



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

***Board of Trustees'
Consent Materials***

September 19, 2007

The Rouse Company Foundation Student Services Hall
RCF-400 – 6:00 pm

GROUND RULES

1. Board members practice respectful dialogue that serves the best interests of the college.
2. Each board member works to integrate servant-leadership into the board culture.
3. Each board member has the opportunity to speak uninterrupted.
4. Board members come prepared – board chair needs to understand what is required and set time and material appropriately.
5. Board chair acts as caretaker for the board – acts as filter, evaluates agenda for time well spent.
6. Board chair speaks for the board to the media.
7. Consent materials are available 10 days in advance; remaining board materials are available seven days in advance.
8. Board members should route any requests for additional information to the board chair or the president at least two business days prior to the board meeting.

Howard Community College's *Dragon Principles*

We promise to help our students, employees, and community members "get there from here."

We pledge to...

Be friendly

Be helpful to our students and community

Be considerate of each other



And we pledge to...

**Participate in Strategic
Planning**





HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

**Board of Trustees
Advanced Consent Agenda**

September 19, 2007

The Rouse Company Foundation Student Services Hall
RCF-400

1. Proposed New Hires
2. Design-Build Construction Services for Children's Learning Center Renovations
3. Continuing Education Furniture
4. Science and Technology Building Lower Level Renovation – Lab "A," Lab "B," and Prep Room
5. Athletic Fields Maintenance Services Miscellaneous Items
6. Construction Manager at Risk for the Belmont Inn and Conference Center Barn
7. Furniture for the Science and Technology Building

1 – Proposed New Hires

Background: The following is a summary of the proposed new hires for Howard Community College. Each employee's salary is determined by objective analysis of the job skills of the position and by placement in the appropriate salary range, as approved by the board.

Purpose: To approve new hires

Timeline: New hires from the period of July 30, 2007, through August 28, 2007

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Item: List of new hires

Source of funds: The position and/or the funds are in the FY08 budget as approved by the board at its April 25, 2007, meeting.

Compliance: This request is in compliance with college procedure, Selection of Faculty and Staff – 63.02.03, and within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.

Howard Community College
PROPOSED NEW HIRES
For September 2007 Board Meeting

BUDGETED HIRES (Position Control Positions)¹
August 2007

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Interim Assistant Professor, Accounting	Business & Computer Systems	New Position	Asst. Prof. (10 month)	\$46,503-\$66,791	\$59,253	King, David	8/06/07
Assistant Professor, Entrepreneurial and Coaching Studies	Business & Computer Systems	New Position	Asst. Prof.	\$55,804-\$80,149	\$69,164	Noble, Elizabeth ⁴	8/06/07
Interim Assistant Professor, Sociology*	Social Sciences	New Position	Asst. Prof. (10 month)	\$46,503-\$66,791	\$50,253	O'Tang, Johnnie	8/06/07
Lead Instructional Technologist	Teaching & Learning Services	Existing Position Replacement	12	\$50,296-\$80,474	\$55,326	Fairbanks, Jeffrey	8/20/07
Teacher II	Children's Learning Center	Grant Funded Existing Position	8	\$35,242-\$56,386	\$35,235	Gerhold, Kimberly	8/20/07
ESL Instructor ⁵	Continuing Education Office	Grant Funded Existing Position	11	\$46,017-\$73,627	\$38,792	Lewis, Christine	8/20/07
Basic Skills Intake/Assessment Specialist (ESL) (20 Hours)	Continuing Education Office	Grant Funded Existing Position	11	\$46,017-\$73,627	\$24,544	Barton, Mary	8/27/07
Administrative Office Associate	Children's Learning Center	Grant Funded Existing Position Replacement	10	\$42,101-\$67,362	\$42,101	Gregoire, Karen	8/27/07

September 2007

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Interim Student Arts Specialist and Props/Wardrobe Manager	Arts & Humanities	Temporary with Benefits Existing Position	10	\$42,101-\$67,362	\$42,101	McNeely, Carol	9/01/07

*Fall 2007 Semester Only – Salary will be Prorated

¹ Position Control position hires are those employees hired who are budgeted employees of the core workforce.

² Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensation is an hourly amount (not shown); the employee's salary may reflect part-time or ten-month employment.

³ Ranges shown are taken from the published salary schedules which include only 12-month salaries for full-time staff. Faculty ranges may be 10 or 12-month as applicable.

⁴ Current employee of the core workforce who successfully competed for a vacant position within the college.

⁵ Full Time, 10 month position

2 – Design-Build Construction Services for Children’s Learning Center Renovations

Background: Proposals were solicited for design-build construction services for the renovations to the Children’s Learning Center (CLC). Originally, the CLC was constructed with an area consisting of approximately 4,400 gross square feet (GSF) of “shell space.” The proposed renovation to the existing shell space of the CLC will support the college’s child care program as well as the social sciences and teacher education divisions, specifically the teacher education, early childhood education, and early childhood development programs. This renovation will complete the unfinished shell space and provide the addition of interactive instructional teaching rooms.

The request for proposal (RFP) documents were issued in July 2007. The technical proposal submission was required on August 9, 2007, followed by interviews on August 17, 2007, and the price proposal submission on August 29, 2007.

Six firms responded to the RFP:

- Atlantic Builders Group
- Hess Construction Company, Inc.
- Morgan-Keller Construction
- Plano-Coudon, LLC
- Riparius Construction, Inc.
- Struever Bros. Eccles & Rouse

In accordance with the process the college adopted several years ago, the evaluation of proposals is based on a cumulative score over three phases. Each phase requires a minimum score based on the percentage of total available points in order to proceed to the next phase. The points for each phase are totaled and weighted yielding a maximum value. The firm with the highest score ultimately produces the best evaluated proposal.

The three phases and weightings are listed below:

- Phase 1 – Technical Proposal consists of 100 maximum available points at 45 percent
- Phase 2 – Oral Presentation consists of 55.56 maximum available points at 25 percent
- Phase 3 – Price Proposal consists of 66.67 maximum available points at 30 percent

Following the technical proposal submission, the firms ranking from highest to lowest were as follows:

Riparius Construction, Inc.
Plano-Coudon, LLC
Morgan Keller Construction
Atlantic Builders Group
Struever Bros. Eccles & Rouse
Hess Construction Company, Inc.

The scores for Struever Bros. and Hess Construction were under the minimum percent allowable to proceed to the next phase so that the top four firms were asked to participate in the interviews. The oral presentations were evaluated on the following criteria:

- 1) Strength of proposed team;
- 2) Firm's experience and process with budgeting, cost estimating, collaboration;
- 3) Design-build project experience;
- 4) Project experience with child care facilities and instructional spaces;
- 5) Project experience with Howard County;
- 6) Experience with higher education projects, community colleges, and Leadership in Energy and Environmental Design (LEED);
- 7) Clear understanding of project scope and requirements;
- 8) Project security procedures, background checks, and quality control procedures;
- 9) Project challenges including noise, dust, dirt, communications; and
- 10) Overall presentation and responses to the selection committee.

Following the oral presentations, Plano-Coudon and Riparius Construction were the only two firms that met the minimum score and were asked to submit price proposals. The price proposals were evaluated based on six categories: 1) architecture services; 2) mechanical, electrical, plumbing (MEP) engineering services; 3) reimbursables; 4) contractor's preconstruction fee; 5) general conditions; and 6) contractor's construction fee. Points were awarded using pre-determined percentages based on the project budget. The maximum points possible for all three phases totaled 222.23 and the cumulative scores were as follows:

Riparius Construction, Inc:	176.2 points or 79.3 percent
Plano-Coudon, LLC:	153.5 points or 69.1 percent

The scores prior to the final phase were very close; however, Riparius maintained a slight point advantage in each phase and then under-bid Plano-Coudon in almost every category of the price proposal.

Purpose: To obtain board approval to award the contract for design-build construction services for the renovations to the CLC

Location: Main campus

Timeline: Pre-construction services to begin September 20, 2007, and continue through the design phase. Construction services will commence immediately following approval of construction documents and the guaranteed maximum price (GMP) with a six-month construction schedule.

Specifications: To provide design-build construction services for the renovation to the CLC. The successful team includes Riparius Construction as the prime contractor with subcontracts awarded to Ayers Saint Gross as the architect and Leach Wallace as the mechanical, electrical, plumbing (MEP) engineer.

