

**NOTICE OF FACILITIES COMMITTEE 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 Facilities Committee Meeting of the Galveston Community College District Board of Regents will be held on **Wednesday, January 11, 2023**, at 4:00 PM in Room M-202, Galveston College, 4015 Avenue Q, Galveston, Texas 77550.

**- AGENDA -**

- I. Call to Order**
- II. Certification of Posting Notice of Facilities Committee Meeting
- III. Consider Approval of Minutes from the November 9, 2022 Meeting *(Action Item)* 2
- IV. Citizens Desiring to Appear Before the Committee on Agenda Items  
*(Please complete a request card prior to the start of the meeting. The Committee Chairperson may limit the time of appearance before the Committee to three minutes.)*
- V. Review and Discuss Approval of Proposal for Engineering Services to Affix  
a New Roof to Applied Technology Center Building Three 7
- VI. Determine Facilities Committee Recommendation to the Board of Regents 16  
Regarding Approval of Proposal for Engineering Services to Affix a New Roof  
to Applied Technology Center Building Three *(Action Item)*
- VII. Review and Discuss Approval of Proposal for Engineering Services to 17  
Provide Design of Mechanical and Electrical Systems Necessary to Replace  
Utility Transformer, Main Switch Board, and Motor Control Center *(Action Item)*
- VIII. Determine Facilities Committee Recommendation to the Board of Regents 27  
Regarding Approval of Proposal for Engineering Services to Provide Design of  
Mechanical and Electrical Systems Necessary to Replace Utility Transformer,  
Main Switch Board, and Motor Control Center
- IX. Update on Other Facilities Projects
- X. Adjournment

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

W. Myles Shelton, Ed.D., President

**MINUTES OF THE BOARD OF REGENTS  
FACILITIES COMMITTEE MEETING  
GALVESTON COMMUNITY COLLEGE DISTRICT  
4015 Avenue Q  
Galveston, Texas 77550  
Room M-202 – Moody Hall  
November 9, 2022  
4:30 p.m.**

At the Galveston Community College District Board of Regents Facilities Committee Meeting, duly held on Wednesday, November 9, 2022, in Room M-202 of Moody Hall, commencing at 4:30 p.m., the following Facilities Committee members were present: Mr. Michael B. Hughes, Chairperson, Dr. Norman Hoffman (attended virtually), Mr. Raymond Lewis, Jr. (attended virtually), Mr. Fred D. Raschke, Ms. Carolyn L. Sunseri. Other Regents present were: Mr. Garrik Addison, Mr. Armin Cantini, and Ms. Mary R. Longoria.

Staff present included Dr. W. Myles Shelton, President, Mr. Conrad Breitbach, Ms. Breanne Loreface, Dr. Cissy Matthews, Mr. Tracy Morgan, and Dr. Van Patterson.

- I. **CALL TO ORDER:** Chairperson Hughes opened the meeting at 4:30 p.m. in Room M-202 of Moody Hall and determined a quorum was present.
  
- II. **CERTIFICATION OF POSTING NOTICE OF FACILITIES COMMITTEE MEETING:** Dr. Shelton confirmed that the notice of the Facilities Committee Meeting had been properly posted on November 4, 2022.
  
- III. **CONSIDER APPROVAL OF MINUTES FROM SEPTEMBER 21, 2021 MEETING:** A reading of the minutes for the September 21, 2022 meeting was waived. Ms. Sunseri moved to approve the minutes as presented; Mr. Raschke seconded. The motion passed unanimously.
  
- IV. **CITIZENS DESIRING TO APPEAR BEFORE THE COMMITTEE ON AGENDA ITEMS:** There were no citizens present desiring to appear before the Committee.
  
- V. **REVIEW AND DISCUSS APPROVAL OF PROPOSAL FOR ENGINEERING SERVICES TO ADD EIGHT ADDITIONAL WELDING BOOTHS TO THE APPLIED TECHNOLOGY CENTER:** Dr. Shelton presented this item to the Committee. He stated that any time there is \$8,000 or more of electrical expenses anticipated in a project, you are required to have an engineer draw those plans. Leaf Engineering, which is part of PBK, was asked to submit a proposal. The proposal was for \$24,000. This will increase the capacity in the welding shop from 24 welding spots to 32. Dr. Shelton further explained that the cost of any electrical equipment keeps increasing. When the project was initially set, it was expected to be about \$150,000 project. It is now projected to be about \$230,000 project plus the engineering fees. There are funds in the fund balance to support this project and staff recommends approval.

Discussion was had on the popularity of the welding program, and how the students start on the welding path at the high school, and then come to the College as dual credit

students their Junior and Senior years. Further discussion was had on the price of the project and what it includes. The cost is for the welding booths, not the equipment, which is not needed. Dr. Shelton also clarified that tonight, the committee is only voting on the \$24,000 engineering cost. Discussion was also had on how this project is being done in anticipation of the growth that the College will need for next year.

**VI. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS FOR APPROVAL OF PROPOSAL FOR ENGINEERING SERVICES TO ADD EIGHT ADDITIONAL WELDING BOOTHS TO THE APPLIED TECHNOLOGY CENTER:**

Mr. Raschke moved to recommend approval to the Board of Regents of the proposal for engineering services to add eight additional welding booths to the Applied Technology Center; Ms. Sunseri seconded. The motion passed unanimously

**VII. REVIEW AND DISCUSS BIDS TO REPLACE FOUR (4) ROOF TOP AIR-CONDITIONING UNITS ON THE CHENEY CENTER AND THE SEIBEL WING:** Dr. Shelton presented this item to the Committee. The air conditioning units on the Cheney Center and Seibel wing are 12 years old. One unit is no longer operational and the other three units are failing. Two bids were received from Choice Partners. Staff is recommending replacement of the units by Gowan/Garrett for the cost of \$285,700. Dr. Shelton reminded the committee that there is a lead time on receiving the units, so it is expected that they would arrive late Spring or Summer.

