

Notice of Board Activity

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board members may gather, in numbers that constitute a quorum, for a board retreat on **Monday, September 30th, 2019 at 10:00 a.m.** at Northland Pioneer College Northeast Arizona Training Center located at 1840 W. Papermill Rd. Taylor, AZ 85939. Any questions can be directed to the Office of the President at (928) 524-7418 or (800) 266-7845, Ext. 7418.

No action will be taken by the Board.

I, Paul Hempsey, certify that this notice of board activity, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 29th day of September 2019, at 10:00 a.m.

Paul Hempsey
Recording Secretary to the Board

NOTICE DISTRIBUTION

1. WHITE MOUNTAIN INDEPENDENT NEWSPAPER
2. TRIBUNE-NEWS & SNOWFLAKE HERALD NEWSPAPERS
3. NAVAJO TIMES
4. NAVAJO-HOPI OBSERVER
5. KINO RADIO
6. KNNB RADIO
7. COUNTRY MOUNTAIN AIRWAVES [KQAZ/KTHQ/KNKI RADIO]
8. KWKM RADIO
9. WHITE MOUNTAIN RADIO
10. NPC WEB SITE
11. NPC ADMINISTRATORS AND STAFF
12. NPC FACULTY ASSOCIATION PRESIDENT
13. NPC CLASSIFIED AND ADMINISTRATIVE SUPPORT ORGANIZATION PRESIDENT
14. NPC STUDENT GOVERNMENT ASSOCIATION PRESIDENT



Northland Pioneer College

Post Office Box 610 • Hollbrook, AZ 86025 • (928) 524-7311 • Fax (928) 524-7312 • www.npc.edu



Northland Pioneer College Mission:

NPC provides, supports and promotes lifelong learning.

Our Shared Vision:

NPC provides a learner-centered environment, responds to community needs through effective and innovative service to our students, and fosters professional growth and collegial collaboration.

Our Shared Values:

NPC upholds the following values:

- A quality learning environment
- Diversity and accessibility
- Integrity and accountability
- Collaboration toward success



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

Governing Board Work Session Meeting Agenda

Northland Pioneer College, Northeast Arizona Training Center
1840 W. Papermill Rd. Taylor, AZ 85939

Date: September 30, 2019

Time: 10:00 a.m. (MST)

| <u>Item</u> | <u>Description</u> | <u>Resource</u> |
|-------------|---|--------------------|
| 1. | Call to Order | Chair Lucero |
| 2. | Adoption of the Agenda (Action) | Chair Lucero |
| 3. | New Business: | |
| A. | Tour of NATC | VPLSS Clark |
| B. | Discussion on Construction at NPC | President Vest |
| C. | Internal Controls..... | VPAS Ellison |
| D. | Accreditation..... | Director Yip-Reyes |
| 4. | Adjournment..... (Action) | Chair Lucero |

The District Governing Board may consider any item on this agenda in any order and at any time during the meeting. The District Governing Board may take action to approve, or may take other action, regarding all items of New Business, Old Business, Standing Business, or the President's Report. The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3).
Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.



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Northland Pioneer College
Update to Master Facilities Plan
SPS+ September 20, 2019 Proposal

| Option 1 | Option 2 | Option 3 |
|---|--|--|
| <p style="text-align: center;">Proposal:</p> <ul style="list-style-type: none"> • Part 1 – 2012 Master Plan Review • Part 2 – NPC/Campus Input (Interview campus leadership and staff) & Additional Forecasting (Market Study Consultant) • Part 3 – Site Investigation (Architect) & Site Master Planning (Campus programming and planning) • Part 4 – Project Programming <p style="text-align: center;">Timing: Approximately three months</p> <p>Notes:</p> <ol style="list-style-type: none"> 2012 DLR Master Facilities Plan cost \$157,560 Kayenta was not included in the 2012 Master Facilities Plan; Kayenta Center consists of a leased modular from the Township; annual lease \$28,884 | | |
| <p>\$234,170</p> | <p>\$234,170 <u>-\$25,000</u> \$209,170</p> | <p>\$234,170 -\$20,570 <u>-\$25,000</u> \$188,600</p> |
| <p>Proposal:</p> <ul style="list-style-type: none"> • Includes Kayenta \$20,570 • Includes Market Study \$25,000 | <p>Proposal:</p> <ul style="list-style-type: none"> • Includes Kayenta \$20,570 • Excludes Market Study \$25,000 | <p>Proposal:</p> <ul style="list-style-type: none"> • Excludes Kayenta \$20,570 • Excludes Market Study \$25,000 |

9/20/2019

Mr. David Huish,
Facilities and Maintenance Supervisor
Northland Pioneer College
P.O. Box 610
Holbrook, Arizona, 86025

**Re: Northland Pioneer College, Facilities Master Plan Update
SPS+ Architects Fee Proposal**

Dear Mr. Huish,

Thank you for the opportunity to update the 2012 NPC Facilities Master Plan. The Scope of Work and Proposed Fee for this proposal are outlined below.

