

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of November 18, 2008**

ITEM #

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ITEM TITLE:

Consider Approval to Negotiate an Agreement with Cordoba Corporation to Provide Project Management/Construction Management Services for the Laney College Athletic Fields Complex Project

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for the Chancellor to negotiate an agreement with Cordoba Corporation to provide project management and construction management services for the Laney College Athletic Fields Complex project.

ITEM SUMMARY:

Cordoba Corporation was selected from the previously Board approved short list of project management firms, based on their relevant experience with design-build projects. Cordoba has local presence in Oakland. It is critical for Cordoba to begin services during the contract negotiation period with Gilbane Building Company. Their services will commence under an independent contract. Upon negotiation of the final agreement, Board approval of the fee will be requested at a future meeting.

BACKGROUND/ANALYSIS:

At the meeting of July 17, 2007, the Board approved proceeding with the Laney College Athletic Fields Complex project to be funded from Measure A. It was decided that to reduce costs and expedite the project, the design/build method of project delivery would be utilized. In a separate item presented at this meeting, the Board is requested to approve negotiation of a design-build contract with Gilbane Building Company for this project. It is important for the project management firm, Cordoba Corporation, to be on board to participate in the negotiations with the construction contractor to ensure quality control and a successful project. Attached is a letter from Cordoba Corporation providing additional information, references, hourly rates and résumés of staff who will be assigned to the project.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended for the Chancellor to negotiate an agreement with Cordoba Corporation to provide project management and construction management services for the Laney College Athletic Fields Complex project.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Funding Source: Measure A, as approved by the voters in Peralta's constituency and authorized under Resolution 05/06-45, Exhibit A-1, Laney College "Athletic Fields, Gym and Facilities."

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 Ikhara

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ No X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Sadiq B. Ikharmo Date: 11-07-08
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikharmo Date: 11-07-08
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Thomas Smith Date: 11-7-08
Thomas Smith
Vice Chancellor for Finance and Administration

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

Legal review required Legal review *not* required

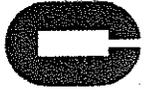
If Legal review is required, determination is: Approved Not Approved

Signature: Thuy T. Nguyen Date: 11/13/08
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Elihu Harris Date: 11/13/08
Elihu Harris, Chancellor



CORDOBA CORPORATION

September 17, 2008

L. Mark Sennette
Director of Capital Projects
Peralta Community College District, Purchasing Department
333 East 8th Street
Oakland, CA 94606

Dear Mark:

As a follow-up to our meeting of September 15th, Cordoba Corporation is pleased to provide to you this summary of our understanding of the Laney College Athletic Field and Facilities Design/Build Project and the additional information that you requested. Thank you also for coming to meet with us and explaining the athletic field project at Laney College in greater detail. The project is slated for a 15 month construction schedule and valued at approximately \$14 million. Based on this greater understanding, we are able to better outline our plan to deliver on-site full-time services.

First of all, this is a unique opportunity because of the fact that it is a design/build project. As you know, design/build has not been widely permitted in the educational facilities field until only recently. Therefore, there is some education that needs to take place with respect to how to deliver a successful project. Fortunately, our personnel have had extensive experience in the design/build setting as well as community college experience. For example, we are currently engaged in delivering a design/build parking structure at Long Beach Community College District. Our personnel have also completed several design/build parking structures for the Los Angeles Community College District. Further, we appreciate that as your first design/build undertaking, the District has high expectations. This includes that change orders be minimized to the fullest extent possible and that there are no surprises anywhere along the line. As a LEED™ project, other important considerations come into play. As our extensive experience with LEED™ guidelines has shown us, many contractors require additional monitoring and education in order to ensure compliance. A key activity is to verify that the contractor is fully aware of and actively using the standards established for this project. Our team is aware of the extra steps and interaction that is required in order to successfully achieve a LEED™ certification.