Discussion was had on what caused the failure of the original units, which was caused by age and salt air. The new units will be coated to protect against this and that should increase the life of the new systems by five years. The new units will go into the original roof cuts and tie into the existing duct work.

**VIII. DETERMINE COMMITTEE RECOMMENDATION ON BIDS TO REPLACE FOUR (4) ROOF TOP AIR-CONDITIONING UNITS ON THE CHENEY CENTER AND THE SEIBEL WING:**

Ms. Sunseri moved to recommend approval to the Board of Regents of the bid from Gowan/Garrett to replace four roof-top air conditioning units on the Cheney Center and the Seibel Wing, in the amount of \$285,700; Mr. Raschke seconded. The motion passed unanimously.

**IX. REVIEW AND DISCUSS APPROVAL OF PROPOSAL FOR NEW LANDSCAPE PLANTINGS FOR THE MAIN CAMPUS:** Dr. Shelton presented this item to the Committee. A request for proposal was sent out to six vendors, one response was received. HortiCare submitted a proposal with two options. The difference between the two bids, is the replacement of the palm trees that line the sidewalk leading up to Moody Hall. Dr. Shelton recommends that the proposal for \$305, 668.37 to include the replacement of the palm trees, be approved. He added that HortiCare is the company that

did the new landscaping at the Applied Technology Center (ATC), and they did a great job.

Discussion was had that the landscape architect for this project is the same person that is working on the new building and the parking lot project. Further discussion was had on the maintenance of the landscaping moving forward. Dr. Shelton stated that we have a separate contract with Beach Town to maintain the landscaping moving forward.

**X. DETERMINE COMMITTEE RECOMMENDATION ON THE APPROVAL OF PROPOSAL FOR NEW LANDSCAPE PLANTINGS FOR THE MAIN CAMPUS:**

Mr. Raschke moved to recommend approval to the Board of Regents of the bid from HortiCare for new landscape plantings for the main campus, to include the replacement of the palm trees in front of Moody Hall in the amount of \$305,668.37; Ms. Sunseri seconded. The motion passed unanimously.

**XI. REVIEW AND DISCUSS APPROVAL OF PROPOSAL TO PURCHASE FURNITURE FOR COUNSELING/ADVISING CENTER AND TRIO**

**PROGRAMS:** Dr. Shelton presented this item to the Committee. He stated that this is in the budget for this year. This proposal replaces the dated furniture that is currently there, and brings it up to the modern standards used in the other areas. The quote is through McCoy Rockford who will provide the delivery and installation for the project. The furniture itself is through the College's state contracts.

Discussion was had on what will be done with the old furniture. Dr. Shelton stated that old furniture will be repurposed where it can be, and anything that can not be repurposed will be sent to auction. Further discussion was had on the new furniture being fire retardant and meeting all standards.

**XII. DETERMINE COMMITTEE RECOMMENDATION ON APPROVAL OF PROPOSAL TO PURCHASE FURNITURE FOR COUNSELING/ADVISING CENTER AND TRIO PROGRAMS:**

Mr. Lewis moved to recommend approval to the Board of Regents of the proposal to purchase furniture for the Counseling/Advising Center and TRIO Programs in the amount of \$102,045.58; Mr. Raschke seconded. The motion passed unanimously.

**XIII. REVIEW AND DISCUSS APPROVAL OF PROPOSAL TO PURCHASE FURNITURE FOR THE HEALTH SCIENCES BUILDING:**

Dr. Shelton presented this item to the Committee. This is being purchased through the same process as the furniture for the Counseling/Advising area. The difference is that PBK has worked with staff to make sure that all the furniture was selected and designed appropriately for each department. In order to meet the timeline for the building, it is important to order the furniture now, so that it can be delivered on time. Dr. Shelton reminded the Committee that this does not include equipment. That proposal will come to the Committee at a later date. Staff recommends approval of the proposal in the amount of \$1,288,869.30.

Discussion was had on if this number was in line with what was anticipated, and Dr. Shelton stated yes. He reviewed what the original budget was for equipment and furniture, and with the additional money that the College is earning on interest, there is sufficient funds to cover this.

**XIV. DETERMINE COMMITTEE RECOMMENDATION ON APPROVAL OF PROPOSAL TO PURCHASE FURNITURE FOR THE HEALTH SCIENCES BUILDING:**

Ms. Sunseri moved to recommend approval to the Board of Regents of the proposal to purchase furniture for the Health Sciences Building in the amount of \$1,288,869.30; Dr. Hoffman seconded. The motion passed unanimously.

**XV. HEALTH SCIENCES EDUCATION CENTER UPDATE:** Dr. Shelton gave an update on the Health Sciences Education Center. In the Committee folders was provided a spreadsheet with contract contingencies and the use of those. There are some items that S&P is proposing, but PBK has not signed off on yet. There is \$671,000 in proposals and \$668,000 that is already approved out of the total contingency of 1.8 million. Concrete work will be finishing soon, and by middle of next week, there will be steel coming up out of the ground. All steel should be up by January.

**XVI. UPDATE ON OTHER FACILITIES PROJECTS:** Dr. Shelton provided updated on a few facilities related projects. A few items will be discussed in more detail at the June Board Retreat. The College is coming up on SACS reaccreditation, and as a part of that the College will need to have an updated Facilities Master Plan. The last fully updated plan was 2012. This next spring, we will need to engage with an architect or engineer to help us re-write a new Facilities Master Plan to look 5-10 years ahead.

Dr. Shelton also explained to the Board that the main electrical transformer that feeds the building is on its last leg. CenterPoint has already been informed, and Galveston College is on the list for replacement. The switch gear in the physical plant are original to the physical plant, so the current switch gear would not be compatible with a new transformer. The College has had a couple of engineers look at it, and they have all said that the switch gear will need to be updated and replaced. It is anticipated to be about a million-dollar project. With lead times, if the equipment was ordered today, it would take up to 10 months to be delivered. In the Spring, the board will hear an item for engineering work, then there will be an RFP process, and finally, coordinating delivery and installation with CenterPoint. The power will have to be off to all buildings for a week to a week and a half, so the College would look at doing the work over next Christmas Break, a year from now.