Scope of Work

Based on our in-person meeting with yourself and Maderia Ellison, Vice President for Administrative Services, as well as follow up communications and review of the 2012 NPC facility master plan, SPS+ has compiled a three-part facility master plan update plus a building programming effort as follows:

1. Review the 2012 facilities master plan and note what has been accomplished.
 - a. Likely 90% or more of the maintenance items are completed.
 - b. Document master plan items that have yet to be accomplished.
2. Collect the campuses impressions of future wants and needs.
 - a. Interview campus leadership, district leadership, community contacts.
 - i. Site, property line and floor plans information based on documents provided by NPC.
 - ii. Record existing program locations.
 - iii. Optional, provide market study consultation.
 - b. Collect Kayenta Center information. (Kayenta Center was not a part of the 2012 master plan.)
 - c. Collect community input
 - d. Market study (via allowance for consultant services)
 - e. Report
3. Site familiarization
 - a. Architectural
 - i. Tour the four main campuses and Kayenta Center.
 - b. Civil, at the four main campuses and Kayenta Center, scope varies per Painted Sky Engineering and Survey campus familiarity.
 - i. Storm drainage study
 - ii. Parking and ADA walks review
 - iii. Water and sewer study
 - iv. Mapping
 - c. Mechanical, Plumbing, and Electrical

- i. Tour LCC and WMC
 - d. Facility master plan site designs
 - i. Significant planning is anticipated for Little Colorado Campus and White Mountain campuses
 - ii. Minor update planning anticipated for Hopi Center and White River Center
 - iii. Review of Kayenta Center which was not a part of the 2012 Master planning.
 - e. Provide conceptual cost estimates of probable cost for budgeting
 - i. Note that construction costs have increased 35% from 2012 prices.
 - f. Provide an updated facilities master plan document for NPC use.
- 4. Provide detailed programming for project(s) determined by NPC would like to execute first.
 - a. By allowance, subject to the need
 - b. Assist NPC with investigation of alternative construction procurement options.

Proposed Fee: \$ 234,170.00 See fee attachment.

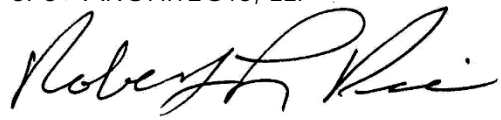
The exhibit complies the anticipated tasks, fees and allowances to accomplish the NPC facilities master plan update. The fees are based on SPS+ state wide on call rates that have been pre negotiated for best value to the client. The master planning effort is expected to take approximately 90 days and is dependent on the availability of the participants.

Exclusions

1. Geotechnical Engineering
2. Civil Engineering
3. Construction staking
4. Archeological Investigation
5. Providing design services for extensive change orders beyond original scope and construction change directives during the construction process.
6. Provide extensive drawings to evaluate different system cost.
7. Providing design services for construction beyond the contracted established construction budget (unless approved by Client in writing.)
8. Providing any services beyond customary Architectural Services and as outlined in this proposal.
9. Engineering for fire protection if required.
10. Detailed fire alarm, sprinkler design, and drawings. The selected sub-contractor secured by the general contractor will be responsible as required by the authority having jurisdiction.
11. Payment for building permits, fees, and any construction related permits and fees.
12. Special inspections as may be required by the authority having jurisdiction.
13. Other special systems are excluded from the contract such as (may be provided via allowance identified above):
 - a. Computer network cabling and equipment and programming including main cross-connect, intermediate cross-connect, horizontal cross-connect, and LAN is excluded.
 - b. Security camera system is excluded.
 - c. Uninterrupted power supply system design is excluded.
 - d. (Note that conduit and power for excluded systems will be incorporated per the Client's layout document.)

Please see the attached fee schedule for an itemized breakdown of our proposed fee. We look forward to a successful project.

Sincerely,
SPS+ ARCHITECTS, LLP

A handwritten signature in black ink, appearing to read "Robert L. Pian". The signature is fluid and cursive, with the first name "Robert" being the most prominent part.

