

TEXAS SOUTHMOST COLLEGE DISTRICT
THE UNIVERSITY OF TEXAS AT BROWNSVILLE and TEXAS SOUTHMOST COLLEGE

80 Fort Brown • Brownsville, Texas 78520 • (956) 882-3879 • Fax: (956) 882-8811 • www.utb.edu

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Joe G Rivera
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By
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Cameron County

Board of Trustees

Francisco G. Rendon

Chair

Roberto Robles, M.D.

Vice Chair

Adela G. Garza

Secretary

Trey Mendez

Robert A. Lozano, M.D., Ph.D

David G. Oliveira

René Torres

UTB/TSC President

Juliet V. Garcia, Ph.D

Official Notice of the

**Texas Southmost College District
Regular Meeting**

**for
April 28, 2011**

Posted

April 25, 2011

AGENDA

The Board of Trustees of the Texas Southmost College District will convene **Thursday, April 28, 2011, at 5:30 p.m.** in the Gorgas Board Room at The University of Texas at Brownsville and Texas Southmost College, 80 Fort Brown, Brownsville, Texas 78520.

Call to Order

1 Announcements

2 Resolution

Consideration and possible action on:

Resolution Honoring Daniel Rentfro,
Jr. for His Service to the Texas
Southmost College District Since 1974

3 Transition Team Status Report

Dr. John Anthony,
TSC Transition Team

4 Opening Statements by Trustees

**5 Speakers to Agenda Items and
Public Discussion**

6 Appearance before the Board

Presentation, Dyna-Go Properties, Inc. dba Rivercentre Plaza
Mr. Mike Blum

7 Approval of Minutes of Previous Meeting

Consideration and possible action on:

Special Meeting, March 22, 2011
Regular Meeting, March 24, 2011

8 Executive Session

as provided by Government Code, Chapter 551.071, 551.072 and 551.074.

Legal Matters

Approval of EBS Spectrum Lease Agreement for FCC Call Sign WLX945 and Authorization of Chairman to Execute the Lease

Litigation Regarding 0.96 Acres of Land Cause No.1:08-CV-232 United States of America vs. 0.96 Acres of Land More or Less, et al.

Discussion of Lease Agreement with IDEA Public Schools Campus at the ITEC Center

Approval of TSC Legal Counsel Invoice

Real Estate

Discussion on Authorizing Staff to Bid the Sale of Property Located at 1027 E. 17th Street on E. Jackson Street (a Rear ½ Lot 5, Block 7, Paredes Track Addition, Brownsville, Texas)

Discussion Regarding Dyna-Go Properties, Inc. dba Rivercentre Plaza Land Sale of 9.4 Acres

Personnel Matters

Approval of Job Description for the TSC President and to Advertise the Position

Approval to assign the TSC Presidential Search Task to Dr. John Anthony, TSC Transition Team Consultant

Discussion of Assistant Vice President for Finance Position as an Interim or Consultant Position until TSC President is Hired

Discussion of TSC District Office Personnel

9 Consideration and possible action on matters discussed in Executive Session

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Discussion of Assistant Vice President for Finance Position as an Interim or Consultant Position until TSC President is Hired

Discussion of TSC District Office Personnel

10 Physical Facilities Committee
Consideration and possible action on:

Report
Approval of a Contract with Texas Cool Works for the HVAC Unit Replacement Project

Approval of Declaration of Brick Material as Surplus Property

Approval of Budget Amendment 11-004 FY 2011 in the Amount of \$56,210

Approval for the Evaluation and Audit Review of the Bond Construction Projects (files) that will Include but not be Limited to: Change Orders, Plans and Specifications, Consultant's Contracts, Contractor's Contracts, Bond Money Allocation, Project Close-Out Status, Project Allowances, and Project Warranties

Approval to Seek Request for Qualifications for the Construction Review that will Include but not be Limited to the Audit of: Change Orders, Plans and Specifications, Consultant's Contracts, Contractor's Contracts, Bond Money Allocation, Project Close-Out Status, Project Allowances, and Project Warranties, Evaluation and Recommendations for Texas Southmost College District Bond Construction Projects

11 Proposed Meeting Dates

Board Meetings:

Thursday, May 19, 2011

Thursday, June 16, 2011

July – No Meeting

Thursday, August 18, 2011

Thursday, September 15, 2011

Thursday, October 20, 2011

Adjournment

Individuals with disabilities are entitled to have access to and participate in public meetings. An individual requiring an accommodation for access to the meeting must notify the Texas Southmost College District in writing 24 hours prior to the scheduled meeting of the necessity of an accommodation. Upon receipt of this request, the Texas Southmost College District will furnish appropriate auxiliary aids and services when necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of the Board meeting as non-handicapped individuals enjoy.

2

Resolution

Dan Rentfro

THE STATE OF TEXAS §

COUNTY OF CAMERON §

TEXAS SOUTHMOST COLLEGE DISTRICT

RESOLUTION

A Resolution Honoring the Service and Contributions of Daniel Rentfro, Jr.

WHEREAS, Daniel Rentfro, Jr. is a longtime friend and staunch supporter of TSC and higher education in the Rio Grande Valley; and

WHEREAS, he and his father provided 37 continuous years of honorable and excellent advice, counsel and representation to the TSC Board of Trustees; and

WHEREAS, in the last two years alone his involvement in critical issues such as the Border Wall, UTB-TSC Partnership, and the transition to a new higher education future for the region has been invaluable;

NOW, THEREFORE, BE IT RESOLVED, this 28th day of April 2011 that the Board of Trustees of Texas Southmost College hereby commends and pays tribute to Daniel Rentfro, Jr. for his leadership, expertise, and diligence in ensuring high quality legal counsel for TSC.

BE IT FURTHER RESOLVED that a duly certified copy of this resolution be presented to Daniel Rentfro, Jr. and a copy be incorporated into the minutes of the meeting of the Board of Trustees of Texas Southmost College.

PASSED AND ADOPTED THIS 28th DAY of April 2011.

Francisco G. Rendon
Chair

Roberto Robles M.D., Vice Chair

Adela G. Garza, Secretary

Rene Torres, Trustee

David G. Oliveira, Trustee

Robert A. Lozano M.D., Ph.D, Trustee

Trey Mendez, Trustee

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Minutes
March 22, 2011

Texas Southmost College District

Minutes of the Special Meeting of the Board of Trustees

March 22, 2011

The Board of Trustees of the Texas Southmost College District convened in open session on March 22, 2011, at 10:00 a.m., in the Board Room of Gorgas Hall at The University of Texas at Brownsville and Texas Southmost College. Board members present were Francisco G. Rendon, Chair; Dr. Roberto Robles, Vice Chair; Adela G. Garza, Secretary; Trey Mendez; David Oliveira and René Torres. Board member Dr. Robert Lozano and Dr. Juliet V. García, President of The University of Texas at Brownsville and Texas Southmost College was absent. Dr. Alan Artibise, Provost of The University of Texas at Brownsville and Texas Southmost College was present representing Dr. García.

Call to Order

The meeting was called to order by Chairman Rendon at 10:02 a.m.

1. Executive Session

as provided by Government Code,
Chapter 551.071.

The Board convened in Executive Session at 10:03 a.m.

The Board reconvened in Regular Session at 10:17 a.m.

