



Notice/Agenda of October 2024 Regular Board Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129)
1200 Amburn Road
Texas City, Texas 77591
Monday, October 28, 2024**

The October 2024 Regular Board Meeting of the Board of Trustees of College of the Mainland will be held Monday, October 28, 2024, beginning at 1:30 PM in the

Doyle Family Administration Boardroom (A129)
1200 Amburn Road
Texas City, Texas 77591

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. **Call to Order**
2. **Pledge of Allegiance (American Flag), Texas Pledge & a Moment of Silence**
3. **Roll Call & Determination of Quorum**
4. **Minutes**
 - A. Consideration of and Possible Action to Approve the Full Board Minutes of Monday, September 23, 2024
5. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Faculty Senate - Candace Edmonston, President
 - B. Professional Council - Brad Denison, Vice President
 - C. Student Government Association - Maia Morales Morales, SGA Treasurer
7. **Consideration of and Possible Action to Award Contract 25-01 for House Bill 8 Compliance Consulting Services**
8. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**
9. **Human Resources Items**
 - A. Appointment Nominations
 1. Consideration of and Possible Action to Approve the Appointment Nomination of Tige Cornelius to the Position of Executive Director of COM

- Foundation and Institutional Advancement, Institutional Advancement/Foundation Department
- 2. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Ernest McIntyre to the Position of Faculty - Engineering, Science Department
- 3. Consideration of and Possible Action to Approve the Appointment Nomination of Sonia Ramos to the Position of Director, Student Accounts/Bursar, Financial Services Department
- 4. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Kimberly Ross to the Position of Director of Collegiate High School, Dean of Student Services Department
- B. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written
- C. New Position(s)
 - 1. Consideration of and Possible Action to Approve the Administrative Officer Position for the Vice President for Student Affairs
- 10. **Policy**
 - A. Consideration of and Possible Action to Approve the Revisions to Local Policy CF
- 11. **Consideration of and Possible Action to Provide a Letter of Support for the U.S. Department of Education Postsecondary Success Recognition Program Application**
- 12. **Consideration of and Possible Action to Approve Award of Contract #23-46 for Architectural Services for the Design of College Services Addition and Renovation Project**
- 13. **Consideration of and Possible Action to Approve Award of Contract 23-45 to RDLR for Architectural Services for the Design of the Fine Arts Electrical and Door Hardware Upgrade Project**
- 14. **Consideration of and Possible Action to Approve Award of Guaranteed Maximum Price (GMP) Amendment #2 to Contract #23-30 for Durotech, Inc. for the Public Safety Careers Center (PSC) Project**
- 15. **Consideration of and Possible Action to Approve the Guaranteed Maximum Price (GMP) Amendment to Contract #23-35 with Tellepsen Builders for the Corporate and Continuing Education Center Project**
- 16. **Consideration of and Possible Action to Approve Amendment to Contract #23-27 for Additional Architectural Services to Include Design and Construction Administration for a Sound Masking System and Graphic Redesign**
- 17. **Consideration of and Possible Action to Approve the Renewal of Contract #21-06 for Zogo Tech Software Services & Support Maintenance, Including Pathways Module, Not-to-Exceed \$231,296.41 to be Paid from the Annual Operating Budget and Title V Grant Funds**
- 18. **Consideration of and Possible Action to Cast COM's 280 Votes for Donald Gartman to Serve on the Board of Directors of the Galveston Central Appraisal District and Adoption of Resolution Reflecting Same**
- 19. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the September 2024 Investment Report and September 2024 Financial Reports
- 20. **Board Report**
- 21. **President's Report**
 - A. Updates

1. 8-Week Advantage
 2. Report to the Community
 - B. Reminders/Announcements
 1. Board Meetings
 - December 2024 - Monday, December 9th
 - January 2025 - Monday, January 27th
 - February 2025 - Monday, February 24th
 2. Halloween Bash - October 31st, 12:30 p.m., Student Center
 3. Veterans Day Ceremony - November 11th, 12:30 p.m., COM Conference Center
 4. Native American Heritage Celebration - November 19th, 12:30 p.m., COM Conference Center
 5. Groundbreaking Ceremony, Thursday, November 14th, 3:00 p.m. - 5:00 p.m., Public Service Careers/Corporate and Continuing Education Building Site(s)
 6. COM's Got Talent - November 21st, 6:00 p.m. - 8:00 p.m., LRC 131
 7. COM Graduation, Abundant Life, December 7th, 10:00 a.m. and 2:00 p.m.
 - C. Resignations and Retirement Report
 - D. Miscellaneous Updates
22. **Adjournment to a Closed or Executive Session Pursuant to the Texas Government Code of the Open Meetings Act Section 551.072 - deliberation regarding real property**
23. **Consideration of and Possible Action on any Items Discussed in Closed Session**
24. **Adjourn**

**If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board reserves the right to conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E, including but not limited to the following provisions; 1)Section 551.071-consultation with attorney, 2)Section 551.072-deliberation regarding real property, 3) Section 551.073-deliberation regarding prospective gifts, 4)Section 551.074-deliberation regarding personnel matters, and/or complaints against school personnel, 5)Section 551.082-deliberation regarding student disciplinary matters and/or complaints against personnel. 6)Section 551.087-deliberation regarding economic development negotiations, and/or 7)Section 551.089 – deliberation regarding security devices or security audits. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, Thursday, October 25, 2024, 3:00 P.M.

Rosie E. Rojas
Board Clerk

Administration

President Warren Nichols, Ed.D.
Executive Vice President Helen Brewer, Ph.D.
Vice President David Wesse, Ph.D.



PRESIDENT'S OFFICE

Call to Order

Call to Order on (insert date)
at (insert time)



PRESIDENT'S OFFICE

Pledge of Allegiance to the American Flag
Texas Pledge
Moment of Silence

The Texas State Flag Pledge
"Honor the Texas flag; I pledge
allegiance to thee, Texas, one state under
God, one and indivisible."



College of the Mainland
Board of Trustees
2023-2024

Mr. Don Gartman,
Board Chair
2538 Quaker Dr.
Texas City, 77590
409-739-2618
dgartman@com.edu

Mr. Alan L. Waters,
Trustee
#1 South Pintail Street
La Marque, TX 77568
409-655-5055
awaters1@com.edu

Mrs. Dawn King,
Board Vice Chair
P.O. Box 1105
Dickinson, TX 77539
832-860-0663
dking4@com.edu

Dr. Verna J. Henson,
Trustee
7306 Heron Ln.
Texas City, TX 77591
409- 995-0948
vhenson@com.edu

Mrs. Melissa Skipworth,
Board Secretary
1061 Misty Cliff
Dickinson, TX 77539
281-684-9146
mskipworth@com.edu

Dr. Bill McGarvey,
Trustee
808 Buttonwood Dr.
Texas City, TX 77591
409-770-3537
wmcgarvey@gmail.com

Mr. Kyle L. Dickson,
Trustee
2514 Pilgrim Estate Dr.
Texas City, TX 77590
281-488-0630
dickson@murray-lobb.com



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: Full Board Minutes

Presented for recommended acceptance to Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the Full Board Minutes of September 23, 2024."

PURPOSE

To ensure accuracy of the monthly minutes.

BACKGROUND

Minutes are brought forward every month for approval.

IMPLICATIONS

Financial: N/A

Strategic Goal #1: Strategic Goal #5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

Human Resources: N/A

Attachments

1. Minutes of 9/23/24

College of the Mainland Board of Trustees
Minutes of Monday, September 23, 2024
1:30 p.m., Doyle Family Administration Building

Call to Order

Don Gartman called the meeting to order at 1:30 p.m.

Pledge of Allegiance (American Flag), Texas Pledge & a Moment of Silence

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present, except Alan Waters.

Note: Alan Waters arrived at 1:44 p.m.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, August 26, 2024

Melissa Skipworth moved the Board of Trustees approve the Full Board Minutes of Monday, August 26, 2024.

Verna Henson seconded the motion; all voted in approval.

Comments from the Community

No comments this month.

Constituent Leader Activity Reports

Faculty Senate – Candice Edmonston, President, updated the Board on faculty activities.

Professional Council – Brad Denison, Vice President, updated the Board on professional employee activities.

Student Government Association – Mario Garza, President, updated the Board on Student Government Association activities.

Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)

C.W. Scheibe updated the Board on the bond projects.

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of Enedina Rivera to the Position of Dental Hygiene Clinic Specialist, Dental Hygiene Department

Alan Waters moved the Board of Trustees approve the appointment of Enedina Rivera to the position of Dental Hygiene Clinic Specialist, Dental Hygiene Department. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written

Melissa Skipworth moved the Board of Trustees accept the Non-Contractual Positions Hiring Report as written.

Alan Waters seconded the motion; all voted in approval.

Presidential Search

Consideration of and Possible Acceptance of the Presidential Search Committee and Search Timeline, Submitted by the Human Resources Department

Melissa Skipworth nominated two additional people to the committee. April Cicarrello, UTMB, and Chad Rankin, Pastor Association, League City. Kyle Dickson moved to accept the presidential search committee with the two additional members and search timeline. Alan Waters seconded the motion; all voted in approval.

Policy

Consideration of and Possible Action to Approve the Proposed Revisions to Local Policies as Presented

CC (Local) *Annual Operating Budget*

CHA (Local) *Site Management: Security*

CS (Local) *Information Security*

DBA (Local) *Employment Requirements and Restrictions: Credentials and Records*

DBB (Local) *Employment Requirements and Restrictions: Medical Examinations and Communicable*

Diseases DC(Local) *Employment Practices*

DH (Local) *Employee Standards of Conduct*

DK (Local) *Professional Development*

DMC (Local) *Termination of Employment: Reduction in Force*

EBA (Local) *Alternate Methods of Instruction: Distance Education*

GK (Local) *Relations with Educational Accreditation Agencies*

Alan Waters moved the Board of Trustees adopt the proposed revisions to local policies as presented. Kyle Dickson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Design Development for the New Library Classroom Building Project, as Presented and Attached

Alan Waters moved the Board of Trustees approve the design development for the new Library Classroom Building project, as presented and attached. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Amendment #1 to Contract 23-24 for Architectural Services Awarded to Joiner Architects as Presented for a Not-to-Exceed Amount of \$13,500

Bill McGarvey moved the Board of Trustees approve Amendment #1 to contract 23-24 for architectural services awarded to Joiner Architects as presented for a not-to-exceed amount of \$13,500. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Renewal of Contract 23-02 for Print Services Not-to-Exceed \$167,000 to be Paid from FY25 Operating and Ancillary Funds

Alan Waters moved the Board of Trustees approve the renewal of contract 23-02 for print services not-to-exceed \$167,000 to be paid from FY25 operating and ancillary funds. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Renewal of Contract 16-21 for the Ellucian Colleague Annual Software Maintenance and Services for an Amount Not-to-Exceed \$487,000 to be Paid from FY25 Operating Budget

Melissa Skipworth moved the Board of Trustees approve the renewal of contract 16-21 for the Ellucian Colleague annual software maintenance and services for an amount not-to-exceed \$487,000 to be paid from FY25 Operating Budget. Verna Henson seconded the motion; all voted in approval.

Tax Rate Item

Consideration of and Possible Action to Adopt the Resolution for Adopting the 2024 Tax Rate as presented.

NOTE: Roll Call Vote Required

Alan Waters moved the Board of Trustees adopt the Resolution for Adopting the 2024 Tax Rate as presented. Bill McGarvey seconded the motion. A roll call vote indicated that all members present voted in favor; the motion passed.

Financial Report(s)

Consideration of and Possible Action to Accept the August 2024 Investment and Financial Reports

Melissa Skipworth moved the Board of Trustees accept the August 2024 Investment Report and the August 2024 Financial Reports. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Action to Accept the August 2024 Investment Quarterly Report

Alan Waters moved the Board of Trustees accept the August 2024 Investment Quarterly Report. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Adopt the Resolution Nominating Donald Gartman to the Board of Directors of the Galveston Central Appraisal District

Bill McGarvey moved the Board of Trustees adopt the Resolution nominating Donald Gartman to the Board of Directors of the Galveston Central Appraisal District. Dawn King seconded the motion; all voted in approval.

Board Report

Melissa Skipworth announced the Dickinson Bayou Festival will be held on October 12th.

President's Report

Updates

Reminders/Announcements

Board Meetings

October 2024 – Monday, October 28th

December 2024 – Monday, December 9th

January 2025 – Monday, January 27th

February 2025 – Monday, February 24th

Special Called Meeting – Wednesday, October 9th, 3:00 p.m.

Hispanic Heritage Month Events

¡Loteria, Libros y Encanto! A Family Night – October 1st, 6:00 p.m. – 8:00 p.m., COM Conference Center

¡Salsa y Salud! (Salsa Making Contest) – October 3rd, 12:30 p.m. – 1:30 p.m., COM Conference Center

Fiesta Comunidad: A Community Celebration – Saturday, October 12th, 10:00 a.m. – 2:00 p.m., COM Parking Lot F

Groundbreaking Ceremony, Thursday, November 14th, 3:00 p.m. – 5:00 p.m., Public Service

Careers/Corporate and Continuing Education Building Site(s)

COM Graduation, Abundant Life, December 7th, 10:00 a.m. & 2:00 p.m.

Resignations and Retirement Report

Miscellaneous – Dr. Nichols introduced Dr. Cantu, Vice President for Student Affairs, to the Board.

Executive Session 2:52 p.m.

Adjournment to a Closed or Executive Session Pursuant to the Texas Government Code of the Open Meetings Act

Section 551.072 – deliberation regarding real property

Don Gartman read the paragraph allowing the Board to move into executive session.

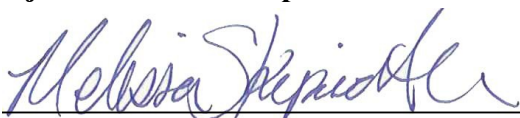
Open Session 3:50 p.m.

Upon reconvening, Don Gartman noted that no further action will be taken.

Adjourned 3:50 p.m.

Kyle Dickson moved for adjournment. Dawn King seconded the motion; all voted in approval.

Adjournment at 3:09 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Don Gartman, Chair
Board of Trustees

Comments from the Community

A citizen desiring to appear before the Board of Trustees shall complete a Public Comment Request Form indicating the topic about which they wish to speak which shall be filed with the Board Clerk ten (10) minutes prior to the start of the meeting. Time allotted each citizen or organization shall be limited to five minutes. The total time for hearing of citizens shall be no more than 60 minutes at any one meeting. Presentation of matters concerning a complaint or charge against a College District employee or officer will be heard in closed session unless the individual who is the subject of the change or complaint requests a public hearing.

We appreciate your concerns. If the matter(s) you raise are not included on the board agenda, state law, specifically the Texas Open Meetings Act, prohibits the Board from discussing, commenting on or taking action on these issues at this board meeting. Thank you.



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

- A. Faculty Senate – Candice Edmonston, President
- B. Professional Council – Brad Denison, Vice President
- C. Student Government Association – Maia Morales Morales, SGA Treasurer



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 25, 2024
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Award of Contract 25-01 for House Bill 8 Compliance Consulting Services

FUNDING SOURCE:

To be paid from Fund 52 in an amount not-to-exceed \$160,000.00.

PURPOSE

Assist the college with Texas legislative House Bill 8 reporting requirements for community colleges.

SUGGESTED MOTION: *"I move the Board of Trustees award contract 25-01 for professional consulting services for a not-to-exceed amount of \$160,000.00 to be paid from Fund 52."*

BACKGROUND:

The Board of Trustees appointed Weaver & Tidwell as the Internal Auditing firm in accordance with Board of Trustee Bylaws, Article G(3): External Auditor and Internal Auditor. As a result of recent Texas legislative requirements under House Bill 8 (HB8), data reporting requirements have been directed for community colleges statewide. Based on Weaver's assessment of the current data warehouse and reporting capabilities, a data storage and integration system are recommended to support future reporting requirements as directed by the state. As a constituent to state legislative members and current internal auditor supporting the college with various state requirements, Weaver has offered professional consulting services to assist in the data warehouse design and automation process necessary to meet the HB8 requirements. Therefore, it is the recommendation to award the subject contract to Weaver & Tidwell in accordance with Government Code 2254 for Professional Services whereby selection of the firm is based on qualifications.

Attachment(s):

Weaver & Tidwell Contract Proposal

COM HB8 Reporting SOW

Our Approach

Weaver proposes an operational data store for College of Mainland (COM) to develop a comprehensive reporting solution designed to align with the new requirements put forth by the Texas Higher Education Coordinating Board for HB8 reporting. The proposed initiative will aim at crafting a data warehouse solution that not only meets the legislative demands but also enhances COM's data processing capabilities for HB8 reporting.

Weaver is uniquely positioned to support COM through this journey as both a leader in the evaluation and support of colleges looking to improve their reporting capability as it relates to HB8, but also as an organization with an in depth knowledge of COM and its operations based on our long relationship completing projects across the college including a broader institutional reporting project that allows us to design this implementation to be fit for now and fit for the future.

Project Scope

Implement Operational Data Store to meet HB8 Requirements

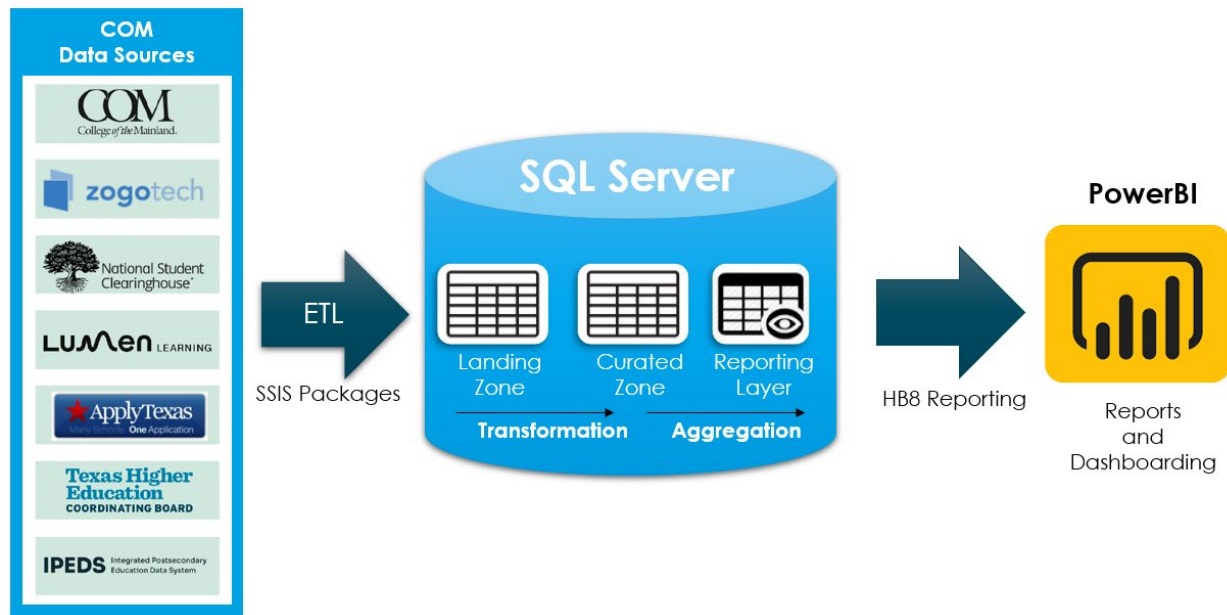
- This enables COM to have reporting solutions in place to meet the requirements of HB8
- Weaver will conduct business requirement analysis for the data warehouse and engage with COM stakeholders and current data landscape to understand data purposes, KPIs, and stakeholders' roles needed in the new data warehouse
- Weaver will include a diagram/design and functionality for new data warehouse architecture
- Weaver will perform data integration and modeling from current data system to new data warehouse including:
 - Data Integration Layer: Ingest data from multiple sources
 - ETL Layer: Facilitates data normalization and preparation
 - Landing Zone: Raw data is initially stored allowing for data integrity checks and historical data preservation
 - Curated Zone: Data is cleaned, transformed, and structured in this intermediate layer, optimizing it for analysis and reporting

- Weaver will scale to new the system, including modern indexing and optimization

HB8 Reporting

- With the data warehouse solution, Weaver would support automated reporting capabilities for HB8 requirements. The following will be fed through the data warehouse:
 - Reporting Views: Aggregated data is stored ready for reporting, enhancing data retrieval efficiency and response times
 - Power BI: Uses Power BI for visualization and reporting, offering advanced data analytics capabilities like real-time dashboards and interactive reports
- Though this package only addresses operational data store reporting for HB8 requirements, this methodology could prepare COM for a larger scale data and reporting solution to span across the College

The following graphic shows Weaver's strategy for leveraging the data sources identified in our first phase of HB8 work with COM to create an SQL server that will enable Power BI interface for streamlined HB8 Reporting:



Project Timeline & Activities →

Planning & Requirements Gathering

- Kickoff meeting with stakeholders
- Identify key business and technical requirements
- Review and approve the project plan and timelines with stakeholders

Architecture & Design

- Develop detailed ODS architecture
- Design ODS schema and data model
- Define data quality, governance, and validation rules
- Review and finalize technical architecture and design documents

Development & Integration

- Configure ODS platform and ETL tools
- Develop ETL pipelines to extract, transform, and load data into the ODS
- Implement data cleansing, validation, and transformation rules
- Perform unit testing on ETL pipelines and integrations

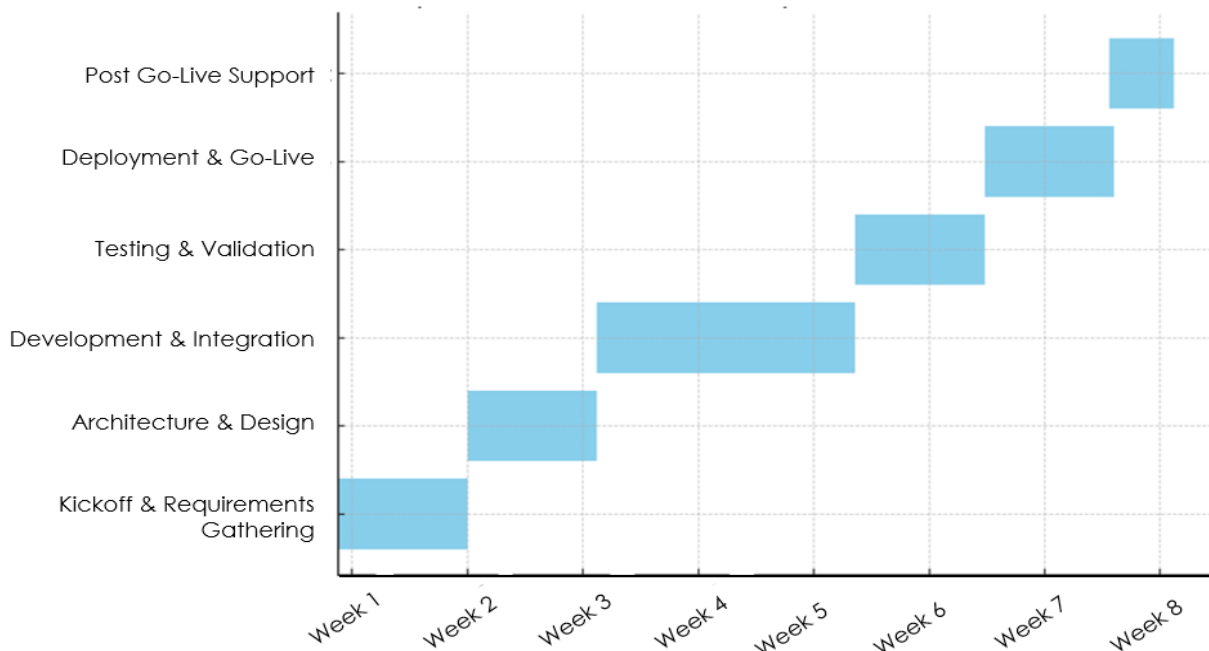
Testing & Validation

- Conduct system integration testing
- Perform user acceptance testing (UAT) with key stakeholders

Deployment & Go-Live

- Conduct initial data loads and validate data in production environment
- Official go-live of the ODS system

Proposed Project Timeline →



Pricing:

Weaver has prepared a fee estimate based on the proposed work steps outlined in our approach.

Fee Estimate	
Scope of Work	Fees
Operational Data Store for HB8	
Milestone 1: Requirement gathering and architecture design	\$70,000
Milestone 2: Development and Integration	\$60,000
Milestone 3: Deployment and Go-Live	\$30,000
Total	\$160,000

Out-of-Pocket Expenses and Administrative Costs

The rates quoted are all-inclusive; we don't charge for out-of-pocket expenses such as printing, report production and similar administrative costs. Routine meetings and accounting advice in the ordinary course of business are also considered part of our role as your professional services provider and aren't charged as a separate fee.

Addressing Scope Changes

There should never be surprises when it comes to costs. While exact hours are sometimes difficult to estimate in engagements with multiple moving pieces, Weaver will always keep you fully up to date on costs incurred and how we're tracking against the pre-approved numbers.

Key Team Members

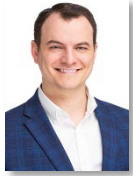
Achieving your reporting success requires all the parts to work together, synchronized and supporting each other. That's how Weaver's teams work with each other, and how we'll work with you.

The Weaver team — from leadership to staff — is tailored to address the complete range of issues facing COM. From financial and regulatory to technological and structural processes and procedures, our well-rounded team is designed to help you maximize the impact and value of this engagement.

At Weaver, our goal is to balance both high development with high performance to meet the long-term goals of each individual, team and our firm, and every person plays a part. Our core values drive everything we do — the way we work, the way we operate and the way we serve our clients.

OUR CORE VALUES

							
Take initiative. Lead. Always think about how we can improve.	Do work you're deeply proud of, as if Weaver were your business.	Act with integrity, no matter what.	Strive to transcend client expectations, always.	Be adaptable and innovative in all that you do.	Help each other succeed at work and in life.	Respect everyone for who they are and what they contribute, no matter how different.	Keep perspective: Be passionate and diligent and have fun.



Morgan Page, CIA | Partner-in-Charge, Digital Transformation and Automation Services | Engagement Partner

Morgan leads the Digital Transformation and Automation service at Weaver. With 15 years of business experience and educated in the latest methodologies at Harvard, he regularly works with organizations at all stages of their digital transformation journey, helping to define and deliver results that are sustainable, scalable and aligned with the organization's needs.

Morgan and his team own Weaver's internal data warehouse, giving them on-the-ground experience implementing, managing and maintaining digital processes.

He programs in multiple languages and has an in-depth knowledge of accounting and operations, providing unique insights for his clients. He regularly operates as a subject matter advisor on data visualizations, process automations, application implementations, performing technical analyses and developing data models. With a wide breadth of experience across many different applications and methodologies, he's successfully helped organizations identify and implement the best solution for their operations, whether they have billion-dollar annual revenues or are just starting up.

Representative Client Experience

- | | |
|-------------------------------|---|
| Lone Star College | California State Teachers' Retirement System |
| Austin Community College | Service Oklahoma |
| College of the Mainland | Lower Colorado River Authority |
| Texas A&M University | Employees Retirement System of Texas |
| University of Texas at Dallas | Cancer Prevention and Research Institute of Texas |
| City of Houston | |
| City of Sugar Land | |
| City of Tomball | |

Professional Involvement, Licenses and Education

- Certified Internal Auditor
- Certified Talent Optimization Consultant (The Predictive Index)
- Member, IIA
- Bachelor of Science, business administration, the University of Texas at Dallas
- Professional Development Program, Leading Your Organization's Digital Transformation, Harvard

Representative Presentations and Publications

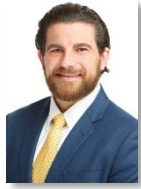
- "Penetrating AI and Automation Hype," Texas Association for Strategic Solutions and Collaboration in Computing (TASSCC) Annual Conference
- "Being the Indiana Jones of your Digital Transformation Journey," Weaver Government CPE Series Webinar
- "Revolutionizing Data Management in Government: Insights and Best Practices," Weaver: Beyond the Numbers – Government Impact Podcast
- "Your Guide to a Successful Digital Transformation," Weaver Thought Leadership Series

Morgan says: "My favorite core value is **Be adaptable and innovative in all that you do.** It's the essence of what we do with our Digital Transformation and Automation services, and we're constantly out in front to help our clients operate





faster, better and more dynamically. Every day we ask, *What did we do today that could be better tomorrow?*



Brandon Tanous, CIA, CFE, CGAP, CRMA | Partner, Risk Advisory Services | Team Resource

Brandon has over 17 years of internal audit and advisory experience, including extensive work for municipalities, government agencies, councils of government and higher education. His primary focus is on internal audit, fraud detection, business process improvement, internal control evaluation, risk management and grant and contract monitoring.



Brandon combines the insight gained from experience working inside state agencies and has more than seven years at Weaver helping clients improve their organizational and compliance objectives and reduce risk.



He is also a compelling public speaker and trainer; he trains and mentors audit and client staff, teaching principles and techniques of internal audit and risk management.

Representative Client Experience

- | | |
|------------------------|---|
| City of Houston | Orange County Transportation Authority |
| City of Dallas | John Wayne Airport, Orange County |
| City of Irving | Texas Department of Public Safety |
| City of Denton | Texas Department of Information Resources |
| City of Corpus Christi | El Paso County |
| Orange County | |

Professional Involvement, Licenses and Education

Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Government Auditing Professional (CGAP) and Certification in Risk Management Assurance (CRMA)
 Member, Board of Governors and Past President, Institute of Internal Auditors (IIA) (Houston Chapter)
 District Advisor and Member, IIA Chapter Relations Committee
 Member, Association of Certified Fraud Examiners (ACFE)
 Master of Public Administration and Bachelor of Public Administration, Texas State University

Representative Presentations and Publications

- “State of Organizational Risks,” Weaver Public Sector Education Series Webinar
- “Keeping the Pulse on Today’s Organizational Risks,” Weaver Wednesdays – Government CPE Series Webinar
- “Ethics and Governance in Government,” Weaver Government CPE
- “Unusual Suspects: Fraud Committed by Long-Term Employees,” IIA Half-Day Seminar
- “Fraud Risk and Control: Recognizing the Prevalence of Fraud and the Importance of Prevention,” IIA Houston Government Auditor’s Conference
- “Risk and Control Self-Assessment in your Organization,” IIA Austin



Take initiative.
Lead. Always think about how we can improve.

Brandon says: “My favorite core value is **Take initiative. Lead. Always think about how we can improve.** The ability to work with both our clients and our teams to think outside the box and envision new and creative solutions ensures we not only deliver on our promises, but also provide value that’s often unexpected.”



Nitya Vashishtha, PSPO | Director, Digital Transformation and Automation Services | Engagement Staff

Nitya has more than 11 years of experience in technology transformation, data analytics and business consulting for the Big Four as well as Fortune 100 organizations. She's currently a leader in Weaver's Digital Transformation and Automation group and is well-versed in leading project teams, shaping client experience, formulating product strategies to achieve business outcomes and defining product roadmaps for successful project execution.

Nitya focuses on implementing digital strategies that result in saving time and money. Her capabilities include process re-engineering, automation, data analytics reports and data warehousing.

More than just a Scrum Master, as a Professional Scrum Product Owner Nitya brings a whole new level of insight to project management including a commitment to bringing efficiencies to processes and blending human and technological insights to achieve maximally effective solutions.



Representative Client Experience

Service Oklahoma
ANZ Bank
Scotia Bank
Southwest Airlines
Walmart

Professional Involvement, Licenses and Education

Professional Scrum Product Owner (PSPO)
Alteryx Core Certification
Bachelor of Technology, MITS, Rajasthan, India
Master of Science, Information Management, University of Maryland, College Park



Take initiative.
Lead. Always
think about how
we can improve.

Nitya says: "My favorite core value is **Take initiative. Lead. Always think about how we can improve.** We need to be leaders, adopting an entrepreneurial attitude, taking responsibility for the delivery of solutions, and being willing to improve based on feedback."



Hailey Cohan | Supervisor, Government Consulting Services | Engagement Staff

Hailey focuses on organizational consulting for government agencies, as well as grant management and compliance.

Hailey has experience in ERP and finance system modernization, technology strategy and advisory, business process review and reengineering, strategic planning, organizational training and change management.



She also assists with independent verification and validation (IV&V), statewide government agency consolidation, federal funds and grants management and broadband planning and program implementation.

Representative Client Experience

- Harris County Universal Services
- Oklahoma Office of Management Enterprise Services
- Oklahoma Department of Human Services
- Iowa Department of Management Division of Information Technology
- Iowa Workforce Development
- South Carolina State Housing Finance and Development Authority
- Indian Health Service

Professional Involvement, Licenses and Education

- Board Member, Austin Women in Technology
 - Researcher (Former), Center for Biology and Society, Arizona State University
 - Master of Science, Bioethics, Policy and Law; and Bachelor of Science, Biology, Minor in Business, Arizona State University
-



Respect everyone for who they are and what they contribute, no matter how different.

Hailey says: “My favorite core value is **Respect everyone for who they are and what they contribute, no matter how different.** Our work is complicated, demanding and high pressure – but it’s ultimately to benefit people, and I’m continually supported by my colleagues and clients. I lead with empathy, and always maintain a people-centric approach, both professionally and personally.”

Bond Update

College of the Mainland, 2023 Bond Program
Board of Trustees Meeting

October 28, 2024



Library Classroom Building (LCB)

Architect: Cannon Design

Contractor/CMAR: Vaughn Const

Completed Activities:

- Cost estimate shows the project is under budget and that COM has the opportunity to add in some items that were on the 'wish list' such as terrazzo on the third and fourth floors of the project

Ongoing/Upcoming Activities:

- Team is working on the design of Parking Lot D, Monticello, and the cooling tower.
- Project is in Construction Documents phase and meetings are occurring with departments to finalize even more specific design details
- City's third-party reviewer has returned first round of comments

Project Milestones:

- Design Phase: July 2023 – Feb 2025
- Construction Phase: Apr 2025 – Apr 2027
- Project is on Schedule

Project Cost:

- Total Project Budget: \$ 123,453,618
- Project Cost to Date: \$ 2,596,231.68
- Total Construction Cost: \$ 99,546,407
- Construction Cost to Date: \$ 0.00
- Project scope is aligned with current Budget



Public Safety Careers Center (PSC)

Architect: RDLR Architects

CMAR: Durotech, Inc.

Completed Activities:

- GMP # 2: Bid day was 9/25/2024
- Permit Review – Received first round of comments back from third-party reviewer. Drawings were resubmitted last week.

Project Milestones:

- Design Phase: July 2023 – June 2024
- Bidding: Aug 2024 – Oct 2024
- Construction Phase: Nov 2024 – May 2026
- Project is on Schedule

Ongoing/Upcoming Activities:

- Burn Building – Santa Fe FD finalizing purchase of new property
- Submit Planning Development Application for Training Tower
- GMP # 2 Procurement – October BoT for Approval
- Permit review is on-going
- Groundbreaking ceremony: 11/14/2024 @ 3:00 PM

Project Cost:

- Total Project Budget: \$34,189,359.65
- Project Cost to Date: \$1,432,378.30
- Total Construction Cost: \$25,870,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget



Welding Building & Industrial Ed (WELD_IE)

Architect: Joiner Architects

CMAR: Pogue Construction

Completed Activities:

- Welding Building:
 - Roofing/dry-in
 - K13 insulation
 - Electrical rough-in above ceiling

Project Milestones:

- Design Phase: July 2023 – Mar 2024
- CMAR Procurement: Aug 2023 – Oct 2023
- Construction Phase: June 2024 – Sep 2025
- Project is on Schedule

Ongoing/Upcoming Activities:

- Welding Building:
 - Electricians detail work
 - Building pad for addition (piers and foundation)
 - Underground utilities
- Industrial Education Building - Classroom Demo

Project Cost:

- Total Project Budget: \$ 15,715,720.67
- Project Cost to Date: \$ 1,672,737.86
- Total Construction Cost: \$ 12,372,216.00
- Construction Cost to Date: \$ 503,278.86
- Project is in Budget



WELD_IE



Building pad earthwork complete



K13 Insulation being applied



HVAC – New Duct work



Electrical Rough-in

Corporate & Continuing Ed Center (CCEC)

Architect: Kirksey Architecture

CMAR: Tellepsen

Completed Activities:

- GMP # 2: Bid day was 10/3/2024
- Permit Review – Received first round of comments back from third-party reviewer. Drawings were resubmitted last week.

Project Milestones:

- Design Phase: Oct 2023 – Jul 2024
- Bidding: Aug 2024 – Oct 2024
- Construction Phase: Nov 2024- Dec 2025

Ongoing/Upcoming Activities:

- GMP # 2 Procurement – October BoT for Approval
- Permit review is on-going
- Groundbreaking ceremony: 11/14/2024 @ 3:00 PM

Project Cost:

- Total Project Budget: \$15,652,505.57
- Project Cost to Date: \$ 607,976.85
- Total Construction Cost: \$13,000,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget



Infrastructure – Parking lots A, B and C, and Deferred Maintenance – Underground Utilities

Completed Activities:

- Communication regarding parking lot closures and contractor activities sent via Marketing as needed
- Concrete demolition at Parking Lot C – Complete
- Approximately 65% of paving completed
- All light pole bases are poured
- Approximately 45% of sidewalk completed

Ongoing/Upcoming Activities:

- Communication regarding parking lot closures and contractor activities sent via Marketing as needed
- Complete utilities adjacent to conference center and fine arts building
- Expect to complete paving within 2-3 weeks and installation of the parking lot light poles

Project Milestones:

- Phase 1 – Parking Lot C : July 2024 – Dec 2024
 - Fire Water Line installation Aug 2024 – Dec 2024
 - Sanitary & Storm Sewers Sep 2024 – Dec 2024
 - New Concrete Paving & Sidewalks Aug 2024 – Dec 2024
- Phase 2 – Parking Lot B and Underground Utilities
Dec 5, 2024 - Apr 3, 2025
- Phase 3 – Parking Lot A and Underground Utilities
Apr 4, 2025 – Sept 30, 2025

Project Cost:

- Total Project Budget: \$ 13,000,000.00*
- Project Cost to Date: \$ 2,512,727.26
- Total Construction Budget: \$ 10,467,844.00
- Construction Cost to Date: \$ 2,094,673.19
- Project is in Budget

* Combined TPC for both Parking lots and Deferred Maintenance- Utilities

Parking Lot A,B,C



Early morning concrete pour



Pump truck



Power Scream



Saw Cut

Infrastructure – Deferred Maintenance – Buildings – Reroof of Student Ctr and Conf Ctr

A/E: Joiner Architects

Contractor: Tadco Roofing

Ongoing Activities:

Re-roof of Student Center and Conference Center:

- Material submittals
- Conference Center Roof –Pull Test
- Mobilization upcoming
- Substantial Completion target – Mid Dec 2024

Project Milestones:

- Design Phase: Complete
- GC Procurement (CSP): Ongoing
- Construction Phase: Sept 2024 to Dec 2024

Project Cost:

- Total Project Budget: \$ 1,459,916.00*
- Project Cost to Date: \$ 28,800.00
- Total Construction Budget: \$ 1,126,223.00
- Construction Cost to Date: \$ 0.00
- Project is in Budget

- * Sub-project Budgets are part of the Infrastructure-deferred maintenance – buildings budget

Infrastructure – Deferred Maintenance – Buildings – Cooling Tower Replacement

A/E: Cannon/Cleary Zimmerman

Contractor: TBD

Ongoing Activities:

Cooling Tower Replacement:

- Cannon/CZ was approved at the August 26 BOT meeting to design through Design Development phase
- Initial design is continuing; site meeting was held September 17.
- Team has found extensive corrosion of the structure
- Replacement of the cooling tower will be scheduled based on best timing

Project Milestones:

- Design Phase: Complete
- GC Procurement (CSP): Ongoing
- Construction Phase: Sept to Dec 2024

Project Cost:

- Total Project Budget: \$ 2,333,329.01*
- Project Cost to Date: \$ 0.00
- Total Construction Budget: \$ 1,800,000
- Construction Cost to Date: \$ 0.00
- Project is in Budget

- * Sub-project Budgets are part of the Infrastructure-deferred maintenance – buildings budget

Infrastructure – Deferred Maintenance – Buildings – Fine Arts Electrical/Door Upgrade

A/E: RDLR/DBR

Contractor: TBD

Ongoing Activities:

Fine Arts Electrical Upgrade and Door/Hardware renovation:

- COM has asked LAN to get a proposal from RDLR/DBR for this work
- Team met on-site for a scope walk-through on August 5
- RDLR has submitted their proposal; approval will be requested at the October BOT meeting

Project Milestones:

- Design Phase: TBD
- GC Procurement (CSP): TBD
- Construction Phase: TBD

Project Cost:

- Total Project Budget: \$ 1,944,440.84*
- Project Cost to Date: \$ 0.00
- Total Construction Budget: \$ 1,500,000
- Construction Cost to Date: \$ 0.00
- Project is in Budget

- * Sub-project Budgets are part of the Infrastructure-deferred maintenance – buildings budget

Campus Furniture Planning

A/E: Cannon Design Furniture Studio

Contractor: TBD

Completed Activities:

- Furniture recommendations were presented to COM executive leadership on October 2. Some research on options is being performed

Project Milestones:

- Design Phase: April 2024 – Sept 2024
- Bid Package: Sept 2024 – Jan 2025
- Supplier Procurement (CSP): Jan 2025
- Construction Phase: Per project

Ongoing/Upcoming Activities:

- Furniture specifications are being developed to be bid to approved co-op vendors

Project Cost:

- Total Project Budget: \$ TBD
- Project Cost to Date: \$ 97,964.43
- Total Construction Cost: \$ TBD
from within overall FF&E budget of \$11,531,102.10
- Construction Cost to Date: \$ 0.00
- Project is in Budget



Questions





PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: Executive Director of COM Foundation and Institutional Advancement
(Replacement)

Presented for recommended approval to the Board of Trustees on October 28, 2024 and forwarded for recommended approval to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the appointment of Tige Cornelius to the position of Executive Director of COM Foundation and Institutional Advancement, Institutional Advancement/Foundation Department."

PURPOSE

The Executive Director of COM Foundation and Institutional Advancement reports directly to the College President. The Executive Director will serve as a senior leadership team member and an active participant in establishing the infrastructure and overall planning, development, and management of the college's relationships with individual donors and organizations, as well as leaders and community influencers. In collaboration with college and foundation board leadership, the Executive Director will plan, organize and implement programs to continue and expand the success of resource development initiatives, including, but not limited to donor relations, alumni development, annual campaigns, major and planned gifts, foundation and corporate gifts, state and federal funding and stewardship.

BACKGROUND

This is a replacement position for Dr. Lisa Watson.

IMPLICATIONS

Financial: \$124,871 from budget 11-0-0000-5142-5120.

Strategic Goal 5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: Recommendation – Faculty - Engineering (Replacement)

Presented for recommended approval to the Board of Trustees on October 28, 2024 and forwarded for recommended approval to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Dr. Ernest McIntyre to the position of Faculty - Engineering, Science Department.”

PURPOSE

The faculty member will teach transfer courses in engineering and will serve as program coordinator for the Engineering Program. In addition to providing quality instruction, the faculty member will develop and revise curriculum and course work. The faculty member will be responsible for providing scheduled office hours for student consultation, serving on College committees as needed and assigned, recruiting Engineering students, building partnerships with local industry and school districts, and participating in student orientated instructional and advisement activities as needed and assigned.

BACKGROUND

This is a replacement position for Rebecca Fagan.

IMPLICATIONS

Financial: \$70,362 from budget 11-0-0000-1142-5100.

Strategic Goal 5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: Recommendation – Director, Student Accounts/Bursar (Replacement)

Presented for recommended approval to the Board of Trustees on October 28, 2024 and forwarded for recommended approval to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Sonia Ramos to the position of Director, Student Accounts/Bursar, Financial Services Department.”

PURPOSE

Responsible for coordination with the registrar and other departments, to ensure proper coding and recognition of revenues within the ST module of Colleague. Employee is responsible for managing and coordinating the revenue cycle which includes accounts receivable, cashiering and collection activities of the college. Employee is responsible for reviewing and ensuring that technological updates are addressed within the ST module as well as in conjunction with all third-party vendors related to tuition revenue. Employee is responsible for college compliance requirements related to timely processing of financial aid refunds under Title IV. Employee must ensure proper accounting of revenue, scholarships, and exemptions/waivers for accurate financial reporting. Employee will manage, delegate, and support staff that encompass the entire revenue, collection, and cashiering functions.

BACKGROUND

This is a replacement position for Andrea Fillip.

IMPLICATIONS

Financial: \$82,401 from budget 11-0-0000-5112-5140.

Strategic Goal 5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: Recommendation – Director of Collegiate High School (Replacement)

Presented for recommended approval to the Board of Trustees on October 28, 2024 and forwarded for recommended approval to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Dr. Kimberly Ross to the position of Director of Collegiate High School, Dean of Student Services Department.”

PURPOSE

Direct and manage instructional programs and supervise operations and personnel in the Collegiate High School program. Provide leadership to ensure high standards of instructional service. Oversee compliance with COM and district policies and successes of instructional programs, operations, and industry partnerships. Responsible for the sustainability of COM's Collegiate High School.

BACKGROUND

This is a replacement position for Sandi Belcher.

IMPLICATIONS

Financial: \$96,190 from budget 11-0-0000-1227-5140.

Strategic Goal 5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

ATTACHMENTS

1. Appointment Nomination

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on October 28, 2024.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees accept the *Non-Contractual Positions Hiring Report as written.*”

PURPOSE

The *Non-Contractual Positions Hiring Report* is being presented to the Board of Trustees for review and acceptance.

BACKGROUND

Notwithstanding Board policy DC (Local) which states that the Board delegates to the College President final authority to employ and dismiss non-contractual classified employees on an at-will basis, based on recommendations from the staff the persons listed on the attached Non-Contractual Positions Hiring Report is recommended for employment.

IMPLICATIONS

Financial:

CE Customer Service Specialist - \$35,885 from budget 11-0-0000-3401-5160

Administrative Assistant IV - \$50,101 from budget 11-0-0000-3401-5160

TRIO SSS Academic Advisor - \$50,210 from budget 32-0-3090-4199-5140

Media Specialist (FT Temporary Assignment) - \$65,699 from budget 11-0-0000-3504-5140

Strategic Goal #5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

Attachments

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	CE Customer Service Specialist	Continuing Education	Customer Service Specialist performs registration functions (in-person, by phone, and online) for CE programs. This position reviews and verifies all CE registrations and inputs registrations, identifying incomplete information and assessing possible impacts on the students' financial and academic records. The position enters data from and receives payment from a variety of sources. The CE Customer Service Specialist must maintain a thorough knowledge of institutional policies and procedures, especially those impacting the registration and payment process, CE programs, continuing education regulations, and registration data systems relevant to the assignment.	Replacing Charlene Weaver	Audrey Wenske	\$35,885	\$33,125 - \$41,406 - \$49,687
2	Administrative Assistant IV	Continuing Education	Provides a variety of administrative support duties in relation to the Industrial Workforce Programs within the Continuing Education Department.	Replacing Sarah Ramirez	Brittney Hunt	\$50,101	\$40,081 - \$50,101 - \$60,121
3	TRIO SSS Academic Advisor (Grant Funded)	TRIO SSS	Incumbent is responsible for providing sound academic advisor support to assist students in planning their educational careers, developing the skills necessary for academic success, and connecting students to campus resources and services to support their goal attainment.	Replacing Katia Funes	Risa Howington	\$50,210	\$47,781 - \$59,729 - \$71,672
4	Media Specialist (FT Temporary Assignment)	Educational Tech Services	The qualified individual will provide multimedia support for instruction and the community at College of the Mainland and all satellite locations through knowledge and skill in audio, video, and instructional technology.	New, Full Time Temporary Position	Ronald Scott Powell	\$65,699	\$52,559 - \$65,699 - \$78,839
5							
6							
7							
8							



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: New position request (Administrative Officer)

Presented for recommended approval to the Board of Trustees on October 28, 2024 and forwarded for recommended approval to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the Administrative Officer position for the Vice President for Student Affairs."

PURPOSE

Oversees and executes administrative, project management, and executive support functions for a division or comparable component of the College. Reporting directly to the Vice President for Student Affairs, serves as the primary administrative point of contact and liaison with both internal and external stakeholders. Provides specialized administrative services in areas such as fiscal management, public and community relations, faculty, staff, or student affairs, general business operations, and/or development and relations, depending on the needs of the supported area.

BACKGROUND

This position will support the Vice President for Student Affairs. This position will be funded through vacancy savings.

IMPLICATIONS

Financial: \$72,269 from budget 11-0-0000-5150-5140.

Strategic Goal 5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

ATTACHMENTS

1. Job description



Job Title: Administrative Officer

Wage/Hour Status: Exempt

Reports to: VP/President

Pay Grade: 196

Department: VP/President

Date Revised: 10/2024

CLASS SUMMARY:

Manages and executes administrative, project, and executive support activities associated with the office of a division or equivalent component of the College. Reporting directly to the principal executive officer of the entity, serves as principle point of administrative contact and liaison with internal and external constituencies. Provides specialist administrative services as appropriate in such areas as fiscal management; public/community relations; faculty, staff, or student affairs; general business administration; and/or development and relations, depending upon the functional area supported.

DUTIES AND RESPONSIBILITIES:

1. Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.
2. Provides assistance and support in problem solving, project planning and management, and development and execution of stated goals and objectives.
3. Oversees and facilitates resources management and administration procedures and documentation for the division.
4. Performs research and analysis on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature.
5. Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.
6. Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.
7. Coordinates the disposition and/or resolution of individual problems and disputes involving faculty, staff, students, and/or members of the general public, as they arise.
8. Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts.
9. Provides and/or oversees provision of staff support to the office, to include handling walk-up and phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming correspondence, handling day-to-day problems and situations, and provision of secretarial support.

10. Provides assistance in the understanding and interpretation of College policies and procedures, as appropriate, and ensures that office operations are in compliance with policy provisions and standards.
11. Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS:

An Associate's Degree in a related field and at least 3 years of executive administrative experience required. A Bachelor's Degree in a related field and 5 years of executive administrative experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to gather data, compile information, and prepare reports.
- Records maintenance skills.
- Skill in budget preparation and fiscal management.
- Ability to use independent judgment and to manage and impart confidential information.
- Ability to analyze and solve problems.
- Ability to plan, develop, and coordinate multiple projects.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing resources and establishing priorities.
- Ability to lead and train staff and/or students.
- Conflict resolution and/or mediation skills.
- Demonstrated ability to maintain confidentiality.
- Word processing and/or data entry skills.
- Knowledge of office management principles and procedures.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Skills in the use of database management, word processing, spreadsheet, and/or presentation software.
- Organizing and coordinating skills.
- Ability to foster a cooperative work environment.
- Knowledge of general accounting principles.
- Knowledge of human resources administration principles and practices.
- Effective verbal and written communication skills.
- Knowledge of administrative policies and procedures as applied to public academic institutions.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- No or very limited physical effort required.
- No or very limited exposure to physical risk.

- Work is normally performed in a typical interior/office work environment.



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: Recommendation to approve COM Local Policy CF

AGENDA ITEM DESCRIPTION:

Discussion and possible action on the proposed revisions to COM Local Policy CF *Purchasing and Acquisition*.

Presented and recommended for approval to the Board of Trustees on October 28, 2024.

PROPOSED MOTION:

“I move the Board of Trustees approve the revisions to Local Policy CF.”

BACKGROUND

COM currently includes information on purchasing thresholds that are mandated by state and federal law. COM recommends removal of this information from policy to allow flexibility to implement changes authorized under federal and state law. Effective September 6, 2024, COM's received authorization to increase the micro-purchase threshold for federal expenditures from \$10K to \$49,000. Since the language in the policy conflicts with our current authority, COM has delayed implementation of the new threshold pending Board action on the policy. Deletion of this section from policy is recommended to ensure consistency between policy and current practices.

Inclusion of information detailing the types of contracts that require Board approval were added for reference.

ATTACHMENTS

1. CF (Local) Draft/Final – *Purchasing and Acquisition*

**Purchasing
Authority**

The Board delegates to the College President or designee the authority to make budgeted purchases for goods and services under \$100,000. Any single, budgeted purchase of goods or services that costs \$100,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

The following types of contracts shall require Board approval:

1. Employment contracts;
2. Purchases or sales of real property;
3. Leases with a term exceeding one year (including options to renew) that have a cumulative expenditure of \$100,000 or more over the lease term;
4. Revenue leases and revenue rental agreements exceeding a term of five years (including options to renew);
5. Contracts involving the sale of intellectual property or technology transfer;
6. Purchase contracts valued at \$100,000 and above; and
7. Cooperative, interlocal, and job-order contracts valued at \$100,000 and above.

**Emergency
Exception**

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The College President shall report to the Board at the next regular meeting any contract made under this authority.

**Purchasing
Procedures**

The College President shall develop purchasing procedures to implement the requirements of state and federal law. [See CAA, CAAB, and CH(LEGAL)]

Regardless of the transactional form of the purchase, each purchase must be approved in advance by the appropriate budget manager or authorized designee, and funds must be available in the appropriate budget.

Signatory Authority

All contracts shall be executed in accordance with College District policy and procedures. The College President shall enact a procedure to delegate signatory authority as needed. [See CF(REGULATION) and CF(EXHIBIT)]

PURCHASING AND ACQUISITION

CF
(LOCAL)

No employee or agent of the College District shall have the authority to enter into any contract on behalf of the College District, except as otherwise expressly provided by this policy. If a College District employee signs a contract without authority, or falsely represents to a third party that he or she has authority to sign a contract, the employee may be held personally responsible to the third party in accordance with law. An agreement that is not expressed in writing and approved and executed in accordance with this policy shall not be binding or enforceable against the College District.

An employee who signs a contract or seeks to bind the College District to an agreement in violation of this policy may be subject to discipline, up to and including termination of employment.

Emergency
Purchases

If school equipment or a part of a school facility or personal property is destroyed or severely damaged or, as a result of an unforeseen catastrophe or emergency, undergoes major operational or structural failure, and the Board determines that the delay posed by the methods provided by competitive bidding would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment or the part of the school facility may be made by methods other than those required by Texas Education Code 44.031.

Contract

“Contract” is defined as an agreement between two or more parties that is intended to have legal effect to bind the College District. A contract may ~~include, but include but~~ is not limited ~~to:to~~ goods and service agreements, memoranda of understanding, letters of intent, leases, rental agreements, grant awards, purchase orders, sole-source contracts, cooperative contracts, interlocal contracts, and job-order contracts.

A purchase contract is any contract that requires an expenditure of College District funds, regardless of the funding source.

A purchase order is a contract that legally binds the College District to purchase goods and services.

Purchasing Method

The Board delegates to the College President or designee the authority to determine the method of purchasing in accordance with state and federal law.

