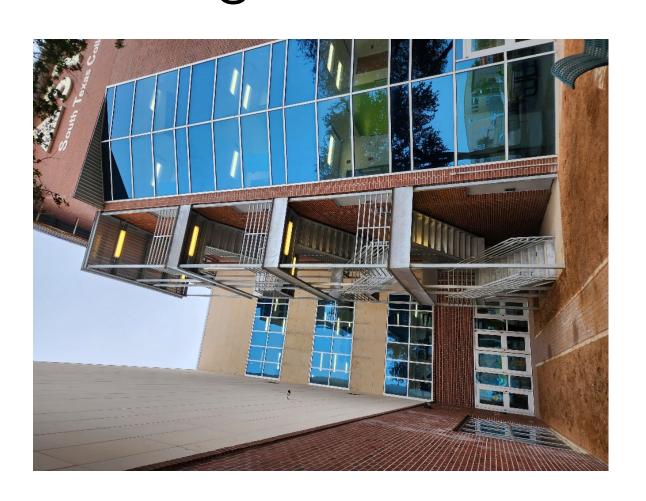
## It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes final completion and release of final payment of \$15,897.25 to 5 Star GC Construction, LLC for the Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement project as presented.

**Approval Recommended:** 

Dr. Ricardo J. Solis President

# Nursing and Allied Health Campus NAH East Building A Exterior Stair Repairs and Replacement





## CERTIFICATE OF FINAL COMPLETION

December 13, 2022

Attn: Ricardo De La Garza, Director Facilities, Planning ,and Construction South Texas College 3200 W. Pecan Blvd. McAllen, Texas 78501 rickdlg@southtexascollege.edu

Phone: 956-872-3737

PROJECT: Dr. Ramiro R. Casso- NAH East Building A Stair Repairs & Replacement

LOCATION: 1101 E Vermont Ave., McAllen, TX 78503

OWNER: South Texas College | OWNER'S CONTRACT NO.: 21-22-1009

CONTRACTOR: 5 Star GC Construction, LLC

**ENGINEERS PROJECT NO. 21-128** 

### Dear Ricardo De La Garza:

This letter verifies that the CONTRACTOR has completed all phases of work as required for the construction of the above-mentioned PROJECT, all in general conformance with the plans and specifications provided for in the CONTRACT. It appeared that all punch list items were completed. Based on the review of Payment Application #4 (retainage), and our on-site observation, we have no objections to the approval of the payment application pending submission of close-out documents. The date of completion is hereby established as November 18, 2022.

If there are any additional questions or concerns, please do not hesitate to call our office.

Sincerely.

Miguel Chanin, PE Principal-in-Charge



## Project Fact Sheet 12/15/2022

COLLEGE										
Project Name:	NAHC - Building A Stair	Repairs and Replacer	nent					Project No.	2021	-011R
Funding Source(s):	Renewals & Replaceme	ents Fund		ī			1			
		FY 20-21			FY 21-22			FY 22-23		
			Variance of Project		FY 21-22	Variance of Project		EV22-22	Variance of Revised Budget	Total Actual
		FY 20-21	Budget vs. Actual		Actual	Budget vs. Actual	-	FY22-23 Actual	vs. Actual	Expenditures To
	*Project Budget	Actual Expenditures		**Project Budget	Expenditures	Expenditures	Project Budget	Expenditures	Expenditures	<u>Date</u>
Construction:		\$ -	\$ 150,000.00						\$ (27,342.50)	
Design	15,000.00	9,600.00	\$ 5,400.00		5,160.00			-	600.00	14,760.00
Miscellaneous:	4,000.00	· -	\$ 4,000.00		4,974.66		_	-	-	4,974.66
FFE:	-	-	\$ -	-	-	-	-	-	-	-
Technology:	-	-	\$ -	-	-	-	-	-	-	-
Total:	\$ 169,000.00	\$ 9,600.00	\$ 159,400.00	\$ 293,000.00	\$ 263,589.91	\$ 29,410.09	\$ 15,850.00	\$ 42,592.50	\$ (26,742.50)	\$ 315,782.41
*Fee for Stair Assessment R	Report of \$3,000.00 FY20	-21		**Budget revised due t	o structural engin	eer assessment.				
				Engineer assessment fe	ee of \$3,000 includ	ded in design cost of				
				\$28,000.						
Approval to Solicit	Project Tea	am					Board S	Contract	Actual	
Approval to Solicit Architect/Engineer:	10/27/2020						Vendor	Amount	Expenditures	Variance
Artificety Engineer.	10/27/2020			Board Approval of	- / /		Chanin Eng.	Amount	Experiarca	variance
				Assessment Report	5/25/2021		Assessment	\$ 3,000.00	\$ 3,000.00	\$ -
							Chanin			
Architect/Engineer:	Chanin Engineering						Engineering 5 Star	\$ 12,000.00	\$ 11,760.00	\$ 240.00
							Construction	\$ 311,945.00	\$ 296,047.75	\$ 15,897.25
Contractor:	5 Star Construction, LL	С					222	7 511,545.00	- 230,047.73	- 15,057.25
				Substantial			Board			
				Completion	10/11/2022		Acceptance	11/29/2022		
STC FPC Project Manager:	Samuel Saldana				44 /40 /2022		<u>Board</u>	TDD		
				Final Completion	11/18/2022		Acceptance	TBD		
	Project Descri	iption				P	roject Scope			
				Projected Ti	meline					
December 2015	Barrel Array all of	B	December 2016	B I A I . f	Constanting	Board Approval of				
Board Approval to Solicit Architect/Engineer	Board Approval of Architect / Engineer	Board Approval of Assessment Report	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Substantial Completion Date		f Final Completion ate	FFE Completi	on of Move In
10/27/2020	1/26/2021	5/25/2021	NA	12/14/2021	2/4/2022	11/29/2022		/2023		/A
	•		Pr	oject Calendar of Expen	ditures by Fiscal Y	'ear				
Fiscal Year	Constr			Design	Miscellaneous	FFE		ech		t Total
2020-21	\$		\$	9,600.00		\$ -	\$	-	\$	9,600.00 263,589.91
2021-22 2022-23		253,455.25 42,592.50		5,160.00	4,974.66				\$	42,592.50
Project Total	\$	296,047.75		14,760.00	\$ 4,974.66	\$ -	\$		\$	315,782.41
,			*		•	<b>T</b>	*			
01/17/2023 Facilities Comm	nittee: Review and Reco	mmend Action on Fina	al Completion for Nur	Current Agen sing and Allied Health Ca		g A Stair Repairs and F	Replacement			
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	AND PERSONAL PROPERTY.	W	0.00		2				E. VERMONT AVENUE	
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FPC Project Manager	$\rightarrow$	> <del>  -   -                               </del>		FPC Asst. D	irector	D+1	Zelle-	FPC Director	DIN	Λ
rrc rroject ivianager		)		FPC ASST. D	m ector	- Jul	<del></del>	_ FFC Director		<u> </u>

## Review and Action as Necessary on Contracting Architectural Services for the Pecan West Continuing Education Building

Approval to contract architectural services for the Pecan West Continuing Education Building project is requested.

## **Purpose**

Architectural services are necessary for design and construction administration services for this project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

## **Scheduling Priority**

This project was requested by the Continuing Education Department. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project is scheduled as an educational improvement to construct a new facility for the Continuing Education Program.

## Background

The project consists of the construction of a new 24,500 square foot Continuing Education Building including the Testing Center space at the Pecan West Property, which is a currently undeveloped property located west of Ware Road and south of Pecan Boulevard. The proposed scope of work is summarized as follows:

 Design and construction of the Continuing Education Building with the Testing Center

Continuing Education Building
 Testing Center
 Total Building Square Feet
 20,000 s.f.
 4,500 s.f.
 24,500 s.f.

**Request for Qualifications (RFQ) -** The solicitation process was as follows:

Solicitation Approved by Board	August 23, 2022
Advertised RFQ	October 5, 2022 and October 12, 2022
RFQ Responses Due	October 20, 2022
RFQ Issued To	Seventeen (17) Vendors
Responses Received From	Seven (7) Vendors
Responses Reviewed By	Academic Affairs Division, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

On November 29, 2022, the Board of Trustees approved bringing this item back to the Facilities Committee for review and recommending action.

