

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**CONSTRUCTION MANAGEMENT SERVICES
COTTER CONSULTING, INC.**

OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to execute an agreement with Cotter Consulting, Inc., to provide construction management services to support the execution of various space renovation projects included in the Capital Plan, for the period from December 2011 through the later of the date of completion of the projects covered in under the contract or December 31, 2012, at a total cost not to exceed \$127,500.

VENDOR: Cotter Consulting, Inc.
100 South Wacker Drive, Suite 920
Chicago, Illinois 60606

USER: Office of Administrative and Procurement Services /Capital Planning & Construction

TERM:

The term of the agreement will commence December, 2011 and continue until the later of the date of completion of the construction of the projects covered in the contract or December 31, 2012.

SCOPE OF SERVICES:

Cotter Consulting, Inc., will provide a full range of project management services for all project phases from inception through closeout including: project planning, project activation, design management, project controls, scheduling, cost estimating, financial management, capital planning, contract administration, risk management, quality assurance, document management, and construction oversight. Cotter Consulting, Inc. will staff City Colleges of Chicago projects with one full-time and one half-time personnel.

Specific projects include but are not limited to the following:

- **Truman College** - Renovate space vacated during McKeon building project
- **Arturo Velazquez Institute** - Convert classroom to Biology/Chemistry Lab
- **Daley College** - Renovate Science, Nursing Suite and Computer Lab
- **Malcolm X College** - Renovate Biology Labs, Chemistry/Physics Lab
- **Olive Harvey College** - Renovate Physics Lab, Pergom Wetland Boardwalk

- **Dawson Technical Institute** - Replace rooftop air handling units
- **Kennedy-King College** - Install HVAC ventilation system

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Administrative and Procurement Services has reviewed this request for services and has determined that it would be in the best interest of the District to supplement its professional project management staff with additional support to increase the rate at which Capital Plan space renovation projects are completed. These projects identified by the colleges will upgrade space and technology to enhance the learning experience and environment for students enrolled in their programs.

VENDOR SELECTION CRITERIA:

Pursuant to Board Operations Manual Section 2.01, letters of interest were sent to five Architectural/Engineering firms listed below who were selected from the Board Approved Pre-Engineers, and Construction Management List:

Cotter Consulting	Chicago, Illinois
PMA & Associates	Chicago, Illinois
Rodriguez and Associates	Chicago, Illinois
The Rise Group	Chicago, Illinois
Dusable, Inc.	Chicago, Illinois

Firms were evaluated based upon the following criteria:

- Prior performance of firm and its consultants.
- Appropriate staff size and disciplines.
- Pre-qualification with CCC.
- Appropriate staff size and disciplines
- Prior experience managing similar construction projects
- MBE/WBE Compliance

From the responses submitted, Cotter Consulting was selected as the most qualified to provide the services for this project based on previous work successfully completed.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above proposal and Cotter Consulting group is in compliance with the Board Approved Participation Plan.

MBE Vendor:

Rodriguez and Associates, Inc.	Direct Participation	City Certification
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65 E. Wacker Place, Suite 1501
Chicago, IL 60606

WBE Vendor:

Cotter Consulting, Inc.
100 S. Wacker Drive, Suite 920
Chicago, IL 60606

Direct Participation

City Certification

GENERAL CONDITIONS:

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article II, Section 2.6.4(b) of the Board Rules for Management and Government.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

FINANCIAL:

The Office of Administrative and Procurement Services has negotiated the fee to be paid on the construction management services consistent with published CDB Guidelines for projects of this nature.

Total: \$127,500

Charge to: Various College Campuses

Sources of funds: Capital Fund

Restricted Fund

FY12: 92015-0005031-70000-00000-580000 \$127,500

Respectfully submitted,

Cheryl L. Hyman

Chancellor

December 1, 2011 – Office of Administrative Services and Procurement Services – District Office