



AGENDA

BOARD OF TRUSTEES

SPECIAL MEETING

May 7, 2025

3:30 PM

3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002

**NOTICE OF A SPECIAL MEETING
OF THE BOARD OF TRUSTEES**

HOUSTON COMMUNITY COLLEGE

May 7, 2025

Notice is hereby given that the Board of Trustees of Houston Community College will hold a Special Meeting on Wednesday, May 7, 2025 at 3:30 PM, or after, and from day to day as required, at 3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session may be discussed in open session and vice versa as permitted by law. The Board may take final action with regard to items listed in this Notice without further action at a Regular Board Meeting.

I. Call to Order

- A. Opportunity for Public Comments

II. Topics For Discussion and or Action

- A. HVAC Mechanical System Replacement Project, Spring Branch Campus (Project No. IFB 25-27)

III. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072 and 551.074, the Open Meetings Act, for the following purposes:

A. Legal Matters

Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

- 1. Update on Quarterly Control and Compliance Attestation (2Q25-01)

B. Personnel Matters

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

C. Real Estate Matters

Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

IV. Additional Closed or Executive Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning:

Section 551.071 - For the purpose of a private consultation with the Board's attorney about pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation to the System if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

Section 551.076 - To consider the deployment, or specific occasions for implementation of security personnel or devices, or a security audit.

Section 551.082 - For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing, unless an open hearing is requested in writing by a parent or guardian of the student or by the employee against whom the complaint is brought.

Section 551.084 - For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation. Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

A. The open meeting covered by this Notice upon the reconvening of the public meeting, or

B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

V. Reconvene in Open Meeting

VI. Adjournment

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **2nd day of May 2025**, this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002 and (2) the Houston Community College's website: www.hccs.edu.

Posted By:

Sharon R. Wright
Director, Board Services

ACTION ITEM

Meeting Date: May 7, 2025

Topics For Discussion and or Action

ITEM #	ITEM TITLE	PRESENTER
A.	HVAC Mechanical System Replacement Project, Spring Branch Campus (Project No. IFB 25-27)	Dr. Margaret Ford Fisher Dr. Sherry Hawn Dr. Dietrich von Biedenfeld Robert McCracken

RECOMMENDATION

Authorize the Chancellor to execute a contract with Carrier Commercial Services, the lowest responsible bidder meeting specifications, to provide HVAC Mechanical System Replacement Project, Spring Branch Campus, in accordance with IFB 25-27.

COMPELLING REASON AND BACKGROUND

- The College issued an Invitation for Bid for HVAC Mechanical System Replacement Project, Spring Branch Campus. The Performing Arts Center (PAC) at Houston Community College's Spring Branch campus has been experiencing high humidity levels in the theaters due to malfunctioning units and the absence of the dedicated outdoor air system (DOAS) unit integration into the original design. Additionally, the packaged units serving the smaller of the two theaters are aging and may not be fully functional. To address these issues, a new design was developed to determine the appropriate unit sizes and provide replacements with new equipment.
- The project improves the student experience and protects HCC assets. HCC will benefit from the maintenance of the property to attract and retain students, faculty and staff.
- The project consists of the HVAC mechanical system replacement with the coordination of the existing building automation system (BAS) controls (EcoStruxure). The project is located at HCC's Spring Branch Campus, Performing Arts Center, 1060 West Sam Houston Parkway, Houston, TX 77043, and will affect 36,640 sq. ft. of building structural cooling area.

FISCAL IMPACT

The resulting Purchase Order (PO) Contract, awarded to the lowest responsible bidder, includes a total base bid amount of Five Hundred Ten Thousand Dollars (\$510,000.00). In addition, a contingency amount of Fifty-One Thousand Dollars (\$51,000.00), representing 10% of the base bid, is included, bringing the total contract amount to a sum not to exceed Five Hundred Sixty-One Thousand Dollars (\$561,000.00). The funding for this project is provided through the FY25 Facilities Deferred Maintenance budget.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with section 2269.101 of the Texas Government Code and pursuant to the published IFB 25-27.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - IFB 25-27	4/30/2025	Attachment
Bid Tally - IFB 25-27	4/30/2025	Attachment

This item is applicable to the following: Northwest, District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: IFB 25-27 HVAC Mechanical System Replacement Project, Spring Branch Campus

PROCUREMENT METHOD: Invitation for Bid (Lowest Responsible Bidder)

PROJECT DEPARTMENT: Facilities Department

NAME OF BUYER: Art Lopez, Senior Buyer

PURPOSE: The College issued an Invitation for Bid for HVAC Mechanical System Replacement Project, Spring Branch Campus. The Performing Arts Center (PAC) at Houston Community College's Spring Branch campus has been experiencing high humidity levels in the theaters due to malfunctioning units and the absence of the dedicated outdoor air system (DOAS) unit integration into the original design. Additionally, the packaged units serving the smaller of the two theaters are aging and may not be fully functional. To address these issues, a new design was developed to determine the appropriate unit sizes and provide replacements with new equipment.

