

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

ITEM # 37

ITEM TITLE:

Consider Approval of Agreement for Architectural Services with Fisher Friedman Associates for 860 Atlantic Avenue Facility Tenant Improvements

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for an agreement with Fisher Friedman Associates to provide architectural services to investigate, program, and design the tenant improvements at 860 Atlantic Avenue, in the not-to-exceed amount of \$96,000.

ITEM SUMMARY:

The recent District acquisition of the 860 Atlantic Avenue facility will serve as temporary swing space for the College of Alameda Science Program during the construction of Buildings C and D at College of Alameda. This work will include tenant improvements of existing laboratory space, faculty offices, and creating lecture space to serve the College of Alameda Science Program. It should be noted that Buildings C and D are housing other departments such as Liberal Arts, Apparel Design, etc. The preliminary scope requirements for this agreement are:

- Produce documents for interior building alterations to comply with adopted codes and ordinances (for a submittal to the Division of the State Architect).
- Assist the District in securing DSA approval(s).
- Monthly Reports.

BACKGROUND/ANALYSIS:

Fisher Friedman Associates is located in Emeryville and was selected from the previously Board approved short list of architectural firms. At the meeting of June 24, 2008, the Board approved services to be provided by Fisher Friedman for 860 Atlantic Avenue, in the amount of \$82,000, which included:

- A physical conditions report to analyze architectural, structural, mechanical and plumbing building systems at a fee not to exceed \$38,500. The physical conditions report has now been completed at reduced fee of \$26,478.87.
- A conceptual plan for tenant improvements at a fee not to exceed \$43,500. The conceptual plan is no longer required because, due to time limitations and information shared by stakeholders and the college, the District is able to proceed directly into design, thus eliminating the cost for the conceptual plan.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended for an agreement with Fisher Friedman Associates to provide architectural services to investigate, program, and design the tenant improvements at 860 Atlantic Avenue, in the not-to-exceed amount of \$96,000.

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, College of Alameda "Equipment, technology upgrades and facility and classroom improvement and expansions."

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 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: 11/7/08
Elihu Harris, Chancellor

September 25, 2008

Dr. Ikharo
Peralta Community College District
Facilities Planning and Development Consultant
Physical Plant
333 East Eighth Street
Oakland, CA 94606

**RE: PERALTA COMMUNITY COLLEGE DISTRICT
860 ATLANTIC AVENUE PROJECT
ALAMEDA, CALIFORNIA
PROPERTY CONDITION REPORT AND BASIC SERVICES SD-CA PHASES**

Dear Dr. Ikharo,

Fisher Friedman Associates is pleased to present this revised proposal for the above referenced project based on our discussions with Atheria Smith, a May 1, 2008 site meeting to review the initial parameters for this project, and subsequent discussions both in person and on the phone with Atheria and Claudette Brero-Gow.

SCOPE

FFA is to provide basic professional design services, as spelled out below, for this project: The renovation of an existing building at 860 Atlantic Avenue, Alameda in order to house the users and uses from College of Alameda Buildings C & D. The Work includes a Property Condition Report (PCR), performed prior to PCCD purchasing the property, and full design services from schematics through construction for the renovation of 860 Atlantic Ave. to accommodate uses from Buildings' C & D, once the property has been purchased.

The first Task is to provide the District with a Property Conditions Report that indicates the basic conditions and deficiencies of the building including code problems, structural/seismic, mechanical, plumbing, electrical telecommunications, security and fire suppression systems visible conditions/deficiencies or other as learned through field investigation and review of original drawings and other documents as provided by the District. The field investigation and extent of this survey will be limited due to the time frame available for the work (3 weeks) and the availability of accurate and complete background information on the building and its' construction, materials, and systems. The deliverables expected for this task include up to 15 copies of the study which is anticipated as being a bound 8-1/2" x 11" document.

This Task has been completed as of 6/24/2008 when the completed report was forwarded to PCCD.

The second Task will be to provide basic professional design services. The phases included here are a combined Schematic Design/Design Development Phase, Construction Documents, Bidding, and Construction. During the SD/DD phase FFA will do space plan layouts to determine how best to renovate 860 Atlantic Avenue so that the building can house the users and uses from Buildings C & D at College of Alameda as defined and limited by the District.

The SD/DD Phase will include: 3-5 meetings with the District/Campus to review a schematic plan and discuss the project; a maximum of 2 separate plan proposals for review and approval by the District/Campus before finalizing the SD/DD Phase Cost Estimate to help define the project costs. Included will be two (2) minor cost estimate variations so that more than one scheme may be compared for viability. Should more plan options be required they will be done as an Add Service.

DISTRICT'S PROJECT CONSTRUCTION BUDGET

District Estimated Costs for Renovation of complete 860 Atlantic:
 \$800,000

FFA Team to Validate and/or Propose Project Estimated Construction Cost
 Full Extent of Work Still To Be Determined

SCHEDULE

Building analysis, meetings and the start of the SD/DD Phase will occur in a timely manner, with an anticipated preliminary start date of late September 2008. The actual field survey work will start once FFA has received the as-built drawings and other information such as specifications of the mechanical equipment. It is currently anticipated that this information will be made available to FFA by Friday May 23, 2008. (This has not happened as of 9/25/2008) The Property Conditions Report was delivered on June 24 to the District.

