

**NOTICE OF SPECIAL MEETING
GALVESTON COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS**

In compliance with the Open Meetings Act, Texas Government Code, Section 551.041, notice is hereby given that a Special Meeting of the Galveston Community College District Board of Regents will be held on **Wednesday, April 7, 2021**, at 5:30 PM in Room M-220 Galveston College, 4015 Avenue Q, Galveston, Texas 77550.

The Board of Regents will gather in Room M-220 for refreshments prior to the Special Meeting. Although a quorum may be present, no action will be taken by the Board at that time.

- AGENDA -

- I. Call to Order Special Meeting**
- II. Moment of Silence and Pledge of Allegiance
- III. Certification of Posting Notice of Special Meeting
- IV. Recognition of Guests
- V. Citizens Desiring to Appear Before the Board on Agenda Items
(Please complete a request card prior to the start of the meeting. The Board Chairperson may limit the time of appearance before the Board to three minutes.)
- VI. Action Items:
 - 1. Discuss and Consider Action Regarding Qualifications for Architectural/Engineering Services for Construction of a New Nursing and Health Sciences Education Building and Authorize College President to Negotiate a Contract 2
 - 2. Discuss and Consider Action Regarding Proposals for Landscape Architecture Planning and Design Services 3
 - 3. Consider Possible Action Regarding Purchase of Real Property 10
- VII. Review and Discuss Proposals for Bond Financial Adviser Services 11
- VIII. Adjournment to Closed Meeting in Room M-220: The Board of Regents, as authorized by the Open Meetings Act, Texas Government Code, Chapter 551, reserves the right to enter into a closed meeting under the following provision of the Act: **Section 551.072 - Deliberations about Real Property**, to deliberate the purchase and value of real property to avoid any detrimental effect on the position of the College in negotiations with third parties. 12
- IX. Reconvene Special Meeting (Open Meeting) in Room M-220**
- X. Action Items: *(Continued) See Action Item No. 3*
- XI. Adjournment

The notice for this meeting was posted on April 1, 2021, in compliance with the Texas Open Meetings Act.

W. Myles Shelton, Ed.D., President

Discuss and Consider Action Regarding Qualifications for
Architectural/Engineering Services for
Construction of a New Nursing and Health Sciences Education Building and
Authorize College President to Negotiate a Contract

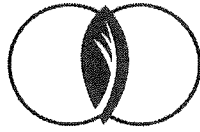
A request for qualifications for architectural/engineering services for the construction of a new Nursing and Health Sciences Education Building was sent to 56 vendors and was advertised in the local newspaper; 13 responses were received. Staff reviewed and rated the qualifications of each response. The five firms scoring the highest were invited to make a presentation to staff.

The Board of Regents will review and discuss the qualifications of the firm recommended by staff. If the Board is in agreement with this recommendation, action may be taken to authorize the College President to negotiate a contract.

Discuss and Consider Action Regarding
Proposals for Landscape Architecture Planning and Design Services

Due to damage of the vegetation on the main campus and the Charlie Thomas Family Applied Technology Center (ATC) caused by the winter storm, staff obtained proposals for landscape architecture planning and design services. These proposals were submitted by Elizabeth Austin Associates, 74 E. Autumn Branch Circle, The Woodlands, Texas, for landscaping at both locations. Each proposal outlines the scope of work to be performed. To complete the project from schematic design through construction documentation and to ensure the design gets installed as documented would cost \$16,000 for the main campus and \$7,500 for the ATC.

The Board of Regents will discuss these proposals and may consider action regarding the landscaping services outlined.



ELIZABETH AUSTIN
ASSOCIATES

Mr. Patterson/Mr. Otero
Galveston College
4015 Avenue Q
Galveston, TX 77550

March 16, 2021

RE: GC Main Campus Landscape Master Plan Renovations

Landscape Architectural Services

Dear Mr. Patterson & Mr. Otero,

It is my pleasure to submit to you a proposal for the professional services associated with the landscape renovation design for the GC main campus located at 4015 Avenue Q in Galveston, TX. I have reviewed the information provided to me, as well as from my on-site meeting with Mr. Shelton, Mr. Patterson & Mr. Otero and have made myself familiar with the project. Upon acceptance of this proposal, I will begin work on the project; any additional information that I need to complete the design will be collected on-site or requested from the owner.

Scope of Work

The following scope of services has been prepared to be able to take the project from schematic design thru to construction documentation and ensure the design gets installed as documented.

I. Design Services

A. Schematic Design

This task includes but is not limited to:

- Analysis of project feasibility and constraints.
- Programming of functional elements of the site and their relation to the landscape and users of the site.
- Preparation of rendered design concept and perspectives for the proposed renovation areas. Presentation of schematic concepts to client for review and approval.



ELIZABETH AUSTIN ASSOCIATES

- Selection of materials for site and presentation of sample boards to client for review and selection.
- Prepare preliminary estimation of probable construction costs.

Lump Sum.....\$3,000.00

B. Design Development

This task includes but is not limited to:

- Incorporate feedback from client on schematic phase drawings.
- Meeting with the design team to make sure all design elements are cohesive with proposed infrastructure, etc.
- Prepare preliminary construction document set for review by the client and other design disciplines.
- Prepare updated estimation of probable construction costs based on preliminary construction document set provide to client.

Lump Sum.....\$3,000.00

C. Construction Documents

This task includes but is not limited to:

- Preparing final layout plans, detailing, and necessary notes and specifications for all landscape, irrigation and related site elements within the project scope. This includes proposed container planters, planting bed drainage, irrigation, etc.
- Any necessary aesthetic grading plans and landscape drainage locations. This does not include any civil plans. Professional site surveying services are not included as well.
- Provide a construction cost estimate for all design elements within the project.
- Submit drawings for approval to governmental agencies, as necessary.

Lump Sum.....\$7,000.00

II. Construction Services

A. Construction Observation

Perform construction observation for any portions of the project designed by Elizabeth Austin Associates. Task includes but is not limited to:

- Publicly soliciting bids as instructed by the College and working with owner to select preferred contractor for installation.



ELIZABETH AUSTIN
ASSOCIATES

- The review of shop drawings or material samples submitted by the contractor.
- Pre-construction meeting with the contractor and necessary parties involved to make sure all questions regarding the drawings are dealt with at the beginning of the project.
- Working directly with the contractor to ensure that any questions are answered promptly and/or worked out on site if there are any conflicts.
- Construction inspections, reports, punch lists, and any additional meetings or documentation necessary to make sure the project is built as per the design and specifications.

Lump Sum..... \$3,000.00

Execution

Please review this information and advise our office of any corrections that may be needed. If it is satisfactory, please sign and return a copy to me via email for my files. Again, I appreciate the opportunity to submit this proposal and look forward to the opportunity to serve you on your project. If you have any comments, concerns, or questions, please don't hesitate to call.

This proposal is respectfully submitted this – 16th of March 2021.

Respectfully Submitted,

Mrs. Elizabeth A. Mak, Principal
Elizabeth Austin Associates

Date

Mr. Patterson/Mr. Otero
Galveston College

Date



ELIZABETH AUSTIN
ASSOCIATES

Mr. Patterson/Mr. Otero
Galveston College
4015 Avenue Q
Galveston, TX 77550

March 16, 2021

RE: VTTC Landscape Master Plan Renovations

Landscape Architectural Services

Dear Mr. Patterson & Mr. Otero,

It is my pleasure to submit to you a proposal for the professional services associated with the landscape renovation design for the VTTC campus located at 7627 Broadway in Galveston, TX. I have reviewed the information provided to me, as well as from my on-site meeting with Mr. Shelton, Mr. Patterson & Mr. Otero and have made myself familiar with the project. Upon acceptance of this proposal, I will begin work on the project; any additional information that I need to complete the design will be collected on-site or requested from the owner.

Scope of Work

The following scope of services has been prepared to be able to take the project from schematic design thru to construction documentation and ensure the design gets installed as documented.