Therefore, our approach will emphasize quality control from the onset. For example, we will need to ensure that the scope definition is as precise as possible and that contract documents are in the form of performance specification. The work of review and monitoring needs to start immediately. The best way for us to proceed is to establish our team and have them engaged as soon as possible. Right off, we need to emphasize how important the Peralta Community College District is to Cordoba Corporation. We are absolutely committed to exceeding your expectations because frankly, we want to continue working with you in the future. The best way for us to ensure that is to demonstrate our capabilities and commitment to you right away. Our most appropriate resource to support the District during its contract negotiations with the contractor is Angel Alvarez, PE. Cordoba will provide him to work with you and your Design Manager, Sherry Katz immediately. We want to ensure that this project is successful. One key to that success is to start the quality control beginning with the contract with the construction contractor. Angel will assist in reviewing the documents to make certain that they are structured in a way that facilitates the requirements of the design/build environment and LEED™ guidelines.

We understand that should we be selected our Notice to Proceed could be issued as early as October 16th. That date could allow us to participate in the negotiations with the construction contractor. For that effort, Angel Alvarez is available to participate in the contract negotiations. Beginning November 1st Giovanni is our on-site, full-time Construction Manager.

In addition, in order to ensure that this project is performed to the fullest of your expectations, Angel Alvarez, PE, will also serve as Cordoba's Project Executive as well as Technical Advisor on an ongoing basis. His experience with complex design/build projects coupled with his Green Building Engineer certification are exactly the resources that will enable us to provide the required construction management services at Laney College. Further, he remains a resource throughout the project and in support of our Senior Construction Manager.

We are assigning staff who will be available as the needs of the project progress. Specifically, Giovanni Garbellini will be our full-time on-site Senior Construction Manager. He is currently wrapping up a construction management project at Coast Community College and will bring his extensive CM and design/build experience (over 30 years) on board. His strength is in working on site with the contractor especially in a design/build capacity. A current Cordoba employee, he will be available November 1st at the completion of his work at Coast. At that time, he will relocate to the Oakland area and assume this project as his assignment.

Cordoba has other individuals who will be available to support Giovanni as required by the project on an as-needed basis. This is facilitated by the fact that they are all locally based. Rene Campos is available as a Construction Manager responsible for field supervision and field quality control. Bob Torres serves in a construction design management role. He has experience in the design input to the construction phases of public works projects. Lastly, Ethan Lu is our Document Control Specialist. Their resumes are appended to this document for further examination.

Lastly, you have requested that we provide references and rate information.

Please feel free to contact the following references:

Reference	Long Beach Community College District
<i>Name</i>	Eloy Oakley, Superintendent/President
<i>Telephone</i>	(562) 938-4121
<i>Project</i>	Long Beach Community College District Bond Management Program

Reference	Coast Community College District
<i>Name</i>	Jim McIlwain, Advisor
<i>Telephone</i>	(714) 432-4140
<i>Project</i>	Orange Coast Community College School of Sailing and Seamanship

Reference	Los Angeles Community College District
<i>Name</i>	Bill Gardner, Contracts Manager
<i>Telephone</i>	(213) 996-2502
<i>Project</i>	Build LACCD

September 17, 2008

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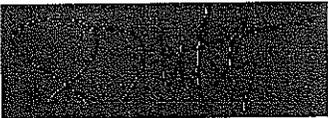
The rates for each individual are as follows. Please note that these are fully burdened rates.

<u>Name</u>	<u>Role</u>	<u>Rate</u>
Angel Alvarez, PE	Technical Advisor/ Project Executive	\$ 186/hr.
Giovanni Garbellini	Senior Construction Manager	\$ 156/hr.
Rene Campos	Construction Manager (Field)	\$ 145/hr.
Bob Torres	Construction Manager (Design)	\$ 145/hr.
Ethan Lu	Document Control	\$ 65/hr.