2. Consideration and Possible Action on Matters Discussed in Executive Session

**Consultation with District Counsel Regarding
the Issuance of a Counter Proposal to The University of Texas
System for integration of the University of Texas at Brownsville and
Texas Southmost College, Including Provisions for Assumption
by the State of Texas or The University of Texas System,
of Texas Southmost College Bond Debt**

A motion was made by Mr. Oliveira to Issue a Counter Proposal to The University of Texas System for integration of the University of Texas at Brownsville and Texas Southmost College, Including Provisions for Assumption by the State of Texas or The University of Texas System, of Texas Southmost College Bond Debt as presented. The motion was seconded by Dr. Robles. Mr. Oliveira and Dr. Robles voted in favor of the motion. Mr. Rendon, Mrs. Garza, Mr. Mendez and Mr. Torres voted against the motion. The motion failed.

**Consultation with District Counsel Regarding
the Action on a Resolution Calling for an Election by the Voters
of the Texas Southmost District on the Proposition to Merge Texas
Southmost College with the University of Texas at Brownsville
and Dissolve the Texas Southmost College District**

A motion was made by Mr. Oliveira to pass a Resolution Calling for an Election by the Voters of the Texas Southmost District on the Proposition to Merge Texas Southmost College with the University of Texas at Brownsville and Dissolve the Texas Southmost College District as presented. The motion was seconded by Dr. Robles. Mr. Oliveira and Dr. Robles voted in favor of the motion. Mr. Rendon, Mrs. Garza, Mr. Mendez and Mr. Torres voted against the motion. The motion failed.

Adjournment

The meeting was adjourned by Chairman Rendon at 11:16 a.m.

Mr. Francisco G. Rendon
Chairman, Board of Trustees

Ms. Adela G. Garza
Secretary, Board of Trustees

DRAFT

NOTE: The tape of the Special Board of Trustees meeting held on March 22, 2011, is on file at the District Office of the Texas Southmost College District. The master tape is on file at UTB/TSC Media Services. These minutes were taken and transcribed by Max E. Roca, Administrative Secretary. Video taping of the Board of Trustees' meetings began on April 11, 1996. They are aired on Channel KBSD in cooperation with the Brownsville Independent School District.

Minutes
March 24, 2011

Texas Southmost College District

Minutes of the Regular Meeting of the Board of Trustees

March 24, 2011

The Board of Trustees of the Texas Southmost College District convened in open session on March 24, 2011, at 5:30 p.m., in the Gorgas Board Room at The University of Texas at Brownsville and Texas Southmost College. Board members present were Francisco G. Rendon, Chair; Adela G. Garza, Secretary; Trey Mendez; Dr. Robert A. Lozano; David Oliveira and René Torres. Board member Dr. Roberto Robles, Vice Chair and Dr. Juliet V. García, President of The University of Texas at Brownsville and Texas Southmost College was absent. Dr. Alan Artibise, Provost of The University of Texas at Brownsville and Texas Southmost College was present representing Dr. García.

Call to Order

The meeting was called to order by Chairman Rendon at 5:33 p.m.

1. Announcements

There were no announcements.

2. Transition Team Status Report

Chairman Rendon introduced Dr. Robert Furgason, Consultant for the TSC Transition Team. Mr. Rendon reminded the Board that Dr. Furgason was hired at the February 17, 2011 Board meeting to lead the TSC Transition Team.

Dr. Furgason gave a status report on the Transition Team and informed the Trustees on how the transition team will assist in separating both institutions. He reported that his position on the Transition Team is to help implement policy

determined by the Board. Those retained as part of the Transition Team are aiding in the transition, giving advice, and setting into motion different programs necessary for that activity. The situation between UTB/TSC is quite unique in that the process of dividing and developing the two autonomous institutions will involve unweaving and recreating the two separate institutions and entities. It must be undone and recreated with a mutual game plan of the future of the two institutions once the separation has been implemented. This is why it is so important for both teams to work closely together to create the best things for the Brownsville Community.

From a perspective of a community, it is important that the community look at both institutions for accessibility and affordability. Dr. Furgason expressed the important first step of hiring a permanent president for TSC.

Dr. Furgason also recommended that the Board engage Dr. John Anthony. Dr. Anthony has worked and has been President of several community colleges in his career. It is very beneficial to a community to have a strong working relationship to the community college as well as the four year institution. Dr. Anthony also brings another important credential, which is his experience as an evaluator of community college accreditation systems with SACS. Dr. Anthony will be an asset to the Board and the community in having the insights of how the community colleges operate and what is necessary to maintain a high quality community college.

Dr. Furgason reported that if acted upon positively this evening, both he and Dr. Anthony will attend a SACS workshop on accreditation issues in Atlanta. The Transition Team will then be able to ascertain from the accreditation agency what they want to happen as the process moves forward. Dr. Furgason also reported that another meeting is scheduled with Dr. Prior and the Transition Team for UT System on April 4th in Austin. This will be the first face to face meeting with the transition team with UT System.

Dr. Furgason informed the Trustees that another ongoing item for the Transition Team is setting out an action plan that delineates a timeline. The Transition Team will be determining this timeline and it will be an ongoing activity. Dr. Furgason emphasized that the ultimate objective is to establish two institutions in this community that the whole community is proud of and support in every regard.

Mr. Oliveira asked about the terms and fees of Dr. Furgason's contract. Dr. Furgason stated the compensation level is \$ 150.00 per hour with a cap of \$10,000 per month. If it exceeds \$10,000, it will need Board approval. The length of the contract is at the pleasure of the board. The scope of work is to lead the transition team and recruit other members of the team, and to work with UT System to address issues as far as separation is concerned. The activities of the transition team have not been highly delineated, however, the assumption of working on behalf of TSC and dealing with the issues it faces in reference to separation has been accepted. Dr. Furgason emphasized that it is expected that

when a president is hired, the consultant work would diminish, shifting the responsibility to the president. The Transition Team would be prepared to assist the board in developing a Presidential job description as well as making recommendations on how to recruit the proper individual for that position.

Mr. Oliveira expressed his concerns for the student transitions during this process. Dr. Furgason agreed and explained that this was the main reason for meeting with Dr. Garcia earlier today. We are of one mind that the transition goes on and the student barely knows that it is happening to them. The objectives of both institutions are both on the same page in that students need to move through the programs as seamlessly as possible.

Dr. Furgason explained that the community college normally has open admissions and the university usually has certain admissions requirements. In other areas, the community college student is encouraged to transfer to the four year university as they have completed certain elements of their curriculum through articulation agreements. These agreements and transferability issues between both institutions will certainly be on the agenda.

Mr. Oliveira expressed his concerns for the financial plan. Dr. Furgason explained that this issue is linked to so many other areas already discussed especially student enrollment. The best strategy is to make some assumptions and decide which avenue seems to be the most reasonable based on those assumptions. Dr. Anthony will certainly be able to help with this issue, however, a financial person should be hired to deal with those issues directly.

Mr. Oliveira inquired as to who will be leading the Accreditation process. Dr. Furgason reported that it will be a joint effort between both he and Dr. Anthony. Dr. Furgason explained that both have a great deal of knowledge about the accreditation process. Mr. Oliveira inquired as to the rate set forth in the contract for Dr. Anthony. Dr. Furgason reported that Dr. Anthony will be hired at \$100 per hour.

Dr. Lozano welcomed Dr. Furgason to TSC. Mr. Rendon confirmed that the current accreditation will exist until the new one is in place. Dr. Furgason reported that his conversation with Dr. Garcia confirmed that the current accreditation will exist until the new accreditations are approved.

