

**31932**  
**ADOPTED - BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**JULY 11, 2013**

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

**RELOCATION OF EMERGENCY GENERATOR**  
**ENGINEERING SERVICES**  
**MILHOUSE ENGINEERING & CONSTRUCTION, INC.**  
**OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute an agreement with Milhouse Engineering and Construction, Inc. to provide engineering services which include preparation of construction plans and specifications to be utilized for estimating and publishing for open public bid the relocation of an existing 350 kW Generac emergency generator from Kennedy-King College (KKC) to Arturo Velasquez Institute (AVI), for the period from July 11, 2013 through June 30, 2014, at a total cost not to exceed \$68,295.

**VENDOR:** Milhouse Engineering and Construction, Inc.  
60 East Van Buren  
Suite 1501  
Chicago, Illinois, 60605

**USER:** Arturo Velasquez Institute

**TERM:**

The term of the agreement shall commence on July 11, 2013 and will continue until the later of the date of completion of the construction of the projects covered in the drawings or June 2014.

**SCOPE OF SERVICES:**

WYCC is upgrading the capacity of its emergency back-up generator to comply with the requirements of the Public Broadcast System of which it is a member. The generator will be reused and installed at AVI. Milhouse Engineering and Construction, Inc. will provide the following services: 1) evaluation of the current electrical load and compatibility of the generator being transferred from Kennedy-King College; 2) engineering design; 3) consultation; 4) construction documents; and 5) site observation to relocate and install the emergency generator.

The Office of Administrative and Procurement Services has negotiated the fee to be paid on the design portion of the generator relocation consistent with published CDB Guidelines for projects of this nature based upon a budget of \$175,000.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

This project will address safety and administrative needs by providing emergency electrical back-up for critical systems. The Office of Administrative Services and Procurement Services has reviewed this request for services and has determined that it would be in the best interests of the District to move forward with Milhouse Engineering and Construction, Inc. as the engineer of record on the planning and design of the generator relocation at AVI.

**VENDOR SELECTION CRITERIA:**

Letters of Interest were sent to six Engineering firms selected from the CCC Pre-Qualified Engineer List as noted below. Three (3) firms submitted responses and three firms did not respond to the letter of interest.

CCJM Engineer, Ltd.	MBE Chicago, Illinois
dbHMS	MBE Chicago, Illinois
Milhouse Engineering and Construction Inc.	MBE Chicago, Illinois
MACTEC (no response)	MBE Chicago, Illinois
Singh & Associates (no response)	MBE Chicago, Illinois
Stanley Consultants (no response)	MBE 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
- Valid licenses to practice as an Architect or Engineer in the State of Illinois
- Appropriate staff size and disciplines
- Prior experience with similar emergency generator/construction projects
- MBE/WBE Compliance

From the responses submitted, Milhouse Engineering and Construction, Inc. was selected as the most qualified to provide the services for this project based on previous work successfully completed including WYCC Kennedy-King College, Herzl Elementary School, University of Chicago Hospital Cummings Life Sciences Center and Chicago O’Hare International Airport, among other projects.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the above referenced agreement and has determined that Milhouse Engineering and Construction, Inc. is in compliance with the Board Approved Participation Plan and will use the following MBE/WBE firms:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Direct or Indirect</u>	<u>Certifying Agency</u>
Milhouse Engineering and Construction Inc. 60 E. Van Buren Ste. 1501 Chicago, IL 60605	MBE (prime)	93	Direct	City of Chicago
Design Verification International, Ltd. 332 S. Michigan Ave. Ste. 1024 Chicago, IL 60604	WBE	7	Direct	City of Chicago

**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 FY14:** \$68,295

**Charge to:** Office of Administrative and Procurement Services

**Sources of Funds:** Capital Fund

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**July 11, 2013 – Office of Administrative Services and Procurement Services– District Office**