

SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Saturday, April 26, 2014 @ 8:30 a.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.”

- I. Call Meeting to Order
- II. Determination of Quorum
- III. Overview of Responsibilities and Expectations for Construction Program Management (CPM) Services Firm for the 2013 Bond Construction Program 1 - 6
- IV. Review of Interview and Selection Process for Construction Program Management (CPM) Services Firm for the 2013 Bond Construction Program 7
- V. Presentations and Interviews 8
 - A. Presentation and Interview with AGICM, Inc.
 - B. Presentation and Interview with Broaddus & Associates
 - C. Presentation and Interview with Hill International, Inc.
- VI. Deliberation and Action as Necessary to Identify the Top-Ranked Construction Program Management (CPM) Services Firm(s) for the 2013 Bond Construction Program and Authorize Contract Negotiations with the Top-Ranked Firm 9
- VII. Announcements..... 10
 - A. Next Meetings:
 - Education and Workforce Development Committee Meeting, Thursday, May 8th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
 - Facilities Committee Meeting, Thursday, May 8th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
 - Finance and Human Resources Committee Meeting, Thursday, May 8th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas

- Regular Meeting of the Board of Trustees, Tuesday, May 27th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas

B. Other Announcements:

- Commencement Ceremonies will be held Friday, May 16th and Saturday, May 17th at the State Farm Arena.
- The College will be closed Monday, May 26th, 2014 in observance of Memorial Day.
- A Swearing-In Ceremony for Dr. Alejo Salinas, Jr. (District 5) and Mr. Roy de León (District 7) will be held on Tuesday, May 27th, 2014 at 4:00 p.m. in the Rainbow Room at the STC Pecan Campus Library, McAllen, Texas.

VIII. Adjournment

Overview of Responsibilities and Expectations for Construction Program Management (CPM) Services Firm for the 2013 Bond Construction Program

Mr. Gerry Rodriguez, Director of Facilities Planning & Construction will provide an overview of the responsibilities and expectations for a Construction Program Management (CPM) Services firm for the 2013 Bond Construction Program. These responsibilities and expectations were developed by staff and legal counsel, with input and approval of the Board of Trustees.

These responsibilities and expectations for the CPM Services firm are outlined in the Request for Qualifications (RFQ) section 2 as modified by *Addendum No. 3*, issued January 30, 2014.

Section 2 of the Request for Qualifications as modified outlines and provides detail on the following services to be provided by a CPM Services firm:

- 2.1 General Program Management Requirements
- 2.2 Architects and Engineers Selection
- 2.3 Implement Space Program Requirements
- 2.4 Schematic Design Phase
- 2.5 Design Development Phase
- 2.6 Construction Document Phase
- 2.7 Contractor Procurement Phase
- 2.8 Construction Phase
- 2.9 Final Phase

This review is for the Board information and feedback to staff, and no action is requested.



South Texas College
PURCHASING DEPARTMENT
3200 W PECAN BLVD, BLDG N, STE 145
MCALLEN, TX 78501

**REQUEST FOR
QUALIFICATIONS
ADDENDUM NO. 3**

RFQ NUMBER: 13-14-1036
RFQ TITLE: CONSTRUCTION PROGRAM MANAGEMENT SERVICES

Addendum Issue Date: January 30, 2014

******SEE ATTACHED ******

RFQ # 13-14-1036 is amended as follows:

Several modifications have been made to SECTION 2 (“SERVICES TO BE PROVIDED BY THE CONSTRUCTION PROGRAM MANAGER”) of the RFQ. The revised SECTION 2 provided below replaces the entire original SECTION 2:

The College has outlined the following responsibilities and tasks which shall be included, but not limited to the Construction Program Manager’s scope of service:

2.1 General Program Management Requirements

- Conduct partnering and kickoff meetings with College staff, Architects, Engineers and Contractors per campus or project to establish communication protocol and coordination logistics;
- Update and track program plan for each campus to include design schedule, team members, meeting schedules, construction schedules, budgets, cost estimates, progress report formats and format for document management for all phases;
- Prepare and submit status reports on a monthly basis for presentation to the College’s Administration and Board of Trustees
- Conduct regular meetings with College staff for review of overall program status and address matters needing direction and/or resolution
- College’s index of terms for master filing of all projects including e-mailed files and AutoCADD 2014 version files
- Become familiar with and manage compliance with the following:
 - The College’s master plans per campus included in program
 - The College’s facilities space programs for each project in program
 - The College’s facilities design standards and guidelines
 - The College’s space standards and technical requirements
 - The College’s overall program budget and related detail
- Implement and manage an internet accessible electronic file management and reporting system used for archiving and reporting throughout the program management period
- Program management team will include, but not be limited to, the following members and responsibilities
 - Program management executive
 - Assistant program manager(s)
 - Administrative coordinator(s)/assistant(s)
 - Program documents manager
 - Cost estimator/budget manager
 - Plan reviewer(s)
 - Construction inspector(s)

2.2 Architects and Engineers Selection

- Coordinate development of RFQ, solicitation, evaluation, selection and project assignments for potential design team(s) who are qualified and capable of performing the scope of work and meet program schedules consistent with College’s plans and policies.