Mr. Torres requested more definition, clarity and the criteria as we move forward. Dr. Furgason agreed that those are the responsibilities as the Transition Team moves forward.

3. Opening Statement by Trustees

Chairman Rendon gave an opening statement. He stated that the Board has chartered a new direction for TSC. The implementation effectiveness needs the

commitment and contribution of the entire Board. We all need to start contributing to the vision of TSC the way it is going to be not the way some wish it were. We must obtain closure on this tough issue and bring the community back together again. We must effect alignment and action to implement the vision of the majority of the Board and create the two autonomous institutions.

4. Donation

Consideration and Possible Action on Acceptance of Sculpture Donation

Chairman Rendon stated that this item will not be acted on this evening because the donors withdrew the donation. There was no action taken.

5. Speakers to Agenda Items and Public Discussion

Chairman Rendon called on Baltazar Acevedo Junior, resident of the district. He was concerned on the Board decision on item number eleven consulting services. He requested that no action be taken on this proposal until further diligence has been conducted which demonstrates an effort to identify and expand a diverse pool of individuals.

6. Approval of Minutes of Previous Meeting

Consideration and Possible Action on Approval of Minutes of the Regular Meeting on February 17, 2011

A motion was made by Mr. Torres to approve the Minutes of the Regular Meeting on February 17, 2011 as presented. The motion was seconded by Mr. Oliveira and carried unanimously.

7. Executive Session

as provided by Government Code,
Chapter 551.071 and 551.074.

The Board convened in Executive Session at 6:24 p.m.

The Board reconvened in Regular Session at 7:25 p.m.

8. Consideration and possible action on matters discussed in Executive Session

Approval of TSC Legal Counsel Invoices

Dr. Lozano reported that Dan Rentfro has resigned as TSC District Counsel. He also requested that a resolution be presented to the Board to recognize his years of service to the TSC District. Mr. Oliveira agreed and stated that Mr. Rentfro's law firm has been as the TSC District Counsel since 1974.

A motion was made by Mr. Mendez to approve invoices for TSC Legal Counsel as presented. The motion was seconded by Dr. Lozano and carried unanimously. *Exhibit "A"*

Authorizing the TSC Transition Team to Enter into Discussions and Negotiations with the Texas State Technical College (TSTC) System for Future Joint Venture Opportunities Beneficial to the Texas Southmost College District

A motion was made by Mr. Torres to authorize the TSC Transition Team to enter into discussion and negotiations with TSTC for future joint venture opportunities as presented. The motion was seconded by Dr. Lozano and carried unanimously.

Approval of ITECC Property Lease Management Authorization

A motion was made by Mr. Torres to authorize the Vice President for Economic Development and Community Services to execute standard leases and business incubator leases at the ITECC for the Texas Southmost College District that comply with standard lease format and meet the parameters as presented. The motion was seconded by Dr. Lozano and carried unanimously. *Exhibit "B"*

Approval of Lease Agreement with ADS Security Systems at the ITEC Center Business Incubator

A motion was made by Mr. Torres to approve the Lease Agreement with ADS Security Systems and designate the TSC Chairman to execute the agreement as presented. The motion was seconded by Mrs. Garza and carried unanimously. *Exhibit "C"*

**Approval of Lease Agreement with Architecture
for Charity of Texas at the ITEC Center Business Incubator**

A motion was made by Mr. Torres to approve the Lease Agreement with Architecture for the Charity of Texas and designate the TSC Chairman to execute the agreement as presented. The motion was seconded by Mrs. Garza and carried unanimously. *Exhibit "D"*

**Approval of Lease Agreement with Fruit of
Wood at the ITEC Center Business Incubator**

A motion was made by Mr. Torres to approve the Lease Agreement with Fruit of Wood and designate the TSC Chairman to execute the agreement as presented. The motion was seconded by Mrs. Garza and carried unanimously. *Exhibit "E"*

**Approval of Lease Agreement with PSN
Green at the ITEC Center Business Incubator**

A motion was made by Mr. Torres to approve the Lease Agreement with PSN Green and designate the TSC Chairman to execute the agreement as presented. The motion was seconded by Mrs. Garza and carried unanimously. *Exhibit "F"*

**Approval of Lease Agreement with Rio Bravo
Wildlife at the ITEC Center Business Incubator**

A motion was made by Mr. Torres to approve the Lease Agreement with Rio Bravo Wildlife and designate the TSC Chairman to execute the agreement as presented. The motion was seconded by Mrs. Garza and carried unanimously. *Exhibit "G"*

**Approval of Lease Agreement with Consulting
Point, Inc. at the ITEC Center Business Incubator**

A motion was made by Mr. Torres to approve the Lease Agreement with Consulting Point, Inc. and designate the TSC Chairman to execute the agreement as presented. The motion was seconded by Mrs. Garza and carried unanimously. *Exhibit "H"*

**Approval of Lease Agreement
with Kactus Kafe at the ITEC Center**

A motion was made by Mr. Torres to approve the Lease Agreement with Kactus Kafe and designate the TSC Chairman to execute the agreement as presented. The motion was seconded by Mrs. Garza and carried unanimously. *Exhibit "I"*

**Approval of Lease Agreement
with Electric Control at the ITEC Center**

A motion was made by Mr. Torres to approve the Lease Agreement with Electric Control and designate the TSC Chairman to execute the agreement as presented. The motion was seconded by Mrs. Garza and carried unanimously. *Exhibit "J"*

**Contract and Resolution for purchase
of Lot 5-6, Block 12, Colonia Alta Vista Addition,
Brownsville, Texas**

A motion was made by Mr. Torres to approve the earnest money contract and resolution for the acquisition of Lot 5-6, Block 12, Colonia Alta Vista Addition in the amount of \$54,000 as presented and designate the Chairman to execute the contract and instruct the staff to stop pursuing property opportunities until further notice. The motion was seconded by Dr. Lozano and carried unanimously. *Exhibit "K"*

**Approval to Assign the Transition Team
to Draft a Job Description for a President
and to Advertise the Position**

A motion was made by Ms. Garza to assign the Transition Team to draft a job description for a President and to advertise the position as presented. The motion was seconded by Mr. Torres and carried unanimously.

**Approval of Re-Advertise for the
Assistant Vice President of Finance Position**

A motion was made by Mr. Torres to approve to Re-Advertise for the Assistant Vice President of Finance Position as presented. The motion was seconded by Mrs. Garza and carried unanimously.

Discussion of Candidates for Appointment to the Transition Team

There was no action taken

9. Business Affairs Partnership Committee

Report

Chairman Rendon called on Mrs. Garza to give the report. She reported that the Business Affairs Partnership Committee met on Monday, December 6, 2010 and discussed the following items:

Consideration and Possible Action on Approval of Proposal for General Property Insurance

The first item discussed was R. N. Jones Agency submitted the renewal for windstorm and hail insurance effective April 1, 2011 in the amount of \$838,563. Although there was a 5% rate increase, TSC was able to obtain a policy renewal at a \$30,545 reduction from last year's policy due to the removal of the Raymondville property from the policy and a decrease in value for The Arts Center.

