



Board of Directors **Business Session**

May 17, 2018

#think**PCC**first

Portland Community College Board of Directors

Vision

Building futures for our Students and Communities

Mission

Portland Community College supports student success by delivering access to quality education while advancing economic development and promoting sustainability in a collaborative culture of diversity, equity and inclusion.

Core Themes

- Access and Student Success
- Economic Development and Sustainability
- Quality Education
- Diversity, Equity and Inclusion

Approved January 21, 2016

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 and 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

BOARD OF DIRECTORS
Portland Community College
PO BOX 19000, Portland, Oregon 97280

BUSINESS SESSION
May 17, 2018
Sylvania Campus
12000 SW 49th Avenue, Portland, Oregon 97219

AGENDA

- | | | |
|---------|--|-----------------------|
| 4:00 PM | Work Session <ul style="list-style-type: none">• Budget and Tuition Schedule – Jim Langstraat (15 minutes)• PERS Bond – Jim Langstraat (15 minutes)• Metro Bond – Mark Mitsui (5 minutes)• Transportation Update – Mark Mitsui (5 minutes)• K-12/PCC Alignment Discussion – Kali Thorne Ladd (5 minutes)• Board Retreat Planning – Kali Thorne Ladd (10 minutes)• OCCA Update – Denise Frisbee (10 minutes)• Statewide Budget Request – Emma Kallaway (10 minutes) | Elm/Fir Rooms |
| 5:15 PM | Executive Session
In accordance with ORS 192.660 (2) (e) Real Property Transactions | |
| 5:30 PM | Board Dinner | Oak Room |
| 6:15 PM | Call to Order—Business Session <ul style="list-style-type: none">• Introductions• Approval of Agenda• Approval of Minutes | CC 233 A&B |
| 6:20 PM | Information Sessions <ul style="list-style-type: none">• Mid-cycle Accreditation – Katy Ho (10 minutes)• Student Housing/Metro Bond – Mark Mitsui (10 minutes)• YESS (Yes to Equitable Student Success) Update – Katy Ho and Rob Steinmetz (15 minutes) | |
| 7:10 PM | Public Comment on Agenda Items
(A sign-up sheet is on a table at the entrance of the meeting room.) | |

7:20 PM

Business Session

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>
18-110	Approval of Personnel Actions – May 17, 2018	280
	Academic Professional Appointments:	
	Michael Pfaff-Shalmiyev, PAC Rental and Technical Coordinator, Visual and Performing Arts and Design Division, Sylvania Campus	
	Xiana Santos-Smithhart, Data Analyst, Links Program, Office of the Dean of Instruction, Southeast Campus	
	Rondi Schei, Online Development Facilitator, Academic Affairs	
	Administrative Appointments:	
	Jean Atkinson, Food Services Supervisor, Finance and Administration	
	Tanya Batazhan, Division Dean, Math and College Success, Dean of Instruction, Sylvania Campus	
	Lori Conover, Occupational Skills Manager, Workforce Development and Continuing Education	
	Amy Hanson, IT – Media Services Supervisor, Finance and Administration	
	Heather Lang, Dean of Student Success, Student Affairs (Temporary)	
	Vicky Lopez-Sanchez, Associate Dean, Student Development, Office of the Dean of Student Development, Rock Creek Campus	
	Kristalean Phillips, Bond Managing Architect	
18-111	Approval for Chris Villa as Campus President – Rock Creek Campus	286
	BIDS AND CONTRACTS	
18-112	Award Contract for Progressive Design Building Services for Columbia County Oregon Manufacturing Innovation Center (OMIC) Training	287
18-113	Accept Proposal and Award Contract for Construction Manager/General Contractor for Sylvania Campus College Services Building Correction and Structural Upgrade-Renovation Project to Howard S. Wright.	290
18-114	Accept Proposal and Award Contract for Commercial Property Management Services at the Downtown Center to Melvin Mark Properties	292
18-115	Reject the Proposal for Job Order Contracting Services	294

18-116 Accept Proposal/Award Contract to Delta Connects for Boiler
Maintenance Services 296

7:30 PM **Public Comment on Non-Agenda Items**
(A sign-up sheet is on a table at the entrance of the meeting room.)

