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LCTCS FACILITIES CORPORATION

**LCTCS Facilities Corporation
Board Meeting Call
1-877-810-9415; Access Code: 6499147#
1:00 p.m., Tuesday, December 19, 2017.**

MINUTES

A duly called meeting of the Board of Directors of LCTCS Facilities Corporation was conducted on Tuesday, December 19, 2017, commencing at 1:00 p.m. Directors of the Corporation **joined the meeting by phone: Chair Stevie Smith, Director Lambert Boissiere, Director Billy Montgomery, and Director Gene Thibodeaux. Together, they represent a quorum of the Board.** Other attendees included: Joe Marin, Sara Kleinpeter, Brian Budd, Gretchen Lindquist, Anthony Brown, and Michele Nardini.

V. Welcome and Approval of November 2, 2017 Minutes

Director Smith welcomed the group and called the meeting to order at 1:03 p.m. He wished all on the call a very Merry Christmas.

On motion by Director Montgomery, and seconded by Director Thibodeaux, the Board voted to approve the minutes of November 1, 2017, as presented. The motion carried.

VI. Board Review and Ratification of Amendment #2 to CSRS Contract
Stevie Smith, LCTCS FC Board Chair

Director Smith reminded the Board that on 4/13/2017, the Facilities Corp Board approved negotiation and execution of a restructured administrative and management services contracts for the Act 391 and Act 360 projects. The attached CSRS contract amendment reflects the near completion of the Act 391 projects, the on-going Act 360 Phase 1 projects, and the start of the Act 360 Phase 2 projects.

On motion by Director Montgomery, and seconded by Director Boissiere, the Board voted to ratify the CSRS Contract Amendment #2 for Act 360 project management services. The motion carried.

VII. Board Review and Ratification of Amendment #1 for Act 391 and Amendment #1 for Act 360 to UPC Contracts
Stevie Smith, LCTCS FC Board Chair

Director Smith noted that on 4/13/2017, the Facilities Corp Board approved the negotiation and execution of a restructured administrative and management services contracts for the Act 391 and Act 360 projects. The first UPC contract amendment presented for Act 391 reflects the near completion of the construction

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of the Act 391 projects. The second amendment presented reflects the on-going Act 360 Phase 1 projects and the start of the Act 360 Phase 2 projects.

On motion by Director Thibodeaux, and seconded by Director Montgomery, the Board voted to ratify the UPC Contract Amendment #1 for Act 391 and Amendment #1 for Act 360 project administration services. The motion carried.

- VIII.** Board Approval of Reimbursement to LCTCS for Student Advising and Degree Audit Software and Cubicle Purchase and Installation for the Act 391 Statewide Student Information System Project
Joe Marin, LCTCS

Joe Marin reviewed the recommendation from Eric Setz, LCTCS Vice President, Enterprise Services and Information Technologies, to purchase \$290,500 in software and furniture for the benefit of the LCTCS System. The software will assist colleges and students in academic advising by helping students manage their academic progress and requirements for degree completion. In evaluating this purchase and securing bids, LCTCS conducted an extensive RFP process and selected Ellucian DegreeWorks.

Additionally, in an effort to more efficiently and to better assist students in applying, enrolling and in offering other technical assistance to them, the LCTCS college CEO's wish to implement a centralized call center by transforming a training room in the SIS Building into a call center. To accomplish this, the room would be outfitted with cubicles to support the helpdesk operations. The Development Team requests Board authorization to reimburse LCTCS for the purchase of these items.

On motion by Director Montgomery, and seconded by Director Boissiere, the Board voted to authorize the reimbursement to LCTCS for the purchase and implementation of student advising and degree audit software, and to authorize the reimbursement to LCTCS for the purchase and installation of call center cubicles to support colleges and students. The motion carried.

- IX.** ACT 391 River Parishes Community College, Main Building,
Gonzales Request for Project Expenditure
Brian Budd, CSRS

Mr. Budd noted that the CSRS team has reviewed the project expenditure request by River Parishes Community College and recommends approval. RPCC followed State and Facilities Corporation guidelines for items on State Contract and competitive bidding.

In addition, this is a new request for the project and exceeds the two-year period after Substantial Completion. This request will need board approval to utilize the project funds for this request in lieu of transferring remaining project funds to the Debt Service Fund.

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1. Furnish materials, labor and equipment to install all plumbing for five (5) water bottle filler retro fit kits on existing water coolers
VENDOR: Louis Mechanical Contractor's, Inc.
COSTS: \$7,300.00

On motion by Director Thibodeaux, and seconded by Director Montgomery, the Board voted to approve the project expenditure for the River Parishes Community College, Main Building, in the amount of \$7,300.00. The motion carried.

- X. Board Review and Approval of Request for Proposal ACT 360
15% Contingency for Bossier Parish Community College, Bossier
Brian Budd, CSRS

Mr. Budd explained that they revised the LCTCS Facilities Corporation standard qualifications form to a Request for Proposal Package that will include Request for Qualification and architectural specifications/drawings provided by Mike McSwain Architect, LLC. The awarded General Contractor will be selected on total base bid price and total qualifications score. The revised Request for Proposal package would be utilized solely for the referenced project that was omitted from the original submission of Act 360 projects.

