

Purchase Request #4
Regular Board Meeting August 10, 2026
Consideration of Delegation of Authority to Contract for
Interactive Learning Center (C1) Repairs of Rotunda

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and award a contract for a new designed exterior envelope of the rotunda at the Central Campus Interactive Learning Center (C1).

BACKGROUND

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On April 30, 2026, the Chancellor's designee approved the design-build (DB) procurement method to source a company which can selectively demolish, provide interim waterproofing, and design and build a replacement rain screen envelope for the C1 rotunda. This structure has leaked intermittently for more than twenty years. Investigation by College staff has determined that conversion from a rain barrier to a rain screen system offers the best long-term solution.

A request for qualifications (RFQ), the first step of the solicitation process, was issued on June 2, 2026, and submittals were received on July 9, 2026. Evaluations of submittals based on criteria published in the RFQ will result in a shortlist of qualified respondents, not to exceed five. The shortlisted firms will be invited to participate in the second step of the solicitation process, including submission of their costing methodology and an interview with the evaluation team, comprised of representatives from facilities services department and capital projects. Each step will be evaluated, and negotiations begin with the respondent receiving the highest overall score.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor or her designee to negotiate and execute a contract with the highest ranked firm so that construction can be expedited. The selected DB firm will provide the full range of design and construction services required to replace the envelope on the C1 rotunda.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the cost of this project is not expected to exceed \$550,000. The project will be funded from the 2015 Bond Program deferred maintenance line.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon the execution of a contract and are expected to be completed by January 15, 2027. This project will be managed by capital projects staff.

ATTACHMENTS

None

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RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

DB 26-16
Building C1, Rotunda
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Qualification 1: Project	Qualification 2: History	Qualification 3: Safety	Qualification 4: Financial	Qualification 5: Audited Financial Statements	Qualification 6: References	Total Points	Short List
	<i>Total Points</i>	<i>35.00</i>	<i>15.00</i>	<i>15.00</i>	<i>10.00</i>	<i>10.00</i>	<i>15.00</i>	<i>100.00</i>	
1	Tellepsen Builders, L.P.	33.50	14.10	13.75	9.25	7.50	12.50	90.60	Yes
2	Scott + Reid General Contractors, Inc.	31.71	12.94	11.90	8.00	5.00	15.00	84.55	Yes
3	Millennium Projects Solutions, Inc.	27.67	11.81	11.48	7.50	7.00	9.75	75.21	Yes
4	Vogler Sheet Metal Co, Inc.	14.00	7.69	10.26	4.00	0.00	12.75	48.70	No
5	Prestige Building Group	18.34	5.81	6.20	5.25	0.00	11.25	46.85	No

FINAL SCORES

#	Shortlist Vendors	Qualifications (40% of Points)	Pricing Methodology	Presentation / Interview	Final Score
	<i>Total Points</i>	<i>40.00</i>	<i>20.00</i>	<i>40.00</i>	<i>100.00</i>
1	Tellepsen Builders, L.P.	36.24	15.00	35.00	86.24
2	Scott + Reid General Contractors, Inc.	33.82	Withdrew from consideration		
3	Millennium Projects Solutions, Inc.	30.08	14.00	20.00	64.08