



January 19, 2010

MEMORANDUM

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

Item Description:

This item describes the process and timeline for the selection of Architectural Services for both the Main Campus and the Florida Public Safety Institute.

Overview:

The current agreements for architectural services with DAG for the Florida Public Safety Institute and CRA for the Main Campus expire on June 30, 2010. Historically, these agreements were for a three year term, with annual approvals by the Board of Trustees after the first year.

To meet the June 30, 2010 deadline, it is important to begin the process for the selection by the Board of Trustees and conclude with a recommendation for action at the May 2010 Board meeting.

Salient Facts:

The Consultant's Competitive Negotiations Act, chapter 287.055, Florida Statutes, provides direction in the selection of professional services. This is the same process the College has utilized in the past to select architects for continuing contracts for both the TCC Main Campus and the Florida Public Safety Institute. It requires the College take the following steps:

1. Prepare a Request for Proposal (RFP) and advertise for the professional services
2. Appoint a staff committee to conduct initial evaluations of the proposals submitted
The initial criteria shall include:
 - a. Submittal of Required forms, that include (1) Business/Corporate Background; (2) Drug Free Workplace; (3) MBE/WBE participation; (4) Staff/Personnel; (5) Schedule of Hourly Rates; (6) References; (7) Financial Condition of Firm
3. The Board of Trustees appoints an Architectural Selection Committee to conduct interviews with no fewer than three firms for the Main Campus and the Florida Public Safety Institute based on specified criteria. The criteria for the formal interviews with the Board of Trustees Architectural Selection Committee shall include:
 - a. Volume of work with TCC over past 3 years
 - b. Management and Professional staff assigned to TCC

Salient Facts:

(continued)

- c. Location of Corporate office
 - d. Degree of M/WBE ownership/ proposed participation on TCC projects
 - e. References from other Educational clients (5 minimum)
 - f. Special characteristics/services that are unique to your architectural firm
4. Recommendations from the Architectural Selection Committee are submitted to Board of Trustees in order of preference for each campus location (Main and FPSI) at the May 2010 Board meeting.

Past Actions:

This is the same process utilized by Board of Trustees to select the current architects. The Board Architectural Selection Committee scheduled and conducted the interviews and made the recommendation to the full Board.

Future Actions:

The Board of Trustees should appoint an Architectural Selection Committee and set a date to conduct the interviews so a final recommendation can be placed for Board action at the May 2010 Board meeting.

Funding/Financial Matters:

The projects for these architectural services would be estimated to cost up to \$2,000,000 as defined in chapter 287.055 for continuing contracts and up to \$200,000 for individual studies. Funding for these projects would be either from line item appropriations from the Legislature, from the Annual PECO Renovation and Remodeling funds, from SBE Bond Funds, from Capital Improvement Fees or from grant funding.

Staff Resource:

Teresa Smith

Recommended Action:

Provided as information only.