

December 6, 2007

08-042

ACCEPT PROPOSAL AND RATIFY THE CONTRACT
WITH OPSIS ARCHITECTURE, INC. TO PROVIDE A
COMPREHENSIVE PROGRAMMING SERVICES

PREPARED BY: Avelina Gulmatico, Procurement Lead

FINANCIAL
RESPONSIBILITY: Steve Sivage, Director, Physical Plant

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

REPORT: The Physical Plant Department has a need to hire an architectural firm to assist College staff in development of comprehensive programming services. The successful contractor will take the preliminary programming information and cost estimates developed by College staff and a hired consultant during a Phase One, 2008 Bond Program Study and develop a more comprehensive program and budget. The information developed in this study will be used by the College to refine the potential scope of a future bond program, consistent with Board Resolution 08-027. The successful contractor may be asked to participate in efforts to provide basic project information. The described services will be done across the entire Portland Community College district and will include projects at each of the three major campus locations, Southeast Center, and other locations to be determined. The estimated cost of completing this project will exceed the \$100,000 threshold, thus a formal procurement process is required.

The Request for Proposal (RFP) was released and made available to all interested firms on October 22, 2007. The RFP was advertised in the Daily Journal of Commerce, State of Oregon ORPIN vendor system, Asian Reporter, and PCC Solicitation website. A total of thirty-eight (38) vendors, five (5) of which are indicated to be MWESB firms, were registered and received a copy of the RFP document.

At the proposal submission closing time of 11:00 A.M., on November 8, 2007, the College received a total of seven (7) proposals. Committee members reviewed and evaluated the proposals based on the following criteria: programming skills for large complex projects; project team and unique qualifications; demonstrated accuracy in programmatic cost projections; availability and ability to meet project schedules; understanding of and ability to create a partnering atmosphere in an interactive process; proposed project work plan; process of proposed project for establishment of fees; programming phase communications to a broad based constituency; and best and worst programming efforts. The award was given to the proposal with the highest score. Below is a list of proposals and their final evaluation scores.

Proposer's Name:	Evaluation scores:
Heery International	833
Mahlum Architects	817
OPSIS Architecture	1063
Parsons	849
SERA Architecture	1024
SRG Architecture	906
Thomas Hacker Architects	918

The successful contractor is scheduled to complete the following tasks by March, 2008: site plan confirmation; scope and cost verification of selected projects; and space evaluation of area to be renovated. The task for the room inventory and utilization study will be completed by April, 2008. Due to the tight schedule time is of the essence. The College will need to start negotiating the details of the contract and have the contract executed prior to December 6, 2007.

RECOMMENDATION:

The Board of Directors accept the proposal and ratify the service agreement with OPSIS Architecture to successfully complete the Comprehensive Programming Services. The estimated cost for this project is not to exceed \$350,000. The final contract amount will be negotiated in the first few weeks of the project. Funding will be provided in the General Fund.