A motion was made by Mrs. Garza to accept the renewal from R.N. Jones Agency, Inc. for windstorm and hail insurance covered through TWIA with a 1% deductible in the amount of \$838,563 as presented. The motion was seconded by Dr. Lozano and carried unanimously. *Exhibit "L"*

Consideration and Possible Action on Approval of Payment to UT System for participation in the Comprehensive Property Protection Plan for fire and all other perils and named windstorm and flood coverage

Mrs. Garza called on Mr. Phil Dendy, Director of the UT System Office of Risk Management to present the item. Mr. Dendy provided two options for the Board to decide on. The first option was to renew with \$2.5 million per occurrence deductible for fire and AOP, 5% per location for Named Windstorm with a renewal premium is \$275, 670. The second option was to renew with deductible buy-down to \$250,000 per occurrence deductible for fire and AOP, 2.5% per location for Named Windstorm with an estimated premium of \$750, 000.

A motion was made by Mrs. Garza to accept to renew with \$2.5 million per occurrence deductible for fire and AOP, 5% per location for Named Windstorm with a renewal premium is \$275,670 as presented. The motion was seconded by Mr. Mendez and carried unanimously.

Exhibit "M"

First Quarter Financial Statements and Investment Report for FY 2011

Mrs. Garza called on Ms. Nancy Saldaña, Director of Finance, to provide a brief report on the First Quarter Financial Statements and Investment Report for FY 2011. Ms. Saldaña stated that the reports are provided for informational purposes only, and no action is required by the Board.

Consideration and Possible Action on Approval of EBS Spectrum Lease Agreement for FCC Call Sign WLX945

Mrs. Garza stated the committee received an update from Mr. Dan Rentfro regarding the status of negotiations for this agreement.

A motion was made by Mrs. Garza to authorize the District's legal counsel to negotiate the best possible lease prior to the May 1, 2011 deadline as presented.

Mr. Oliveira requested an amendment to the motion to authorize Dan Rentfro to negotiate the best possible lease prior to the May 1, 2011 deadline.

An amended motion was made by Mrs. Garza to authorize Dan Rentfro to negotiate the best possible lease prior to the May 1, 2011 deadline as presented. The motion was seconded by Mr. Oliveira and carried unanimously. *Exhibit "N"*

10. Physical Facilities Committee

Report

Chairman Rendon called on Mr. Torres to give the report. He reported that the Physical Facilities Committee met on Monday, March 14, 2011. Committee members present were Mr. Kiko Rendon, Ms. Adela Garza and himself. Others present were Dr. Alan Artibise, Ms. Veronica Mendez, Mr. Irv Downing, Dr. Hilda Silva, Mr. Todd Lowery, Mr. Jose A. Gavito, Heritage Officer for the City of Brownsville, and Mr. Peter Goodman, Historic District Downtown Director for the City of Brownsville.

Consideration and Possible Action on Proposal for Locating the IDEA Public School Campus at the ITEC Center

The first item discussed was a proposal for locating an IDEA Public School campus at the ITEC Center. Mathew Randazzo, Chief Growth Officer, discussed three options being proposed by IDEA as per their Board's direction. The committee reviewed a letter provided by Legal Counsel. The committee requested an appraisal and more information from Legal Counsel. He called on Mr. Randazzo to explain the three proposals. The three proposals were a long term lease, lease to buy agreement, and to purchase the site.

A motion was made by Dr. Lozano to authorize Mr. Irv Downing to cooperate in developing the due diligence for the IDEA School project as presented. The motion was seconded by Mr. Torres and carried. Chairman Rendon abstained from the vote. Exhibit "O"

Consideration and Possible Action on Adoption of Resolution Granting Tax Exemptions to Certain Historic Sites Under the 2011 Heritage Plan

The second item discussed was the adoption of a resolution granting certain tax exemptions to certain historic sites under the 2011 heritage plan. The City of Brownsville is requesting that the Board of Trustees adopt a resolution granting tax exemptions to certain historic sites under the 2011 Heritage Plan. This would be the 25th year of continued commitment to the restoration and preservation of historic properties in Brownsville. Mr. Gavito and Mr. Goodman presented the potential 51 historic sites under consideration. The financial implications to the District would be a total of \$8,911.95 tax forgone for the 51 properties. These amounts will be taken into consideration in the development of the FY2012 budget.

A motion was made by Mr. Torres to adopt the resolution granting certain tax exemptions to certain historic sites under the 2011 Heritage Plan as presented. The motion was seconded by Ms. Garza and carried. Mr. Mendez abstained from the vote. Exhibit "P"

The third item discussed was an approval of a contract with Alpha Building Corporation, a TXMAS approved company, for installation of a Fire Suppression System at the Cortez Building in the amount of \$54,149.32. The Office for Facilities and Planning requested proposals for installation of a fire suppression system at Cortez Building side that currently houses Student Health Services which was renovated. The committee requested additional information regarding the proposal. The item will be brought back to the committee in the future.

**Consideration and Possible Action for
Approval of a Contract with Design Build Solutions, Inc.
(TX-MAS -46060-1) for Skylight Replacement at Tandy**

The next item discussed was the contract with Design-Build Solutions, a TXMAS company, for skylight replacement at Tandy. As part of Risk Management Assessment, Physical Plant personnel along with UT System office of Risk Management inspected the Tandy roof. The evaluation of the roof reflected that it was imperative to replace the existing skylights. The office for Facilities and Planning presented proposals for the skylight replacement at Tandy. A proposal was received from Design-Building Solutions, Inc. in the amount of \$23,899. Funding for the project is available as per approved FY 2011 as part of restricted insurance funding. Even though the amount is under the threshold requiring TSC Board approval, staff is requesting that the item be considered by the Board of Trustees due to the nature of renovation projects, if unexpected conditions are encountered during installation, the contract may potentially exceed \$25,000. If increase is required a change order would be presented to the Board.

A motion was made by Mr. Torres to award a contract to Design-Build Solutions, Inc. in the amount of \$23,899 and authorize the Provost to execute the contract as presented. The motion was seconded by Ms. Garza and carried unanimously. Exhibit "Q"

**Consideration and Possible Action to Award a Contract
to Lone Star Furnishing, LLC (BuyBoard #337-10) for design
and installation of a Bleacher System for the Garza Gym**

The next item discussed was an approval of a contract to Lone Star Furnishings, a Buy Board company, for design and installation of a bleacher system for the Garza Gym. In accordance to priorities requested by Athletic department, upgrades to the Garza Gym continue. Phase I was completed last fiscal year, including the renovation of the former weight room, the gym experienced a significant transformation with the painting of all existing walls, hallways, classrooms and offices. Phase II includes the remodeling of locker and shower rooms and installation of bleachers. A proposal was received from "Lone Star Furnishing, LLC" to provide a design-build solution for the bleachers in the amount of \$65,000. The design was based on the Athletic department's needs and recommendations. The bleacher system will be "pull out" style and will accommodate audience capacity of approximately 500 seats including VIP area and handicap accessible seating.

