

June 17, 2021

21-198

CONTRACT APPROVAL FOR THE CAROLYN MOORE
WRITERS HOUSE RENOVATION TO MINORITY
CONSTRUCTION GROUP, LLC

PREPARED BY: John MacLean, Finance and Procurement Manager,
Planning & Capital Construction

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Planning & Capital Construction

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, President

REPORT: In 2020 the PCC Foundation received a \$5.1M bequest from the estate of Carolyn Moore to create a writers residency program in her name. Part of the bequest is a residential home on an approximate nine-acre site in Tigard which will be used as the location for the program. The Foundation has transferred ownership of the property to PCC. The property requires renovations, including ADA upgrades, before it can be placed into service. The College will pay for the expenses related to the renovations and the Foundation will reimburse the College from the endowment funds.

On May 12, 2021 the Invitation to Bid (ITB) was advertised in the Daily Journal of Commerce, State of Oregon (ORPIN), Portland Observer, and the Portland Business Tribune. In addition, P&CC staff reached out to all identified COBID registered firms who could provide these services. A total of thirteen (13) firms registered and received a copy of the ITB document. Six (6) firms were COBID certified. At the bid closing time of 2:00 PM June 2nd, 2021 it was determined that all responsive bids exceeded the project budget. The College exercised our right under the ITB to rebid the project. A total of five (5) firms registered and received a copy of the ITB document. Four (4) firms were COBID registered. At the bid closing time of 2.00 PM June 9th, 2021 two (2) responsive bids were received, of which one (1) was from a COBID registered firm.

Proposals were ranked on price with the lowest responsive and responsible bidder recommended for the contract. P&CC staff recommend that the contract be awarded to Minority Construction Group, LLC whose bid of \$284,327 was the lowest responsive bid.

Minority Construction Group are not COBID certified.

RECOMMENDATION: That the Board of Directors authorize PCC to award the contract for the Carolyn Moore Writers House Renovation to Minority Construction Group, LLC for a stipulated sum of \$284,327 and contingency of \$28,433 for a total authorized amount of \$312,760. Funding is from the bequest to the Foundation.