Robert L. Pian, AIA, NCARB
Partner

cc: accounting@spsplusarchitects.com
Attachments: SPS+ Architects fee schedule

| Task | Qua | Unit | \$/Units | Subtotal | Total | Comments |
|--|-----|------|--------------|--------------|--------------|------------------------------------|
| Part 1 2012 Master plan review | | | | | | |
| Review 2012 master plan document | 8 | Hr | \$ 135.00 | \$ 1,080.00 | | 4 campuses and 2 sites |
| Review executed 2012 projects | 8 | Hr | \$ 135.00 | \$ 1,080.00 | | Via David Huish |
| Evaluate | 8 | Hr | \$ 135.00 | \$ 1,080.00 | | |
| Site and floor plan exhibits | 16 | Hr | \$ 115.00 | \$ 1,840.00 | | Provided by NPC |
| Trips | 1 | Ea | \$ 1,000.00 | \$ 1,000.00 | | |
| | | | | | \$ 6,080.00 | |
| Part 2 NPC/Campus input | | | | | | |
| Interview campus leadership and staff | | | | | | |
| LCC and WMC | 16 | Hr | \$ 135.00 | \$ 2,160.00 | | Work day |
| PDC and SCC | 8 | Hr | \$ 135.00 | \$ 1,080.00 | | half day |
| Hopi Center and Whiteriver Center | 4 | Hr | \$ 135.00 | \$ 540.00 | | phone interview |
| Kayenta Center | 2 | Hr | \$ 135.00 | \$ 270.00 | | Not a part of the 2012 MP |
| Interview district leadership and staff | | | | | | |
| LCC and WMC | 16 | Hr | \$ 135.00 | \$ 2,160.00 | | Work day |
| PDC and SCC | 8 | Hr | \$ 135.00 | \$ 1,080.00 | | half day |
| Hopi Center and Whiteriver Center | 4 | Hr | \$ 135.00 | \$ 540.00 | | phone interview |
| Kayenta Center | 2 | Hr | \$ 135.00 | \$ 270.00 | | Not a part of the 2012 MP |
| Community input | | | | | | |
| Meetings | 16 | Hr | \$ 135.00 | \$ 2,160.00 | | Update |
| Kayenta Center | 4 | Hr | \$ 135.00 | \$ 540.00 | | Meeting and notes |
| Report | | | | | | |
| Evaluate | 24 | Hr | \$ 135.00 | \$ 3,240.00 | | Update |
| Kayenta Center | 8 | Hr | \$ 135.00 | \$ 1,080.00 | | Meeting and notes |
| Trips | | | | | | |
| Trips | 8 | Ea | \$ 1,000.00 | \$ 8,000.00 | | |
| Kayenta trip | 1 | Ea | \$ 1,750.00 | \$ 1,750.00 | | Not a part of the 2012 MP |
| | | | | | \$ 24,870.00 | |
| Part 2 Additional-Forecasting | | | | | | |
| Market study consultant | 1 | Ea | \$ 25,000.00 | \$ 25,000.00 | | Allowance scope to be determined |
| | | | | | \$ 25,000.00 | |
| Part 3 Site investigation | | | | | | |
| Architectural | | | | | | |
| LCC and WMC on site evaluation | 80 | Hr | \$ 135.00 | \$ 10,800.00 | | |
| PDC and SCC on site evaluation | 40 | Hr | \$ 135.00 | \$ 5,400.00 | | |
| Kayenta Center site evaluation | 16 | Hr | \$ 135.00 | \$ 2,160.00 | | Not a part of the 2012 MP |
| Civil | | | | | | |
| | | | | | | Painted Sky |
| | | | | | | Storm drainage study |
| | | | | | | Parking and ADA walks review |
| | | | | | | Water and sewer review |
| | | | | | | Mapping |
| LCC | 1 | Ls | \$ 11,000.00 | \$ 11,000.00 | | Allowance scope to be determined |
| WMC | 1 | Ls | \$ 10,000.00 | \$ 10,000.00 | | Allowance scope to be determined |
| PDC | 1 | Ls | \$ 8,000.00 | \$ 8,000.00 | | Allowance scope to be determined |
| SCC | 1 | Ls | \$ 6,000.00 | \$ 6,000.00 | | Allowance scope to be determined |
| Kayenta Center | | | | | | Not a part of the 2012 Master plan |
| Mapping Aerial | 1 | Ls | \$ 4,000.00 | \$ 4,000.00 | | |
| Topo survey | 1 | Ls | \$ 2,500.00 | \$ 2,500.00 | | |
| As Built review | 1 | Ls | \$ 300.00 | \$ 300.00 | | |
| Water and sewer review | 1 | Ls | \$ 750.00 | \$ 750.00 | | |
| Grading and drainage review | 1 | Ls | \$ 1,500.00 | \$ 1,500.00 | | |
| Parking lot and drives review | 1 | Ls | \$ 750.00 | \$ 750.00 | | |
| Mech and plumbing | | | | | | |
| | | | | | | Applied Engineering |
| LCC Site visit, evaluation and report | 1 | Ea | \$ 1,950.00 | \$ 1,950.00 | | |
| WMC Site visit, evaluation and report | 1 | Ea | \$ 1,950.00 | \$ 1,950.00 | | |
| | | | | | | Kayenta NA |
| Electrical | | | | | | |
| | | | | | | EDC |
| LCC Site visit, evaluation and report | 1 | Ea | \$ 1,950.00 | \$ 1,950.00 | | |
| WMC Site visit, evaluation and report | 1 | Ea | \$ 1,950.00 | \$ 1,950.00 | | |
| | | | | | | Kayenta NA |
| Report | | | | | | |
| Kayenta Center | 12 | Hr | \$ 135.00 | \$ 1,620.00 | | Not a part of the 2012 MP |
| Document | 24 | Hr | \$ 115.00 | \$ 2,760.00 | | |
| Trips | 4 | Ea | \$ 1,000.00 | \$ 4,000.00 | | |
| | | | | | \$ 82,580.00 | |