Competitive Bidding

If competitive bidding is chosen as the purchasing method, the College President or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid

opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

Competitive Sealed
Proposals

If competitive sealed proposals are chosen as the purchasing method, the College President or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

~~Permissive Bids~~

~~Purchases of goods and services for which bidding is neither required nor prohibited by law shall be subject to the following bidding conditions. Requirements shall be based on total dollar value of order as follows:~~

- ~~• Less than \$50,000 — One quote or bid shall be required.~~
- ~~• \$50,000 or more — Bids in this category shall be solely handled by the purchasing department in accordance with applicable law and in compliance with the formal bidding policy and procedures.~~
- ~~• Purchases that exceed \$25,000 — Purchases must be approved by the appropriate budget manager, vice president, and College President, when applicable. All purchases that exceed \$25,000 shall require approval by the appropriate vice president.~~
- ~~• Federal Grant Purchases — A minimum of three proposals shall support procurements supported by federal grant funds when expenditures are anticipated to be equal to or greater than \$10,000 in compliance with Education Departmental General Administration Regulations (EDGAR) and Title II of the Uniform Grant Guidance regulations.~~
- ~~• Interlocal/Purchasing Cooperatives — The competitive bid requirements as set forth in Texas Education Code 44.031 may be established by utilizing an interlocal or purchasing cooperative vendor. The term "purchasing cooperative" means a group purchasing organization that governmental entities join as members and the managing entity of which receives fees from members or vendors. A local government~~

<p>Electronic Bids or Proposals</p>	<p>may enter into a contract to purchase supplies and services, with the exception of construction-related goods or services and at the discretion of the College President or designee.</p> <p>Bids or proposals that the College District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.</p>
<p>Awarding Bids</p>	<p>In addition to legal requirements, the vice president for fiscal affairs or designee shall receive and open the bids at a public meeting and make tabulations thereof, secure evaluations from the appropriate team, and send a written recommendation to the College President for consideration and submission to the Board for contract award approval for sealed competitive bids, competitive sealed proposals, and/or other purchases in the amount of \$50,000 or more.</p>
<p>Delinquent Franchise Taxes</p>	<p>Each corporation contracting with the College District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.</p>
<p>Purchase Commitments</p>	<p>All purchase commitments shall be made by the College President or designee, in accordance with administrative procedures, including the College District's purchasing procedures.</p>
<p>Procurement Card Purchasing</p>	<p>The College District shall use procurement card (P-Card) purchasing to assist end-users with an alternate and convenient purchasing method for the purchase of goods and services not otherwise obtainable using the normal purchasing process. The College District shall issue a P-Card to a College District employee or department to use when purchasing nonrestricted goods and services in accordance with administrative procedures and the College District's P-Card Guide. The College District administrator overseeing the P-Card program shall ensure the program complies with all applicable federal, state, and local laws and regulations. A College District employee and his or her supervisor shall be accountable for the safekeeping and authorized use of the P-Card in compliance with all applicable administrative procedures and the College District's P-Card Guide.</p>

PURCHASING AND ACQUISITION

CF
(LOCAL)

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

Personal Purchases

College District employees shall not be permitted to purchase supplies or equipment for personal use with College District funds.

PURCHASING AND ACQUISITION

CF
(LOCAL)

**Purchasing
Authority**

The Board delegates to the College President or designee the authority to make budgeted purchases for goods and services under \$100,000. Any single, budgeted purchase of goods or services that costs \$100,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

The following types of contracts shall require Board approval:

1. Employment contracts;
2. Purchases or sales of real property;
3. Leases with a term exceeding one year (including options to renew) that have a cumulative expenditure of \$100,000 or more over the lease term;
4. Revenue leases and revenue rental agreements exceeding a term of five years (including options to renew);
5. Contracts involving the sale of intellectual property or technology transfer;
6. Purchase contracts valued at \$100,000 and above; and
7. Cooperative, interlocal, and job-order contracts valued at \$100,000 and above.

**Emergency
Exception**

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The College President shall report to the Board at the next regular meeting any contract made under this authority.

**Purchasing
Procedures**

The College President shall develop purchasing procedures to implement the requirements of state and federal law. [See CAA, CAAB, and CH(LEGAL)]

Regardless of the transactional form of the purchase, each purchase must be approved in advance by the appropriate budget manager or authorized designee, and funds must be available in the appropriate budget.

Signatory Authority

All contracts shall be executed in accordance with College District policy and procedures. The College President shall enact a procedure to delegate signatory authority as needed. [See CF(REGULATION) and CF(EXHIBIT)]

PURCHASING AND ACQUISITION

CF
(LOCAL)

No employee or agent of the College District shall have the authority to enter into any contract on behalf of the College District, except as otherwise expressly provided by this policy. If a College District employee signs a contract without authority, or falsely represents to a third party that he or she has authority to sign a contract, the employee may be held personally responsible to the third party in accordance with law. An agreement that is not expressed in writing and approved and executed in accordance with this policy shall not be binding or enforceable against the College District.

An employee who signs a contract or seeks to bind the College District to an agreement in violation of this policy may be subject to discipline, up to and including termination of employment.

Emergency
Purchases

If school equipment or a part of a school facility or personal property is destroyed or severely damaged or, as a result of an unforeseen catastrophe or emergency, undergoes major operational or structural failure, and the Board determines that the delay posed by the methods provided by competitive bidding would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment or the part of the school facility may be made by methods other than those required by Texas Education Code 44.031.

Contract

“Contract” is defined as an agreement between two or more parties that is intended to have legal effect to bind the College District. A contract may include but is not limited to goods and service agreements, memoranda of understanding, letters of intent, leases, rental agreements, grant awards, purchase orders, sole-source contracts, cooperative contracts, interlocal contracts, and job-order contracts.

A purchase contract is any contract that requires an expenditure of College District funds, regardless of the funding source.

A purchase order is a contract that legally binds the College District to purchase goods and services.

Purchasing Method

The Board delegates to the College President or designee the authority to determine the method of purchasing in accordance with state and federal law.

Competitive Bidding

If competitive bidding is chosen as the purchasing method, the College President or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid

PURCHASING AND ACQUISITION

CF
(LOCAL)

opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

Competitive Sealed Proposals

If competitive sealed proposals are chosen as the purchasing method, the College President or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

Electronic Bids or Proposals

Bids or proposals that the College District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Delinquent Franchise Taxes

Each corporation contracting with the College District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.

Purchase Commitments

All purchase commitments shall be made by the College President or designee, in accordance with administrative procedures, including the College District's purchasing procedures.

Procurement Card Purchasing

The College District shall use procurement card (P-Card) purchasing to assist end-users with an alternate and convenient purchasing method for the purchase of goods and services not otherwise obtainable using the normal purchasing process. The College District shall issue a P-Card to a College District employee or department to use when purchasing nonrestricted goods and services in accordance with administrative procedures and the College District's P-Card Guide. The College District administrator overseeing the P-Card program shall ensure the program complies with all applicable federal, state, and local laws and regulations. A College District employee and his or her supervisor shall be accountable for the safekeeping and authorized use of the P-Card

PURCHASING AND ACQUISITION

CF
(LOCAL)

in compliance with all applicable administrative procedures and the College District's P-Card Guide.

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

Personal Purchases

College District employees shall not be permitted to purchase supplies or equipment for personal use with College District funds.



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: U.S. Dept. of Education Postsecondary Success Recognition Program

Presented for recommended acceptance to Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees provide a letter of support for the U.S. Department of Education Postsecondary Success Recognition Program application.

PURPOSE

A letter of support from the Board of Trustees is required for the College to apply for the U.S. Department of Education Postsecondary Success Recognition Program.

BACKGROUND

College of the Mainland is one of 200 institutions eligible for the U.S. Department of Education Postsecondary Success Recognition Program. Per the application from the Department of Education, “The purpose of the program is to recognize institutions that serve as engines of economic mobility by supporting all students to complete affordable credentials of value that prepare them well to participate in the workforce, their communities, and our democracy. For this recognition program, the Department considers postsecondary success to include providing access to an affordable education including to underserved populations; supporting students through to completion of credentials of value; and helping students navigate to career pathways that improve their lives through economic mobility.” This is an award of recognition only, there is no funding awarded.

IMPLICATIONS

Financial: There is no financial implication.

Strategic Goal #1:

Student success is our top priority. College of the Mainland will be the college of choice for our community.

Attachments

1. U.S. Dept. of Education Postsecondary Success Recognition Program

**U.S. DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION**



Fiscal Year 2025

**APPLICATION FOR THE
U.S. DEPARTMENT OF EDUCATION
POSTSECONDARY SUCCESS RECOGNITION PROGRAM**

CLOSING DATE: 11/01/2024

**Form Approved
OMB No. 1840-0869, Expiration Date: 08/31/2027**



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

Dear Applicant,

Thank you for your interest in applying for the U.S. Department of Education’s (Department) Postsecondary Success Recognition Program. The purpose of this program is to recognize institutions that serve as engines of economic mobility by supporting all students to complete affordable credentials of value that prepare them well to participate in the workforce, their communities, and our democracy. For this recognition program, the Department considers postsecondary success to include providing access to an affordable education including to underserved populations; supporting students through to completion of credentials of value; and helping students navigate to career pathways that improve their lives through economic mobility.

This program is administered by the Office of Postsecondary Education at the Department and does not include financial compensation nor guarantee financial compensation in the future. In order to apply for the recognition program, institutions must appear on the initial eligibility list. This list was constructed by the Department using publicly-available data to measure performance on key indicators related to access, success, and post-college outcomes. To check your institution’s eligibility, visit <https://www.ed.gov/about/ed-initiatives/raise-the-bar/raise-the-bar-college-excellence-and-equity>.

Applications for FY 2025 must be submitted electronically to PSRecognitionProgram@ed.gov. A completed application includes this form, your narrative statement (6-page limit), and your letter(s) of recommendation. **Applications are due by 5pm Eastern on Friday, November 1, 2024.**

If you have any questions or require additional information, please contact Stephen Lamb at stephen.lamb@ed.gov or at (202) 689-7382.

We appreciate your interest in the Postsecondary Success Recognition Program and look forward to receiving your application.

Sincerely,

Nasser Paydar Digitally signed by Nasser Paydar
Date: 2024.09.20 15:23:08 -04'00'

Nasser Paydar, Ph.D.
Assistant Secretary for Postsecondary Education

FURTHER ELIGIBILITY REQUIREMENTS

Institutions must be included on the FY 2025 initial eligibility list for the Postsecondary Student Success Recognition Program. To check your institution's initial eligibility, visit: <https://www.ed.gov/about/ed-initiatives/raise-the-bar/raise-the-bar-college-excellence-and-equity>.

Institutions must also meet these additional requirements to be eligible for the program:

1. Institutions must meet the definition in Section 101(a) of the Higher Education Act ([20 U.S.C. 1001](#)) which includes public and non-profit institutions offering programs at least 2 years in length, that are legally authorized in their State to provide a program of education beyond secondary education, and is accredited by a nationally recognized accrediting agency or association. See link to review the full text of the definition.
2. The institution must be a Title IV-participating institution.
3. The institution must provide the Office for Civil Rights (OCR) access to information necessary to investigate a civil rights complaint or to conduct a compliance review if needed.
4. The institution must be in compliance with all applicable laws including civil rights laws, and must not be subject to an outstanding letter of findings from OCR concluding that the institution has violated one or more of the civil rights laws that OCR enforces. A letter of findings containing one or more violations will not be considered outstanding if OCR has entered into a resolution agreement with the institution to remedy the violation.
5. The institution must not be subject to a pending lawsuit by the U.S. Department of Justice alleging that the institution has violated one or more of the civil rights statutes that it enforces or the Constitution's equal protection clause.
6. The institution must have, or be subject to, a nondiscrimination policy or policies addressing race, national origin (including shared ancestry), sex, and disability (and provide a link to the policy), be committed to equal opportunity for all students and all staff consistent with applicable law and must not have any outstanding findings of unlawful discrimination. The U.S. Department of Education reserves the right to disqualify an institution's nomination and/or rescind an institution's recognition if unlawful discrimination is later discovered.
7. The institution must be in good standing with their accrediting agency and must not currently be subject to Heightened Cash Monitoring by the U.S. Department of Education.

The U.S. Department of Education reserves the right to disqualify an institution's nomination and/or rescind an institution's recognition if one of these eligibility requirements is later discovered to have not been met or otherwise been violated. The Department will also conduct further vetting to ensure that institutions are in good standing with all applicable offices such as Federal Student Aid and others before awarding the recognition.

INSTITUTION PROFILE

INSTITUTION NAME

OPE ID Number:

Unique Entity Identifier (UEI) Number:

Legal Name:

INSTITUTION LOCATION

Street:

Line 2:

City:

State:

Zip Code:

Tribal Organization (if applicable):

Website:

INSTITUTION POINT OF CONTACT

First and Last Name:

Institution:

Job Title:

Email Address:

Phone Number (including extension):

APPLICATION QUESTIONS

Please provide thorough answers to the following questions in a separate document, including specific examples with relevant data as well as student voice, which may include responses collected through the use of surveys. Each answer is limited to 2 single-spaced pages (6 pages total). Your answers should explain how your institution exemplifies the purpose of this program to recognize institutions that provide access to an affordable education, including for underserved students, while supporting all students through to completion of credentials of value that lead to economic mobility.

Why is Student Success a Priority for Your Institution? (2 pages)

1. Please explain:
 - a. Why and when your institution made a commitment to making student success a campus-wide priority including for underserved populations;
 - b. How your institution defines success in the context of your mission, student population, and the communities you serve; and
 - c. How your institution supports a culture of success from leadership to faculty to staff to students themselves.

How Does Your Institution Execute its Success Strategy? (2 pages)

2. Please explain:
 - a. What your institution's specific student success goals are, including for underserved populations, and how you measure them with relevant data;
 - b. What key policies and practices your institution uses to reach these goals; and
 - c. How your institution implements an intentional, scaled, and sustainable campus-wide success strategy, including resource allocation.

What is the Impact of Your Institution's Student Success Strategy? (2 pages)

3. Please explain:
 - a. How your institution uses data, evidence, and evaluation to drive your student success strategy and support continuous improvement;
 - b. How your institution has progressed against your student success goals over at least the last five years including for underserved populations, with relevant data;
 - c. How (up to five) key practices, programs, or policies have demonstrably contributed to the impact of your student success strategy, with relevant data.

Recommendations for the Postsecondary Success Recognition Program

Please provide at least one and up to three written recommendations to support your application for the Postsecondary Success Recognition Program in separate documents. One of these letters *must* come from your institution's board of trustees (or comparable body). Other recommendations might come from a student organization on campus or student member of a campus success committee; an organization with which your institution partners on your student success efforts including community-based organizations; a government official or agency in your State or Tribal organization; a local or regional business or Chamber of Commerce; and/or another entity with concrete and actionable information about your institution's student success efforts.

Required Signatures

I have reviewed the information in this application and certify to the best of my knowledge that it is accurate.

President Name:

Date:

President Signature:

Date:

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0869 and the expiration date is 08/31/2027. Public reporting burden for this collection of information is estimated to average 10 hours per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. If you have comments or concerns regarding the status of your individual submission of this application, please contact Stephen Lamb (stephen.lamb@ed.gov), Office of Postsecondary Education, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202 directly. [Note: Please do not return the completed application to this address.]

PRIVACY NOTICE

The personally identifiable information (PII) requested on this form is collected through authorization under the Higher Education Act, which allows the U.S. Department of Education to recognize institutions that serve as engines of economic mobility by supporting all students to complete affordable credentials of value that prepare them well to participate in the workforce, their communities, and our democracy. The purpose of collecting your PII is to identify you as a point of contact for your institution. The information you provide is voluntary, however, the form will need to be filled out completely to be considered. While your information will not normally be disclosed outside of the Department, there may be circumstances where information may be shared with a third party, such as for media coverage, Freedom of Information Act request, court orders, or subpoena, or if a breach or security incident would occur affecting the system.



October 28, 2024

To Whom it May Concern:

On behalf of the Board of Trustees of College of the Mainland, and with their full support, it is my distinct honor to recommend College of the Mainland for recognition through the U.S. Department of Education's Postsecondary Success Recognition Program. We are grateful for this opportunity to be recognized and celebrated as an institution that uplifts its students--supporting their success through intentional, data-driven strategies and mechanisms designed to enable their future economic and social mobility.

College of the Mainland's mission is to be a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities we serve. As members of the Board of Trustees we are uniquely positioned to support this mission and know, firsthand, the many ways in which the college is a valued and vital community partner. Our students, their families, and their success are what drive the Board of Trustees, as well as our faculty and staff, to continue this work every day. We are proud of our students and are committed to promoting inclusive, affordable access to credentials of value and career pathways for the citizens of our local communities.

Thank you, once again, for considering College of the Mainland's application for the Postsecondary Success Recognition Program. We appreciate your kind attention.

Sincerely,

Donald G. Gartman
Board Chair
College of the Mainland Board of Trustees



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: Agenda Item: Award of contract 23-46 to RDLR for Architectural Services for the design of College Services Addition and Renovation project

AGENDA ITEM DESCRIPTION:

Approval of contract 23-46 to RDLR Architects for Architectural Services for the design of College Services Addition and Renovation project for a not-to-exceed amount of 8% of the Final Cost of the Work plus any Reimbursable and Supplemental Services approved by the Owner.

FUNDING SOURCE:

2023 Bond

PURPOSE

Provide Architectural Services for new construction, renovations, and additions to existing facilities for 2023 Bond projects.

PROPOSED MOTION:

“I move the Board of Trustees approve the award of contract 23-46 to RDLR for Architectural Services as presented.”

BACKGROUND:

On May 2, 2023, fifteen (15) responses were received in response to a Request for Qualifications (RFQ) for Professional Architect & Engineering Services in support of the 2023 Bond. Lockwood, Andrews & Newnam (LAN), the Program Manager for the 2023 Bond, evaluated all fifteen (15) responses and invited the top seven (7) architect firms to interview with COM's Architect Evaluation and Selection Committee. Based on the RFQ responses and firm interviews, the Evaluation and Selection Committee determined RDLR Architects to be the most qualified firm to design the College Services Addition and Renovation project and LAN requested a proposal from RDLR. Therefore, it is the recommendation of COM Administration to award a percentage-based contract for a not-to-exceed amount of 8% of the Final Cost of the Work (construction cost is estimated to be \$7,000,000) plus any Reimbursable and Supplemental Services approved by the Owner. Reimbursable expenses are estimated to not exceed \$50,000. The subject procurement was solicited as a Request for Qualifications (RFQ) in accordance with the Texas Education Code 44.031 and Government Code 2254 for professional services.

Attachments:

1. LAN Summary/Cover Letter

To: Dr. Warren Nichols, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: October 28, 2024

Re: Architect Negotiation Summary for the College Services Addition & Renovation (CSAR) Project

The Architect Evaluation and Selection Committee met on September 18, 2024 and determined that RDLR Architects was the best qualified firm to design the College Services Addition and Renovation Project.

LAN requested a proposal from RDLR Architects on October 10, 2024 and began negotiations. After thorough negotiations, RDLR proposed a fee of 8% of the Final Cost of the Work plus any Reimbursable and Supplemental Services approved by the Owner. Construction cost is estimated to be \$7,000,000. The purchase order amount will be \$610,000.

Basic Services	\$560,000.00
Reimbursable	\$50,000
Total PO Amount	\$610,000.00

The 8% fee proposed by RDLR Architects is fair, reasonable, and within the established budget for architectural services for the project.

The Contract to be used for Architectural Services will be the AIA B101 – Standard Form of Agreement Between Owner and Architect.

LAN recommends COM accept the proposed fee and approve the Contract with RDLR Architects.



C.W. Scheibe, CCM, PMP
Program Manager, LAN
cwscheibe@lan-inc.com
mobile: (972) 890-3002

10 October 2024

Mr. C.W. Scheibe, CCM, PMP
Program Manager
LAN
3700 W. Sam Houston Pkwy #400, Houston, TX 77042

RE: **Fee Proposal for Architectural and Engineering Services for
College of the Mainland – College Services Addition / Renovation**

Dear Mr. Scheibe:

RDLR Architects, Inc. is thankful for the opportunity to again work with the College of the Mainland and LAN on the College Services Addition / Renovation (CSAR). We are pleased to present this fee proposal to provide architectural and engineering design services. These fees are based on our understanding of the work and the scope of services, as described in “Exhibit A: Amended B-101-2017” with exceptions as noted in the proposal.

PROJECT DESCRIPTION

The project consists of the renovation of the existing Public Services Center (9,246 SF) and adaptive reuse of the building to serve as the College Services Center. There will also be an addition of 5,750 SF as well as the relocation of an existing 3,300 SF metal building to the site.

This renovation will include all design and engineering necessary for site and infrastructure upgrades.

The Construction Delivery method will be Construction Manager at Risk (CMAR) and as such the Design Team will work with the General Contractor who will be consulted during the design phase to evaluate costs, schedule, site usage and improvements, alternative design and materials, constructability, and value engineering.

The project will be designed to incorporate sustainability strategies into the project but will not seek any sustainability certifications.

A. SCOPE OF PROFESSIONAL SERVICES

The scope of services for this project are outlined in “Exhibit A: Amended B-101-2017” with exceptions as noted below.

Exception:

1. Section 2.1 – Our cost estimator is not a licensed architect or engineer but is a CEP – certified estimating professional.
2. Section 2.5.5 – Not all our consultant’s insurance limits will match the insurance limit requirements of the contract. For example, the cost estimator’s limits will be less than required for the prime.
3. Section 2.6 – Add “once paid by owner.” to the end of the last sentence.
4. Section 3.1.4 – We assume Texas City will be the AHJ and that there will be no requirement for the use of a third-party compliance officer.
5. Section 3.1.10 – We assume the cost for the project management software licenses are borne by the architect as a reimbursable expense.
6. Section 3.4.1.1.1 – The term “material error” needs to be defined, after which we reserve the right to provide additional comments.
7. Section 3.4.1.1.4 – This section needs to be modified to indicate how an error or omission will be determined. Additionally, if a material error is determined, then it would be covered by our insurance and not deducted from the fee. We cannot allow a blanket clause like this.
8. Section 3.4.2 - Code changes should only be required through the end of permitting. If there is a major code revision after permitting, the architect cannot be responsible if an AHJ requires revisions to the plans. The design of minor changes indicated by the Fire Marshall would not be an issue, but there is too much risk in stating that we would bare the responsibility of any code changes.
9. Section 3.6.1.2 – Architects are not being compensated to provide continuous observations of every single aspect of the work. If a construction issue exists at no fault of the architect or owner that requires the architect to provide additional services (regardless of when this issue is observed) then those services should be compensated by the CMAR.
10. Section 3.6.2.1 – The word “inspect” should be replaced with the word “observe”.
11. Section 3.6.5.6 – states “The architect shall also transmit an estimate of the cost or credit for the change according to the Architect’s own estimating.” The architect will provide a thorough review of costs provided for changes including labor hours, labor rates, material quantities, and material costs.
12. Section 4.1.1.2 – We would limit the number of drastically different designs to 3. However, we would include revisions to those.
13. Section 6.3 – Will be modified to note that cost estimating is a supplemental service.

14. Section 11.5 – Strike “Compensation for Basic services will be deemed earned upon satisfactory completion of the phases:”. This could be interpreted to mean that we would not be paid until each phase was completed. 11.6 states monthly billings.

B. Schedule

A proposed schedule will be submitted to COM and LAN for review. We would anticipate an 8–10-month design period but could expedite the project through the release of early packages in coordination with the CMAR.

C. Compensation

Basic Services

The services provided are classified into two categories: Basic Services which are defined as the basic A/E design services required for the defined scope of the project, and Additional Services which are defined as services beyond basic A/E design services. Basic services are also outlined in Article 4 of “Exhibit A: Amended B-101-2017” with exceptions as noted below.

1. Section 4.1.1.12 – Change to “not provided”.
2. Section 4.1.1.29.1 – Change to “Additional Service, if required”
3. Section 4.1.1.29.3 – Change to “not provided”
4. Section 4.1.1.29.4 – Change to “not provided”
5. Section 4.1.1.29.5 – Change to “not provided”

The team we propose for basic services includes:

- Salas O’Brien – MEP, Fire Protection
- Dally + Associates – Structural Engineering
- CSF Consulting – Civil Engineering
- Kudela & Weinheimer – Landscape Architecture, Irrigation
- PGA Engineers – IT/AV/Security

Compensation for this project will be based on a percentage of the cost of work as defined in “Exhibit A: Amended B-101-2017”. Although the cost of work is not currently finalized, the current estimated construction cost limit is \$7,000,000. Total compensation for these services shall be **8%**.

Supplemental and Additional Services

Supplemental and Additional services will be incurred for additional scopes of work not currently identified. These are identified in Article 4 of "Exhibit A: Amended B-101-2017". Additional services shall be performed only upon prior approval of the client.

Reimbursable Expenses

Reimbursable expenses will be compensated per section 11.8 of "Exhibit A: Amended B-101-2017". With the following exception:

1. Geotech, platting, and surveying will be a pass-through expense. We will not pay these consultants until we are paid by the owner.

Thank you for the opportunity. Our team is ready to begin promptly and provide excellent service to the College of the Mainland.

Please call or email should you have any questions or comments. We look forward to your feedback.

Sincerely,



Daniel Ortiz, AIA
RDLR Architects, Inc.

File: Document1



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: Agenda Item: Award of contract 23-45 to RDLR for Architectural Services for the design of the Fine Arts Electrical and Door Hardware Upgrade project

AGENDA ITEM DESCRIPTION:

Approval of contract 23-45 to RDLR Architects for Architectural Services for the design of the Fine Arts Electrical and Door Hardware Upgrade project for a not-to-exceed amount of 8% of the Final Cost of the Work plus any Reimbursable and Supplemental Services approved by the Owner. Architectural Services for the Fine Arts Electrical and Door Hardware Upgrade project.

FUNDING SOURCE:

2023 Bond

PURPOSE

Provide Architectural Services for new construction, renovations, and additions to existing facilities in for 2023 Bond projects.

PROPOSED MOTION:

“I move the Board of Trustees approve award of contract 23-45 to RDLR Architects as presented.”

BACKGROUND:

On May 2, 2023, fifteen (15) responses were received in response to a Request for Qualifications (RFQ) for Professional Architect & Engineering Services in support of the 2023 Bond. Lockwood, Andrews & Newnam (LAN), the Program Manager for the 2023 Bond, evaluated all fifteen (15) responses and invited the top seven (7) architect firms to interview with COM's Architect Evaluation and Selection Committee. Based on the RFQ responses and firm interviews, the Evaluation and Selection Committee determined RDLR Architects to be the most qualified firm to design the Fine Arts Electrical and Door Hardware Upgrade project and LAN requested a proposal from RDLR. Therefore, it is the recommendation of COM Administration to award a percentage-based contract for a not-to-exceed amount of 8% of the Final Cost of the Work (construction cost is estimated to be \$1,500,000) plus any Reimbursable and Supplemental Services approved by the Owner. Reimbursable expenses are estimated to not exceed \$100,000. The subject procurement was solicited as a Request for Qualifications (RFQ) in accordance with the Texas Education Code 44.031 and Government Code 2254 for professional services.

Attachments:

1. LAN Summary/Cover Letter



To: Dr. Warren Nichols, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: October 28, 2024

Re: Architect Negotiation Summary for the Fine Arts Electrical and Door Hardware Upgrade project

The Architect Evaluation and Selection Committee met on July 17, 2024 and determined that RDLR Architects was the best qualified firm to design the Fine Arts Electrical and Door Hardware Upgrade project within the Infrastructure – Deferred Maintenance – Buildings bucket.

LAN requested a proposal from RDLR Architects on August 7, 2024 and began negotiations. After thorough negotiations, RDLR proposed a fee of 8% of the Final Cost of the Work plus any Reimbursable and Supplemental Services approved by the Owner. Construction cost is estimated to be \$1,500,000 with \$100,000 of Reimbursable expenses for an estimated purchase order amount of \$120,000 design services plus \$100,000 reimbursable expense.

The 8% fee proposed by RDLR Architects is fair, reasonable, and within the established budget for architectural services for the project.

The Contract to be used for Architectural Services will be the AIA B101 – Standard Form of Agreement Between Owner and Architect. The Contract has been reviewed by LAN and COM's General Counsel.

LAN recommends COM accept the proposed fee and approve the Contract with RDLR Architects.

A handwritten signature in black ink, appearing to read 'P. Drnevich', is positioned above the typed name.

