



**Portland
Community
College**

Board of Directors

AGENDA

March 21, 2013

Vision

Building futures for our Students and Communities

Mission

Portland Community College advances the region's long-term vitality by delivering accessible, quality education to support the academic, professional, and personal development of the diverse students and communities we serve.

Who We Are

Portland Community College is a public, multi-campus, comprehensive community college serving the lifelong learning needs of our students. We offer college transfer programs; career technical education programs; adult basic skills; opportunities to develop English as a second language; high school completion and dual credit; community and continuing education programs; and service-learning opportunities that foster the development of civic responsibility and engagement. Through extensive partnerships with business, industry, labor, educational institutions and the public sector, we provide training and learning opportunities for the local and state workforce and promote economic and community development.

We Value

- Effective teaching and student development programs that prepare students for their roles as citizens in a democratic society in a rapidly changing global economy
- An environment that is committed to diversity as well as the dignity and worth of the individual
- Leadership through innovation, continuous improvement, efficiency, and sustainability
- Leadership through the effective use of technology in learning and all College operations
- Being a responsible member of the communities we serve by actively participating in their development
- Quality, lifelong learning experiences that helps students to achieve their personal and professional goals
- Continuous professional and personal growth of our employees and students including an emphasis on fit and healthy lifestyles that decrease disease and disability
- Academic Freedom and Responsibility - creating a safe environment where competing beliefs and ideas can be openly discussed and debated
- Collaboration predicated upon a foundation of mutual trust and support
- An agile learning environment that is responsive to the changing educational needs of our students and the communities we serve – making students marketable for jobs in the future and promoting economic development
- The public's trust by effective and ethical use of public and private resources

Goals

Access: Access to learning opportunities will be expanded through the cultivation of community and business partnerships.

Diversity: Lifelong learning opportunities will be accessible to all and enriched by the diversity of our students, faculty and staff.

Quality Education: Educational excellence will be supported through assessment of learning and practicing continuous improvement and innovation in all that we do.

Student Success: Outstanding teaching, student development programs and support services will provide the foundation for student skill development, degree completion and university transfer.

Economic, Workforce, and Community Development: Training provided to individuals, community and business partners will be aligned and coordinated with local economic, educational and workforce needs.

Sustainability: Effective use and development of college and community resources (human, capital and technological) will contribute to the social, financial and environmental well-being of communities served.

BUSINESS SESSION
March 21, 2013
Rock Creek Campus, Building 9, Room 122 a/b
BOARD OF DIRECTORS
PORTLAND COMMUNITY COLLEGE
12000 S.W. 49th Avenue
Portland, Oregon

AGENDA

- 5:00 PM **Study Session**-Advancement Planning
Kristin Watkins, Associate Vice President, Advancement
Russell Banks, Director of Communications, Advancement
John Horvick, Senior Associate-DHM Research, Inc.
- 6:00 PM **Board Dinner** – Rock Creek, Building 9, Room 122a
- 6:45 PM **Executive Session** - in accordance with ORS 192.660 (2), (d) Labor Negotiation, (e)-Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege) and (h) Litigation
- 7:30 PM **Call to Order**
 - Introductions
 - Approval of Minutes – February 21, 2013
 - Approval of Agenda
- 7:35 PM **Information Session**
 - ◆ Annual Internal Audit Report-Dave Terry (15 minutes)
 - ◆ Rock Creek Campus Update-Dr. Birgitte Ryslinge (10 minutes)
 - ◆ Presidential Search Update-Denise Frisbee (10 minutes)
- 8:10 PM **Adjourn Business Session and Convene as College Budget Committee in Accordance with ORS 294.406 (2)**
 - President's Budget Direction
 - Budget Development Assumptions
 - Board Budget Discussion
 - Public Comment
- 8:40 PM **Adjourn College Budget Committee and Reconvene Business Session**
- 8:40 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 8:45 PM **Business Meeting**

Consent Agenda: (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board. A separate motion will then be required to take action on the item in question.)

