

**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, October 16, 2024**, 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 August 14, 2024 Meeting <i>(Action Item)</i>	2
IV. Citizens Desiring to Appear Before the Committee on Agenda Items <i>(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.)</i>	
V. Review and Consider Approval of Proposal from PBK for Campus Master Plan Development	5
VI. Determine Committee Recommendation to Board of Regents Regarding Approval of Proposal from PBK for Campus Master Plan Development <i>(Action Item)</i>	9
VII. Review and Consider Approval of Contract with Creole Design for Conceptual Plans for New Student Housing	13
VIII. Determine Recommendation to the Board of Regents Regarding Approval of Contract with Creole Design for Conceptual Plans for New Student Housing	16
IX. Review and Consider Approval of Change Orders for the Backfill Renovation Project that Exceed the Ten Percent Threshold	19
X. Determine Recommendation to the Board of Regents Regarding Approval of Change Orders for the Backfill Renovation Project that Exceed the Ten Percent Threshold	20
XI. Update on Health Sciences Education Center (HSEC) Project	21
XII. Update on Other Facilities Projects	22
XIII. Adjournment	

The notice for this meeting was posted on The notice for this meeting was posted on October 11, 2024 in compliance with the Texas Open Meetings Act. , 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
August 14, 2024
4:00 p.m.**

At the Galveston Community College District Board of Regents Facilities Committee Meeting, duly held on Wednesday, August 14, 2024 in Room M-202 of Moody Hall, commencing at 4:00 p.m., the following Facilities Committee members were present: Mr. Michael B. Hughes, Chairperson, Mr. Raymond Lewis, Jr., Mr. Fred D. Raschke, Ms. Carolyn L. Sunseri and Dr. Norman Hoffman. Other Regents present were: Mr. Garrik Addison, and Ms. Karen Flowers.

Staff present included Dr. W. Myles Shelton, President, Ms. Breanne Lorefice, Mr. Tracy Morgan, and Dr. Van Patterson.

- I. CALL TO ORDER:** Chair Hughes opened the meeting at 4:00 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 August 8, 2024.
- III. CONSIDER APPROVAL OF MINUTES FROM THE JUNE 12, 2024 MEETING:** A reading of the minutes for the June 12, 2024 meeting was waived. Mr. Raschke moved to approve the minutes as presented; Ms. Sunseri 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. UPDATED ON THE HEALTH SCIENCES EDUCATION CENTER (HSEC):** Dr. Shelton presented this item to the Committee. He gave an overview of the punch list, including issues that hurricane Beryl revealed. The contractor has identified the areas where water entered the building and the issues that will need to be addressed. A delivery truck also damaged the soffit underneath the building. Their insurance will cover the damages. Dr. Shelton continued by giving an overview of the project budget. The project will be within the bond money, when the project is complete.
- VI. UPDATE ON THE HEALTH SCIENCES EDUCATION CENTER (HSEC) RIBBON CUTTING AND GRAND OPENING:** Dr. Shelton presented this item to the Committee. The College will be ready for the Ribbon Cutting and Grand Opening. The VIP Reception will be Wednesday, August 21, at 5 p.m. Students will be there to give guided tours of the building. Board members should arrive by 4:30 p.m. The Ribbon Cutting Ceremony will be held on August 22, at 10 a.m. in the parking area underneath the HSEC. The majority of the donor plaques have been installed. They are on the walls and on the glass railing on the second floor. The bronze cornerstone plaque is not ready, and will be installed at a later date.

VII. UPDATE ON HURRICANE BERYL FACILITIES DAMAGE: Dr. Shelton presented this item to the Committee. Dr. Shelton gave an overview of damage caused to College facilities by Hurricane Beryl. The Committee was given a handout with a list of damage caused by the hurricane. An insurance claim and a FEMA claim have been filed. I.T. is working to get the Whitecaps Apartment server room back up and running before students are on campus later this month. The work on the baseball field will be a joint effort between the College and the City. The City has submitted it as a FEMA claim.

VIII. REVIEW AND CONSIDER APPROVAL OF ASBESTOS ABATEMENT AND STRUCTURAL DEMOLITION OF HOUSE LOCATED AT 2203 41ST STREET: Dr. Patterson presented this item to the Committee. Proposals were received to conduct asbestos abatement and structural demolition of the house at 2203 41st Street. The house is too damaged to repair, and will need to be demolished. Two proposal were received. Staff is recommending the lowest bid from Sitek Omni, in the amount of \$24,400.00. This includes demolition, asbestos abatement, and removal of all debris from the site.