Summary of Changes

The following edits and additions have been made to the Request for Proposal Package and STANDARD FORM LCTCS-GC 09-16:

1. Louisiana Tech University will have representative on Advisory Committee for referenced project
2. General criteria in evaluating the Qualifications Statements has been revised to increase scoring weight for past performance on projects of a similar nature to the project
3. Awarded General Contractor shall be the Proposal with the lowest adjusted proposal score:
Adjusted Proposal Score = Total Base Bid Price/Total Qualifications Score
4. Additional and revised language in attached Request for Proposal for General Contractor that follows
5. Architectural drawings and specifications from Mike McSwain Architect, LLC

On motion by Director Montgomery, and seconded by Director Boissiere, the Board voted to approve the Request for Proposal for the ACT 360 15% Contingency for Bossier Parish Community College. The motion carried.

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- XI.** ACT 360 Bossier Parish Community College STEM Building,
Bossier Request for Furniture, Fixtures & Equipment Purchases
Brian Budd, CSRS

Mr. Budd stated that he reviewed the purchase requests by Bossier Parish Community College and recommends approval. The requested are listed below. BPCC followed State and Facilities Corporation guidelines, using Louisiana State Contract and competitive bidding.

1. Additional Classroom Furniture
VENDOR: HON c/o Louisiana School Equipment - State Contract #4400001738
COSTS: \$6,647.58
2. Additional Classroom Furniture
VENDOR: Virco - State Contract #4400001731
COSTS: \$5,224.20
3. Anti-Infective Medication class instruction materials
VENDOR: Medcom Trainex
COSTS: \$1,078.00
4. Emergency Technical Technician
VENDOR: Nasco
COSTS: \$7,031.30
5. Computers for STEM Building
VENDOR: Dell - State Contract #WN14AGW
COSTS: \$2,824.19
6. Manikins and accessories
VENDOR: Laerdal
COSTS: \$ 6,988.75
7. Human Torso Models and components
VENDOR: VWR – NASPO Lead State Contract #: MA16000234-2
COSTS: \$40,670.58
8. A&P Nursing Equipment
VENDOR: Nikon
COSTS: \$20,299.92

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9. Laryngoscope and associated equipment and accessories
VENDOR: Karl Storz
COSTS: \$20,391.20

10. Nursing Supplies for STEM Building
VENDOR: Medical Equipment Affiliates
COSTS: \$6,355.09

11. Printer for STEM Building
VENDOR: HP - State Contract #91528
COSTS: \$1,230.29

12. HemoPoint Materials
VENDOR: Fisher Scientific – State Contract #92424
COSTS: \$6,314.36

13. Nursing bed bedspreads
VENDOR: American Hospitality Supply Company
COSTS: \$604.37

14. HDMI Switcher
VENDOR: CDW-G – E&I Contract CNR01439
COSTS: \$2,744.81

15. Bulletin board and directory
VENDOR: Virco- US Communities SV-15-0028-13
COSTS: \$884.80

On motion by Director Montgomery, and seconded by Director Boissiere, the Board voted to approve the request for Furniture, Fixtures & Equipment Purchases for the Bossier Parish Community College STEM Building in the amount of \$129,289.44. The motion carried.

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- XII.** SOWELA Technical Community College CDBG Project
Regional Training Center, Lake Charles Revised Change
Order #14
Brian Budd, CSRS

Mr. Budd and the CSRS team have thoroughly analyzed the Change Order Request from Alfred Palma, LLC:

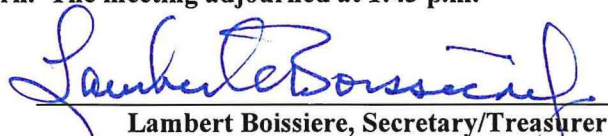
Addition of 100% limestone parking lot off Honker Street adjacent to the Regional Training Center that all materials, labor and equipment to install concrete entrance drive, limestone for 100 spaces; additional 5" thick concrete handicap parking with concrete curbs and sidewalks, parking bumpers, new site lighting, striping for handicap area, site and drainage work and hydro-seeding of all disturbed areas.

*The revised change order request will replace the unexecuted Change Order 14 that received Board Approval on May 18, 2017 in the amount of \$230,241.69. The Office of Community Development has reviewed and approved Amendment No. 1 in amount of \$353,822.86 to transfer funds from relocation budget to construction budget. The transfer of unused funds from relocation process allowed for additional funding for the Parking Lot request.

TIME EXTENSION: Twenty-One (21) days
COSTS OF WORK: \$314,492.25

On motion by Director Thibodeaux, and seconded by Director Montgomery, the Board voted to approve the Revised Change Order #14 for the SOWELA Technical Community College Regional Training Center, revising the contract with Alfred Palma, LLC by \$314,492.25 and twenty-one (21) days to complete work for COR-33. The date of Substantial Completion shall remain June 4, 2016 but days granted as noted below. The motion carried.

ADJOURNMENT: On motion by Director Montgomery, and seconded by Director Thibodeaux, the Board voted to adjourn. The meeting adjourned at 1:43 p.m.



Lambert Boissiere, Secretary/Treasurer
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