Dr. Shelton also presented on work that will need to be done at the ATC. The roof on Building 3 at the ATC will need to be replaced. It was not replaced when the other roofs at the ATC were replaced. PCI price consulting, which was previously approved by the Board to work with the college, was asked to write the specifications, and then bring a proposal that would also provide for the inspection. It is anticipated to cost \$110,000-\$125,000. The documents were just signed for Building 4, so that McCoy's could apply

for a permit to demolish that building. It is anticipated that demolition will take place sometime between now and the new year.

Discussion was had on how long McCoy's has had a lease on the building. McCoy's has had ten years of prior leases. The lease was just renewed for four years.

Other updates included:

- Dr. Shelton stated that the window resealing project is going well and should be finished in the next few weeks.
- The softball field project is on hold. The City wants to hold off until after the IDC election in May, but the Parks Board is looking into if HOT taxes can be used.

**XVII. ADJOURNMENT:** There being no further business to come before the Facilities Committee, the meeting adjourned at 5:12 p.m.

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Breanne Lorefice, Clerk

APPROVED AS CORRECT:

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Michael B. Hughes, Chairperson

Review and Discuss Approval of Proposal for Engineering Services to Affix a New Roof to Applied Technology Center Building Three

The Board Facilities Committee will review and discuss the proposal for engineering services to affix a new roof to building (3) three at the Applied Technology Center. The current roof is approximately 18 years old and out of warranty. Price Consulting, Inc. 211 Highland Cross Drive, Suite 220, Houston, TX 77073 has submitted an engineering fee proposal to provide professional engineering services for the design, bidding, and construction phases for the recommended scope of work. In addition, PCI will prepare and submit documentation to the Texas Department of Insurance (TDI) for certificate of compliance for the new roof.

Staff is requesting Board approval of \$17,300 for this proposal. Funding for the project will be the Facility Maintenance budget (11-61020-50630). The proposal will be available for review upon request.

Following discussion, the Facilities Committee will determine a recommendation to the Board of Regents regarding the proposal for engineering services to affix a new roof building three at the Applied Technology Center.

<b>DESIGN PHASE</b> - PCI will prepare a Project Manual including Specification Sections and Drawings to include the following:	
General Conditions	General Project Requirements
Technical Specifications	Annotated Elevations and
Plans	
Installation Details	
<b>BIDDING PHASE</b> - PCI will also assist during the bidding phases. Services will include:	
Assist with solicitation	Attend a Pre-bid Meeting
Review Bids and provide recommendations	
<b>CONSTRUCTION ADMINISTRATION/TECHNICAL SUPPORT</b> - PCI proposes the following construction support services:	
Review submittals/shop drawings meetings	Attend Pre-construction meeting and progress meetings
Perform site visits during construction documents	Review Pay Applications, RFIs, CPRs, & other documents
Perform final inspection	Compile Close-out documents
Prepare and submit TDI WPI-8 documentation	
<b>SUMMARY OF PROPOSED FEES AND ALLOWANCES</b>	
Item No. 1: Design Phase \$ 8,700	
Item No. 2: Bidding Phase \$ 1,800	
Item No. 3: Construction Administration and Support Services \$ 6,800	
<b>Total \$17,300</b>	



211 HIGHLAND CROSS DRIVE, SUITE 220, HOUSTON, TEXAS 77073 ~ 281.209.1724  
7600 CHEVY CHASE DRIVE, BUILDING 2, SUITE 300, AUSTIN, TEXAS 78752 ~ 800.966.6088  
10000 N. CENTRAL EXPRESSWAY, SUITE 400, DALLAS, TEXAS 75231 ~ 800.966.6088  
950 BANNOCK STREET, SUITE 1100, BOISE, IDAHO 83702 ~ 208.292.9130

November 11, 2022

Mr. Van Patterson, Ed.D.  
Vice President for Administration and Student Services  
Galveston College  
4015 Avenue Q, Suite M-211  
Galveston, Texas 77550

Re:  
Revised Proposal to Provide Professional Services  
Roof Replacement  
Galveston College: Applied Technology Center - Building 3  
Galveston, Texas  
PCI Proposal No. 5505.22.01, Rev.1

Dear Mr. Patterson:

Enclosed is Price Consulting, Inc.'s (PCI's) revised proposal for the above-referenced project. Please issue appropriate documents to our office to serve as formal authorization for us to proceed with the scope of services outlined herein. We are prepared to begin work upon receipt of written authorization to proceed.

We trust that our proposal is satisfactory and look forward to the opportunity to serve Galveston College on this important project. Please contact our office if you have any questions, or if we may be of service in any other way.

Best regards,

PRICE CONSULTING, INC.

John R. Fox  
Business Development

JRF/as

Enclosures

cc. Mr. Tracy Morgan – Galveston College  
Ms. Veronica Atterberry – Galveston College



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**PROPOSAL TO PROVIDE  
PROFESSIONAL CONSULTING/ENGINEERING SERVICES**

**FOR**

**ROOF REPLACEMENT  
GALVESTON COLLEGE  
APPLIED TECHNOLOGY CENTER – BUILDING 3  
GALVESTON, TEXAS**

**PREPARED FOR**



**GALVESTON COLLEGE  
4015 AVENUE Q  
GALVESTON, TEXAS 77550**

**PCI PROPOSAL NO. 5505.22.01, REV.1**

**NOVEMBER 11, 2022**

## REVISED PROPOSAL TO PROVIDE PROFESSIONAL SERVICES

**CLIENT: GALVESTON COLLEGE**

**DATE: NOVEMBER 11, 2022**

**PROJECT: PROFESSIONAL ENGINEERING CONSULTING SERVICES  
ROOF REPLACEMENT  
GALVESTON COLLEGE  
APPLIED TECHNOLOGY CENTER - BUILDING 3  
GALVESTON, TEXAS**

**PROPOSAL NO: 5505.22.01, REV.1**

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### **PROJECT INFORMATION**

Price Consulting, Inc. (PCI) is pleased to submit our proposal to provide Professional Engineering/Consulting Services for roof replacement on Building 3 at Galveston College Applied Technology Center (ATC) located at 7626 Broadway in Galveston, Texas. PCI has been requested to provide a proposal for performing professional engineering services for Design Phase, Bidding Phase, Construction Phase, for the recommended scope of work. In addition, PCI will prepare and submit documentation to TDI for Certificate of Compliance for the new roof. Our proposed scope of services and related fees are presented herein.