| Part 3 Site master planning | | | | | | |
|---------------------------------------|-----|----|--------------|----------------------|----------------------|----------------------------------|
| Campus programing and planning | | | | | | |
| LCC | 40 | Hr | \$ 135.00 | \$ 5,400.00 | | |
| WMC | 40 | Hr | \$ 135.00 | \$ 5,400.00 | | |
| PDC | 24 | Hr | \$ 135.00 | \$ 3,240.00 | | |
| SCC | 16 | Hr | \$ 135.00 | \$ 2,160.00 | | |
| Hopi Center | 8 | Hr | \$ 135.00 | \$ 1,080.00 | | |
| Whiteriver Center | 8 | Hr | \$ 135.00 | \$ 1,080.00 | | |
| Kayenta Center | 8 | Hr | \$ 135.00 | \$ 1,080.00 | | |
| Conceptual estimate | | | | | | |
| LCC | 24 | Hr | \$ 135.00 | \$ 3,240.00 | | |
| WMC | 24 | Hr | \$ 135.00 | \$ 3,240.00 | | |
| PDC | 16 | Hr | \$ 135.00 | \$ 2,160.00 | | |
| SCC | 16 | Hr | \$ 135.00 | \$ 2,160.00 | | |
| Hopi Center | 8 | Hr | \$ 135.00 | \$ 1,080.00 | | |
| Whiteriver Center | 8 | Hr | \$ 135.00 | \$ 1,080.00 | | |
| Kayenta Center | 8 | Hr | \$ 135.00 | \$ 1,080.00 | | |
| Finalization and presentation | | | | | | |
| Finalize | 40 | Hr | \$ 135.00 | \$ 5,400.00 | | |
| Kayenta Center | 8 | Hr | \$ 115.00 | \$ 920.00 | | |
| Presentation | 40 | Hr | \$ 115.00 | \$ 4,600.00 | | |
| Trips | 4 | Ea | \$ 1,000.00 | \$ 4,000.00 | | |
| | | | | | \$ 48,400.00 | |
| Part 4 Project programing | | | | | | |
| Project programing allowance | | | | | | |
| LCC | 1 | Ea | \$ 15,000.00 | \$ 15,000.00 | | Buildings |
| WMC | 1 | Ea | \$ 25,000.00 | \$ 25,000.00 | | Allowance scope to be determined |
| Construction method inquiry support | 24 | Hr | \$ 135.00 | \$ 3,240.00 | | Allowance scope to be determined |
| Trips | 4 | Ea | \$ 1,000.00 | \$ 4,000.00 | | |
| | | | | | \$ 47,240.00 | |
| Total | | | | \$ 234,170.00 | \$ 234,170.00 | |
| Average trip cost | | | | | | |
| Mileage | 330 | Mi | \$ 0.58 | \$ 191.40 | | |
| Travel time | 6 | Hr | \$ 135.00 | \$ 810.00 | | |
| Expenses | 1 | Ls | \$ 35.00 | \$ 35.00 | | |
| Total | | | | | \$ 1,036.40 | Use \$1,000.00 |
| Kayenta Mileage | 600 | Mi | \$ 0.58 | \$ 348.00 | | |
| Travel time | 10 | Hr | \$ 135.00 | \$ 1,350.00 | | |
| Expenses | 1 | Ls | \$ 70.00 | \$ 70.00 | | |
| Total | | | | | \$ 1,768.00 | Use \$1750.00 |