

WASHBURN UNIVERSITY BOARD OF REGENTS
Budget and Finance Committee Meeting
September 3, 2015

Regents Present: Paul Hoferer (committee chair), Jennifer Sourk (committee member), John McGivern (committee member) [via teleconference], Terry Beck, Bill Sneed

The meeting was called to order at 1:32 p.m. by Paul Hoferer, chair.

Chairman Hoferer asked staff members to introduce themselves for the benefit of newly appointed Regent, Terry Beck.

- 1) Minutes of the June 11, 2015 meeting were approved as distributed.
- 2) Capital Projects Schedule Update:
 - Vice President Anderson reviewed the projects.
 - Welcome Center – Inside - Other than the stair rails they are pretty much down to the punch list. Outside work was delayed by six weeks of intermittent rain. During September/October they will rebuild the rock wall and complete the landscaping.
 - New Student Housing & Dining started out in a six week hole due to the weather but gained some time back. A meeting will be held in several weeks to discuss the recovery plan since the scheduled opening date cannot be delayed. Regent Hoferer asked about a contingency plan. The first option is additional construction crews, however, the biggest construction problem around the country right now, and especially in our area, is finding skilled workers.
 - KBI Building is in final stages of completion. Commissioning of the building will take a while. KBI will move into the building in October and the grand opening is scheduled for November 2nd. Our forensic program was approved at the last Board meeting.
 - Music Recital Hall – Design and program planning are in process. Looking at a phased approach. Dr. Mazachek indicated we have one lead gift to allow us to go through the design process. She hopes to announce the gift soon to move the planning along to include a confirmed location north of White Concert Hall.
 - Athletic Practice Facility – Will bring proposal to the September Board meeting for architectural services for detail program planning and cost estimates. It is in the early stages of fund raising awaiting the cost estimates. Concepts from all firms showed the facility fitting either east-west or north-south between the practice fields.
 - Other Projects:
 - Moore Bowl Turf replacement – Will start late fall after football ends.
 - Law School Parking – Did not get competitive bids this summer, so we will rebid this fall when paving contractors are not quite as busy.

- Parking for new housing will be done next summer. It will be east of the Phi Delt House. When asked if deck parking had been considered Vice President Anderson said deck parking is five times more expensive to build. He noted that compared to other campuses parking at Washburn is a free benefit to our students, faculty, and staff.
- Roof Replacements have been spaced out over the last three years with a couple more to be done during the fall and spring.
- Law School is still in the fund raising stage.
- Washburn Tech Simulation Lab should be completed in October or November.
- Washburn Tech Building D – Relocation of the AST program to the Tech campus will be completed in late September.

3) Qualification Based Procurement Process Discussion

- Regent Hoferer said bids can be divided into two categories, qualification bids and hard bids and today's discussion is about qualification bids for professional organizations related to construction. Vice President Anderson said the discussion is primarily on the evaluation process used to decide who to hire for which project, and to what extent weighting should be given to Kansas, Shawnee County, and/or Topeka firms. In answer to Regent Sourk's question about the current process, Vice President Anderson said when looking for an architect or engineering firm for a construction project the Facilities Services staff coordinate the process for specs on a Request for Qualifications (RFQ). The evaluation team consists of the owner(s) of the project (school and department), Vice President Anderson, and the Facilities Services director and/or architects. The team refers to the purchasing procedure to guide them and uses a point system to evaluate the firms. There are currently no guidelines or policy for local preference. When vendor evaluations are very close the current practice is to give the bid to a local firm. Regent Hoferer asked what is recommended by the administration. Vice President Anderson said the current practice with the point criteria is most flexible. In answer to Regent Beck's question about how much weighting is given for location he said 5% or less weight is given for in-state companies. Regent Sneed said we need to consider amending to give location consideration since it leaves things in somewhat of a vacuum not knowing whether location has been considered. He said Wichita State has a category for location of vendor and the points can add up to more than 100%. He said we need to be able to report the point system being used. Regent Sourk said the scoring criteria seems to be very subjective but then we add very objective criteria for location. Vice President Anderson said between 10 and 25 points are used for each category with some weighted more than others. Regent Hoferer said although he liked flexibility it is hard to defend or justify something that subjective. He asked if a state statute that may apply. Mr. Fried said he was not aware of any applicable statute. Regent Beck asked how bound by the score sheet are we. He said a firm may score high in experience but not do well on the interview. Most projects are at least a two year project and we need to feel comfortable with the selection.

- President Farley said all firms are probably going to have the technical ability but evaluating them is a subjective process. Everyone reaches their own conclusion and hopefully ranks the vendors consistently. He said rather than proposing a recommendation today the administration wanted to hear the Regents views.
 - Regent Sourk said we may be discouraging outside vendors by only choosing local firms. President Farley said we want vendors to keep their pencils sharpened to get the best bids. We want to include out of area vendors but give some preference to local firms. He said the City's criteria does not have a point system but does have a tie-breaker. He said location will need to be defined.
 - Regent Hoferer suggested Shawnee County be included in the term local since revenue is received from the county. When quality and experience are equal preference should be given to local firms. Vendors should be given the qualifications but not our point system.
 - Regent Beck said we have to be able to exercise judgment in our choices.
 - Regent Sneed said the evaluation is just a tool for the administration to use to make a recommendation to the Board. The point system should be based on the specific project.
 - Regent McGivern concurred with the other Regents observations.
 - Vice President Anderson said we are not pressed with any particular upcoming bid. A recommendation with change in policy language will be brought to the Board at a later date.

4) The meeting was adjourned at 2:30 p.m.