## **Highest Ranked Vendor**

Based on the evaluations of the qualifications, **Able City, LLC.** was the highest ranked firm.

The total project budget is \$8,749,082 which includes costs for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology.

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The construction of the building will require new sitework which will include all necessary parking, drives, utilities, and infrastructure needed to support the building. Civil engineering services will be contracted separately from the architectural design services. The sitework package will be constructed as a separate project and will be funded in large part by an Economic Development Administration (EDA) grant that was awarded to the College and accepted by the Board of Trustees on July 26, 2022. The sitework package is presented as another item on the agenda.

## **Funding Source**

Funds for the Pecan West Continuing Education Building Project 2021-002C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2022-2023.

## **Estimated Project Timeline**

The project design phase is projected to last until October 2023, with construction to commence in December 2023 and Substantial Completion in January 2024.

## **Enclosed Documents**

A presentation of the proposed project is enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

## Recommended Action

Administration requests Board approval of contracting architectural services with Able City, LLC. for the Pecan West Continuing Education Building project as presented.

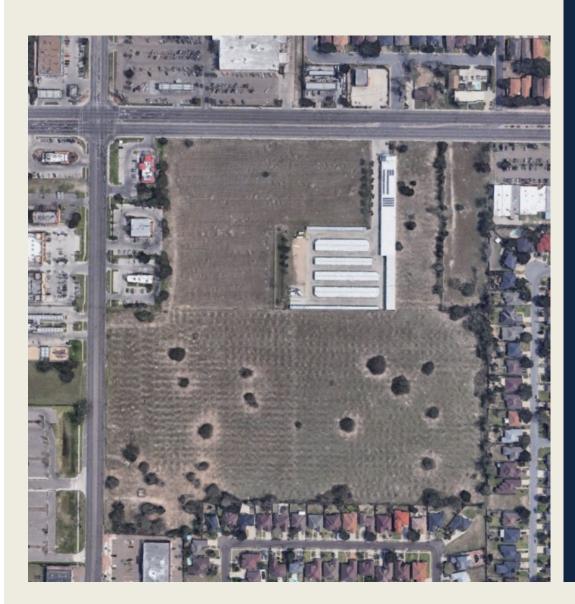
The Facilities Committee did not act on this item at their January 17, 2023 meeting.

## It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes contracting architectural services with Able City, LLC. for the Pecan West Continuing Education Building project as presented.

## Approval Recommended:

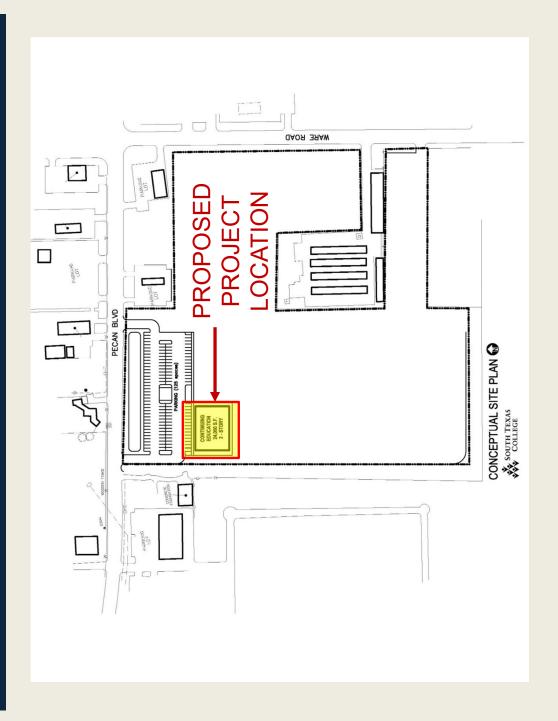
Dr. Ricardo J. Solis President





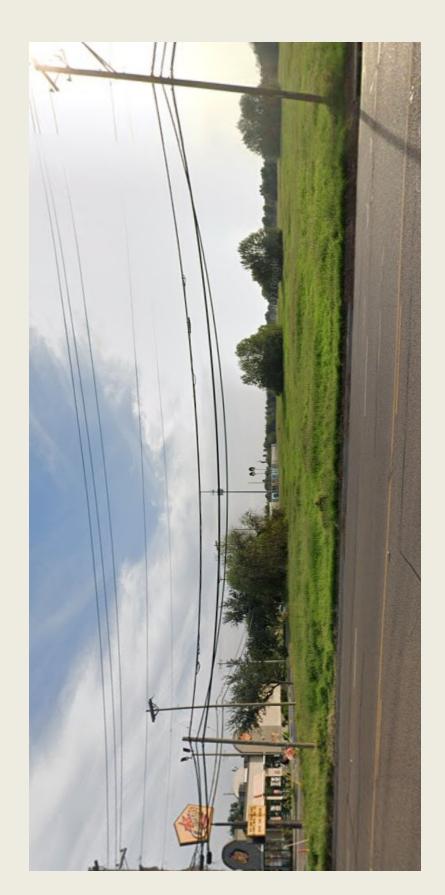


# **Proposed Project Location**





# **Proposed Project Location**



View Looking South from Pecan Boulevard



# Proposed Scope and Budget

## Scope of Work

Education program with classrooms, training labs, computer labs, staff & faculty offices, Design and Construction of a new Continuing Education Building for the Continuing and support spaces.

Continuing Education Building Total Square Feet Area = 20,000 s.f. Estimated Construction Cost per Square Foot = \$280/sq.ft.

Estimated Construction Cost per Square Foot = \$225/sq.ft. Testing Center Total Square Feet Area = 4,500 s.f.

## Total Square Feet = 24,500

## Estimated Total Project BudgetConstruction\$ 6,612,500Construction735,785Design200,360FFE589,355Technology611,082Total Project Budget\$ 8,749,082

		Boultinghouse Simpson	Gignac &	goERO International, LLC./	Milnet Architectural	Rike Ogden Figueroa	Sam Garcia
VENDOR	Able City, LLC.	Gates Architects	Associates, LLP.	dba ERO Architects	Services, PLLC.	Allex Architects, Inc.	Architect, LLC.
ADDRESS	200 S 10th St Ste 907	3301 N McColl Rd	3700 N 10th St	135 Paseo Del Prado Ste 33	608 S 12th St	1007 Walnut Ave	200 S 10th St Ste 1602
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78504	Edinburg, TX 78539	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501
PHONE	956-790-0442	956-630-9494	956-686-0100	956-655-4655	956-688-5656	956-686-7771	956-631-8327
CONTACT	Mario A. Pena	Danny Boultinghouse	Raymond Gignac	Eli R. Ochoa	Rodolfo R. Molina, Jr.	Luis A. Figueroa	Sam R. Garcia
3.1 Statement of Interest							
3.1.1 Statement of Interest for Project	Stated they have worked continuously in partnership with Texas Higher Ed facilities and ISDs for over 22 years.	Stated their 19-year history working with South Texas College which includes familiarity with requirements and expectations.	Pointed out their expertise with state-of-the-art spaces. Indicated that they are uniquely qualified for this project because of their extensive experience in public safety projects, coupled with an extensive knowledge of Texas Architecture.	Stated they have designed and provided professional services for several STC projects throughout the years. Their availability has sufficient staff and resources to support the requirements of the potential workload, even with our core team involved with other projects.	The firm stated they have over 22 years working with clients through design and construction yon various education projects.	Pointed to the recent work the firm provided to STC and their extensive experience that they've gathered through the years. Stated they are confident in their ability to continue providing excellent service to STC.	Indicated they are looking forward to the opportunity to work closely with STC and show the firm's capabilities. Stated they are available and well-qualified for this project.
3.1.2 History and Statistics of Firm	- Established in 2017 - Over 30 years experience with schools in Texas - They have a staff of 27 disciplines Six licensed architects	- Firm established in 1990 - 600+ successful projects and 85% repeat client rate - Three registered architects	- Offices in McAllen, Harlingen, and Corpus Christi - Established in 1988 - Over 400 successful projects for educational clients	- Created in 2001 - Headquartered in McAllen, TX - Has completed more than 310 projects -Staff of 23 employees	- Established in 2000 - Pointed out experience in educational design Pointed out the 38 years a experience of principal	Established in 1949 - Office located in McAllen - Experience in educational	- Founded in 2013 - Based in McAllen, TX
3.1.3 Narrative describing the design team's unique qualiffcations and specialized design experience as it relates to the project	Stated they have experience exceeding expectations on projects with similar scope for other higher education clients.	Stated the firm's philosophy of being "client" oriented as much as "project" oriented.	Pointed out the teams has a vast amount of experience designing facilities for educational clients in South Texas and the Rio Grande Valley.	Stated their holistic approach to each project is what sets them apart in their industry. Their clients are strategic partners during each phase of a project, whether feasibility, assessment, programming, design or construction.	Stated they manage and coordinate a project from beginning to end, because of this they are able to use their knowledge base of Best Management Practices to the advantage of the project.	Stated that for 75 years they have been dedicated to excellence in architectural services throughout the RGV. They have also provided a list of Performing Art Center experience.	Cited the principal's 18 years experience and his personal involvement in a project throughout the entire process.
3.1.4 Statement of Availability and Commitment	Stated all members of the team are available to participate throughout the duration of the project.	Indicated their availability and commitment to the project. Stated that project architect and project manager would be involved with the project until completed.	Confirmed the availability of their team members for the duration of any project that may come available through STC.	Stated their team has been carefully assembled to exceed our expectations. Each of them have worked together multiple from start to finish, first seeking and then solving problems as they progress through the project.	Stated they do not purse projects unless it is certain to have the capabilities, talent, and personnel to produce outstanding projects on or ahead of schedule.	Stated they are available to immediately implement design and construction document procedures.	Indicated they are ready and available to execute assignments associated with the project and commit to the timely execution of this project.

