Date: January 24, 2002

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY
Authorization to Contract for Special Services – Blomquist Consultancy, LLC
(Resolution No. 020124 – B5)

BACKGROUND INFORMATION:
Project: Project Planning Management Services for The 2001 Prop “A” Bond Capital Improvement Program

The District was not able to successfully fill the position of Associate Vice Chancellor Facilities Planning & Management during the Fall 2001 semester. Until the position is filled, the District needs high-level project planning and management services to ensure that projects funded by the 2001 bond issue get off to an efficient and effective start. Therefore, the District wishes to contract with Blomquist Consultancy, LLC for Special Services and Advice to provide the District with project planning management services for the 2001 Proposition “A” Bond Capital improvement program for a six (6) month period from January 25, 2002 thru June 30, 2002, with an option for an additional six months upon mutual agreement by both parties. The District’s Office of Facilities Planning and Construction will administer the special services and advice provided under this contract with a secondary reporting line directly to the Vice Chancellor of Finance and Administration. Expenditures incurred under this contract will be paid for with the proceeds generated by the issuance of bonds under the 2001 general obligation bond issue.

The special services and advice services provide by Blomquist Consultancy, LLC include:

- Provide guidance for sequencing and managing the bond-funded projects.
- Prepare a summary schedule of the work to serve as a planning and management tool in executing the improvement funded by the 2001 bond issue.
- Work with, assist and guide the assigned staff and/or outside consultant team to establish control budgets, specific project schedules and methods of execution.
- Guide and assist the college in the selection of outside consultants needed for building design and engineering.

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DR. PHILIP R. DAY, JR., CHANCELLOR
• Work with the college facilities planning and construction department to establish appropriate budgets and schedules for the selected consultants.
• Establish and monitor the bidding and contracting process to ensure budget, schedule and quality goals are met.
• Monitor contractors and consultants in the capital improvement process to ensure that the budget and schedule requirements are fulfilled as called for by the college.

• Prepare progress reports.
• Attend meetings with college administration, staff, College Board, oversight committee, and others as required as part of the process of fulfilling the capital improvement program.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Blomquist Consultancy, LLC for special services and advice to provide the District with Project Planning Management Services For The 2001 Proposition “A” Bond Capital Improvement Program for a six (6) month period from January 25, 2002 thru June 30, 2002 for total fee not to exceed $75,000, with an option for an additional six months at the same cost, and

FURTHER BE IT RESOLVED: That the cost of this contract will be funded with the proceeds generated by the issuance of bonds under the 2001 general obligation bond issue, with such cost initially advanced by the district and subsequently reimbursed by bond funds when they become available, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator