

**33895**

**ADOPTED-BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
DECEMBER 5, 2019**

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

**ARCHITECTURE AND DESIGN SERVICES  
TILTON KELLY & BELL ARCHITECTS  
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES  
MALCOLM X COLLEGE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair, upon approval of the General Counsel as to the legal terms of such agreements, to execute an agreement with Tilton Kelly & Bell to provide architectural services for the Child Development program at Malcolm X College for the period of December 5, 2019 through June 30, 2022 at a total cost not to exceed \$108,500.

**VENDOR:** Tilton Kelly & Bell  
55 West Monroe St., Suite 1975  
Chicago, IL 60603

**USER:** Malcolm X College

**TERM:**

The term of the agreement shall commence on December 5, 2019 through June 30, 2022.

**SCOPE OF SERVICES:**

Tilton Kelly & Bell will provide architectural services to expand existing Child Development program space to accommodate a minimum of 25 students with entry/exits in the main campus and secured access into the Childcare Center. The Child Development program space is to include the following: kitchen, circle time area, project area for 4-6 project tables, chairs, and storage. The Child Development program space should have cork board on two wall, Smartboard/ Smart Podium, wipe boards, two-way mirrors into gross motor room, and program related furniture, fixtures and equipment.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

The Office of Administrative and Procurement Services has reviewed this request for services and has determined that it would be in the best interest of Malcolm X College to purchase architectural services from Tilton Kelly & Bell due to their depth of experience with similar higher education spaces, as well as their commitment to work with City Colleges to achieve project goals.

**VENDOR SELECTION CRITERIA:**

Pursuant to Board Operations Manual Section 2.01, letters of interest were sent to five (5) architectural firms selected from the CCC Pre-Qualified Architect/Engineer List. Two (2) firms submitted a qualification package: 1) Tilton Kelly & Bell 2) Bauer Latoza Studio.

Firms were evaluated based upon the following criteria:

- Prior performance of firm and its consultants, including willingness to meet time and budget requirements.
- Appropriate staff size including resumes of key personnel and disciplines of firm and consultants.
- Prior experience of firm and its consultants with similar projects.
- Familiarity with City Colleges of Chicago or similar educational facilities

**MBE/WBE COMPLIANCE:**

The Office of Procurement Services 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>
Tilton, Kelly & Bell 55 West Monroe Street Chicago, IL 60603	WBE - Prime	67%	Direct	City of Chicago
CCJM 303 E. Wacker Dr., Suite 303 Chicago, IL 60601	MBE	30%	Direct	City of Chicago
CCS International 1815 S. Meyers Rd., Suite 1070 Oakbrook, Terrace IL 60181	MBE	3%	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:** \$108,500

**Charge To:** Malcolm X College

**Source of Funds:** Grant Fund

**FY20:** 530000-21000-3020000-20000

**Respectfully submitted,**

**Juan Salgado  
Chancellor**

**December 5, 2019 – Office of Administrative and Procurement Services, Malcolm X College**