IX. DETERMINE RECOMMENDATION TO THE BOARD OF REGETNS REGARDING APPROVAL OF ASBESTOS ABATEMENT AND STRUCTURAL DEMOLITION OF HOUSE LOCATED AT 2203 41ST STREET: Mr. Raschke moved to recommend approval of the proposal from Sitek Omni Services, LLC for asbestos abatement and structural demolition of the house located at 2203 41st Street, in the amount of \$24,000; Ms. Sunseri seconded. The motion passed unanimously.

X. ADJOURNMENT TO CLOSED MEETING IN ROOM M-202: The Board of Regents Facilities Committee, as authorized by the Open Meetings Act, Texas Government Code, Chapter 551, reserves the right to enter into a closed meeting under the following provisions 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. Section 551.073 – Deliberations regarding prospective gift, to deliberate a negotiated contract for a prospective gift or donation to avoid any detrimental effect on the position of the College in negotiations with a third person. Section 551.076 – Deliberation regarding security devices or security audits.

The Committee adjourned to the closed meeting at 4:26 p.m.

XI. RECONVENE FACILITES COMMITTEE (OPEN) MEETING IN ROOM M-202:

The Committee reconvened the open meeting at 5:01 p.m.

XII. DETERMINE RCOMMENDATION TO THE BOARD OF REGENTS REGARDING THE PURCHASE OF REAL PROPERTY AND DETERMINE RECOMMENDATION TO THE BOARD OF REGENTS REGARDING ACCEPTANCE OF PROSPECTIVE GIFT: The Committee did not recommend any action on this item.

XIII. ADJOURNMENT: There being no further business to come before the Facilities Committee, the meeting adjourned at 5:02 p.m.

Breanne Lorefice, Clerk

APPROVED AS CORRECT:

Michael B. Hughes, Chairperson

Review and Consider Approval of Proposal from PBK for Campus Master Plan Development

The Board Facilities Committee will review and consider the proposal for development of a Campus Master Plan. PBK Architects, 9709 Lakeside Blvd, Ste. 400, The Woodlands, TX 77381, has submitted a proposal for design services to assist the College in further development of, and updates to, the College’s proposed campus facility master plan. The scope of work will include basic master planning, development of campus site plan(s) to include existing buildings, proposed new buildings, proposed parking areas, and other support elements, approximate calculations and conceptual layouts for anticipated detention required for proposed new buildings and parking structures, conceptual planning associated with the anticipated widening of I-45 and its impact to the existing Applied Technology Center (ATC) and surrounding site, and formalizing any deferred maintenance items not already included in the Galveston College Deferred Maintenance Plan.

The total cost of the proposal is \$111,400, and a breakdown of the cost is shown below. The funding for this project will be the Capital Project Fund. The proposal is available for review upon request.

<u>Service</u>	<u>Cost</u>
Architectural Services	\$56,850
Cost Estimating	\$12,800
MEP/T Engineering Services	\$19,250
Civil Engineering Services	\$20,500
Building Envelope Services	\$2,000
Total	\$111,400

Following discussion, the Facilities Committee will determine a recommendation to the Board of Regents regarding the proposal from PBK for development of a Campus Master Plan.

9709 Lakeside Blvd, Suite 400
The Woodlands, Texas 77381
Phone: 281-528-1697
PBK.com

September 20, 2024



Dr. Myles Shelton, Ed.D.
President
Galveston College
4015 Ave Q
Galveston, Texas 77550

RE: Galveston College – Campus Master Plan Development

Dear Dr. Shelton,

Thank you for the opportunity to submit this fee proposal to provide design services for the above referenced project. The following is a description of how the PBK team can offer services on this project.

PROJECT UNDERSTANDING AND SCOPE OF WORK

PBK understands that this proposal is to provide professional design services to assist Galveston College in further development of and updates to the college's proposed campus facility master plan. It is our understanding that a campus facility master plan had been developed previously and that information contained within that plan, as well as supplemental information already gathered by the college, can be utilized in this effort. As a result, we understand the scope of work for this project would include the following:

1. Basic master planning, including development of campus site plan(s) to include existing buildings, proposed new buildings, proposed parking areas, and other support elements. These plans will be primarily conceptual in nature and may include the following elements:
 - a. Student Housing
 - b. Student Center (Student Services and Student Activities Facility)
 - c. Parking (including a Parking Garage Structure with Possible Storefront)
 - d. Culinary Dining Facility (Renovation to Existing Tutoring Center)
 - e. Renovation, Replacement, or Expansion of Fitness Center
 - f. Development or Expansion of Athletic Facilities
 - g. Assessment of Potential Building Sites for new Instructional Facility
2. Approximate calculations and conceptual layouts for anticipated detention required for proposed new buildings and parking structures.
3. Conceptual planning associated with the anticipated widening of I-45 and its impact to the existing Applied Technology Center (ATC) and surrounding site. This scope of work may include building and parking modifications, new facilities on site (including but not limited to a Law Enforcement Training Facility), and on-site signage elements.
4. Formalizing any deferred maintenance items not already included in the Galveston College Deferred Maintenance Plan (dated 9/1/2023), including building envelope elements and MEP infrastructure elements, taking into account any recent projects where some of these scopes of work have already been addressed.

