

# **NEW BUSINESS**

# **ADOPTION OF ADMISSIONS POLICY**



September 18, 2012

**TO:** BOARD OF TRUSTEES  
of Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** ADMISSIONS POLICY (6Hx28:8-02)

The District Board of Trustees, in conjunction with the Admission and Records Office, will determine admissions requirements for the purpose of matriculation to the College. The College reserves the right to restrict the size of enrollment in select programs based on limited facilities. Specific and detailed definition of requirements for admission of students shall be published in the college catalog. The College reserves the right to deny or rescind admission to any applicant/student whose record of behavior indicates that he or she would disrupt the orderly process/enrollment of the college's programs or would interfere with the rights and privileges of other students, including the falsification of the admissions application and/or the submission of fraudulent documents.

**Policy History**

Adopted 12-11-74; Formerly 6Hx28:10-02; Amended 1-19-83; Amended 11-18-92; Amended 12-20-05; Formerly 6Hx28:10-01; Amended 9-18-2012

**RECOMMENDED ACTIONS:**

It is recommended that the Board of Trustees approve the proposed policy amendment.

A handwritten signature in black ink that reads "Sanford C. Shugart". The signature is written in a cursive style.

---

President

**FEE FOR DUPLICATE  
TECHNICAL CERTIFICATE**



September 18, 2012

**TO:** BOARD OF TRUSTEES  
of Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** FEE FOR DUPLICATE TECHNICAL CERTIFICATE

RECOMMENDED ACTION:

The President recommends that the Board of Trustees of Valencia College approve the Fee of \$7 for a duplicate of a Technical Certificate. This fee is requested due to the high volume of requests for duplicate Technical Certificates and the cost related to this process. There is no cost to students for the issuance of the original Technical Certificate. The College currently charges a \$15 fee for a duplicate diploma.

A handwritten signature in black ink that reads "Sanford C. Shugart". The signature is written in a cursive style with a large initial 'S'.

---

President

**RESOLUTION CERTIFYING THE  
VALENCIA COLLEGE FOUNDATION AS  
A DIRECT SUPPORT ORGANIZATION**



September 18, 2012

**TO:** BOARD OF TRUSTEES  
of Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** RESOLUTION CERTIFYING THE VALENCIA COLLEGE FOUNDATION  
AS A DIRECT SUPPORT ORGANIZATION

The Valencia College Foundation is authorized to operate as such only after certification from the District Board of Trustees that the Foundation is operating in a manner consistent with the goals of the college and in the best interests of the State of Florida. The attached resolution addresses these issues.

RECOMMENDED ACTION:

The President recommends that the Board of Trustees approve the Resolution certifying the Valencia College Foundation as a Direct Support Organization.

A handwritten signature in black ink that reads "Sanford C. Shugart". The signature is written in a cursive style and is positioned above a horizontal line. Below the line, the word "President" is printed in a small, black, sans-serif font.

President

## RESOLUTION

WHEREAS, the Valencia College Foundation was created as a community college direct support organization in part pursuant to Section 1004.70, Florida Statutes, and is authorized to operate as such only after certification from the District Board of Trustees of Valencia College that the Foundation is operating in a manner consistent with the goals of Valencia College and in the best interests of the State of Florida; and

WHEREAS, the Valencia College Foundation may operate in the name of the college only after certification from the District Board of Trustees of Valencia College; and

WHEREAS, the District Board of Trustees of Valencia College is authorized to specify conditions with which the Valencia College Foundation must comply in order to use the name, property, facilities, or personal services of Valencia College; and

WHEREAS, the Florida Board of Education requires the District Board of Trustees of Valencia College to set conditions regarding information provided to the District Board by the Foundation to assure the provision to the District Board of complete and timely information regarding the operation of the Foundation; and

WHEREAS, the District Board of Trustees of Valencia College has established conditions with which the Valencia College Foundation must comply in Valencia College Policy 6Hx28:01-01 (Section 01-11.B), which provides in part that the President of Valencia College and a representative of the District Board of Trustees of Valencia College shall at all times be members of the Foundation Board of Directors; and

WHEREAS, the District Board of Trustees of Valencia College receives reports from the Foundation about Foundation activities and accomplishments at its meetings.

THEREFORE, BE IT RESOLVED that the District Board of Trustees hereby certifies the Valencia College Foundation as a direct support organization operating in a manner consistent with the goals of Valencia College and in the best interests of the State of Florida, and

BE IT FURTHER RESOLVED that the District Board of Trustees of Valencia College recognizes and commends the Valencia College Foundation and its Board of Directors for achieving national recognition for its fund-raising efforts and its diligence and success in promoting Valencia College.

APPROVED and ADOPTED this 18th day of September 2012, A.D.

---

Secretary

---

Chairman



# **BUDGET AMENDMENT REQUEST**

**FY 2012-13**



September 18, 2012

**TO:** BOARD OF TRUSTEES  
of Valencia College

**FROM:** SANFORD C. SHUGART  
President


**RE:** BUDGET AMENDMENT REQUEST FY 2012-13

Attached is a Budget Amendment Request for Fiscal Year 2012-13 for approval September 18, 2012, to adjust the beginning fund balance of \$22,034,141 submitted to the state of Florida to the actual beginning balance of \$20,029,572. The budget amendment also reflects reallocation of funds between major object levels of expenditures to meet program needs consisting of the following types of transactions:

- Fiscal year 11-12 encumbrance carryover of \$1,967,734 of all equipment and supplies that were ordered but not delivered by June 30, 2012
- SACS Conference \$36,835
- Reallocation of \$62,855 from current expenses to part-time staff budgets to meet program needs

**RECOMMENDED ACTION:**

The President recommends that the Board of Trustees of Valencia College approve the Budget Amendment Request.

  
\_\_\_\_\_  
President

**REQUEST FOR GENERAL QUASI  
ENDOWMENT LOAN FOR OSCEOLA  
BUILDING 4 DUE TO DELAY OF STATE  
PECO FUNDS TRANSFER**



September 18, 2012

**TO:** BOARD OF TRUSTEES  
of Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** REQUEST FOR GENERAL QUASI ENDOWMENT LOAN FOR OSCEOLA BUILDING 4  
DUE TO DELAY OF STATE PECO FUNDS TRANSFER

In order to ensure that the Public Education Capital Outlay (PECO) Trust Fund is able to meet all of its financial obligations, a cash management plan was implemented by the state of Florida that will result in a \$3,885,000 holdback of appropriated PECO funds for Osceola Campus Building 4. Although the level of the holdback will be evaluated periodically to determine if funds can be released, communication from the Office of Facilities at the Division of Colleges states that funds will not be available prior to the completion of Osceola Building 4 nor within this fiscal year.

Additionally, the final State capital appropriation of \$4,191,590 for the furnishing of Osceola Building 4 is dependent on lottery bond proceeds, so funds will not be available until these bonds are sold. These funds are currently inaccessible for cash withdrawal and it appears this will be the case in the near term.

Due to cash flow restrictions imposed by the State on capital appropriations, funds from the General Quasi Endowment will need to be utilized on a temporary basis to ensure timely completion of Osceola Building 4. Current cash available from the General Quasi Endowment is \$10,191,286. This is sufficient to fund the potential loan of \$8,076,590. These funds will be restored as state funding is received by the college.

**RECOMMENDED ACTION:**

The President recommends that the Board of Trustees approve a temporary loan of up to \$8,076,590 for the completion of Building 4 at the Osceola Campus from the General Quasi Endowment.