7:40 PM **Reports** (5 minutes each)

- Faculty and Academic Professionals
- Classified
- Students
- Board Members
- President

8:05 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 Board of Director's Office at least 48 hours in advance by calling (971) 722-4365 or by email at boardresolutions@pcc.edu. 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
PO BOX 19000 - Portland, OR 97280

BUSINESS SESSION

April 19, 2018
Cascade Campus
705 N. Killingsworth St., Portland, OR 97217

MEETING MINUTES

ATTENDANCE

Mohamed Alyajouri, Valdez Bravo, Denise Frisbee, Jim Harper, Michael Sonnleitner, Kali Thorne Ladd, Kien Truong

WORK SESSION

The Board of Directors met in Work Session at 4:05 pm.

Student videos – Sylvia Kelley

The Board viewed a series of promotional videos featuring PCC's 2017-2018 Presidential Interns.

Foundation Overview – Ann Prater and Susie Lahsene

A presentation detailed the PCC Foundation's purpose, structure, process and support of district directors and President Mitsui's work plan goals.

School District Board Convening – Mark Mitsui

On May 2, PCC and Education Northwest are convening a meeting of K-12 school district trustees and other education leaders to discuss aligning K-12 Systems and PCC Policies and Programs to ensure students successfully transition from high school to college and/or careers.

Audit Committee Update – Mark Mitsui

PCC is moving forward with posting the position of Internal Auditor recently vacated by Darren Hotrum. The position will be responsible to the College Board and President.

OCCA Update – Denise Frisbee

The organization is searching for a new executive director. There is an intention to broaden community involvement and build support for community colleges in Oregon.

EXECUTIVE SESSION

Chair Thorne Ladd called for The Board of Directors to meet in Executive Session in accordance with ORS 192.660 (2) (e) Real Property Transactions and (f) Information Exempt from Public Disclosure (Attorney-Client Privilege)

CALL TO ORDER

Chair Thorne Ladd called the business meeting to order at 6:00 pm.

APPROVAL OF THE AGENDA

Chair Thorne Ladd asked for a motion to approve the April 19, 2018, agenda as published. Sonnleitner/Alyajouri

APPROVAL OF THE MINUTES

Chair Thorne Ladd asked for a motion to approve the March 15, 2018, meeting minutes. The meeting minutes were approved as published. Sonnleitner/Bravo

INFORMATION SESSIONS

Cascade Campus Update

President Karin Edwards presented an overview of Cascade Campus including enrollment trends, academic offerings and signature programs, student support services and campus strategic plan and goals.

Facilities Plan Final Update

Sylvia Kelley, Linda Degman and Rebecca Ocken recognized work group chairs, each of whom presented final summaries of their work. Groups include Capital Projects, Space Utilization, Facilities Condition Assessment, Information Technology, Safety & Security, Americans with Disabilities Act (ADA), Transportation & Parking and Sustainability. Participants were commended for their efforts over the past 18 months.

Foundation Update

Ann Prater and Susie Lahsene presented an update on the PCC Foundation's purpose, structure, process and support of district directors and President Mitsui's work plan goals.

Future Connect/Oregon Promise

Rob Steinmetz and Pam Blumenthal presented information on Oregon Promise, a state initiative that provides qualifying students with financial assistance to help cover most community college tuition costs; and Future Connect, a program that provides scholarship money, personalized coaching, career guidance and access to jobs/internships and transfer scholarships. Oregon Promise has a GPA requirement of 2.5 or higher; Future Connect has no GPA requirement. Both programs are show improved GPA and retention rates compared to similar students now enrolled in the programs.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Chair Thorne Ladd proposed approval of Consent Agenda Items 18-100 through 18-109. Sonnleitner/Alyajouri

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

Classified

Jeff Grider reported the Classified Federation elected delegates to AFT Oregon and AFT National. The Federation is focusing on member outreach.

Faculty and Academic Professionals

Frank Goulard noted the AFT state convention is coming in May 2018

Students

Kien Truong said interviews are underway to identify a student trustee to serve on the Board in 2018-2019. A number of important events are taking place this spring including the Dreamer Gala at Rock Creek and the Multicultural Night at Southeast.