We are very proud of our experience and personnel. We are also proud of the way we structure our overall approach. Cordoba Corporation strives to be an extension of our client. Our real responsibility is to ensure that the needs of the District are being met at every point. With every activity, we need to be satisfied that it is in the best interests of our client, the Peralta Community College District.

Thank you again for meeting with us at our office. We look forward to working with you. If there is anything I can provide to you, or answer any questions, please do not hesitate in contacting me. To ensure the most direct access, please feel free to contact me on my cell phone at (562) 587-1031.

Sincerely,


Randall Martinez
Chief Operating Officer

cc: Dr. Sadiq B. Ikharo, Vice-Chancellor, General Services, Peralta CCD

ANGEL A. ALVAREZ, PE

*Technical Reviews
Project Executive*

Education/Licenses:

- B.S. Mechanical Engineering, 1971, California State University at Los Angeles
- M.S. Civil Engineering studies 1972-73, California State University at Los Angeles
- MBA Studies, Pepperdine University 1998-2002
- Professional Engineer, California, C24145
- Quality Engineer, California Q2944
- Certified Energy Manager
- Certified Demand Side Management Professional
- Certified Green Building Engineer
- Past President Association of Engineers and Architects

Qualifications

Mr. Alvarez, Cordoba's Vice President for Schools and Facilities, is a highly experienced construction professional with over 34 years of extensive experience in project development, construction management, quality assurance, and start-up and commissioning related to complex, multi-million dollar school, utility, and communications projects. He is particularly valuable providing technical reviews and guidance to public works projects having worked on a significant variety of municipal projects in all capacities. He has been responsible for developing, researching and implementing best practices and quality control programs.

Representative Projects

Cordoba Corporation, Vice President, Schools and Facilities: As Vice President, Mr. Alvarez provides oversight for all projects undertaken at the firm. His statewide responsibilities include project definition, planning, technical review, and management. He is responsible for ensuring that all projects have the technical resources and expertise available for their success. Angel Alvarez also provides direct technical support to projects on an as-needed basis and serves as client liaison especially in the areas of quality assurance and customer satisfaction. He also works with Cordoba staff in training and knowledge transfer.

Long Beach Community College District Bond Program, Program Director: As the Program Director, Mr. Alvarez was responsible for overall management of the Bond Program Measure E and State Funded Projects. Cordoba Corporation serves as the Bond Program Manager for the entire program. Mr. Alvarez provided direction to the Bond Management Team and assisted the College with the preparation of State Funding Initial/Final Project Proposals, selection of A/E and Consulting firms, finding alternate funding mechanisms and delivery methods to help achieve the Community College Modernization and New Building Projects program. He supervised all Construction Management including scheduling, budgeting and reporting to the Board of Trustees.

Los Angeles Community College District Bond Program Manager: As Sr. Program Manager for Construction Services and also as Senior Engineer, Mr. Alvarez' duties evolved through design – pre-construction, construction, and close out of Proposition A/AA, \$2.2 billion dollar program projects and other district projects. He was involved in the review of design documents, value engineering oversight and reporting, bid packages review, tracking and coordination of construction documents going to DSA for review and approval. He developed a project tracking system to track and monitor project milestones from programming stage to the final project delivery and closeout. He was responsible for the oversight of construction bid awards and compliance with contracting regulations at the District's nine Colleges. As an Area Program Manager and Construction Manager he provided oversight for the Harbor College Project Manager.



Los Angeles City College and Long Beach Community Colleges: As a lead value engineering, constructability and claims avoidance reviewer, he performed project document reviews during design development and at the 50% and 100% levels. He made substantial findings that resulted in cost and schedule savings including suggestions to substitute deficient or higher priced materials and equipment during the design process as well as identifying design omissions that would have resulted in construction change orders or potential claims. He also provided recommendations on how to secure energy efficiency rebates that will lower overall construction costs and result in reductions to facility operations and maintenance costs.