	Rike Ogden Figueroa Sam Garcia Allex Architects, Inc. Architect, LLC.		Included resumes for the following staff:  - Luis Figueroa, - Michael E. Allex, Principal - Humberto Rodriguez, - Humberto Rodriguez, - Humberto Rodriguez, - Humberto Rodriguez, - Sergio Castillo, Production - Manager - Jose Luis Rios, Jr., Project - Manager  Manager  Manager	Lines of authority, project assignments and estimated percent of time of involvement assignments for the two key (3) team members is shown in organizational chart.	Firm is located within 2 miles away from the STC Pecan Campus; stated that they are able to respond immediately to owner meeting during all campus.	Indicated that the firm is not involved in any litigation.
	Milnet Architectural Services, PLLC.		Included resumes for the following staff: Redolfo R. Molina, Jr, President Ramon Villalobos, Project Manager - Olivia Curry, Project Manager	Listed the team members for the project with the amount of time they would spend on the project. Indicated they do not "hand off" a project to a different team or personnel.	Firm is located 3 miles from Can Pecan Campus West ox phase phase still the control of the control of the control of the control ox phase still the control ox phase still the control ox phase still the control ox parts of	Indicated that the firm is not Ind involved in any litigation.
100 EE-ES-100 E	goERO International, LLC./ dba ERO Architects		Included resumes for the following staff:  Yesenia Suchil, Project Manager -Octavio Cantu, Jr., Design Lead -Lead -Loey Yzaguirre, Production Manager -Roberto Pruneda, Interior Design and Visualization -Joed Galindo, Project Manager, Sfructural Engineering Administrator	Lines of authority and assignments within firm are shown in an organization chart.	Stated they are 2 miles away from the STC Pecan Campus.	Indicated that the firm is not involved in any litigation.
INGECT	Gignac & Associates, LLP.		Included resumes for the following staff:  - Raymond Gignac, Principal-In- Charge Rolando Garza, Senior Project Architect - Carolyn James, Senior Interior - Carolyn James, Senior Interior - Lyan Perez - Rossello, Project - Ivan Perez - Rossello, Project - Architect - Nicholas Gignac, Architectural - Nicholas Gignac, Architectural - Juan Mujica, Project Manager - Ana Salas-Luksa, Assistant Project - Hector Guevara - Production - Support/Architectural Intern	Lines of authority and assignments within firm are shown in an organization chart that includes eight staff members.	Indicated they are located in McAllen, TX a 10 minute drive from STC campus and will be very accessible for meeting throughout the entire project.	Provided information regarding litigation.
	Boultinghouse Simpson Gates Architects		Included resumes for the Colowing:  - Robert S. Simpson, Principal - Architect - John Gates, Architect	Lines of authority and assignments within firm are shown in an organizational chart that includes ten staff members.	Indicated that their local presence give them the opportunity to respond in a timely many to any planned or unexpected meetings with STC.	Indicated that the firm is not involved in any litigation that I could affect the firm's ability to provide professional services.
	Able City, LLC.		Included resumes for the following:  - Mario A. Peña, Project Director - Ricardo Solis, Project Architect - Claudio Leon, Quality - Manager - Frank Romofsky, Higher - Frank Romofsky, Higher - Wiviana Frank, Higher - Education Facility Specialist - Wictor Montes, Production - Lead	Lines of authority and project assignments were shown in organization chart.	Indicated they are located in McAllen, TX and are 2.3 miles from the Pecan Campus.	Indicated that the firm is not involved in any litigation.
	VENDOR	3.2 Prime Firm	3.2.1 Resumes of A Principals and Key Members E	3.2.2 Project Assgnments and Lines of Authority	3.2.3 Prime Firm proximity and meeting availability	3.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to