BASIC SERVICES COMPENSATION

FFA shall perform the above referenced Feasibility Study on a **Fixed-Fee-Basis** and the all-phases basic Design services on a **Fixed-Fee-Based on Construction Cost** basis. The percentage of construction cost used to determine the fee is 12%. $\$800,000 \times 12\% = \$96,000$. Consultants included in this architectural fee are: Cost Estimating, structural engineering, and MEP.

Task 1: Fee for the Property Condition Report & Misc.

Fees: (FFA, TMAD, Forell/Elsesser, O'Connor,*)	\$26,241.20
Reimbursables:	\$237.67
Total Fee: (*includes credit for \$6,555 already paid to date)	\$26,478.87

Task 2: Fees for Basic Services SD/DD thru CA:

A. FFA:	\$43,500.00
B. Cost Estimating (allowance for 2 estimates):	\$7,500.00
C. Structural Engineering Allowance:	\$10,000.00
D. MEP Allowance:	\$35,000.00

Total Professional Fee:	\$96,000.00
Reimbursables (estimated maximum):	\$10,000.00
Total Fee Maximum:	\$106,000.00

Cancel
\$96,000
SBI

See attached **Exhibit A** for the FFA 2008 hourly billing rate schedule.

REIMBURSABLE EXPENSES

Reimbursable Expenses have been estimated and are noted above. All Reimbursable expenses (including but not limited to printing, plotting and messenger services) are calculated based on a cost of one hundred percent plus a fifteen percent mark-up. See attached **Exhibit A**.

ADDITIONAL SERVICES

Compensation for Additional Services (if not agreed upon as a lump sum amount) will be based on the FFA 2008 hourly billing rate schedule. See attached **Exhibit A**.

INVOICING

Fees and reimbursable invoiced amounts shall be billed on a monthly basis. All invoiced amounts not in dispute are due and payable within 30 (thirty) days from the date of the invoice. If the client disputes any portion of and invoice, Client agrees to inform FFA in writing of such dispute within 7 calendar days of receipt of the invoice.

We are starting work immediately, based upon verbal agreement of Atheria Smith. Please forward a signed copy of this proposal as soon as you can. We look forward to continuing to working with the District.

If you have any questions or need more information please do not hesitate to contact me. We will track this work effort under the **project number 0808 and 0808-R**.

Sincerely,

Mark B. Stepan, AIA, CSI, NCARB
Executive Vice President

ACCEPTED:

Sadiq B. Ikhano 10/1/08

Dr. Ikhano Date
Peralta Community College District

Cc: Agreement File
Accounting File

EXHIBIT A

2008 MASTER FEE SCHEDULE

PRINCIPAL/OFFICER	\$220.00 per hour
EXECUTIVE VICE PRESIDENT	\$200.00 per hour
SENIOR VICE PRESIDENT	\$170.00 per hour
VICE PRESIDENT	\$145.00 per hour
ARCHITECT III	\$145.00 per hour
PROJECT MANAGER III	\$145.00 per hour
ARCHITECT II	\$125.00 per hour
PROJECT MANAGER II	\$125.00 per hour
CONSTRUCTION ADMINISTRATOR II	\$110.00 per hour
ARCHITECT I	\$110.00 per hour
PROJECT MANAGER I	\$110.00 per hour
JOB CAPTAIN I	\$110.00 per hour
CONSTRUCTION ADMINISTRATOR I	\$100.00 per hour
SENIOR DESIGNER/DRAFTER	\$100.00 per hour
GRAPHIC DESIGNER	\$95.00 per hour
INTERMEDIATE DRAFTER/DESIGNER	\$90.00 per hour
JUNIOR DRAFTER/DESIGNER	\$70.00 per hour
GRAPHIC DESIGN ASSISTANT	\$70.00 per hour
ACCOUNTING	\$65.00 per hour
SPECIALIZED COMPUTER IMAGING/RENDERING	\$200.00 per hour
CLERICAL/WORD PROCESSING/OFFICE SUPPORT	\$65.00 per hour

REIMBURSABLE EXPENSES AND CONSULTANT FIRM'S FEE SCHEDULE

Reimbursable Expenses are billed to the Client in addition to Architect's Hourly Rates at 1.15 times the cost to the Architect. These include transportation and living expenses in connection with out-of-town travel, models, perspectives, renderings, reprographics, plotting, postage, delivery messenger services, and telephone and telefax costs. Consultant services will be billed to the Client in addition to Architect's Hourly Rates at 1.15 times the cost to the Architect.

NOTES

- 1) The above rates also apply to Hourly Basis Services, Additional Services or changes within Lump-Sum or Fixed-Fee Agreements.
- 2) Rates shall be increased by a factor of 1.50 for hours incurred outside USA.
- 3) Contract or part-time employees are billed at the category of work performed.
- 4) These Schedules are part of the letter of agreement.

*This Schedule is subject to annual increases not to exceed 4%.