GIOVANNI GARBELLINI

Senior Construction Manager

Education/Licenses:

- Quality Assurance Engineering - San Diego State University
- General Engineering - Los Angeles City College
- Engineering Courses - UCLA Extension
- Inspection Technology – LA Trade Tech.
- Construction Management and Supervision – Company Sponsored
- Nuclear Basic Plant Systems and other technical courses – Company sponsored
- Quality Assurance courses – Company Sponsored.
- RAB Certified ISO 9000 Quality Systems Lead Auditor Certificate #Q0256
- Quality Assurance Engineering Certificate, San Diego State University, Jan 1977
- ASQC Certified Quality Engineer Certificate # E5563
- ASQC Certified Quality Auditor Certificate # 5646
- AWS Certified Welding Inspector Certificate # 80050121
- Nuclear Lead Auditor, qualified in accordance with ANSI N45.2.23

Qualifications

Mr. Garbellini has over 30 years of experience in the construction management field. He has managed a number of multi-million dollar projects to completion as Senior Construction Project Manager including projects in the educational and energy fields. His expertise includes managing contractors in all aspects of construction, including cost and schedule, quality, engineering interface, approval and processing of change orders. He has completed design/build projects in the community college setting.

Representative Projects

Senior Construction Manager, Coast Community College District – Cordoba Corporation

As a Senior Construction Manager he has direct responsibility for providing Construction Management of the day to day activities as directed by the General Contractor for a major expansion of the Orange Coast College (OCC) School of Sailing and Seamanship. The duties of this position include:

- Review and approval of the Contractor's invoices
- Review and issuance of Requests for Information (RFI) documents generated by the contractor
- Interface with Campus administration's senior staff personnel
- Interface and coordination with the Architect of Record (AOR) and the responsible engineers of record for all other disciplines
- Chair Weekly Construction Meetings
- Review, Approve and Process, Change Orders
- Interface with the DSA certified Inspector of Record (IOR) on all quality and inspection issues

Giovanni's role on the project is particularly important for Cordoba as he is the point person on the first project for Cordoba's contract. The \$3 million construction project began in May 2008 and is scheduled to be completed by December 2008. While the discovery of an unexpected patch of loose soil underneath the building threatened to delay the project, Garbellini was able to work with the contractor to tighten the schedule and ensure that the final completion date was not impacted.

Senior Construction Manager, DMJM/JGM.

Responsible for the management of construction management firms and architectural design firms responsible for the new construction and renovation of existing facilities at nine (9) campuses of the Los Angeles Community College District. The Projects fall under the Proposition A and AA bond programs. Many of the projects completed for the Los Angeles Community College District were both Design-Bid Build and Design-Build Projects including:

- Southwest Los Angeles College – Design Build: parking structure – 4 stories, 523 spaces, maintenance and operations building, student services center, field house and stadium, site utilities
- Los Angeles Trade Technical College – Design Build: parking structure



- Los Angeles West College – Design Build: parking structure
- Los Angeles Mission College: parking structure – Design Bid Build
- Los Angeles City College – Design Bid Build: parking structure with an artificial turf athletic field on the roof.
- Installation of artificial turf athletic fields at: Los Angeles West College, Los Angeles Valley College, Los Angeles Harbor College, East Los Angeles College

Responsible for the administration of contracts with architectural and engineering firms. Also assigned to special projects, including the development of specific program procedures. Involved in the process for the selection and certification of concrete batch plants and the testing of concrete raw materials and products. Other duties included:

- Review of Bid documents and Contracts
- Review and approval of Design Disclosure Documents
- Review and approval of the Contractor's invoices
- Review and approval of Requests for Information (RFI) documents generated by the contractor
- Interface with Campus administration's senior staff personnel
- Development of specific quality assurance procedures and instructions
- Preparation of presentation materials given to the construction management firms
- Close interface with the responsible Inspector of Record (IOR) as authorized by the Division of State Architects (DSA)

Senior Project Manager, Carter & Burgess assigned to SBC Inc.