		Boultinghouse Simpson	Gignac &	goERO International, LLC./	Milnet Architectural	Rike Ogden Figueroa	Sam Garcia
VENDOR	Able City, LLC.	Gates Architects	Associates, LLP.	dba ERO Architects	Services, PLLC.	Allex Architects, Inc.	Architect, LLC.
3.3 Project Team							
1 Included organizational which showed the followher with Role of Prime Consultants: Firm and each Surchard Engineering - Surchard Engineering - DBR - MEP	Included organizational chart which showed the following consultants: - Chanin Engineering - Suructural Engineering - DBR - MEP	Included organizational chart which showed the following consultants: - Halff Associates - MEP - Chanin Engineering - Structural	Included organization chart showing prime firm and the following consultants:  Civil Engineering - DBR Engineering - DBR Engineering - MEP  Engineering - Mer  Associates - Structural  Engineering	Included organizational chart showing prime firm and the following sub-consultants:  - DBR - MEP/Security/Fire Suppression  - Perez Consulting Engineers - Civil Engineering & Parking/Utilities	Included organizational chart showing prime firm and the following consultant: - DBR Engineering - MEP - Solorio Engineer - Structural	Included organizational chart showing prime firm and the following consultant: - Chanin Engineering - Structural Engineering - Trinity Engineering- MEP Engineering - M. Garcia Engineering - Civil Engineering	Included organizational chart showing prime firm and the following consultants:  - Melden & Hunt - Surveyor/Givil, Environmental, and Geotechnical Engineers  Stre-Work Landscape - Architectural Landscape  - AxG Engineering - Mechanical/Electrical Engineer  Green, Rubiano, and Associates - Structural Engineer  - Poseidon Fire - Fire Protection  Engineer
3.4 Representative Projects	ts						
34.1 Minimum of five (5) projects firm has worked on	Laredo College Cigarroa Science Complex (\$17,000,000) Science Complex (\$17,000,000) Science Conter (\$24,000,000) Science Center (\$24,000,000) Science Center (\$24,000,000) Science Center (\$170) Science Center (\$170,000) Scien	- UTRGV Bus Canopy Projects - City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - South Texas College - Building K Renovations Admissions Welcome Center and Entrance (\$411,633) - UTRGV - School Of Medicine (\$4,610,972) - UTRGV Annex Building Renovation (\$2,727,000) - South Texas College (\$5565,802)	- Del Mar College Emerging Technology Expansion - Gorpus Christi ISD New Mary Carroll HS and CATE Facilities (§142,000,000) - Corpus Christi ISD Veterans Memorial HS Welding Labs & CATE Shops (\$93,204,494) - PSJA ISD Collegiate Academy Campus Re-Purpose: Ag Science and CATE Facilities (\$527,200,000) - Robstown ISD Early College HS Additions and Renovations (§11,300,000)	- Texas State Technical College - University Center at Harlingen (\$7,363,772) - Houston ISD - E.L. Furr HS (\$40,500,152) - South Texas College - Nursing and Allied Health Professions School Expansion (\$16,000,000) - Harlingen CISD Dr. Abraham Cano 9th Grade HS (\$26,847,515) - Seguin ISD Seguin HS (\$81,856,065)	- TSTC - Engineering Center Phase II (\$3,4000,000) - Falfurias HS Phase I & II Renovations (\$9,958,322) - PSJA ISD Daniel Ramirez Elementary (\$13,000,000) - Edinburg CISD Robert Vela HS (\$10,000,000) - UT Health Cosmetic Surgery Center (\$151,473,72) - CUTR (\$151,473,72) - Cutte (\$151,473,72)	Edinburg CISD Career and Technical Education Center (\$16,500,500) STC Mid Valley Student Service Building Expansion (\$2,500,000) Building Expansion (\$2,500,000) Building Expansion (\$2,500,000) Building Expansion (\$2,500,000) Hardingen ISD School of Health Pher Sisson (\$1,3,19,400) Station #3 (\$460,000) Phar TX Renovation Phase II Casas Department of Performing Arts and Sheriff's Office (\$5,600,000) Re-roofing Hidalgo Co Station Branch Station Phase II Casas Department of Performing Arts (\$5,500,000) Additions and Renovations Phase I (\$8,195,000) and Phase II PSIA HS Stadium Renovations Phase (\$1,500,000) II, and III (\$9,828,955) FISTA ISD Zeferino Farias Elementary (2mp Rio (\$6,700,000) II, and III (\$9,828,955) FISTA Southwest ECHS (\$2,500,000) CHICP MocAllen (\$1,160,000) CHI	- Anzalduas International Land Port of Entry (\$45,000,000) -Donna-Rio Bravo International Land Port of Entry (\$34,000,000) -Phar TX Renovation of Fire Station #3 (\$460,000) - Re-roofing Hidalgo County Jail and Sheriff's Offree (\$5,900,000) - Texas Department of Public Safety License Mega Center (\$3,400,000) - Rising Scholars Academy (\$44,000,000) - LIDEA Public Schools IDEA Camp Rio (\$6,700,000) - CHCP McAllen (\$1,600,000) - CHCP McAllen (\$1,600,000)
3.5 References							
- Laredo ISD - United ISD - United ISD 3.5.1 References for five - Laredo College - Killam Compan - City of Brownsy - Authority	ies ille Housing	- UTRGV - City of McAllen - Museum of South Texas History	- Region One ESC - Del Mar College - PSJA ISD - City of Weslaco	- Ei Paso ISD - City of Pharr - Hidalgo County Pet 4 - Brownsville PUB - City of San Juan	- Edinburg CISD - PSJA ISD - Texas Sate Technical College - UTRGV	- San Benito ISD - PSJA ISD - Donna ISD - Harlingen CISD	- Donna-Rio Bravo International Bridge - IDEA Public Schools -Rhodes Enterprises - Alamo Systems Industries - Cavazos Sport Institute

VENDOR 3.6 Project Execution	Able City, LLC.	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	goERO International, LLC./ dba ERO Architects	Milnet Architectural Services, PLLC.	Rike Ogden Figueroa Allex Architects, Inc.	Sam Garcia Architect, LLC.
3.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	3.6.1 Summary of approach to project that stated that their main objective addresses interaction is to design for STC the most management of different effective, easy-to-maintain, and phases of the project, imnovative interior renovation as how you maintain possible. Provided a detailed project close-out.	3.6.1 Summary of approach to project that stated that their main objective addresses interaction is to design for STC the most management of different effective, easy-to-maintain, and pass of the project, innovative interfor renovation as how you maintain possible. Provided a detailed quality control, and final project close-out.	Provided very detailed project approach process.	Indicated they follow an established management plan that has mutually agreed on milestones throughout the schedule. Formal meetings and reviews occur at those milestones. Informally for the Owner, the Design Team meets weekly to discuss issues, advance concepts, test adherence to the plan and seek and solve problems. Provided details on their project delivery process.	Provided process that includes quality control, plan & specification reviews, construction phase quality control, schedules, and budgets.	Provided detailed project approach process.	Firm indicated that their project approach emphasizes communication between the design team, the client and other stakeholders.
3.6.2 Willingness and ability to expedite services. Ability to supplement production.	Stated their team members are willing and able to expedite design services and construction administration for the project.	Stated they have been successful in controlling their workload so that they don't have to add staff solely to meet the demands of any project.		Indicated they are able to adjust Stated they are willing and able schedules and fast-track projects to meet owner construction administration for deadlines.  Stated they will provide STC with expedited services and deliver the project on time or schedule with fewer projects to meet owner construction administration for interruptions in production and the project.	Stated they will provide STC with expedited services and deliver the project on time or ahead of schedule with fewer interruptions in production and better communication regarding standards of design and construction.	Stated that they are eager and will to expediate Design and Construction Administration Services for any new or potential STC project.	Stated they can and will do what needs to be done from a staffing and manpower perspective to meet client's project deadlines.
TOTAL EVALUATION POINTS	573.6	561.2	552.8	567.6	564.8	561.4	553.2
RANKING	1	5	7	2	3	4	6

The Director of Purchasing has reviewed all the responses and evaluations completed.

# SOUTH TEXAS COLLEGE ARCHITECTURAL SERVICES FOR PECAN CAMPUS WEST - NEW CONTINUING EDUCATION BUILDING PROJECT NO. 22-23-1032 EVALUATION SUMMARY

VENDOR	Able Ci	Able City, LLC.	Boultingho Gates A	Boultinghouse Simpson Gates Architects	Gign Associat	Gignac & Associates, LLP.	goERO International, LLC./dba ERO Architects	ernational, O Architects	Milnet Ar Services	Milnet Architectural Services, PLLC.	Rike Ogde Allex Arch	Rike Ogden Figueroa Allex Architects, Inc.	Sam Garcia Architect, LLC	Sam Garcia rehitect, LLC.
ADDRESS	200 S 10th	200 S 10th St Ste 907	3301 N I	3301 N McColl Rd	3700 N	3700 N 10th St	135 Paseo Dei	135 Paseo Del Prado Ste 33	S 809	608 S 12th St	1007 Wa	1007 Walnut Ave	200 S 10th	200 S 10th St Ste 1602
CITY/STATE/ZIP	McAllen,	TX 78501	McAllen,	McAllen, TX 78501	McAllen,	McAllen, TX 78504	Edinburg, TX 78539	TX 78539	McAllen,	McAllen, TX 78501	McAllen, TX 78501	TX 78501	McAllen, TX 78501	TX 78501
PHONE	956-79	956-790-0442	926-6	956-630-9494	956-686-0100	6-0100	956-655-4655	5-4655	89-956	956-688-5656	956-686-7771	6-7771	956-631-8327	1-8327
CONTACT	Mario.	Mario A. Pena	Danny Bo	Danny Boultinghouse	Raymone	Raymond Gignac	Eli R. Ochoa	Ochoa	Rodolfo R.	Rodolfo R. Molina, Jr.	Luis A. l	Luis A. Figueroa	Sam R.	Sam R. Garcia
3.1 Statement of Interest (up to 100 points)														
2 1 1 Centermant of intermed on accitor	86		86		86		86		86		86		95	
3.1.2 Firm History including credentials	96		95		06		96		93		95		91	
qualifications and specialized design experience as it	96	26	95	94.6	93	93.2	95	95.8	95	94.2	94	94.4	95	93.2
3.1.4 Availability and commitment of firm and its	98		06		06		95		06		06		06	
principau(s) and key professionals	100		95		95		95		95		95		95	
3.2 Prime Firm (up to 100 points)														
3.2.1 Resumes giving the experience and expertise principles	86		86		86		86		86		86		95	
and key members for the prime frim that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm  7.2.2 Pronosed moiets assistments, lines of authority, and	86		26		68		96		93		86		<i>L</i> 6	
communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in th	96	97.4	94	94.8	92	8.06	95	94.8	96	94.4	95	94.2	\$6	93.4
project(s).  3.2.3 Prime Firm proximity and meeting availability is.2.4 Prime Firm proximity and meeting availability is.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to movide professional	95		06		85		06		96		06		06	
services to STC	100		95		06		95		98		06		06	
3.3 Project Team (up to 100 points)														
2.3.1 (Peromironizational plant character the soles of the series	86		97		86		86		97		86		06	
2.2.1 organizations to all storying up to 1.2.2.1 organizations to the firm and each consultant firm or individual included.  —Identify the consultant and provide a brief history about the consultant.  Description of the properties of the propert	95		93		94		93		93		95		56	
Lossition to constraint spiposot note in title project and its related project experience  -List a project(s) that the prime firm and the consultant have worked logether on during the last five years	26	95	94	93.4	92	91.8	96	94.4	96	93.8	95	93.2	\$6	91
the projects(s)	95		88		85		06		88		88		85	
consulant who will be assigned to the projectals)	06		95		90		95		95		96		90	

