THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Koo and Associates, Ltd. to provide architectural services which include preparation of construction plans and specifications to be utilized for estimating and published for open public bid to renovate the Daley College south lobby (Room 1400) for a total cost not to exceed $88,000.

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

USER: Richard J. Daley College

TERM:
The term of the agreement shall commence no sooner than October 2, 2013 and will continue through December 31, 2014.

SCOPE OF SERVICES:
Koo and Associates, Ltd. will be responsible for designing the interiors of the south lobby (Room 1400) and provide architectural and interior design, consultation, and planning services. The vendor will also prepare construction & bid documents and provide construction administration as required to convert the open lobby into a student gathering space/ lounge that is flexible enough to use during open registration and other informal events with design consideration for future access to the outdoor patio area.

The Office of Administrative and Procurement Services has negotiated the fee to be paid on the design portion of the Lobby Renovation consistent with published Illinois Capital Development Board Guidelines for projects of this nature based upon a budget of $750,000.

BENEFIT TO CITY COLLEGES OF CHICAGO:
The Office of Administrative Services 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 Koo and Associates Ltd. to provide design services to renovate the Lobby in order to design a space for student engagement in a cross section of student activities. Extensive research on student engagement and success has highlighted correlations between grades and connection to the institution. This new student space will increase student interaction and their connection with Daley College.

DELIVERABLES:
Koo & Associates, Ltd. will complete design and bid documents as required for public bidding. Also, the vendor will facilitate the construction process which must be completed by August 2014.

VENDOR SELECTION CRITERIA:
Letters of interest were sent to five Architectural firms selected from the City Colleges of Chicago Pre-Qualified Architects List as noted below and all firms were responsive:

<table>
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<tr>
<th>Vendor</th>
<th>MBE or WBE</th>
<th>% Participation</th>
<th>Certifying Agency</th>
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<tr>
<td>Architrave</td>
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<tr>
<td>4240 Architecture</td>
<td>W/MBE</td>
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<td>Koo &amp; Associates</td>
<td>W/MBE</td>
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<td>Rada Architects</td>
<td>W/MBE</td>
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<td>Ross Barney</td>
<td>W/MBE</td>
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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 construction projects
- MBE/WBE Compliance

From the responses submitted, Koo and Associates Ltd. was selected as the most qualified to provide the services for this project based on previous work successfully executed, including Olive-Harvey Math Emporium, the expedited renovation of Medill School for Urban Prep High School, classroom addition to Walsh College in Detroit, and Flashpoint Academy amongst other quality projects.

MBE/WBE COMPLIANCE:
The Office of M/WBE Contract Compliance has reviewed the proposed agreement and has determined that the vendor is in compliance with the Board Approved Participation Plan by committing to the utilization of the following firms:

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<th>Vendor</th>
<th>MBE or WBE</th>
<th>% Participation</th>
<th>Certifying Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primera Engineers, Ltd.</td>
<td>MBE</td>
<td>25</td>
<td>Direct</td>
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<tr>
<td>100 S. Wacker Drive</td>
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<td>City of Chicago</td>
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</table>
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: $88,000
Charge to: Daley College
Sources of funds: Capital Fund
FY14: 530000-92015-6005031-70000

Respectfully submitted,

Cheryl L. Hyman
Chancellor

October 2, 2013 – Office of Administrative Services and Procurement Services– District Office