

Alpena Community College Board of Trustees
125-C Besser Technical Center, 665 Johnson Street, Alpena, MI 49707
(989) 358-7215

Notice of Special Meeting

Meeting Date: Friday, July 30, 2021
Meeting Time: 8:00 a.m.
Location of Meeting: Newport Center, Room 106, and Online Via Webex
Date of Notice: Monday, July 26, 2021

The Alpena Community College Board of Trustees will gather for a special meeting on Friday, July 30, 2021, to consider two action items. The meeting will begin at 8:00 a.m. in Newport Center, Room 106 and will also be broadcast remotely via Webex videoconferencing software.

All citizens are invited to participate in the meeting either in person or remotely via phone, computer, or a video conferencing system.

Join by phone:

+1-415-655-0003

Meeting number (access code): 161 191 0619#

No Attendee ID number is necessary. Press # to continue.

Join from a video system or application:

Copy the following address into a web browser: <http://1611910619@alpenacc.webex.com>

You can also dial 173.243.2.68 and enter your meeting number.

Meeting number (access code): 161 191 0619

Meeting password: tPyt3YW9Sf8

Webex attendees are asked to mute their microphones except during public comment.

Alpena Community College provides access for individuals with disabilities. Individuals with a disability who need a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, can contact Jay Walterreit, Secretary of the Board of Trustees, at (989) 358-7215 at least one week prior to the meeting or as soon as possible.

All official proceedings and agendas are kept in the Office of the Board of Trustees, 125-C Besser Technical Center, on the Alpena campus, and can be viewed upon request between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.



Jay Walterreit
Secretary of the Board of Trustees
(989) 358-7215

SPECIAL MEETING AGENDA
ALPENA COMMUNITY COLLEGE BOARD OF TRUSTEES
Friday, July 30, 2021, 8:00 a.m.
665 Johnson Street, Alpena, MI 49707

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of the Proposed Meeting Minutes of the June 17, 2021, Regular Board Meeting
- 5) Introduction of Guests and Public Comment
- 6) Communication(s)
- 7) Board Member and Subcommittee Reports
- 8) Action Items
 - 2.810 Bids for Video Conferencing System Equipment.....2
 - 2.811 Selection of Design Engineering Firm for Besser Technical Center
Manufacturing Lab Renovation3
- 9) Board Discussion
- 10) New Business
- 11) Suggested Future Agenda Items
- 12) Next Regular Meeting: August 19, 2021, 7:00 p.m. The meeting is tentatively scheduled to be held in person in the Newport Center, Room 106, but this may change to remote delivery due to pandemic restrictions
- 13) Adjournment

2.810 Bids for Video Conferencing System Equipment

Alpena Community College first purchased Cisco video conferencing system equipment in November 2016. The new equipment replaced the College's outdated ITV equipment and also enabled the expansion of dual enrollment offerings to local and regional high school students.

Since 2016 the number of regional high schools interested in dual enrollment classes through ACC using the technology has grown. The COVID-19 pandemic starting in March of 2020 showed the value of the VCS equipment, which allowed the College to offer quality remote learning courses while face-to-face courses were restricted. This capability was essential to finishing Spring Semester 2020 and played a major role in course offerings since that time.

In February 2020 the Board of Trustees approved a purchase of 18 additional Cisco delivery systems to fulfill the requirements of the USDA Distance Learning and Telemedicine grant. In May 2020 the Board authorized a third purchase of 30 video conferencing systems to expand the number of VCS-equipped classrooms at the Alpena and Oscoda campuses.

ACC officials now are recommending a fourth purchase of Cisco VCS equipment so that more units are available for placement on ACC campuses — including the Roger Bauer Board Room — and at new high schools.

In July 2021 College officials solicited bids for 10 delivery systems and additional accessories. The RFP was sent to five vendors; two vendors responded with bids. Following are the results.

Bidder	Location	Final Cost
CDWG	Chicago, IL	\$62,195.24
Zones	Auburn, WA	No bid
Sentinel Technologies	Downers Grove, IL	No bid
Presidio	New York, NY	No bid
Heartland Business Systems	Little Chute, Wisconsin	\$66,643.37

College officials propose to use federal COVID relief money to fund the full cost of the new equipment purchase. This equipment will be used to facilitate the delivery of VCS remote courses from the Alpena and Oscoda campuses as well as provide VCS capabilities from the Board Room.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves the purchase of 10 CISCO videoconferencing delivery systems and associated accessories from CDWG for a cost not to exceed \$62,195.24. Funding for the purchase will come from federal COVID relief money.

2.811 Selection of Design Engineering Firm for Besser Technical Center Manufacturing Lab Renovation

The United States Department of Commerce, Economic Development Agency's (EDA) Public Works program helps distressed communities revitalize, expand, and upgrade their physical infrastructure. The EDA's Public Works program investments help facilitate the transition of communities from being distressed to becoming competitive by developing key public infrastructure and traditional public works projects.

In January 2020, Alpena Community College applied for a \$3 million Public Works grant to upgrade the welding and manufacturing training labs, including moving the manufacturing program into the former Autobody lab space. The College received official notification in March, 2021, that a grant in the amount of \$2.4 million had been awarded to ACC. ACC's match amount is \$600,000.

Since that time ACC's Board of Trustees has committed to securing the College's match funds and authorized President MacMaster to sign all official grant documents.

College officials have moved ahead with planning for the project and are now ready to recommend the approval of a design engineering firm. The design engineering firm will be responsible for developing specifications and drawings for the remodeled space.

A Request for Qualifications was solicited for interested architectural and engineering firms through an advertisement in *The Alpena News* and directly to firms that have previously expressed interest in similar projects and/or working with ACC. Nine A/E firms responded to the RFQ and each response was ranked using a scoring matrix by a four-person selection committee. Three firms met the minimum qualifications and these firms were invited to submit a proposal for the project and participate in an interview at ACC in front of the selection committee. Each of the proposals/interviews were scored based on the experience, project approach, and cost. The scores were based on a maximum 84-point scale and a higher score is a better rating for the firm.

Firm Name	Location	Committee Score	Total Fee
Stantec	Berkley, MI	79	\$ 173,400.00
HED	Southfield, MI	72	\$ 234,750.00
Neumann-Smith	Southfield, MI	65	\$ 249,300.00

Based on an evaluation of the RFQ responses, College officials are recommending the selection of Stantec.

Therefore, the following resolution is proposed:

The Alpena Community College Board of Trustees approves Stantec of Berkley, Michigan, as the architectural and engineering firm for the Besser Technical Center manufacturing lab renovation project for a cost not to exceed \$173,400.