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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 5, 2017**

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

**BNA CLASSROOM AND BIOLOGY LAB DESIGN SERVICES FOR WEST SIDE LEARNING CENTER
BAILEY EDWARD DESIGN INC.
OFFICE OF ADMINISTRATIVE AND PROCURMENT SERVICES**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Bailey Edward Design, Inc. to provide design services for elevators at West Side Learning Center for the period of October 5, 2017 through June 30, 2020 at a total cost not to exceed \$468,873.40.

VENDOR: Bailey Edward Design Inc.
35 E. Wacker Drive, Suite 2800
Chicago, IL 60601

USER: West Side Learning Center

TERM:

The term of the agreement shall commence on October 5, 2017 and end on or about June 30, 2020.

SCOPE OF SERVICES:

Bailey Edward Design Inc. shall provide design services to cover the following scope at West Side Learning Center:

- New floors, ceilings and drywall in all classrooms. Removal of divisible partitions.
- Smart Boards or podiums in all classrooms (where possible)
- Convert Rooms 104-105 into new office suite for the Office of Adult Education, Center Manager, Advising and combined touchdown space for HR and IT.
- Build out a Community Center adjacent to Room 104-105.
- Combine 127 & 129 into a conference room/classroom.
- Combine 120, 119 and 118 into two Biology labs with 500 sq. ft. Lab Prep.
- Convert Room 116 into a small classroom
- Convert Room 115 into large classroom
- Build new security post in the southeast portion of the lobby.

- Renovate Room B-4 into 2 updated classrooms.
- Build faculty and student lounge areas in the basement.
- Upgrade 102-104 into 2 BNA labs.

Complete design and bid documents as required for public bidding and to facilitate the construction process must be completed by August 2018.

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 and West Side Learning Center to purchase design services from TBD Design Firm due to their depth of experience with projects of similar scope as well as their ability to provide high quality construction documentation and innovative higher education design. This design documentation and accompanying cost analysis will provide the opportunity to prioritize proposed improvements as value added initiatives linked to quantifiable benefits.

VENDOR SELECTION CRITERIA:

Pursuant to Board Operations Manual Section 2.01, letters of interest were sent to eight Architectural firms selected from the CCC Pre-Qualified Architects List, three firms submitted a qualification package: 1)GEC Design Group 2)Knight Engineers and Architects 3)Bailey Edward Design Inc.

Firms were evaluated based upon the following criteria:

- Similar experience on comparable projects
- 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.
- MBE/WBE Compliance

From the responses submitted, Bailey Edward Design Incorporated was selected as the most qualified to provide the services for this project based on previous work successfully completing several higher education projects of similar scope and scale on the campus of University of Illinois at Chicago amongst other comparable quality projects.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the proposed agreement and has found the Vendor to be in compliance with the Board Approved Participation Plan:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Bailey Edward Design 35 East Wacker Drive Chicago, IL 60601	WBE	62	Direct	City of Chicago
Environmental Design International 33 West Monroe Street Chicago, IL 60603	WBE	1	Direct	City of Chicago
RTM & Associates, Inc. 650 East Algonquin Road Schaumburg, IL 60173	MBE	25	Direct	State of IL--CMS
Rubinos & Mesia Engineers 200 S. Michigan Chicago, IL 60604	MBE	10	Direct	Cook County
CCS 1815 S. Meyers Road Oakbrook Terrace, IL 60181	MBE	2	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: \$468,873.40

Charge To: Office of Administrative and Procurement Services

Source of Funds: Capital Fund

FY18: 530000-92015-3005031-70000

Respectfully submitted,

Juan Salgado
Chancellor

October 5, 2017 – Office of Administrative and Procurement Services