The scope of work for this project will not include the following:

1. Parking studies associated with existing parking capacities and anticipated growth. It is our understanding that Galveston College already has this information, and it may be utilized in development of this master plan.
2. Demographics studies associated with local population, anticipated student enrollment projections and faculty growth, and related information. It is our understanding that

Galveston College already has this information, and it may be utilized in development of this master plan.

3. Utilization studies associated with classroom and building sizes based on anticipated enrollment, projections for program changes and growth in the coming years, and related information. It is our understanding that Galveston College already has this information, and it may be utilized in development of this master plan.
4. Site surveying or other extensive documentation of existing campus layout or infrastructure. It is our understanding that Galveston College already has this information, and it may be utilized in development of this master plan.

SCOPE OF SERVICES AND DELIVERABLES

Our scope of services shall include all programming efforts as needed, included attendance at meetings with key Galveston College stakeholders, limited field investigation and documentation as needed to supplement information obtained from Galveston College, and development of questionnaires or other documents needed for gathering information from appropriate Galveston College stakeholders and representatives.

Additionally, the scope of services shall include development of master plan documentation in the form of one or more reports, including narratives, diagrams, plans, budgetary cost estimates, and conceptual renderings as appropriate for the various scopes of work described above. We anticipate that these documents will be delivered electronically and may also be presented to the Galveston College Board of Regents.

PROJECT TEAM

Jason Mooney will ultimately be responsible for the project as the Project Manager and will be hands-on and apply his overall knowledge and expertise to the project. Jason will be responsible for schedules, documentation and for the day-to-day coordination of the project team. In addition to PBK in the role of Architect, the following consultants are anticipated to be needed on the design team: LEAF Engineers (MEP/T Engineering Consultants), BEAM (Building Envelope Consultants), and DIG Engineers (Civil Engineering and Sports Consultants).

At this time, it is our understanding that no other professional services, such as site surveying or geotechnical engineering are required for this project. If it is determined later that these or other services not listed above are in fact required, and would be incorporated into PBK's scope of work, those scopes would be considered additional services.

SCHEDULE

We anticipate that the overall process, from programming through completion of master planning documentation, will take approximately 3-4 months, but we will work with Galveston College to establish an overall schedule that will meet the college's needs.

COMPENSATION

Our proposed compensation for this project shall be a lump sum of **One Hundred Eleven Thousand and Four Hundred Dollars (\$111,400.00)**.

Architectural Services	\$ 56,850.00
Cost Estimating	\$ 12,800.00
MEP/T Engineering Services	\$ 19,250.00
Civil Engineering Services	\$ 20,500.00
Building Envelope Services	\$ 2,000.00
TOTAL	\$111,400.00

REIMBURSABLES

Reimbursables will be limited to travel expenses and cost of reproduction of documents. There would be no mark-up on reimbursed items. All services and reimbursables will be billed monthly

based upon the percentage complete. We do not anticipate the need for any regulatory fees or other associated expenses for this project.

PBK estimates the reimbursable expenses on this project to be **\$7,600.00**.

PAYMENT

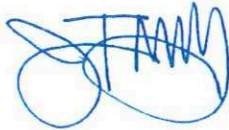
Invoices will be billed monthly, per individual project scopes of work, in proportion to services performed and reimbursable expenses incurred. Payment shall be made within thirty (30) days of the invoice date.

ADDITIONAL SERVICE FEES

Additional services are not anticipated for this project but should the scope of work expand beyond what is indicated within this proposal, there may be a need to re-evaluate the original fee. No additional services will be performed without prior written authorization of Galveston College.

We thank you for this incredible opportunity to serve Galveston College on this important project. Please let us know if the terms of this proposal are acceptable. Should you have any questions or additional requests, please do not hesitate to contact me at 281-528-1697.

Sincerely,



Jason Mooney, AIA
Senior Principal

Cc: Betty Chapman, PBK
File 1A

Agreed to and Accepted this 20 day of September 2024.