	<u>PERSONNEL</u>	<u>Page</u>
13-074	Approval of Personnel Actions – March 21, 2013 Academic Professional Appointments: Andrew Black, Community Resource Specialist, Office of the Dean of Instruction and Student Development, Southeast/Extended Learning Campus, Temporary Perri Schodorf, International Admissions and Enrollment Coordinator, Academic and Student Affairs Administrative Appointments: Christopher Edwards, Interim Division Dean, Communications and Humanities, Office of the Campus President, Rock Creek Campus Jeremy Lees, Food Services Unit Manager, Administrative Services Tony Clifford, Food Services Unit Manager, Administrative Services	231

	<u>BIDS/CONTRACTS</u>	
13-075	Accept Bid and Award Contract to Northwest Control Company, Inc for Maintenance of Distech Energy Management System (EMS).....	234
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13-077	Authorization for Hoffman Construction to Provide Construction Services for the Underground Parking Lot, Academic Building and Student Center for the Cascade Campus Bond Construction Project.....	238
13-078	Authorization for Howard S. Wright Constructors to Provide Construction Services for Renovations, Energy Efficiency Projects and Seismic Upgrades for the Sylvania Campus Bond Project.....	240
13-079	Authorization for O'Neill/Walsh Community Builders to Provide Construction Services for the Site Investigation and Initial Renovation of the German American Society Property for the Southeast Center Bond Construction Project	242

13-080	Ratify and Confirm Contract with Convergent Technologies, LLC for Fire Alarm Systems: Service, Repair, and Remodeling	243
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BOARD

13-081	Apply to the State Board of Education for Approval of the Associate of Applied Science in Video Production.....	246
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8:55 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

9:00 PM **Reports**
 Faculty
 Classified
 Students
 Board Members
 President

9:10 PM **Adjournment**

The Board of Directors meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify the PCC Disability Access Services at least 48 hours in advance at (971) 722-4341 (voice) or (503) 246-4072 (TTY). A sign-up sheet for those who wish to offer comments or testimony on any item will be available at the entrance of the meeting room.

PORTLAND COMMUNITY COLLEGE - BOARD OF DIRECTORS
12000 S.W. 49th Avenue - Portland, OR 97219

MINUTES

BOARD OF DIRECTORS BUSINESS SESSION
Sylvania Campus, Board Rooms A/B
February 21, 2013

BOARD ATTENDANCE

Board Members Present:

Chair Denise Frisbee, Vice Chair Deanna Palm, Jim Harper, David Squire,
Kali Thorne Ladd

EXECUTIVE SESSION

The Board of Directors convened an executive session for Real Property Transactions, Information Exempt from Public Disclosure (Attorney-Client Privilege) and Litigation Employment of a Public Officer, Labor Negotiations and Real Property Transactions in accordance with ORS 192.660 (2), (e), (f), and (h) at 6:45 PM, adjourning at 7:40 PM.

CALL TO ORDER

Chair Frisbee called the business meeting to order at 7:41 PM and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The January 17, 2013 minutes were approved as published. Harper/Ladd

APPROVAL OF THE AGENDA

The agenda was approved as published. Ladd/Squire

INFORMATION SESSIONS

Campus Safety

Ken Goodwin, Director, Public Safety and Derrick Foxworth, Lieutenant, Public Safety Each gentleman gave a brief background of their careers. Lt. Foxworth reported a brief summary on Public Safety's Organization structure, their legal authority, current staffing, and the services they provide. Director Goodwin had a brief discussion about the lessons learned around the Virginia Tech shootings and provided an overview of the initiatives and strategic objections that have been implemented post Virginia Tech at PCC. He also discussed the challenges and opportunities moving forward.

Policy on Awarding College Credit

Dr. Chris Chairsell, Vice President, Academic and Student Affairs

Dr. Chairsell stated that the USDA put into writing the definition of a credit hour. We are in compliance with this definition. One hour of classroom or direct instruction has to be matched with out of classroom work for students. The driving factor behind this notice is the for-profit colleges and universities putting a lot of credit behind little instruction. Title IX is laying the groundwork in being judicious in overseeing how federal money is dispersed.

