BOARD OF TRUSTEES
Special Meeting

Tuesday, July 14, 2026 – 3:30 p.m.
Chris T. Matthews Board Room (A201)

Zoom Option:
https://frederick-edu.zoom.us/j/82936147176?pwd=P39BVmplICgu8sgI6AON0Zhy6bMpsB.1
Call-in Option:
Phone Number: 301-715-8592 | Webinar ID: 829 3614 7176 | Passcode: 076985

I. Call to Order

II. Public Comment

Public comment at Board meetings is limited to addressing items on that meeting's agenda. Public comment is limited to a maximum of five (5) speakers, three (3) minutes per person. The order of speakers will be on a first-come, first-served basis. Individuals are required to complete the sign-in sheet prior to the opening of the meeting.

III. Required Approvals Agenda

A. Approval of Award to Hanbury for Architectural/Engineering Services for the Innovation & Technology Center Catoctin Hall Addition/Renovation **(Enclosure 1)**

B. Approval of Award to Barton Malow for Construction Manager at Risk Services with Guaranteed Maximum Price for the Innovation & Technology Center Catoctin Hall Addition/Renovation **(Enclosure 2)**

IV. Action Item

A. Approval of Short-Term Lease with I-270 TIC, LLC for Biotech Boot Camp Laboratory Space **(Enclosure 3)**

V. Adjournment

Under the ADA and Section 504, Frederick Community College (FCC) makes every effort to accommodate individuals with disabilities for College-sponsored events and programs. For FCC employees needing accommodations, including interpreting, please email humanresources@frederick.edu. For students and others with accommodation needs or questions, please call 301-846-2408, or to request sign language interpreter services, please email Interpreting@frederick.edu. Sign language interpreters will not be automatically provided for College-sponsored events without a request for services. Requests must be made at least five workdays before a scheduled event to guarantee accommodations.

Frederick Community College

Enclosure 1
July 2026

Recommendation for Award to Hanbury for Architectural/Engineering Services for the Innovation & Technology Center Catoctin Hall Addition/Renovation

Context: The recommended award of Request for Proposals (RFP) 26-CCPM-01, Architectural/Engineering Services for the Innovation & Technology Center; Catoctin Hall Addition/Renovation, to Hanbury in the amount of $4,572,584 is being presented to the Board for approval via the Required Approvals Agenda. This document summarizes the recommended award and is presented to the Board of Trustees by President Cheek, with preparation support provided by Scott McVicker, CFO and Vice President for Administration.

Board Policy Compliance Monitoring References:

- EL-4 Financial Conditions and Activities
- EL-6 Planning
- EL-7 Land Use
- EL-9 Asset Protection

Background:

- Pursuant to the Code of Maryland Regulations (COMAR) §21.05.07, the Board is required to approve any procurement over $100,000.
- Frederick Community College conducted a competitive solicitation for Architectural/Engineering services to construct a 28,352 GSF addition and renovate 30,245 GSF of the existing original Catoctin Hall for Science and Biotechnology Lab functions, an Innovation Center servicing the FCC community and other entrepreneurial initiatives, instructional space for STEM programs, offices, lecture classrooms, and support spaces.
- The project supports the College's ongoing capital improvement and facilities planning efforts by expanding and renovating instructional and technology-focused space within Catoctin Hall to better support current and future academic programming needs.
- The College utilized a request for proposals (RFP) process. RFPs are a method allowed by COMAR primarily related to services and are not based only on lowest price like a request for bids (RFB). The selection includes an evaluation of a technical proposal, an oral interview with vendors, and their price proposal. Awards are made based on the results of the overall combined scores.
- The RFP process consists of four stages of review; minimum qualifications, technical, oral, and pricing evaluation.
- Seventeen proposals were received; four proposals met the minimum qualifications, and all were advanced to technical, oral, and pricing evaluation.
- Proposals were evaluated using a weighted scoring model consisting of Technical Proposal (35%), Oral Presentation (35%), and Pricing (30%).