# SOUTH TEXAS COLLEGE ARCHITECTURAL SERVICES FOR PECAN CAMPUS WEST - NEW CONTINUING EDUCATION BUILDING PROJECT NO. 22-23-1032 EVALUATION SUMMARY

							141							
VENDOR	Able City, LLC.	y, LLC.	Boultinghouse Simp Gates Architects	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	nc & ss, LLP.	goERO Int LLC./dba ER	goERO International, LLC./dba ERO Architects	Milnet Architectural Services, PLLC.	hitectural, PLLC.	Rike Ogden Figueroa Allex Architects, Inc.	n Figueroa nitects, Inc.	Sam Garcia Architect, LLC	Jarcia xt, LLC.
3.4 Representative Projects (up to 100 points)														
3.4.1 Specific data on 5 projects the prime firm provided	66		86		86		26		26		98		06	
or is providing professional services in an educational setting	94	•	96		93		92	•	96		96		93	
<ul> <li>Project name and location; Project Owner and contact information; Project construction cost; Project size in pross sname feet. Date project was started and completed</li> </ul>	95	94.6	93	93.4	92	93.6	95	93.8	95	93.6	93	93.4	94	90.4
Professional services prime firm provided for the project, Project manager; Project architect; Project designer;	06		85		06		06		85		88		80	
Names of consultant firms and their expertise.	95		95		95		95		95		95		95	
3.5 References (up to 100 points)														
- · · · · · · · · · · · · · · · · · · ·	94		93		91		92		92		06		92	
5.5.1 Provide references for 5 projects, other than STC. The references shall include the following current information:	92		93		92		92		95		93		92	
Owner's name, Owner's representative who served as the day-to-day liaison during	95	93.8	94	93	92	91.6	95	93.8	95	94.4	94	93.4	94	91.6
planning, design, and construction of the project, and the Owner representative's relendance number and email address	06		06		88		06		06		06		06	
control and contain accident	86		95		95		100		100		100		06	
3.6 Project Execution (up to 100 points)														
3.6.1 Provide a summary of your approach to the project	86		86		96		98		76		86		86	
that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final	96		06		96		26		95		76		96	
project close-out.  3.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to	95	95.8	94	92	92	91.8	95	95	95	94.4	94	92.8	94	93.6
expedite design services and construction administration for the project. Please provide insight if Architect is intendine to sunnhement moduction canability in order to	95		88		85		95		06		85		85	
meet schedule demands.	95		90		06		90		95		90		95	
TOTAL EVALUATION POINTS	573	573.6	561.2	1.2	552.8	8:	56	567.6	564.8	8:	261	561.4	553.2	3.2
RANKING	1		\$	16	7		(1	2	3		4		9	

The Director of Purchasing has reviewed all the responses and evaluations completed.



## Project Fact Sheet 1/5/2023

Project Name:	Pecan Campus - Cont	inuing Education F	Building and Testing Co	enter Addition				Project No.	2021-	002C
Funding Source(s):	Unexpended Plant Fu		g and resting C						2021	
· mining source(s).	New Continuing Education Building Project Budget		<u>Total</u> Project Budget	Project Budget	FY 21-22  FY 21-22  Actual  Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 22-23  FY 22-23  Actual  Expenditures	Variance of Project Budget vs. Actual Expenditures	
Construction:					\$ -	\$ -	480,630.00	\$ -	\$ 480,630.00	
Design:		\$ 101,250.00	576,895.00	355,500.00	-	355,500.00	42,660.00	-	42,660.00	
Miscellaneous:	142,690.50		152,690.50	42,660.00	-	42,660.00	-	521.40	(521.40)	
FFE:	539,354.75	\$ 50,000.00	589,354.75	-	-	-	-	-	-	
Technology:	571,081.50	\$ 40,000.00	611,081.50	-	-	-	-	-	-	
Total:	\$ 6,406,681.75	\$ 1,213,750.00	\$ 7,620,431.75	\$ 398,160.00	\$ -	\$ 398,160.00	\$ 523,290.00	\$ 521.40	\$ 522,768.60	
					FY 23-24	Variance of		FY 24-25	Variance of	
					FY 23-24 Actual	Project Budget vs. Actual		FY 24-25 Actual	Project Budget vs. Actual	Total Actual Expenditures
L				Project Budget	Expenditures	Expenditures	Project Budget	Expenditures	Expenditures	To Date
Construction:				\$ 4,025,496.00	\$ -	\$ 4,025,496.00	\$ 1,006,374.00	\$ -	\$ 1,006,374.00	\$ -
Design:				466,500.00	-	466,500.00	116,625.00	-	116,625.00	-
Miscellaneous:				133,888.80	-	133,888.80	33,472.20	-	33,472.20	521.40
FFE:				396,684.00	-	396,684.00	99,171.00	-	99,171.00	-
Technology:				409,665.60	-	409,665.60	102,416.40	-	102,416.40	-
Total:				\$ 5,432,234.40	\$ -	\$ 5,432,234.40	\$ 1,358,058.60	\$ -	\$ 1,358,058.60	\$ 521.40
	Project Tea	m					Board Status	Ct	Astron	
Approval to Solicit Architect/Engineer:	8/23/2022				T00		Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	TBD			Board Approval of Schematic Design	TBD		TBD	\$ -	\$ -	\$ -
							TBD	\$ -	, \$ -	, \$ -
Contractor:	TBD			Substantial Completion	TBD		Board Acceptance	TBD		
STC FPC Project Manager:	David Valdez			Final Completion	TBD		Board Acceptance	TBD		
	Project Descrip	ntion					Project Scope			
Design and construction of a				Design and construction the programs service				lassrooms, a tes	ting center, and of	fice space for
	1	I	T.	Projected Ti	meline				T	
Board Approval to Solicit Architect/Engineer 8/23/2022	Board Approval of Architect/Engineer 1/31/2023	Board Approva Schematic Desi 5/23/2023		Construction Start Date 1/4/2024	Substantial C	pproval of ompletion Date 8/2025	Board App Final Comple 2/25/2	tion Date	FFE Completio	
		1	Projec	t Calendar of Expend	ditures by Fiscal	Year			I	
Fiscal Year 2021-22	Construc	ction -	Design -	Miscellar	neous -	FFE -	Тес	h -	Project \$	: Total
2022-23		-	-		521.40	-		-	\$	521.40
2023-24		-	-		-	-		-	\$	-
2024-25 Project Total	\$	-	- ¢	ė	- 521 40	- e	ė	-	\$	- 521.40
Project Total	7	-	\$ -	\$ Current Agen	521.40	· -	\$	-	7	521.40
01/17/23 Facilities Commit	<b>tee Meeting</b> : Review a	and Recommend A		PECK NO.	s for the Pecan C	Campus West Cont	inuing Education B	uilding		

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FPC Project Manager A. Laly

FPC Asst. Director Rtt College FPC Director RMA

## Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects

The Facilities Planning and Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement and renewals & replacements project currently in progress, including a categorization based on priority. Mary Elizondo and Rick de la Garza will be present to respond to questions and address concerns of the Board.