Board Members

Director Harper praised the efforts of the PCC Foundation, and said that he and Director Sonnleitner helped read scholarship applications last week. Director Frisbee reminded Board Members that on April 23 All-Oregon Academic Team would be recognized by the Governor. A number of PCC students will be honored and one will be a featured speaker.

President

President Mitsui noted that May 6 is the deadline for submitting presentation proposals to the Association of Community College Trustees annual conference in October. He reported that PCC was featured in a Think Out Loud segment on Oregon Public Broadcasting, for assisting students from ITT to complete their nursing degrees after the for-profit entity closed. PCC's mid-cycle accreditation visit is underway and going well. Thanks to Katy Ho and Jan Volinski for their work on that, and to Jessica Howard and Chabre Vickers for their work bringing the City Club's State of the City meeting to Southeast Campus. President Mitsui also commended Kien Truong for his service as student trustee this year.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:47 pm.

Kali Thorne Ladd, Chair

Mark Mitsui, College President

Prepared by:

Chris Moore, Interim Executive Coordinator

Minutes approved on May 17, 2018.

May 17, 2018

18-110

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Mark Mitsui, College President

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

1. Academic Professional Appointment– Michael Pfaff-Shalmiyev

PAC Rental and Technical Coordinator

Visual and Performing Arts and Design Division, Sylvania Campus

Annual Salary: \$51,673 Grade: 5 Step: 3

Effective: July 1, 2018

Education: Portland State University BS, Liberal Arts

Most Recent Experience: Portland Community College
PAC Tech, Casual Employee

Applicant Flow:

Gender

Ethnicity

4 Female

0 American Indian or Alaska Native

19 Male

0 Asian

3 Not Disclosed

0 Black or African American

Abstract

2 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

6 Not Disclosed

0 Two or More Selections

18 White

26 Total

2. Academic Professional Appointment (Non General Fund)– Xiana Santos-Smithhart

Data Analyst, Links Program

Office of the Dean of Instruction, Southeast Campus

Annual Salary: \$48,518 Grade: 4 Step: 3

Effective: March 30, 2018

Education:	Mississippi State University	PhD; Forest Resources
	North Dakota State University	MS, Environmental and Conservation Science
	University of Belize	MS, Biology and Marine Sciences

Most Recent Experience: Portland Community College
Food Service Operations Coordinator

Applicant Flow:		Ethnicity	
Gender			
2	Female	1	American Indian or Alaska Native
0	Male	0	Asian
0	Not Disclosed	0	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		0	Not Disclosed
		0	Two or More Selections
		1	White
		2	Total

5. Administrative Appointment – Tanya Batazhan

Division Dean, Math and College Success

Dean of Instruction, Sylvania Campus

Annual Salary: \$97,972 Grade: N

Effective: April 21, 2018

Education:	Oregon State University	PhD, Education
	Portland State University	MBA, Business Administration
		BS, Business Administration
	Portland Community College	AS, Business Administration

Most Recent Experience: Portland Community College
Interim Division Dean, Math and College Success

Applicant Flow:			
9	Female	0	American Indian or Alaska Native
14	Male	4	Asian
4	Not Disclosed	5	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		3	Not Disclosed
		0	Two or More Selections
		15	White
		27	Total

6. Administrative Appointment– Lori Conover

Occupational Skills Manager

Workforce Development and Continuing Education

Annual Salary: \$81,980 Grade: I

Effective: April 19, 2018

Most Recent Experience: Portland Community College
Occupational Skills Manager (Interim)

Applicant Flow:		Ethnicity	
Gender			
13	Female	1	American Indian or Alaska Native
8	Male	2	Asian
0	Not Disclosed	0	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		4	Not Disclosed
		0	Two or More Selections
		13	White
		21	Total

7. Administrative Appointment – Amy Hanson

IT – Media Services Supervisor

Finance and Administration

Annual Salary: \$60,429 Grade: J

Effective: April 21, 2018

Education: Portland State University BA, Communication
Portland State University BS, Music