Firm	Technical	Oral	Pricing	Total Score	Vendor Proposal Cost
Hanbury	18.95	22.65	26.38	69.98	$4,459,000.00
PBK	18.40	21.15	30.00	69.55	$4,447,074.00
WRA	21.20	19.20	25.60	66.00	$4,357,869.00
HCM	20.15	21.15	29.33	65.93	$5,007,475.30

- Hanbury achieved the highest combined weighted score and was determined to offer the best value based on its understanding of the project scope, schedule, and sustainability objectives; experienced and cohesive project team; well-defined design, coordination, and risk-management approach; reasonable, realistic, and balanced pricing; and confirmation that the transition from LEED v4.0 to LEED v5.0 would not result in additional fees to the College.
- The College followed COMAR and the College Financial Procedures Manual.
- A Notice of Intent to Award was issued on May 6, 2026.
- Design will be conducted in FY 2027 and FY 2028, and a portion of FY 2029. Construction will occur in FY 2029 and FY 2030.
- Funding for this project will be funded from the FY 2027 through FY 2030 State and County Capital Improvement Plan (CIP) budget.

Attachment: None

Frederick Community College

Enclosure 2
July 2026

Recommendation for Award to Barton Malow for Construction Manager at Risk Services with GMP for the Innovation & Technology Center Catoctin Hall Addition/Renovation

Context: The recommended award of Request for Proposals (RFP) 26-CCPM-02, Construction Manager at Risk (CMAR) Services with Guaranteed Maximum Price (GMP) for the Innovation & Technology Center; Catoctin Hall Addition/Renovation, to Barton Malow in the amount of $8,756,517 is being presented to the Board for approval via the Required Approvals Agenda. This amount includes the pre-construction and construction phase fees, as well as construction general conditions and GMP contingencies. This document summarizes the recommended award and is presented to the Board of Trustees by President Cheek, with preparation support provided by Scott McVicker, CFO and Vice President for Administration.

Board Policy Compliance Monitoring References:
- EL-4 Financial Conditions and Activities
- EL-6 Planning
- EL-7 Land Use
- EL-9 Asset Protection

Background:
- Pursuant to the Code of Maryland Regulations (COMAR) §21.05.07, the Board is required to approve any procurement over $100,000.
- Frederick Community College issued RFP 26-CCPM-02 to solicit qualified firms to provide Construction Manager at Risk (CMAR) services with Guaranteed Maximum Price (GMP) for the Innovation & Technology Center Catoctin Hall Addition/Renovation project.
- The project supports the College's ongoing capital improvement and facilities planning efforts by expanding and renovating instructional and technology-focused space within Catoctin Hall to better support current and future academic programming needs.
- The College utilized a request for proposals (RFP) process. RFPs are a method allowed by COMAR primarily related to services and are not based only on lowest price like a request for bids (RFB). The selection includes an evaluation of a technical proposal, an oral interview with vendors, and their price proposal. Awards are made based on the results of the overall combined scores.
- The RFP process consists of four stages of review; minimum qualifications, technical, oral, and pricing evaluation.
- Sixteen proposals were received; ten proposals met the minimum qualifications and were advanced for Technical Evaluation. Based on the Technical Evaluation results, six firms were identified as the most highly qualified and were advanced to the Oral Presentation and Pricing Evaluation stages.
- Proposals were evaluated using a weighted scoring model consisting of Technical Proposal (35%), Oral Presentation (35%), and Pricing (30%).