### **ITEM NO. 1: DESIGN PHASE**

PCI proposes to provide design services for the scope of work. PCI will prepare a Project Manual including Specification Sections and Drawings to include the following:

- General Conditions
- General Project Requirements
- Technical Specifications
- Annotated Elevations and Plans
- Installation Details

Fee for Item No. 1: Fees for Design Phase are proposed on a lump sum basis of \$8,700 (P.E./Consultant: 32 hours x \$200/hr + ACAD: 24 hours x \$80 /hr. + Clerical: 2 hours x \$50/hr + Expenses: \$280)

**GALVESTON COLLEGE  
APPLIED TECHNOLOGY CENTER - BUILDING 3  
GALVESTON, TEXAS**

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**ITEM NO. 2: BIDDING PHASE**

PCI will also assist Galveston College during the bidding phases. Our services will include:

- Assist with solicitation
- Attend a Pre-bid Meeting
- Review Bids and provide recommendations

Fee for Item No. 2: Fees for the Bidding Phase are proposed on a lump sum basis of \$1,800 (P.E./Consultant: 8 hours x \$200/hr + Expenses: \$200).

**ITEM NO 3: CONSTRUCTION ADMINISTRATION/TECHNICAL SUPPORT**

PCI proposes to the following construction support services:

- Review submittals/shop drawings.
- Attend Pre-construction meeting and progress meetings.
- Review Pay Applications, RFIs, CPRs, and other documents.
- Perform site visits during construction.
- Perform final inspection.
- Compile Close-out documents.
- Prepare and submit TDI WPI-8 documentation.

Fee for Item No. 3: Fees for the Construction Phase are proposed on a lump sum basis of \$6,800 based on a 4 - week construction schedule, (\$400 for submittal review; \$1,000 site visit/meeting x 4 visits/meetings; miscellaneous consulting: 4 hours x \$200/hr, \$1,200 for final inspection/closeout + Expenses: \$400).

**SUMMARY OF PROPOSED FEES AND ALLOWANCES**

Item No. 1: Design Phase	\$ 8,700
Item No. 2: Bidding Phase	\$ 1,800
Item No. 3: Construction Administration and Support Services	<u>\$ 6,800</u>
<b>Total</b>	<b>\$17,300</b>

Although our fees are proposed on a lump sum basis, the total was estimated based on the number of man-hours and related expenses anticipated to properly execute the work.

**GALVESTON COLLEGE  
APPLIED TECHNOLOGY CENTER - BUILDING 3  
GALVESTON, TEXAS**

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**PROPOSED SCHEDULE OF HOURLY RATES**

Billing rates for hourly reimbursable work items for services requested beyond those presented herein with prior approval by owner shall be as follows:

<u>Discipline</u>	<u>Straight Time</u>
Architect/Engineer/Consultant	\$200.00/hour
Project Manager	\$180.00/hour
Associate Project Manager	\$120.00/hour
Technician / Inspector	\$ 80.00/hour
CADD Department	\$ 80.00/hour
Clerical	\$ 50.00/hour

**ADDITIONAL SERVICES**

This proposal is based upon the outlined project scope of services. Major project revisions outside of PCI's control or responsibility that require rework of completed work, more extensive work than originally agreed upon, or extension of the contract time will be considered additional services.

If directed by Client to provide additional engineering, design, or management services not covered above, such service shall be provided at the rates outlined herein. A directive will be issued in writing with compensation established by Change Order to this Agreement.

**REIMBURSABLES**

Direct reimbursable project expenses, when not included in the fee, shall include supplies for the project, reproduction costs, photography costs, mileage at current Internal Revenue Service (IRS) rates, parking, insurance waivers of subrogation and additional insured certifications, special consultants, contractor services, and testing services, all of which shall be billed at cost plus ten percent handling fee.

**GALVESTON COLLEGE  
APPLIED TECHNOLOGY CENTER - BUILDING 3  
GALVESTON, TEXAS**

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**TERMS AND CONDITIONS**

This proposal is valid for sixty days. This proposal is based upon a mutually agreeable work schedule. PCI reserves the right to assign personnel on an “as available” basis. All reports, drawings, specifications, and computer diskettes remain the property of Price Consulting, Inc. Copies retained by the Client shall be utilized only for Client’s exclusive internal use, reliance, and occupancy of the project, not for the purpose of construction of any other projects. Any unauthorized use or distribution of Price Consulting, Inc.’s work shall be at Client’s and recipient’s sole risk and without liability to Price Consulting, Inc.

Billing Rates as stated herein are valid through December 31, 2022 or project duration whichever is later. Fees for work performed beyond this date will be based upon Billing Rates in effect at the time the work is performed.

PCI invoices are due upon receipt. Accounts unpaid for sixty days from the date of invoice may be cause for PCI to suspend performance under this Agreement upon a fourteen day written notice, unless payment in full is received within fourteen days from the date of the written notice. In the event of suspension of services, PCI shall have no liability for any delay or other damage, contractual or otherwise, caused by or arising out of the suspension of services for nonpayment.

Acceptance by PCI of any payment more than sixty days old shall not serve as a waiver of PCI’s contractual right to suspend services for nonpayment. Failure to make payment within thirty days of invoice shall constitute a release of PCI from any and all claims which Client may have, either in tort or in contract, and whether known or unknown at the time.