Most Recent Experience: Portland Community College
Interim IT – Media Services Supervisor

Applicant Flow:		Ethnicity	
Gender			
4	Female	0	American Indian or Alaska Native
15	Male	0	Asian
1	Not Disclosed	1	Black or African American
		2	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		1	Two or More Selections
		15	White
		20	Total

8. Administrative Appointment (Temporary) – Heather Lang

Dean of Student Success

Student Affairs

Annual Salary: \$122,616 Grade: O

Effective: May 1, 2018 to May 1, 2019

Education: Oregon State University PhD, Education
MED, Adult Education
BA, Hispanic Studies

Most Recent Experience: Lewis and Clark College
Portland Community College
Dean of Student Development

Applicant Flow:		Ethnicity	
Gender			
6	Female	0	American Indian or Alaska Native
1	Male	0	Asian
0	Not Disclosed	0	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		0	Not Disclosed
		0	Two or More Selections
		6	White
		7	Total

9. Administrative Appointment – Vicky Lopez-Sanchez

Associate Dean, Student Development

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$91,637 Grade: M

Effective: April 21, 2018

Education: Portland State University

MA, Educational Leadership
and Policy
BA, Business Administration:
General Management
BA, Business Administration:
Human Resource
Management

Most Recent Experience: Portland Community College
Interim Associate Dean, Student Development

Applicant Flow:		Ethnicity	
Gender			
23	Female	2	American Indian or Alaska Native
29	Male	5	Asian
2	Not Disclosed	10	Black or African American
		7	Hispanic
		0	Native Hawaiian or Other Pacific Islander
		6	Not Disclosed
		1	Two or More
		23	White
		54	Total

10. Administrative Appointment (Temporary) – Kristalean Phillips

Bond Managing Architect

Office of the President

Annual Salary: \$98,500 Grade: M

Effective: June 4, 2018 to June 30, 2022

Education: University of New South Wales MA, Architecture

University of Kentucky

BFA, Art History
BA, Architecture

Most Recent Experience: Anchorage School District-Capital Planning and Construction
Supervisor, Planning and Design

Applicant Flow:

Gender		Ethnicity	
2	Female	1	Hispanic
2	Male	3	White
4		4	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN *May 17, 2018* PERSONNEL REPORT**

Male	1
Female	9
Not Disclosed	0
	<hr/>
	10

White	7
Black or African American	1
Asian	0
Hispanic/Latino	1
American Indian/Alaskan Native	1
Native Hawaiian/Pacific Islander	0
Two or More Selections	0
Not Disclosed	0
	<hr/>
	10

May 17, 2018

18-111

APPROVAL FOR CHRIS VILLA AS CAMPUS PRESIDENT
– ROCK CREEK CAMPUS

PREPARED BY: Lisa Bledsoe, Associate Vice President, Human Resources

APPROVED BY: Mark Mitsui, College President

REPORT: The College has conducted a national search to fill the position of Campus President – Rock Creek Campus.

Dr. Villa has exhibited outstanding experience and talent in Educational Leadership. He has been interviewed extensively throughout the application process by various groups within the PCC community.

Dr. Villa holds a Doctorate in Educational Leadership & Policy from the University of Utah, an M.P.A. from the University of Southern California, and a B.A. in Social Ecology from the University of California, Irvine. Dr. Villa is currently employed as the Vice President of Student Services at Los Angeles Mission College.

Dr. Villa's leadership roles have also included serving as the Vice President of Student Services at Fresno City College and as the Vice President of Student Support Services at Long Beach City College.

RECOMMENDATION: That the Board of Directors approve the appointment of Dr. Villa as Campus President – Rock Creek Campus effective August 1, 2018. That the Board authorize the Administration to execute an employment contract with Dr. Villa with the following terms: the contract shall be for two years (terminating on June 30, 2020), with a base salary of \$174,500 to be adjusted for FY20 by the same increase as that applied to all other Executive Officers; an automobile allowance of \$5,055 annually; general expense allowance of \$2,500 annually.

Dr. Villa shall be entitled to other benefits available to other Executive Officers and College Administrative staff as approved by the Board.