Responsible for the management of all Alliance and non Alliance Contracts during all phases of design and construction activities. Responsible for six (6) major building projects, valued in excess of \$60 million dollars worth of work. Duties included:

- Issuance of project plans/ contracts, construction work orders
- Review and approval of design documents, change orders, bid documents.
- Reporting project status to management personnel.
- Coordination and interface with intra-company department managers on day-to-day construction activities as they relate to the company's business unit.

Project Construction Manger, Carter & Burgess assigned to (SBC Communications, Inc.)

Responsible for the completion of various switch sites and sale offices throughout the US. Projects were completed in the states of Pennsylvania, New Jersey, and New York, Colorado, Minnesota, Oregon, Utah. Duties included the management of contractors in all disciplines including controls. The projects involved the installation of Telecommunications equipment (5E Switch), HVAC, Electrical, and Remote Controls equipment, including a complete Fire Alarm System. The work included interface with Network Operations Center (NOC) and Central Security of SBC Corporation. Also, duties included close interface with engineering in the development and implementation of design changes. During the last three (3) months of the project assigned the responsibility of Commissioning Engineer to assure,



that all the equipment installed functioned as intended by the design. This involved Development and implementation of a comprehensive Commissioning Checklist. Systems evaluated through testing were: Fire Alarm, Sprinkler, AC/DC emergency lighting, NOC Alarms, Generators, (700 KW, 1000 KW, 1500 KW), HVAC Units (Airflow 30 ton units), Condensing Units, Andover Controls, as well as Vetter Root Fuel Monitoring.

Project Engineer, Carter & Burgess Consultants in Planning Engineering Architecture, Construction Management and Related Services.

Assigned as Project Engineer responsible for construction management during the installation of a telecommunications facility. The work consisted of construction of an unoccupied telecommunication facility consisting of transmitter equipment, HVAC, and Fire Alarm system located in an existing space. Also, the installation of digital broadband antenna frames, mounted on the roof. These projects were fast track and involved a great deal of interface between, sub-contractors, tenants, and city building departments.

Project Construction Manager, Transworld Engineering for ENVEST

Project Construction Manager responsible for the management of projects associated with energy efficiency. This work was performed for various city and county government agencies, including various school districts. Responsibilities included the management of construction firms during installation, start-up testing and commissioning of lighting and HVAC systems. Responsibilities also included direct interface with city, county, and school district managers. Completed projects included:

- San Bernardino County facilities, nine (9) sites – Lighting and HVAC – Value 5.5 Million
- Ontario Montclair School District, twenty two (22) campuses - Lighting - Value 1.5 Million
- Rialto Unified School District seventeen (17) campuses – Lighting and HVAC – Value 1.0 Million
- City of Corona facilities, six (6) sites - Lighting and HVAC – Value 2.4 Million
- County of Riverside facilities eight (8) sites - Lighting and HVAC – Value 1.5 Million

Construction Manager, Southern California Edison Company

Completed a number of multi-million dollar projects for the company including:

- Harbor Co-generation (Union Pacific Resources)

Responsible for the construction management and inspection during the manufacturing and installation of an 80 megawatt Frame 7 GE Gas Turbine. Duties included verification of start-up testing at the manufacturer's facility, as well as, construction management and inspection at the site. The project included fabrication, of tanks, ASME Section I and B31.1 piping systems, installation of the demineralizer system, pumps, valves and controls. The project included construction of a control room, and switchyard designed to tie into the SCE grid.

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- Construction of the Selective Catalytic Reduction Unit (SCR) for the El Segundo Generating Station – Value 25 Million.

The SCR unit is designed to reduce Knox products, during boiler operation. Work included management of the contractor and sub-contractors during construction activities of the structural steel frame, installation of filter frames and media, tie-ins to the existing systems, installation of an ammonia injection system, tank and associated piping, installation of a control system and start-up and testing. Installation of the SCR required repairs to the existing smoke stacks. This work included concrete repairs, refractory repairs, lead and asbestos abatement and application of a new coating system.