Bids: Price proposals were received on August 29, 2007. The amounts below represent the evaluated categories. As previously noted, Riparius under-bid Plano-Coudon in the price proposal. But Riparius clearly won the project, as it was the high scorer and low-bidder.

Price Proposal Category	Plano	Riparius
Preconstruction Services Fee	15,836	6,000
Architecture Fee + Reimbursables	72,000	72,000
MEP Engineer + Reimbursables	21,000	21,000
Preconstruction Reimbursables	4,500	0
Construction Services Fee	35,000	31,900
General Conditions	89,355	82,500
Price Proposal	\$237,691	\$213,400

The current recommendation to the board is for the preconstruction services highlighted above. The remaining categories will be included as part of the guaranteed maximum price (GMP) to be presented to the board for approval following completion of design and prior to the start of construction.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$99,000

Vendor: Riparius Construction, Inc., 375 Padonia Road West, Suite 201, Timonium, Maryland 21093

Source of funds: FY08 Capital Budget, Children’s Learning Center

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.

3 – Continuing Education Furniture

Background: After the unexpected move of the County’s employment training center from the second floor of the Hickory Ridge building, the continuing education division was able to use part of the space for two new classrooms. In August, the college purchased classroom tables and chairs for these rooms at a cost of \$15,30621. This year, continuing education will also begin programming classes in two of the trailer classrooms and needs to replace very old tablet armchairs with classroom tables and chairs. This additional purchase will increase the cost from this vendor to over the \$25,000 limit that can be approved by the president.

Purpose: To obtain board approval to purchase classroom furniture

Location: Trailer classrooms TA-1 and TA-4

Timeline: To be purchased in September

Specifications: The August purchase totaled \$15,306.21 for 19 tables and 36 chairs. The September purchase will cost \$16,111.80 for 20 tables and 40 chairs). Total of both purchases equals \$31,418.01.

Bids: Bids were not necessary since a state contract is being used.

◆———— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$15,306.21 plus \$16,111.80 for a total of \$31,418.01

Vendor: Douron

Source of funds: Continuing education general fund

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.

4 – Science and Technology Building Lower Level Renovation – Lab “A,” Lab “B,” and Prep-Room

Background: The college solicited bids for professional services to design and construct the renovation of the vacated space into three classrooms (previous Galley area) and two biology labs with prep-room (previous bookstore area). The bids were due on January 10, 2007. The board of trustees awarded Struever Bros. Eccles & Rouse (SBER) the design-build contract for the entire project at its January 24, 2007, meeting. Due to funding concerns, the project was split in two phases. Phase 1 consisted of the three classrooms. Phase 2 includes lab “A,” lab “B,” and the prep-room. SBER has submitted its price proposal for Phase 2 at \$430,555.27.

Purpose: To obtain board approval to proceed with Phase 2 of a design-build contract with Struever Bros. Eccles & Rouse at \$430,555.27

Location: Science and technology building lower level lab “A,” lab “B,” and prep-room

Timeline: To begin September 2007, after board approval, with estimated completion of spring 2008

Specifications: Design-build two biology labs and one prep-room in the lower level of the science and technology building

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$430,555.27

Vendor: Struever Bros. Eccles & Rouse

Source of funds: Systemic Budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.

5 – Athletic Fields Maintenance Services Miscellaneous Items

Background: Brickman has the college’s athletic fields maintenance contract for FY08 for \$72,492. The contract covers the following (numbers in parentheses represent the number of times a service will be performed under the contract):

Athletic fields management services for **playable** turf area includes: mow and trim turf (64); solid tine aeration (three) and slicing aeration (three); fertilization (eight); overseeding (three); weed control (three); grub control (one); fungicide (four); nutrient test (two); topdressing (two); irrigation start-up (one), system check (three), winterization (one); spring clean-up (one); leaf removal (three).

Athletic fields management services **non-playable** area: includes mow and trim (24); turf care application #1 and 2 (one), monitor and treat (five), application #3 (one); edging (12); spring clean-up (one); leaf removal (three).