A motion was made by Mr. Torres to award a contract to Lone Star Furnishing, LLC in the amount of \$65,000 and authorize the Provost to execute the contract as presented. The motion was seconded by Ms. Garza and carried unanimously. Exhibit "R"

Consideration and Possible Action for Approval of a Contract for a Backstop Netting System for the Scorpion Baseball Field

The sixth item discussed an approval of a contract for a backstop netting system for the Scorpion Baseball Field. In accordance to priorities requested by Athletic department, a bid proposal was issued for new backstop netting along the perimeter of the Scorpion baseball field spectator seating area. The new netting system would allow for enhanced protection and visibility for the audience in attendance to practices and games at the baseball field. The design was based on the Athletic department's needs and recommendations. The scope of work includes material and installation of a 160 feet length and 35' tall backstop netting system along the perimeter of the Scorpion baseball field audience area. A competitive bidding process was conducted in accordance to Texas Southmost College Board policies for purchasing bids to supply and install a backstop netting system. Two bids were received. The recommendation is to accept the lowest bid proposal received from Net Connection, LLC in the amount of \$84,304. Ms. Patricia Sanchez, TSC Senior Buyer stated that there is a 2 year warranty.

A motion was made by Mr. Torres to accept the bid proposal from Net Connection, LLC in the amount of \$84,304 and authorize the Provost to execute the contract as presented. The motion was seconded by Ms. Garza and carried unanimously. Exhibit "S"

Consideration and Possible Action for Declaration of Brick Material as Surplus Property

The next item discussed was the declaration of brick material as surplus property which The Office of Facilities and Planning is requesting in order for TSC to have the opportunity to sale the brick to BISD for use at the Early College High School Building.

A motion was made by Mr. Torres to table declaration of Brick Material as Surplus Property as presented. The motion was seconded by Mr. Mendez and carried unanimously. Exhibit "T"

The next item discussed was a report on ITECC leasing process. Mr. Irv Downing requested guidance from the Board of Trustees as to the process to be followed in reference to leases at the ITEC Center.

A motion was made by Mr. Torres to authorize Mr. Irv Downing the authority to execute the ITECC Leases within the perimeters as presented. The motion was seconded by Dr. Lozano and carried unanimously. Exhibit "U"

The Committee requested assistance from Mr. Downing in developing a leasing process to be followed at the ITEC Center. In addition, all leases on the agenda were reviewed by the Committee. This item was discussed in Executive Session and parameters were provided to Mr. Downing for execution of lease agreements.

11. Consulting Services

Consideration and Possible Action on Entering a Contract with Consultant Dr. John Anthony to Join the TSC Transition Team as per a Recommendation from Dr. Robert Furgason

Mrs. Garza expressed her approval of the hiring of Dr. Anthony to work closely with Dr. Furgason on the issues at hand. Mr. Mendez also agreed that his experience on working with SACS and as a Community College President would be an asset to our team. Dr. Furgason reported that Dr. John Anthony was referred to him by Dr. Reynaldo Garcia, Executive Director Texas Association of Community Colleges.

Mr. Oliveira questioned if Request for Proposals were submitted to find qualified consultants. They were not. Mr. Oliveira objected to the process, however, he agreed that Dr. Anthony was well qualified.

Dr. Lozano listed many of the accomplishments of Dr. Anthony that included an educator of the year award and many accolades on working with a diversity of groups within communities. Dr. Lozano expressed that the charge of Dr. Furgason was to form the Transition Team. Dr. Lozano also expressed that he agrees that Dr. Anthony would be an asset for the Transition Team.

A motion was made by Mrs. Garza on Entering a Contract with a Consultant Dr. John Anthony to Join the TSC Transition Team as per recommendation from Dr. Robert Furgason as presented. The motion was seconded by Mr. Torres and carried unanimously. Exhibit "V"

12. Arts Center Balcony Seating

Chairman Rendon called on Dr. Alan Artibise, Provost for an update on the Arts Center seating. He mentioned that Mr. Torres had some concerns on the balcony seating at the Arts Center. He stated that there was action taken to resolve some of the issues in the seating.

13. Proposed Meeting Dates

Thursday, April 28, 2011

Thursday, May 19, 2011

Thursday, June 16, 2011

Adjournment

The meeting was adjourned by Chairman Rendon at 9:22 p.m.

Mr. Francisco G. Rendon
Chairman, Board of Trustees

Ms. Adela G. Garza
Secretary, Board of Trustees

NOTE: The tape of the Regular Board of Trustees meeting held on March 24, 2011, is on file at the District Office of the Texas Southmost College District. The master tape is on file at UTB/TSC Media Services. These minutes were taken and transcribed by Max E. Roca, Administrative Secretary. Video taping of the Board of Trustees' meetings began on April 11, 1996. They are aired on Channel KBSD in cooperation with the Brownsville Independent School District.

10

PFC Report

Texas Cool Works HVAC Replacement

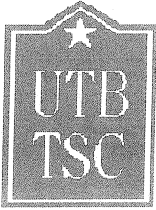


TEXAS SOUTHMOST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: Office for Facilities and Planning	Board Meeting Date: April 28, 2011
Agenda Item: Consideration and possible action on approval of a contract with Texas Cool Works for the HVAC Unit Replacement Project.	
Rationale/Background: <p>As part of Physical Plant assessment of HVAC systems, an inspection was conducted by personnel on existing HVAC systems in the following buildings: Tandy, Garza Gym and Rusteberg. The Tandy Building was identified as the facility in vital need of HVAC unit replacements. Tandy is equipped with multiple HVAC units of which units 3 and 4 that feed a portion of the first floor are over 30 years old and in very poor condition.</p> <p>The Office of Facilities and Planning requested proposals for the replacement of HVAC units at Tandy and alternate proposals for the Garza Gym and Rusteberg building. Proposals were received from Texas Cool Works and Johnson Controls Inc. The proposals were evaluated by Mr. Gustavo Gonzalez, HVAC Foreman and Mr. Juan Jose Avalos, Special Projects Coordinator and recommend the base bid from Texas Cool Works for approval in the amount of \$56,100. Texas Cool Works is the lower bidder for the base bid and is qualified to perform these services based on previous project experiences with UTB/TSC. Funding for the project is available as per approved FY 2011 campus improvement budget.</p>	
Recommended Action: A motion to award the contract to Texas Cool Works, in the amount of \$ 56,100.00	
Fiscal Implications: Budgeted Item: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no, explain: HVAC Unit Replacements allocation	
Attachments (List): <ol style="list-style-type: none">1. Recommendation Letter2. Bid Tabulation3. Proposal	

FOR OFFICE USE ONLY:
Board Action: Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Tabled for action on: _____
Certified by: _____ Title: _____ Date: _____



Physical Plant

THE UNIVERSITY OF TEXAS AT BROWNSVILLE and TEXAS SOUTHMOST COLLEGE

80 Fort Brown • Brownsville, Texas 78520 • (956) 882-5900 (956) 882-5922

April 18, 2011

Veronica Mendez,
Associate Vice President
for Facilities and Planning

Re: HVAC Unit Replacements

Dear Ms. Mendez,

On Friday April 15, 2011 two bids were received in response to the bid solicitation process TSC B11-09 for "HVAC Unit Replacements". The process began with the publication of the bid advertisements on March 29th and April 5th in two local newspapers. Specifications were available by download from the TSC website or by contacting the TSC District Office. The two bids received were submitted by Texas Cool Works and Johnson Controls Inc.

The specifications package was prepared by Physical Plant maintenance personnel according to the needs of the existing HVAC systems in the following buildings: Tandy, Garza Gym, and Rusteberg. Based on this information and with the purpose of prioritizing the needs, a pricing proposal form was developed for the bidders to provide prices on base bid and two alternates for the mentioned buildings respectively.

After careful evaluation of the results, it has been determined that only the base bid is awarded to Texas Cool Works. Texas Cool Works has not only been identified as the lower bidder for the base bid but also, it has been verified that this company is qualified to perform these services based on previous project experiences with the university/college. The base bid cost is within this fiscal year budget funding and alternate costs will be further discussed for consideration in next fiscal year.

