

**32037**  
**ADOPTED - BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**OCTOBER 2, 2013**

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

**LIBRARY RENOVATION**  
**OLIVE-HARVEY COLLEGE**  
**ARCHITECTURAL SERVICES**  
**4240 ARCHITECTURE, INC.**  
**OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute an agreement with 4240 Architecture, Inc. 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plans and specifications to be utilized for estimating and published for open public bid to renovate the existing outdated Olive-Harvey Library for a total cost not to exceed \$71,400.

**VENDOR:** 4240 Architecture, Inc.  
328 South Jefferson Street  
Suite 750  
Chicago, Illinois, 60661

**USER:** Olive-Harvey 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:**

The scope of work for the Library at Olive-Harvey College consists of remodeling the interior to reflect a modern and technologically advanced space. Library science has transitioned from physical books and documents to accessing information via the internet and other PC based vehicles. 4240 Architecture, Inc. will provide the following services: architectural and engineering design, consultation and planning services to upgrade and renovate the existing outdated library. The vendor will also prepare bid documents and provide construction administration as required for renovation of the existing library into a state of the art facility to enhance the environment for staff, students and faculty.

The Office of Administrative and Procurement Services has negotiated the fee to be paid on the design portion of the renovation plans consistent with published Illinois Capital Development Board Guidelines for projects of this nature based upon a budget of \$750,000.00.

**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 4240 Architecture, Inc. as the architect of record on the planning and design of the library at Olive-Harvey

College, to allow its designs and plans as approved by Administrative Services, and Olive-Harvey College.

**DELIVERABLES:**

4240 Architecture, Inc. will complete design and bid documents as required for public bidding. 4240 Architecture Inc. will also facilitate the construction process which must be completed December, 31, 2014.

**VENDOR SELECTION CRITERIA:**

Letters of interest were sent to five architectural firms selected from the CCC Pre-Qualified Architects List as noted below with two firms non-responsive.

Ross Barney Architects	WBE	Chicago, Illinois
Architrave Ltd.	MBE	Chicago, Illinois
4240 Architecture, Inc.		Chicago, Illinois
IDEA Architects (no response)	M/WBE	Chicago, Illinois
FORMA Architecture Ltd. (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 library/construction projects
- MBE/WBE Compliance

From the responses submitted, 4240 Architecture, Inc. was selected as the most qualified to provide the services for this project based on previous work successfully completed including GSA Recovery Building, State of Illinois Supreme Court Building, Certus Bank Augusta Street Branch Bank, and Colorado State University Parmelee & Braiden Hall.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the proposed agreement and has determined that the selected vendor is in compliance with the Board Approved Compliance Plan by utilizing the following M/WBE firms:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Primera Engineers, Ltd. 100 S. Wacker Dr., Ste. 700 Chicago, IL 60606	MBE	30	Direct	City of Chicago
Construction Cost Systems, Inc. 1815 S. Meyers Rd, Ste. 200 Oakbrook Terrace, IL 60181	MBE	5	Direct	City of Chicago
Product Architecture + Design 1608 N. Milwaukee Ave.,	WBE	8	Direct	City of Chicago

Suite 307 Chicago, IL 60647				
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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:** \$71,400

**Charge to:** Olive-Harvey College

**Sources of funds:** Capital Fund

**FY14:** 580000-92015-5005031-70000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

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