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## **Project Milestones with Board Approved Dates** FY 2022 - 2023 Capital Improvement Projects

#	Projects	FPC Project Managers	Architect/ Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Pec	Pecan Campus							
Н	New Continuing Education Bldg	DV	Abel City, LLC <del>12/13/22</del> 1/31/2023	5/23/2023	12/12/2023	1/4/2024	1/28/2025	2/25/2025
2	Ann Richards Administration Bldg A Renovation of Adminstration Offices	DV	Warren Group Architects 4/26/22	6/28/2022	CRC Development & Construction 8/23/2022	9/18/2022	3/28/2023	4/25/2023
3	North Academic Humanities Bldg P Renovation for Administrative and Support Services Office	DV	Abel City, LLC 5/26/22	<del>12/13/22</del> 1/31/2023	4/25/2023	5/8/2023	11/28/2023	12/28/2023
4	Pecan Campus Kinesiology Bldg Phase I	SS	Boultinghouse Simpson Gates Architects 6/28/22	2/28/2023	7/25/2023	8/15/2023	6/25/2024	7/23/2024
ъ	Cooper Center for Performing Arts Bldg L Expansion and Renovations for the Music and Dance Programs	NA.	Brown Reynolds Watford Architects 6/28/22	3/28/2023	11/21/2023	2/25/2024	1/25/2025	2/21/2025
9	Ann Richards Administration Bldg A Additional Parking Lot	DV	R. Gutierrez Engineering Corporation 11/29/2022	4/25/2023	5/25/2023	6/5/2023	10/24/2023	11/28/2023
7	Library Bldg F Renovation and Expansion	DV	ERO Architect 6/25/19	2/23/2021	N/A			•
∞	Business and Science Bldg G Engineering Lab Renovation	TBD						

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## **Project Milestones with Board Approved Dates** FY 2022 - 2023 Capital Improvement Projects

#	Projects	FPC Project Managers	Architect/ Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Mid	Mid-Valley Campus							
6	Center for Learning Excellence Building A Renovation Existing Cafeteria to Culinary Arts Instructional Kitchen	NΜ	Boultinghouse Simpson Gates Architects 10/26/21	1/25/2022	Holchemont LTD 4/26/22	5/29/2022	<del>12/13/2022</del> 2/28/23	2/28/2023
10	Workforce Center Building D Welding Expansion	> \ \	PBK Architects 10/26/21	6/28/2022	Holchemont, Ltd. 1/31/2023	2/8/2023	10/24/2023	11/28/2023
11	Workforce Building D Automotive Expansion	MV	PBK Architects 10/26/21	6/28/2022	Holchemont, Ltd. 1/31/2023	2/8/2023	10/24/2023	11/28/2023
12	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV	PBK Architects 10/26/21	6/28/2022	Holchemont, Ltd. 1/31/2023	2/8/2023	10/24/2023	11/28/2023
Tech	Technology Campus							
13	Welding Lab Expansion Bldg	\$5	EGV Architects 2/22/22	8/23/2022	3/28/2023	5/1/2023	2/27/2024	3/27/2024
14	Truck Driving Range Expansion	DV	R. Gutierrez Engineering Corporation 11/29/2022	N/A	2/28/2023	3/13/2023	5/23/2023	5/23/2023
15	Exterior Solar Panel Structure	\$5	Sames Inc. 9/28/21	6/28/2022	<del>12/13/2022</del> 2/28/23	2/15/2023	5/23/2023	6/23/2023
16	Institute for Advanced Manurfacturing Bldg E Collaboration Lab Renovation	TBD	-	-	-			1
Nur	Nursing & Allied Health Campus							
17	East Building A Occupational Therapy Kitchen Lab Expansion	SS	Negrete and Kolar Architects 12/14/2021	5/26/2022	CRC Development & Construction 9/27/2022	10/15/2022	4/25/2023	5/23/2023
18	East Building A Renvoation of Radiology Lab to Multpurpose Skills Lab	TBD	•					•

## FY 2022 - 2023 Capital Improvement Projects Project Milestones with Board Approved Dates

#	Projects	FPC Project Managers	Architect/ Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
19	East Building A Breakroom and Offices Expansion Renovation	TBD			÷			
Star	Starr County Campus							
20	Workforce Center Bldg D Welding Expansion	ΛM	Gignac Associates 12/10/19	11/23/2021	Kimber 1985 8/23/2022	10/27/2022	7/25/2023	8/22/2023
21	Workforce Bldg D Automotive Expansion	ΛW	Abel City Architects 10/26/2021	2/22/2022	Triun <del>12/13/2022</del> 1/31/23	2/25/2023	12/12/2023	1/30/2024
22	North Academic Bldg C HVAC-R Classroom and Outdoor Area	ΛM	Abel City Architects 10/26/2021	2/22/2022	Triun <del>12/13/2022</del> 1/31/23	2/25/2023	12/12/2023	1/30/2024
Reg	Regional Center for Public Safety Excellence	ce .						
23	Chiller Insallation	ΛM	Halff Associates, Inc 11/11/20	N/A	Johnson Controls 1/26/21	2/10/2022	11/29/2022	11/29/2022
24	Canopy for Safety Training Vehicles	ΛQ	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	3/28/2023	4/25/2023
25	Canopies for Students/Instructors	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	3/28/2023	4/25/2023
26	Flammable Liquid and Fire Training Area	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	3/28/2023	4/25/2023
27	Skills Pad and EVOC Lighting	SS	DBR Engineering 1/25/22	N/A	Metro Electric, Inc. 10/18/22	11/15/2022	9/26/2023	10/24/2023
28	Perimeter Fencing	DV	N/A	<del>12/13/2022</del> 2/28/23	2/28/2023	3/13/2023	4/25/2023	5/23/2023
29	Two-Story Residential Fire Training Structure	SS	Martinez Architects 1/25/22	6/28/2022	2/28/2023	2/15/2023	12/17/2024	1/28/2025
+ 600								

Red text signifies projected dates

Currently pending Board approval

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## South Texas College Unexpended Plant Fund - Capital Improvement Projects (CIP) Project Status FY 2022 - 2023

#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budge	t Amount Paid	Total Project Balance	FY2023 Budget	Priority Status	Upcoming Boa	ard Meeting Item	Architect/ Engineering Firm	Contractor
										Pecan Ca	ampus									
1	Library Building F Renovation and Expansion	DV									•	\$ 17,015,000	\$ -	\$ 17,015,000	\$ 2,557,313	High	TBD	TBD	ERO Architects	TBD
2	New Continuing Education Building & Testing Center Addition	TBD		•								\$ 9,898,468	\$ 521	\$ 9,897,947	\$ 603,728	Low	January 2023	Approval to Contract Architectural and Engineering Services	TBD	TBD
3	Ann Richards Administration Building A Renovation of Administration Offices	DV					•					\$ 660,000	\$ 392,975	\$ 267,025	\$ 638,800	Low	March 2023	Approval of Substantial Completion	The Warren Group Architects	CRC Development and Construction, LLC
4	North Academic Humanities Building P Renovations for Administrative and Support Services Office	DV			•							\$ 1,034,110	\$ 456	\$ 1,033,654	\$ 865,600	Low	January 2023	Approval of Schematic Design	Able City, LLC	TBD
	Pecan Campus Kinesiology Building Phase I	SS			•							\$ 3,240,000	\$ 446	\$ 3,239,554	\$ 483,660	Low	December 2022	Approval of Schematic Design	Boultinghouse Simpson Gates Architects	TBD
6	Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs	MV		•								\$ 4,536,000	\$ 456	\$ 4,535,544	\$ 618,400	Low	March 2023	Approval of Schematic Design	BRW Architects	TBD
	Business and Science Building G Engineering Lab Renovation	TBD	•									\$ 500,000	\$ -	\$ 500,000	\$ 35,000	Low	TBD	TBD	TBD	TBD
	Ann Richards Administration Building A Additional Parking Lot	DV			•							\$ 200,000	\$ 261	\$ 199,739	\$ 200,000	Low	TBD	TBD	R. Gutierrez Engineers	TBD
Pecan (	ampus Subtotal											\$ 37,083,578	\$ 395,115	\$ 36,688,463	\$ 6,002,501					
. 9	Human Resources Building A Renovation	RG								Pecan I	Plaza •	\$ 5,000	\$ 40,886	\$ (35,886)	\$ 600	Completed	N/A		N/A	O&M
	laza Subtotal											\$ 5,000	\$ 40,886	\$ (35,886)	\$ 600					
										Mid-Valley	Campus									
10	Workforce Center Building D Welding Expansion	MV				•				·	·	\$ 537,500	\$ 42,260	\$ 495,240	\$ 721,273	High	January 2023	Approval of Construction Services	PBK Architects	TBD
	Workforce Center Building D Automotive Lab Expansion	MV				•						\$ 920,500	\$ 53,184	\$ 867,316	\$ 915,668	High	January 2023	Approval of Construction Services	PBK Architects	TBD
12	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV				•						\$ 528,000	\$ 28,490	\$ 499,510	\$ 425,868	High	January 2023	Approval of Construction Services	PBK Architects	TBD
13	Center for Learning Excellence Building A Renovation of Existing Cafeteria to Culinary Arts Instructional Kitchen	MV					•					\$ 531,365	\$ 307,903	\$ 223,462	\$ 488,099	High	April 2023	Approval of Substantial Completion	Boultinghouse Simpson Gates Architects	Holchemont
Mid Val	ey Campus Subtotal											\$ 2,517,365	\$ 431,837	\$ 2,085,528	\$ 2,550,908					
										Technolog <sub>y</sub>	Campus									
14	Exterior Solar Panels Structure	SS			•							\$ 199,100	\$ 6,238	\$ 192,862	\$ 198,224	High	February 2023	Approval of Construction Services	SAMES, Inc	TBD
	Welding Lab Expansion Building	SS			•							\$ 1,559,180	\$ 39,202	\$ 1,519,978	\$ 122,400	High	March 2023	Approval of Construction Services	EGV Architects	TBD
16	Truck Driving Range Expansion	n DV			•							\$ 49,620	\$ 261	\$ 49,359	\$ 41,350	Low	TBD	TBD	R. Gutierrez Engineers	TBD
	Institute for Advanced Manufacturing Building E Collaboration Lab Renovation	TBD	•									\$ 285,000	\$ -	\$ 285,000	\$ 285,000	Low	TBD	TBD	TBD	TBD