Please accept this letter as my recommendation to accept the bid from Texas Cool Works in the amount of \$56,100 for the base bid of the bid entitled "HVAC Unit Replacements".

Please feel free to contact me if additional information is needed.

Sincerely,


Juan J. Avalos
Special Project Coordinator
Physical Plant

HVAC Unit Replacements

TSC B11-09

Bid Deadline: Thursday, April 14, 2011, 3:30 P.M.

Bid Opening: Thursday, April 14, 2011, 4:00 P.M.

Gorgas Conference Room

Date Advertised: March 29 & April 5, 2011

The Brownsville Herald/Valley Morning Star

Bidder Name	Addendum #1 and #2	Bid Bond	Execution of Offer	*Base Bid	Alternate 1	Alternate 2
Texas Cool Works	Yes	Yes	Yes	\$56,100	\$20,616.21	\$45,500
Johnson Controls Inc.	Yes	Yes	Yes	\$65,556.21	\$20,422.56	\$25,654.94

*Contingency of 10% included

PRICING PROPOSAL FORM

To: Patricia G. Sanchez
Senior Buyer
Texas Southmost College District
80 Fort Brown St.
Brownsville, Texas 78520

HVAC Unit Replacements

Proposals are due: Wednesday, April 14, 2011 at 3:30 PM at the TSC District Office;
80 Fort Brown St.; Brownsville, TX 78520.

Note: Mark outside of envelope:

Proposal For: _____ (title of project)

I have received the documents titled HVAC Unit Replacements
(title of project) and drawings dated 04-6-11.

I have received Addenda No. (s) TSC B11-09, and I have included their provisions in my bid. I have examined both the documents and the site.

In submitting this bid, I agree:

1. To hold price open for a period of ninety (90) days after the Proposal Opening date.
2. To accept the provisions of the Instructions to Bidders regarding dispositions of the Bid Security.
3. To enter into and execute a Contract with the Texas Southmost College, if awarded on the basis of the Proposal, and to furnish Bonds if required, in accordance with the owners requirements and Instructions to Bidders.
4. To accomplish the work in accordance with the Specifications and Drawings provided.
5. To complete the work within forty (45) calendar days after approval of submittals.

In compliance with the above, I propose to perform all work required for the described project scope of work as follows:

BASE BID

Tandy Building Units #3 and #4	
Description	Cost
Unit #3 Material and Equipment	\$ 15,500 ⁰⁰
Unit #3 Installation	\$ 10,000 ⁰⁰
Other (not listed) Specify:	\$ Ø
Total Unit #3	\$ 25,500 ⁰⁰
Unit #4 Material and Equipment	\$ 15,500 ⁰⁰
Unit #4 Installation	\$ 10,100 ⁰⁰
Other (not listed) Specify:	\$ Ø
Total Unit #4	\$ 25,500 ⁰⁰
Subtotal	\$ 51,000 ⁰⁰
10 % *Contingency	\$ 5,100 ⁰⁰
Total Base Bid	\$ 56,100 ⁰⁰

*Contingency amount is for owner's use only. It cannot be used without owner's approval.

ALTERNATE 1

Garza Gym Rooftop Unit and DX Unit	
Description	Cost
Rooftop Unit (RTU) Material and Equipment	\$ 6,780 ⁰⁰
Rooftop Unit (RTU) Installation	\$ 4,300 ⁰⁰
Other (not listed) Specify:	\$ Ø
Total RTU	\$ 11,080 ⁰⁰
DX Unit Material	\$ 6,036 ²¹

DX Unit Installation	\$ 3,500. ⁰⁰
Other (not listed) Specify:	\$ ∅
Total DX Unit	\$ 9,536. ²¹
Total Alternate 1	\$ 20,616. ²¹

Required 7 days minimum for Delivery of unit #3, #4, rooftop and DX unit.
ALTERNATE 2

Rusteberg Chiller Water AHU	
Description	Cost
Material and Equipment	\$ 24,672. ⁰⁰
Installation	\$ 20,828. ⁰⁰
Other (not listed) Specify: chiller requires shall take 8 week after approval of submittals under normal conditions	\$ ∅
Total Alternate 2	\$ 45,500. ⁰⁰

delivery time approval

In submitting this proposal, I certify that Texas Cool Works (name of firm) has not been found guilty in a judicial or state administrative agency proceeding for unfair business practices within the year preceding the date of this statement. I further certify that no officer of Texas Cool Works (name of firm) has served, within the past years as an officer of another company which has been found guilty in a judicial or state administrative agency proceeding of unfair business practice.

Respectfully submitted,

John Bernades Owner
 By: Signature and Title

04-14-11
 Date

Texas Cool Works
 Firm

2317 Olivia Ave
 Address

Brownsville
 City

Tx
 State

(956) 266-2286
 Phone Number

Brick Material Surplus Property

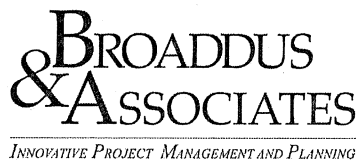


TEXAS SOUTHWEST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: Facilities and Planning	Board Meeting Date: April 28, 2011
Agenda Item: Consideration and possible action on declaration of brick material as surplus property.	
Rationale/Background: <p>At the TSC Board meeting held on March 24th, staff requested that the Board consider declaration of remaining brick inventory as surplus property. The request originated from BISD's need for campus standard brick for the Early College High School building. The agreement between BISD and TSC requires that BISD comply with the campus design standards which include the use of specified brick color and size. According to BISD's contractor, the Early College High School project requires approximately 200,000 cored brick and 13,000 solid brick. In addition, BISD has stated that the contractor needs to place an order for the brick in the month of April in order to meet the project's schedule.</p> <p>The original purchase of the brick was one of the cost control strategies recommended by Broaddus & Associates, Bond Project Management firm, and implemented by the Office of Construction. A recommendation was made by Broaddus & Associates and approved by the TSC Board of Trustees in May 2007 for the purchase of brick to be used in the construction of the bond projects. The brick quantity requirements were estimated during the schematic design phase of the project. Since the brick procurement was estimated early on in the project phase after the projects were completed, there was a balance of brick remaining in inventory. TSC purchased the brick for \$0.48 for cored brick and \$0.79 for solid brick.</p> <p>In compliance with Board of Trustees Policy regarding Surplus Property (Section B, G), Staff is requesting the declaration of remaining inventory of brick as surplus property and consider the opportunity to sell brick through a bidding process.</p>	
Recommended Action: Motion to declare remaining inventory of brick as surplus property and authorize staff to sell the brick through a bidding process.	
Fiscal Implications: Budgeted Item: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If no, explain:	
Attachments (List):	

FOR OFFICE USE ONLY:		
Board Action:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Tabled for action on: _____	
Certified by: _____	Title: _____	Date: _____



Memorandum

July 20, 2010

To: Veronica Mendez, Associate Vice President for Facilities and Planning

From: Joe Rafac, Cost Control Specialist

Subject: Owner Procured Brick for 2005 Texas Southmost College Bond Program

In early 2007 Broaddus and Associates was challenged by Texas Southmost College to provide cost control strategies that would help deter the high construction cost escalation that was occurring during the design phases of the 2005 bond projects. What resulted from these strategies were recommendations accepted by TSC to take advantage of various methods of government approved procurement such as TexMas and Buy Board and taking advantage of volume purchasing of materials and products for the numerous bond projects. One of these strategies was the purchase of brick. Due to the campus architectural guidelines which require the use of brick that matches the Historic Gorgas Architecture this purchase was the most advantageous and would insure that there was uniformity in all projects. The bond projects were in schematic and design development phase at the time the estimates were calculated. The decision to order brick during this phase was predicated on the need to have material ordered for the UTB Recreation Building. TSC advertised and selected a brick supplier using the approved procurement requirements and Boral Brick was the successful bidder. TSC proceeded to purchase almost three million brick including solid and cored type for use in all the bond projects and projects managed for UT System OFPC. Although at the onset of the TSC bond there were eight new projects that would have benefited from the brick purchase only six were ultimately built. The Biomed research building was incorporated in the now Science and Technology Building and the Small Classroom was never built.

