

31536
ADOPTED – BOARD OF TRUSTEES COMMUNITY COLLEGE
DISTRICT NO. 508
AUGUST 2, 2012

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
(AMEND BOARD REPORT 31252)

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an amendment to the agreement with Cotter Consulting, Inc., to add additional funds in the amount of \$69,682 to provide construction management services and continuity to support the execution of various space renovation projects included in the Capital Plan, for the period from December 2011 through December 31, 2012 with the right to terminate if projects are completed sooner.

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 commenced December 2011 and will end on December 31, 2012 or sooner if projects are completed.

SCOPE OF SERVICES:

Pursuant to Board Report 31252 adopted by the Board on December 2, 2011, Cotter Consulting, Inc., (Cotter) provides 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 will also provide personnel to support the School Due Work Order System used District-wide and Projecto project management software. Cotter will provide one full-time and two part-time personnel.

The District has developed an aggressive 5 year Capital Plan. During the course of Cotter's term as the selected vendor to assist with the management of Capital Plan projects, the District has restructured the Office of Administrative Services to enable the department to provide additional permanent staff to support the Capital Plan. Cotter Consulting, Inc. will be phased out of the projects once permanent District staff is hired.

Pursuant to Board Report 31252, Cotter Consulting, Inc. is currently providing support for the following projects:

- **Arturo Velazquez Institute** - Convert classroom to Biology/Chemistry Lab – supporting public bid process and contract execution
- **Daley College** – (2) Chemistry labs and (1) Biology lab under construction
- **Olive Harvey College** - Closeout Physics Lab construction, design Wetland Boardwalk

In addition to the projects indicated above, Cotter Consulting, Inc. is also providing support for the following projects:

- **Truman College** – Fire alarm system upgrade – supporting public bid process and contract execution
- **Harold Washington College** – Complete Lobby Security Access construction
- **District-Wide**- Closeout -science Lab standards and classroom furniture standards, support School Dude work-order software and Projecto project management software
- **Kennedy-King College** – Repair terrazzo floor and expansion joints

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:

As approved in Board Report 31252, Letters of Interest were sent to five construction management firms listed below who were selected from the City Colleges of Chicago (CCC) Board Approved Pre-Qualified Engineers and Construction Management List:

Cotter Consulting	Chicago, Illinois
PMA & Associates	Chicago, Illinois
Rodriguez & 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
- Prior experience managing similar construction projects
- MBE/WBE Compliance

From the responses submitted, Cotter Consulting, Inc. 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, Inc. is in compliance with the Board Approved Participation Plan.

MBE Vendors:

Rodriguez & Associates, Inc. 65 E. Wacker Pl. Ste. 1501 Chicago, IL 60601	Direct Participation 20%	City Certification
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WBE Vendors:

Cotter Consulting, Inc. 100 South Wacker Dr., Ste. 920 Chicago, IL 60606	Direct Participation 80%	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.

FINANCIAL:

Total: \$69,682

Charge to: Various College Campuses

Sources of Funds: Capital Fund

Restricted Fund

FY12: 580000 92015 0005031 70000 00000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

August 2, 2012 – Office of Administrative Services – District Office