Firm	Technical	Oral	Pricing	Total Score	Vendor Proposal Cost
Barton Malow	20.75	31.99	30.00	82.74	$8,756,517.00
Benchmark Construction	16.95	31.43	29.40	77.78	$8,588,496.00
Whiting-Turner	17.50	29.47	28.50	75.47	$9,050,073.84
Oak Contracting	17.15	24.22	26.40	67.77	$7,375,227.00
J. Vinton Schafer	17.05	22.54	25.50	66.59	$8,470,000.00
Gilbane*	19.85	27.79	Non-Responsive	47.64	-

**Gilbane's score reflects technical and oral evaluations only due to a non-responsive pricing submission.*

- Barton Malow achieved the highest combined weighted score based on technical qualifications, oral presentation, and pricing; demonstrated a strong understanding of project requirements; offered a highly qualified and experienced project team and comprehensive approach to preconstruction and construction services; and reduced the proposed project cost by $840,000 through the Best and Final Offer process.
- The College followed COMAR and the College Financial Procedures Manual.
- A Notice of Intent to Award was issued on May 6, 2026.
- Design will be conducted in FY 2027 and FY 2028, and a portion of FY 2029. Construction will occur in FY 2029 and FY 2030.
- Funding for this project will be funded from the FY 2027 through FY 2030 State and County Capital Improvement Plan (CIP) budget.

Attachment: None

Frederick Community College

Enclosure 3
July 2026

Recommendation for Approval of Short-Term Lease with I-270 TIC, LLC

Context: The College's Continuing Education and Workforce Development (CEWD) area has delivered the Biotech Boot Camp program since 2022 using laboratory facilities on the main campus. Due to summer lab renovations and scheduling conflicts with credit courses during the fall semester, the biotechnology laboratories in Catoctin Hall are unavailable for the upcoming boot camp program. Thus, the College has identified a suitable off-site laboratory space available for short-term lease.

To ensure uninterrupted program delivery, and maintain enrollment momentum, it is recommended that this short-term lease with I-270 TIC, LLC be approved. This recommendation is presented to the Board of Trustees by President Cheek, with preparation support provided by Dr. Anne P. Davis, Provost and Vice President for Teaching, Learning, and Student Success and Mr. Scott McVicker, Chief Financial Officer and Vice President for Administration.

Board Policy Compliance Monitoring References:

- EL-4 Financial Conditions and Activities
- EL-7 Land Use
- EL-8 Access to Education

Background:

- Pursuant to Frederick Community College Executive Limitations EL-4, the President shall not: purchase, lease, condemn, or otherwise acquire real property without Board approval.
- The College has identified a suitable off-site laboratory space at the I-270 Innovation Center that provides access to purpose-built wet and dry labs, as well as flexible, industry-standard workspaces necessary to support high-quality biotech instruction for the Biotech Boot Camp.
- I-270 TIC, LLC will provide this space under a short-term sublease agreement for the period of August 31 through September 30, 2026, at a total cost of $2,247.92. This arrangement enables campus laboratory renovations to proceed during the summer and avoids conflicts with credit courses once the fall semester begins, while ensuring uninterrupted delivery of the Biotech Boot Camp program.
- The Biotech Boot Camp is designed to serve job seekers with little or no prior biotechnology experience, equipping participants with the technical skills needed for immediate entry into the biotech workforce.
- Since 2022, eight Biotech Boot Camps have been offered, establishing a track record of high impact with 109 completers across eight cohorts achieving a 64% job placement rate in biotechnology roles, with 100% retention among placed completers.

- The Boot Camp operates through a regional partnership that includes Frederick Community College (FCC), the Maryland Manufacturing Extension Partnership, Frederick County Workforce Services, Frederick County Economic Development, and the City of Frederick Economic Development.
- The Biotech Boot Camp enjoys a strong reputation within Maryland's biotechnology sector, contributing to consistent visibility and demand, and benefits from extensive industry engagement, including curriculum input, guest lectures, site visits, and direct hiring pipelines from leading employers such as Kite, Thermo Fisher Scientific, AstraZeneca, Precision for Medicine, Meso Scale Diagnostics, and Lonza.
- The program operates as a self-sustaining model, with revenue generated covering all instructional and operational costs, including the proposed lease expense, and thus is expected to remain profitable.
- Proceeding with this short-term lease represents a fiscally responsible and operationally effective solution that preserves program momentum, meets employer demand, and supports regional economic development priorities. It also provides an opportunity to evaluate the strategic use of a shared community biotechnology asset to enhance industry engagement and support future Biotech Boot Camp offerings.

Attachment: None