May 17, 2018

18-112

AWARD CONTRACT FOR PROGRESSIVE DESIGN
BUILDING SERVICES FOR COLUMBIA COUNTY
OREGON MANUFACTURING INNOVATION CENTER
(OMIC) TRAINING

PREPARED BY: Sandy Wanner, Procurement, Bond Office

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: OMIC is a world-class collaborative environment bringing together industry, higher education and government in partnership to develop new tools, techniques and technologies to address near-term manufacturing challenges through applied research and advanced technical training. PCC will be building a new center in Columbia County as part of OMIC to train apprentices in advanced manufacturing.

On August 18, 2016, per Board resolution BA17-021, the Board of Directors adopted the findings, granted an exemption, and authorized the use of the design build alternative contracting method for the Columbia County project. This is a very different contracting method than what the college has used in the past. With the Progressive Design Build method our contract is with the general contractor and the design (architect/engineer) firm works for the contractor. All of the sub-consultants and subcontractors are brought on at a later date through a comprehensive selection process to meet the college's goals and the project needs.

The Progressive Design Build (PDB) project delivery will simplify and integrate decision-making and coordination and foster a truly collaborative process through all phases of planning, programming, design, and construction.

On March 14, 2018, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State

of Oregon (ORPIN), Portland Observer, and the PCC Solicitation Website. A total of seventy one (71) contractors and architects registered and received a copy of the RFP document and six (6) plan centers. Of the contractors/architects and plan centers fifteen (15) were MWESB firms. At the proposal closing time of 2:00 PM, April 16, 2016, the College received six (6) proposals. The contractor proposals were evaluated based on experience, overall project & schedule, subcontracting plan, social responsibility approach, and fee structure.

Contractor:	Points:
Mortenson	646.0
McCarthy & DLR	550.8
Lease Cruther Lewis	550.7
Skanska	545.9
Andersen	526.1
Howard S Wright (HSW)	Disqualified

HSW was disqualified for not providing all required costs. Four (4) vendors were selected to move on to the oral interview and all four (4) received 100 additional points for their reference check.

Total points for submitted proposals, reference and oral.

Vendor:	Written:	Reference:	Oral:	Total
Mortenson	646	100	490	1236
McCarthy	551	100	325	976
Lease Lewis	551	100	460	1111
Skanska	546	100	465	1111

MWESB Note: None of the general contractors are certified MWESB firms. However, as part of the RFP process we asked firms to explain how they would meet and/or exceed PCC's goals of 20% utilization on the project. Mortenson has committed to 22% DMWESB utilization for Phases 1 and 2, pre-construction services. Preconstruction services will mainly consist of design and engineering firms with a few key contractor trade partners. For Phases 3 and 4, construction and closeout, they have committed to 25% utilization. They have also committed to mentorships as part of the DMWESB program. Mortenson has a dedicated workforce diversity person identified on their team.

The total cost for phase 1 and 2 for preconstruction through detailed design services is \$892,525. Once we complete the detailed design phase we will come back to the Board for approval of the Guaranteed Maximum Price (GMP) for completion through construction.

RECOMMENDATION: The Board of Directors authorize PCC to enter into a contract with Mortensen Construction, for a not to exceed fee base of \$892,525 to plan and design the OMIC building in Scappoose, Oregon. Funding will be from the 2008 Bond Program.

May 17, 2018

18-113

ACCEPT PROPOSAL AND AWARD CONTRACT FOR
CONSTRUCTION MANAGER/GENERAL
CONTRACTOR for SYLVANIA CAMPUS COLLEGE
SERVICES BUILDING CORRECTION AND
STRUCTURAL UPGRADE/RENOVATION PROJECT TO
HOWARD S. WRIGHT

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance & Administration
Mark Mitsui, College President

REPORT: The College has a need to hire a qualified Construction Manager/General Contractor (CM/GC) contractor to provide general contractor's services for the College Services Building (CSB) construction correction and structural upgrade/renovation project, which is a not to exceed budget cost of \$2.75 million (Refer to BA18-107).

