

MINUTES OF THE BUILDINGS AND GROUNDS COMMITTEE MEETING
OF THE BOARD OF REGENTS OF THE DEL MAR COLLEGE DISTRICT
December 9, 2003

The Buildings and Grounds Committee Meeting of the Board of Regents of the Del Mar College District opened in the Isensee Board Room, Harvin Student Center, Del Mar College East Campus, 101 Baldwin, Corpus Christi, Texas, at 11:07 a.m. on Tuesday, December 9, 2003, with the following present:

From the Committee:

Mr. Gabe Rivas, Chairperson; Mrs. Minnie Arriaga, Dr. Haysam Dawod, Mrs. Olga Gonzales, Mr. Bill Martin, Mrs. Dorothy Spann, and Mr. Guy Watts.

From the College:

Mr. Jose Alaniz, Acting President and Vice President, Business and Finance; Mr. Jose Rivera, Vice President of Student Development and Community Learning; Ms. Claudia Jackson, Assistant to the President for Community Relations; Mr. Willie Keller, Acting Director of Physical Facilities; Ms. Barbara Kimball, Assistant to the Vice President for Business Services; Ms. Vickie Natale, Dean of Administrative Services; and other administrators, faculty, and staff.

From the Attorney's Office:

Mr. Stephen Hilmy.

Others:

Mr. Bill Wilson, Mr. Dan Talley, and Mr. Mario Alaniz, with WKMC Architects; and other interested citizens.

CALL TO ORDER, QUORUM CALL, MOMENT OF SILENCE

Mr. Gabe Rivas, chairperson of the Buildings and Grounds Committee, presided and called the meeting to order. With a quorum present, he requested a moment of silence.

PUBLIC COMMENTS

No one signed up or requested to address the Board.

APPROVAL OF MINUTES (#1)

Dr. Haysam Dawod made a motion, seconded by Mrs. Minnie Arriaga, to approve the minutes of the November 25, 2003, meeting of the Building and Grounds Committee. The motion carried by unanimous vote of those present.

REPORT ON IDENTIFICATION OF EAST CAMPUS NEEDS PERTAINING TO BOND PROGRAM (#2)

Dr. Anne Matula, dean of the Division of Business and Career Programs, and Dr. Ann Lopez, dean of the Division of Arts and Sciences, provided information on their departmental needs, which included projected growth, trends, space, instructional support, and future needs. In summary, Dr. Matula reported that her area would not require additional space in the short term; Dr. Lopez reported that although her area has needs, they understand the current budget limitations and support the bond improvements on the West Campus. An ad hoc committee of Dr. Haysam Dawod, Mrs. Dorothy Spann, Mr. Guy Watts, Mrs. Minerva Arriaga, two deans, and

the coordinating architect were selected to provide the Board a report on future campus needs for the Master Plan. Mr. Alaniz reminded the Committee that funding would be a critical issue.

BOND PROGRAM WEBSITE (#3)

Ms. Claudia Jackson announced that the bond improvement program website would be ready in October at www.delmar.edu/capitalimprovements. She acknowledged the work of Mr. August Alfonso, Ms. Laura Montemayor, Ms. June Broadstreet, and Mr. Jay Knioum. Mr. Dan Talley pointed out that content would be released as the project information becomes available. No action was taken.

REPORT BY COORDINATING ARCHITECT ON THE BOND IMPROVEMENT PROGRAM, INCLUDING CURRENT STATUS AND UPCOMING ACTIVITIES (#4)

Mr. Bill Wilson reported that five projects have been approved. He requested that any meetings on the East Campus needs/Master Plan not begin until after 60-90 days because of the current priorities with the bond improvement program. The Committee agreed to wait until after February 1, 2004. The firm will begin working on the selection process for building contractors. Competitive sealed proposals will be requested, and a criteria for evaluating them will need to be set up. This will be submitted to the Board for review and approval. He reported on the following projects:

- Industrial Education Complex: second level of concepts was presented; third level will be presented in January; program documents have been compiled.
- South Campus Development: program documents have been compiled; design will be presented soon.
- Central Plants East/West Campuses: West Campus will begin December 3, 2003; East Campus will begin on December 5, 2003; project engineers will be starting without program documents, but will produce them over the next 30 days.
- Richardson Auditorium: agenda item today.
- Health Science Facility: met December 17th; draft program document in progress and may be ready to review December 18th/19th, over the winter break.
- Public Safety Complex: selection of project architect on today's agenda.
- Specialty Consultants: agenda item today.