Classified Employee Appreciation Week

Deborah Hall, President, Classified Union

Ms. Hall thanked the Board of Directors and President Pulliams on behalf of the Classified Federation Members for the acknowledgment of the resolution for Classified Employee Week at Portland Community College.

Budget Update

Wing-Kit Chung, Vice President, Administrative Services and Jim Langstraat, Associate Vice President, Finance

Mr. Langstraat gave an update on the recent state revenue forecast. The forecast continues to warn of risk factors related to the slow recovery. He called attention to two resolutions in the board packet. One is regarding the supplemental budget resolution that amends the original legally adopted for this current biennium. This resolution only impacts the general fund and doesn't change property taxes or state revenues. The other resolution is a bond authorizing resolution for the authority to get the bonds issued for the remaining \$174M.

PUBLIC COMMENT ON AGENDA ITEMS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

BUSINESS MEETING

Director Harper proposed approval of Resolutions 13-062 through 13-073. The motion passed unanimously. Palm/Harper

Other Reports:

Peter Seaman, Vice-President, Faculty and AP Federation

Mr. Seaman stated that negotiations on pay and benefits with both federations will open soon. He noted there is a strong correlation between budget crises and the onset of negotiations, the message they are getting from administration is to prepare for cuts to pay and benefits. They see evidence pointing in the other direction, for example, the college putting up new buildings and increasing operating costs while enrollment flattens, wondering whether increased operating costs will leave less for pay and benefits. He hopes the board will ask good questions about the need for pay and

benefit cuts, since those who work in the trenches really have no power in this area. Employees give their best efforts every day and trust management to run the college well and make sure that employees are rewarded appropriately for their efforts. The employees of the college are of course the heart and soul of the college, remember the employees during tough times. He thanked the board for the important work they do and the service they provide to the college and to the community.

Deborah Hall, President, Classified Union

She reported on a few things that the Union has been working on including annual general membership meeting, electing delegates for conventions, and contract reopeners. March 4 is AFT-Oregon Labor Education Day in Salem.

Board Reports:

Director Harper reported that OCCA has been working on a relationship with K-12 to better prepare students for community college. A joint committee is forming made of K-12 staff, administration and teachers along with community college folks. Chair Frisbee gave a brief update on the presidential search committee and hoped to come out with semi-finalists names by early next week. Chair Frisbee and Director Harper attended the ACCT National Legislative Summit in Washington DC to meeting with legislators regarding the federal monies PCC receives.

District President Report:

President Pulliams asked Dr. Rhea Combs to give an update on Black History Month. Dr. Pulliams thanked Chair Frisbee and Director Harper for attending the ACCT Legislative Summit in Washington, DC. He also thanked Directors Harper, Squire and Ladd for attending the OCCA Legislative Summit this week in Salem. There will be a Technology Review this fall.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:56 PM.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on March 21, 2013 at 7:30 PM at Rock Creek Campus.

Denise Frisbee, Board Chair

Dr. Preston Pulliams, District President

Prepared by:

Jeannie Moton, Assistant to Board of Directors

Minutes approved on March 21, 2013

March 21, 2013

13-074

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Dr. Preston Pulliams, District President

RECOMMENDATION: That the Board of Directors approve the following actions:

A. Approval of new hires, new positions and change of position

1. Academic Professional Appointment (Temporary)– Andrew Black

Community Resource Specialist

Office of the Dean of Instruction and Student Development,
Southeast/Extended Learning Campus

Annual Salary: \$42,822 Grade: 3 Step: 3

Effective: February 25, 2013 to August 20, 2013

Education: Portland State University MS 2010

Educational Policy, Foundation and Administration

Portland State University BS 2008

Political Science

Most Recent Experience:

Portland Community College

Instructional Support Technician III

Applicant Flow: Article 3.64 Appointment

2. Academic Professional Appointment-Perri Schodorf

International Admissions and Enrollment Coordinator

Academic and Student Affairs

Annual Salary: \$39,975 Grade: 3 Step: 1

Effective: February 18, 2013

Education: Portland State University MA 2010

Postsecondary Adult and Continuing Education

University of Oregon MA 2007

German Language and Literature

Oregon State University BA 2005

German Language and Literature

Most Recent Experience:

Portland Community College

International Enrollment Services Specialist

Applicant Flow: Gender Ethnicity

19 Male 22 White (not of Hispanic Origin)

33 Female 7 Hispanic/Latino

2 Not Disclosed 17 Asian

	3	Two or More Selections
	5	Not Disclosed
<hr/> 54	<hr/> 54	Total

3. Administrative Appointment-Tony Clifford

Food Services Unit Manager

Administrative Services

Annual Salary: \$53,000

Grade: H

Effective: February 25, 2013

Most Recent Experience:

Providence Health and Services

Director, Nutrition Services

Applicant Flow: Gender

Ethnicity

11 Male

12 White (not of Hispanic Origin)

5 Female

2 Asian

2 Hispanic/Latino

16

16

Total

Total

4. Administrative Appointment (Temporary)-Christopher Edwards

Interim Division Dean, Communications and Humanities

Office of the Campus President, Rock Creek Campus

Annual Salary: \$81,276

Grade: N

Effective: February 21, 2013 to September 20, 2013

Education: Purdue University

MS

1996

Communication

Washington State University

BA

1994

Psychology, Speech Communications

Most Recent Experience:

Portland Community College

Instructor, Communication Studies (Faculty)

Applicant Flow: Direct Appointment

5. Administrative Appointment-Jeremy Lees

Food Services Unit Manager

Administrative Services

Annual Salary: \$48,385

Grade: H

Effective: March 4, 2013

Education: Bakersfield College

AS

2005

Culinary/Food Service Management

Most Recent Experience:

Claim Jumper Restaurant

Manager

Applicant Flow: Gender

Ethnicity

11 Male

12 White (not of Hispanic Origin)

5 Female

2 Asian

2 Hispanic/Latino

16

16

Total

Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN *March 21, 2013* PERSONNEL REPORT**

Male	4
Female	<u>1</u>
	5

White (not of Hispanic Origin)	4
Asian	<u>1</u>
	5

March 21, 2013

13-075

ACCEPT BID/AWARD CONTRACT TO NORTHWEST
CONTROL COMPANY, INC. FOR MAINTENANCE OF
DISTECH ENERGY MANAGEMENT SYSTEM (EMS)

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Jonathan Marchetta, Interim Director, Facilities Management
Services

APPROVED BY: Jim Langstraat, Associate Vice President, Finance;
Wing-Kit Chung, Vice President, Administrative Services;
Dr. Preston Pulliams, District President

REPORT: The College has a need to contract with a qualified firm to
provide maintenance of the Distech Energy Management
System (DEMS) at various PCC District locations.

The Contractor will be required to furnish all labor, equipment and supplies necessary to provide EMS service. The selected Contractor's bidding on this project must have two (2) AX certified controls technicians locally with at least one (1) having two (2) years' experience with Distech controllers. The controls company must have ACI certifications from Honeywell. Some Honeywell WEB's and Honeywell Spyder controls experience will be a plus. Contractor's must have current commercial experience (within the last five years) and provide references for at least three (3) projects comparable in size and scope to those specified in PCC's Invitation to Bid.

An Invitation to Bid (ITB) for Maintenance of a Distech Energy Management System was issued and advertised on February 6, 2013. The ITB was advertised in the Daily Journal of Commerce, on the State of Oregon Procurement Network (ORPIN), and on the College's Purchasing Website. Eleven (11) ITB documents were downloaded from the College's Purchasing Website, of which eight (8) were downloaded by prime Contractors, one (1) of which is an MWESB firm, and three (3) plan centers, one (1) of which is an MWESB firm.

Three (3) bids were received by the due date of March 6, 2013. Bids were received from the following contractors:

<u>Contractor</u>	<u>Controls Technician Hourly Rate</u>
Northwest Control Company, Inc.	\$105.00
Essential Building Technologies, LLC	\$110.00
Heinz Building Automation, Inc.	\$125.00
TraneOregon Controls	\$124.00

Note: No Bids were received from Oregon certified MWESB's.