A Request for Proposals (RFP) for Construction Manager/General Contractor for Sylvania CSB Renovation was issued and advertised on April 11, 2018. The RFP 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) firms downloaded RFP documents from the College's Purchasing Website, none of which were Certification Office for Business Inclusion and Diversity (COBID) Certified firms.

Two (2) proposals were received by the due date of April 23, 2018. The proposals were received from the following contractors:

Note: No Proposals were received from COBID Certified MWESBs

Contractor	Score (Possible 500 points)
Howard S Wright	438
Cedar Mill Construction	353

The award is made to the company whose proposal results in the highest-ranked proposal, based upon the evaluation criteria listed below:

- Management Fee Percentage
- Firm Experience and Success
- Administration of Work, Project Scheduling and Coordination
- Experience of Key Personnel
- Value Engineering
- Firm experience With Mentoring
- Firm Experience with Stakeholder Engagement
- Firm Background
- References
- Social Responsibility and Sustainability

RECOMMENDATION: That the Board of Directors accept the proposal and award a contract to Howard S. Wright. The final construction Guaranteed Maximum Prices (GMP) will be negotiated within the amount of the approved \$2.75 million project budget. The contract is valid through project completion. Funding for this project is covered by capital funds.

May 17, 2018

18-114

ACCEPT PROPOSAL AND AWARD CONTRACT FOR
COMMERCIAL PROPERTY MANAGEMENT SERVICES
AT THE DOWNTOWN CENTER TO MELVIN MARK
PROPERTIES

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance & Administration
Mark Mitsui, College President

REPORT: The College has a need to hire a qualified property management firm to manage the Downtown Center. The estimated cost for this service exceeds the \$150,000 formal threshold and requires a formal solicitation process and College Board of Directors' approval.

On February 28, 2018, a formal Request for Proposals (RFP) was published in the Daily Journal of Commerce, State of Oregon ORPIN System, and the document was posted and accessible on the College's Solicitation Website.

A total of five (5) firms registered and received a copy of the RFP, one of which is a Certification Office for Business Inclusion and Diversity (COBID) Certified firm. A mandatory pre-proposal meeting was held on March 7, 2018 and was attended by two (2) firms. The meeting included a site visit of the Downtown Center. At the proposal deadline on April 4, 2018 at 2:00 P.M., the College received proposals from the following two firms:

Contractor	Score (Possible 840 points)
Melvin Mark Properties	804
Pilot Properties(ESB,WBE)	473

The award is made to the company whose proposal results in the highest-ranked proposal, based upon the evaluation criteria listed below.

Price
Qualification and Experience of Firm
Qualification and Experience of Personnel
Similar Experience
References
Operating System and Management Reports
Proposal Services to be performed
Social Responsibility and Sustainability
OSHA Citations
ER Mod Factor

Note: One (1) Proposer is an Oregon Certified MWESB firm.

RECOMMENDATION: That the Board of Directors accept the proposal and award a three-year contract to Melvin Mark Properties in the amount of \$468,000 (based on an annual estimate of \$156,000), with an option for the college to renew the contract on an annual basis for an additional two (2) years without exceeding five (5) years. Expenditures for this contract will come from the general fund.

May 17, 2018

18-115

REJECT THE PROPOSAL FOR JOB ORDER
CONTRACTING SERVICES

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist
FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance & Administration
Mark Mitsui, College President

REPORT: On October 19, 2017, the Board authorized the use of Job Order Contracting method as one of the approved class special procurements.

The JOC process is to establish a particular class of services where the need for such service is ongoing in nature, where it is difficult to anticipate the service need, time, amount, availability of contractors, or where service needs arise so quickly that it is not practical or cost-effective to conduct individual solicitations. Under the JOC process, a single (competitively selected) contractor will assume responsibility to contract for and have on hand a team of sub-contractors to support the College's facility project, maintenance, repair and operations (PMRO) work that are estimated to be under \$149,000 per project. This new approach of meeting the ongoing PCC PMRO needs would substantially relieve the Facilities Management Services (FMS) and Purchasing Services of significant low dollar, high volume transactional work by shifting it to the successful JOC provider. By having JOC provider will eliminate a significant number of conducting solicitation on the intermediate level (under \$149,000) procurement processes, all the associated work, required negotiations, solicitation and contract document generation, and on-going day to day administration including oversight and payments.