---

President

**CONTINUING CONTRACT FOR  
ARCHITECTURAL SERVICES**

**(RFQ) 11/12-36**



September 18, 2012

**TO:** BOARD OF TRUSTEES  
of Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** CONTINUING CONTRACT FOR ARCHITECTURAL SERVICES (RFQ) 11/12-36

The following seventeen (17) firms submitted qualifications to provide Continuing Architectural Services for a five-year period, with a thirty (30) day cancelation clause:

- Baker Barrios Architects
- Bentley Architects & Engineers, Inc.
- Borrelli & Partners
- DJ Design, Inc.
- DLR Group
- Florida Architects
- GLE Facilities and Environmental Consultants
- HKS (Harwood K. Smith)
- KTH Architects
- KZF Design Studio
- Lunz Prebor Fowler Architects
- Powell Design Group, Inc. (PDG)
- Rhodes & Brito Architects
- Rogers, Lovelock & Fritz
- Song and Associates, Inc.
- Tercilla Courtemanche Architects, Inc.
- Zyscovich Architects

A public evaluation meeting was held on Thursday, August 16, 2012, at 3:00pm, to review the qualifications and shortlist the firms. The evaluation committee shortlisted the six firms which received the highest scores and scheduled them for presentations/interviews. The six firms were: Borrelli & Partners, Florida Architects, KZF Design Studio, Lunz Prebor Fowler Architects, Rhodes & Brito Architects, and RLF.

On Wednesday, August 22, 2012, a public meeting was held to evaluate the shortlisted firms' presentations/interviews and to finalize the scoring. The master score sheet was updated to reflect the combined scores and the firms were ranked in the following order:

- (1) Rhodes & Brito Architects
- (2) Rogers, Lovelock & Fritz
- (3) Borrelli & Partners
- (4) KZF Design Studio
- (5) Florida Architects
- (6) Lunz Prebor Fowler Architects

**RECOMMENDED ACTION:**

The President recommends that the Board of Trustees of Valencia College begin negotiations with the three highest scoring firms: Rhodes & Brito Architects; Rogers, Lovelock & Fritz; and Borrelli & Partners to provide Continuing Architectural Services. Should the College not be able to negotiate a satisfactory contract with any of these firms, then negotiations will commence with the next highest ranked firm and so on until a fair, competitive and reasonable agreement is reached with three firms.

President

**CONTINUING CONTRACT FOR CIVIL  
ENGINEERING AND SITE SERVICES  
CONSULTANT (RFQ) 11/12-32**





September 18, 2012

**TO:** BOARD OF TRUSTEES  
of Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** CONTINUING CONTRACT FOR CIVIL ENGINEERING AND SITE SERVICES  
CONSULTANT (RFQ) 11/12-32

The following thirteen (13) firms submitted qualifications to provide Civil Engineering & Site Services for a five-year period with a thirty (30) day cancellation clause:

- DRMP
- Bentley Architects & Engineers, Inc
- Burkett Civil Engineering Consult.
- CPH
- Harris Civil Engineers
- Heery Design
- Highland Engineering, Inc
- Horizon Engineering Group
- Littlejohn Engineering Assoc.
- Miller Legg
- Poulos & Bennett, LLC
- Spectra Engineering & Research
- VHB Vanasse Hangen Brustlin, Inc.

A public evaluation meeting was held on Monday, August 20, 2012, to review the qualifications and shortlist the firms. The evaluation committee shortlisted the four firms which received the highest scores and scheduled them for presentations/interviews. The four firms were: DRMP, Highland Engineering, Inc., Miller Legg, and VHB- Vanasse Hangen Brustlin, Inc.

On Friday, August 24, 2012, a public meeting was held to evaluate the shortlisted firms' presentations and to finalize the scoring. The master score sheet was updated to reflect the combined scores of each committee member, and the firms were ranked in the following order:

- (1) Highland Engineering
- (2) DRMP
- (3) Miller Legg
- (4) VHB- Vanasse Hangen Brustlin, Inc.