The award is made to the company whose bid results in the lowest overall ownership cost or "best value" as it is determined by ORS 279.015(5), and based upon the evaluation criteria listed below:

- Experience with projects of similar scope and size
- Professional certifications held by company
- Professional certifications held by employees
- Resources and ability to meet deadlines
- Ability to respond to emergency needs
- Cost

RECOMMENDATION: That the Board of Directors accept the bid and award a three-year contract to Northwest Control Company, Inc. in the amount of \$150,000 (based on an annual estimate of \$50,000), with an option for the college to renew the contract on an annual basis for an additional two (2) years. The contract shall not exceed five (5) years with a maximum amount of \$250,000. Expenditures for this contract will come from the general fund.

March 21, 2013

13-076

ACCEPT BID/AWARD CONTRACT TO NORTHWEST
CONTROL COMPANY, INC. FOR MAINTENANCE OF
HONEYWELL ENERGY MANAGEMENT SYSTEM (EMS)

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Jonathan Marchetta, Interim Director, Facilities Management
Services

APPROVED BY: Jim Langstraat, Associate Vice President, Finance;
Wing-Kit Chung, Vice President, Administrative Services;
Dr. Preston Pulliams, District President

REPORT: The College has a need to contract with a qualified firm to
provide Maintenance of the Honeywell Energy Management
System (HEMS) at various PCC District locations.

The Contractor will be required to furnish all labor, equipment and supplies necessary to provide EMS service. The selected Contractor's bidding on this project must have two (2) AX certified controls technicians locally with at least one (1) having two (2) years experience with Honeywell WEB's and Honeywell Spyder controllers. The controls company must have ACI certifications from Honeywell. Some Distech controls experience will be a plus. Contractor's must have current commercial experience (within the last five years) and provide references for at least three (3) projects comparable in size and scope to those specified in PCC's Invitation to Bid.

An Invitation to Bid (ITB) for Maintenance of a Honeywell Energy Management System was issued and advertised on February 6, 2013. The ITB was advertised in the Daily Journal of Commerce, on the State of Oregon Procurement Network (ORPIN), and on the College's Purchasing Website. Ten (10) ITB documents were downloaded from the College's Purchasing Website, of which eight (8) were downloaded by prime Contractors, two (2) plan centers, one (1) of which is an MWESB firm, and one (1) was downloaded by an interested party.

Three (3) bids were received by the due date of March 6, 2013. Bids were received from the following contractors:

<u>Contractor</u>	<u>Controls Technician Hourly Rate</u>
Northwest Control Company, Inc.	\$105.00
MacDonald Miller Facility Solutions	\$115.00
Hunter-Davisson, Inc.	\$123.00

Note: No Bids were received from Oregon certified MWESB's.

The award is made to the company whose bid results in the lowest overall ownership cost or "best value" as it is determined by ORS 279.015(5), and based upon the evaluation criteria listed below:

- Experience with projects of similar scope and size
- Professional certifications held by company
- Professional certifications held by employees
- Resources and ability to meet deadlines
- Ability to respond to emergency needs
- Cost

RECOMMENDATION: That the Board of Directors accept the bid and award a three-year contract to Northwest Control Company, Inc. in the amount of \$450,000 (based on an annual estimate of \$150,000), with an option for the college to renew the contract on an annual basis for an additional two (2) years. The contract shall not exceed five (5) years with a maximum amount of \$750,000. Expenditures for this contract will come from the general fund.

March 21, 2013

13-077

AUTHORIZATION FOR HOFFMAN CONSTRUCTION
TO PROVIDE CONSTRUCTION SERVICES FOR THE
UNDERGROUND PARKING LOT, ACADEMIC
BUILDING AND STUDENT CENTER FOR THE
CASCADE CAMPUS BOND CONSTRUCTION
PROJECT

PREPARED BY: Kathy Kiaunis, Manager, Bond Finance

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Randy McEwen, District Vice President
Dr. Preston Pulliams, District President

REPORT: With Board Resolution 12-060, the Board of Directors adopted the findings and approved the exemption to authorize the use of the CM/GC alternative contracting method for Cascade Campus.