2.3 Implement Space Program Requirements

- Conduct meetings with College staff to update and confirm space programming needs including technical requirements such as telecommunication systems, special equipment and furniture needs and provide data to architects
- Communicate the College's space standards to design teams for use on design of each proposed facility

2.4 Schematic Design Phase

- Communicate all project planning information to all design teams
- Conduct weekly or bi-weekly design review meetings between College staff and design teams
- Conduct review of project schedules and conduct schedule optimization sessions(s)
- Conduct cost estimates and take action to keep cost within budget limitations
- Coordinate the review and evaluation of schematic design documents to maintain compliance with program planning documents
- Recommend approval of schematic design documents submitted by architects and engineers when complete
- Verify compliance with the College's design guidelines and space program needs per building

2.5 Design Development Phase

- Continue weekly or bi-weekly meetings with College staff and design teams to review and evaluate design documents for compliance with program requirements
- Develop and manage schedules per project for Design Development phase
- Coordinate plan reviews as needed to ensure compliance with all regulatory agencies and code requirements
- Conduct Schedule Optimization sessions for Design Development phase
- Prepare cost estimates as needed and take action to keep cost within construction budget limitations without compromising standards and quality of construction
- Conduct detailed cost estimates at end of Design Development phase and provide owner with a detailed report
- Coordinate, review and verify all design development documents submitted by design teams for compliance with the College's design guidelines and space programs per building project
- Coordinate, review and deliver geotechnical investigation reports to each design team per building project

2.6 Construction Document Phase

- Develop schedule for plan reviews at 25%, 50%, 75% and 95% of completeness
- Coordinate with College staff for review and discussion of Construction Documents at various levels of completeness to verify compliance with College's design guidelines and program needs per building project before proceeding with construction
- Coordinate, review, verify and recommend approval of all final construction documents submitted by each design team

2.7 Contractor Procurement Phase

- Review and recommend updates, if needed, for contractor selection criteria

- Coordinate development of RFP, solicitation, evaluation and selection of potential contractors who are qualified and capable of performing the scope of work, controlling cost and meeting schedules
- Coordinate development of contracts and conduct contract negotiations
- Prepare recommendations for approval of contractor contracts by the College Board of Trustees
- Coordinate with College staff for re-solicitation of construction services if necessary
- After selection and approval of contractor(s) by the College, coordinate the delivery of construction contract documents to contractor(s)
- Request and review documents from the contractor(s) such as insurance certificates, subcontractors list, bonds and insurances

2.8 Construction Phase

- Schedule and conduct bi-weekly construction update meetings with College staff, design team and contractor for each construction project
- Verify required documents from contractor such as, Building Permits, Safety Plans, and Environmental Compliance plan, and report to College staff and design team
- Review Contractor's cost control plan with College staff and design team to identify potential improvements
- Review and monitor all Evaluate and make recommendation on requests for proposed Change Orders and Construction Change Directives
- Review materials testing reports and services during all applicable phases for compliance with construction documents
- Conduct weekly site visits to review work in place and report in an agreed upon format to the College for compliance with construction documents, schedules and budgets
- Assist Owner in determining if Contractor is conforming to the Construction Contract and General Conditions set forth by the Owner Review and verify contractor's compliance with all plans, specifications and contract terms and report to College staff on status
- Review payment applications for accuracy and relation to completed work, then make recommendations on approval
- Perform substantial completion inspections and work with design team to prepare punch lists
- Review submittals from contractor requiring Owner approval Perform final inspections and determine completeness of punch list work
- Conduct monthly program management meetings with owner for updates on progress, budget status and construction matters
- Monitor and ensure overall contractor compliance with terms and conditions of construction contract documents

2.9 Final Phase

Commissioning

- Coordinate with contractor to perform HVAC Testing and Balancing as needed and submit reports to design team and College staff
- Review the results of the HVAC Testing and Balancing for compliance with construction contract documents requirements
- Coordinate and verify delivery of all certification documentation to proper agencies on behalf of the College
- Coordinate and schedule training for College staff to become familiar with all building systems

- Coordinate delivery of all completed as built drawings to the College
- Coordinate delivery of all certifications applicable to building systems to the College

Warranty/Occupancy

- Identification of Review all contractual and warranty obligations for compliance with construction documents including delivery of all documents such as operations and maintenance manuals
- Generate and deliver to the College a tickler file including calendar dates for all warranty deadlines per building project
- Coordinate and schedule closing reviews for warranty items after 30 day and 6 month periods

Review of Interview and Selection Process for Construction Program Management (CPM) Services Firm for the 2013 Bond Construction Program

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, will provide an overview of the selection process for a Construction Program Management (CPM) Services firm for the 2013 Bond Construction Program.

