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**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
NOVEMBER 3, 2011**

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

**CONVERSION OF EXISTING CLASSROOM TO BIOLOGY/CHEMISTRY LABORATORY
ARCHITECTURAL & ENGINEERING SERVICES
DLR GROUP
ARTURO VELASQUEZ INSTITUTE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to execute an agreement with DLR Group to provide architectural and engineering services which include preparation of construction plans and specifications to be published for bid to convert two existing classrooms into a Biology/Chemistry Laboratory within Arturo Velasquez Institute for a total cost not to exceed \$101,250.

VENDOR: DLR Group
222 South Riverside Plaza
Suite 2220
Chicago, Illinois 60606

USER: Arturo Velasquez Institute

TERM:

The term of the agreement will commence in November 2011 until the earlier of the date of completion of the construction of the projects covered in the drawings or December 31, 2012.

SCOPE OF SERVICES:

DLR Group will provide the following services: 1) Architectural design, consultation and planning documents for conversion of two classrooms into a Biology/Chemistry laboratory; and 2) Preparation of bid documents and construction administration as required for conversion of existing classroom space into a Biology/Chemistry Laboratory.

The Office of Administrative and Procurement Services has negotiated the fee to be paid on the design portion of the science lab plans based on published Illinois Capital Development Board (CDB) Guidelines for projects of this nature based upon a budget of \$875,000.

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 move forward with DLR Group as the architect of record for the planning of the biology/chemistry laboratory. DLR's extensive design experience and proven execution of science based projects will enable them to program and design an effective space to maximize teaching and learning outcomes at Arturo Velasquez Institute.

VENDOR SELECTION CRITERIA:

Pursuant to Board Operations Manual Section 2.01, letters of interest were sent to six Architectural firms selected from the CCC Pre-Qualified Architects List: 1) DLR Group; 2)FMG Architects, Inc.; 3) Legat Architects; 4) Ross Barney & Jankowski Architects; 5) Owpp/Cannon Design; and 6) HOK.

Firms were evaluated based upon the following criteria:

- Prior performance of firm and its consultants
- Appropriate staff size and disciplines
- Pre-qualification with CCC
- Valid licenses to practice as an Architect or Engineer in the State of Illinois
- Appropriate staff size and disciplines
- Prior experience with similar projects
- MBE/WBE Compliance

From the responses submitted, DLR Group was selected as the most qualified to provide the services for this project based on previous work successfully completed on other quality public projects.

MBE/WBE COMPLIANCE:

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

MBE Vendors:

Primera MEP 33 W. Jackson Blvd. Chicago, IL 60608	Direct Participation	City Certification
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Construction Cost Systems, Inc. 1815 S. Meyers Road Suite 200 Oakbrook Terrace, IL 60181	Direct Participation	City Certification
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WBE Vendor:

Brook Architecture 2325 S. Michigan Ave. Suite 300 Chicago, IL 60616	Direct Participation	City Certification
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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:

Total: \$101,250

Charge to: Daley College Plant Management

Sources of funds: Capital Fund

Restricted Fund

FY12: 92015-1005031-70000-00000-0000000-580000: \$101,250

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

November 3, 2011 – Office of Administrative and Procurement Services – District Office