

**MINUTES OF THE BOARD OF REGENTS
FACILITIES COMMITTEE MEETING
GALVESTON COMMUNITY COLLEGE DISTRICT
4015 Avenue Q
Galveston, Texas 77550
Room M-202 – Moody Hall
August 13, 2013
5:30 p.m.**

At the Galveston Community College District Board of Regents Facilities Committee Meeting, duly held on Tuesday, August 13, 2013, in Room M-202 of Moody Hall, commencing at 5:30 p.m., the following Facilities Committee members were present: Paul J. Cunningham, M.D., Chairperson, Mr. Armin Cantini, Ms. Karen F. Flowers, Mr. Florentino “Tino” F. Gonzalez, and Mr. Raymond Lewis, Jr. Regent Carroll G. Sunseri also attended the meeting.

Staff present included Dr. W. Myles Shelton, President, Ms. Carla Biggers, Dr. Gaynelle Hayes, and Dr. Cissy Matthews.

- I. CALL TO ORDER:** Chairperson Cunningham opened the meeting at 5:30 p.m. in Room M-202 of Moody Hall and determined a quorum was present.

- II. CERTIFICATION OF POSTING NOTICE OF FACILITIES COMMITTEE MEETING:** Dr. Shelton confirmed that the notice of the Facilities Committee Meeting had been properly posted on August 8, 2013.

- III. CONSIDER APPROVAL OF MINUTES FROM JULY 15, 2013 MEETING:** A reading of the minutes for the July 15, 2013 meeting was waived. Mr. Lewis moved to approve the minutes as presented; Mr. Gonzalez seconded. The motion passed unanimously.

- IV. REVIEW AND DISCUSS CONTRACT BETWEEN GALVESTON COLLEGE AND WHR ARCHITECTS, INC. FOR PERFORMING ARTS CENTER ARCHITECTURAL/ENGINEERING SERVICES:** Dr. Shelton presented the contract negotiated between Galveston College and WHR Architects, Inc. (WHR) for the performing arts center architectural/engineering services. The project would be completed in two phases with two different contracts. Both have been reviewed by the College’s attorney. The first would be the Proposal for Programming/Pre-Design Services. This phase would include an executive summary, projects goals, space and adjacency requirements, site considerations, and concept design. The deliverable would include three to four photo-realistic renderings of a preliminary conceptual design for a donor/fundraising package.

Mr. Cantini arrived at 5:35 p.m.

WHR has quoted a base fee of \$111,700 plus reimbursable expenses estimated at \$21,300. Dr. Shelton said that this phase of the project should be completed by the end of the year. Upon completion of this conceptual phase, a basic B101 architectural contract would be submitted for the construction phase of the project. WHR anticipates a fee of between 7 to 8 percent of construction cost.

IV. REVIEW AND DISCUSS CONTRACT BETWEEN GALVESTON COLLEGE AND WHR ARCHITECTS, INC. FOR PERFORMING ARTS CENTER ARCHITECTURAL/ENGINEERING SERVICES: *(Continued)*

Dr. Shelton noted that upon approval of the proposal, staff would begin meeting with the architects and gave a timeline of this phase of the project. He explained that WHR would be paid for Phase 1 services by invoice for work completed. Board approval and signing of the B101 agreement is contingent upon acquired funding for construction. If the expectations for fundraising are not met, the Board would make choices that are best for the needs of the College. There was discussion of the performing arts center footprint and how that fits into the College's Facilities Master Plan and existing infrastructure. Dr. Cunningham suggested that now would be a good time for the Board members and the architects to examine the master plan. Dr. Shelton agreed to include a review of the master plan with the architects at the first meeting. The President recommended that the Committee consider the proposal for the first part of the project that would include the deliverables of the basic design and concept renderings for a fundraising package. At an appropriate point in time, the B101 contract would be presented to the Board for approval to begin the second phase, which is actual construction.

V. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING CONTRACT BETWEEN GALVESTON COLLEGE AND WHR ARCHITECTS, INC. FOR PERFORMING ARTS CENTER ARCHITECTURAL/ENGINEERING SERVICES:

Ms. Flowers moved to recommend to the Board of Regents the acceptance of the Phase 1 proposal submitted by WHR Architects for a base fee of \$111,700 plus reimbursables for programming and pre-design services for the performing arts center project; Mr. Lewis seconded. The motion passed unanimously.

VI. UPDATE ON APPLIED TECHNOLOGY CENTER RENOVATIONS AND PROJECT CHANGE ORDERS:

Dr. Shelton gave an update on the Applied Technology Center renovations and provided a written summary of the project change orders. This handout included the approved change orders and those that are pending or active. He reported that substantial completion has been declared on Building 1 and on the general site. It has passed all inspections that allowed for the issuance of a temporary certificate of occupancy. A permanent certificate will be issued once the punch list items and landscaping are done. The City of Galveston granted an extension for the landscaping due to the water restrictions. Dr. Shelton reported that the interior of the large building has been completed. Staff did a walkthrough with the architects last week and generated an extensive punch list of items to be resolved. At this point, Dr. Shelton reviewed the handout and summarized the outstanding expenses of the project. He provided details of an issue following inspection of the backflow prevention valve that is estimated to cost \$10,000 to \$15,000 to resolve. A new backflow prevention valve is the result of building code changes after Hurricane Ike. Dr. Shelton also informed the Regents that due to an overflow, it was discovered that the property is not tied into the

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City's sewer system but has a septic tank. A refund will be requested for sewer fees collected by the City. Based on the building usage, it is anticipated that the College will eventually need to tie into the City's sewer system. Dr. Shelton also reported that a laundry room built to house the washer and dryer for cosmetology was too small as is the electrical room for the two transformers. A number of items on the punch list are questionable. Dr. Shelton shared plans to follow up on this matter once the project has been completed. Staff recommended that authorization be granted to the College President to approve the paperwork for known pending change orders as of July 7, 2013, for a total of \$23,017.68, plus a new change order for the installation of a backflow prevention valve.

VII. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING APPLIED TECHNOLOGY CENTER RENOVATION PROJECT CHANGE ORDERS: Mr. Lewis moved to recommend to the Board the approval of the pending change orders and the new change order for the installation of a backflow prevention valve. The College President would be authorized to approve the paperwork. Ms. Flowers seconded. Mr. Gonzalez expressed his disappointment with the amount of change orders as a result of the lack of due diligence by the architects and/or engineers of this project. Other Regents agreed. The motion passed unanimously.

VIII. ADJOURNMENT: There being no further business to come before the Facilities Committee, the meeting adjourned at 6:33 p.m.

Carla D. Biggers, Clerk

APPROVED AS CORRECT:

Paul J. Cunningham, M.D., Chairperson