**LIMITATION OF LIABILITY/WARRANTIES**

Price Consulting, Inc. will perform its services using that degree of care and skill ordinarily exercised under similar conditions by reputable members of our profession practicing in the same or similar locality at the time of service.

Price Consulting, Inc. shall not be liable or responsible for, and to the extent allowed by law, it shall be saved and held harmless by Client from and against any and all claims and damages of every kind, for injury to or death of any person or persons and for any damage to or loss of property, arising out of or attributed directly or indirectly to the performance of this contract.

**GALVESTON COLLEGE  
APPLIED TECHNOLOGY CENTER - BUILDING 3  
GALVESTON, TEXAS**

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Client agrees that Price Consulting, Inc. shall provide only the services set out herein and that Price Consulting, Inc. makes no warranties, express or implied in our proposal or our oral or written reports, with respect to products or their fitness for a particular purpose. Client agrees to look solely to the warranties made by the contractor and/or manufacturer of said products, including, without limitation, consequential damages arising out of the use of said products.

Any representations, recommendations, opinions, or conclusions relating to the work performed by Price Consulting, Inc. must be made in writing by duly authorized Price Consulting, Inc. representatives. Price Consulting, Inc. will not be bound by any oral representations, recommendations, opinions, or conclusions. To the extent allowed by law, Client agrees to indemnify Price Consulting, Inc. for any expenses that Price Consulting, Inc. may incur as a result of Client's negligence or of negligence of any contractor hired by Client.

**HAZARDOUS MATERIALS**

PCI does not have responsibility or liability for consulting, testing, and/or abatement services associated with hazardous materials including, but not limited to, asbestos, mold, lead paint, etc., which have not been requested for this project and are the sole responsibility of the Client/Owner.

**ENTIRE AGREEMENT**

This agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the services to be rendered to the Client by Price Consulting, Inc. and contains all of the covenants and agreements between the parties with respect to such transaction in any manner whatsoever. However, if you wish to authorize our services via a separate contract/agreement or purchase order, please reference this proposal in said document and forward a copy of the terms and conditions to us for review.

**CHOICE OF LAW/VENUE**

The agreement shall be governed by and construed in accordance with the laws of the State of Texas and is performable in Galveston County, Texas.



**GALVESTON COLLEGE  
APPLIED TECHNOLOGY CENTER - BUILDING 3  
GALVESTON, TEXAS**

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**ACCEPTANCE**

The terms and conditions of this proposal are accepted on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**GALVESTON COLLEGE  
GALVESTON, TEXAS**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PRICE CONSULTING, INC.  
HOUSTON, TEXAS**

\_\_\_\_\_  
John R. Fox  
Business Development  
November 11, 2022

\_\_\_\_\_  
Karl A. Schaack, P.E., RRC  
President

Review and Discuss Approval of Proposal for Engineering Services to Affix a New Roof to Applied Technology Center Building Three

The Board Facilities Committee will review and discuss the proposal for engineering services to affix a new roof to building (3) three at the Applied Technology Center. The current roof is approximately 18 years old and out of warranty. Price Consulting, Inc. 211 Highland Cross Drive, Suite 220, Houston, TX 77073 has submitted an engineering fee proposal to provide professional engineering services for the design, bidding, and construction phases for the recommended scope of work. In addition, PCI will prepare and submit documentation to the Texas Department of Insurance (TDI) for certificate of compliance for the new roof.

Staff is requesting Board approval of \$17,300 for this proposal. Funding for the project will be the Facility Maintenance budget (11-61020-50630). The proposal will be available for review upon request.

Following discussion, the Facilities Committee will determine a recommendation to the Board of Regents regarding the proposal for engineering services to affix a new roof building three at the Applied Technology Center.

<b>DESIGN PHASE</b> - PCI will prepare a Project Manual including Specification Sections and Drawings to include the following:	
General Conditions	General Project Requirements
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Installation Details	
<b>BIDDING PHASE</b> - PCI will also assist during the bidding phases. Services will include:	
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Prepare and submit TDI WPI-8 documentation	
<b>SUMMARY OF PROPOSED FEES AND ALLOWANCES</b>	
Item No. 1: Design Phase \$ 8,700	
Item No. 2: Bidding Phase \$ 1,800	
Item No. 3: Construction Administration and Support Services \$ 6,800	
<b>Total \$17,300</b>	

Review and Discuss Approval of Proposal for Engineering Services to Provide Design of Mechanical and Electrical Systems Necessary to Replace Utility Transformer, Main Switch Board and Motor Control Center

The Board Facilities Committee will review and discuss the proposal for engineering services necessary to replace the transformer located behind the Northern Building, its associated switchboard and motor control center. The current transformer is leaking oil and is scheduled to be replaced by CenterPoint in 2023. The switchboard, which receives power from the transformer and distributes current, is also at end of life. These two factors combined have created a situation where power surges are occurring on a more frequent basis, some of which have already damaged college property.

LEAF Engineers, 11 Greenway Plaza, Suite 1510, Houston, TX 77046 has submitted an engineering fee proposal to provide complete design of all mechanical and electrical systems necessary to replace the utility transformer, main switch board, motor control center and replacement of motor starters with variable frequency drives for all mechanical equipment currently being served from the existing motor control center. The Scope of Services includes Construction Documentation, assisting the college during the proposal phase, Construction Administration, and Project Close-Out. The estimate to complete the project is \$1,090,000.00.

Staff is requesting Board approval of \$60,000 for this proposal. Funding for the project will be made available through fund balance, account (71-09946-53820). The proposal will be available for review upon request.

Following discussion, the Facilities Committee will determine a recommendation to the Board of Regents regarding the proposal for engineering services to provide design of mechanical and electrical systems necessary to replace utility transformer, main switch board and motor control center.

