

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of January 13, 2008**

ITEM # 19

**ITEM TITLE:**

Consider Approval of Agreement with MSE Group to Provide Construction Management Services for the Merritt College Learning Resources Center/Library Renovation

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested for an agreement with MSE Group to provide construction management services for the Merritt College Learning Resources Center/Library Renovation, in the not-to-exceed amount of \$216,947.

**ITEM SUMMARY:**

The projected date of completion is January 31, 2010. The scope of services will include:

- Review design development and construction plans for constructability and conformance to approved scope of work.
- Interface with District staff in project advertisement and bidding process.
- Interface with District staff, end users and the Architect of Record to coordinate access to the site and all construction activities.
- 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.

**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 Learning Resources Center/Library Renovation project 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 Merritt College Learning Resources Center/Library Renovation, in the not-to-exceed amount of \$216,947.

**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, "Additional space for the college Learning Center," "HVAC in Library," "Repair and refurbish Library bathrooms," "Language listening lab in Library," "Group Study rooms in Library," "Program/Event space in Library," "Remodel ancillary staff rooms in Library," and "Equipment, technology upgrades, and facility and classroom improvements for the college's following programs: ...Learning Center..."

**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. Ikharmo Date: 1-7-09  
Dr. Sadiq B. Ikharmo  
Vice Chancellor of General Services

**DOCUMENT PRESENTED BY:**

Sadiq B. Ikharmo Date: 1-7-09  
Dr. Sadiq B. Ikharmo  
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: 1-8-09  
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: 1/7/08  
Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: Elihu Harris Date: 1-7-09  
Elihu Harris, Chancellor



November 5, 2008

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

Re: Peralta Community College District Modernization  
Projects including Repair of Building L – Learning Center & Library  
Merritt College  
Project Management Service Fee Proposal

Mr. Sennette:

MSE Group is pleased to present this fee proposal for a project and construction management services to augment the District staff and interface with it in providing programming, planning and design management services to the Peralta Community College District's on-going modernization projects including the repair of Building L at Merritt College. This proposal is based on an estimated 13 months projected duration of the assignment in respect to the projected project's schedule and level of effort anticipated by MSE staff to provide construction management services for the repair of Merritt College Building L.

Our scope of services will span throughout the entire life cycle of the project to include but not limited to the following:

- Review Design Development and construction plans for constructability and conformance to approved scope of work.
- Interface with District Staff in project advertisement and bidding process
- Interface with the District' staff, end users and the Architect of Record to coordinate access to the site and all construction activities
- 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

**MSE Corporate Headquarters**  
302 Pendleton Way  
Oakland, CA. 94621  
510-383-9600, office  
510-383-9300, fax

1996 Carroll Ave  
San Francisco, CA. 94124  
415-467-7200, office  
415-467-7300, fax

3437 South Main  
Los Angeles, CA. 90007  
310-296-1683, office  
310-691-2327, fax



- Building occupancy coordination and management
- Project closeout management

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, construction, review process, and project close-out.

Total Project Management Fee: \$216,947.00

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 L.

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

Sincerely,

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

MSE

Saji Muanza, Principal  
Construction Manager

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Resource Allocation for MSE Group, Inc.					
5-Nov-08					
Merritt College Building "L" Project					
13 months Project Mangement Fee Analysis					
<b>Title</b>	<b>Staff</b>	<b>Hours</b>	<b>Rate/Hr</b>	<b>Total</b>	
<b>Total months projected</b>					
<i>Principal</i>	Carl Hackney	32	\$ 164.00	\$ 5,248.00	
<i>Principal/ Manager</i>	Saji Muanza	1416	\$ 132.00	\$ 186,912.00	
<i>Administrator</i>	Della Murphy	203	\$ 81.00	\$ 16,443.00	
<b>Project Phase Hours</b>		1651		\$ 208,603.00	
<b>MSE Total Proposed Project Management Fee:</b>				\$ 208,603.00	
<b>Reimbursables:</b>				\$ 8,344.00	
<b>Per standard Peralta Contracts reimbursables are allowed at 4% of the total professional fee.</b>					
<b>MSE Total Proposed Fee:</b>				\$ 216,947.00	
The above fee denotes the projected duration of assignment in respect to projected project schedule and level of effort anticipated by MSE staff to complete the project.					
The above fee is based on an estimated 13 months construction management services for the repair of the Merritt College Learning Center and Library, Building L					
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.					
<b>* Staff proposed on an as needed basis. Should challenges arise requiring these expertise additional fees will be proposed as defined by the scope of work required.</b>					