Once the JOC provider is selected, they will immediately begin to build a "pool" of available sub-contractors on a requirement basis skilled in every trade areas necessary to meet the College Facilities PMRO needs.

The FMS Department issued a Request for Proposal (RFP) on March 2, 2018. The formal Request for Proposal (RFP) was published on Daily Journal of Commerce, State of Oregon ORPIN System, and document was posted/accessible on College's Solicitation Website.

A total of 10 (ten) firms registered and received a copy of the RFP, 2 (two) of which are Oregon Certified Minority, Women-owned, Emerging Small business (MWESB) firms.

On March 28, 2018 at 2:00 P.M., proposal deadline, the College received proposals from SDB Construction.

After careful review by the committee, it was determined that the proposal received was insufficient to proceed with a notice of intent to award and agreed that it was in the best interest of the College to reject the proposal.

RECOMMENDATION: That the Board of Directors reject the proposal received for the Job Order Contracting Services Request for Proposals.

May 17, 2018

18-116

ACCEPT PROPOSAL/AWARD CONTRACT TO DELTA
CONNECTS FOR BOILER MAINTENANCE SERVICES

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist, FMS Purchasing

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance & Administration
Mark Mitsui, College President

REPORT: The College has a need to contract with a qualified firm to provide Boiler Maintenance Services at various PCC District locations.

The scope of this project includes maintenance, minor repair, and installation for operations, small tenant improvements, emergency services and specialty projects, on an as needed basis.

The Contractor will be required to furnish all labor, equipment and supplies necessary to provide boiler maintenance services.

A Request for Proposals (RFP) for Boiler Maintenance Services was issued and advertised on March 14, 2018. The RFP was advertised in the Daily Journal of Commerce, on the State of Oregon Procurement Network (ORPIN), and on the College's Purchasing Website. Four (4) firms downloaded RFP documents from the College's Purchasing Website, one (1) of which is a Certification Office for Business Inclusion and Diversity (COBID) Certified firm.

Two (2) proposals were received by the due date of April 17, 2018. The proposals were received from the following contractors:

Note: No Proposals were received from COBID Certified MWESBs

Contractor	Score (Possible 300 points)
Delta Connects	281
Northwest Control Company, Inc.	230

The award is made to the company whose proposal results in the highest-ranked proposal, based upon the evaluation criteria listed below:

- Price
- Qualification and Experience of Firm
- Qualification and Experience of Personnel
- References
- Social Equity and Sustainability
- Safety Rating
- Warranties

RECOMMENDATION: That the Board of Directors accept the proposal and award a three-year contract to Delta Connects in the amount of \$300,000.00 (based on an annual estimate of \$100,000.00), 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 or a maximum amount of \$500,000.00. Expenditures for this contract will come from the general fund and capital fund.



Board of Directors Goals 2017-2018

Board members recognized during discussion that several goals from previous goal-settings are not time-specific but are, rather “legacy priorities” that will apply, with a degree of contemporary variation, in any year. Other priorities and goals were identified that are specific to the 2017-2018 planning cycles.

Legacy Goals

- Ensure an environment of success that encourages access and timely completion
- Prioritize the college's commitment to the creation of a nationally renowned culture for diversity, equity and inclusion
- Track and evaluate Portland Community College operations and execution of the Strategic Plan.
- Be an engaged advocate for Portland Community College in:
 - Governmental affairs and governmental advocacy
 - In support of fundraising strategies targeting the advancement of important initiatives (e.g. Future Connect, PCC Foundation efforts, etc.)
- Continue communication between the Board of Directors and the President

Board Priorities

- Support implementation of the strategic enrollment plan and the Achieving the Dream Initiative.
- Track data regarding efforts to enhance district-wide efforts to make PCC an employer of choice, encouraging recruitment, hiring and retaining of faculty, staff, vendors and contractors from historically underrepresented groups while promoting employee engagement and professional development opportunities.
- Increase awareness of role that PCC plays in our community through outreach and education.
- Support implementation of strategic initiatives and moving people out of poverty (opportunity and student success).

The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.