Galveston College

PBK Architects, Inc.

Signature



Signature

Printed Name and Title

Jason Mooney, AIA
Senior Principal

Printed Name and Title

Date

9/20/2024

Date

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September 20, 2024



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PAYMENT

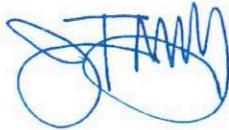
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Sincerely,



Jason Mooney, AIA
Senior Principal

Cc: Betty Chapman, PBK
File 1A

Agreed to and Accepted this 20 day of September 2024.

Galveston College

PBK Architects, Inc.

Signature



Signature

Printed Name and Title

**Jason Mooney, AIA
Senior Principal**

Printed Name and Title

Date

9/20/2024

Date

Review and Consider Approval of Contract with Creole Design for Conceptual Plans for New Student Housing

The Board Facilities Committee will review and consider a contract with Creole Designs, 505 Merrill Street, Houston, TX 77009, for the design of conceptual plans for new student housing. Creole Design will create site plans and conceptual hand sketches of floor plans and exterior elevations for lots located at 2301 & 2223 41st Street (3 units each), 3802 Avenue R (1 unit), 2212 39th Street (1 unit), 3815 Avenue Q ½ (1 unit), and 2203 41st Street (3 units).

The total cost of the contract is \$7,500. The funding for this contract will be the Construction Fund.

Following discussion, the Facilities Committee will determine a recommendation to the Board of Regents regarding the contract with Creole Design for Conceptual Plans for new student housing.



DESIGN AGREEMENT

October 9, 2024

Dr. Myles Shelton
President
Galveston College
4015 Avenue Q
Galveston, TX 77550

Re: student housing – design proposal – conceptual sketches

Dear Dr. Shelton,

Thank you for contacting my company regarding the design of multiple houses to serve as student housing for six lots in Galveston. I would like to submit the following proposal for conceptual sketches:

- ❖ Create site plans and conceptual hand sketches of floor plans and exterior elevations for the following lots:
 - 2301 41st Street – 3 units
 - 2223 41st Street – 3 units
 - 3802 Avenue R – 1 unit
 - 2212 39th Street – 1 unit
 - 3815 Avenue Q ½ - 1 unit
 - 2203 41st Street – 3 units

*We may adapt some of the previously designed plans to fit this project

- ❖ Price: \$7,500.00

- ❖ Invoicing and Payment:

- 50% deposit (\$3,750.00) due upon execution of this agreement
- Balance due when the sketches are completed and approved by the Client

Price does not include architectural drawings, civil drawings, drainage plans, MEPs, Res Check, permit fees and permitting, structural drawings, or engineer seal.

No representations and warranties are made as to conformity with covenants, deed restrictions, or other possible legal restrictions affecting Client's property.

The drawings, including, but not limited to, plans, details, specifications, renderings, and marketing plans shall remain the exclusive property of Creole Design, LLC. Client's right to use of same is conditioned and limited to a one-time use to construct per the description and location of the project in the proposal. It is further understood by client that if client uses the same or similar plans at another location, without prior written consent of Creole Design, LLC and compensation to Creole Design, LLC then we will consider this a violation of Creole Design, LLC ownership and subject to legal action.

If these terms are acceptable to you, please sign where indicated below and return the signed proposal to our office.

Sincerely,



Sam Gianukos
Creole Design, LLC

Accepted: _____
Dr. Myles Shelton

Date: _____

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President
Galveston College
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If these terms are acceptable to you, please sign where indicated below and return the signed proposal to our office.

Sincerely,



Sam Gianukos
Creole Design, LLC

Accepted: _____
Dr. Myles Shelton

Date: _____

Review and Consider Approval of Change Orders for the Backfill Renovation Project that Exceed the Ten Percent Threshold

Dr. Shelton will present on the change orders needed for the Backfill Renovation Project.

Following discussion, the Facilities Committee will determine a recommendation to the Board of Regents regarding the approval of change orders for the Backfill Renovation Project that exceed the ten percent threshold.

Review and Consider Approval of Change Orders for the Backfill Renovation Project that Exceed the Ten Percent Threshold

Dr. Shelton will present on the change orders needed for the Backfill Renovation Project.

Following discussion, the Facilities Committee will determine a recommendation to the Board of Regents regarding the approval of change orders for the Backfill Renovation Project that exceed the ten percent threshold.

Update on the Health Sciences Education Center (HSEC) Project

Dr. Shelton will provide an update on the construction of the Health Science Education Center (HSEC).

Update on Other Facilities Projects

Dr. Shelton will provide an update on other current facilities projects.