Paula J. Drnevich, AIA, LEED AP
Program Manager, LAN
pjdrnevich@lan-inc.com
mobile: (281) 384-8233



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: Agenda Item: Award of Guaranteed Maximum Price Amendment #2 to contract 23-30 with Durotech, Inc. for the Public Safety Careers Center

AGENDA ITEM DESCRIPTION:

Approval of the Guaranteed Maximum Price (GMP) Amendment #2 to Contract 23-30 for Durotech, Inc. for the Public Safety Careers Center (PSC) Project for a not-to-exceed amount of \$20,522,375

FUNDING SOURCE:

2023 Bond

PURPOSE

To begin construction services for the new Public Safety Careers Center Project.

PROPOSED MOTION:

"I move the Board of Trustees approve GMP Amendment # 2 to Durotech Contract 23-30 as presented."

BACKGROUND:

COM elected to use CM at Risk (CMAR) as the contracting method for the Public Safety Careers Center Project. Durotech, Inc was selected and approved as the CMAR by the Board of Trustees on October 23, 2023. Design was completed and approved by the Board of Trustees on June 24, 2024. The College of the Mainland approved GMP #1 (\$6,208,573) for the MEP package at the August 2024 Board Meeting. For GMP # 2, Durotech received all subcontractor bids on September 25, 2024 and provided their GMP to LAN on October 16, 2024. The GMP provided by Durotech for GMP # 2 is \$20,522,375, which includes the remainder of the work not covered under GMP # 1.

GMP # 1 (MEP)	\$6,208,573
GMP # 2 (Final GMP):	\$20,522,375
Total of all GMP Amendments:	\$26,730,948

Attachments:

1. LAN Cover Letter
2. GMP # Proposal Summary from Durotech, Inc, dated October 16, 2024



To: Dr. Warren Nichols, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: October 16, 2024

Re: Approval of Guaranteed Maximum Price (GMP) # 2 for Contract # 23-30 (Public Safety Careers Center) for Durotech Inc.

Background: COM elected to use CM at Risk (CMAR) as the contracting method for the Public Safety Careers Center Project. Durotech, Inc was selected and approved as the CMAR by the Board of Trustees on October 23, 2023. Design was completed and approved by the Board of Trustees on June 24, 2024.

The College of the Mainland approved GMP #1 (\$6,208,573) for the MEP package at the August 2024 Board Meeting.

For GMP # 2, Durotech received all subcontractor bids on September 25, 2024 and provided their GMP to LAN on October 16, 2024. The GMP provided by Durotech for GMP # 2 is \$20,522,375, which includes the remainder of the work not covered under GMP # 1.

GMP # 1 (MEP)	\$6,208,573
GMP # 2 (Final GMP) Estimate:	<u>\$20,522,375</u>
Total of all GMP Amendments:	\$26,730,948

Recommendation: LAN recommends the COM Board of Trustees approve GMP # 2 for Durotech, Inc in the amount of \$20,522,375 to be paid with 2023 Bond Funds.

A handwritten signature in blue ink that reads "C.W. Scheibe".

C.W. Scheibe, CCM, PMP
Program Manager, LAN
cwscheibe@lan-inc.com
mobile: (972) 890-3002

October 16, 2024

Mr. C.W. Scheibe
Program Manager
Lockwood Andrews & Newnam, Inc.
2925 Briarpark Drive, Suite 400
Houston, TX 77042

Re: Guaranteed Maximum Price for COM – Public Safety Careers Building (Package 02)

Dear Mr. Scheibe,

We wish to inform you that after working together with RDLR Architects, we have formally advertised and solicited proposals for the development of the GMP for the College of the Mainland – Public Safety Careers Building (Package 02) project. Subcontractor and supplier proposals were received on September 25th, 2024. After careful review and compilation of these proposals, Durotech, Inc. is pleased to present a Guaranteed Maximum Price for the College of the Mainland – Public Safety Careers Building (Package 02) of **\$20,522,375**. The total cost for this project, including the MEP Package and Package 02 is as follows:

COM Public Safety Careers Building (MEP Package)	\$ 6,208,573
COM Public Safety Careers Building (Package 02)	\$20,522,375
Total Cost (MEP Package + Package 02)	\$26,730,948

It is our recommendation that we ask College of the Mainland Board of Trustees approve the Guaranteed Maximum Price of **\$20,522,375** for Package 02 and to execute GMP Amendment No. 2 between College of the Mainland and Durotech, Inc.

We are excited about the potential of entering into the construction phase of this project and want to thank you and your team, College of the Mainland, RDLR Architects and their consultants for a very successful pre-construction phase. Durotech is committed to the College of the Mainland community in the successful delivery of the Public Safety Careers Building (Package 2) project.

Thank you and College of the Mainland for selecting Durotech as its building partner. It is our goal to meet and exceed your expectations. Should you have any questions please do not hesitate to contact me.

Sincerely,



David Rowe
CEO



GMP SUMMARY

Project: Public Safety Careers Building (Package 2)

Location: 1200 N. Amburn Rd., Texas City, TX 77591

Owner: College of the Mainland

Scope of work:

Construction of Public Safety Careers Building (Academic Building + Firing Range) and Training Tower including the following:


1. Structural steel framing for Type IIB construction.
2. Light gauge steel stud framed exterior wall assembly with brick and limestone masonry clad exterior facing.
3. Curtain walls and other glazed openings.
4. Membrane roofing over insulated steel roof deck.
5. Scheduled interior finishes.
6. Life safety systems and security access systems.
7. Site work for utilities, earthwork, drainage and paving for parking and drives.
8. Related items as required for a complete construction project as indicated in the construction documents.
9. Site work, utilities, grading, on-site storm water detention.
10. Construction of paved parking areas and related site work as indicated in the construction documents.

GMP Proposal Package:

The GMP proposal package consists of the following items:

1. Exhibit 1A – Summary of Cumulative GMP – dated 16 October 2024
2. Exhibit 1B – GMP Top Sheet – dated 16 October 2024
3. Exhibit 2 – Project Manual – dated 21 August 2024
4. Exhibit 3 – List of Drawings – dated 25 July 2024
5. Exhibit 4 – List of Addendums
6. Exhibit 5 – Qualifications & Assumptions
7. Exhibit 6 – Allowance Schedule
8. Exhibit 7 - Self Performed Work Items



	PROJECT: Public Safety Careers Building
	LOCATION: 1200 N. Amburn Rd., Texas City, 77591
	OWNER: College of the Mainland
	ARCHITECT: RDLR Architects
	DATE: Wednesday, 16 October 2024

SUMMARY OF CUMULATIVE GMP

PACKAGE	DESCRIPTION	AMOUNT	REMARKS
WP 01	MECHANICAL, ELECTRICAL, PLUMBING	\$ 6,208,573	
WP 02	ALL REMAINING SCOPE ITEMS	\$ 20,522,375	
	CUMULATIVE GMP (WORK PACKAGE 01 + 02)	\$ 26,730,948	



PROJECT: Public Safety Careers Building
LOCATION: 1200 N. Amburn Rd., Texas City, 77591
OWNER: College of the Mainland
ARCHITECT: RDLR Architects
DATE: Wednesday, 16 October 2024

OWNER TOPSHEET

SECTION	DESCRIPTION	LABOR	MATERIAL	SUB-BIDS	TOTAL	REMARKS
DIV 01	GENERAL REQUIREMENTS					
01 21 00	OWNER'S CONTINGENCY ALLOWANCE	-	-	400,000	400,000	1.9%
01 21 01	DISTRIBUTED ANTENNA SYSTEMS ALLOWANCE	-	-	45,000	45,000	
01 21 02	WAYFINDING SIGNAGE AND MONUMENT SIGNAGE	-	-	100,000	100,000	
01 21 03	CM CONTINGENCY ALLOWANCE	-	-	300,000	300,000	1.5%
01 21 04	UTILITY IMPACT FEE ALLOWANCE	-	-	30,000	30,000	0.5%
01 21 05	UTILITY CONNECTION CHARGES ALLOWANCE	-	-	35,000	35,000	
01 43 39	MOCKUP PANEL	-	7,500	-	7,500	
01 45 33	WINDSTORM INSPECTIONS	-	23,000	-	23,000	
01 54 16	MATERIAL HANDLING & HOISTING	-	32,451	-	32,451	
01 54 23	TEMPORARY SCAFFOLDING	-	51,239	-	51,239	
01 55 23	TEMPORARY ROADS	4,950	19,800	-	24,750	
01 55 29	TEMPORARY LAYDOWN AREA	-	17,500	-	17,500	
01 56 15	TREE PROTECTION FENCE	-	-	0	0	
01 56 26	TEMPORARY FENCING	8,550	27,320	-	35,870	
01 57 00	EROSION & SEDIMENT CONTROL	-	-	27,507	27,507	
01 64 00	OWNER FURNISHED ITEMS	2,608	-	-	2,608	
01 74 16	SITE MAINTENANCE/CLEAN STREETS	12,341	30,164	-	42,505	
	SUB TOTAL - DIV 01 GENERAL REQUIREMENTS	28,449	208,974	937,507	1,174,930	
DIV 02	EXISTING CONDITIONS					
02 21 00	SURVEYS	-	-	12,500	12,500	
	SUB TOTAL - DIV 02 EXISTING CONDITIONS	-	-	12,500	12,500	
DIV 03	CONCRETE					
03 20 00	CONCRETE REINFORCING	-	-	0	0	IN 03 30 00
03 30 00	SITE & BUILDING CONCRETE	-	-	1,410,166	1,410,166	
03 35 10	CONCRETE FLOOR SEALER	-	-	23,430	23,430	
03 35 36	POLISHED CONCRETE FLOORS	-	-	35,880	35,880	
	SUB TOTAL - DIV 03 CONCRETE	-	-	1,469,476	1,469,476	
DIV 04	MASONRY					
04 05 19	MASONRY REBAR	-	-	0	0	IN 04 20 00
04 20 00	MASONRY	-	-	1,593,500	1,593,500	
	SUB TOTAL - DIV 04 MASONRY	-	-	1,593,500	1,593,500	
DIV 05	METALS					
05 12 00	STRUCTURAL STEEL FRAMING	-	-	1,248,767	1,248,767	
05 12 50	STRUCTURAL STEEL ERECTION	-	-	709,692	709,692	
05 50 00	MISCELLANEOUS STEEL	57,240	-	-	57,240	
05 50 20	SAFETY RAILS	8,765	4,101	-	12,866	
05 50 30	PREPARE EXPOSED STRUCTURE	16,347	11,471	-	27,818	
05 55 00	METAL NOSINGS	3,677	10,883	-	14,560	
05 73 00	DECORATIVE METAL RAILINGS	-	-	52,500	52,500	
	SUB TOTAL - DIV 05 METALS	86,029	26,455	2,010,959	2,123,443	

EXHIBIT '1B'

DIV 06	WOOD, PLASTICS, AND COMPOSITES					
06 10 00	ROUGH CARPENTRY	42,447	90,707	-	133,154	
06 20 00	FINISH CARPENTRY	-	-	0	0	
06 22 00	MILLWORK	-	-	317,453	317,453	
06 25 00	PREFINISHED PANELING	-	-	70,000	70,000	
06 64 00	PLASTIC FABRICATIONS	-	-	1,800	1,800	
	SUB TOTAL - DIV 06 WOOD, PLASTICS, & COMPOSITES	42,447	90,707	389,253	522,407	
DIV 07	THERMAL AND MOISTURE PROTECTION					
07 11 00	DAMPPROOFING	-	-	169,575	169,575	
07 21 00	THERMAL INSULATION	-	-	169,926	169,926	
07 42 00	COMPOSITE METAL WALL PANELS	-	-	126,225	126,225	
07 42 33	PHENOLIC SOFFIT PANELS	-	-	376,622	376,622	
07 52 00	TPO HYBRID ROOF SYSTEM	-	-	1,577,465	1,577,465	
07 72 33	ROOF HATCHES	-	-	7,200	7,200	
07 84 00	FIRESTOPPING	-	-	1,000	1,000	
07 92 00	JOINT SEALANTS	8,216	16,332	-	24,548	
07 95 00	EXPANSION CONTROL	1,750	5,000	-	6,750	
	SUB TOTAL - DIV 07 THERMAL & MOISTURE PROTECTION	9,966	21,332	2,428,013	2,459,311	
DIV 08	OPENINGS					
08 08 00	DOOR & HARDWARE INSTALLATION	-	-	16,840	16,840	
08 11 00	METAL DOORS & FRAMES	5,121	271,504	-	276,625	
08 12 00	ALUMINUM DOORS & FRAMES	770	0	-	770	
08 14 23	PLASTIC LAMINATE FACED WOOD DOORS	5,985	-	-	5,985	
08 31 00	ACCESS DOORS AND PANELS	2,052	5,040	-	7,092	
08 33 00	COILING DOORS & GRILLES	-	-	127,981	127,981	
08 34 53	SLIDING BALLISTIC DOORS	-	-	0	0	IN 08 71 00 / 11 67 23
08 71 00	DOOR HARDWARE	9,730	-	-	9,730	
08 80 00	GLAZING	-	-	829,920	829,920	
08 80 10	TEMPORARY ENCLOSURES	4,788	6,720	-	11,508	
08 80 15	CLEAN GLASS	1,103	387	-	1,490	
08 83 00	MIRRORS	-	-	0	0	IN 10 28 13
08 91 00	LOUVERS	-	-	3,465	3,465	
08 91 00	LOUVERED EQUIPMENT ENCLOSURE	-	-	113,702	113,702	
	SUB TOTAL - DIV 08 OPENINGS	29,549	283,651	1,091,908	1,405,108	
DIV 09	FINISHES					
09 29 00	GYPSUM BOARD	-	-	1,165,719	1,165,719	
09 30 00	TILING	-	-	219,223	219,223	
09 51 00	ACOUSTICAL CEILINGS	-	-	409,000	409,000	
09 60 00	FLOOR PREPARATION	10,993	7,714	-	18,707	
09 60 10	FLOOR PROTECTION	7,328	5,143	-	12,471	
09 65 00	RESILIENT FLOORING	-	-	106,118	106,118	
09 65 10	RESILIENT ATHLETIC FLOORING	400	6,740	-	7,140	
09 67 00	RESINOUS EPOXY FLOORING	-	-	5,240	5,240	
09 66 00	TERRAZZO TREADS	-	-	159,520	159,520	
09 72 00	WALL COVERINGS	-	-	0	0	IN 09 90 00
09 84 00	ACOUSTIC WALL PANELS	-	-	0	0	NONE
09 90 00	PAINTING & COATING	-	-	237,900	237,900	
09 96 00	HIGH-PERFORMANCE COATINGS	-	-	0	0	IN 09 90 00
09 97 00	ANTI-GRAFFITI COATINGS	-	-	0	0	NONE
	SUB TOTAL - DIV 09 FINISHES	18,721	19,597	2,302,720	2,341,038	
DIV 10	SPECIALTIES					
10 11 00	VISUAL DISPLAY UNITS	-	-	60,000	60,000	

EXHIBIT '1B'

10 14 00	SIGNAGE	-	-	29,700	29,700	
10 21 13	TOILET COMPARTMENTS	-	-	21,057	21,057	
10 22 13	WIRE MESH PARTITIONS	-	-	7,900	7,900	
10 22 19	DEMOUNTABLE PARTITIONS	-	-	111,473	111,473	
10 26 13	CORNER GUARDS	3,420	8,000	-	11,420	
10 28 13	TOILET ACCESSORIES	-	-	22,772	22,772	
10 44 00	FIRE PROTECTION SPECIALTIES	-	-	3,115	3,115	
10 44 15	KNOX BOX	-	-	906	906	
10 51 13	METAL LOCKERS	-	-	59,000	59,000	
10 51 14	GEAR GRID LOCKERS	-	-	0	0	IN 10 51 13
10 56 13	METAL STORAGE SHELVING	-	-	18,880	18,880	
10 56 13	CONTAMINATION STORAGE	-	-	1,000	1,000	
10 73 00	PROTECTIVE COVERS	-	-	175,400	175,400	
10 75 00	FLAGPOLES	-	-	23,750	23,750	
	SUB TOTAL - DIV 10 SPECIALTIES	3,420	8,000	534,953	546,373	
DIV 11	EQUIPMENT					
11 16 00	VAULT EQUIPMENT	-	-	23,600	23,600	
11 23 00	GEAR WASH EXTRACTOR	-	-	21,600	21,600	
11 53 00A	SCBA COMPRESSOR	-	-	124,656	124,656	
11 31 00	RESIDENTIAL APPLIANCES	3,741	29,981	-	33,722	
11 52 00	AUDIO-VISUAL EQUIPMENT	-	-	2,000	2,000	
11 52 13	PROJECTION SCREENS	-	-	20,000	20,000	
11 53 00	LABORATORY EQUIPMENT	5,683	109,913	-	115,596	
11 66 23	PROTECTIVE WALL MATS	400	2,542	-	2,942	
11 67 23	SHOOTING RANGE EQUIPMENT	-	-	977,768	977,768	
11 67 33	TRAINING TOWER DOOR BREACH PROP	-	-	17,320	17,320	
	SUB TOTAL - DIV 11 EQUIPMENT	9,824	142,436	1,186,944	1,339,204	
DIV 12	FURNISHINGS					
12 24 00	WINDOW SHADES	-	-	50,649	50,649	
12 36 40	STAINLESS STEEL COUNTERTOPS	-	-	0	0	IN 06 22 00
12 48 13	ENTRANCE FLOOR MATS	1,136	3,769	-	4,905	
12 64 00	RANGE FURNISHINGS	-	-	3,415	3,415	
12 93 00	SITE FURNISHINGS	2,850	11,849	-	14,699	
	SUB TOTAL - DIV 12 FURNISHINGS	3,986	15,618	54,064	73,668	
DIV 14	CONVEYING EQUIPMENT					
14 24 00	HYDRAULIC ELEVATORS	-	-	228,380	228,380	
	SUB TOTAL - DIV 14 CONVEYING EQUIPMENT	-	-	228,380	228,380	
DIV 21	FIRE SUPPRESSION					
21 10 00	FIRE SUPPRESSION SYSTEMS	-	-	205,020	205,020	
	SUB TOTAL - DIV 21 FIRE SUPPRESSION	-	-	205,020	205,020	
DIV 27	COMMUNICATIONS					
27 10 00	STRUCTURED CABLING	-	-	328,793	328,793	
27 21 00	NETWORK EQUIPMENT	-	-	20,000	20,000	
27 41 16	INTEGRATED AUDIO-VIDEO SYSTEMS & EQUIPMENT	-	-	560,417	560,417	
	SUB TOTAL - DIV 27 COMMUNICATIONS	-	-	909,210	909,210	
DIV 28	ELECTRONIC SAFETY & SECURITY					
28 13 00	ACCESS CONTROL SYSTEM	-	-	144,350	144,350	
28 23 00	VIDEO SURVEILLANCE SYSTEM	-	-	0	0	IN 28 13 00

EXHIBIT '1B'

28 31 00	FIRE DETECTION & ALARM SYSTEM	-	-	74,331	74,331	
	SUB TOTAL - DIV 28 ELECTRONIC SAFETY & SECURITY	-	-	218,681	218,681	
DIV 31	EARTHWORK					
31 20 00	EARTHWORK	-	-	646,902	646,902	
31 22 16	FINAL GRADING	25,834	9,065	-	34,899	
31 23 10	HAUL OFF SPOILS	46,783	29,845	-	76,628	
31 31 00	SOIL TREATMENT	-	-	6,050	6,050	
	SUB TOTAL - DIV 31 EARTHWORK	72,617	38,910	652,952	764,479	
DIV 32	EXTERIOR IMPROVEMENTS					
32 01 11	CLEAN PAVING & SIDEWALKS	3,866	1,356	-	5,222	
32 13 75	REMOVE STRIP/CLEAN PAVING JOINTS	6,535	0	-	6,535	
32 14 00	UNIT PAVING	-	-	41,500	41,500	
32 16 15	BACKFILL CURBS	1,878	1,319	-	3,197	
32 17 23	PAVEMENT MARKINGS	-	-	10,675	10,675	
32 31 00	FENCES & GATES	-	-	0	0	NONE
32 80 00	IRRIGATION	-	-	0	0	IN 32 90 00
32 80 10	IRRIGATION SLEEVES	1,728	1,501	-	3,229	
32 90 00	LANDSCAPING	-	-	311,525	311,525	
32 95 00	LANDSCAPE MAINTENANCE	-	-	9,000	9,000	
	SUB TOTAL - DIV 32 EXTERIOR IMPROVEMENTS	14,007	4,176	372,700	390,883	
DIV 33	UTILITIES					
33 00 00	SITE UTILITIES	-	-	369,064	369,064	
35 00 00	PUNCH LIST	34,072	-	-	34,072	
	SUB TOTAL - DIV 33 UTILITIES	34,072	-	369,064	403,136	
	SUBTOTAL - COST OF WORK	353,087	859,856	16,967,804	18,180,747	
	BUILDING PERMIT FEES - TEXAS CITY				41,705	
	AGC FEES				18,511	
	BUILDERS RISK INSURANCE				328,402	
	INSURANCE GL/UMBRELLA				123,134	
	PAYMENT & PERFORMANCE BOND (OVER \$7,500,000)				154,880	
	TOTAL - COST OF WORK ITEMS				18,847,380	
	GENERAL CONDITIONS				891,481	4.73%
	CM FEE				580,323	2.94%
	TOTAL - BASE BID				20,319,183	
	DESIGN CONTINGENCY				203,192	1.00%
	MATERIAL ESCALATION CONTINGENCY				-	0.00%
	TOTAL - BASE BID				20,522,375	
	MEP PACKAGE				6,208,573	
	PROJECT TOTAL				26,730,948	



**COM Public Safety Careers Building
Package 02**

PROJECT MANUAL

Issued August 21, 2024

DOCUMENT 00 01 10 - TABLE OF CONTENTS

**PUBLIC SAFETY CAREERS CENTER
COLLEGE OF THE MAINLAND**

Division 00 – Procurement and Contracting Requirements Introductory Information

00 01 01 Project Title Page

00 01 10 Table of Contents (Reissued in Addendum 1)

Procurement and Contracting Requirements

00 11 00 Notice for Subcontractor Proposals (Reissued in Addendum 1)

00 12 00 Proposal Form Public Safety Careers Building College of the Mainland

00 21 10 Instructions to Subcontractor Vendor Proposers

00 21 11 Sample Certificate of Insurance (Not included on Table of Contents)

00 31 19 Existing Condition Information

~~00 31 32~~ 00 32 00 Geotechnical Data

00 82 10 Prevailing Wages (Issued in Addendum 1)

Division 01 - General Requirements

01 10 00 Summary of Work

01 21 00 Allowances

01 23 00 Alternates

01 25 00 Substitution Procedures

01 26 00 Contract Modification Procedures

01 29 00 Payment Procedures

01 31 00 Project Management and Coordination

01 32 00 Construction Progress Documentation

01 33 00 Submittal Procedures

01 33 10 BIM Coordination Process

01 40 00 Quality Requirements

01 43 39 Mockups

01 45 00 Testing Laboratory Services

01 45 23 Testing and Inspection Services

01 50 00 Temporary Facilities and Controls

01 56 39 Temporary Tree Protection and Care

01 57 10 NPDES Requirements

01 57 20 Erosion and Sedimentation Source Controls

01 57 23 Temporary Storm Water Pollution Control

01 57 30 Filter Fabric Fence

01 57 40 Reinforced Filter Fabric Barrier

01 57 50 Stabilized Construction Exit

01 57 60 Waste Material Disposal

01 57 70 Sandbags for Erosion Control

01 57 80 Ground and Surface Water Control

01 60 00 Product Requirements



**COM Public Safety Careers Building
Package 02**

PROJECT MANUAL

- 01 73 00 Execution
- 01 74 19 Construction Waste Management and Disposal
- 01 77 00 Closeout Procedures
- 01 78 23 Operation and Maintenance Data
- 01 78 39 Project Record Documents
- 01 79 00 Demonstration and Training
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07 42 33 Phenolic Soffit Panels
07 42 43 Composite Metal Wall Panels (Reissued in Addendum 1)
07 52 16.13 Thermoplastic Hybrid Roof System (# at bottom of page is 07 54 00)
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07 72 33 Roof Hatches
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21 05 29 Hangers and Supports for Fire Suppression Piping and Equipment
21 13 13 Wet Pipe Sprinkler System
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22 02 01 Coordination Drawings
22 05 16 Expansion Fittings and Loops for Plumbing Piping
22 05 29 Hangers and Support for Plumbing Piping and Equipment
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**COM Public Safety Careers Building
Package 02**

LIST OF ADDENDA

1. Addendum No. 1
2. Addendum No. 2

Issued on September 24, 2024
Issued on October 3, 2024



**COM Public Safety Careers Building
Package 02**

QUALIFICATIONS & ASSUMPTIONS

DIVISION 00 – CONDITIONS OF THE CONTRACT

1. Excluded are Utility Assessment Fees. Impact fees shall be covered by Utility Impact Fee Allowance. All unused allowance shall be returned to the Owner.
2. Utility Connection Charges (if any) to on-site utilities shall be covered by Utility Connection Charges Allowance. All unused allowance shall be returned to the Owner.
3. We assume that there will be adequate water supply with sufficient pressure available for the proper functioning of fire sprinkler systems and other systems.
4. Owner has presented in fact that this project is tax exempt. General Contractor will commence work at jobsite upon receipt of State Tax Exempt Certificate from the Owner.
5. Electronic Files and CAD Files will be provided by the Architect/Engineer of record for the purpose of preparing shop drawings and 3D models at no cost to the General Contractor and/or Subcontractors. A signed release will be required before electronic files are released by the Architect/Engineer.
6. Owner and Contractor agree that design and specification of building systems, operating parameters, and materials is by Owner's Architectural and Engineering consultants and that enforcement of warranties is contingent upon building systems being maintained and operated in accordance with manufacturer recommendations.
7. The Guaranteed Maximum Price provided is a not to exceed amount for the entire College of the Mainland – Public Safety Careers Building project up to and including Work Package 2 per Exhibit 1A. Individual line items within the project budget and earlier packages are not individual Guaranteed Maximum Price amounts.
8. The GMP package is valid until November 11, 2024, with the assumption that the Owner will issue a Notice to Proceed and sign the GMP Amendment on or before the stated date.

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COM Public Safety Careers Building Package 02

QUALIFICATIONS & ASSUMPTIONS

9. Included is Project Start Date of November 11, 2024 or after receipt of all of the following, whichever is later:
 - a. Building Permits
 - b. Notice to Proceed from the Owner
 - c. Executed AIA A133 GMP Amendment No. 1 & 2.
10. Included is Project Substantial Completion date of 15 Months after Project Start Date.
11. Stipulated Billing Rates:

No.	Description	Rate
1	General Liability/Umbrella Insurance	Contract amount per thousand x \$6.00
2	Builder's Risk Insurance	See item #13
4	Project Executive	\$125.00 per hour
5	Project Manager	\$87.00 per hour
6	Estimator	\$98.00 per hour
7	Safety/Field Operation Manager	\$122.00 per hour
8	Superintendent	\$89.00 per hour
9	Asst. Superintendent	\$53.00 per hour
10	Project Engineer	\$48.00 per hour
11	Quality Control Inspector	\$87.00 per hour
12	Contract Administrator	\$66.00 per hour
13	BIM Coordinator	\$60.00 per hour
14	IT Coordinator	\$100.00 per hour
15	Intern	\$32.00 per hour
16	Labor Burden	42.5%

DUROTECH

BUILDERS OF INTEGRITY

COM Public Safety Careers Building Package 02

QUALIFICATIONS & ASSUMPTIONS

12. Any audit of the project financials must be initiated no more than ninety (90) days after the project completion date as established in the Certificate of Substantial Completion.
13. Included are the following sub-limits and deductibles for Builder's Risk Insurance:
- a. Sub-Limits:

i. Named Windstorm	Total Project Value
ii. Wind/Hail	Total Project Value
iii. Flood	\$9,750,000
iv. Earth Movement	\$Total Project Value
 - b. Deductibles:

i. Named Windstorm	\$59,703
ii. Wind/Hail	\$10,000
iii. Flood	\$59,703
iv. Earth Movement	\$25,000
v. Water Damage	\$10,000
vi. All Other Peril:	\$10,000
 - c. Builder's Risk Insurance Premium will be paid by Durotech. Owner will be responsible for any deductibles if they should occur.
14. Architect will provide an "Issued for Construction" set of comprehensive plans and specifications, inclusive of all packages, which will include the bid set, addenda, permit changes and accepted cost savings to Contractor within 14 days of NTP. All individual changes from the bid set will be clouded with reference to the origin of the change (permit changes, cost saving, etc.).

