

**Minutes**  
**Advanced Technology Center Architectural**  
**and Campus Master Plan Selection Committee**  
**District Board of Trustees**  
**Gulf Coast Community College**

February 27, 2009

9:40 AM  
Student Union West, Room 306

**Present:** Bill Cramer (presiding), Charles Isler, Linda Wood, Dan Estes, Dr. George Bishop, Dr. Jim Kerley, Joe Mills, Herman Daniels, John Mercer, Tonia Lawson, Dr. Jeff Stevenson, Antonio Adessi, Dr. Steve Nettles (recording)

**Call to Order:** Mr. Cramer called the meeting to order at 9:40 a.m.

**Review of Process:** Mr. Cramer outlined the methodology used and the legislative authority for this process. He also stated that vendor fees cannot be discussed until a final contract with the selected firm is pursued. Mr. Cramer further explained the Florida Department of Management Services (DMS) fee calculator to guide negotiations with the selected architect. GCCC will be using a fixed-fee contract that limits the total cost of project work, plus architectural fees to a static amount.

A discussion followed highlighting the importance of coordinating the timelines of both the master planning and the building design process. This discussion focused on the need for the master planning to impact the design of the building and for the building design to maximize the impact of the overall Master Plan.

**Interviews:** Interviews consisted of 45 minutes for presentations and 15 minutes for a question-and-answer period after each presentation. The following firms presented to the committee, utilizing this format.

- Clemons, Rutherford & Associates, Inc., Tallahassee, Florida
- Florida Architects, Inc., Orlando, Florida
- HuntonBrady Architects, Inc., Orlando, Florida

**Selection Process:** Following the interviews, the committee discussed the merits of each firm's proposal and presentation. Written ballots were completed by each of the four board members present ranking the three firms. Florida Architects, Inc. was unanimously selected to move to the contract negotiation phase. Mr. Isler moved and Mr. Estes seconded approval to enter into contract negotiations with Florida Architects, Inc. The vote was recorded as follows: Estes, aye; Isler, aye; Wood, aye; Cramer, aye.

**Contract Negotiation:** The representatives of Florida Architects, Inc. requested minor changes to the existing contractual agreement language used by GCCC. Specifically, the committee clarified language in sections 3.2.1, 3.8.3, and 3.8.21 of the existing contract language. Florida Architects, Inc. and the committee agreed to terms that would assign a “B” rating to the project, following DMS guidelines. The total cost of the project was set at \$26 million, including all project costs and architectural fees in the amount of \$1,527,109. Mr. Isler moved and Ms. Wood seconded approval of the negotiated terms to be submitted to the full board on March 12, 2009. The vote was recorded as follows: Estes, aye; Isler, aye; Wood, aye; Cramer, aye.

**Adjournment:** The meeting adjourned at 5:10 p.m.