

**Board of Trustees Agenda Report**

**For the Trustee Meeting Date of October 14, 2008**

*(resubmitted for the 10/28/08 meeting.)*

**ITEM TITLE:**

Consider Approval of Extended Move Management Services, College of Alameda Renovations to Building A, IPA Planning Solutions, Inc.

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested to amend the contract with IPA Planning Solutions, Inc. for Move Management Services related to the College of Alameda Renovations to Building A project, at a fee of \$32,472.

**ITEM SUMMARY:**

The additional scope will provide services to:

- Keep the move related portions of the project on schedule with minimal impact to end users despite overall project scheduling and construction delays.
- Compensate for increase in scope services as requested by the College.

**BACKGROUND/ANALYSIS:**

The original contract amount was \$130,466. At the meeting of April 22, 2008, the Board approved an amendment to the contract with IPA to extend the end of the contract term to September 30, 2009, at no additional fee. This amendment will increase the current not-to-exceed fee from \$130,466 to \$162,938. The proposal from IPA is attached.

**ALTERNATIVES/OPTIONS:**

Not applicable.

**EVALUATION AND RECOMMENDED ACTION:**

Approval is recommended to amend the contract with IPA Planning Solutions, Inc. for Move Management Services related to the College of Alameda Renovations to Building A project, at a fee of \$32,472.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

Measure E and Measure A, as approved by the voters in Peralta's constituency and authorized under Resolution 05/06-45, Exhibit A-1, College of Alameda "Equipment, technology upgrades, and facility and classroom improvements and expansions for the college's following programs and proposed programs: ... Student Services ..."

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ NO   X  

**COMMENTS:**

No additional comments.

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**

Vice Chancellor Ikharo

**DID A BOARD STANDING COMMITTEE APPROVE THE ITEM?** YES \_\_\_\_\_ NO X

**PLEASE ACQUIRE SIGNATURES IN THIS ORDER:**

**DOCUMENT PREPARED BY:**

Prepared by: Sadiq B. Ikharo Date: October 14, 2008  
Dr. Sadiq B. Ikharo  
Vice Chancellor of General Services

**DOCUMENT PRESENTED BY:**

Sadiq B. Ikharo Date: October 14, 2008  
Dr. Sadiq B. Ikharo  
Vice Chancellor of General Services

**FINANCE DEPARTMENT REVIEW**

\_\_\_\_\_ Finance review required X Finance review *not* required

If Finance review is required, determination is: ✓ Approved \_\_\_\_\_ Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: Thomas Smith Date: 10.7.08  
Thomas Smith  
Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

X Legal review required ~~\_\_\_\_\_~~ Legal review *not* required

If Legal review is required, determination is: X Approved \_\_\_\_\_ Not Approved

Signature: Thuy T. Nguyen Date: 10/7/08  
Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

X Approved, and Place on Agenda \_\_\_\_\_ Not Approved, but Place on Agenda

Signature: Elihu Harris Date: 10/6/08  
Elihu Harris, Chancellor

August 14, 2008

Sadiq B. Ikharo, Vice Chancellor  
 Department of General Services  
**Peralta Community College District**  
 333 East 8<sup>th</sup> Street  
 Oakland, CA 94606

**Subject: Amendment to Agreement for Professional Services**  
**Project: Move Management Services – COA Bldg A**

Dear Dr. Ikharo:

Please accept this proposal for amendment to our agreement for professional services dated December 13, 2005 to provide move management services for the above referenced project. As we have previously discussed, this amendment is needed to cover additional scope performed at the College of Alameda to 1) keep the move related portions of the project on schedule with minimal impact to end users despite overall project scheduling and construction delays, 2) to compensate for gaps in other vendors' scopes of work, and 3) to cover additional services provided on an urgent and as needed basis for other Peralta facilities.

Based on the additional services provided and projected (itemized below), as well as an allowance of 40 hours for any urgent, miscellaneous move management work that may be needed by the District, we propose increasing our current not-to-exceed amount by \$32,472, changing the original not-to-exceed amount from \$130,466 to \$162,938.