The brick that was assigned to each of the contractors was based on an estimate by the masonry subcontractor for each job plus 10% for waste. Anything above and beyond that number would have to be purchased by the contractor from the College.

The following quantities used in the projects that Broaddus and Associates managed:

East Library Building – Brick used on this project 278,460 units. This is a fair and reasonable quantity for a building that is three floors at 15,000 sq ft per floor with 15' floor to floor heights and detailed decorative brick arches and Gorgas brick parapet detailing.

Classroom Building- Brick used on this project 216,450 cored and 17,500 solid units. This is fair and reasonable for a building that is two floors at approx 20,000 sq ft per floor. The floor to floor heights are 15'. The very detailed multiple arched entry off of University drive was the reason they used so many solid bricks and the very detailed Gorgas brick detailing at the parapet.

Administration Building Center for Early Childhood Studies – Brick used for this project 55,810 cored and 3710 solid units. The brick usage is fair and reasonable for a one floor, 3,500 sq ft building with minimal decorative brick arches at the entrance but a detailed Gorgas brick parapet.

Arts Center – Brick used for this project 469,170 cored and 23,400 solid units. This quantity is fair and reasonable for this almost four story large volume building with 59,000 sq ft with varying floor heights. Very detailed round building and a detailed brick arcade façade throughout design.

We believe the College benefited from this volume purchasing not only in monetary savings but in aesthetics and timely delivery. All of the new bond projects have a uniform and consistent look complimenting the historic Gorgas Architecture.

Brick Material Report

4/18/2011

Project	Actual Amount Used	
	Cored	Solid
Brick Purchased Amount	2,800,000	325,000
UB Classroom	216,450	17,550
Center for Early Childhood Studies	55,810	3,710
UB Library	278,460	0
Arts Center	469,170	23,400
REK Center	580,000	57,450
Mock up Construction and Waste	89,810	18,725
Total	1,689,700	120,835
Biomedical and Health Professions Building	410,000	30,000
Total	2,099,700	150,835
Memory Park	0	600
Athletic Zone	10,887	0
Total	2,110,587	151,435
Total Available Brick	689,413	173,565

**Budget
Amendment
11-004 FY 2011**



TEXAS SOUTHMOST COLLEGE DISTRICT

BOARD AGENDA REQUEST FORM

Department/Division: Finance Office	Board Meeting Date: April 28, 2011
Agenda Item: Consideration and possible action on Budget Amendment for Fiscal Year 2011	
Rationale/Background: Request for budget amendment #11-004 Student Union Revenue Bond Fund in the amount of \$56,210. The budget amendment is necessary for Engineer Professional Services for Student Union Building Repairs.	
Recommended Action: Motion to approve budget amendment #11-004 for Fiscal Year 2011 as presented.	
Fiscal Implications:	Budgeted Item: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If no, explain:
Attachments (List): Budget Amendment: #11-004 Student Union Revenue Bond Fund	

FOR OFFICE USE ONLY:
Board Action: Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Tabled for action on: _____
Certified by: _____ Title: _____ Date: _____

**TEXAS SOUTHMOST COLLEGE
BUDGET AMENDMENT REQUEST
2010-2011**

Department: Student Union Revenue Bond Fund
Date: April 28, 2011

Item No.	Account Number	Account Title	Current Budget	Revenues	Expenses	Amended Budget
1	9002.334	Consulting-Architect/ Engineer	\$ -		\$ 56,210	\$ 56,210
		Student Union Building Maintenance Reserve	\$ 657,111	\$ -	\$ 56,210	\$ 600,901

Reasons for Amendments:

- 1 Funds for Professional Engineer Services related to the Student Union Building Repairs. Phase I & II; TSC RFQ11-03.

Director for Finance Nancy R Saldaña

President: _____

This amendment has been accepted _____, rejected _____, by the Texas Southmost College Board of Trustees
on _____.

Adela G. Garza, Secretary

#11-004



TEXAS SOUTHMOST COLLEGE
80 FORT BROWN
BROWNSVILLE, TEXAS 78520
 An Affirmative Action/EOE M/F/H

Vendor Address:
 Zero/Six Consulting, LLC
 8423 Stewart Road
 Galveston, TX 77554

STUDENT UNION 56.9002.334.01

Purchase Order	DATE	NUMBER
	1/25/2011	11228

Attention: Juan Jose Avalos

Billing Address: Rosa Rodriguez
 Phone#: 956-882-6560 Fax#: 956-882-3827
 80 Fort Brown
 Brownsville, TX 78520

Shipping Address: Central Receiving
 80 Fort Brown
 Brownsville, TX 78520

Shipping Method:
FOB: Destination

Item Code	Description	Purchase Unit	Quantity	Unit Price	Total
	Professional Engineer Services related to the Student Union		1.00	\$0.00	\$0.00
	Building Repairs.TSC RFQ11-03.		1.00	\$0.00	\$0.00
	Phase I-Forensic Review		1.00	\$20,585.00	\$20,585.00
	Phase II&III-Architectural Services		1.00	\$0.00	\$0.00
			1.00	\$35,625.00	\$35,625.00
Purchase Order Total:					\$66,210.00

Vendor ID 110023
 Vendor Name Zero/Six Consulting, LLC

11228
 1/25/2011

Item Code	Item Description	Special Instructions	Purchase Unit	Quantity	Unit Price	Total	Requisition Number
	Professional En... related to the St...			1.00	\$0.00	\$0.00	
	Building Repair...			1.00	\$0.00	\$0.00	
	Phase I-Forensi...			1.00	\$20,585.00	\$20,585.00	
	Phase II&III-Arc...			1.00	\$0.00	\$0.00	
	Services			1.00	\$35,625.00	\$35,625.00	

Purchase Order Total: \$56,210.00

No substitutions or additions to the above will be accepted unless approved by the purchasing department. Prices shown on this P.O. are not subject to change by vendor unless specifically stated on order or approved by duly authorized representative.