11 Greenway Plaza, Suite 1510  
Houston, Texas 77046  
Toll Free 1-800-938-7272  
Fax: 713-961-4571  
LEAFengineers.com

11/09/2022

**VIA: E-MAIL**



Galveston College  
Mr. Myles Shelton, Ed.D.  
President

Re: Fee Proposal Letter for the Utility Transformer and Main Switchboard Replacement at Galveston College

Dear Mr. Shelton;

Thank you for allowing LEAF Engineers the opportunity to submit this proposal to provide engineering services for Galveston College.

### **SCOPE OF WORK**

The following is our understanding of the scope of work for this project:

- 1) Complete design of all Mechanical and Electrical systems necessary to replace the Utility transformer, main switch board and motor control center. In addition, the removal of motor starters and replacement with variable frequency drives for all mechanical equipment currently being served from the existing motor control center. Work to be completed at Galveston College Main Campus Location: (4015 Avenue Q, Galveston, TX 77550)

### **SCOPE OF SERVICES**

**Construction Documentation:** Final working drawings will be developed, as well as a full project manual including specifications, plans and details as required. LEAF's design team will facilitate progress set reviews (75%, 95% and 100% as required) with Galveston College for review and approval. The construction documents and specifications will be suitable for bidding, permitting and construction.

**Proposal Phase:** During the proposal phase, LEAF will assist Galveston College in advertising, collecting, and analyzing the submitted proposals. LEAF will also prepare contracts once the successful contractor is awarded the project.

**Construction Administration:** The project will be administered in accordance with the construction documents and construction activities of the contractor. Field visits will be documented, and Observations Reports will be executed throughout the construction period by LEAF field representatives. Additionally, LEAF representatives will attend construction progress meetings, execute meeting minutes and communicate regularly with the contractor on behalf of Galveston College to maximize quality assurance and quality control. Nearing completion of the work, LEAF will initiate a punch list and establish the date of substantial completion.

**Project Close-Out:** Project close-out documents prepared by the contractor will be reviewed, including Operation and Maintenance Manuals (warranties, maintenance contracts, operating instructions, etc.), certificate of inspection and bonds, documentation required with application of final payment, record drawings, etc.

**Warranty:** LEAF will coordinate any items reported with the general contractor and will verify that the repair work has been accomplished.

**COMPENSATION**

Compensation for all services described above will be a lump sum fee based on the estimation of time needed to complete construction. Fees will be billed monthly in accordance with the work completed.

Based on the project information at this time, the anticipated construction cost is approximately \$980,000.00.

LEAF Engineers Proposed Fee: **\$60,000.00**

**REIMBURSABLE EXPENSES**

Reimbursable expenses: State agency review fees (if applicable) cost of reproduction of documents, mailing and other associated items. There would be no mark-up on reimbursed items.

**ADDITIONAL SERVICE FEES**

There would be no additional services without prior written authorization by the Owner.

All of us at LEAF Engineers would like to thank you for this opportunity. If you have any questions, please do not hesitate to give me a call.

Sincerely,  
LEAF Engineers



David Templeman  
Project Manager

Agreed to and Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

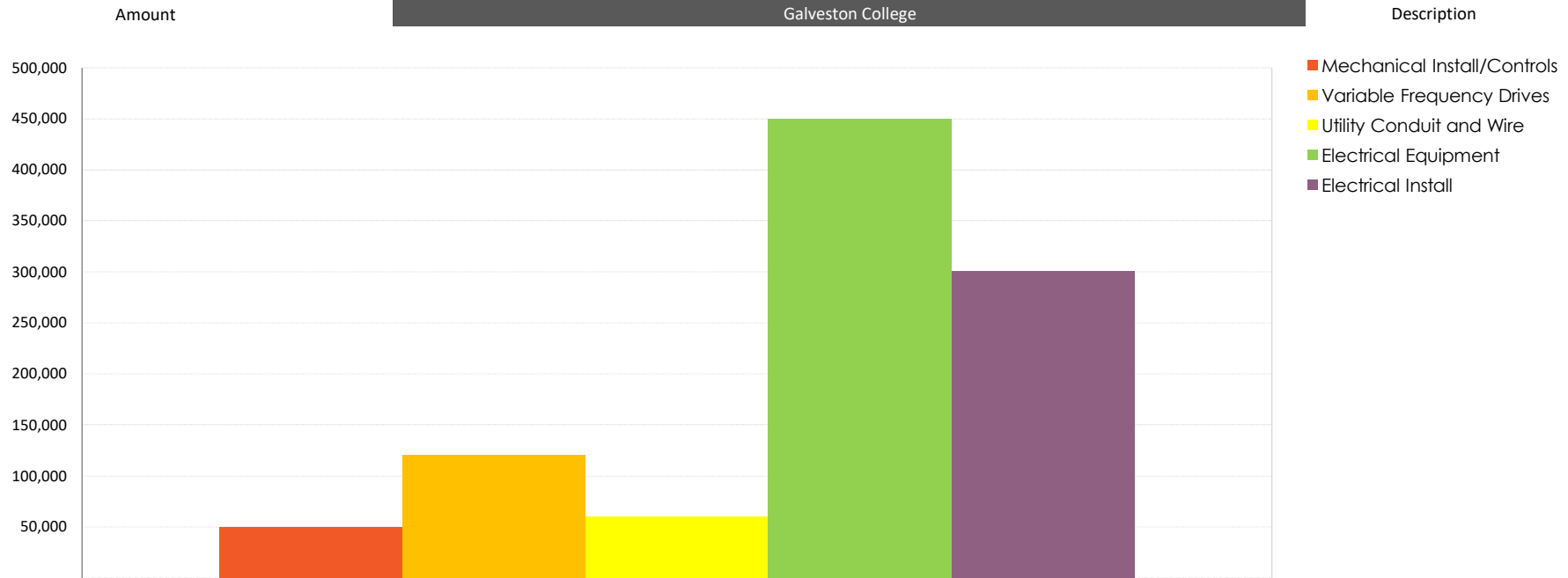
**(School District)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

