



May 17, 2010

## MEMORANDUM

**TO:** District Board of Trustees

**FROM:** Barbara R. Sloan, President *BRS*

**SUBJECT:** Board of Trustees Architectural Selection Committee

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### Item Description:

This item requests the Board of Trustees appoint an Architectural Selection Committee of three members. The board should authorize this committee to receive the recommendations of the College's staff committee, conduct the interviews of 3-5 firms, and make a recommendation to the full Board of Trustees at the July 2010 Board meeting. The Board may recommend two firms for the Main Campus and one firm for the Florida Public Safety Institute.

### Overview:

Current architectural agreements for the Main Campus and the Florida Public Safety Institute expire on June 30, 2010. The current firms, Clemons Rutherford and Associates on Main Campus and DAG at Florida Public Safety Institute, have provided excellent services over the past three years. It is now time to begin the selection process to insure that a recommendation is before the Board of Trustees at the July 2010 Board meeting.

### Salient Facts:

The College utilizes the Consultant's Competitive Negotiations Act, chapter 287.055, F.S. to conduct the selection process. This requires the College to prepare a Request for Proposal and advertise for professional services.

This proposal has been prepared and must be advertised with a submittal schedule timeline. Once the deadline occurs, the College staff committee will begin the review process for the initial screening and will make a recommendation to the Board Committee. The Board Committee sets dates for the interviews and completes its recommendation for the July agenda.

Vice President Teresa Smith will appoint a staff committee to conduct the initial review of the proposals and score each according to the established criteria. That criteria includes a list of twelve (12) items, totaling 100 points. Each member shall score the proposals, with the firms receiving the highest scores being recommended to the Board Committee for an interview.

To provide an opportunity for smaller architectural firms to obtain work at TCC, it is recommended that for the Main Campus, two firms be submitted for approval by the Board of Trustees. One firm would work on projects that are estimated to cost \$250,000

or less. The other firm would work on projects that cost between \$250,000 and \$2,000,000. Only one firm would be selected for the Florida Public Safety Institute. All projects that exceed \$2,000,000 would be competitively selected by the Board on a project-by-project basis.

The Board Committee conducts a half-hour interview with each of the firms and scores them based on the following criteria: Management and Professional staff assigned to TCC; Location of Corporate office; References from Educational Clients; and Special Services unique to their firm. The Board may also develop other criteria for use during the interviews. Once the Board Committee makes their selection, a recommendation is sent to the full Board of Trustees for approval.

**Past Actions:**

The Board selects the firm(s) to provide architectural services for both locations.

**Future Actions:**

Each successive year, the Board will be asked to renew the architectural agreement of each firm for one additional year. The maximum length of the renewal agreements will be three years, at which time the selection process will begin once again.

**Funding/Financial Matters:**

The projects for these architectural services would be defined as minor projects with a cost not to exceed \$2,000,000 or up to \$250,000 for individual studies. Funds would come from local TCC funds, line item appropriations from the Legislature, Annual PECO Renovation and Remodeling funds, SBE Bond funds, Capital Improvement fees or from various grant funds.

**Staff Resource:**

Teresa Smith

**Recommended Action:**

Authorize the administration to extend the current architectural agreements to August 30, 2010, appoint a three member Board Architectural Committee, authorize the committee to conduct interviews and recommend finalists for the Main Campus and the Florida Public Safety Institute to present to the full Board of Trustees at the July 2010 meeting.