**RECOMMENDED ACTION:**

The President recommends that the Board of Trustees of Valencia College selects two firms, Highland Engineering and DRMP, and begin negotiations to provide Civil Engineering & Site Services. Should the College not be able to negotiate a satisfactory contract with either of the two highest ranked firms, then negotiations will commence with the third ranked firm and so on until a fair, competitive and reasonable agreement is reached with two firms.

  
\_\_\_\_\_  
President



**CONTINUING CONTRACT FOR  
ROOFING/BUILDING ENVELOPE  
CONSULTANTS (RFQ) 11/12-31**



September 18, 2012

**TO:** BOARD OF TRUSTEES  
of Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** CONTINUING CONTRACT FOR ROOFING / BUILDING ENVELOPE CONSULTANTS  
(RFQ) 11/12-31

The following ten (10) firms submitted qualifications to provide Roofing/Building Envelope Services for a five-year period with a thirty (30) day cancellation clause:

- A/R/C Associates, Incorporated
- AMEC Environment & Infrastructure, Inc.
- Bentley Architects & Engineers, Inc.
- Calic Group, Inc.
- CMC
- DBY Building Sciences, LLC
- ECS - Florida, LLC
- Gale Associates, Inc.
- REI Engineers
- Stafford Consulting Engineers

A public evaluation meeting was held on Friday, August 10, 2012, to review the qualifications and shortlist the firms. The evaluation committee shortlisted the four firms which received the highest scores and scheduled them for presentations/interviews. The four firms were: A/R/C Associates, Inc., ECS Florida LLC, Gale Associates, Inc., and Stafford Consulting Engineers.

On Wednesday, August 15, 2012, a public meeting was held to evaluate the shortlisted firms' presentations/interviews and to finalize the scoring. The master score sheet was updated to reflect the combined scores and the firms were ranked in the following order:

- (1) ECS Florida, LLC,
- (2) A/R/C Associates, Inc.
- (3) Gale Associates, Inc.
- (4) Stafford Consulting Engineers

**RECOMMENDED ACTION:**

The President recommends that the Board of Trustees of Valencia College begin negotiations with ECS Florida, LLC to provide Roofing/Building Envelope Services. Should the College not be able to negotiate a satisfactory contract with ECS Florida, LLC, then negotiations will commence with the second ranked firm and so on until a fair, competitive and reasonable agreement is reached.

  
\_\_\_\_\_  
President

**ANNUAL PREQUALIFICATION OF  
GENERAL CONTRACTORS AND  
CONSTRUCTION MANAGERS,  
OCTOBER 1, 2012 THROUGH  
SEPTEMBER 30, 2013**



September 18, 2012

**TO:** BOARD OF TRUSTEES  
of Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** ANNUAL PREQUALIFICATION OF GENERAL CONTRACTORS AND CONSTRUCTION MANAGERS FOR THE PERIOD OF OCTOBER 1, 2012 THROUGH SEPTEMBER 30, 2013

On May 10, 2012, Valencia College issued a Request for Qualifications (RFQ) 11/12-33, for the Annual Prequalification of General Contractors and Construction Managers. The RFQ information was sent directly to all prequalified contractors, advertised in the Orlando Sentinel, and posted on the Valencia Procurement website. Notification was also sent to all area contractors who attended the Valencia Procurement's monthly "How to Do Business with Valencia Seminars."

Seventy-nine firms submitted qualification applications.

A public evaluation meeting was held, as published, on Wednesday June 13, 2012, at 9:30 a.m., at the Special Events Center on Valencia's West Campus.

The evaluation committee consisted of Lamar Powers, Mark Hose and Bareaa Darkhabani from the Facilities Department, and Max Brito, from Rhodes and Brito Architects.

The prequalification criteria included staffing strength, LEED accreditations, bonding capacity, experience, license, claims history, insurance coverage, and references. Based on these criteria, the committee recommended qualification for each firm in one of three categories. The prequalification categories are:

Category 1 - \$0 to One Million Dollars

Category 2 - One Million to Ten Million Dollars

Category 3 - Greater than Ten Million Dollars

**RECOMMENDATION:**

The President recommends that the Board of Trustees approve the attached list of General Contractors and Construction Managers in their respective categories for prequalification.

