

**BOARD BUILDING COMMITTEE
SAN JACINTO COMMUNITY COLLEGE DISTRICT
May 23, 2023**

Members Present: Dan Mims and John Moon, Jr.

Members Absent: Marie Flickinger (ex-officio) and Erica Davis Rouse

Other Trustees Present: None

Others Present: Heidi Cartzendafner, Damon Harris, Brenda Hellyer, Carin Hutchins, Bryan Jones, Angela Klaus, Deborah Paulson, Genie Scholes, Charles Smith, and Teri Zamora

- I. John Moon, on behalf of Dan Mims, called the meeting to order at 4:04 p.m. Mr. Mims joined the meeting via teleconference.
- II. Roll call of the Committee members was taken by John Moon:
 - Marie Flickinger (Ex-officio member), absent
 - John Moon, Jr., present
 - Erica Davis Rouse, absent
 - Dan Mims, present
- III. Approval of Minutes from the August 16, 2022, Building Committee Meeting was completed. Motion was made by J. Moon to accept the minutes and seconded by D. Mims. (Approval of the minutes was postponed until later in the meeting when Mr. Mims was physically present.)
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Bryan Jones)
 - Bond Funds
 - Consideration of Approval to Award Professional Services Pool
 - This item requests approval of a pool of professional services vendors consisting of engineers and related technical consultants for various unspecified construction, renovation, and infrastructure projects.
 - RFQ No. 23-27 was issued on April 18, 2023, to procure professional services in compliance with §2254 of the Texas Government Code. Forty-five (45) proposals were received and ranked based on the scoring. Ranking and award by discipline were provided to the Building Committee for review.
 - Approval of this request will grant the administration authority to award a pool of pre-qualified professional services firms and negotiate contracts for each project based on the best match of qualifications, experience, and applicable skills as determined by subject matter experts within the College.
 - Separate contracts will be issued with firms on a per project basis. All contracts that exceed the minimum threshold for Board approval will be brought forth for Board approval. The College does not guarantee any firms will be engaged for any projects.
 - D. Mims requested clarification as to what they were being asked to

- vote upon. B. Jones and C. Smith explained to the Building Committee members and meeting attendees that the College procured a pool of professionals approximately seven (7) years ago, and the most recent RFQ was initiated to refresh the pool for professional services and allow for new consultants to be added as approved vendors.
- Consideration of Approval of Additional Funds for Central Campus Marcom Capital Renewal (C-2).
 - This item requests approval for expenditures requiring additional funds for construction services from Tellepsen Builders, L.P. for Central Campus Marcom Building (C-2) Capital Renewal.
 - In June 2022, the Board approved construction manager-at-risk (CMR) #22-32 contract with Tellepsen Builders, L.P. to renovate the Central Campus Marcom Building. In January 2023, the Board authorized a Guaranteed Maximum Price (GMP) not to exceed \$10,600,000. On February 20, 2023, the Chancellor’s designee approved the GMP for \$10,010,621, which was \$589,379 below the Board authorized GMP.
 - As the project has developed, it became clear that the College would benefit by pulling the future planned re-roofing of the Marcom Building into the current project. This would eliminate redundancy of roof perimeter work and allow for the elimination of interior roof drains.
 - Approval of this action will increase the GMP of the construction contract and allow for a replacement roof to be included in the project scope.
 - T. Zamora clarified that the Board had previously approved funding for this project, but the additional request for the new roof exceeded architectural threshold for funding.
 - B. Hellyer reminded the Committee members that this topic was previously discussed in the last Board Workshop on May 1, 2023.
 - D. Mims and J. Moon discussed the issue with internal drainpipes in buildings and agreed with the recommendation to move forward with additional funding request for the C-2 Marcom Building roof replacement.
 - Consideration of Approval of Additional Funds for Interior LED Lighting Retrofit Project.
 - This item requests the Board to approve the expenditure requiring additional funds for the LoanSTAR Interior LED Lighting project.
 - In September of 2021, the Board approved a contract with the Texas Comptroller of Public Accounts, State Energy Conservation Office (SECO) for a low interest loan facilitating energy efficiency improvements to the College’s built environment. The anticipated amount of the loan package was \$4,722,118, including LED lighting retrofits across the College then valued at \$811,078.
 - Detailed project plans and specifications were developed by ESA (Energy Systems Associates, Inc.) and used as part of the documentation package required for public solicitation of construction proposals in accordance with the Texas Government Code §2269.151. Competitive sealed proposal #22-28 for the Interior LED Lighting Retrofit Project was issued on February 1, 2022, and in April 2022, the Board of Trustees approved a contract with E3 Entegral Solutions.

- During execution of the project, changes in scope based on reduced maintenance or changed tenant needs resulted in the addition of 950 lighting fixtures to the project. Unit pricing per fixture was included in the original project award, and these changes met the requirements of the College's LoanSTAR agreement and were approved by SECO. When the final pay application was submitted to the College, it was determined that the change order exceeded the Board approved amount for the project.
 - Approval of this request will allow the final change order and pay application for the project to be processed, allowing the project to be closed. Work was completed in December 2022.
 - This item was presented without further discussion or questions from the Building Committee.
- Operating Funds
 - None.

