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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 3, 2019**

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

**ARCHITECTURE AND DESIGN SERVICES
HOLABIRD & ROOT ARCHITECTS
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES
KENNEDY-KING COLLEGE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal terms of such agreements, to execute an agreement with Holabird & Root Architects to provide architectural services for the new tutoring center at Kennedy-King College for the period of October 3, 2019 through October 2, 2021 for a total cost not to exceed \$80,565.

VENDOR: Holabird & Root Architects
140 South Dearborn Street, Suite 500
Chicago, IL 60603

USER: Kennedy-King College

TERM:

The term of the agreement shall commence on October 3, 2019 through October 2, 2021.

SCOPE OF SERVICES:

Holabird & Root Architects to provide architectural services to convert the existing underutilized 2,700 square foot lab (Room Y118) into a new tutoring center at Kennedy-King College. Design of the new tutoring center will be a flexible open lab space with an entry lounge/check-in center, breakout spaces for group tutoring, and instructor's workspace. The center designed to welcome students and encourage them to take full advantage of the adjacent exterior courtyard space.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Administrative and Procurement Services has reviewed the request for services and has determined that it would be in the best interest of Kennedy-King College to purchase architectural services from Holabird & Root Architects, due to the vendor's 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 2.6.1, letters of interest were sent to five architectural firms selected from City College's Pre-Qualified Architect/Engineer List. Two (2) firms submitted a qualification package: 1) Bauer Latoza Studio and 2) Holabird & Root Architects. 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

Staff recommends the acceptance of the proposal from Holabird & Root Architects as the most responsive firm to provide the architectural services in order to convert existing underutilized 2,700 square foot lab (Room Y118) into the new tutoring center at Kennedy-King College.

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>
Nest Builders, Inc. dba dbHMS 303 West Erie, Suite 510 Chicago, IL 60610	MBE	25	Direct	State of IL - CMS
Synnov Group 8604 West Catalpa, Suite 901 Chicago, IL 60656	WBE	4	Direct	Cook County
Aurora Lighting Design 141 West Jackson Blvd., Suite 2105 Chicago, IL 60604	WBE	3	Direct	State of IL - CMS

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: \$80,565

Charge To: Office of Administrative and Procurement Services, Kennedy-King College

Source of Funds: Capital Fund

FY20: 530000-92015-1005031-70000

Respectfully submitted,

Juan Salgado
Chancellor

October 3, 2019 – Office of Administrative and Procurement Services