DIVISION 01 – GENERAL REQUIREMENTS

15. Excluded is any ground water control systems, well-point systems, eductor and ejector-type systems, deep wells, and piezometers or monitoring wells.
16. It is assumed that the Project Manual (Exhibit B) and the Drawings (Exhibit C) include the latest Design and Building Standards provided by the owner and have been reviewed by the Architect and their Consultants for compliance.
17. Excluded is any direct cost associated with Commissioning of MEP systems. Included is participation and coordination with Owner's employed Commissioning Agent.



**COM Public Safety Careers Building
Package 02**

QUALIFICATIONS & ASSUMPTIONS

18. Excluded is any direct cost associated with material and structural testing/inspections. Included is participation and coordination with Owner's employed testing/inspection laboratory and geotechnical engineer.
19. Any requirement for Durotech to participate in a project collaborative software (Prolog, Newforma, Project mates, etc.) by the owner or design team shall grant Durotech the ability to archive the files from the collaborative software for Durotech's records.
20. CM Contingency allowance may be utilized at the sole discretion of Durotech, Inc. with proper documentation and notification to Owner. All unused contingency will be returned to the Owner.
21. Excluded are any LEED requirements, including submittals, tracking, and certifications.

DIVISION 03 – CONCRETE

22. Excluded is any lightweight insulating concrete.
23. Section 03 30 00 - Cast-in-Place Concrete – Excluded is water curing of concrete surfaces.

DIVISION 05 – METALS

24. Excluded is any galvanizing of structural steel members in enclosed unconditioned space areas of the building.

DIVISION 08 – OPENINGS

25. Section 08 33 23 - Overhead Coiling Doors – Excluded are Model 625 Stormtite Insulated Service Doors by Overhead Door Company. Included are Cookson Thermiser Max (Model ESD30) Insulated Coiling Doors.
26. Section 08 80 00 – Glazing - Included is Missile Level D Glazing System for Risk Category 3 of the TDI Large Missile Impact Requirements. Excluded is Missile Level E Glazing System for Risk Category 4 of the TDI Large Missile Impact Requirements.
27. Excluded is Ballistic Rated overhead coiling door B114 as shown on the Door Schedule. Included is regular overhead coiling door with Ballistic Cover as specified in Section 11 67 23.

DUROTECH

BUILDERS OF INTEGRITY

COM Public Safety Careers Building Package 02

QUALIFICATIONS & ASSUMPTIONS

28. Section 08 92 00 – Louvered Equipment Enclosure - Included are AiroLite Panels for the Louvered Equipment Enclosures as specified. Excluded are louvered panels by Ohio Gratings as listed on the drawings.

DIVISION 09 – FINISHES

29. Section 09 96 10 - Excluded are Anti-Graffiti Coatings.

DIVISION 10 – SPECIALTIES

30. Section 10 73 26 – Canopies: Included are TRESPA soffits on pre-manufactured canopy (RS3). Any cost related to installation details yet to be determined shall be covered by Design Contingency Allowance.
31. Section 10 14 00 – Signage: All Signages on sheet A-474 and sheet A-475 are by Allowance No. 3 (Interior Wayfinding Signage and Monument Signage Allowance).
32. Section 10 14 00 – Signage: Elevator Entrance Wall Vinyl Letters are by Allowance No. 3 (Interior Wayfinding Signage and Monument Signage Allowance).
33. Demountable Partitions require 50% Deposit to start manufacturing. Included 3-4 week lead time after date of order entry.
34. Included are the following demountable partition systems as manufactured by DIRTT:
- a. 9'-0" H DIRTT Unitized Glass Fronts at Offices and Lab 200, Black Trim, 2" Inspire Profile, Black Powder Coat Extrusions, 1/4" Clear Tempered Glass.
 - b. 8'-6" H DIRTT Unitized Glass Fronts at Lab 216 Offices, Black Trim, 2" Inspire Profile, Black Powder Coat Extrusions, 1/4" Clear Tempered Glass.
 - c. DIRTT Frameless Glass Sliding Barn Door at Offices and Lab Area 216 Offices, Black Powder Coat Frame, 3/8" Clear Tempered Glass, DIRTT Standard 12" Bar Pull (Non-Locking) with Black Powder Coat Finish, Integrated Soft Close/Open Mechanism.
35. Section 10 28 00 – Toilet Accessories: Excluded are toilet accessories T9, T13, T15, T16, and T30 listed in the project manual (Not shown on project drawings).

DUROTECH

BUILDERS OF INTEGRITY

COM Public Safety Careers Building Package 02

QUALIFICATIONS & ASSUMPTIONS

36. Section 10 28 00 – Toilet Accessories: Model Numbers for T3 and T6 conflict with the drawings. Included are Model Numbers per the drawings. Excluded are model numbers per the project manual.
37. Section 10 28 00 – Toilet Accessories: No Model Number has been provided for T12. Included is ASI #0477.
38. Section 10 28 00 – Toilet Accessories: Excluded is item E35 listed on the Equipment and Furniture Schedule on sheet A174 – San Jamar Paper Towel Dispenser T950TBK. This item is not indicated on Drawings.
39. Section 10 28 00 – Toilet Accessories: Item T2 (Mirrors) is assumed to be of size 24"W x 36"H.

DIVISION 11 – EQUIPMENT

40. Section 11 67 23 – Shooting Range Equipment: Air Compressor Package is to be Owner Furnished Contractor Installed. Cost of installation is included in Package 01 (MEP Package).
41. Section 11 67 23 – Shooting Range Equipment: Excluded are interior bollards.
42. Excluded is Ready Rack Washer Extractor EWHM70 as this item has been discontinued by the manufacturer. Included is Continental G-Flex 70 Lbs. Hard Mount Washer Extractor.

DIVISION 12 – FURNISHINGS

43. Excluded is any transportation, loading, unloading, assembly, or installation of furniture, appliances, or equipment labeled "by owner" or N.I.C.

DIVISION 14 – CONVEYING EQUIPMENT

44. Section 12 24 00 – Elevators require 50% Down Payment for material upon execution of agreement with the elevator subcontractor and additional 45% for material upon execution of approved drawings. Remaining 5% for material to be due upon completion of fabrication of equipment and/or storage of ready materials.

DIVISION 21 – FIRE SUPPRESSION

45. Section 21 13 13 – Wet Pipe Sprinkler System: Excluded is any exterior sprinkler system coverage such as canopy or porch areas.



**COM Public Safety Careers Building
Package 02**

QUALIFICATIONS & ASSUMPTIONS

DIVISION 27 – COMMUNICATIONS & DIVISION 28 – ELECTRONIC SAFETY & SECURITY

- 46. Excluded are all IDF/MDF network switches, servers, routers, and associated ancillary hardware and power supplies.
- 47. All division 27 & 28 scopes of work are bid per the contract documents. Any added or substituted materials, equipment, or systems required to satisfy the owner's standards that are not shown or specified will be substantiated for additional cost for which Durotech, Inc. will be entitled to an equitable adjustment of the contract sum.
- 48. Section 27 21 00 – Data Comms and Network Equipment: Excluded is Security Gateway, Aggregate Switch, and Access Switches in the MDF room. Included are Wireless Access Points.
- 49. Excluded are telecommunication lines extending to the College Service Building MDF for telecommunication tie-in. Underground pathways and lines for telecommunication system as shown on sheet T1.00 shall terminate immediately across Monticello Dr. for remaining pathway to be extended/tied-in by others. Included is all required boring under Monticello Dr.

DIVISION 31 – EARTHWORK

- 50. Excluded is any casing or slurry drilling of piers.
- 51. Excluded is any drying of subgrade by chemical or mechanical means.

DIVISION 32 – EXTERIOR IMPROVEMENTS

- 52. Areas that receive Hydromulch will not be warranted for developing full turf grass. Owner understands that Hydro-mulch is a 2-season maintenance program requiring continuous maintenance including watering and fertilizer by the Owner. Areas that are not irrigated will not be warranted for grass or plant development and sustainability. Any temporary irrigation requirement by the contract will only be warranted to such date the temporary irrigation is removed.
- 53. Section 32 92 00 – Turf and Grasses: Included is remediation of disturbed areas with on-site topsoil strippings and Hydromulch. Excluded is import of topsoil for hydromulch areas or sodding of disturbed areas.

DUROTECH
BUILDERS OF INTEGRITY

**COM Public Safety Careers Building
Package 02**

QUALIFICATIONS & ASSUMPTIONS

54. Section 32 92 00 – Turf and Grasses: Included is flexterra for detention pond slopes and Hydromulch for detention pond basin.
55. Section 32 17 23 – Pavement Markings: Excluded are concrete wheel stops.



**COM Public Safety Careers Building
Package 02**

ALLOWANCE SCHEDULE

1. Owner's Contingency Allowance	\$400,000
2. Distributed Antenna Systems	\$ 45,000
3. Interior Wayfinding Signage and Monument Signage	\$100,000

Included are the following additional allowances:

1. CM Contingency Allowance	\$300,000
2. Utility Impact Fee Allowance	\$ 30,000
3. Utility Connection Charges Allowance	\$ 35,000
4. Design Contingency Allowance	\$203,192

DUROTECH

BUILDERS OF INTEGRITY

COM Public Safety Careers Building Package 02

SELF PERFORMED WORK ITEMS

The following scope items will be self-performed by Durotech, Inc. and will be billed against the contract based upon the proposal submitted to and accepted by the owner and will be treated as a lump sum sub-contract amount.

Base Bid Items:

COM - PUBLIC SAFETY CAREERS BUILDING (GMP 2)		
SELF PERFORMED WORK ITEMS		
BASE BID		
No.	Description of Scope	Total
1	Install Owner Furnished Items (L)	\$ 2,608
2	Miscellaneous Steel (L)	\$ 57,240
3	Safety Rails (L & M)	\$ 12,866
4	Metal Nosings (L)	\$ 3,677
5	Rough Carpentry (L & M)	\$ 133,154
6	Expansion Control (L)	\$ 1,750
7	Unload & distribute Metal Doors & Frames (L)	\$ 5,121
8	Unload & distribute Aluminum Frames (L)	\$ 770
9	Unload & distribute Plastic Laminate Faced Wood Doors (L)	\$ 5,985
10	Install Access Doors (L & M)	\$ 7,092
11	Unload & distribute Door Hardware (L)	\$ 9,730
12	Floor Preparation (L & M)	\$ 18,707
13	Floor Protection (L & M)	\$ 12,471
14	Install Corner Guards (L)	\$ 3,420
15	Install Knox Box (L & M)	\$ 1,889
16	Install Residential Appliances (L)	\$ 3,741
17	Install Site Furnishings (L)	\$ 2,850
18	Final grading (L & M)	\$ 34,899
19	Spread, Grade, & Haul Off Spoils (L & M)	\$ 76,628
20	Remove strip/clean paving joints (L)	\$ 6,535
21	Backfill curbs (L)	\$ 3,197
22	Install Irrigation Sleeves (L & M)	\$ 3,229
TOTAL		\$ 407,557

Labor Rates:	Per Hour
Semi-skilled Labor	\$28.00
Skilled Labor	\$34.00
Foreman/Operator	\$37.00
Labor Burden – Hourly rates	38%



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: Agenda Item: Approval of the Guaranteed Maximum Price Amendment to contract 23-35 with Tellepsen Builders for the Corporate and Continuing Education Center Project

AGENDA ITEM DESCRIPTION:

Approval of the Guaranteed Maximum Price (GMP) Amendment to Contract # 23-35 for Tellepsen Builders for the Corporate and Continuing Education Center Project for a not-to-exceed amount of \$12,987,057.

FUNDING SOURCE:

2023 Bond

PURPOSE

To begin construction services for the new Corporate and Continuing Education Center Project.

PROPOSED MOTION:

“I move the Board of Trustees approve the GMP Amendment to the contract with Tellepsen Builders, as presented.”

BACKGROUND:

COM elected to use CM at Risk (CMAR) as the contracting method for the Corporate and Continuing Education Center Project. Tellepsen Builders was selected and approved as the CMAR by the Board of Trustees on December 11, 2023. Design was completed and approved by the Board of Trustees on July 22, 2024. Tellepsen Builders received all subcontractor bids on October 3, 2024 and provided their GMP to LAN on October 16, 2024. The GMP provided by Tellepsen Builders is \$12,987,057.

Attachments:

1. LAN Cover Letter
2. GMP Proposal Summary from Tellepsen Builders, dated October 16, 2024



To: Dr. Warren Nichols, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: October 16, 2024

Re: Approval of the Guaranteed Maximum Price (GMP) Amendment to Contract # 23-35 (Corporate and Continuing Education Center) for Tellepsen Builders.

Background: COM elected to use CM at Risk (CMAR) as the contracting method for the Corporate and Continuing Education Center Project. Tellepsen Builders was selected and approved as the CMAR by the Board of Trustees on December 11, 2023. Design was completed and approved by the Board of Trustees on July 22, 2024.

Tellepsen Builders received all subcontractor bids on October 3, 2024 and provided their GMP to LAN on October 16, 2024. The GMP provided by Tellepsen Builders is \$12,987,057.

Recommendation: LAN recommends the COM Board of Trustees approve the GMP Amendment to Contract # 23-35 for Tellepsen Builders in the amount of \$12,987,057 to be paid with 2023 Bond Funds.

A handwritten signature in blue ink that reads "C.W. Scheibe".

C.W. Scheibe, CCM, PMP
Program Manager, LAN
cwscheibe@lan-inc.com
mobile: (972) 890-3002

TELLEPSEN ■

COLLEGE OF THE MAINLAND New Corporate and Continuing Education Center

Issue For Permit
GMP REPORT
October 15, 2024

Executive
Summary

Estimate

Clarifications and
Assumption

Schedule

Listing of
Documents

Contingencies

Allowances



All the information and exhibits contained herein are considered confidential and proprietary to Tellepsen.
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777 Benmar, Suite 400 Houston, TX 77060 (281) 447-8100



EXECUTIVE SUMMARY

1. **Project Overview:**

The College of the Mainland (COM) – Corporate and Continuing Education Center (COM CCEC) Is a new building for the campus that will serve workers seeking continuing education training. The one story – approximate 20,000 SF building will be situated South of Monticello Dr. along with associated site work.

2. **Existing Site Conditions:**

The project is located on a green field/recreational park area on College of the Mainland campus.

3. **Project Milestone Summary:**

The Project

- Finalize, Sign and Submit Tellepsen Contract by October 28, 2024
- Notice to Proceed for Procurement October 28, 2024
- Tellepsen Construction Ground Breaking November 11, 2024
- Duration – 14 months to substantial completion (December 19, 2025)
- Move in and Operate from the College, February 2, 2026

4. **Project Estimate Summary:**

The pricing is submitted as follows:

1. Tellepsen GMP Estimate	\$ 12,987,057
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This report represents our comprehensive report of quality, cost and time that is offered for review and comment.



	Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
1	030000.000 CONCRETE			
2	030120.000 Concrete Engineering			
3	Layout Crew	4.00 wks	3,600.00 /wks	14,400
4	Laser Level	1.00 mos	1,200.00 /mos	1,200
5	Total Station	1.00 mos	1,850.00 /mos	1,850
6	Information Collector	1.00 mos	630.00 /mos	630
7	Transit	1.00 mos	180.00 /mos	180
8	Auto Level	1.00 mos	294.00 /mos	294
9	Prism & Pole	1.00 mos	378.00 /mos	378
10	Surveyors Rod	1.00 mos	84.00 /mos	84
11	Layout Material	1.00 mos	150.00 /mos	150
	Concrete Engineering	20,272.00 bsf	0.95 /bsf	19,166
12	030150.000 Barriers and Enclosures			
13	Perimeter Safety Cable	779.00 lf	5.35 /lf	4,166
14	Temporary Stairs - Roof	1.00 ea	500.00 /ea	500
	Barriers and Enclosures	20,272.00 bsf	0.23 /bsf	4,666
15	034000.000 Slab on Grade			
16	Concrete Lump sum	348.00 cy	732.76 /cy	255,000
	Slab on Grade	20,272.00 bsf	12.58 /bsf	255,000
	CONCRETE	20,272.00 bsf	13.75 /bsf	278,832
17	040000.000 MASONRY			
18	042113.000 Brick Sub			
19	CSM 1 - Arriscraft - Midtown Biscayne	3,117.00 sf	51.61 /sf	160,859
20	Brick - BK - 1 Cloud Ceramics - Terracotta	3,557.00 sf	33.31 /sf	118,490
21	Dumpster Enclosure CMU	49.00 lf	343.99 /lf	16,855
	Brick Sub	20,272.00 bsf	14.61 /bsf	296,204
	MASONRY	20,272.00 bsf	14.61 /bsf	296,204
22	050000.000 METALS			
23	051000.000 Structural Metal Framing			
24	Steel Sub	133.80 tns	6,220.10 /tns	832,250
25	Crane Mats	4.00 wks	2,500.00 /wks	10,000
	Structural Metal Framing	20,272.00 bsf	41.55 /bsf	842,250
26	053000.000 Metal Decking			
27	Roof Deck	26,836.00 sf	/sf	
	Metal Decking	20,272.00 bsf	/bsf	
28	055900.000 Miscellaneous Iron			
29	Miscellaneous Iron Allowance	20,272.00 bsf	/bsf	
	Miscellaneous Iron	20,272.00 bsf	/bsf	
	METALS	20,272.00 bsf	41.55 /bsf	842,250
30	060000.000 WOOD PLASTICS & COMPOSITES			
31	061000.000 Rough Carpentry			
32	Rough Carpentry Roof & Interior	1.00 ls	57,018.19 /ls	57,018
33	Interior Blocking	500.00 lf	/lf	
34	Fire Rated Plywood Sheathing - electrical	323.00 bsf	/bsf	
35	IDF/Janitor Plywood Sheathing	579.00 bsf	/bsf	
	Rough Carpentry	20,272.00 bsf	2.81 /bsf	57,018
36	064000.000 Architectural Woodwork			
37	Millwork Sub	1.00 ls	167,555.00 /ls	167,555
	Architectural Woodwork	20,272.00 bsf	8.27 /bsf	167,555
	WOOD PLASTICS & COMPOSITES	20,272.00 bsf	11.08 /bsf	224,573
38	070000.000 THERMAL & MOISTURE PROTECTION			
39	071000.000 Waterproofing			
40	Waterproofing sub	14,819.00 sf	10.96 /sf	162,384
	Waterproofing	20,272.00 bsf	8.01 /bsf	162,384
41	072100.000 Insulation			
42	Insulation Sub	14,819.00 sf	3.94 /sf	58,440
	Insulation	20,272.00 bsf	2.88 /bsf	58,440
43	074000.000 Preform Roofing and Siding			
44	Fiber Cement Siding	3,548.00 sf	82.26 /sf	291,843
45	Fiber Cement Siding - Interior	668.00 sf	/sf	
	Preform Roofing and Siding	20,272.00 bsf	14.40 /bsf	291,843
46	075000.000 Membrane Roofing			
47	SBS Mod Bit. 2-Ply & Metal roof	18,713.00 sf	48.11 /sf	900,222
	Membrane Roofing	20,272.00 bsf	44.41 /bsf	900,222
48	077200.000 Roof Specialties			
49	Floor Hatch	1.00 ea	/ea	
50	Ladder Up + Safety Rail	1.00 ea	/ea	
	Roof Specialties	20,272.00 bsf	/bsf	
51	078100.000 Fireproofing			
52	Fireproofing - Excluded	sf	/sf	
	Fireproofing	20,272.00 bsf	/bsf	
53	079100.000 Caulking and Sealants			
54	Caulking & Sealants - Building	20,272.00 sf	/sf	
55	Caulking & Sealants - Site	1.00 ls	/ls	
	Caulking and Sealants	20,272.00 bsf	/bsf	



Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
THERMAL & MOISTURE PROTECTION	20,272.00 bsf	69.70 /bsf	1,412,889
080000.000 OPENINGS			
080181.000 Clean Glass			
Clean Glass	4,361.00 sf	0.03 /sf	122
Clean Glass	20,272.00 bsf	0.01 /bsf	122
081100.000 Hollow Metal			
Doors/Frames/Hardware - Furnish & Install	1.00 ls	133,971.71 /ls	133,972
Hollow Metal	50,403.00 bsf	2.66 /bsf	133,972
081116.000 Aluminum Frames			
Aluminum Frames - With D/F/Hw	16.00 ea	/ea	
Aluminum Frames	50,403.00 bsf	/bsf	
084100.000 Entrances & Storefronts			
Glass & Glazing Sub	1.00 ls	589,550.00 /ls	589,550
Entrances & Storefronts	20,272.00 bsf	29.08 /bsf	589,550
084400.000 Glazed Curtainwall			
Curtainwall - Premium due to extra steel supports to allow for spans	2,767.00 sf	/sf	
Glazed Curtainwall	20,272.00 bsf	/bsf	
087000.000 Finish Hardware			
Finish Hardware	42.00 ea	/ea	
Finish Hardware	20,272.00 bsf	/bsf	
087113.000 Door Operators			
Auto Door Operator - Entry Doors with glass sub	4.00 ea	/ea	
Door Operators	20,272.00 bsf	/bsf	
089000.000 Louvers and Vents			
Louvers	1.00 ls	7,522.40 /ls	7,522
Louvers and Vents	20,272.00 bsf	0.37 /bsf	7,522
OPENINGS	20,272.00 bsf	36.07 /bsf	731,166
090000.000 FINISHES			
092116.000 Drywall			
Drywall Sub	41.00 ea	14,244.76 /ea	584,035
Drywall	20,272.00 bsf	28.81 /bsf	584,035
093013.000 Ceramic Tile			
Tiling Sub	1,188.00 sf	44.98 /sf	53,440
Ceramic Tile	20,272.00 bsf	2.64 /bsf	53,440
095100.000 Acoustical Ceilings			
ACT / Metal Ceiling & Soffits	1.00 ls	416,278.00 /ls	416,278
Acoustical Ceilings	20,272.00 bsf	20.53 /bsf	416,278
096248.000 Special Floorings			
Epoxy Terrazzo Flooring	6,698.00 sf	19.26 /sf	129,000
Floor Protection & Polished Concrete	6,698.00 sf	0.97 /sf	6,497
Special Flooring	20,272.00 bsf	6.68 /bsf	135,497
096800.000 Carpet			
CPT-1 & Resilient Flooring Subcontractor	753.00 sy	73.10 /sy	55,044
Carpet	20,272.00 bsf	2.72 /bsf	55,044
097200.000 Wall Coverings			
Vinyl Wallcovering w paint	485.00 sf	/sf	
Wall Coverings	0.00	/gsf	
099100.000 Painting			
Paint Sub	1.00 ls	40,576.00 /ls	40,576
Painting	20,272.00 bsf	2.00 /bsf	40,576
099650.000 General Cleanup			
General Cleanup	56.29 wks	1,013.00 /wks	57,022
Dumpsters & Trash Haul	25.00 pull	550.00 /pull	13,750
Janitorial Final - in GC's	sf	/sf	
General Cleanup	20,272.00 bsf	3.49 /bsf	70,772
FINISHES	20,272.00 bsf	66.87 /bsf	1,355,642
100000.000 SPECIALTIES			
101116.000 Writable Surfaces			
Tackable Wall Panel 4x4	2.00 ea	1,500.00 /ea	3,000
Writable Surfaces	20,272.00 bsf	0.15 /bsf	3,000
101300.000 Identifying Devices			
Graphics	1.00 ls	167,790.00 /ls	167,790
Graphics Allowance - asked architect.	1.00 ls	20,000.00 /ls	20,000
Identifying Devices	20,272.00 bsf	9.26 /bsf	187,790
102113.000 Toilet Partitions			
TC -1 - Toilet Compartment - W/Toilet Accessories Sub	7.00 ea	/ea	
TC -2 - Urinal Screen - W/Toilet Accessories Sub	2.00 ea	/ea	
Toilet Partitions	20,272.00 bsf	/bsf	
102200.000 Special Partitions			
Operable partitions - STCS2	1,055.00 sf	122.00 /sf	128,709
Special Partitions	20,272.00 gsf	6.35 /gsf	128,709
102600.000 Wall & Corner Guards			
Corner Guards - Fry Reglet Aluminum #DMCT-1250	16.00 ea	180.00 /ea	2,880
Wall & Corner Guards	20,272.00 bsf	0.14 /bsf	2,880
102800.000 Toilet and Bath Accessories			
Toilet Accessory Sub	13.00 ea	2,061.77 /ea	26,803
Toilet and Bath Accessories	20,272.00 bsf	1.32 /bsf	26,803
104416.000 Fire Extinguishers			



	Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
	104416.000 Fire Extinguishers			
109	Extinguisher Cabinet & FE	3.00 ea	/ea	
110	Knox Box	4.00 ea	375.00 /ea	1,500
	Fire Extinguishers	20,272.00 bsf	0.07 /bsf	1,500
	SPECIALTIES	20,272.00 bsf	17.30 /bsf	350,682
111	110000.000 EQUIPMENT			
112	113000.000 Residential Equipment			
113	Residential Equipment	1.00 ls	8,000.00 /ls	8,000
	Residential Equipment	0.00	/gsf	8,000
114	115200.000 Audio-Visual Equipment			
115	Audio Visual Equipment - (Includes Lecturn)	20,272.00 sf	15.72 /sf	318,623
116	Projection Screen - W/ Audio Visual Equipment	0.00 ls	0.00 /ls	0
	Audio-Visual Equipment	20,272.00 bsf	15.72 /bsf	318,623
	EQUIPMENT	20,272.00 bsf	16.11 /bsf	326,623
117	120000.000 FURNISHINGS			
118	122100.000 Window Treatment			
119	Single Roll Motorized/Manual MechoShades	28.00 ea	1,936.46 /ea	54,221
	Window Treatment	20,272.00 bsf	2.67 /bsf	54,221
120	124800.000 Rugs & Mats			
121	Recessed Walkoff Mats - By Owner	125.00 sf	/sf	
	Rugs & Mats	20,272.00 bsf	/bsf	
122	129300.000 Exterior Appurtenances			
123	Site Benches - w landscape allowance	ea	/ea	
	Exterior Appurtenances	20,272.00 gsf	/gsf	
	FURNISHINGS	20,272.00 bsf	2.67 /bsf	54,221
124	210000.000 FIRE SUPPRESSION			
125	211300.000 Fire Sprinklers			
126	Interior Wet Pipe Sprinkler System	20,272.00 sf	6.65 /sf	134,765
	Fire Sprinklers	20,272.00 bsf	6.65 /bsf	134,765
	FIRE SUPPRESSION	20,272.00 bsf	6.65 /bsf	134,765
127	220000.000 PLUMBING			
128	220001.000 Plumbing			
129	Plumbing Sub	20,272.00 sf	22.69 /sf	460,000
	Plumbing	20,272.00 bsf	22.69 /bsf	460,000
	PLUMBING	20,272.00 bsf	22.69 /bsf	460,000
130	230000.000 HEATING VENTILATING & AIR-CONDITIONING (HVAC)			
131	230001.000 HVAC			
132	HVAC Sub	20,272.00 sf	50.10 /sf	1,015,680
133	HVAC Air Flow Stations	2.00 ea	3,145.00 /ea	6,290
	HVAC	20,272.00 bsf	50.41 /bsf	1,021,970
134	230593.000 Test, Adjust and Balance			
135	Test, Adjust & Balance - EXCLUDE	20,272.00 sf	/sf	
	Test, Adjust and Balance	20,272.00 bsf	/bsf	
	HEATING VENTILATING & AIR-CONDITIONING (HVAC)	20,272.00 bsf	50.41 /bsf	1,021,970
136	260000.000 ELECTRICAL			
137	260001.000 Electrical Systems			
138	Electrical sub	20,272.00 sf	42.02 /sf	851,757
	Electrical Systems	20,272.00 bsf	42.02 /bsf	851,757
	ELECTRICAL	20,272.00 bsf	42.02 /bsf	851,757
139	270000.000 COMMUNICATIONS			
140	270001.000 Communications			
141	Structured Cabling - category 6 type level	20,272.00 bsf	5.23 /bsf	106,002
	Communications	20,272.00 bsf	5.23 /bsf	106,002
	COMMUNICATIONS	20,272.00 bsf	5.23 /bsf	106,002
142	280000.000 ELECTRONIC SAFETY & SECURITY			
143	282000.000 Security Systems			
144	Access Control & Video Surveillance	20,272.00 sf	5.85 /sf	118,689
145	DAS ERRC - Dailey & wells	20,272.00 sf	2.47 /sf	50,000
	Security Systems	20,272.00 bsf	8.32 /bsf	168,689
146	283100.000 Fire Alarm Systems			
147	Fire Alarm Systems	20,272.00 sf	1.84 /sf	37,268
	Fire Alarm Systems	20,272.00 bsf	1.84 /bsf	37,268
	ELECTRONIC SAFETY & SECURITY	20,272.00 bsf	10.16 /bsf	205,957
148	310000.000 EARTHWORK			
149	310001.000 Earthwork Subcontract			
150	Earthwork sub	1.00 ls	495,695.00 /ls	495,695
	Earthwork Subcontract	20,272.00 bsf	24.45 /bsf	495,695
151	311413.000 Miscellaneous Excavation Equipment			
152	Allowance for GPR	1.00 ls	/ls	
	Miscellaneous Excavation Equipment	20,272.00 bsf	/bsf	
153	312500.000 Sediment Control			
154	SWPPP	1.00 ls	13,408.00 /ls	13,408
	Sediment Control	48,015.00 bsf	0.28 /bsf	13,408
155	313100.000 Soil Treatment			
156	Termite Treatment QUALIFY EXCLUDED	20,272.00 sf	/sf	



	Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
	Soil Treatment	20,272.00 bsf	/bsf	
157	316303.000 Spoils Removal			
158	Concrete Spoil Removal - On Earthwork Sub Eval	1.00 ls	/ls	
	Spoils Removal	20,272.00 bsf	/bsf	
	EARTHWORK	20,272.00 bsf	25.11 /bsf	509,103
159	320000.000 EXTERIOR IMPROVEMENTS			
160	321700.000 Parking Striping and Wheelstops			
161	Parking Striping	10,420.00 lf	3.36 /lf	35,000
	Parking Striping and Wheelstops	50,403.00 bsf	0.69 /bsf	35,000
162	323000.000 Barriers and Enclosures			
163	Temporary Fencing - Premium	2,146.00 lf	15.00 /lf	32,190
164	Traffic Control	ls	/ls	
	Barriers and Enclosures	48,015.00 bsf	0.67 /bsf	32,190
165	323090.000 Access & Staging			
166	Temporary Roads / Staging-Relocation	sy	/sy	25,000
167	Lull for Hoisting	4.00 mos	3,250.00 /mos	13,000
	Access & Staging	20,272.00 bsf	1.87 /bsf	38,000
168	323100.000 Site Improvements			
169	Ornamental Fence - Swing Gate	1.00 ls	8,939.00 /ls	8,939
	Site Improvements	20,272.00 gsf	0.44 /gsf	8,939
170	326500.000 Concrete Paving			
171	Paving	2,053.00 cy	350.71 /cy	720,000
172	Bollard light foundations	1.00 ls	18,400.00 /ls	18,400
	Concrete Paving	20,272.00 bsf	36.42 /bsf	738,400
173	326700.000 Bollards			
174	Bollard Lights	23.00 ea	200.00 /ea	4,600
	Bollards	20,272.00 bsf	0.23 /bsf	4,600
175	326900.000 Misc. Site Concrete			
176	Architectural Seat Wall - With Landscape	lf	/lf	
	Misc. Site Concrete	20,272.00 gsf	/gsf	
177	329000.000 Landscaping			
178	Landscape & Irrigation	28,500.00 sf	12.49 /sf	356,095
	Landscaping	20,272.00 bsf	17.57 /bsf	356,095
	EXTERIOR IMPROVEMENTS	20,272.00 bsf	59.85 /bsf	1,213,224
179	330000.000 UTILITIES			
180	331000.000 Site Utilities			
181	Utility sub	1.00 ls	403,461.00 /ls	403,461
	Site Utilities	20,272.00 bsf	19.90 /bsf	403,461
	UTILITIES	20,272.00 bsf	19.90 /bsf	403,461

Estimate Totals

Description	Amount	Totals
Labor	74,124	
Material	756,560	
Subcontract	9,935,667	
Equipment	12,971	
Other		
	10,779,322	10,779,322
Material Sales Tax (%M)		
Equipment Sales Tax	1,070	
Sub Guard Insurance	149,035	
	150,105	10,929,427
Owner/design Contingency	260,000	
CMAR Contingency	218,589	
	478,589	11,408,016
Performance Bond	100,416	
Bond Prem per Mo > 1 Yr. Dur	4,017	
Builders risk Tier 2 (1 year)	43,789	
Liability Insurance	103,896	
	252,118	11,660,134
General Conditions	1,041,250	
Fee	285,673	
	1,326,923	12,987,057
Total		12,987,057





CLARIFICATIONS & ASSUMPTIONS

These clarifications and assumptions are to complement the information contained in the deliverable. They should be reviewed carefully to understand the accompanying information and the basis under which it was developed. Information included in this document that is ultimately accepted shall be incorporated into the Contract Documents. All values listed in this document are cost of work.

01 General Requirements

1. Our pricing is based on Kirksey 100% Issue for Permit set dated July 19th, 2024.
2. We presume the building and site are free of any hazardous materials that would be encountered during construction. Our pricing does not include any costs for handling or abating hazardous materials.
3. Costs for testing of construction materials as well as any testing of existing materials to determine their suitability or soundness for reuse is not included in this pricing.
4. This GMP includes a 2.5% Owner's Contingency and a 2% Contractor Construction Contingency.
5. Parking Allowance has been excluded. This is to be provided by the Owner.
6. Pricing is based on standard working hours. After hours overtime is not included.
7. Builders Risk Insurance has been carried.
8. Owner equipment furnish, install, and connection is excluded, to be by the Owner.
9. Payment and Performance Bond is included in this GMP.
10. This GMP is based on having the building permit by the date stated in our attached GMP Schedule.
11. This GMP does not include site dewatering.
12. The COM CCEC project's completion schedule is dependent on factors outside of Tellepsen's control. These factors include drainage of site storm sewer into the neighboring site's storm sewer system, the procurement of permanent power service by COM with the utility provider, and Chilled Water service that is being provided by the central utility plant constructed at the neighboring site. The dates required for storm sewer connection, building power service, and chilled water for air conditioning are established in the COM CCEC Project Schedule included within Tellepsen's GMP and are basis of the GMP commitment. The COM CCEC GMP does not include any cost allowances for temporary services that would be required should these permanent services not be available on the required dates.

02 Existing Conditions

1. Our GMP includes only cutting & capping the electrical feeders of the existing light poles 2 ft down below existing grade.

03 Concrete

1. This proposal includes concrete foundation backfill with onsite spoils after foundation excavation.

04 Masonry

1. The GMP excludes the monument sign shown on sheet S4.02 per RFI to Kirsey to not include in the project.
2. The GMP pricing for the Dumpster vertical reinforcement included in quote is #5 @ 24" o.c., all cells grouted solid.
3. The CMU supplier will not provide multiple chamfers for the dumpster cap, Cast stone coping at dumpster is included in this pricing in lieu of the chamfers.

05 Metals

06 Woods, Plastics, and Composites

1. This GMP does not include AWI certifications.

07 Thermal and Moisture Protection





CLARIFICATIONS & ASSUMPTIONS

1. The GMP does not include spray applied fireproofing at any exposed ceiling areas.
2. Roof walk pads have been excluded as there are none shown in the drawings.

08 Openings / Doors and Windows

1. Wood Doors are quoted as VT industries as an equal to the specified manufacturers – Excludes FCS Certification.
2. The Specifications detail plastic laminate doors, but the specific HPDL is not listed. This proposal includes standard Wilsonart Matte Laminate in our price. If a premium Laminate is required this will incur an upcharge.
3. Interior Aluminum Frames are Quoted as Alumapro as an equal to the specified manufacturer. If Alumapro is not accepted as an approved equal then all interior aluminum framing is excluded in this proposal.
4. The Master Schedule specifies the use of SB60 clear glass. However, upon reviewing the performance specifications associated with this project, it was determined that SB60 clear glass does not meet the required performance criteria. In order to comply with the specified performance requirements and ensure, we have opted to quote SB90 glass as a substitute for SB60. To go back to the SBS 60 this will be a deduct of (\$30,600)

09 Finishes

1. This proposal excludes DensArmor Wallboard at interior. If this is needed add \$80,350. (Hard cost – Does not include Tellepsen Markup/Addons).

10 Specialties

1. Sign types 8.1, 8.2, and 9.1 have been excluded from this GMP due to them not being shown on the floor plans in the signage sheets.
2. An allowance of \$20,000 has been carried for sign types 3.4, 6.2, 7.1, and 7.2.
3. Discrepancy in size between scheduled mirror TA-7.1 and mirror shown for TA-7.1 in elevations, priced size as scheduled on sheet A0.70 at each sink.
4. Priced TA-8.2 to be Gojo FMX-12 series soap dispenser in lieu of unavailable Buckeye® Stealth soap dispenser.
5. Priced TA-10.1 to be recessed baby changing station model KB310-SSRE in lieu of discontinued model KB110-SSRE.
6. The GMP excludes TA-2.24/Bohrick B-6806X24 24" grab bar in multi-user restrooms, not shown/tagged in elevations.
7. The GMP excludes TA-3.2/Bohrick B-270 sanitary napkin disposal in men's restroom 127, drawn but not tagged in drawings.
8. The GMP excludes TA-7.2/Bohrick B-165 2436 24"x36" stainless steel channel-framed mirror, scheduled but not tagged/shown in drawings
9. The GMP excludes TA-8.1/Bohrick B-822 lavatory-mounted soap dispenser, scheduled but not tagged/shown in drawings.
10. TA-9.1 - Underlavatory Guards, Truebro, Lav Guard 2 has been excluded from this proposal as it is not shown on the plans but listed in the master schedule.
11. TA-11.2 - Shower Curtain, Bohrnick, B-20402,42" has been excluded from this proposal as it is not shown on the plans but listed in the master schedule.
12. TA-11.3 - Shower Curtain Rod and Curtain Hook, Bohrnick, B-207 and B-204-1 has been excluded from this proposal as it is not shown on the plans but listed in the master schedule.

11 Equipment

12 Furnishings

1. The GMP Excludes recessed walk off mats.
2. The products and pricing above for window shades are subject to changes made by the manufacturer(s) to comply with the new ANSI/WCMA A100.1-2022 safety standard as it relates to the elimination of free-hanging cords on window treatments and requiring new tension devices for shades with bead chain or cord loops, a copy of such new safety standard is available for review at: <https://wcmanet.com/wp-content/uploads/2023/04/WCMA-100.1-2022-FINAL-Read-Only.pdf>





CLARIFICATIONS & ASSUMPTIONS

14 Conveying Equipment

21 Fire Suppression

1. With respect to Specification Section 21 01 00 – escutcheons will be provided at exposed penetrations of finished spaces only.
2. The GMP excludes fire protection for the exterior overhand soffits as the construction type is non-combustible and not scheduled for storage or parking.

22 Plumbing

1. The GMP includes equipment warranties at 1-year from the issuance date of the substantial completion certificate
2. With respect to Specification Section 22 05 00 – escutcheons will be provided at exposed penetrations of finished spaces only.

23 HVAC

1. The GMP includes equipment warranties at 1-year from the issuance date of the substantial completion certificate. Specification section 23 01 00 – 1.30 Warranty – Item B. suggests that the contractor provide all extended time warranties available from the manufacturer – this item is excluded from our proposal. If the extended period on equipment is something that the College of the Mainland would like for us to provide, a change order to increase the contract amount will need to be issued.
2. With respect to Specification Section 23 01 00 – 1.17 Supervision – Item A, each trade will maintain a superintendent onsite during all respective operations of that specific trades tasks.
3. With respect to Specification Section 23 05 13 – escutcheons will be provided at exposed penetrations of finished spaces only.
4. The GMP includes the 4" underground chilled water piping (23 21 13 – 2.3) to the connection point shown on the site drawing M101 which is approximately 15 feet from the building. We assume the piping material we are connecting to is of like kind and nothing other than a welded connection will be required, we are using specified materials, schedule 40 carbon steel carrier pipe, with an HDPE jacket of 0.1 inch thickness. Should any valves and boxes be required these will be priced and submitted, if requested, at a later time.

26 Electrical

1. This GMP does not include any remediation for electrical scope that falls outside of the extents of our project site limits that may be impacted by demolition scope directed on the documents.
2. The exact location of transformer pole will be determined by TNMP. Our GMP includes 125 LF of parallel 4" underground service conduit with one spare per the electrical site plan. No concrete encasement has been included for electrical ductbank as it is our understanding that TNMP does not require it.
3. The GMP Excludes any Overhead powerline work. This is assumed to be in TNMP scope of work.

27 Communications

28 Electronic Safety and Security

1. The GMP includes An allowance of \$50,000 for the EERC System.

31 Earthwork





CLARIFICATIONS & ASSUMPTIONS

1. Paving and drive areas: cut/fill, scarify and compact parking areas and drives per grades on Civil plans with a 1' offset. Stabilize paving sub-grade 6" with 40-lbs. of lime per sy. Actual poundage per sy will be determined during construction and any increase in costs will be passed on (per Geo recommendation to perform a lime series test when subgrade is exposed).
2. Backfill & Dress Site: Cut/Fill per grades and contour lines on Civil plans. Backfill around building and paving will be accomplished with onsite soils.
3. The GMP excludes Termite control.

32 Exterior Improvements

1. This GMP excludes the 2-coat kynar finish at the accessible van post. Included is a powder coat finish.

33 Utilities

1. Our GMP assumes that the adjacent project will have the storm catch basin for our tie-in of storm utility in line with our GMP schedule for that scope to occur. Our GMP Schedule shows our conclusion to the Storm Utility activity on January 2, 2025.





COM – New Corporate and Continuing Education Center
Issue for Permit Document List

<u>DATE</u>	<u>NUMBER</u>	<u>TITLE</u>
9/13/2024	01	Addendum
9/26/2024	02	Addendum
		<u>General</u>
7/19/2024	A0.00	Cover Sheet
7/19/2024	A0.10	Graphic Standards
7/19/2024	A0.11	Abbreviations And Sheet Index
7/19/2024	A0.20	Code Information
9/13/2024	A0.31	Life Safety Plan
7/19/2024	A0.51	Fire Assembly (Partitions)
7/19/2024	A0.60	Reference (Mounting Heights)
7/19/2024	A0.61	Reference (Mounting Heights)
9/13/2024	A0.70	Master Schedule
9/13/2024	A0.71	Master Schedule
		<u>Civil</u>
7/19/2024	C0.01	Topographic Survey 1 Of 2
7/19/2024	C0.02	Topographic Survey 2 Of 2
7/19/2024	C1.00	Demolition Plan
9/13/2024	C2.00	Overall Site Plan
9/13/2024	C3.00	Layout Plan
9/13/2024	C4.00	Grading Plan
9/13/2024	C5.00	Drainage Plan
9/13/2024	C6.00	Drainage Calculations
9/13/2024	C7.00	Paving Plan
9/13/2024	C8.00	Utility Plan
9/13/2024	C9.00	Swppp
7/19/2024	C10.00	Paving Details
7/19/2024	C11.00	Storm Details
7/19/2024	C12.00	Sanitary Details
7/19/2024	C13.00	Water Details
7/19/2024	C14.00	Culvert Details
		<u>Landscape</u>
9/13/2024	L1.00	Hardscape Plan
9/13/2024	L1.01	Hardscape & Site Furnishing Details & Notes
9/13/2024	L2.00	Irrigation Plan





Issue for Permit Document List

9/13/2024	L2.01	Irrigation Notes And Details
9/13/2024	L3.00	Landscape Plan
9/13/2024	L3.01	Landscape Details & Notes
<u>Architectural</u>		
9/13/2024	A1.20	Overall Site Plan
9/13/2024	A1.21	Detailed Site Plan
7/19/2024	A1.30	Enlarged Site Plans
9/13/2024	A1.31	Enlarged Site Plans
9/13/2024	A1.40	Site Details
9/13/2024	A2.20	Composite Floor Plan
9/13/2024	A2.21	Composite Roof Plan
7/19/2024	A2.30	Floor Plan - Area A
9/13/2024	A2.31	Floor Plan - Area B
9/13/2024	A2.32	Roof Plan - Area A
9/13/2024	A2.33	Roof Plan - Area B
7/19/2024	A2.40	Reflected Ceiling Plan - Area A
9/13/2024	A2.41	Reflected Ceiling Plan - Area B
7/19/2024	A2.51	Power Plan - Area A
9/13/2024	A2.52	Power Plan - Area B
7/19/2024	A2.60	Finish Plan - Area A
9/13/2024	A2.61	Finish Plan - Area B
7/19/2024	A2.70	Enlarged Plans
7/19/2024	A2.80	Restroom Plans And Elevations
9/13/2024	A2.81	Restroom Plans And Elevations
9/13/2024	A3.10	Exterior Elevations
7/19/2024	A3.20	Enlarged Elevations
9/13/2024	A4.10	Building Sections
7/19/2024	A4.11	Building Sections
9/13/2024	A4.20	Wall Sections
9/13/2024	A4.21	Wall Sections
9/13/2024	A5.10	Exterior Plan Details
9/13/2024	A5.11	Exterior Plan Details
9/13/2024	A5.12	Exterior Plan Details
7/19/2024	A5.20	Exterior Section Details
9/13/2024	A5.21	Exterior Section Details
9/13/2024	A5.22	Exterior Section Details
9/13/2024	A5.30	Roof Details
7/19/2024	A5.40	Mock-Up Information
9/13/2024	A6.20	Door Schedule, Door Leaf & Frame Type





Issue for Permit Document List

7/19/2024	A6.40	Door Details
9/13/2024	A6.50	Window Types And Glazing Schedule
7/19/2024	A6.51	Window Types And Glazing Schedule
9/13/2024	A6.60	Int. & Ext. Partition Details & Types
7/19/2024	A8.10	Interior Elevations
7/19/2024	A8.11	Interior Elevations
7/19/2024	A9.10	Interior Plan Details
7/19/2024	A9.11	Interior Renderings
7/19/2024	A9.12	Exterior Renderings
9/13/2024	A9.13	Exterior Building 3D Views
9/13/2024	A9.20	Interior Section Details
7/19/2024	A9.25	Tile Installation (Floor & Wall)
7/19/2024	A10.20	Millwork Details
7/19/2024	A10.21	Reception Desks - Plans, Elevations & Details

Structural

7/19/2024	S0.01	3D View And Sheet List
7/19/2024	S1.01	General Structural Criteria
7/19/2024	S2.01	Foundation Plan - Overall
7/19/2024	S2.01A	Foundation Plan - Area A
9/13/2024	S2.01B	Foundation Plan - Area B
7/19/2024	S2.02	Low Roof Framing Plan - Overall
7/19/2024	S2.02A	Low Roof Framing Plan - Area A
9/13/2024	S2.02B	Low Roof Framing Plan - Area B
9/13/2024	S2.03A	High Roof Framing Plan - Area A
9/13/2024	S2.04	Screen Wall Framing Plan
7/19/2024	S3.01	Footing & Plinth Schedule & Details
7/19/2024	S3.02	Grade Beam Schedule And Details
7/19/2024	S3.03	Column Schedule & Details
7/19/2024	S4.01	Typical Foundation Details
7/19/2024	S4.02	Typical Site Foundation Details
7/19/2024	S4.03	Foundation Details
7/19/2024	S5.01	Typical Framing Details
7/19/2024	S5.02	Typical Framing Details
7/19/2024	S7.01	Typical Roof Framing Details
9/13/2024	S7.02	Roof Framing Details
9/13/2024	S7.03	Roof Framing Details
7/19/2024	S8.01	Brace Elevations & Details
7/19/2024	S9.01	Full Height Sections
9/13/2024	S9.02	Full Height Sections





Issue for Permit Document List

9/13/2024	S9.03	Full Height Sections
7/19/2024	S9.04	Full Height Section
7/19/2024	S9.05	Full Height Section
7/19/2024	S9.06	Full Height Section

Mechanical

7/19/2024	M000	Mechanical Symbols & Abbreviations
9/13/2024	M101	Mechanical Site Plan
9/13/2024	M111	Mechanical Plan - Level 01
7/19/2024	M112	Mechanical Plan - Level 01 - Area A
9/13/2024	M113	Mechanical Plan - Level 01 - Area B
7/19/2024	M121	Mechanical Roof Plan
9/13/2024	M201	Mechanical Enlarged Plans
9/13/2024	M301	Mechanical Schedules
7/19/2024	M401	Mechanical Controls
7/19/2024	M402	Mechanical Controls
7/19/2024	M501	Mechanical Details
7/19/2024	M502	Mechanical Details
9/13/2024	M503	Mechanical Details

Electrical

7/19/2024	E000	Electrical Symbols & Abbreviations
9/13/2024	E010	Electrical Site Plan
9/13/2024	E111	Electrical Lighting Floor Plan - Area A
9/13/2024	E112	Electrical Lighting Floor Plan - Area B
9/13/2024	E211	Electrical Power Floor Plan - Area A
7/19/2024	E211M	Electrical Mechanical Power Floor Plan - Area A
9/13/2024	E212	Electrical Power Floor Plan - Area B
9/13/2024	E212M	Electrical Mechanical Power Floor Plan - Area B
7/19/2024	E221	Electrical Power Floor Plan - Roof
7/19/2024	E311	Electrical Special Systems Plan - Area A
9/13/2024	E312	Electrical Special Systems Plan - Area B
7/19/2024	E401	Electrical One Line Diagram
9/13/2024	E501	Electrical Panel Schedules
7/19/2024	E601	Electrical Details

Plumbing

7/19/2024	P000	Plumbing Symbols & Abbreviations
9/13/2024	P010	Plumbingsite Plan
9/13/2024	P101	Plumbing - Underfloor Plan





Issue for Permit Document List

7/19/2024	P102	Plumbing - Underfloor Plan Area A
9/13/2024	P103	Plumbing - Underfloor Plan Area B
7/19/2024	P111	Plumbing - Floor Plan - Level 1
7/19/2024	P112	Plumbing - Floor Plan - Level 01 Area A
9/13/2024	P113	Plumbing - Floor Plan - Level 01 Area B
9/13/2024	P121	Plumbingroof Plan
7/19/2024	P201	Plumbingenlarged Plans
9/13/2024	P202	Plumbingenlarged Plans
7/19/2024	P301	Plumbingschedules
9/13/2024	P401	Plumbingrisers
9/13/2024	P402	Plumbingrisers
7/19/2024	P501	Plumbingdetails
7/19/2024	P502	Plumbingdetails

Data Networks

7/19/2024	AVI0.01	Legend And Notes - Audiovisual Infrastructure
9/13/2024	AVI2.31	Floor Plan - Level 1 - Area A - Audiovisual Infrastructure
9/13/2024	AVI2.32	Floor Plan - Level 1 - Area B - Audiovisual Infrastructure
7/19/2024	AVI2.41	Rcp - Level 1 - Area A - Audiovisual Infrastructure
7/19/2024	AVI2.42	Rcp - Level 1 - Area B - Audiovisual Infrastructure
7/19/2024	AVI4.01	General Details - Audiovisual Infrastructure
9/13/2024	AVS5.01	Av Signal Flow Diagrams
9/13/2024	SC0.01	Legend And Notes - Security
7/19/2024	SC1.20	Site Plan - Security
7/19/2024	SC2.31	Floor Plan - Level 1 - Area A - Security
9/13/2024	SC2.32	Floor Plan - Level 1 - Area B - Security
7/19/2024	SC3.01	Door Elevation Details - Security
7/19/2024	SC4.01	General Details - Security
7/19/2024	T0.01	Legend And Notes - Communications
7/19/2024	T1.20	Site Plan - Communications
9/13/2024	T2.31	Floor Plan - Level 1 - Area A
9/13/2024	T2.32	Floor Plan - Level 1 - Area B
7/19/2024	T3.01	Telecom Room Details - Communications
7/19/2024	T4.01	General Details - Communications

Signage

7/19/2024	SG2.09	General Notes
7/19/2024	SG2.10	General Notes
9/13/2024	SG2.11	Signage Location Plans
9/13/2024	SG2.12	Signage Schedule





Issue for Permit Document List

7/19/2024	SG2.13	Signage Details
7/19/2024	SG2.14	Signage Details
9/13/2024	SG2.15	Exterior Sign Details
9/13/2024	SG2.16	Interior Graphic Details

End Of Issue For Permit Document List





COM – New Corporate and Continuing Education Center
List of Specifications

<u>DATE</u>	<u>NUMBER</u>	<u>TITLE</u>
9/13/2024	01	Addendum
9/26/2024	02	Addendum
<u>Section 00 01 10 - Table Of Contents</u>		
<u>Division 00 — Procurement And Contracting Requirements</u>		
7/19/2024	000107.2	Civil Seal Page (C)
7/19/2024	000107.3	Landscape Seal Page (L)
7/19/2024	000107.4	Structural Seal Page (S)
7/19/2024	000107.5	Mep Seal Page (Mep)
7/19/2024	000107.7	Technology Seal Page (T)
7/19/2024	003132	Geotechnical Data
7/19/2024	003132.13	Geotechnical Report (O)
7/19/2024	007000	General Conditions
7/19/2024	008000	Supplementary Conditions
<u>Division 01 — General Requirements</u>		
7/19/2024	011000	Summary
7/19/2024	012200	Unit Prices
9/26/2024	012300	Alternates
7/19/2024	012500	Substitution Procedures
7/19/2024	012500.13	Substitution Request Form (A)
7/19/2024	012600	Contract Modification Procedures
7/19/2024	012900	Payment Procedures
7/19/2024	013100	Project Management And Coordination
7/19/2024	013200	Construction Progress Documentation
7/19/2024	013233	Photographic Documentation
7/19/2024	013300	Submittal Procedures
7/19/2024	014000	Quality Requirements
7/19/2024	014200	References
7/19/2024	015000	Temporary Facilities And Controls
7/19/2024	015713	Erosion And Sedimentation Control
7/19/2024	015720	Indoor Air Quality Plan During Construction (A)
7/19/2024	016000	Product Requirements
7/19/2024	017300	Execution
7/19/2024	017419.13	Construction Waste Management And Disposal - Non Leed (A)
7/19/2024	017700	Closeout Procedures
7/19/2024	017823	Operation And Maintenance Data
7/19/2024	017839	Project Record Documents