V. Project Updates

- Bond Funds (Reported by Charles Smith)
 - Safety Metrics
 - Zero safety incidents were reported in the past few months.
 - One property damage incident was recorded when a parking lot light pole at Generation Park Campus fell during a severe weather condition. No collateral damage or injury was reported.
 - C. Smith explained that the poles initially installed suffered from a weak weld and after three years, rusted out. New lamp bases will be installed and anchored. The contractor took full responsibility and has secured a stronger weld as a temporary fix while parts are on order. The contractor will complete the replacement of forty-seven (47) light pole bases by August 2023 at no charge to the College.
 - Schedule Updates
 - The College is nearing completion on the larger 2015 Bond projects and has phased out the program management services. The College will continue to manage the remaining projects in house and will use the remaining Bond funds for capital renewal projects and deferred maintenance.
 - Progress Updates
 1. Central Campus – Technical Education Building (C-31)
 - Roof replacement is nearly complete with a few shortfalls noted in workmanship that are currently under review for resolution.
 2. Central Campus – Marcom Building (C-2)
 - Except for the recently added roof scope, the demolition of C-2 is essentially complete.
 - The build back of plumbing, electrical, and HVAC has begun.
 3. North Campus – Central Plant CIT (N-32)
 - This project is nearing completion. The pipeline extends from the west plant to about one hundred (100) feet from point of connection to the east plant. The last 100 feet will progress slowly due to existing old telephone service, hydronic connectors, sanitary sewers, and natural gas pipeline requiring hand excavation and shoring of the trenches due to soft soil.

4. North Campus– Burlison, Spencer & Brightwell Buildings (N-7, N-8, N-9)
 - Replacement of the roofs is now complete, minus a few punch items that will be corrected this week.
 5. South Campus– Primary Electrical
 - There will be a final shutdown to complete the SC Primary electrical upgrade which will take place over Memorial Day weekend. At this time, a new service will be connected to the CenterPoint meter on Beamer Road. The remaining power poles on El Franco Lee will be removed.
 6. South Campus – Academic North and South Wing (S-7 and S-9)
 - Roof replacement is complete except for the collector boxes, downspouts, and overflow scupper trim. Anticipated completion date is set for two weeks.
 7. Additional projects in development and design are as follows:
 - Central Campus Anderson–Ball Classroom Building (C-16) - Continued efforts to get solar installation approved by CenterPoint are progressing favorably at this point.
 - Central Campus Automotive and Career Center (C-26) - Modifications to support the training of electric vehicle technicians are being studied.
 - Central Campus Walkway to traverse the space formerly occupied by the Central Campus gym – Project is in the design phase.
 - North Campus General Services Building (N-21) – Minor modifications to make the space suitable for auction storage have begun.
 - North Campus Electrical (N-12) – Solicitation for electrical upgrades is scheduled for June 1.
 - North Campus Wheeler Building (N-10) – The design for re-roofing efforts has begun.
 - South Campus Parking Lot (SP-9) – The design for replacement paving is underway.
 - South Campus Academic North and South Wing (S-7 & S-9) – Installation of solar photovoltaics is waiting approval of plans by the City of Houston.
 - Maritime Pool – Working on the completion of drawings for the Maritime pool heater and chiller.
 - College Wide Sports Fields Upgrades – Financial planning is in progress.
 - BioPharma Institute - Requirements are under development.
 - Utility Master Plan – Plan is in the design phase.
 - North Campus Business Office Renovation – Project is in planning phase.
 - Central Campus Commercial Driving Project – Project is in planning phase.
 - LoanSTAR - package development for next fiscal year
 - B. Hellyer requested an update on the District Building A-1 electrical repairs.
 - B. Jones reported that the automatic transfer switch had a catastrophic failure requiring complete replacement. The lead time on the new item is projected to be twenty-eight (28) weeks. A-1 will not have an automatic transfer to the back-up generator during this period, but a back-up generator will be obtained in less than a day if required.
- Financial Updates

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- All reports were presented without questions or comments.
 - 2015 Bond – Major projects are substantially complete.
 - Generation Park - Projects are ending, and the remaining funds will be moved to Bond contingency.
 - LoanSTAR – The FY22 LoanSTAR loan was initially extended, and a second extension was also requested. The project is anticipated to be completed by August 31, 2023. C. Smith noted that planning was in progress to prepare to apply for another LoanSTAR loan for fiscal year FY24.
 - Bond Interest Earnings – Funds are depleted.
- Operating Funds (Reported by Bryan Jones)
 - Safety Metrics
 - Zero minor incidents were reported.
 - Schedule Updates
 - An overview of the Fiscal Year 2023 minor projects was presented without question.
 - This report was presented with no further comments or questions.
 - Progress Updates
 - An overview of the College’s Fiscal Year 2023 maintenance requests was presented.
 - This report was presented with no further comments or questions.
 - Financial Updates
 - Repair and Renovation – This report was presented with no comments.

VI. Status of Delegation of Authority

- Presented with no comments or questions; there are no items pending.

VII. Adjournment – The meeting adjourned at 4:32 p.m.