Dr. Reed, Gerry Rodriguez, and Chuy Ramirez will be available to respond to questions about the interview and selection process.

November 5, 2013 – Voters approved the 2013 Bond Program

November 23, 2013 – At a Board Work Session, the Trustees reviewed the Master Plan, Bond Construction Program, and a draft of the Request for Qualifications for CPM Services.

December 17, 2013 – At the December 2013 Regular Board Meeting, the Board approved the publication of the RFQ for CPM Services

January 6, 2014 – The RFQ for CPM Services was published, and respondents were given until February 6, 2014 to submit responses. The RFQ and its addenda are provided under a separate cover

March 3, 2014 – The Facilities Committee reviewed and recommended Board approval of the short list of three CPM Services Firms as presented by staff.

March 25, 2014 – The Board of Trustees approved the short list of three CPM Services firms as recommended by the Facilities Committee, and authorized staff to coordinate interviews with these firms for Saturday, April 26, 2014.

April 1, 2014 – The invitations to the short list firms were finalized and sent to each firm. Firms were invited to present in alphabetical order, and each firm was given ½ hour for their presentation and fifteen minutes for a Q&A with the Board, with a buffer of fifteen minutes between each presentation.

April 26, 2014 – The Board is asked to review the presentations and interview the short list firms.

A subsequent agenda item is provided for the Board to take further action. This item is for the Board's information and feedback to staff prior to the interviews with the short list firms.

Presentations and Interviews

A committee of South Texas College staff reviewed the five responses to the published Request for Qualifications for Construction Program Management (CPM) Services, and proposed a short list of three respondents who were most qualified to provide services for the 2013 Bond Construction Program.

On March 3, 2014 the Facilities Committee concurred with the short list presented by staff, and recommended Board approval of the same.

On March 25, 2014 the Board of Trustees approved the recommended short list and authorized staff to coordinate presentations and interviews with the three short listed firms

Staff established a schedule inviting each firm to present in alphabetical order and on April 1st, 2014 sent formal invitations to each firm. All three firms accepted, and the schedule of presentations and interviews is as follows:

A. Presentation and Interview with AG/CM, Inc.

9:00 a.m. – 9:30 a.m.	Presentation
9:30 a.m. – 9:45 a.m.	Interview
9:45 a.m. – 10:00 a.m.	Wrap up

B. Presentation and Interview with Broaddus & Associates

10:00 a.m. – 10:30 a.m.	Presentation
10:30 a.m. – 10:45 a.m.	Interview
10:45 a.m. – 11:00 a.m.	Wrap up

C. Presentation and Interview with Hill International, Inc.

11:00 a.m. – 11:30 a.m.	Presentation
11:30 a.m. – 11:45 a.m.	Interview
11:45 a.m. – 12:00 p.m.	Wrap up

This item is for the presentations and interviews only, and no action by the Board is requested. The next agenda item will call for the Board to take action as necessary.

**Deliberation and Action as Necessary to Identify the Top-Ranked
Construction Program Management (CPM) Services Firm(s) for the 2013
Bond Construction Program and Authorize Contract Negotiations with the
Top-Ranked Firm**

Following Texas procurement rules, the College is soliciting the services of a Construction Program Management (CPM) Services firm using the method prescribed for professional services.

The Board is asked to identify the top ranked CPM Services firm(s) based upon the responses to the Request for Qualifications, presentations and interviews, and answers to questions as posed by the Board.

The Board will also be asked to authorize a team to negotiate contract terms with the top-ranked CPM Services firm.

Staff and Legal Counsel recommend that the negotiation team include:

- Dr. Shirley A. Reed, President
- Mrs. Mary Elizondo, Vice President for Finance and Administrative Services
- Mr. Gerry Rodriguez, Director of Facilities Planning and Construction
- Mr. Jesus Ramirez Legal Counsel

Should this negotiation team be unable to successfully negotiate a contract for CPM Services with the top-ranked firm, they would report to the Facilities Committee and the Board of Trustees. The Board will then determine the appropriate action to terminate contract negotiations and take any further steps as necessary.

Any contract negotiated with a CPM Services firm would be delivered to the Facilities Committee for review and consideration of recommendation for Board approval.

Recommendation:

It is recommended that the Board of Trustees of South Texas College identify the top-ranked Construction Program Management Services firm(s) and authorize and approve a contract negotiation team to negotiate contract terms with the top-ranked firm as presented.

The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College identifies the top-ranked Construction Program Management Services firm(s) and authorizes and approves a contract negotiation team to negotiate contract terms with the top-ranked firm as presented.

Approval Recommended:

**Shirley A. Reed, M.B.A., Ed.D.
President**

Announcements

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