<u>DATE</u>	<u>NUMBER</u>	<u>TITLE</u>
7/19/2024	017900	Demonstration And Training
7/19/2024	018113.02	Sustainable Design Requirements
7/19/2024	019100	Building Systems Commissioning (Mep)
		<u>Division 02 — Existing Conditions</u>
7/19/2024	024119	Selective Demolition
		<u>Division 03 — Concrete</u>
7/19/2024	032100	Site Concrete Reinforcement (C)
7/19/2024	035300	Concrete Topping (A)
7/19/2024	035416	Hydraulic Cement Underlayment (A)
		<u>Division 04 — Masonry</u>
7/19/2024	042000	Unit Masonry (A)
7/19/2024	044300	Stone Masonry Veneer
		<u>Division 05 — Metals</u>
7/19/2024	050510	Metal Finishes (A)
7/19/2024	055000	Metal Fabrications (A)
		<u>Division 06 — Wood, Plastics, And Composites</u>
7/19/2024	061600	Sheathing (A)
7/19/2024	064116	Plastic-Laminate-Faced Architectural Cabinets (A)
7/19/2024	066400	Plastic Paneling (A)
		<u>Division 07 — Thermal And Moisture Protection</u>
7/19/2024	072100	Thermal Insulation (A)
7/19/2024	072635	Moisture Vapor Emission Control System (A)
7/19/2024	072726	Fluid-Applied Membrane Air Barriers (A)
7/19/2024	074113	Standing Seam Metal Roof Panels (A)
7/19/2024	074213.53	Metal Soffit Panels (A)
7/19/2024	074646	Fiber-Cement Siding (A)
9/26/2024	075216.12	Modified Bitumen Roofing (A)
9/26/2024	075216.13	Hot Thermoplastic Hybrid Roof System (A)
7/19/2024	076200	Sheet Metal Flashing And Trim (A)
7/19/2024	076210	Flexible Flashing (A)
7/19/2024	077100	Roof Specialties (A)
7/19/2024	077200	Roof Accessories (A)





<u>DATE</u>	<u>NUMBER</u>	<u>TITLE</u>
7/19/2024	078413	Penetration Firestopping (A)
7/19/2024	078446	Fire-Resistive Joint Systems (A)
7/19/2024	079200	Joint Sealants (A)
<u>Division 08 — Openings</u>		
7/19/2024	081113	Hollow Metal Doors And Frames (A)
7/19/2024	081216	Interior Aluminum Doors And Frames (A)
7/19/2024	081416	Flush Wood Doors (A)
7/19/2024	083113	Access Doors And Frames (A)
7/19/2024	084113	Aluminum-Framed Entrances And Storefronts (A)
7/19/2024	084413.16	Glazed Aluminum Curtain Walls (Stick Framing) (A)
7/19/2024	085113	Aluminum Windows (A)
7/19/2024	087100	Door Hardware (A)
7/19/2024	087113	Automatic Door Operators (A)
7/19/2024	088000	Glazing (A)
7/19/2024	088300	Mirrors (A)
7/19/2024	089119	Fixed Louvers (A)
<u>Division 09 — Finishes</u>		
7/19/2024	092216	Non-Structural Metal Framing (A)
7/19/2024	092900	Gypsum Board (A)
7/19/2024	093000	Tiling (A)
7/19/2024	095113	Acoustical Panel Ceilings (A)
7/19/2024	095423	Linear Metal Ceilings (A)
7/19/2024	096116	Concrete Floor Sealing (A)
7/19/2024	096513	Resilient Base And Accessories (A)
7/19/2024	096519	Resilient Tile Flooring (A)
7/19/2024	096813	Carpet Tile (A)
7/19/2024	097210	Wall Covering – Dry Erase (A)
7/19/2024	098116	Acoustical Blanket Insulation (A)
7/19/2024	099100	Painting (A)
<u>Division 10 — Specialties</u>		
7/19/2024	101100	Visual Display Unit (A)
7/19/2024	101400.13	Signage And Graphics (A)
7/19/2024	101416	Plaques (A)
7/19/2024	102113	Toilet Compartments (A)
7/19/2024	102238	Operable Panel Partitions (A)





<u>DATE</u>	<u>NUMBER</u>	<u>TITLE</u>
7/19/2024	102600	Wall And Door Protection (A)
7/19/2024	102800	Toilet, Bath, And Custodial Accessories (A)
7/19/2024	104313	Emergency Aid Cabinets And Defibrillator (A)
7/19/2024	104413	Fire Protection Cabinets (A)
7/19/2024	104416	Fire Extinguishers (A)
7/19/2024	105624	Metal Wire Storage Shelving (A)
7/19/2024	109900	Miscellaneous Specialties (A)
		<u>Division 11 — Equipment</u>
7/19/2024	113100	Residential Appliances (A)
7/19/2024	114000	Food Service Equipment (A)
7/19/2024	115224	Flat Screen Tv Mounts (A)
		<u>Division 12 — Furnishings</u>
7/19/2024	122413	Roller Window Shades (A)
7/19/2024	123553.13	Metal Laboratory Casework (A)
7/19/2024	123662	Solid Surfacing Material (A)
7/19/2024	129300	Site Furnishings (L)
		<u>Division 21 — Fire Suppression</u>
7/19/2024	210055	Basic Fire Suppression Materials And Methods (Mep)
7/19/2024	210100	Special Conditions For All Fire Suppression Work (Mep)
7/19/2024	210513	Common Work Results For Fire Suppression (Mep)
7/19/2024	211313	Fire Suppression Piping Wet-Pipe Sprinkler System (Mep)
		<u>Division 22 — Plumbing</u>
7/19/2024	220444	Packaged Booster Pump (Mep)
7/19/2024	220500	Basic Plumbing Materials And Methods (Mep)
7/19/2024	220519	Meters And Gages For Plumbing (Mep)
7/19/2024	220523	General-Duty Valves For Plumbing Piping (Mep)
7/19/2024	220529	Hangers And Supports For Plumbing Piping And Equipment (Mep)
7/19/2024	220553	Identification For Plumbing Piping And Equipment (Mep)
7/19/2024	220716	Plumbing Insulation (Mep)
7/19/2024	221116	Domestic Water Piping (Mep)
7/19/2024	221119	Domestic Water Piping Specialties (Mep)
7/19/2024	221316	Sanitary Waste And Vent Piping (Mep)
7/19/2024	221319	Drain Piping Specialties (Mep)
7/19/2024	223300	Electric Water Heaters (Mep)





<u>DATE</u>	<u>NUMBER</u>	<u>TITLE</u>
7/19/2024	224100	Plumbing Fixtures (Mep)
7/19/2024	225160	Storm Drainage Piping (Mep)
<u>Division 23 — Heating Ventilating And Air Conditioning</u>		
7/19/2024	230100	Special Conditions For All Mechanical Work (Mep)
7/19/2024	230310	Variable Frequency Drives (Mep)
7/19/2024	230513	Basic Mechanical Materials And Methods (Mep)
7/19/2024	230519	Meters And Gauges (Mep)
7/19/2024	230529	Hangers And Supports For Hvac Piping And Equipment (Mep)
7/19/2024	230553	Mechanical Identification (Mep)
7/19/2024	230593	Testing, Adjusting And Balancing (Mep)
7/19/2024	230719	Mechanical Insulation (Mep)
7/19/2024	230800	Mechanical Systems Commissioning (Mep)
7/19/2024	230900	Instrumentation And Controls For Hvac (Mep)
7/19/2024	231000	Valves And Specialties For Hvac Piping (Mep)
7/19/2024	232113	Hydronic Piping (Mep)
7/19/2024	232123	Hydronic Pumps (Mep)
7/19/2024	232300	Refrigerant Piping (Mep)
7/19/2024	233113	Metal Ducts (Mep)
7/19/2024	233300	Duct Accessories (Mep)
7/19/2024	233423	Hvac Power Ventilators (Mep)
7/19/2024	233600	Air Terminal Units (Mep)
7/19/2024	233650	Airflow Monitors (Mep)
7/19/2024	233713	Diffusers, Registers And Grilles (Mep)
7/19/2024	237250	Central-Station Air-Handling Units (Mep)
7/19/2024	238125	Ductless Split System Air Conditioners (Mep)
7/19/2024	238219	Fan Coil Units (Mep)
7/19/2024	238239	Unit Heaters (Mep)
7/19/2024	238560	Intake And Relief Ventilators (Mep)
7/19/2024	238561	Air Filters (Mep)
<u>Division 26 — Electrical</u>		
7/19/2024	260015	General Conditions For All Electrical Work (Mep)
7/19/2024	260050	Basic Electrical Materials And Methods (Mep)
7/19/2024	260519	Conductors And Cables (Mep)
7/19/2024	260526	Grounding And Bonding (Mep)
7/19/2024	260533	Raceways And Boxes (Mep)
7/19/2024	260553	Electrical Identification (Mep)





<u>DATE</u>	<u>NUMBER</u>	<u>TITLE</u>
7/19/2024	260800	Electrical Systems Commissioning (Mep)
7/19/2024	260923	Lighting Control Devices (Mep)
7/19/2024	261310	Pull And Junction Boxes (Mep)
7/19/2024	261320	Floor Boxes (Mep)
7/19/2024	262200	Dry-Type Transformers (Mep)
7/19/2024	262413	Switchboards (Mep)
7/19/2024	262416	Panelboards (Mep)
7/19/2024	262726	Wiring Devices (Mep)
7/19/2024	262816	Disconnect Switches And Circuit Breakers (Mep)
7/19/2024	263450	Short Circuit-Coordination Study-Arc Flash Hazard Analysis (Mep)
7/19/2024	264313	Surge Protective Devices (Mep)
7/19/2024	264750	Overcurrent Protection System (Mep)
7/19/2024	265100	Interior Lighting (Mep)
7/19/2024	265600	Exterior Lighting (Mep)
7/19/2024	268115	Emergency Responder Radio Signal Amplification System (Mep)

Division 27 — Communications

7/19/2024	270000	Communications (T)
7/19/2024	270526	Grounding And Bonding (T)
7/19/2024	270528	Pathways For Communications Systems (T)
7/19/2024	271500	Horizontal Cabling For Communications Systems (T)
7/19/2024	274113	Architecturally Integrated Audio Video Infrastructure (T)
9/13/2024	274116	Audio Visual Systems (T)

Division 28 — Electronic Safety And Security

7/19/2024	280000	Electronic Security (T)
7/19/2024	281000	Electronic Access Control (T)
7/19/2024	282300	Video Surveillance (T)
7/19/2024	283000	Fire Alarm (Mep)

Division 31 — Earthwork

7/19/2024	310000	Site Earthwork (C)
7/19/2024	311100	Clearing And Grubbing (C)
7/19/2024	312216	Fine Grading (L)
7/19/2024	312300	Grading Excavation And Fill (C)
7/19/2024	312500	Erosion And Sedimentation Control (C)
7/19/2024	313116	Termite Control (A)





<u>DATE</u>	<u>NUMBER</u>	<u>TITLE</u>
		<u>Division 32 — Exterior Improvements</u>
7/19/2024	320190	Operation & Maintenance Of Planting (L)
7/19/2024	321216	Asphaltic Concrete Pavement (C)
7/19/2024	321313	Portland Cement Concrete Paving (C)
7/19/2024	321319	Concrete Pavement Joints (C)
7/19/2024	321373.19	Sitework Cast-In-Place Concrete (C)
7/19/2024	321400	Unit Paving (L)
7/19/2024	321425	Gravel (L)
7/19/2024	321540	Decomposed Granite Paving (L)
7/19/2024	321613	Concrete Curbs And Curb And Gutter (C)
7/19/2024	323119	Decorative Metal Fences And Gates (A)
7/19/2024	323910	Site Bollards (A)
7/19/2024	328400	Planting Irrigation (L)
7/19/2024	329114	Planting Media (L)
7/19/2024	329200	Turf And Grasses (L)
7/19/2024	329300	Plants (L)
		<u>Division 33 — Utilities</u>
7/19/2024	330516	Utility Structures (C)
7/19/2024	330528	Trenching And Backfill For Utilities (C)
7/19/2024	331100	Water Distribution Systems (C)
7/19/2024	331113	Water Lines (C)
7/19/2024	331653	Traffic Paint Striping (C)
7/19/2024	333100	Sanitary Utility Sewerage Piping (C)
7/19/2024	334100	Storm Sewage Systems (C)
7/19/2024	334410	Landscape Drainage (L)

End Of List Of Specifications



COM - CCEC RFI



No.	Question	Sub, Spec Section OR Drawing	Date Sent	Response	Response By	Date Responded
001	Division 26 raceway specifications allow set screw fittings but division 270528 low voltage system pathways require compression only; no set screw fittings. Please confirm this is necessary.	spec section 26 05 33 & 27 05 28	09/20/24	Technology has not objections to use set screw fittings.		9/24/2024
002	Division 26 switchboard and panelboards specs do not list ABB/GE as an acceptable manufacturer. Please confirm this brand is NOT allowed.	Spec section 26 24 16	09/20/24	MEP typically has not allowed ABB/GE for low voltage panels for a couple of reasons, but have allowed as a VE option in previous conditions.		9/24/24
003	T1.20 site communication plan – keyed note 5 states that there are (2) existing 4” UG conduits each with (3) 3-cell mesh innerducts. I am assuming this means the conduits are existing but the mesh innerducts must be installed on this project scope. Please confirm.	T1.20	09/30/24	Keynote #5, should be revised to note these as "NEW" conduits.		10/1/24
004	T1.20 site communication plan – keyed note 14 speaks on the continuation of above mentioned existing (2) 4” conduits and mesh innerduct. Please clarify how far we must take the innerduct before we stop. This is not very clear when viewing the aerial view detail map on this same sheet.	T1.20	09/30/24	Innerduct should be placed in all new conduits until the point they intersect an existing pullbox (keynote #10)		10/1/24
005	T1.20 keyed note 1 asks for 4” fabric innerduct as well. Do they want (3) 3-cell innerducts in each 4” conduit or do they want (1) 3-cell innerduct in each 4” conduit? This keyed note only shows up on one of the new ug conduit runs shown on T1.20; shall we assume this same keyed note is meant on the other ug conduit run on this sheet that ends with a keyed note 4 top-left of this plan?	T1.20	09/30/24	Refer to keynote #5, (3) 3-cell innerduct in each new conduit.		10/1/24
006	Sheet SC1.20, note 6. It says to provide conduit for future emergency blue phone, but there is no size indicated for conduit. Also not sure if we need (1) for power and (1) for data or where to route conduit from. Please advise	SC1.20	09/30/24	Please provide 1" conduit for power and 1-1/2" conduit for data.		10/1/24
007	Sheet SC4.01, detail 4. It shows the camera being fed with a 2” conduit and routed to the nearest pull box. Are we going to loop the 2” conduit from camera to camera, or does each one need a dedicated raceway? Also it shows a nema 4 lockable box to be provided by div 26. Do we have any specs on the box?	SC4.01	09/30/24	The 2” conduit can route from each nema 4 box mounted on the light poles to either the same pull box or separate pull boxes. Please refer to division 26 for nema 4 box requirement.		10/1/24
008	Are the ceilings in meeting rooms A, B and C accessible? The Master schedule shows 24” x 72” panels. Not sure if they are removable		09/30/24	Yes - just like the other Acoustical Ceiling Tiles, these are also removable		10/1/24



COM - CCEC RFI



No.	Question	Sub, Spec Section OR Drawing	Date Sent	Response	Response By	Date Responded
009	Sheet A8.10 <u>Detail A3</u> – Interior Letterforms (‘Business Center’, ‘Administration’) and Supergraphics. Should we include these items in our quote? If yes, are fabrication details available?	Sheet A8.10	09/25/24	For now – include these interior letters such as Business Center, Administration, etc. as 10” high – ½” thick Aluminum letters – clear anodized mounted on aluminum plate to the underside of the metal stud framing/sheetrock. Disregard the supergraphics – not sure if your drywall sub as included in their price to provide level 5 finish which I would keep.		9/26/24
010	Sheet A8.10 - Detail C4 – Interior Letterforms (‘Virtual Reality Room’). Should we include this item in our quote? If yes, are fabrication details available?	Sheet A8.10	09/25/24	10” high – ½” thick Aluminum letters – clear anodized mounted on aluminum plate to the underside of the metal stud framing/sheetrock.		9/26/24
011	Sheet A10.21 <u>Detail B3</u> – Reception desk letterforms. Should we include this item in our quote? If yes, are fabrication details available?	Sheet A10.21	09/25/24	No – allowance item to be worked out later		9/26/24
012	Sheet SG2.15 <u>Sign Type 6.2</u> – will fabrication details be provided?	Sheet G2.15	09/25/24	Allowance item to be worked out later		9/26/24
013	Sheet SG2.16 <u>Sign Types 3.4, 6.1, 7.1, 7.2</u> – will fabrication details be provided?	Sheet GS2.16	09/25/24	Sign type 6.1 for the dimensional letters. The details of the sign are noted on the same page. 16” High letters – white-faced, internally lit channel lettering – all caps. For all the other signs noted on sheet, allowance item that will have to be worked out later.		9/26/24
014	Sheet A0.70 - LMC-1 - Interior linear metal ceiling calls out for a custom color to match PL-1 "summer elm". This job does not meet the minimum square footage requirement for a custom color. How would you like to proceed?	Sheet A0.70	09/26/24	Light Natural walnut is an acceptable color		9/26/24
015	On Sheet S4.02 - they have structural details for a monument sign, but does not list any architectural finishes. What would you like this finish to be?	Sheet S4.02	10/01/24	We do not have a monument sign. However, we will need a base for the exterior signage per SG sheets. But I do not think we will get that information until the sign manf. provides a concrete foundation for it. Maybe that can be covered in the graphics allowance.		10/2/24
016	In section 26 06 33 of the job specs, it states in part 3.2 L, buried raceways, that we are to provide concrete encasement for primary feeders unless directed by utility company.	Spec section 26 06 33	10/07/24	This section of the specs applies to the primary conductors between the utility lines and pad mounted transformers. With pole mounted transformers, all conductors on our site are secondary. This does not apply to this project.		10/9/24
017	TNMP does not require concrete encasement as long as we have a depth of 36” to top of conduit. - Please confirm	Spec section 26 06 33	10/07/24	We take no exception take to eliminating requirement for concrete encasement where allowed by the utility, as described. Concrete caps may be required by utility where the conduits cross with other utility lines on site. Verify and provide if necessary. A credit shall be provided to the owner for this option.		10/9/24
018	The only other feeders that we have will be under the building and we don’t typically see concrete encasement of raceways under buildings. - please confirm	Spec section 26 06 33	10/07/24	Concrete encasement is not required in any cases on this project for conduit under building.		10/9/24
019	In detail 4, sheet number E601 of the electrical drawings it shows the power conduit burial detail with concrete encasement. There is a note stating that this detail should be applied to all buried conduits ~The only other conduits for electrical that we have are branch circuits for light poles and bollard lights. We don’t usually see concrete encasement on small branch circuit raceways like these.	Sheet E601	10/07/24	Please refer detail 3 on sheet E601 for branch circuit direct buried conduit detail. Concrete encasement for branch circuits is not required. Detail 4 only applies to feeder conduits.		10/9/24
020	On T1.20 of the plans, it shows (2) 4” conduits with 3-cell innerducts to be direct buried.	Sheet T1.20	10/07/24	Please refer to AV/IT drawings for conduit burial requirements. If no detail is provided, detail 3/601 for branch circuits with conduit buried in sand fill should be acceptable. Confirm with AV/IT consultant.		10/9/24
021	In the Tiling Spec - 09 30 00 They list multiple options for grout materials - please confirm which one you would like to use	Spec section 09 30 00	10/09/24	A9.25, we have noted for epoxy grout at restroom and prep area (areas that are more exposed to being wet). The premixed option would be at a lobby space which we actually do not have in our project. Both floor and wall application.		10/9/24
022	Sheet M112 - The mechanical plan shows several fire dampers along the partions that are not fire rated. Please confirm that these fire dampers are needed.	Sheet M112	10/09/24	We had originally included those because we were anticipating a potential fire barrier between the two types of occupancies. If it is not a fire barrier per the architectural documents, then it is not needed, and can be omitted.		10/11/24
023						
024						
025						
026						
027						
028						
029						
030						





CONTINGENCIES

Based on the completeness of the information included in the Documents prepared by Kirksey and their consultants, Tellepsen recommends and has included a Construction Contingency of 2%.

1. Owner Contingency	\$260,000.00
2. Construction Contingency (2%)	\$ 218,589.00
Total Contingency	\$ 478,589.00



TELLEPSEN ■

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777 Benmar, Suite 400 Houston, TX 77060 (281) 447-8100



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 28, 2024
Subject: Agenda Item: Amendment to contract 23-27 with Cannon Design for additional services to include design and construction administration for a sound masking system and graphic redesign

AGENDA ITEM DESCRIPTION:

Approval of the contract amendment for additional services to provide design and construction administration services for a sound masking system and graphic redesign; these additional services will become a part of the Library Classroom Building project. The Architect's fee will be increased by \$39,000, increasing the Cannon Design contract from \$7,975,249 to \$ 8,014,249.

FUNDING SOURCE:

2023 Bond

PURPOSE

Increase scope of Contract to provide the following Additional services:

- Design and Construction Administration Services for a sound masking system
- Graphic Redesign and Signage

PROPOSED MOTION:

"I move the Board of Trustees approve the amendment to contract #23-27 awarded to Cannon Design, as presented."

BACKGROUND:

On July 24, 2023, the Board of Trustees approved award of the subject contract to Cannon Design as the Architect for the design of the Library Classroom Building project. At the March 27, 2024, Board of Trustees meeting, the Board approved combining the Academic Classroom Building with the Library Classroom Building into a single building construction project.

Sound Masking System: This contract amendment includes the additional services necessary to design and perform construction administration services to add a sound masking system. The scope includes all services as required and identified in the G802 Contract Amendment #007. These are full design and construction services for a fee increase of \$ 15,500. The decision to add this scope to the LCB team will decrease the probability of sound transmission among spaces.

Graphic Redesign and Signage: This contract amendment includes the additional services necessary to redesign the graphics and signage. The scope includes all services as required and identified in the G802 Contract Amendment #008 for a fee increase of \$ 23,500.

The overall increase to the Contract in the amount of \$39,000 will amend the current contract value of \$7,975,249 to \$ 8,014,249.

Attachments:

1. LAN Summary/Cover Letter
2. Cannon Design – G802 Contract Amendment # 007 Proposal for the Sound Masking System, dated 10.15.24
3. Cannon Design – G802 Contract Amendment # 008 Proposal for the Graphics Redesign, dated 10.15.24



To: Dr. Warren Nichols, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: October 28, 2024

Re: Approval of increase to Contract 23-27 for Architectural Services awarded to Cannon Design

Background: On July 24, 2023, the Board of Trustees approved award of the subject contract to Cannon Design as the Architect for the Library Classroom Building project. At the March 27, 2024 Board of Trustees meeting, the Board approved combining the Academic Classroom Building with the Library Classroom Building into a single building construction project.

This contract amendment includes the additional scope of Design and Construction Administration Services to add a sound masking system to the project.

The attached G802 AIA Documents, #007 and #008, outline the scope and associated cost. These additional services will become a part of the Library Classroom Building project, increasing the Architect's fee by \$39,000. The Cannon Design contract will increase from \$7,975,249 to \$ 8,014,249.

Recommendation: LAN recommends the approval of AIA Document G802 #007 and #008 to incorporate the added scope increase to Cannon Design's contract. This contract has been reviewed by LAN and COM's General Counsel. We recommend this for the October 28, 2024 Board Meeting.

A handwritten signature in black ink, appearing to read 'P. Drnevich', is positioned above the typed name.

Paula J. Drnevich, AIA, LEED AP, REFP
Program Manager, LAN
pjdrnevich@lan-inc.com
mobile: (281) 384.8233



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
New Library and Classroom Building
(LCB)
College of the Mainland
1200 Amburn Road
Texas City, TX 77591

AGREEMENT INFORMATION:
Date: B101-2017 Standard Form of
Agreement Between Owner and
Architect, dated July 25, 2023.

AMENDMENT INFORMATION:
Amendment Number: AS-007

Date: October 15, 2024

OWNER: *(name and address)*
College of the Mainland
1200 Amburn Road,
Texas City, TX 7759

ARCHITECT: *(name and address)*
Cannon Design, Inc.
3737 Buffalo Speedway, Suite 1200
Houston, TX 77098

The Owner and Architect amend the Agreement as follows:
The original project scope shall be revised to include the following:

Sound Masking System Design and Construction Administration:

The scope of work is to provide a new design for a sound masking system in the corridors outside offices in the three office suites of Adult Education (corridors 120-09, 120-35, 120-21, 120-03), Social & Behavioral Sciences (corridors 304-15, 304-21, 304-39, 304-49, 304-55, 304-65), and Humanities (corridors 404-15, 420-21, 420-39, 404-49, 404-55, 404-65). CA and Warranty Phase meetings will be combined with the LCB CA and Warranty Phase meetings. Design will include a performance specification and layout for the system which will be suitable for competitive bidding. Design team will perform on-site performance verification and commissioning.

Construction Document Phase

1. One (1) virtual meeting to establish the desired level of speech privacy and determine functional requirements for the sound masking system, including system zones, access to controls, and automation.
2. Generate the following documents for use in a competitive bid for the sound masking system:
 - a) Plan drawings which indicate preferred locations for the masking system components and control zone layouts.
 - b) System specification document establishing acoustic performance criteria, functional requirements, installation standards, preliminary system tuning guidelines, and pre-qualified sound masking system manufacturers.
3. Provide answers to technical questions from bidders during the bidding process.
4. Review bid responses for compliance to design and specification, and make bid award recommendation.

Construction Administration Phase

1. Respond to relevant RFIs, Shop Drawings and other project submittals for compliance with design documentation, as related to our design scope and responsibilities.
2. Observe and report on the completed sound masking systems and final documentation. Using a sound level meter, survey the site and assess the plan for compliance with the performance specification. If necessary, assist the installing Contractor for one day with final system tuning.
3. Submit Punch List Report.

The Architect’s compensation and schedule shall be adjusted as follows:

Compensation Adjustment:
Sound Masking Design - \$15,500

Schedule Adjustment:

The project schedule will not be revised as a result of these Additional Services. Construction Documents, Construction Administration and Warranty phase schedules will align with the corresponding LCB phase schedules. Owner approval of

Design will be provided prior to advancing to the CD phase. CD approval will be provided prior to advancing to Bidding/GMP and Construction Administration phases as applicable.

All of the other terms and conditions contained in the AIA B101 -2017 Standard Form of Agreement between Owner and Architect executed between the parties and dated the 25th day of July in the year 2023, shall remain valid and in full force and effect.

SIGNATURES:

Cannon Design, Inc.

ARCHITECT (*Firm name*)

College of the Mainland

OWNER (*Firm name*)

SIGNATURE

Michael Corb, Principal

PRINTED NAME AND TITLE

August 16, 2024

DATE

SIGNATURE

Dr. Warren Nichols, President

PRINTED NAME AND TITLE

DATE



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
New Library and Classroom Building
(LCB) College of the Mainland
1200 Amburn Road
Texas City, TX 77591

AGREEMENT INFORMATION:
Date: B101-2017 Standard Form of
Agreement Between Owner and
Architect, dated July 25, 2023

AMENDMENT INFORMATION:
Amendment Number: AS-008

Date: October 15, 2024

OWNER: *(name and address)*
College of the Mainland
1200 Amburn Road,
Texas City, TX 7759

ARCHITECT: *(name and address)*
Cannon Design, Inc.
3737 Buffalo Speedway, Suite 1200
Houston, TX 77098

The Owner and Architect amend the Agreement as follows:
The original project scope shall be revised to include the following:

Graphic Re-Design:

Client in-house design team will work with local artists to develop new art and graphic strategy. CannonDesign will advise in the development. Scope includes:

- New animation by GMP approval board meeting (March/April); of the same quality and level of detail as previous animations.
- Source and present new impacted finishes
- Integration of new graphics into model and formatting to be compatible
- Three (3) client meetings

Addition of New Sign Types:

Client-requested new sign types to be integrated including (1) signs to indicate who is allowed to operate window shades for ADA purposes and (2) emergency contact information in every room. Window signs are a new typical sign type and will have approximately 82 instances; emergency signs require detailed coordination and are unique to approximately 360 instances. Includes design, coordination, and review in construction administration.

Exclusions:

- Print mock-ups

The Architect’s compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Graphic ReDesign and Signage - \$23,500

Schedule Adjustment:

Fee assumes that the client in-house graphics team can meet the design team's schedule required to complete within the current timeline.