# Galveston College Utility Transformer/Main SWB Replacement



Typical Modular Building	Estimated Budget Costs	Total
Mechanical Install/Controls		50,000.00
Variable Frequency Drives		120,000.00
Utility Conduit and Wire		60,000.00
Electrical Equipment		450,000.00
Electrical Install		300,000.00
<b>Total</b>		<b>980,000.00</b>

Contingency	50,000.00
MEPT Fee	60,000.00
<b>Total</b>	<b>1,090,000.00</b>



October 6, 2022

Mr. Van Patterson, Ed.D.  
Vice President for Administration and Student Services  
Galveston College  
4015 Ave. Q, Suite M-211  
Galveston, TX 77550

**Re: Professional Design Services Proposal for  
Galveston College Bus Duct Replacement**

Dear Mr. Patterson,

Johnston, LLC (Johnston and/or Engineer) would like to thank **Galveston College** (hereafter referred to as “Client”) for the opportunity to provide Electrical Engineering Design services for the above referenced project. We are excited about this opportunity, and with our design team fully engaged, we are prepared to begin immediately upon your acceptance of our proposal.

**PROJECT INFORMATION**

Based on a meeting with the Client on September 21, 2022, the main building electric utility transformer is over 40 years of age and slowly leaking its insulating fluid. This transformer is owned and maintained by CenterPoint Energy. The client has had recent conversations with CenterPoint Energy about the replacement of its transformer and the school will incur a power outage for the duration of this process. The main building and transformer are roughly the same age, and the main electrical bus duct is showing signs of rust on the exterior portion. The Client has requested engineering services to replace the aging bus duct that connects the utility transformer to the main switchboard inside the building. The intent is to replace both pieces of equipment at the same time to incur one shutdown.





Other potential work discussed in the meeting are listed in the Optional Services section below. The Client requested this scope and fee listed separately for funding purposes.

## RECOMMENDATIONS

Based on the client's requested scope of work (main electrical duct replacement), Johnston recommends the client team consider additional scope of work associated with the system to minimize risk to the electrical equipment, building operations, and personnel involved. Additional recommendations are as follows:

1. Replacement of the electrical switchboard and motor control center with new electrical switchboard and motor control center.
  - a. Existing switchboard and motor control center have exceeded their 'useful' life which carries the following risk:
    - i. Shutting down equipment carries risk that equipment will effectively restart;
    - ii. If the switchboard or motor control equipment were to fail in the future, parts may be unavailable and/or have to be sourced as a refurbished part and/or have excessively long lead times due to age of equipment;
    - iii. Switchboard and motor control center will need to be replaced in the near to intermediate future resulting in additional service shutdown to facility;
    - iv. Switchboard and motor control equipment lead times are currently 50+ weeks meaning the design and procurement of a new switchboard should take into consideration these long lead times.
2. Replacement of the electrical switchboard and motor control center with new switchboard and VFDs to serve the air handling units and pumps that currently operate without modulation control. Additional BAS control points would be required to add to the existing control system.
  - a. Existing switchboard and motor control center have exceeded their 'useful' life which carries the following risk:
    - i. Shutting down equipment carries risk that equipment will effectively restart;
    - ii. If the switchboard or motor control equipment were to fail in the future, parts may be unavailable and/or have to be sourced as a refurbished part and/or have excessively long lead times due to age of equipment;
    - iii. Switchboard and motor control center will need to be replaced in the near to intermediate future resulting in additional service shutdown to facility;
    - iv. Switchboard lead times are currently 50+ weeks meaning the design and procurement of a new switchboard should take into consideration these long lead times;
    - v. VFDs and modulation will increase system efficiency and prolong equipment motor life.
3. Addition of a new Generator Docking Station will provide easy connection for temporary generator during pre-planned outages or weather events.
  - i. Johnston recommends the client assess their past outages and generator needs in anticipation of requiring a future generator due to loss of main electrical service;
  - ii. Option 1 or 2 must be selected in order to accommodate new docking station.



The recommendations outlined above would require additional design services which are priced separately in the fee table at the end of this narrative. No work for these additional recommended services will be incurred without written authorization.

## **BASIC SERVICES**

The services are divided in three phases: Construction Documents, Bid and Permit, and Construction Administration. The following professional services will be provided:

- Project Management
- Architecture
- Electrical Engineering

## **CONSTRUCTION DOCUMENTATION**

Johnston will produce permit, pricing and construction documents. Drawings will include electrical demolition and renovation drawings, specifications and necessary paperwork for permit review.

Architecture will provide details and specifications for the opening and penetration through the exterior wall in the main electrical room as well as a general notes sheet for permit review.

Electrical drawings will include demolition and renovation drawings, final one-line diagram showing existing and new panelboards. Electrical specifications will be included in this set as well.

Deliverables:

1. Construction Drawings
2. Specifications

## **BID / PERMIT PHASE**

Johnston shall assist in connection with the client's responsibility for filing documents required for the approval of governmental authorities having jurisdiction (AHJ). Johnston will provide responses to any permit comments during the permitting process. Johnston will transmit drawings electronically to the General Contractor for their use in obtaining pricing from subcontractors. Johnston will be available to answer questions during the bidding process.

## **CONSTRUCTION ADMINISTRATION PHASE**

Johnston shall provide administration of the Contract for Construction. Johnston shall participate in the CA kick-off meeting, one interim site observation and final punch list walk through. We anticipate construction services will require 4 OAC meeting(s) and 1 site observation visit to coincide with OAC meetings for the duration of



JOHNSTON

construction per approved project schedule to observe the progress and quality of the work completed and determine if the work is being performed in a manner indicating that the work, when completed, will be in accordance with the Contract Documents and applicable regulations. Based on the on-site observation, Johnston shall keep the client informed of the progress and quality of the work and shall endeavor to guard the client against defects and deficiencies. Johnston's responsibility to provide Construction Administration Services under this Agreement commences with the award of the Contract for Construction and terminates when the final Certificate for Payment is issued to the client or 30 days after the date of Substantial Completion of the Work. Johnston will provide submittal reviews and respond to contractor request for information.