Several unforeseeable repairs have become necessary due to damages to the fields irrigation system as well as weather related damages to the sod. The administration estimates an additional \$20,000 should be set-up as a separate purchase order for FY08 for any incidental repairs that are not covered under the existing athletic fields maintenance services contract.

Purpose: To obtain board approval for miscellaneous repairs not covered by contract

Location: Athletic fields area as delineated by fenced area

Timeline: July 1, 2007 – June 30, 2008

Specifications: Incidental repairs of athletic fields not covered by contract

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$20,000

Vendor: Brickman

Source of funds: FY08 operating budget – plant operations account

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.

6 – Construction Manager at Risk for the Belmont Inn and Conference Center Barn

Background: Proposals were solicited for construction manager (CM) at risk services for the Belmont Inn and Conference Center Barn renovations and addition project. This project renovates the existing barn of 5,056 gross square feet (GSF) and incorporates an addition of 7,244 GSF to provide a teaching kitchen, classroom, production kitchen, dining room, meeting room, and administrative and support areas. The additional square footage includes completion of the basement, as well as a small addition on the back of the barn. The additional square footage does not increase the footprint of the current building. The total project is proposed at 7,690 net assignable square feet (NASF) and 12,300 GSF.

The project will serve to sustain the economic viability of Belmont as an historic site and enable the larger community to enjoy the estate's resources by meeting the following objectives:

- Provide academic opportunities for students consistent with activities of the conference center and the environs of Belmont;
- Continue to operate a conference center for businesses, organizations, and the local community seeking an intimate, bucolic environment for retreats, conferences, and gatherings;
- Incorporate U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) principles into the design, construction, and equipping of the project; and
- Add amenities critical to the success of a conference center.

The board approved the contract for architectural and engineering (A/E) services for the Belmont Inn and Conference Center barn renovations and addition at its August 22, 2007, meeting. Since that time, the college has been working with the A/E team from Ayers Saint Gross on the design of this renovation and addition project. The request for proposal (RFP) for CM at risk services was issued in July 2007. The technical proposal submission was required on August 21, 2007, followed by interviews on August 24 and 29, 2007, and the price proposal submission on September 5, 2007.

In addition to the public notice of the RFP, the college direct mailed packages to the following firms:

Atlantic Builders Group

Gilbane Building Company
Henry H. Lewis Contractors, LLC
Morgan Keller Construction
Riparius Construction
Struever Bros. Eccles & Rouse
Whiting-Turner Contracting Company

Notification "Not to Bid" was received from:

Gilbane Building Company
Whiting-Turner Contracting Company

The following firms submitted technical proposals:

Morgan Keller Construction
Riparius Construction
Struever Bros Eccles & Rouse

In accordance with the process the college adopted several years ago, the evaluation of proposals is based on a cumulative score over three phases. Each phase requires a minimum score based on a percentage of total available points in order to proceed to the next phase. The points for each phase are totaled and weighted yielding a maximum value. The firm with the highest score ultimately produces the best-evaluated proposal.

The three phases and weightings are listed below:

Phase 1 – Technical Proposal consists of 692.5 maximum available points at 45 percent
Phase 2 – Oral Presentation consists of 384.72 maximum available points at 25 percent
Phase 3 – Price Proposal consists of 461.67 maximum available points at 30 percent

Technical proposals were received from three firms. The technical phase was evaluated utilizing a point system for each of the following categories:

- 1) Key personnel;
- 2) Firm experience and references;
- 3) Project specific background;
- 4) Profile of the proposer;
- 5) Economic benefit; and
- 6) Minority Business Enterprise participation.

Following the technical proposal submission, the firms ranking from highest to lowest was as follows:

Struever Bros. Eccles & Rouse
Riparius Construction
Morgan Keller Construction

All three firms were asked to participate in the oral presentations. Following the interviews, Riparius Construction and Struever Bros. met the minimum score and were asked to submit price proposals. The price proposals were evaluated based on five categories: 1) preconstruction services; 2) construction services; 3) general conditions personnel reimbursable expenses; 4) general conditions non-personnel; and 5) construction contingency. Points were awarded using pre-determined percentages of the construction budget and were based on the total price proposal. College staff met with each firm and reviewed the categories and requirements of the price proposal. The maximum points possible for all three phases totaled 1,538.9 and the cumulative scores were as follows:

Riparius Construction - 950.2 points or 61.7 percent
Struever Bros. Eccles & Rouse - 1,216.4 points or 79.0 percent

Purpose: To obtain board approval to award the contract for construction manager at risk services for the construction of the Belmont Inn and Conference Center barn renovations and addition

Location: Belmont Inn and Conference Center barn, Elkridge, Maryland

Timeline: Preconstruction services to start in September 2007, with construction to be completed for the fall 2008 semester

Specifications: To provide construction manager at risk services for the renovations and addition to the Belmont Inn and Conference Center barn project of 7,690 NASF and 12,300 GSF

Bids: Technical proposals were received from three firms and evaluated by a college selection committee. These firms included:

Morgan Keller Construction
Riparius Construction
Struever Bros. Eccles & Rouse

The three firms were asked to participate in oral presentations. The interviews were evaluated on the following criteria:

- 1) Responses to questions that each firm was asked to address concerning the project;
- 2) Strength of the proposed A/E team;
- 3) Experience with projects of similar scope, size and cost;
- 4) Project experience with culinary teaching spaces, commercial kitchens, and conference facilities;
- 5) Experience with the Maryland Historical Trust and with projects involving historic sites;
- 6) Experience with Howard County funded projects and regulatory agencies;
- 7) Experience with projects incorporating LEED elements;
- 8) Higher education and community college experience; and

9) Construction management at risk experience.

Following the oral presentations, the ranking of firms was as follows:

- Struever Bros. Eccles & Rouse
- Riparius Construction
- Morgan Keller Construction

Streuver Bros. was an especially strong firm having had extensive experience working with the Maryland Historic Trust, historical properties, higher education institutions, green buildings, and conference centers. All plans will be submitted to the Maryland Historic Trust for review and approval as required.

Price proposals were received on September 5, 2007. The amounts below represent the evaluated categories and total price proposal:

Price Proposal Category	Riparius	Struever
Preconstruction Services Fee	201,000	38,352
Construction Management Fee	95,000	115,000
Reimbursables-General Conditions Staff	247,572	210,375
Reimbursables-General Conditions	303,500	148,125
Contingency Amount	62,500	62,500
Total Price Proposal	\$909,572	\$574,352

The current recommendation to the board is for the preconstruction services highlighted above. The remaining categories will be included as part of the guaranteed maximum price (GMP) to be presented to the board for approval following completion of design and prior to the start of construction.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$38,352

Vendor: Struever Bros. Eccles & Rouse, Inc., 1040 Hull Street, Suite 200, Baltimore, Maryland 21230

Source of funds: FY08 Capital Budget, Belmont Inn and Conference Center.

Compliance: This request is in compliance with college procedure, Purchasing 62.05.01

7 – Furniture for the Science and Technology Building

Background: The college is in the process of constructing two biology laboratories with a prep-room in the science and technology building lower level where the bookstore was previously located. The labs require specialized furniture and the college located a vendor that is familiar with providing scientific furniture and equipment. The college would like to procure this equipment from VWR, International through the National Association of Educational Procurement (NAEP) contract with Prince George's Community College. The vendor will design, construct, and install laboratory furniture for the renovation of the vacated space. VWR, International has submitted its price proposal for this phase at \$127,140.25.

Purpose: To obtain board approval to proceed with a contract for furniture

Location: Science and technology building lower level lab "A," lab "B," and prep-room

Timeline: To begin September 2007, after board approval, with estimated completion of spring 2008

Specifications: Classroom laboratory grade wood furniture with custom made chemical resistant epoxy resin surfaces. Each classroom seats 24 students and the prep room is sized to meet the needs of both labs. The cabinets will also contain locks, electrical, telecommunications and plumbing fixtures with undermounted sinks provided. Also provided are one laboratory vent hood, three emergency washdown stations, 48 chairs, two whiteboards, and one lab refrigerator. VWR is providing installation of all equipment and furniture.

Bids: No bids necessary. HCC will piggyback on Prince George's Community College's existing NAEP contract with VWR, International.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$127,140.25 for furniture and installation contract

Vendor: VWR International

Source of funds: Systemic Budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.