\_\_\_\_\_  
President



# VALENCIA COLLEGE

## PRE-QUALIFICATIONS GENERAL CONTRACTORS AND CONSTRUCTION MANAGERS

**Period: October 1, 2012 through September 30, 2013**

Category 1 - \$0 - \$1,000,000.00 (Zero dollars to one million dollars)

Category 2 - \$1,000,001.00 - \$10,000,000.00 (one million and one to ten million dollars )

Category 3 - \$10,000,001.00 and up – (greater than ten million and one dollars)

\* Only contractors with experience in higher education projects will be placed in category 3.

Company	Category 1	Company	Category 2	Company	Category 3
Abba Construction Inc.	1	A2 Group Inc.	2	Ajax Building Corporation	3
ACY Contractors LLC	1	AD Morgan	2	Allstate Construction Inc.	3
Axios Construction Services LLC	1	Arellano Construction	2	Arellano Construction	3
BDG Construction Services LLC	1	BCSI Construction Services	2	Balfour Beatty Construction	3
C&S Engineers Inc. Companies	1	BRPH Architects and Engineers	2	Barton Malow Company	3
CM Engineering Services Florida PLLC	1	Canaveral Construction Co Inc.	2	Brasfield & Gorrie	3
Derelle Inc.	1	Emmett Sapp Builders	2	Clancy & Theys	3
Jordan Development & Construction LLC	1	Fitzgerald Construction LLC	2	Construct Two Group CTG	3
MCI Mulligan Constructors	1	Gomez Construction	2	Core Construction	3
MVB & Associates Inc.	1	Harkins Development Corporation	2	CPPI Charles Perry Partners, Inc. (PPI)	3
NU Environmental Development	1	Johnson- Laux Construction	2	Cutler Associates Inc.	3
PW Hearn Inc.	1	MLB Construction Services, LLC	2	Doster	3
SEMCO Construction, Inc.	1	Pirtle Construction Company	2	DPR Construction	3
Speegle Construction II Inc.	1	RD Michaels Inc.	2	Gates Builders Inc.	3
Terra Firma Construction Mgmt Inc.	1	RL Burns Inc.	2	Gilbane Building Companies	3
Votum Construction	1	Roger B Kennedy Inc.	2	Hardin Construction	3
W&J Construction Corporation	1	Sauer, Inc.	2	Haskell Americas Design Build	3
		Schmid	2	Hensel Phelps Construction Co	3
		T&G Constructors	2	HJ High Construction Co	3
		Tucker Construction and Eng.	2	J Kokolakis Contracting Inc.	3
		Verde Construction Managers LLC	2	James A. Cummings	3
				Juneau Construction Company	3
				KBR Building Group	3
				Manhattan Kraft Construction, Inc.	3
				McCree Design Builders Inc.	3
				Morganti Group Inc.	3
				Moss & Associates LLC	3
				PCL Construction Services Inc.	3
				Perry - McCall Construction	3
				Peter R. Brown Construction	3
				Skanska USA	3
				Suffolk Construction	3
				The Collage Companies Construction	3
				Turner	3
				Walbridge	3
				Walker & Company	3
				Welbro Building Corporation	3
				Wharton-Smith Const Group Inc	3
				Whiting Turner Contracting Co	3
				Williams Company Building Division	3

**REQUEST FOR QUALIFICATIONS FOR  
CONSTRUCTION MANAGER AT RISK,  
PARK PLACE BUILDING  
RENOVATIONS AT METROWEST  
(RFQ) 11/12-35**



September 18, 2012

**TO:** BOARD OF TRUSTEES  
of Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** CONSTRUCTION MANAGER AT RISK FOR PARK PLACE BUILDING RENOVATIONS  
AT METROWEST REQUEST FOR QUALIFICATIONS (RFQ) 11/12-35

The following seven pre-qualified construction firms submitted qualifications to provide Construction Manager at Risk Services for Park Place Building Renovations at MetroWest:

- A. D. Morgan Corporation
- Gomez Construction Company
- Johnson-Laux Construction
- R.D. Michaels, Inc.
- R. L. Burns, Inc.
- Sauer, Inc.
- Tucker Construction Inc.


