

October 19, 2023

24-051

CONTRACT APPROVAL FOR DISTRICT WIDE SPACE  
UTILIZATION SURVEY TO ARCADIS ARCHITECTS (USA)  
INC.

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

FINANCIAL RESPONSIBILITY: Rebecca Ocken, Director, Planning & Capital Construction

APPROVED BY: Eric Blumenthal, Executive Vice President, Administration and Finance  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: The 2022 Bond Program includes funding for updating classrooms and other college spaces to meet current and future needs. As part of this process the College needs to have an up-to-date utilization survey to create a baseline of how space is currently being used.

On August 8, 2023, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon (OregonBuys), BidLocker, 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. At the proposal closing time of 2:00 PM September 26, 2023 one (1) proposal was received. No proposals were received from COBID registered firms. The College does not believe that reopening the solicitation will increase the number of proposals.

The proposed fee of \$348,934 has been reviewed by P&CC and acceptance is recommended.

There is no COBID participation on this contract. Arcadis is a full-service firm with no subconsultants.

RECOMMENDATION: That the Board of Directors authorize PCC to execute a contract with Arcadis Architects (USA) Inc, for the District Wide Space Utilization Survey, for up to \$383,827 which includes a 10% contingency. Funding will be from the 2022 Bond.