	Task	Hours
1	The cashier at COA had to be moved a total of three times. She was first moved from "A" building to "F" building. Then part of her furniture was moved back to "A" building due to construction delays. Her remaining furniture was moved from "A" to storage, and her items in F-212 were moved downstairs to F-123 to accommodate further construction delays.	6
2	F- 213 and F-214 were moved unexpectedly to A-227 to make way for the relocation of the Business department. Items in A-227 were then moved again into a storage container because of lack of storage space on campus. (moved twice)	4
3	The Professor in D-118 was moved to L-202-A to clear space for the computer technicians originally located in A-227. However, L-202-A had been slated to be occupied by the Accounting Tutorial program, so the Professor was moved again out of L-202-A. Her furniture was placed into storage containers instead of remaining in L-202-A. (moved twice)	3
4	The Cal Works program was moved from F-216 to G-236. After their relocation, they decided that much of their furniture would not fit ideally into their new space, so movers were dispatched again to relocate the surplus furniture into a storage container. (moved twice)	3
5	Part of the Cal Works Program in F-216 was left behind in F-216 because the Board of Trustees needed a conference facility to hold their scheduled meeting.	4

	Movers were dispatched on a separate day to relocate the remainder of the Cal Works furniture in F-216 after the initial Cal works move was completed. Items were taken to a storage container. (moved on two days instead of one)	
6	After the completion of the One-Stop Program move into their portable, the One-Stop Program decided that their space was too small to accommodate their modular furniture. Movers were dispatched again to tear down a modular workstation. The workstation was taken to a storage container. (moved twice)	3
7	Removal of desks and chairs from G-236 resulted in their storage in a vacant classroom. The desks and chairs, however, were not absorbed by any other classroom on campus and have been removed to storage. (moved twice)	3
8	On more than one occasion, items removed from Building "A" and taken to storage to prepare for the demolition of Building "A" were returned. Items were brought back out of storage at the request of COA personnel because staff changed their mind about the necessity of the items. After initial moves, some items were left at origin locations for COA staff to sort through for up to a month so that items could be thrown out. After these items were finally taken to storage, staff requested that the same items be brought back to Building "A" so that they could be examined once more. (moved twice)	15
9	The computer labs at COA were moved in phases. Only furniture from computer labs was moved into the newly constructed portables at the inception of the relocation. Move crews had to be dispatched again on additional days to relocate the actual computers because of the lack of security in the new portables. (moved on two or three days instead of one)	8
10	Move crews have been slowed at nearly every relocation at COA, particularly at the destination locations because staff changed their minds about furniture configuration, placement, or the need for certain furniture items after the move had been completed.	26
11	The Dental Lab relocation technicians had to come back on additional days at COA because of the lack of necessary structural reinforcement in the walls of the new dental portables. Structural reinforcement was needed to hang heavy X-Ray machines on the walls. The Dental Lab technicians had to install their own structural reinforcement in order to mount these X-Ray machines. Additionally, the overhead bracket that was to be installed for the placement of directional Dental lamps in the Dental Portable was not in place. (move on eight days instead of five because of lack of structural preparedness)	20
12	Additional expenses incurred for reshuffling of existing items of furniture in the portables. Access to containers to retrieve items needed from storage, coordination and oversight of vendors unrelated to original project scope (ie. Dollosso Mechanical). Additional administrative duties required for processing of paperwork.	20
12	Reconfiguration of furniture in Counselor's portable (3x). Reconfiguration of cubicle in L-215. Removal of untagged items from Building A. Rebuild cubicle for DSPS. Coordinate Morro & Counsel relocation. Storage container access.	22
13	Relocation and storage of boxes for Dr. Cervantes. Additional removal of untagged items from Upholstery and other areas. Four relocations of Muriel from "A" to "F". Relocated Cole and Muriel's items to storage.	12
14	Reconfiguration of storage container for Financial Aid. Billing coordination/negotiation for Dollosso Mechanical.	16
15	Provision of urgent services for Berkeley City College final relocation from	24

Dr. Sadiq Ikharo  
 Peralta Community College District  
 Proposed Amendment to Agreement for Professional Services  
 Move Management – COA Building A  
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	Allston Way and miscellaneous move coordination at new Center Street facility.	
16	Removal of unwanted desks stored at Physical Plant. Inventory of surplus items for John Badisadr. Second relocation of Morro from Counselor's portable to "G" building.	18
17	Laney College – urgent start up for move of Buildings "A" and "B" and Student Services.	35
18	Additional urgent access to containers to locate cabinets to be reinstalled in Building A. Required replacement of all locks due to campus staff turnover and summer unavailability.	20
19	Removal and replacement of all containers contents for urgent relocation of all containers in association with CalTrans related land transfer.	26
20	Allowance for any urgent, miscellaneous move management work that may be needed by the District.	40
	<b>Total Additional Hours</b>	<b>328</b>

All other terms of the agreement are proposed to remain in full force and affect as originally stated. Thank you for your consideration of our proposed amendment.

Very truly yours,



Ineda Adesanya  
 Chief Executive Officer  
 IPA Planning Solutions, Inc.

The terms and conditions above are accepted and agreed to by:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**-End-**

