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ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JANUARY 10, 2013

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

OLIVE-HARVEY COLLEGE MATH EMPORIUM
ARCHITECTURAL / ENGINEERING DESIGN SERVICES
KOO AND ASSOCIATES, LTD.
OFFICE OF ADMINSTRATIVE AND PROCUREMENT SERVICES

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Koo and Associates, Ltd., to provide architectural and engineering design services for the Olive-Harvey Math Emporium, including the preparation of plans and specifications to be utilized for estimating and construction, at a total cost not to exceed \$89,485.

VENDOR: Koo and Associates, Ltd.
53 West Jackson Boulevard, Suite 235
Chicago, Illinois 60604

USER: Olive-Harvey College

TERM:

The term of the agreement will begin upon Board execution of the agreement and will end on the earlier of the date of completed construction or June 30, 2014.

SCOPE OF SERVICES:

The main objective of this project is to combine and renovate 4 existing rooms to support the new Math Emporium Initiative. The locations affected by this project are Rooms 3115, 3414A, 3414 and 3414B. The new consolidated space will consist of one large room to accommodate 90-100 students and one smaller adjacent room to support a more focused tutoring approach for 10 to 15 students. The larger room will be an open space environment where students can work with instructors on their assignments. Each student workstation will have a computer, and desks will be provided for 2 to 3 staff tutors. The smaller room will be used to provide more individualized instruction and tutoring.

Koo and Associates, Ltd. will: 1) assess existing rooms on the 3rd floor; 2) review existing architectural and mechanical, electrical and plumbing (MEP) drawings; 3) estimate cost of construction; 4) document all requirements necessary to comply with all City, State and Federal building codes, that affect this project; 5) prepare architectural/interior design drawings and specification documents to support the public bidding phase of demolition, architectural, MEP,

IT/AV scopes; and 6) provide any other necessary architectural and engineering support required to properly execute this project.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Math Emporium supports City Colleges of Chicago’s (CCC) Reinvention Goal #1 by helping students achieve the math competencies that will enable them succeed in basic and advanced degree programs, including the Transportation Program. Also, it supports CCC’s Reinvention Goal #3 by facilitating a student’s progression through 2 or 3 levels of remedial math in a single semester. This will be accomplished by combining multiple sections of developmental math, having students meet in a single space, and then using professors and embedded tutors in this single space to provide individual instruction to students based on students’ individual math deficiencies.

The Math Emporium will allow students to focus on their specific problems and move through those problems quickly rather than struggling through an entire semester of math instruction. The lab will also be used to promote college readiness by reducing the numbers of students needing to be placed in developmental/remedial education. This lab will be used to help students fine tune their math skills before taking the COMPASS placement test. Currently, more than 80% of students are placing in 1, 2 or 3 remedial classes when enrolling at Olive-Harvey. As CCC launches the College to Careers initiative in the area of transportation, there will be an even greater demand for more students with sound competencies in math and science.

This project will also enable Olive-Harvey College to more centrally serve all of their developmental math students, because all students with remedial math classes would be reporting to one central Math Emporium class/lab with professors and embedded tutoring—saving space and maximizing human resources in the process.

According to the class size reports from the last 5 years, Olive-Harvey College may have as many as 800 students per year participating in some form of remedial math. We are anticipating as many as 1,000 students using the Math Emporium each year due to our planned aggressive outreach to Chicago Public School students to help them prepare for the COMPASS placement test before applying to Olive-Harvey.

VENDOR SELECTION CRITERIA:

Pursuant to Section 2.6 of the Board Policies and Procedures, Letters of Interest were sent to five (5) architectural design firms selected from the CCC Pre-Qualified Architects List: 1) Koo and Associates Ltd.; 2) Rada Architects Ltd.; 3) Ross Barney Architects; 4) UrbanWorks; and 5) IDEA Architects.

Four (4) firms responded: 1) Koo and Associates Ltd.; 2) Rada Architects Ltd.; 3) Ross Barney Architects; and 4) UrbanWorks. The firms were evaluated based upon the following criteria by the Office of Administrative and Procurement Services and Olive-Harvey 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

From the letters of interest submitted, Koo and Associates Ltd. was selected as the most qualified to provide services for this project based on the above stated criteria and, in part, on the firm’s design of Flash Point Academy (Chicago, Illinois). Flash Point Academy is a computer technology lab that supports graphic design, gaming, movie making, and multi-media applications for various industries. The concept is comparable to the design concept we intend to achieve for the Olive-Harvey Math Emporium. The Office of Administrative and Procurement Services has negotiated the fee to be paid on the design portion of the approved Math Emporium based on published CDB Guidelines for projects of this nature based on a budget of \$900,000.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above proposal and Koo and Associates has submitted the following MBE and WBE participation goals to be in compliance with the Board Approved Participation Plan.

MBE Vendors:

Koo and Associates, Ltd. 53 W. Jackson Blvd. Suite 235 Chicago IL, 60606	Direct Participation 72%	City Certification
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WBE Vendors:

ArchiTech 111 E. Busse Ave. Suite 601 Mount Prospect, IL. 60056	Direct Participation 7%	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: \$89,485

Charge to: Olive-Harvey College

Sources of Funds: Capital Fund

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

January 10, 2013 – Office of Administrative and Procurement Services – District Office