SELECTION OF THE PROJECT ARCHITECT FOR PUBLIC SAFETY COMPLEX PURSUANT TO RFQ 2004-06 (#5)

Mr. Wilson reported that four Statement of Qualifications were received for the Public Safety project architect, and all four firms were interviewed. It was the recommendation of the evaluation team to select the firm of McGloin-Sween of Corpus Christi as the prime, with Gensler of Houston as the subcontractor for the design.

Mrs. Spann made a motion, seconded by Dr. Dawod, to approve the recommendation and select the firm of McGloin-Sween of Corpus Christi, Texas, to serve as the project architect for the Public Safety Complex bond improvement program. The motion carried by unanimous vote of those present.

(a) SELECTION OF DMC PROJECT TEAM FOR RICHARDSON AUDITORIUM; (b) ISSUING A REQUEST FOR QUALIFICATIONS (RFQ) FOR A PROJECT ARCHITECT FOR RICHARDSON AUDITORIUM; (c) DEVELOPMENT OF THE PROGRAM OF REQUIREMENTS (POR) FOR RICHARDSON AUDITORIUM (#6)

Mr. Wilson reported that he was developing the RFQ and the program requirements simultaneously and would integrate the other program users. Mr. Talley pointed out that the program requirements would be developed before the RFQ is published, and then reviewed the list of project team members, which included Board members Rivas, Spann, and Watts. Mr. Rivas approved the inclusion of Mrs. Minnie Arriaga, and a representative from the C. C. Concert Ballet and the C. C. Symphony on the evaluation team. The two outside representatives would be non-voting members.

Mr. Bill Martin made a motion, seconded by Dr. Dawod, to approve the list of names for the project team for the Richardson Auditorium bond improvement project as presented, with the additions. After a brief discussion, the motion carried by unanimous vote of those present.

Mr. Rivas reported that items (b) and (c) were not ready for action.

APPROVING ISSUANCE OF WORK ORDERS TO CONSULTANTS ON THE INDUSTRIAL EDUCATION COMPLEX PROJECT FOR (a) GEOTECHNICAL ENGINEERING; (b) SURVEYING; (c) CIVIL ENGINEERING (#7)

Mr. Wilson explained that the consultants would be involved in multiple areas of the bond improvement program, and he and the College attorney had been working on a more defined contract that would include the issuance of work orders. Naismith Engineering had submitted a letter of engagement to provide surveying not to exceed \$15,000, and civil engineering services not to exceed \$10,000. Rock Engineering submitted a contract proposal for geotechnical services not to exceed \$11,000.

Mr. Watts made a motion to contract on a work order basis for the geotechnical engineer for the Industrial Education Complex project not to exceed \$11,000; to contract for both civil engineering study and site surveying work by Naismith Engineering, not to exceed \$15,000 for surveying, and \$10,000 for civil engineering. The motion was then divided.

Mr. Watts made a motion, seconded by Mrs. Arriaga, to contract with Rock Engineering on a work order basis for geotechnical services for the Industrial Education Complex project, not to exceed \$11,000. The motion carried by unanimous vote of those present.

Mrs. Gonzales made a motion, seconded by Dr. Dawod, to approve a contract with Naismith Engineering on a work order basis for civil engineering for the Industrial Education Complex project, not to exceed \$10,000. The motion carried by unanimous vote of those present.

Mrs. Gonzales made a motion, seconded by Mrs. Arriaga, to approve a contract with Naismith Engineering on a work order basis for a site survey for the Industrial Education Complex project, not to exceed \$15,000. The motion carried by unanimous vote of those present.

Mrs. Spann pointed out that all contracts for the bond improvement program should be presented to the Board for review and approval.

APPROVING ISSUANCE OF WORK ORDERS TO CONSULTANTS ON THE SOUTH CAMPUS DEVELOPMENT PROJECT FOR (a) ROOFING CONSULTANT; (b)

SURVEYING (#8)

Mr. Wilson reported that Medina Engineering had submitted a proposal to provide surveying for the South Campus Development project for \$10,000; Amtech proposed to provide a technical analysis for the roofing in the amount of \$10,000.

Mrs. Spann made a motion, seconded by Dr. Dawod, to authorize Amtech to provide a technical analysis for roofing for the South Campus Development project, not to exceed \$10,000. The motion carried by unanimous vote of those present.

Mrs. Gonzales made a motion, seconded by Mr. Martin, authorizing Medina Engineering to provide surveying for the South Campus Development project, not to exceed \$10,000. The motion carried by unanimous vote of those present.

CALENDARING DATES (#9)

There were no items to be calendared.

With no further business, the meeting adjourned at 12:49 p.m.