- Replacement of the Re-Heat piping system at the El Segundo Generating Station – Value 2 Million

This included management of the general contractor, sub-contractors, and quality control inspectors. Also responsible for: cost and schedule, pipe fabrication, on site assembly, field welding, post-weld heat treatment, and system start-up and testing.

- Construction of the Auxiliary Demineralizer at the San Onofre Nuclear Generating station (SONGS) – Value 5 Million.

Responsibilities during this installation included cost and schedule including material procurement, fabrication and assembly of piping systems, tanks, pumps, valves; as well as, providing direction to field superintendents, inspection personnel and construction crews for all disciplines.

RENE CAMPOS**Construction Manager****Education/Licenses:**

- Cal Poly Pomona University, B.S. Electrical Engineering

Qualifications

Mr. Campos has over 12 years experience in project management of institutional and communications construction projects. Through his experience with educational facilities he has developed significant understanding of working the California Division of State Architecture (DSA). He has extensive experience with renovation of rooms, bid & contract negotiations, cost estimating & control. He has planned, estimated & scheduled numerous underground construction projects, inside plant Data Center projects, and multi-million dollar communication networks from inception to completion and owner turnover. He is proficient with numerous software programs for effective project management. (MS Office Suite, Project, Visio, Outlook.)

Representative Similar Projects**Construction Manager, Alley Group, Inc., Oakland, CA**

Successfully construction managed the \$5.5 Million Peralta Community College District's IT and Electrical Power Upgrade of the 31-building campus system from beginning to end. Fully renovated communication rooms in 31 buildings. These rooms were outfitted with full HVAC, Electrical power upgrades and redundancies (emerg. generator upgrade). Division of CA State Architect project, (DSA). As onsite CM, I managed the Schedule, Scope and Budget, monitored all RFIs, submittals and invoice payments. Performed all day-to-day on-site review of multiple contractors, led weekly meetings. Coordinated project stakeholders such as IT and Facilities Depts. and instructors, apprising all of to-date progress with daily and monthly progress reports and upcoming work.

Fiber Program Manager, Teleson, Inc. Mountain View, CA

Successfully managed the Dark Fiber (DF) Acquisition process. Supported network planning, logistics & DF purchasing. Designed custom route diagrams. Negotiated & purchased dark fiber. Negotiated and procured private property right-of-way long-term leases.

Construction Manager, All Star, Inc., Hayward, CA

Directly supervised 5+ personnel. Executed a variety of construction management projects for central offices and data collocation facilities. Prepared RFQs & RFIs for network expansions. Analyzed bids, negotiated and awarded construction sub-contracts. Developed & maintained operating budgets & schedules. Developed project schedule with MS Project and procured & purchased all project materials.

Project & Construction Manager, MFS Network Technologies, Hayward, CA

Directly supervised 10+ personnel. Project & Construction Manager for both the GST (\$22 Million) and Oakland Expansion Project (\$18 Million) in the SF Bay Area. Developed RFQs, schedules AND construction budgets. Bid, let, and maintained all subcontracts & changes. Construction managed two 15,000 & 15,500 Sq. Ft. Data Center & collocation node rooms in Los Angeles and Oakland.



ROBERT TORRES, RA

Education/Licenses:

- University of Texas, Austin, Texas, School of Architecture 1955-1961
- New Mexico Real Estate Institute, University of New Mexico, Continuing Education
- Oxman College, San Francisco, CA, seven month AutoCAD and Windows certificate.

- Architect, California C27024
- Architect, State of New Mexico 398
- New Mexico Real estate Qualifying Broker 8692

Qualifications

Mr. Torres is a seasoned professional with significant experience in the field. He has worked as a Design and Project Manager on numerous new construction projects and renovations to existing schools in California and New Mexico. He has directed and participated in all facets of architectural and planning services: including pre-design enrollment and master planning studies that required state and local funding applications with presentations to local school districts and State Legislative Committees; site acquisition studies, master planning; educational specifications, pre-design programming and needs assessment studies; architectural design, preparation of bid documents, bidding and negotiated contracts, construction contract administration, and post-occupancy evaluation studies. His projects included working with various school districts and educational non-profit institutions in the San Francisco Bay area, such as the San Francisco Unified School District and the Chabot Space and Science Center.