The project schedule will not be revised as a result of these Additional Services. Construction Documents, Construction Administration and Warranty phase schedules will align with the corresponding LCB phase schedules. Owner approval of Design will be provided prior to advancing to the CD phase. CD approval will be provided prior to advancing to Bidding/ GMP and Construction Administration phases as applicable.

All of the other terms and conditions contained in the AIA B101 -2017 Standard Form of Agreement between Owner and Architect executed between the parties and dated the 25th day of July in the year 2023, shall remain valid and in full force and effect.

SIGNATURES:

Cannon Design, Inc.

ARCHITECT *(Firm name)*

College of the Mainland

OWNER *(Firm name)*

SIGNATURE

Michael Corb, Principal

PRINTED NAME AND TITLE

August 16, 2024

DATE

SIGNATURE

Dr. Warren Nichols, President

PRINTED NAME AND TITLE

DATE





Minute Order

To: Board of Trustees
 From: Dr. Warren Nichols, President
 Date: October 28, 2024
 Subject: Renew Contract 21-06: Zogo Tech Software

AGENDA ITEM DESCRIPTION:

Approval of Contract 21-06 Renewal for Zogo Tech Software Maintenance

FUNDING SOURCE:

To be paid from 11-0-0000-5144-5325 and Title V Grant

PURPOSE

Provide an analytics software tool to support student progress in being successful in achieving a degree and serves as COM’s data warehouse where snapshots of the student information system are taken periodically so that data and reports can be produced and reproduced with consistent, reliable data. and reporting purposes.

PROPOSED MOTION:

“I move the Board of Trustees to approve the renewal of Contract 21-06 for Zogo Tech Software Services & Support Maintenance, including Pathways Module, not-to-exceed \$231,296.41 to be paid from the annual Operating Budget and Title V Grant funds”.

BACKGROUND

On September 26, 2016, the Board of Trustees approved an initial contract to purchase the Zogo Tech software licenses to support, quantify and monitor strategic goals for student success. The current contract for the Zogo Tech licenses expires November 30, 2024. Zogo Tech has proposed an agreement for continued maintenance & support for an additional 3 years beginning December 1, 2024 as noted below.

3 Year Zogo Tech Agreement			Funding Source
Consulting	\$20,000.00	As Needed	Title V
Year 1 Analytics:	\$58,756.28	12/1/2024 – 11/30/2025	FY 25 Operating Budget
Year 1 Pathways:	\$ 8,268.75	12/1/2024 – 11/30/2025	FY 25 Operating Budget
Year 2 Analytics:	\$61,694.09	12/1/2025 – 11/30/2026	FY 26 Operating Budget
Year 2 Pathways:	\$ 8,682.19	12/1/2025 – 11/30/2026	FY 26 Operating Budget
Year 3 Analytics:	\$64,778.80	12/1/2026 – 11/30/2027	FY 27 Operating Budget
Year 3 Pathways:	\$ 9,116.30	12/1/2026 – 11/30/2027	FY 27 Operating Budget
Total:	\$231,296.41		

It is the recommendation of administration to renew the subject contract for a not-to-exceed amount of \$231,296.41 as a sole source required software maintenance renewal.

Attachment: Zogo Tech Quote



Quote

Zogo Technologies, LLC
4514 Cole Avenue, # 600
Dallas, TX 75205

FOR QUESTIONS, PLEASE CONTACT:
Michael Nguyen
(214) 774-4780 x803
mnguyen@zogotech.com

TO College Of The Mainland
1200 Amburn Road
Texas City, TX 77591-2499

Date 10/9/2024
OID 18158

Services	Total
Consulting Hours (90 Hours)	\$20,000.00

ZogoTech Analytics - Support & Upgrades - 3 Years	Total
Support & Upgrades (12/1/2024 to 11/30/2025)	\$58,756.28
Support & Upgrades (12/1/2025 to 11/30/2026)	\$61,694.09
Support & Upgrades (12/1/2026 to 11/30/2027)	\$64,778.80

Pathways Analytics - Support & Upgrades - 3 Years	Total
Support & Upgrades (12/1/2024 to 11/30/2025)	\$8,268.75
Support & Upgrades (12/1/2025 to 11/30/2026)	\$8,682.19
Support & Upgrades (12/1/2026 to 11/30/2027)	\$9,116.30



MINUTE ORDER

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: October 28, 2024

Subject: Resolution Voting in the Members of the Board of Directors of the Galveston Central Appraisal District (GCAD) 2025.

AGENDA ITEM DESCRIPTION:

Discussion and possible action to cast COM's 280 votes for Donald Gartman to serve on the Board of Directors of the Galveston Central Appraisal District and adoption of Resolution reflecting same.

Presented and recommended for approval to the Board of Trustees on October 28, 2024.

PROPOSED MOTION:

“I move the Board of Trustees cast its 280 votes for Donald Gartman and adopt the Resolution as presented.”

ATTACHMENT

Resolution 2024.10.28 - Voting in the Members of GCAD Board of Directors
GCAD Ballot

A RESOLUTION OF

College of the Mainland

VOTING IN THE ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS
OF THE
GALVESTON CENTRAL APPRAISAL DISTRICT
2025

RESOLUTION No. 2024.10.28

WHEREAS, this is selection year for the Board of Directors of the Galveston Central Appraisal District; and

WHEREAS, the Board of Directors consists of nine total members including five appointed members who serve staggered terms, beginning January 1, 2025, in addition there are three elected members, and the Tax-Assessor Collector is an ex-officio member.

WHEREAS, College of the Mainland is a voting unit entitled to vote for up to five candidates from a ballot submitted by the Galveston Central Appraisal District, if so desired.

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDING BODY OF THIS VOTING UNIT, THAT:

The number of votes cast for the candidate(s), as exhibited in the attached ballot, is submitted by College of the Mainland to the Galveston Central Appraisal District.

PASSED AND APPROVED by College of the Mainland,
This 28 day of October, 2024.

Presiding Officer

ATTEST:

Signature and Title



9850 Emmett F. Lowry Expressway, Suite A
Texas City, Texas 77591

Phone: (409) 935 - 1980
Fax: (409) 935 - 4319

Chief Appraiser, Krystal L. McKinney RPA, CCA

2025

Board of Directors Election

BALLOT

Number of Votes Taxing Unit is Eligible to Cast: 280	Voting Unit: College of the Mainland
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CANDIDATES	VOTES
Brast, Scott	
Collins, Robin	
Doyle, Matt	
Farmer, Thomas E.	
Gartman, Donald	280
Johnson, Cheryl E.	
Tressler, Chad	
Walker, Patricia	

- RESOLUTION MUST BE ATTACHED TO THIS BALLOT
- DEADLINE: *before December 15th, 2024*

September 2024

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$22.1
Less pending I&S liability:	(\$0)
Net unrestricted cash:	<hr/> \$22.1
Minimum required cash :	\$8.2
Excess cash above minimum:	\$13.9

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget: \$45.0

Actual: \$3.8

(8% earned at 8% of year)

Expense

Budget: \$45.0

Actual: \$3.4

(8% Spent at 8% of year)



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 18, 2024
Subject: Monthly Investment & Financial Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the September 2024 Investment and Financial Reports.

PURPOSE

To report to the Board of Trustees the year-to-date revenues and expenses for the college, comparison of revenues and expenses to budget, and the college's current cash balance.

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: "I move the Board of Trustees accept the September 2024 Investment Report and the September 2024 Financial Reports."

BACKGROUND

The investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the PFIA under Education Code 51.0032 and Government Code 2256.023.

In accordance with COM policy CDA (LOCAL) – Periodic financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all District funds and District accounts.

ATTACHMENTS

1. September 2024 Investment Discussion & Report
2. September 2024 Revenue & Expense Summary
3. September 2024 Expense by Division Report



INVESTMENT REPORT
For the Month Ended September 2024

Investment discussion:

College of the Mainland earned \$169,626 for the month of September on its short-term investments in TexPool & Logic for a total of \$169,626 investment interest earned fiscal year to date. The College earned an additional \$0 fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$169,626 interest for the fiscal year to date period ending June TexPool - \$93,427, Logic - \$76,199 and TFB - \$0.

Investments in the TexPool & Logic investment pools remain more profitable than the fixed rate certificate of deposits purchased at our depository bank. In addition, the investment pool provides more efficient liquidity than certificates of deposit, which are restricted to specific term lengths. Therefore, all investment funds remain in TexPool, Logic and interest earning checking accounts.

Investment Compliance Statement:

We provide reasonable assurance that the attached listing constitutes all investments currently owned by the College of the Mainland District as of the date indicated and that all these investments and investing procedures conform to the "Public Funds Investment Act" as amended by House Bill 2459 of the 74th Texas Legislature.

Furthermore, these same investments are in compliance with College of the Mainland's investment policy and strategy as adopted by the College of the Mainland's Board of Trustees.

A handwritten signature in blue ink, appearing to read 'D. Wesse', positioned above a horizontal line.

David Wesse
Vice President of Fiscal Affairs
College of the Mainland

A handwritten signature in blue ink, appearing to read 'Trudy Trochesset', positioned above a horizontal line.

Trudy Trochesset
Controller
College of the Mainland



TexPool Investments for September 2024

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 23,549,898	\$ 1,200,000	\$ 2,750,000	93,303	22,093,200	22,026,341	5.083%
Moody	41	29,437	-	-	125	29,562	29,441	5.092%
Totals		\$ 23,579,335	\$ 1,200,000	\$ 2,750,000	\$ 93,427	\$ 22,122,762	\$ 22,055,782	

Note: For the above listed investments in TexPool, book value is equivalent to market value.
There was no accrued interest as of September 2024

Logic (Hilltop Securities) Investments for September 2024

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
COM Bond 2020	45	\$ 2,362,523	\$ -	\$ 422,396	9,087	1,949,213	2,109,085	5.234%
COM Pre Bond 2023	46	\$ 16,247,807	\$ -	\$ 1,256,641	67,112	15,058,278	15,592,493	5.234%
Totals		\$ 18,610,329	\$ -	\$ 1,679,037	\$ 76,199	\$ 17,007,491	\$ 17,701,577	
Totals		\$ 42,189,664	\$ 1,200,000	\$ 4,429,037	\$ 169,626	\$ 39,130,253	\$ 39,757,360	



September 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Revenue

	<u>Current Actual</u>	<u>2024-25 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Operating revenue						
Tuition-credit	(3,506,226)	(6,212,056)	(2,705,830)	56%	(2,654,213)	(852,013)
Tuition-non-credit	(237,845)	(455,044)	(217,198)	52%	(158,490)	(79,355)
Exemptions and waivers	95,759	1,454,802	1,359,043	7%	709,020	(613,262)
Registration fees	(69,896)	(2,308,635)	(2,238,739)	3%	(1,179,964)	1,110,069
Other fees	182,818	(197,847)	(380,665)	-92%	(56,136)	238,954
Grant revenue	(2,203)	(145,552)	(143,349)	2%	(2,986)	783
Sales and service revenue	(3,997)	(55,066)	(51,068)	7%	(2,450)	(1,547)
Miscellaneous revenue	(78,266)	(528,567)	(450,301)	15%	(103,243)	24,977
TPEG transfer in/out	0	0	0	0%	0	0
<u>Totals for Operating revenue</u>	<u>(3,619,857)</u>	<u>(8,447,965)</u>	<u>(4,828,107)</u>	<u>43%</u>	<u>(3,448,462)</u>	<u>(171,395)</u>
Non-operating revenue						
State appropriation-Academic	0	(7,738,496)	(7,738,496)	0%	0	0
Property tax revenue	(98,619)	(26,525,693)	(26,427,074)	0%	(171,689)	73,070
Interest revenue	(93,303)	(1,404,824)	(1,311,522)	7%	(66,059)	(27,243)
FTZ reimbursement	0	(883,022)	(883,022)	0%	0	0
Renew & replace transfer out	0	0	0	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(191,922)</u>	<u>(36,552,035)</u>	<u>(36,360,114)</u>	<u>1%</u>	<u>(237,749)</u>	<u>45,827</u>
<u>Total Revenue</u>	<u>(3,811,779)</u>	<u>(45,000,000)</u>	<u>(41,188,221)</u>	<u>8%</u>	<u>(3,686,211)</u>	<u>(125,568)</u>



September 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Expense

	<u>Current Actual</u>	<u>2024-25 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Salary and wages						
Faculty full-time	654,619	8,558,126	7,903,507	8%	637,244	17,376
Admin full-time	168,230	2,123,029	1,954,799	8%	147,368	20,862
Professional full-time	697,179	9,153,285	8,456,107	8%	686,526	10,653
Classified full-time	362,073	4,353,439	3,991,367	8%	337,550	24,523
Part-time	15,894	3,683,647	3,667,753	0%	18,080	(2,186)
Salary increase	0	1,176,795	1,176,795	0%	0	0
Vacancy savings	0	(1,808,239)	(1,808,239)	0%	0	0
<u>Totals for Salary and wages</u>	<u>1,897,995</u>	<u>27,240,083</u>	<u>25,342,088</u>	<u>7%</u>	<u>1,826,767</u>	<u>71,228</u>
Benefits						
Benefits	315,257	4,467,658	4,152,400	7%	383,518	(68,260)
<u>Totals for Benefits</u>	<u>315,257</u>	<u>4,467,658</u>	<u>4,152,400</u>	<u>7%</u>	<u>383,518</u>	<u>(68,260)</u>
Operating expenses						
Contract services	644,413	4,414,625	3,770,212	15%	684,781	(40,368)
Legal	0	4,050	4,050	0%	0	0
Operations	11,973	968,047	956,074	1%	10,971	1,002
Utilities and Rent	298,435	2,888,390	2,589,955	10%	245,310	53,125
Postage, printing, and supplies	64,515	1,457,685	1,393,170	4%	70,873	(6,358)
Bank fees	3,811	90,100	86,289	4%	6,596	(2,785)
Capital outlay & leases	1,500	121,899	120,399	1%	377	1,123
Insurance	20,674	2,850,837	2,830,163	1%	18,466	2,208
Public rel, marketing and advert	38,101	263,481	225,380	14%	22,646	15,455
Misc.	121,706	542,794	421,088	22%	109,216	12,491
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>1,205,129</u>	<u>13,292,259</u>	<u>12,087,130</u>	<u>9%</u>	<u>1,169,236</u>	<u>35,892</u>



September 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>3,418,381</u>	<u>45,000,000</u>	<u>41,581,619</u>	<u>8%</u>	<u>3,379,521</u>	<u>38,860</u>
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September 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2024-25 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Operating expenses						
Contract services	765	0	(765)	0%	162,736	(161,971)
Postage, printing, and supplies	0	0	0	0%	354	(354)
Capital outlay & leases	106,528	0	(106,528)	0%	0	106,528
Misc.	250	0	(250)	0%	0	250
<u>Totals for Operating expenses</u>	<u>107,543</u>	<u>0</u>	<u>(107,543)</u>	<u>0%</u>	<u>163,090</u>	<u>(55,547)</u>
<u>Total Fund Bal</u>	<u>107,543</u>	<u>0</u>	<u>(107,543)</u>	<u>0%</u>	<u>163,090</u>	<u>(55,547)</u>



September 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Expense by Division</u>						
<u>Summary for President</u>						
Board of Trustees	2,250	19,700	17,450	11%	0	2,250
Campus Police	65,939	808,615	742,676	8%	60,381	5,558
EVP-Academic & Student	20,547	906,983	886,436	2%	0	20,547
Gen Institution	66,517	402,034	335,517	17%	62,857	3,660
Human Resources	26	0	(26)	0%	0	26
Information Technology Serv	656,800	2,425,539	1,768,739	27%	672,184	(15,384)
Internal Audit	0	150,000	150,000	0%	0	0
OPEAR	40,672	477,348	436,675	9%	18,732	21,941
Presidents Office	54,074	630,296	576,222	9%	65,737	(11,663)
Self Study SACS	10,581	12,137	1,556	87%	0	10,581
Staff Attorney	32,772	314,539	281,767	10%	30,673	2,099
Totals for President	950,179	6,147,192	5,197,013	15%	910,564	39,615
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	10,370	124,229	113,859	8%	8,129	2,240
Custodial Services	9,544	1,484,584	1,475,040	1%	44,064	(34,520)
Facilities	243,425	5,316,240	5,072,815	5%	210,970	32,455
Financial Services	63,305	749,511	686,206	8%	80,683	(17,378)
Grounds	5,316	525,232	519,917	1%	7,318	(2,002)
Human Resources	69,219	772,053	702,835	9%	69,453	(234)
Purchasing	30,146	318,448	288,303	9%	29,312	833
Records Mgmt	736	20,952	20,216	4%	618	118
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,808,239)	(1,808,239)	0%	0	0
Staff Benefits	20,414	5,352,012	5,331,598	0%	109,333	(88,919)



September 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Tax Admin	0	440,000	440,000	0%	0	0
Utilities	97,981	1,180,000	1,082,019	8%	97,816	165
Vehicle Operations	5,730	105,367	99,637	5%	5,432	298
VP College & Fin Svcs	24,875	270,459	245,583	9%	19,132	5,743
<u>Totals for VP Fiscal Affairs</u>	<u>581,061</u>	<u>14,541,199</u>	<u>13,960,139</u>	<u>4%</u>	<u>682,260</u>	<u>(101,200)</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	5,450	106,053	100,603	5%	5,230	220
Marketing and Communications	101,735	1,073,124	971,390	9%	88,131	13,604
VP Institutional Advancement	55,235	570,810	515,575	10%	65,436	(10,201)
<u>Totals for VP Institutional Advancement</u>	<u>162,420</u>	<u>1,749,987</u>	<u>1,587,567</u>	<u>9%</u>	<u>158,797</u>	<u>3,623</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	71,652	840,625	768,973	9%	68,736	2,916
Academic Planning	0	113,573	113,573	0%	13,952	(13,952)
Accting-Credit	6,315	62,215	55,900	10%	6,042	273
Adm-C.I.D.T.	6,553	67,574	61,021	10%	6,335	218
Adm-Cont Ed	24,869	402,056	377,187	6%	53,243	(28,375)
Adm-Ind Tech	0	8,000	8,000	0%	709	(709)
Adm-Instruct	4,542	49,925	45,383	9%	802	3,740
Adm-Math	5,446	935	(4,512)	583%	0	5,446
Adm-Perf & Vis Arts	5,615	57,213	51,598	10%	5,363	252
Adm-Pub Svc Ed	13,419	112,744	99,324	12%	9,504	3,916
Adm-Science	5,463	69,842	64,379	8%	5,535	(72)
Adm-Soc Sci	7,107	69,563	62,456	10%	6,123	984
Adult Education	14,682	151,212	136,531	10%	15,641	(960)
Allied Health Admin	704	9,137	8,433	8%	2,311	(1,607)
Allied Health CE	14,768	176,271	161,503	8%	4,496	10,272
Art	21,713	233,116	211,403	9%	20,680	1,033



September 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Art Gallery	0	5,850	5,850	0%	0	0
Biol & Nutrition	66,933	747,643	680,711	9%	60,365	6,567
C.I.S.	6,501	67,079	60,578	10%	6,237	264
CE-CAN Program	0	11,102	11,102	0%	84	(84)
CE-Dental	0	5,756	5,756	0%	0	0
Chemistry	16,007	144,787	128,780	11%	13,421	2,586
Child Develop	6,846	84,202	77,356	8%	6,553	293
Cmnty Theater	27,752	341,253	313,501	8%	25,714	2,038
Collegiate H.S.-CR	17,711	153,640	135,928	12%	14,461	3,250
Cosmetology	47,652	503,236	455,584	9%	43,414	4,239
Criminal Justice	116,162	1,552,454	1,436,292	7%	6,872	109,290
Culinary Arts	7,439	125,852	118,413	6%	6,804	635
Dean Cont Ed	18,629	194,699	176,069	10%	17,501	1,129
Dean Gen Ed	32,160	203,459	171,299	16%	19,396	12,764
Dean of Instruction-Workforce	6,615	204,159	197,544	3%	0	6,615
Dental Hygiene	16,637	386,824	370,188	4%	7,228	9,409
Distance Ed	57,244	394,366	337,122	15%	50,180	7,065
Drafting	0	0	0	0%	0	0
Dual Credit Dept	17,068	160,875	143,807	11%	14,010	3,058
Economics	7,060	72,777	65,717	10%	6,774	286
EMS-Credit	19,579	190,984	171,405	10%	10,100	9,479
Engineering	0	57,872	57,872	0%	1,718	(1,718)
Fire Tech	9,343	174,751	165,408	5%	7,902	1,441
Firearms Acad	0	40,150	40,150	0%	0	0
Foreign Lang	6,569	66,797	60,228	10%	6,250	319
Gen Bus-Credit	21,016	211,498	190,481	10%	13,314	7,703
Geology	7,036	79,409	72,374	9%	6,748	288
Government	28,973	290,145	261,172	10%	27,762	1,211



September 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Graphic Arts	11,337	70,986	59,649	16%	6,462	4,874
Health and PE Credit	12,934	128,752	115,818	10%	12,515	418
Health Info Mgmt	13,897	210,604	196,708	7%	19,713	(5,817)
Hist & Geog	20,405	291,315	270,910	7%	25,280	(4,875)
Humanities	11,511	134,419	122,909	9%	13,802	(2,291)
Instr Tech Department	23,815	244,316	220,500	10%	19,858	3,957
Instr Tech Lab Mgrs	0	0	0	0%	3,849	(3,849)
Law Enforcement	9,217	101,854	92,638	9%	3,483	5,734
Law Enforcemnt-NonCR	3,547	38,720	35,173	9%	3,483	65
LC Ctr Admin	8,433	104,382	95,949	8%	0	8,433
Library	94,007	734,572	640,566	13%	88,175	5,831
Massage Therapy	0	5,240	5,240	0%	0	0
Math	71,133	793,440	722,307	9%	61,326	9,807
Medical Assistant	8,037	93,328	85,291	9%	6,533	1,504
Music	6,119	251,284	245,165	2%	15,333	(9,214)
Networking	0	54,372	54,372	0%	5,910	(5,910)
Nursing Administration	42,460	541,457	498,996	8%	165,175	(122,714)
Pharmacy Tech	9,141	84,361	75,220	11%	7,678	1,463
Philosophy	2,463	25,171	22,708	10%	2,362	101
Physics	7,263	76,882	69,619	9%	6,780	483
Process Tech	35,324	587,080	551,757	6%	36,891	(1,568)
Prof Develop Acad	0	0	0	0%	0	0
Program Development	0	0	0	0%	8,615	(8,615)
Psychology	30,001	313,492	283,491	10%	28,930	1,071
QEP	0	0	0	0%	641	(641)
Radiography	22,112	186,566	164,454	12%	8,814	13,298
Safety-CR	7,209	99,528	92,319	7%	6,836	373
Senior Adult Dept	16,672	166,622	149,950	10%	13,135	3,537



September 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current</u> <u>Actual</u>	<u>2024-25</u> <u>Budget</u>	<u>Budget</u> <u>Remaining</u>	<u>Budget</u> <u>Pct.YTD</u>	<u>Prior Year to</u> <u>Actual</u>	<u>Curr. vs Prior</u> <u>Year to Year</u>
Social Science Non CR	2,463	25,171	22,708	10%	2,362	101
Sociology	6,502	67,123	60,620	10%	6,264	238
Speaking,Reading,Writing	52,952	562,552	509,600	9%	31,456	21,496
Theater Arts-Credit	11,180	120,062	108,882	9%	10,708	471
Thermal Tech-NonCR	1,243	4,993	3,750	25%	60	1,184
VP Instruction	30,692	2,842,530	2,811,839	1%	29,828	864
Welding-Cred	33,803	373,613	339,810	9%	37,001	(3,198)
<u>Totals for VP Instruction</u>	<u>1,369,651</u>	<u>18,230,406</u>	<u>16,860,755</u>	<u>8%</u>	<u>1,281,537</u>	<u>88,114</u>
<u>Summary for VP Student Services</u>						
Admissions	32,841	379,619	346,778	9%	34,428	(1,587)
Advise Center	57,619	681,768	624,149	8%	50,421	7,199
Career & Placement	10,392	116,048	105,656	9%	10,307	84
Dean of Student Services	24,411	264,876	240,465	9%	0	24,411
Enrollment Mgmt	288	40,381	40,093	1%	491	(203)
Facilities & Student Recreat	3,165	178,190	175,025	2%	1,294	1,871
Judicial Affairs	15,770	288,271	272,501	5%	17,543	(1,773)
Multicultural Department	3,165	32,500	29,335	10%	2,389	776
Recruitment	54,153	711,659	657,506	8%	62,674	(8,521)
Stu Financial Svcs	49,997	573,268	523,272	9%	48,595	1,402
Stu Organizations	25,440	265,394	239,954	10%	26,833	(1,393)
Student Graduation	8,409	87,700	79,291	10%	5,788	2,621
Svcs-Disab Students	4,254	42,130	37,876	10%	4,041	213
Testing	25,526	314,652	289,126	8%	22,334	3,192
Veteran Affairs	18,271	173,351	155,080	11%	17,232	1,038
VP Student Services	21,370	181,409	160,039	12%	41,992	(20,622)
<u>Totals for VP Student Services</u>	<u>355,071</u>	<u>4,331,216</u>	<u>3,976,145</u>	<u>8%</u>	<u>346,363</u>	<u>8,708</u>
<u>Totals for Expense</u>	<u>3,418,381</u>	<u>45,000,000</u>	<u>41,581,619</u>	<u>8%</u>	<u>3,379,521</u>	<u>38,860</u>



September 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Fund Bal by Division</u>						
<u>Summary for VP Fiscal Affairs</u>						
Fund Balance - Institutional Support	765	0	(765)	0%	0	765
Fund Balance - Instruction	250	0	(250)	0%	59,446	(59,196)
Fund Balance - Student Services	106,528	0	(106,528)	0%	103,644	2,884
<u>Totals for VP Fiscal Affairs</u>	<u>107,543</u>	<u>0</u>	<u>(107,543)</u>	<u>0%</u>	<u>163,090</u>	<u>(55,547)</u>
<u>Totals for Fund Bal</u>	<u>107,543</u>	<u>0</u>	<u>(107,543)</u>	<u>0%</u>	<u>163,090</u>	<u>(55,547)</u>
<u>Totals for Report</u>	<u>3,525,924</u>	<u>45,000,000</u>	<u>41,474,076</u>		<u>3,542,612</u>	<u>(16,687)</u>



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. 8-Week Advantage
2. Report to the Community

B. Reminders/Announcements

1. Board Meetings

- a. December 2024 – Monday, December 9th
- b. January 2025 – Monday, January 27th
- c. February 2025 – Monday, February 24th

2. Halloween Bash – October 31st, 12:30 p.m., Student Center

3. Veterans Day Ceremony – November 11th, 12:30 p.m., COM Conference Center

4. Groundbreaking Ceremony, Thursday, November 14th, 3:00 p.m. – 5:00 p.m., Public Service Careers/Corporate and Continuing Education Building Site(s)

5. COM's Got Talent – November 21st, 6:00 p.m. – 8:00 p.m., LRC 131

6. COM Graduation, Abundant Life, December 7th, 10:00 a.m. & 2:00 p.m.

C. Resignations and Retirement Report

D. Miscellaneous Updates



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Stovall	Emily	Career Services Coordinator	09/04/2024	09/24/2024	Resignation
Rodriguez	Nicanor	Student Life Specialist II	08/15/2022	09/30/2024	Resignation
Sennet	Monique	Communications Officer	09/09/2019	10/04/2024	Resignation
Hayes	Joshua	Director, Adult Education	07/15/2008	10/08/2024	Resignation
David	Sarah	Director, Equal Opportunity & Title IX	01/16/2020	11/08/2024	Resignation
Fano	Rachel	AAS Program Coordinator/ Faculty	01/11/2021	12/31/2024	Resignation



PRESIDENT'S OFFICE

Executive Session

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.082 – For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.



PRESIDENT'S OFFICE

Possible Action on Agenda Items, Including Closed Session Matters

Consideration of and Possible Action on any items discussed in closed session.