The project improves the student experience and protects HCC assets. HCC will benefit from the maintenance of the property to attract and retain students, faculty and staff.

The project consists of the HVAC mechanical system replacement with the coordination of the existing building automation system (BAS) controls (Ecostruxure). The project is located at HCC's Spring Branch Campus, Performing Arts Center, 1060 West Sam Houston Parkway, Houston, TX 77043, and will affect 36,640 sq. ft. of building structural cooling area.

The scope of work includes but not limited to:

- Mechanical equipment removal
- New Mechanical equipment Material & Install
- Mechanical Controls (BAS)
- Electrical Scope
- Plumbing Scope
- Submittal Requirements
- Warranty and Maintenance Closeout Requirements
- General Conditions

The recommended contractor has over one hundred and twenty-three (123) years of mechanical experience in construction (MEP).

The project duration shall have three hundred and sixty-five (365) calendar days to complete the HVAC Mechanical System Replacement Project, Spring Branch Campus.

RECOMMENDED VENDOR: Carrier Commercial Services

PROPOSED SUB-CONTRACTORS:

LEV3L Mechanical, LLC
Schneider Electric

LEGAL REQUIREMENTS:

This recommendation is in accordance with Chapter 2269.101 of the Texas Government Code titled Subchapter C - Competitive Bidding Method.

LOCATION INFORMATION:

In performing the work under IFB 25-27, the recommended firm will be working from its Missouri City, TX office.

PROJECTED VALUE:

The resulting Purchase Order (PO) Contract, awarded to the lowest responsible bidder, includes a total base bid amount of Five Hundred Ten Thousand Dollars **(\$510,000.00)**. In addition, a contingency amount of Fifty-One Thousand Dollars **(\$51,000.00)**, representing 10% of the base bid, is included, bringing the total contract amount to a sum not to exceed Five Hundred Sixty-One Thousand Dollars **(\$561,000.00)**.

The funding for this project is provided through the FY25 Facilities Deferred Maintenance budget.

This project supports the Facilities Department FY25 Deferred Maintenance Program that improves the College's overall facilities conditions.

ENGINEER'S ESTIMATE:

The Architect/Engineer's estimate, Five Hundred and Twenty-Five Thousand Dollars **(\$525,000.00)**.

CONTRACT TERM:

The contract term will be through successful project completion, including project close-out and warranty period.

PROCUREMENT ADVERTISEMENT & NOTICE:

This procurement was advertised, and a notice of procurement was distributed as follows:

- HCC Procurement Operations Website on February 11, 2025
- State of Texas Electronic Business Daily Website on February 11, 2025
- The Daily Court Review on February 13 and February 20, 2025
- Notice to HCC Board of Trustees on February 17, 2025

SOLICITATION INFORMATION:

The Invitation for Bid was published on February 11, 2025, and the solicitation document was distributed electronically in addition to being published in the local newspaper. A pre-bid conference was held on February 25, 2025, and a question-and-answer period was allowed through March 3, 2025. Two (2) bids were received by the solicitation due date of March 17, 2025, by 2:00 p.m. and all bids received were evaluated in accordance with IFB 25-27.

COMPETITIVE:

Yes.

BID EVALUATION:

The lowest responsible bid was reviewed by the Facilities Department who concurred with the award recommendation and confirmed that the bid meets the specifications and requirements of IFB 25-27.

PRIOR HCC EXPERIENCE: No.

HIGHER EDUCATION EXPERIENCE:

The recommended firm has previous MEP & HVAC construction renovation experience with the following educational institutions:

- Houston Independent School District,
- University of Houston,
- Alvin Community College.

REFERENCES: Evaluated and found to be favorable.

SMALL BUSINESS GOAL: In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised as 35% – Small Business participation goal.

Carrier Commercial Services and their subcontractors are not currently certified small businesses.

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IFB 25-27 HVAC Mechanical System Replacement Project, Spring Branch Campus

Bid Tally

Firm	Bid Response			
	Proposed Base Bid	Contingency Amount (10% of the budget)	Total Award Price	Project Duration (in calendar days)
Carrier Commercial Services	\$510,000.00	\$51,000.00	\$561,000.00	365 Days
Hartman Comfort Solutions	\$616,499.00	\$51,000.00	\$667,499.00	365 Days