## South Texas College Unexpended Plant Fund - Capital Improvement Projects (CIP) Project Status FY 2022 - 2023

										FY 2022 -	2023										
#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Bu	dget An	mount Paid	Total Project Balance	FY2023 Budget	Priority Status	Upcoming Boa	rd Meeting Item	Architect/ Engineering Firm	Contractor
Techno	ology Campus Subtotal											\$ 2,092,	900 \$	45,700 \$	2,047,200	\$ 646,974					
									Nursing an	d Allied Hea	Ith Campus	s Subtotal									
18	East Building A Occupational Therapy Kitchen Lab Expansion	SS					•					\$ 99,	500 \$	41,111 \$	58,389	\$ 96,760	High	April 2023	Approval of Substantial Completion	Negrete & Kolar Architects, LLP	CRC Development and Construction, LLC
19	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	•									\$ 163,	296 \$	- \$	163,296	\$ 10,106	Low	TBD	TBD	TBD	TBD
20	East Building A Breakroom and Offices Expansion Renovation	TBD	•									\$ 147,	950 \$	- \$	147,950	\$ 9,250	Low	TBD	TBD	TBD	TBD
Nursin	g and Allied Health Campus Su	btotal										\$ 410,	746 \$	41,111 \$	369,635	\$ 116,116					
										Starr County	y Campus										
21	Workforce Center Building D Welding Expansion	MV					•					\$ 598,	000 \$	74,383 \$	523,617	\$ 395,594	High	June 2023	Approval of Substantial Completion	Gignac & Associates, LLP	Kimber 1985
22	Workforce Building D Automotive Expansion	MV				•						\$ 1,078,	300 \$	66,628 \$	1,011,672	\$ 922,098	High	January 2023	Approval of Construction Services	Able City, LLC	TBD
23	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV				•						\$ 153,	000 \$	17,492 \$	135,508	\$ 296,878	High	January 2023	Approval of Construction Services	Able City, LLC	TBD
Starr C	ounty Campus Subtotal											\$ 1,829,	300 \$	158,504 \$	1,670,796	\$ 1,614,570					
			1						Regional Ce	enter for Pub	olic Safety E	Excellence									
24	Canopy for Safety Training Vehicles	DV					•					\$ 285,	000 \$	33,469 \$	79,764	\$ 421,051	High	June 2023	Approval of Substantial Completion	Gignac & Associates, LLP	5 Star Construction
25	Canopy for Students/Instructors	DV					•					\$ 247,	000 \$	22,404 \$	67,264	\$ 155,078	High	June 2023	Approval of Substantial Completion	Gignac & Associates, LLP	6 Star Construction
26	Chiller Installation	MV									•	\$ 170,	000 \$	199,938 \$	157,262	\$ 22,000	High	TBD	TBD	Halff Associates, Inc	Johnson Controls
27	Fire Training Area	DV					•					\$ 443,	000 \$	46,622 \$	97,364	\$ 295,686	High	June 2023	Approval of Substantial Completion	Gignac & Associates, LLP	5 Star Construction
28	Perimeter Fencing	DV	•									\$ 193,	000 \$	- \$	193,000	\$ 193,000	Low	TBD	TBD	TBD	TBD
29	Skills Pad and EVOC Lighting	SS					•					\$ 342,	000 \$	23,211 \$	341,532	\$ 313,920	High	September 2023	Approval of Substantial Completion	DBR	TBD
30	Two-Story Residential Fire Training Structure	ss			•							\$ 1,581,	200 \$	85,565 \$	381,055	\$ 1,274,750	Medium	January 2023	Approval of Construction Services	Martinez Architects	TBD
Region	al Center for Public Safety Exc	ellence Subto	otal									\$ 3,261,	200 \$	411,209 \$	1,317,241	\$ 2,675,485					
										District	Wide										
31	Fence Enclosures	MV	•									\$ 35,	000 \$	- \$	35,000	\$ 35,000	Low	N/A		N/A	TBD
32	Outdoor Furniture	AR		•								\$ 25,	000 \$	- \$	25,000	\$ 25,000	Low	N/A		N/A	TBD
33	Land	N/A	N/A									\$ 5,500,	000 \$	- \$	5,500,000	\$ 5,500,000	N/A	N/A		N/A	N/A
34	Renovation and Contingencies	N/A	N/A									\$ 948,	750 \$	- \$	948,750	\$ 948,750	N/A	N/A		N/A	TBD
35	Facility Signage	DV	•									\$ 50,	000 \$	- \$	50,000	\$ 50,000	Low	N/A		N/A	TBD
36	Removal of Existing Trees	TBD	•									\$ 25,	900 \$	- \$	25,900	\$ 25,900	Low	N/A		N/A	TBD
37	Project Cost Control Reserve	N/A	•									\$ 3,059,	291 \$	- \$	3,059,291	\$ 3,119,291	High	N/A		N/A	N/A
Distric	Wide Subtotal											\$ 9,643,	941 \$	- \$	9,643,941	\$ 9,703,941					
Totals			12	3	6	0	8	1	0	0	3	\$ 56,844,	030 \$	1,524,363 \$	53,786,917	\$ 23,311,095					
				_																	

