

ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
SPECIAL MEETING

Tuesday, June 21, 2011
7:00 a.m. Trustee Breakfast
7:30 a.m. Special Meeting
665 Johnson Street
Alpena, MI 49707
989-358-7247

DATE OF NOTICE: June 15, 2011

The Alpena Community College Board of Trustees will conduct a special meeting on Tuesday, June 21, 2011, beginning at 7:30 a.m., in the Roger C. Bauer Board Room, Room 400 of the Charles R. Donnelly Natural Resources Center, on the College campus to select an architect.

Alpena Community College provides handicap access to both the Roger C. Bauer Board Room and the Charles R. Donnelly Natural Resources Center on the College campus.

All official proceedings and agendas are kept in the Office of the Board of Trustees, 125-C Besser Technical Center, on the College campus, and can be viewed upon request between the hours of 8:30 a.m. and 4:00 p.m. Monday through Friday.

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- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Introduction of Guests and Public Comment
- 5) Action Items
 - 2.508 Architectural Services
- 6) New Business
- 7) Next Regular Meeting: August 18, 2011
- 8) Adjournment

2.508 Architectural Services

During February 2011 Alpena Community College solicited proposals from architectural firms for architectural services for the design and construction the College's proposed Electrical Power Technology Center (EPTC). The EPTC has been approved by the Michigan Legislature for planning funds to be expended. The project still requires match funding from the State that is scheduled to occur in 2012.

The following criteria were used to determine which architectural firm would be selected:

- Firm experience with public university and community college projects
- Knowledge and professionalism of staff who would be assigned to the project
- Assurance of record and commitment to highest quality in architectural standards
- Record and resolution of legal proceedings (arbitration, complaint or court action)
- Credentials of consultants used for the project
- Sustainability standards and design
- Range of services provided
- Fee structure

Eighteen firms, many with noteworthy qualifications, responded to the College's request for proposals. After thorough review based on the aforementioned criteria, College staff narrowed the search down to two firms that were invited for interviews. Both firms made superior presentations of their proposals and introduced staff members who would be engaged in the project. Both finalist firms have the capacity to offer excellent service the College. After the presentations, it was evident that SHW Group made the stronger case, both in terms of fit of services, staff, and commitment to the project; and in terms of cost, which SHW bid at 5.25% of project costs plus limited incidental costs. On a \$3,000,000 project this would equate to \$157,500 plus limited incidental costs. The agreement will begin with the preliminary designs required by the Michigan's State Building Authority for a cost of \$26,700. To insure predictability of costs, each separate phase of the design work must receive prior approval by the Alpena Community College.

Therefore,

The following resolution is proposed:

That the Alpena Community College Board Trustees selects SHW Group of Berkley, Michigan, to provide architectural services for the design and construction of the College's proposed Electrical Power Technology Center for the fee rate of 5.25% of construction cost and any other limited mutually acceptable fees as described in its response to the Request for Proposals for Architectural Services to Alpena Community College. The contract will provide a cancellation clause if funding cannot achieved. In addition, the Board authorizes College staff to contract with SHW Group for the first phase of schematic design base services at a cost not to exceed \$26,700 (plus reimbursable expenses) in order to meet minimum requirements for submission to the Michigan Department of Technology, Management, and Budget by the November 4, 2011 deadline.