After a formal Request for Proposals process, per Resolution 12-087, the Board awarded the Construction Manager/General Contractor contract for the Cascade Campus 2008 bond program to Hoffman Construction, for an initial amount of \$500,000.

With Resolution 13-028, the Board authorized the mass excavation of the site for the underground parking structure, and related work for a guaranteed maximum price (GMP) of \$2,798,824, and the concrete work and waterproofing for the parking structure for \$4,322,332 with Resolution 13- 058. The total authorization for the underground parking so far is \$7,121,156. In addition, Resolutions 13-054 for the Paragon project (\$641,637), and 13-067 for security improvements and surface parking (\$1,200,446) bring the total authorization to \$9,463,239.

At this time, a GMP has been prepared for the balance of the underground parking structure, academic building and Student Center projects. The balance of the parking

structure project cost is \$2,536,983. The parking structure also serves as the foundation of the two new buildings. The cost of the academic building is \$11,994,080, and the cost of the Student Center is \$12,569,299. Site improvements for the project total \$2,164,468. The additional GMP for this work totals \$29,264,830. This resolution plus the earlier authorizations, totals \$38,728,069.

RECOMMENDATION: That the Board of Directors authorize Hoffman Construction to construct the balance of the underground parking, academic building and Student Center for a GMP of \$29,264,830. The funds are from the 2008 Bond Program.

March, 21, 2013

13-078

AUTHORIZATION FOR HOWARD S. WRIGHT
CONSTRUCTORS TO PROVIDE CONSTRUCTION
SERVICES FOR RENOVATIONS, ENERGY
EFFICIENCY PROJECTS AND SEISMIC UPGRADES
FOR THE SYLVANIA CAMPUS BOND PROJECT

PREPARED BY: Kathy Kiaunis, Manager, Bond Finance

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Randy McEwen, District Vice President
Dr. Preston Pulliams, District President

REPORT: As part of the 2008 Bond projects, the Board reviewed and approved Resolution 10--077 which authorized the exemption process for the Construction Manager/General Contractor (CM/GC) procurement method for the Sylvania Campus. Howard S. Wright Constructors was selected as the CM/GC for the Sylvania Campus through Resolution 10-097, with an initial authorization of \$21 Million. The bond projects at the Sylvania campus are unique compared to the other campuses, in that they are primarily renovations to existing buildings. Lack of swing space to move occupants of buildings and to relocate classes during remodels is a major limiting factor in proceeding with work at the campus. Many projects need to be planned and completed in phases, which results in several smaller projects, as opposed to larger discreet projects for new construction.

To date, several projects have been completed, including renovations to the Library, portions of the Science and Technology (ST) Building, first floor of the Social Science and Technology (SS) Building, and initial work in the Health Technology (HT) Building. A new Automotive Storage Building will be complete this year, which will be used for swing space in the short term.

Several maintenance projects have been completed, including a complete overhaul of the swimming pool.

Technology projects to date have included VOIP work and telecom infrastructure, and the data center. Energy efficiency projects (E6) have included the boiler replacement, the heating hot water loop upgrades, and several other upgrades. Improvements to G street were also part of the CMGC Sylvania work so far.

Upcoming projects for 2013 and part of 2014 include seismic upgrades, renovations to the CC, ST, SS, and Automotive and Metals (AM) Buildings, site improvements and additional E6 projects. At this time, an authorization for \$14 million for construction services is requested. This resolution, plus the previous authorization totals \$35 million.

RECOMMENDATION: That the Board of Directors authorize Howard S. Wright Constructors to provide construction services at the Sylvania Campus for \$14 million. All expenditures for these services are from the 2008 Bond funds.