## South Texas College Renewal and Replacement Projects Project Status FY 2022 - 2023

								FY 2022 - 2										_	
	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Boa	ard Meeting Item	Architect/ Engineering Firm	Contractor
# Projects								Pecan Car	mnus										
Student Activities Building H Data Cabling Infrastructure Replacement	RC	•						recair Cal	mpus		\$ 150,000	\$ -	\$ 150,000	\$ 150,000	High	TBD	TBD	TBD	TBD
2 Reseeding and Regrading of Athletic Fields	DV			•							\$ 50,000	\$ -	\$ 50,000	\$ 50,000	High	TBD	TBD	TBD	TBD
3 Stucco Repainting	SS						•				\$ 137,000	\$ 132,401	\$ 4,599	\$ 137,000	High	January 2023	Approval of Substantial Completion	TBD	Noble Texas Builders
4 Resurfacing of East Drive	SS			•							\$ 280,000	\$ 27,219	\$ 252,781	\$ 264,000	High	July 2022	Approval of Construction Services	Perez Consulting Engineers	TBD
5 South Academic Building J Generator Replacement	SS					•					\$ 280,000	\$ 19,528	\$ 260,472	\$ 270,063	High	November 2023	Approval of Substantial Completion	DBR	TBD
6 Library Building F Exterior Building Envelope Repairs	TBD	•									\$ 125,000	\$ -	\$ 125,000	\$ 125,000	High	TBD	TBD	TBD	TBD
Pecan Campus Subtotal											\$ 1,022,000	\$ 179,148	\$ 842,852	\$ 996,063					
								Pecan Pl	aza										
7 Stucco Repainting	SS						•				\$ 12,000	\$ 8,749	\$ 3,251	\$ 12,000	High	January 2023	Approval of Substantial Completion	TBD	Noble Texas Builders
Pecan Plaza Subtotal											\$ 12,000	\$ 8,749	\$ 3,251	\$ 12,000					
								Mid Valley C	ampus									_	
8 Stucco Repainting and Exterior Upgrades	SS					•					\$ 323,000	\$ 102,648	\$ 220,352	\$ 323,000	Low	February 2023	Approval of Substantial Completion	TBD	Terra Fuerte, LLC
South Academic Building H Repair & 9 Renovations of Damaged Roof and Interior Areas	DV			•							\$ 985,700	\$ 456	\$ 985,244	\$ 695,163	Low	TBD	TBD	Milnet Architectural Services	TBD
10 North Academic Building G Analog to Digital Conversion	RC					•					\$ 720,000	\$ -	\$ 720,000	\$ 720,000	Low	TBD	TBD	TBD	TBD
North Academic Building G Data Cabling Infrastructure Replacement	TBD	•									\$ 425,000	\$ -	\$ 425,000	\$ 425,000	Low	TBD	TBD	TBD	TBD
Mid Valley Campus Subtotal											\$ 2,453,700	\$ 103,104	\$ 2,350,596	\$ 2,163,163					
	1						Ī	Technology (	Campus			1							
12 Emerging Technologies Building A Analog to Digital Replacement	TBD	•									\$ 515,000	\$ -	\$ 515,000	\$ 515,000	Low	TBD	TBD	TBD	TBD
North Academic Building G Data Cabling Infrastructure Replacement	TBD	•									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	Low	TBD	TBD	TBD	TBD
Technology Campus Subtotal											\$ 575,000	\$ -	\$ 575,000	\$ 575,000					

1/11/2023

## South Texas College Renewal and Replacement Projects Project Status FY 2022 - 2023

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	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Move	In Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2022 Budget	Priority Status	Upcoming Boa	ard Meeting Item	Architect/ Engineering Firm	Contractor
# Projects						D* D	amina D. Ca	and Name in a S. Alli	ad Haalah Cam									
NAH East Building A Westside Window Waterproofing Repairs	RC	•				Dr. R	amiro R. Ca	sso Nursing & All	ed Health Cam	\$ 90,000	\$ -	\$ 90,000	\$ 90,000	Low	TBD	TBD	TBD	TBD
NAH East Building A Westside Elevators Repairs	RC/O&M		•							\$ 250,000	\$ -	\$ 250,000	\$ 250,000	Medium	TBD	TBD	N/A	Oracle Elevator
NAH East Building A Exterior Stair Repairs and Replacement	SS							•		\$ 293,000	\$ 316,082	\$ (23,082)	\$ 15,850	High	January 2023	Approval of Final Completion	Chanin Engineering, LLC	5 Star GC Construction, LLC
NAH East Building A Generator Replacements	SS					•				\$ 422,000	\$ 24,255	\$ 397,745	\$ 405,219	Low	November 2023	Approval of Substantial Completion	TBD	TBD
lursing and Allied Health Campus Subtota	al									\$ 1,055,000	\$ 340,337	\$ 714,663	\$ 761,069			•		
							5	Starr County Camp	us									
20 Stucco Repainting	SS					•				\$ 253,000	\$ 109	\$ 252,891	\$ 253,000	High	April 2023	Approval of Substantial Completion	TBD	Terra Fuerte, LLC
Administration/Bookstore Building A Data Cabling Infrastructure Replacement	RC	•								\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	RC	•								\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
North Academic Building C Data Cabling Infrastructure Replacement	RC	•								\$ 60,000	\$ -	\$ 60,000	\$ 60,000	High	TBD	TBD	TBD	TBD
Starr County Campus Subtotal								Diadwind Wide		\$ 433,000	\$ 109	\$ 432,891	\$ 433,000					
26 Renewals & Replacements	N/A	N/A						District Wide		\$ 151,000	\$ -	\$ 151,000	\$ 151,000	N/A	N/A		N/A	N/A
27 Fire Alarm Panel Replacement/Upgrade	RC/O&M	14/7 (	•							\$ 102,500				Low	N/A		N/A	TBD
28 Interior LED Lighting Replacements	RC/O&M		•							\$ 110,000	\$ -	\$ 110,000	\$ 110,000	Low	N/A		N/A	TBD
Ext. Walkway LED Lighting Replacements	RC/O&M		•							\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	N/A		N/A	TBD
Building Automation Systems Replacements	RC/O&M		•							\$ 76,500	\$ -	\$ 76,500	\$ 76,500	Low	N/A		N/A	TBD
31 Flooring Replacements	MV	•								\$ 504,000	\$ 13,544	\$ 490,456	\$ 504,000	Medium	N/A		N/A	TBD
32 HVAC Replacements	RC/O&M		•							\$ 325,000	\$ -	\$ 325,000	\$ 325,000	Low	TBD		N/A	TBD
Exterior Lighting Replacements	RC/O&M		•							\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	N/A		N/A	TBD
34 Water Tower Logo Replacements	DV	•								\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
Outdoor Furniture Replacements	TBD	•								\$ 25,000	\$ -	\$ 25,000	\$ 25,000	N/A	TBD		N/A	TBD
Project Cost Control Reserve	N/A	•								\$ 676,489	\$ -	\$ 676,489	\$ 676,489	N/A	TBD		N/A	TBD
District Wide Subtotal										\$ 2,379,489	\$ 13,544	\$ 2,365,945	\$ 2,379,489					
otals	0	8	7	0	0	2	0	1 0	0	\$ 7,930,189	\$ 644,992	\$ 7,285,197	\$ 7,319,784					

1/11/2023

## **Consideration and Approval of Checks and Financial Reports**

Board action is requested to approve the checks for release and the financial reports for the months of November and December 2022. The approval is for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a review of the Financial Report for the months of November and **December 2022**, and will respond to questions posed by the Board.

The checks and the financial reports submitted for approval are included in the Board packet under separate cover.

It is recommended that the Board of Trustees of South Texas College approve the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the months of November and December 2022.

**Approval Recommended:** 

Dr. Ricardo J. Solis President

## **Consideration and Approval of Checks and Financial Reports**

The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER:

- 1) Release of Checks for \$25,000.00 \$125,000.00 Released Prior to Board Approval for December 2022.
- Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for December 2022.
- 3) Release of Checks for \$125,000.00 and Above Released Prior to Board Approval for December 2022.
- 4) Release of Construction Fund Checks for December 2022.
- 5) Quarterly Investment Report and Money Market Accounts for November and December 2022.
- 6) Summary of Revenues for November and December 2022.
- 7) Summary of State Appropriations Revenue for November and December 2022.
- 8) Summary of Property Tax Revenue for November and December 2022.
- 9) Summary of Expenditures by Classification for November and December 2022.
- 10) Summary of Expenditures by Function for November and December 2022.
- 11) Summary of Auxiliary Fund Revenues and Expenditures for November and December 2022.
- 12) Summary of Grant Revenues and Expenditures for November and December 2022.
- 13) Summary of Bid Solicitations.
- 14) Summary of Purchase Orders.

## **Announcements**

## A. Next Meetings:

- Tuesday, February 14, 2023
  - > 3:00 p.m. Education & Workforce Development Committee
  - ➤ 4:00 p.m. Facilities Committee
  - > 5:00 p.m. Finance, Audit and Human Resources Committee
- Tuesday, February 28, 2023
  - 5:30 p.m. Regular Board Meeting

## B. Other Announcements:

- Wednesday, February 1, 2023 is the Spring 2023 Census Day
- South Texas College will be closed Friday, February 17, 2023 to hold College-Wide Professional and Organizational Development Day.
- South Texas College will join the National Alliance of Concurrent Enrollment Partners to host the 2<sup>nd</sup> annual Summit for Dual Credit Programs from February 19 – 21, 2023 at the South Padre Island Convention Center.