A public evaluation meeting was held on Friday, July 20, 2012, to review the qualifications and shortlist the firms. The evaluation committee shortlisted the three firms which received the highest scores and scheduled them for presentations/interviews. The three firms were: Johnson-Laux Construction, R.D. Michaels, and Sauer, Inc.

On Friday July 27, 2012, a public meeting was held to evaluate the shortlisted firms' presentations and to finalize the scoring. The master score sheet was updated to reflect the combined scores and the three firms were ranked in the following order:

- (1) R.D. Michaels
- (2) Sauer
- (3) Johnson-Laux

**RECOMMENDED ACTION:**

The President recommends that the Board of Trustees of Valencia College begin negotiations with R. D. Michaels Inc. to provide construction management at risk services for Park Place Building renovations at MetroWest. Should the College not be able to negotiate a satisfactory contract with R. D. Michaels, then negotiations will commence with the second ranked firm and so on until a fair, competitive and reasonable agreement is reached.

  
\_\_\_\_\_  
President

**REQUEST FOR QUALIFICATIONS FOR  
CONSTRUCTION MANAGER AT RISK,  
WEST CAMPUS STUDENT SERVICES  
BUILDING & OSCEOLA BUILDING 2  
(RFQ) 11/12-34**





September 18, 2012

**TO:** BOARD OF TRUSTEES  
of Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** REQUEST FOR QUALIFICATIONS (RFQ) 11/12-34 CONSTRUCTION MANAGER AT RISK  
WEST CAMPUS STUDENT SERVICES BUILDING & OSCEOLA BUILDING 2

The following ten pre-qualified construction firms submitted qualifications to provide construction management at risk services for two separate projects. One construction manager would be selected for the Student Services Building renovations on Valencia's West Campus and the other for Osceola Campus Building 2:

- A D Morgan
- Arellano Construction
- Diaz Fritz Isabel General Contractors
- Emmett Sapp Builders
- Gomez Construction
- Johnson-Laux Construction
- MLB Construction Services
- R. D. Michaels, Inc.
- R L Burns, Inc.
- Tucker Construction

A public evaluation meeting was held on Tuesday July 24, 2012, to review the qualifications and shortlist the firms. The evaluation committee shortlisted the five firms which received the highest scores and scheduled them for presentations/interviews. The five firms were: AD Morgan, Arellano, Gomez Construction, Johnson-Laux, and R. D. Michaels.

On Tuesday, July 31 2012, a public meeting was held to evaluate the shortlisted firms' presentations and to finalize the scoring. The master score sheet was updated to reflect the combined scores of each committee member, and the five firms were ranked in the following order:

- (1) R. D. Michaels
- (2) Arellano Construction
- (3) Johnson - Laux
- (4) Gomez Construction
- (5) AD Morgan

Since the time of the posting of this award, it has been determined that the Park Place property will be purchased and since R. D. Michaels will be recommended to receive the Park Place Project (RFQ 11/12-35), they will not be allowed to also receive one of these projects. The awards for this RFQ will be made to the second and third highest ranking firms.

**RECOMMENDED ACTION:**

The President recommends that the Board of Trustees of Valencia College begin negotiations with Arellano Construction and Johnson - Laux to provide construction manager at risk services for the renovation of the Student Services Building and Osceola Building 2, respectively. Should the College not be able to negotiate a satisfactory contract with either of these two firms, then negotiations will commence with the next highest ranked firm and so on until a fair, competitive and reasonable agreement is reached for each project.

\_\_\_\_\_  
President