Deliverables:

1. Site observation reports
2. Punch list of defective or incomplete items, per substantial completion
3. Required close out documents

## **INSURANCE**

Johnston shall maintain the following insurance for the duration of this Agreement. Engineer's liability shall be limited to the available proceeds of insurance coverages required below. If any of the requirements set forth below exceed the types and limits the Engineer normally maintains, the Owner shall reimburse the Engineer for any additional cost:

1. Commercial General Liability with policy limits of not less than \$1,000,000 for each occurrence and \$1,000,000 in the aggregate for bodily injury and property damage.
2. Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Engineer with policy limits of not less than \$1,000,000 per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.
3. Workers' Compensation at statutory limits.
4. Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate."

## **PROJECT DELIVERY METHOD**

The project delivery method will be determined by the Owner. In support of document control, Johnston will set up a digital site to transmit all documents and provide all team members a secure password method of gaining access. As requested, all digital drawing files will be converted and submitted in AutoCAD DWG format.

## **SCHEDULE**



We understand your desire to move forward with an effective project schedule. The client's goal is to begin development of the project in October 2022. To achieve this request, and work within the fees that we have identified below, Johnston developed a preliminary project schedule and process review timeline. The following is a summary of duration starting from notice to proceed:

Phases	Duration
Construction Documentation Phase	(5) weeks
Bidding	(4) weeks
Permitting (estimation)	(4) weeks
Construction Administration Phase	(40) weeks
<b>Schedule Total</b>	<b>(53) Weeks</b>

### COMPENSATION

Compensation for the Professional Design Services described in this letter will be established as a **Lump Sum Amount**. Johnston will bill you for work completed monthly. We request payment within 30 days of invoice date. Reimbursable expenses incurred by Johnston in connection with the project are included in the professional service fee quoted

Basic Services Fee: **THIRTY-EIGHT THOUSAND NINE HUNDRED FIFTEEN DOLLARS (\$ 38,915.00)**

<b>BASIC SERVICES</b> (Main bus duct replacement only)	
Johnston (Architecture, Electrical)	
CD	\$ 18,125.00
Bidding & Permitting	\$ 6,590.00
CA	\$ 14,200.00
<b>Total Basic Services Fee</b>	<b>\$ 38,915.00</b>

<b>OPTIONAL SERVICES</b> (Refer to Recommendations section on Page 2 above)	
Option 1. Replacement of Electrical Switchboard and MCC	\$ 9,500.00
Option 2. Replacement of Electrical Switchboard to include VFDs and BAS Controls	\$ 20,500.00
Option 3. Addition of Generator Docking Station	\$ 7,500.00

Total Design Services Fee will be the total of the BASIC SERVICES plus OPTIONAL SERVICES selected. Client to issue PO clearly indicating BASIC SERVICES plus any OPTIONAL SERVICES selected for design scope.

In the event any additional services are requested that are not identified in this proposal, a new proposal will be issued.

### CLARIFICATIONS



JOHNSTON

- Johnston will not be required to carry bid bonds, performance bonds, or bank guarantees.
- In lieu of As-built documentation, Johnston will provide (1) electronic record drawing of architectural and MEP in CAD format at the completion of the project.
- Services procured by the Client and coordinated with the design team will include:
  - A. Construction Manager / General Contractor
- Johnston acknowledges that there may be a time delay/lag in the project schedule between completion of construction documentation and construction start. If this occurs, Johnston will inform the Client that the project will go "on-hold" status, until Johnston is approved in writing to proceed.
- Equipment: Assuming all equipment information will be provided to the design team by the Client. We assume Johnston will show equipment on the architectural drawings for design coordination purposes.
- List of consultants that may be needed and not covered in Johnston's scope. The Client is to carry a professional fee contingency for:
  - A. Commissioning (applies to the Optional Services only)

If you have any questions about this proposal, please contact us at 713.244.8300. We will be happy to meet with you to discuss this proposal in more detail. We thank you again for this opportunity and look forward to moving ahead. If the above meets with your approval, please sign below and return to Johnston. We are prepared to commence with this work immediately upon your approval.

Sincerely,

Accepted for Johnston, LLC:

Accepted for **Galveston College**:

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Rick Quintanilla, PE  
Senior Project Manager  
Johnston, LLC

\_\_\_\_\_  
Authorized Signature

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J. Alan Johnston, Jr., PE  
President  
Johnston, LLC

\_\_\_\_\_  
Print Name/Title

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October 6, 2022  
Date Signed

\_\_\_\_\_  
Date Signed

Review and Discuss Approval of Proposal for Engineering Services to Provide Design of Mechanical and Electrical Systems Necessary to Replace Utility Transformer, Main Switch Board and Motor Control Center

The Board Facilities Committee will review and discuss the proposal for engineering services necessary to replace the transformer located behind the Northern Building, its associated switchboard and motor control center. The current transformer is leaking oil and is scheduled to be replaced by CenterPoint in 2023. The switchboard, which receives power from the transformer and distributes current, is also at end of life. These two factors combined have created a situation where power surges are occurring on a more frequent basis, some of which have already damaged college property.

LEAF Engineers, 11 Greenway Plaza, Suite 1510, Houston, TX 77046 has submitted an engineering fee proposal to provide complete design of all mechanical and electrical systems necessary to replace the utility transformer, main switch board, motor control center and replacement of motor starters with variable frequency drives for all mechanical equipment currently being served from the existing motor control center. The Scope of Services includes Construction Documentation, assisting the college during the proposal phase, Construction Administration, and Project Close-Out. The estimate to complete the project is \$1,090,000.00.

Staff is requesting Board approval of \$60,000 for this proposal. Funding for the project will be made available through fund balance, account (71-09946-53820). The proposal will be available for review upon request.

Following discussion, the Facilities Committee will determine a recommendation to the Board of Regents regarding the proposal for engineering services to provide design of mechanical and electrical systems necessary to replace utility transformer, main switch board and motor control center.