



March 15, 2010

MEMORANDUM

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: Board of Trustees Architectural Selection Committee

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 May 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 May Board meeting as requested.

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 advertised. Proposals are due in the Purchasing Office on March 24, 2010 at 5:00 p.m. Proposals will be opened on March 25, 2010 at 10:00 a.m. The College's staff committee will begin review on March 26, 2010 and will make its recommendation to the Board Committee by April 15, 2010. The Board Committee sets dates for the interviews and completes its recommendation by May 3, 2010.

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

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

Past Actions:

With the exception of the selection of an additional smaller firm for the Main Campus, this is the same process the College has used in the past to obtain architectural services for both locations.

Future Actions:

In May of 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 \$200,000 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:

Appoint a Board Architectural Selection Committee and authorize it to conduct interviews and recommend firms for the Main Campus and the Florida Public Safety Institute to the full Board of Trustees at the May meeting.