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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JULY 9, 2015

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

COMMISSIONING EXISTING SYSTEMS
CYCLONE ENERGY GROUP
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES
KENNEDY-KING COLLEGE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Cyclone Energy Group to provide commissioning services at Kennedy-King College (KKC) which includes serving in an advisory role as well as verifying the resolution of building issues identified during the re-commissioning of Kennedy-King College for the period from July 9, 2015 through December 31, 2016, at a total cost not to exceed $60,000.

VENDOR: Cyclone Energy Group
819 South Wabash, Suite 212
Chicago, Illinois, 60605

USER: Kennedy-King College

TERM:
The term of the agreement shall commence no sooner than July 9, 2015 and will continue through December 31, 2016.

SCOPE OF SERVICES:
Cyclone Energy Services will provide the following services:

1. Assist City Colleges of Chicago in planning and coordinating project scope with selected contractor(s);
2. Assist in coordinating the corrective action with the engineering staff, and occupancy schedules for each zone;
3. Maintain the Resolutions Tracking Form (RTF) monitoring the status and keeping detailed notes associated with the completion of each deficiency identified during re-commissioning;
4. Perform periodic site visits (bi-weekly) during resolutions process to witness progress and spot check claims of completeness;
5. Be available to answer scope questions from City Colleges of Chicago and the selected contractor(s);

6. Attend meetings as needed to review scope with City Colleges of Chicago and selected contractor(s);
7. Perform testing (with assistance of the contractor(s)) of any critical items from the re-commissioning list and random sample of other issues to verify functionality; and
8. Advise Kennedy-King College maintenance personnel on preventative maintenance and ongoing commissioning procedures for persistence of resolutions.

The Office of Administrative and Procurement Services has negotiated the fee based on industry standards for comparable assignments.

BENEFIT TO CITY COLLEGES OF CHICAGO:
Commissioning of existing systems is beneficial to the owner for energy savings and extending equipment useful life. Commissioning also provides assurances to the owner that the systems installed operate as designed.

VENDOR SELECTION CRITERIA:
Pursuant to Board Report #31882, the Board approved a pre-qualified pool of vendors to provide commissioning agent services as needed. Specifications were prepared by District Procurement staff and a Request for Qualifications (RFQ) #MWJ1306 was publically advertised on May 10, 2013. Twenty (20) vendors were contacted. On May 20, 2013, the following nine (9) firms responded to this RFQ; 1) SSRCx; 2) Cyclone Energy Group; 3) Farnsworth Group, Inc.; 4) Primera Engineers, Ltd.; 5)Globetrotters Engineering Corporation; 6) Henneman Engineering, Inc.; 7) KJWW Engineering Consultants; 8) Stanley Consultants, Inc.; and 9) Compliance Team, Inc.

All responses were reviewed, evaluated and ranked by a selection committee staff which included the Offices of Administrative and Procurement Services, Operations and Malcolm X College.

Firms were evaluated based upon the following criteria:

- Prior performance of firm and its consultants
- Appropriate staff size and disciplines
- Percentage of firm devoted to commissioning
- Approach to commissioning
- Energy modeling experience
- MBE/WBE Compliance

Based on the evaluation scoring of the written proposals, the committee determined that the following companies be included in the pre-qualified pool to provide commissioning services: 1) SSCRX; 2) Cyclone Energy Group; 3) Farnsworth Group, Inc.; 4) Primera Engineers, Ltd.; and 5) Globetrotters Engineering Corporation.

As previously reported to the Board, work would be assigned to the highest ranked vendor in descending order. Cyclone Energy Group was the next highest ranked vendor with an average score of 86 from the pre-qualified pool.

MBE/WBE COMPLIANCE:
The Office of M/WBE Compliance has reviewed the proposed agreement has determined the vendor is in compliance with the Board Approved Participation Plan.

Vendor	**MBE or WBE**	**%**	**Participation**	**Certifying Agency**
Sigma Engineering 27 E. Monroe Chicago, IL 60603	MBE	25	Direct	City of Chicago
HJKessler Associates, Inc. 3660 N. Lake Shore Dr. Chicago, IL 60613	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: $60,000
Charge to: Kennedy-King College
Source of Funds: Capital Fund
FY15: 580000-92015-1005131-70000

Respectfully submitted,

Cheryl L. Hyman
Chancellor

July 9, 2015 - Office of Administrative and Procurement Services