March 21, 2013

13-079

AUTHORIZATION FOR O'NEILL/WALSH COMMUNITY BUILDERS TO PROVIDE CONSTRUCTION SERVICES FOR THE SITE INVESTIGATION AND INITIAL RENOVATION OF THE GERMAN AMERICAN SOCIETY PROPERTY FOR THE SOUTHEAST CENTER BOND CONSTRUCTION PROJECT

PREPARED BY: Kathy Kiaunis, Manager, Bond Finance

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Randy McEwen, District Vice President
Dr. Preston Pulliams, District President

REPORT: With Board Resolution 12-059, the Board of Directors adopted the findings and approved the exemption to authorize the use of the CM/GC alternative contracting method for Southeast Center.

After a formal Request for Proposals process, per Resolution 12-075, the Board awarded the Construction Manager/General Contractor contract for the Southeast Center 2008 bond program to O'Neill/Walsh Community Builders. Resolutions to date, including 13-027 (\$26,749,147), 13-059 (\$905,525) and 13-066 (\$232,460) have authorized \$30,517,132, for work including the learning commons, students commons, Legin demolition, and Mt. Tabor Kitchen.

The college purchased the former German American Society (GAS) properties as part of the 2008 bond program in conjunction with plans to develop the Southeast Center into a comprehensive campus. The campus plan includes utilizing the 1911 Building of the GAS as the campus administration and district community education offices. Renovations to the building will include seismic upgrades, new mechanical systems, and removal of non-historic later additions to the building. Construction documents are currently being developed, and it is anticipated that a guaranteed maximum price (GMP) for the project will be brought to

the board in the next two months. At this time, authorization is requested for further site investigation and construction pre-work for \$200,000.

In addition, portions of the former nursing home wings of the GAS property are being used for temporary swing space for campus administration and work space for facilities management during the construction. The GMP for this work is \$327,325.

Some work has been needed in the Mt. Tabor building in advance of the main bond work. Facilities Management Services has requested that the contractor complete improvements to the mechanical system in the kiln area for \$62,942, and the campus administration requested the addition of a roof over the kiln area for \$59,538. Finally, improvements to Room 106 were needed to turn the space into a classroom during construction for \$33,808. These projects total \$156,288, and are all from bond funds with the exception of the kiln roof, which is funded by the general fund.

The GAS and Tabor renovations in this resolution total \$683,613. This resolution plus the earlier authorizations total \$31,200,745.

RECOMMENDATION: That the Board of Directors authorize O'Neill/Walsh Community Builders to complete the initial phase of the renovations to the GAS and Mt. Tabor buildings for a total of \$683,613. The funds are from the 2008 Bond Program and the general fund.

March 21, 2013

13-080

RATIFY AND CONFIRM CONTRACT WITH CONVERGINT
TECHNOLOGIES, LLC FOR FIRE ALARM SYSTEMS:
SERVICE, REPAIR, AND REMODELING

PREPARED BY:

Denise Jeffords, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY:

Jonathan Marchetta, Interim Director, Facilities Management
Services

APPROVED BY:

Jim Langstraat, Associate Vice President, Finance;
Wing-Kit Chung, Vice President, Administrative Services;
Dr. Preston Pulliams, District President

REPORT:

The College has a need to contract with a qualified firm to
provide Fire Alarm Systems: Service, Repair, and Remodeling
at various PCC District locations.

The scope of this project includes, but is not limited to:
troubleshooting; programming; service; repair;
adding/subtracting points; moving points or panels only; and
new installations. Contractor's must be certified by the
manufacturer to work on the specific equipment needing repair.

A Request for Quotations (RFQ) for Fire Alarm Systems:
Service, Repair, and Remodeling was issued on
February 4, 2010. The RFQ was advertised on the
College's Purchasing Website on February 4, 2010.
Announcements of this bidding opportunity were sent via
e-mail to six (6) firms. Eighteen (18) RFQ documents
were downloaded from the College's Purchasing
Website, of which ten (10) were downloaded by prime
Contractors, one (1) of which is an MWESB, four (4) plan
centers, two (2) of which are MWESB firms, and four (4)
were downloaded by interested parties. Three (3) bids
were received by the due date of February 22, 2010.
Bids were received from the following companies:

<u>Contractor</u>	<u>Total Point Value</u>
Convergint Technologies, LLC	357
Metro Safety & Fire, Inc.	293
SimplexGrinnell	286

The award was made to the company whose bid resulted in the lowest overall ownership cost or “best value” as it is determined by ORS 279.015(5), and based upon the evaluation criteria listed below:

- Qualifications of Project Team
- Professional Certifications Held by Company
- Professional Certifications Held by Technicians
- Professional Licenses Held by the Technicians
- Experience with Projects of Similar Scope and Size
- Resources and Ability to Meet Deadlines
- Ability to Respond to Emergency Needs
- Cost

Note: None of the contractors that submitted bids are certified MWESB's.

A one-year Contract was awarded to Convergent Technologies, LLC in the amount of \$25,000.00 (estimated annual cost) with an option to renew the Contract on an annual basis through February 28, 2015. The decision to renew the Contract shall be based upon the satisfaction of the College with Contract performance; the financial advisability of continuing the Contract without re-bidding; and subject to the availability of funds. The total term of the Contract shall not exceed five (5) years.

At the time the RFQ was issued, the College believed the annual estimate of \$25,000 was more than enough funding to meet its service, repair and remodeling requirements, as well as any emergency needs. It was the College's intent to have every fire alarm system

device labeled/tagged, bar coded, and logged into the Building Report System incrementally over a period of two to three years. In the meantime, the College purchased a Computerized Maintenance Management System (CMMS), which was scheduled to be fully implemented by July 1, 2011. Therefore, it was imperative that the fire alarm system devices labeling, tracking, and testing of each initiating device be completed no later than June 30, 2011. Ergo, the Contract amount was increased by \$55,000 for that contract year only. The College has also added two (2) additional buildings to the Contract; the Newberg Center, and the Downtown Center, and may be adding more

buildings in the future. The College has been extremely satisfied with the Contract performance of Convergent Technologies, LLC.

Due to the addition of buildings to the Contract, the expedited labeling, tracking and bar coding of the devices, and the need to have panels upgraded, the Contract has exceeded its original estimate of \$125,000. As per PCC Board Policy #B 505, the Board of Directors must approve procurement contracts in excess of \$150,000.

RECOMMENDATION: That the Board of Directors ratify and confirm the Contract with Convergent Technologies, LLC for Fire Alarm Systems: Service, Repair, and Remodeling in an amount of \$215,000 through February 28, 2015. The contract shall not exceed five (5) years. Expenditures for this contract will come from the capital projects fund and the general fund.

March 21, 2013

13-081

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE ASSOCIATE OF APPLIED
SCIENCE IN VIDEO PRODUCTION

PREPARED BY: Sally Earll, Curriculum Coordinator, Curriculum Support Services

FINANCIAL
RESPONSIBILITY: Dan Wenger, Division Dean, Arts and Professions,
Portland Community College

APPROVED BY: Dr. Christine Chairsell, Vice President, Academic and
Student Affairs
Dr. Preston Pulliams, District President

REPORT: The proposed Associate of Applied Science in Video Production prepares individuals for employment in a burgeoning local film and video production industry. The degree builds on the certificate by including study in theory, business, and marketing practices, as well as advanced skill development in principal production and post-production. The degree was collaboratively developed by the PCC Multimedia Department, the academic departments of Business, Art, English, and in consultation with the Multimedia Advisory Committee. The 93-credit AAS degree consists of 65% Multimedia courses, with the remaining credits being a mix of Business, English, Art, Math, and General Education.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for an Associate of Applied Science in Video Production for Portland Community College.

Portland Community College does not tolerate unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, marital status, height/weight ratio, disability, veteran status, age, or sexual orientation in any area, activity or operation of the District. In addition, the college complies with the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), USERRA – Uniformed Services Employment and Reemployment Rights Act, and all county, state and federal civil rights laws. Accordingly, equal opportunity for employment, admission, and participation in the college's benefit and services shall be extended to all persons, and the college shall promote equal opportunity and treatment through a positive and continuing affirmative action plan.