

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

ITEM # 35

ITEM TITLE:

Consider Approval of Agreement with MSE Group to Provide Construction Management Services for the Building Repairs and Genomics Lab in Building D at Merritt College

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for an agreement with MSE Group to provide construction management services for the building repairs and Genomics Lab in Building D at Merritt College, in the not-to-exceed amount of \$83,270.00.

ITEM SUMMARY:

The projected date of completion is December 31, 2009. The scope of services will include:

- Develop the preliminary scope of work and interface with the District staff and end users to corroborate the final and approved project scope of work.
- Develop the preliminary design, bid documents and construction documents (including drawings).
- Interface with District staff in project advertisement and bidding process
- Interface with District staff and coordinate the planning and implementation of construction activities and the project construction schedule.
- Attendance at program design and construction meetings as directed by District staff, and provide updates on progress of construction activities.
- Construction monitoring and overall management.
- Building occupancy coordination and management.
- Project closeout management.

BACKGROUND/ANALYSIS:

MSE was selected from the previously Board approved short list of project management firms. This approval will allow MSE Group to provide construction management services for the Building Repairs and Genomics Lab project in Building D at Merritt College.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended for an agreement with MSE Group to provide construction management services for the building repairs and Genomics Lab in Building D at Merritt College, in the not-to-exceed amount of \$83,270.00.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure A, as approved by the voters in Peralta's constituency and authorized under Resolution 05/06-45, Exhibit A-1, Merritt College "Classroom and facilities repairs and grounds improvements."

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

DOCUMENT PRESENTED BY:

Sadiq B. Ikharo 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: 11/6/08
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: Elihu Harris Date: 10/7/08
Elihu Harris, Chancellor



Mark Sennette
Capital Projects Director
Peralta Community College District
333 East 8th Street
Oakland, CA94606

Re: Peralta Community College District Modernization
Projects including Repair of Building D at Merritt College
Project Management Service Fee Proposal

Mr. Sennette:

MSE Group is pleased to present this fee proposal for the construction management services provided to the District during a 10-day period starting on August 20, 2008 the day after the exhaustion of funding for the previous contract plus 60 days to the anticipated date when required construction documents needed by the PCCD to put MSE on a full time schedule will be available. This fee proposal also includes 30 overtime hours incurred by MSE between August 13 and September 10, 2008 in conducting a due diligence site survey, corroborating and developing the project scope of work.

Our scope of services described above tie into our broad construction management services provided to the District throughout the entire life cycle of the project to include but not limited to the following:

- Due diligence Field survey for verification and quantification of damages claimed by Merritt College Management including newly requested items
- Develop the preliminary scope of work and interface with the District' staff and end users to corroborate the final and approved project scope of work
- Interface with the District' staff, end users and the Architect of Record to produce the preliminary design, bid documents and construction documents (including drawings)
- Interface with District Staff in project advertisement and bidding process
- Interface with the District Staff and coordinate the planning and implementation of construction activities and the project construction schedule
- Attendance at program design and construction meetings as directed by District Staff and update on progress of construction activities
- Construction monitoring and overall management
- Building occupancy coordination and management
- Project closeout management

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Oakland, CA. 94621
510-383-9600, office
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1996 Carroll Ave.
San Francisco, CA, 94124
415-467-7200, office
415-467-7300, fax

3437 South Main
Los Angeles, CA. 90007
310-295-1683, office
310-691-2327, fax



The above scope of work and associated fee do not apply to the New Merritt College Science Building. A separate fee proposal will be submitted as required by the PCCD when the New Science Building Project will be definitized.

MSE's management team will interface and work with the District's team of design professionals and management staff in setting project goals, benchmarks, budgets, and development of an overall project schedule. Upon approval, MSE will manage the project schedule.

Total Project Management Fee: \$83,269.68

Any changes to the project schedule, scope of work or unforeseen conditions, or client initiated delays may require an increase in hours and fees required by MSE.

We look forward to the District's acceptance of this fee proposal as we initiate the successful realization of the on time and within budget repair of Building D and modernization of other buildings projected to be assigned to MSE at Merritt College.

Should you have any questions please contact me at (510)-383-9600

Sincerely,

A handwritten signature in black ink, appearing to read "Saji Muanza".

Saji Muanza,
MSE Principal/Construction Manager

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