I. Design Services

A. Schematic Design

This task includes but is not limited to:

- Analysis of project feasibility and constraints.
- Programming of functional elements of the site and their relation to the landscape and users of the site.
- Preparation of rendered design concept and perspectives for the proposed renovation areas. Presentation of schematic concepts to client for review and approval.



ELIZABETH AUSTIN
ASSOCIATES

- Selection of materials for site and presentation of sample boards to client for review and selection.
- Prepare preliminary estimation of probable construction costs.

Lump Sum.....\$1,500.00

B. Design Development

This task includes but is not limited to:

- Incorporate feedback from client on schematic phase drawings.
- Meeting with the design team to make sure all design elements are cohesive with proposed infrastructure, etc.
- Prepare preliminary construction document set for review by the client and other design disciplines.
- Prepare updated estimation of probable construction costs based on preliminary construction document set provide to client.

Lump Sum.....\$1,500.00

C. Construction Documents

This task includes but is not limited to:

- Preparing final layout plans, detailing, and necessary notes and specifications for all landscape, irrigation and related site elements within the project scope. This includes proposed container planters, planting bed drainage, irrigation, etc.
- Any necessary aesthetic grading plans and landscape drainage locations. This does not include any civil plans. Professional site surveying services are not included as well.
- Provide a construction cost estimate for all design elements within the project.
- Submit drawings for approval to governmental agencies, as necessary.

Lump Sum.....\$3,000.00

II. Construction Services

A. Construction Observation

Perform construction observation for any portions of the project designed by Elizabeth Austin Associates. Task includes but is not limited to:

- Publicly soliciting bids as instructed by the College and working with owner to select preferred contractor for installation.



ELIZABETH AUSTIN
ASSOCIATES

- The review of shop drawings or material samples submitted by the contractor.
- Pre-construction meeting with the contractor and necessary parties involved to make sure all questions regarding the drawings are dealt with at the beginning of the project.
- Working directly with the contractor to ensure that any questions are answered promptly and/or worked out on site if there are any conflicts.
- Construction inspections, reports, punch lists, and any additional meetings or documentation necessary to make sure the project is built as per the design and specifications.

Lump Sum..... \$1,500.00

Execution

Please review this information and advise our office of any corrections that may be needed. If it is satisfactory, please sign and return a copy to me via email for my files. Again, I appreciate the opportunity to submit this proposal and look forward to the opportunity to serve you on your project. If you have any comments, concerns, or questions, please don't hesitate to call.

This proposal is respectfully submitted this – 16th of March 2021.

Respectfully Submitted,

Mrs. Elizabeth A. Mak, Principal
Elizabeth Austin Associates

Date

Mr. Patterson/Mr. Otero
Galveston College

Date

Consider Possible Action Regarding Purchase of Real Property

The Board of Regents is scheduled to convene in a closed meeting to deliberate the purchase and value of real property. Following that closed meeting, the Board will reconvene the open meeting and may take action as a result of that discussion.

Review and Discuss Proposals for Bond Financial Adviser Services

A request for proposals for bond financial adviser services was sent to six firms and was advertised in the local newspaper; three responses were received. Staff reviewed and rated the proposals submitted. All three accepted staff's invitation to make a presentation. Bond financial adviser services outlined in the request include:

- evaluating and recommending modifications, if appropriate, to the College's financial policies;
- evaluating and recommending modifications, if appropriate, to the College's plan for financial capital improvements; and,
- assisting College staff and bond counsel in structuring, preparing and marketing debt financings.

At this meeting, the Board of Regents will review and discuss the proposals. As outlined in the request and once approved by the Board, a contract would be awarded for three years with the possibility of two one-year extensions.

The Board of Regents will adjourn to a closed meeting in Room M-220 as authorized by the Open Meetings Act, Texas Government Code, Chapter 551, under the following provision of the Act: **Section 551.072 – Deliberations about Real Property**, to deliberate the purchase and value of real property to avoid any detrimental effect on the position of the College in negotiations with third parties.

Following this closed meeting, the Board will reconvene the Special (Open) Meeting in Room M-220 to consider Action Item No. 3.