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**ADOPTED - BOARD OF TRUSTEES COMMUNITY COLLEGE
DISTRICT NO. 508
NOVEMBER 1, 2012**

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

**UPGRADE EMERGENCY GENERATOR AND ELECTRICAL EQUIPMENT
DESIGN SERVICES
MILHOUSE ENGINEERING AND CONSTRUCTION, INC.
KENNEDY-KING COLLEGE/WYCC TV20**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Milhouse Engineering and Construction, Inc. to provide professional design services, and supply contract documents and specifications to upgrade the emergency generator at WYCC TV20 for the period from November 2012 through October 31, 2013, at a total cost not to exceed \$68,651.

VENDOR: Milhouse Engineering and Construction, Inc.
60 East Van Buren Street
Suite 1501
Chicago, Illinois 60657

USER: WYCC TV20

TERM:

The term of the agreement will commence in November 2012 and continue until the earlier of the date of completion of the construction work specified in the drawings or October 31, 2013.

SCOPE OF SERVICES:

WYCC TV20 at Kennedy-King College is required to comply with the Emergency Broadcasting System (EBS) requirements of the Public Broadcast System (PBS). The EBS requires that all affiliate stations maintain generator back-up power that enables them to stay on the air for 72 continuous hours in the event of a power failure. The existing generator will be relocated to another City Colleges of Chicago site that requires a generator, and will be replaced with one with more capacity.

Milhouse Engineering and Construction, Inc. (Milhouse) will provide professional architectural and engineering Services to design and provide permit/construction documents for the removal and replacement of an emergency generator at the project site, including all associated electrical infrastructure to support the WYCC TV20 broadcasting systems in the buildings located at Kennedy King College. This project will also coordinate the integration of a new automatic transfer switch at the WYCC transmitter site, located on the 97th floor of the John Hancock Center.

Milhouse will also perform assessments of existing electrical infrastructure including all related power distribution systems and fire separation in the Kennedy King College's U Building where WYCC TV20 is located. Milhouse will also: 1) review existing structural, mechanical, and utility

drawings and environmental history to estimate cost of construction; 2) document all requirements necessary to comply with all City, State and Federal building codes, environmental and health regulations that affect this project; 3) prepare technical drawings and specification documents to support the public bidding phase of the electrical scope, demolition, backfill, and site preparation; and 4) provide any other necessary architectural and engineering support required to properly execute this project.

The Office of Administrative and Procurement Services has negotiated the fee to be paid on the design portion of the emergency generator installation based on published CDB Guidelines for projects of this nature based on a budget of \$964,175.

BENEFIT TO CITY COLLEGES OF CHICAGO:

WYCC is the recipient of the Warning Alert and Response Network (WARN) grant which will provide partial funding to upgrade the emergency back-up power supply to provide the required power capacity in the event of power supply disruptions. The upgrades to the electrical infrastructure and distribution systems at the station will enable continuous broadcasting of the Emergency Broadcasting System at WYCC and will meet the requirements of PBS.

DELIVERABLES:

In accordance with the preliminary project schedule, Milhouse has indicated that it will provide the required documents and deliverables by the scheduled deadline of January 3, 2013. This deadline will also provide the necessary documents to move forward on the installation phase of the emergency generator and the necessary permits that will be required for this scope of work.

VENDOR SELECTION CRITERIA:

Pursuant to Section 2.6 of the Board Policies and Procedures, Letters of Interest RO090512 were sent to three (3) engineering design firms selected from the CCC Pre-Qualified Architects List: 1) Milhouse Engineering and Construction, Inc. 2) Henneman Engineering Inc. 3) and dbHMS Engineers. All three firms responded.

Firms were evaluated based upon the following criteria by the Office of Administrative and Procurement Services, WYCC and Kennedy-King College staff:

- Prior performance of firm and its consultants
- Appropriate staff size and disciplines
- Prior experience with similar projects
- Familiarity with CCC or similar educational facilities
- MBE/WBE Compliance

The Evaluation committee which consisted of Administrative and Procurement Services, WYCC and Chief Engineer from Kennedy King College, reviewed the responses to the requirements of the issued Letter of Interest. The committee recommends acceptance of the proposal from Milhouse Engineering and Construction, Inc. as the highest ranked respondent. Milhouse's experience level with this type to renovation work and its familiarity with working with City Colleges of Chicago as a pre-qualified professional service vendor contributed to the resulting scores. Milhouse Engineering

and Construction, Inc. will also complete the scope of work indicated in the Letter of Interest so that the intended grant deadlines can be achieved.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above contract and Milhouse Engineering and Construction, Inc. is a certified MBE firm and recommends a partial waiver of WBE participation for compliance with the Board Approved Participation Plan.

MBE Vendors:

Milhouse Engineering 60 E. Van Buren St., Ste. 1501 Chicago, IL 60608	Direct Participation 97%	City Certification
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WBE Vendors:

Design Verification International, Ltd. 333 S. Michigan Ave. Ste. 1024 Chicago, IL 60604	Direct Participation 3%	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 2, Section 2.7.4(b) of the Board Bylaws.

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.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total FY-13 - 14: \$68,651

Charge to: Kennedy King College - WYCC Television Station

Sources of funds: Grant Fund

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

November 1, 2012 – Office of Administrative and Procurement Services – District Office