TEXAS SOUTHMOST COLLEGE DISTRICT

80 Fort Brown~Brownsville, Texas 78520~(956)882-4311 ~Fax (956)882-8811



REQUISITION TO PURCHASE

11228

DEPARTMENT INFORMATION		SUGGESTED SOURCE OF PURCHASE	
FUND: 56 GL: 776 9002 DEPT: 334 FUNDING SOURCE: 01 SUB C: DEPT. NAME: Student Union		VENDOR NAME: Zero/Six Consulting VENDOR ID:	
		REQUESTOR INFORMATION	
		REQUESTOR: Juan Jose Avalos LOCATION: Physical Plant	
COMPLETE AND DETAILED DESCRIPTION OF ITEMS REQUESTED	QUANTITY	UNIT PRICE	EXTENDED
1. Professional Services for Student Union Building Repairs	1	56,210.00	56,210.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
BID REQUIREMENTS TO BE SUBMITTED WITH REQUISITION (Select one)	TOTAL AMOUNT: \$ 56,210.00		
Purchases of less than \$2,000: No competitive quotes required .	I HEREBY CERTIFY THE ARTICLES IN THIS REQUEST ARE NECESSARY FOR USE IN THIS DEPARTMENT		
Purchases from \$2,000 but less than \$25,000: Three (3) written quotes are required.	SUBMITTED BY: Maria Espinoza		
	EXT: x5865		
	REQUISITIONER:	DATE: 1/19/11	
Purchases of \$25,000 or more: Competitive bidding process required as per TSC Board Purchasing Policy and Texas Education Code, Sec. 44.031	ACCOUNT MANAGER:	DATE: 1/20/11	
Other: justification to use vendor	Professional Services		



Physical Plant

THE UNIVERSITY OF TEXAS AT BROWNSVILLE and TEXAS SOUTHMOST COLLEGE

80 Fort Brown • Brownsville, Texas 78520 • (956) 882-5900 (956) 882-5922

To: Mrs. Veronica Mendez
Associate Vice-President for
Facilities and Planning

From: Juan Avalos
Special Projects Coordinator
UTB-TSC

Re: Professional Services for Student Union Building Repairs.

On January 6, 2011 I received the proposal for the exterior Envelop Repair services from ZERO/SIX Consulting Pursuant to your notice of intent to award a contract dated December 14, 2010 and as per the scope of work described on the RFQ No. TSC 11-03 and confirmed by me. I have reviewed the proposal submitted by ZERO/SIX Consulting and recommend that the project be awarded to them.

ZERO/SIX Consulting is working with us on the Biomedical Building Project having excellent response in respect to the service, qualifications and experience team members. The project consisted in design and supervision the water proofing on the building ZERO/SIX Consulting has displayed timely responsiveness with a high level of professionalism. The staff at ZERO/SIX Consulting have designed and supervised the entire system to our satisfaction and with detailed design and specifications. The project still in process, but we were very pleased with the work done at this time.

Please accept this letter as recommendations to accept propose from ZERO/SIX Consulting. If there is any other information that may be requested regarding this project, please feel free to contact me.

Sincerely,



Juan J. Avalos
Special Project Coordinator

ZERO / SIX

Consulting

Envelope Architecture

~~December 16, 2010~~ January 6, 2011

Juan Jose Avalos
Special Projects Coordinator
Texas Southmost College District
Gorgas Tower
80 Fort Brown Street
Brownsville, Texas 78520
juan.avalos@utb.edu

Re: Professional Services related to Student Union Building Repairs
Proposal related to TSC RFQ 11-03

Galveston

Houston

San Antonio

Thibodaux, La

Dear Mr. Avalos:

Zero/Six Consulting, LLC (ZSC) is pleased to present this proposal for professional services related to the exterior envelope of the subject project.

The role of ZSC will be to initially perform a forensic review of existing construction, prepare construction documents for remedial work, and provide traditional construction administration (CA) during the remedial process. *Note that a full time project management option has been offered as an additional service.*

Scope of Work:

- Phase 1: Forensic Study
 - Review all components of exterior envelope (i.e. walls, roof systems, cladding, etc.) to identify compromised areas with regard to water infiltration.
 - Review structural components potentially compromised by water infiltration.
 - Review interior finishes compromised by water infiltration.
- Phase 2: Construction Documents
 - Prepare architectural (and structural as required) construction documents suitable for the competitive bidding of remedial work.
 - Prepare any addenda to construction documents.
 - Assist in bid process (process to be driven by TSC).
 - Assist in contract award process (contract to be provided by TSC).

Zero/Six Consulting, LLC

8423 Stewart Road

Galveston, TX 77554

409-740-0090 (voice)

409-740-0554 (fax)

866-551-0090 (toll free)

www.z6consulting.com

- Phase 3: Remediation
 - Weekly site visits by design staff to ensure compliance with construction documents.
 - Reside over weekly coordination meeting (it is assumed that weekly visit will occur on same day as coordination meeting).
 - Review change orders.
 - Review pay applications.
 - Review all shop drawings and submittals.
- *Proposed Additional Services – Project Management*
 - Furnish Project Manager to act on owners behalf. All documentation will be routed through Project Manager. Project Manager will:
 - Review pay applications.
 - Review change orders.
 - Monitor budget and schedule.
 - Furnish full time Inspector during the remedial process to:
 - Provide daily oversight to the quality control process.
 - Provide additional review of all shop drawings and submittals from a standpoint of constructability.

Deliverables:

- Phase 1 – Forensic Study:
 - Provide a written report of findings suitable to serve as a program for remedial work.
 - Provide visual presentation on site to TSC personnel to report findings.
 - Provide order of magnitude estimates for the various remedial recommendations identified in the report.
- Phase 2 – Construction Documents:
 - Drawings and specifications suitable for the competitive bidding and subsequent execution of remedial work.
 - Prepare any addenda required.
 - Written opinions of bids received and recommendations.
- Phase 3 – Remediation
 - Daily reports for each field visit.
 - Documentation of weekly coordination meetings including agendas and minutes.
 - Written opinions as to the accurateness of pay applications.
 - Written opinions as to the validity of change orders and the accuracy of the amounts associated with change orders.
 - Written comments for all submittals.
 - Written responses to Requests for Information (RFI's).

Schedule:

- Phase 1 – Forensic Study:
 - Work can begin on site within five business days of a notice to proceed and will require three to five business days.
 - Report can be delivered within three weeks after completion of field work.
- Phase 2 – Construction Documents:
 - Two months will be required for preparation of construction documents.
 - We assume that bid process will require approximately four weeks.

- Phase 3 – Remediation
 - Based on projects of similar size and scope we estimate that the remediation process will take approximately three months.

Compensation (see attached spreadsheet for fee calculations):

- Phase 1 – Forensic Review \$20,585.00
- Phase 2 and 3 – Architectural Services (9.5% of \$375,00.00) \$35,625.00
 - Preliminary Design (15%) \$5,344.75
 - Procurement Documents (20%) \$7,125.00
 - Construction Documents (40%) \$14,250.00
 - Bidding and Negotiating (5%) \$1,781.25
 - Construction Administration (20%) \$7,125.00

Total Proposed Fess

\$56,210.00 OK

- *Additional Project Management/Inspection Services*

~~\$40,800.00~~

Misc. Provisions

- Expenses will be submitted for reimbursement with 0% markup.
- Printing of construction (bid) documents will be reimbursed by TSC.
- Examples of representative projects and references will be furnished upon request.

Insurance

- ZSC carries Professional Liability Insurance in the amounts of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.
- ZSC carries General Liability Insurance in the amounts of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.
- ZSC carries statutory Workers Compensation.
- Certificates are on file with the UT System.

Thank you for the opportunity to present this proposal.

Submitted by:

Accepted by:



Bill Coltzer, Jr., AIA
President

Juan Jose Avalos

Date

Cc: Karen Baldwin, ZSC
Brad Schmautz, ZSC
File