Representative Similar Projects

Served as Project Manager and Project Architect on numerous projects in San Francisco, Oakland, Pinole, Richmond, and Emeryville. Duties included acting as the on-site Owner's Representative, reporting back and coordinating activities with the Owner's designated representative on all matters related to the progress of the work, Change Order requests, answering Requests for Information (RFI's), review payment applications, substantial completion and final inspection, and final occupancy.

Specific project assignments included:

- Classroom building addition to existing Arts Far West Elementary School for the Oakland Unified School District. Prepared design development studies and construction documents.
- Chabot Observatory and Science Center (later named Chabot Space and Science Center), with two observatories, science theater and planetarium; educational facility with exhibition rooms, and administration area. Full-time on-site architect's representative: conducted daily observation of the work, prepared responses to RFI's, reviewed shop drawings, coordinated consulting engineer's RFI's and shop drawing submittals and distributed their responses, attended weekly project meetings at the site with the general contractor.
- Seismic upgrade, re-roofing and HVAC upgrade at Pinole Valley High School and Kennedy High School - in association with HTI Architects. Contract administration services with daily full-time site visits to review progress of the work, answer questions in the field, prepared Change Orders, reviewed progress payment requests.
- Emeryville Unified School District: Several classroom additions and renovation projects. Project architect: Assisted Project Manager in reviewing progress of the work during Construction Documents and bidding phases.
- New George Moscone Elementary School and Las Americas Children Center, with parking structure for this school and new John O'Connell High School. Duties and responsibilities were similar to above note, with the additional TASK OF relaying information to the joint-venture partner: del Campo & Maru Architects.
- Project Architect: Renovations and ADA upgrade: Thurgood Marshall Academic High School.



ETHAN LU

Document Control

- Bachelor of Science in Managerial Economics, University of California, Davis
- Currently coursework in accounting, language and technical topics, Laney College, Oakland, California

Ethan Lu has proven that he is multi-task oriented with strong attention to detail. He is able to work very effectively in collaboration with others and excels in providing customer oriented service. He is proficient in all of the Microsoft programs and has learned a number of specialized Access databases and programs.

PROJECT EXPERIENCE

BART Earthquake Safety Program, San Francisco Transition Structure (SFTS) -- Document Control Specialist

Cordoba Corporation, as a member of the Parson's Brinckerhoff team, performing the design work on the BART San Francisco Transition Structure. Ethan was the Document Control Specialist for this project. He managed the ProjectSolve2 BART SFTS website, which is used for all forms of communication and document maintenance. He had the primary responsibility for maintaining individual logs and a master list of controlled documents. He ensured that documents are properly controlled and readily available. Ethan provides high-level administrative support to the Project Manager, and worked closely with the Quality Control program, supporting the quality engineer in audits of subcontractors. Further, he worked with all project engineers and coordinates submittals and other related documents.

Ethan remains on the project during construction. He continues to provide document control services, focused on working with the contractor and engineers. He also continues to provide high-level administrative support to the Project Manager.

Regional Transit Connection Discount ID Card Program, Central Processor Project -- Lead Processing Analyst

Cordoba Corporation serves as the central location to verify and process applications that are submitted to each transit agency throughout the entire Bay Area. Ethan was the Lead Processor and was responsible for training and supervising the processing staff. He also maintained the daily transmission of electronic files to and from each transit agency according to a timed schedule. He also reviewed applications, verified information, determined eligibility, and issued the Regional Transit Connection (RTC) Discount ID card. Ethan also supported the Project Manager by providing status reports and weekly updates of activities.

