

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of February 10, 2009

ITEM # 13

ITEM TITLE:

Consider Approval of Amendment to Agreement for Renovations to Building A and Sidewalk Rehabilitation Project with Olive Construction Management Inc. to Provide Construction Management Services for the Access Road and Awnings Projects at College of Alameda

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for an amendment to the agreement with Olive Construction Management Inc. (OCM Inc.), the project manager for the Renovations to Building A and Sidewalk Rehabilitation Project at College of Alameda, in the amount of \$102,500, to provide construction management services for the Access Road and Awnings projects at College of Alameda.

ITEM SUMMARY:

Additional services will include construction management oversight for the new Access Road at College of Alameda, in the amount of \$100,000, and construction management services related to the installation of the awnings at the College of Alameda Cougar Village portable buildings, in the amount of \$2,500, for a total fee of \$102,500.

Access Road: Due to the future construction of Willie Stargell Avenue on the northeast side of the College of Alameda campus, it is necessary to construct a new access road into the northern side of the campus. On October 15, 2008 the District entered into a contract with Bellechi & Associates for the design of the new access road. The construction of the new access road is targeted for completion by September 1, 2009. In mid-November, OCM Inc. was requested to begin coordination of design activities with Bellecci on behalf of the District. This request will provide payment of past coordination services, as well as oversight of the access road through construction to the end of September 2009, in the amount of \$100,000.

Awnings for College of Alameda Cougar Village Portable Buildings: The College has requested that awnings be installed over the restroom portables as well as Administrative portables to provide protection for the students from inclement weather. The OCM Inc. fee for oversight of this project is \$2,500.

BACKGROUND/ANALYSIS:

The original contract with Olive Construction Management was approved at the Board meeting of April 25, 2006, in the amount of \$196,560.

- At the meeting of May 8, 2007, the Board approved Amendment No. 1, in the amount of \$243,760 (\$33,200 was identified for the addition of the Sidewalk Rehabilitation project), which extended the services from April 1, 2007 to March 31, 2008.
- At the meeting of January 29, 2008, the Board approved Amendment No. 2, in the amount of \$14,400 for additional construction management services for the Sidewalk Rehabilitation Project.

- At the meeting of October 28, 2008, the Board approved Amendment No. 3, in the amount of \$418,826, extending services through August 2009.
- This Amendment No. 4, in the amount of \$102,500, will increase the total not-to-exceed contract amount to \$976,046.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended for an amendment to the agreement with Olive Construction Management Inc. (OCM Inc.), the project manager for the Renovation to Building A and Sidewalk Rehabilitation Project at College of Alameda, in the amount of \$102,500, to provide construction management services for the Access Road and Awnings projects at College of Alameda.

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, "Remodeling and equipping classroom and campus 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 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: 2-3-09
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

DOCUMENT PRESENTED BY:
Sadiq B. Ikharmo Date: 2-3-09
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: 2/4/09
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: 2/3/09
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL
 Approved, and Place on Agenda Not Approved, but Place on Agenda
Signature: Elihu Harris Date: 2/3/09
Elihu Harris, Chancellor

December 15, 2008

Mark Sennette
Director of Capital Projects
333 E. 8th Street
Oakland, CA 94606

Re: College of Alameda
COA Access Road
Subj.: Approval Letter
Project Management/Construction Management Services

Mark:

Thank you for this opportunity to submit a proposal for Project Management and Construction Management Services for the College of Alameda Access Road and College of Alameda Awning Project. As discussed, this revised proposal represents CM services for two projects:

1. College of Alameda Access Road

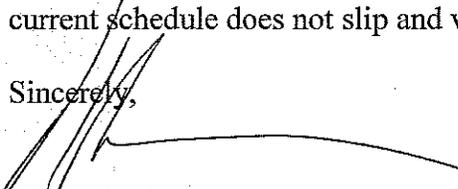
As you are aware a small project typically encumbers a larger percentage of fee for services than a large project. This current fee request of a not-to-exceed amount of \$100,000 (Task/Hour Description attached for your convenience) represents 14% of the construction amount of \$713,000 and spans a ten (10) month period of time from December 2008 to the end of September 2009.

2. College of Alameda Awnings

A lump sum amount of \$2,500 is requested for overseeing this service contract.

Please let me know if you have any issues with this proposal or need to discuss any of its aspects. In the meantime, I will continue to work with Bellecci & Associates in order to ensure that the current schedule does not slip and will also move forward with the awning installation.

Sincerely,



Olivia Rocha
President, Olive Construction Management Inc.

Attachments

- Proposal
- Appendix A – Scope of Services
- Appendix B – Schedule
- Appendix C – Payment w/Task-Hour Descriptions

Appendix A
Scope of Services

The following scope of work shall be provided under this agreement for the **Access Road:**

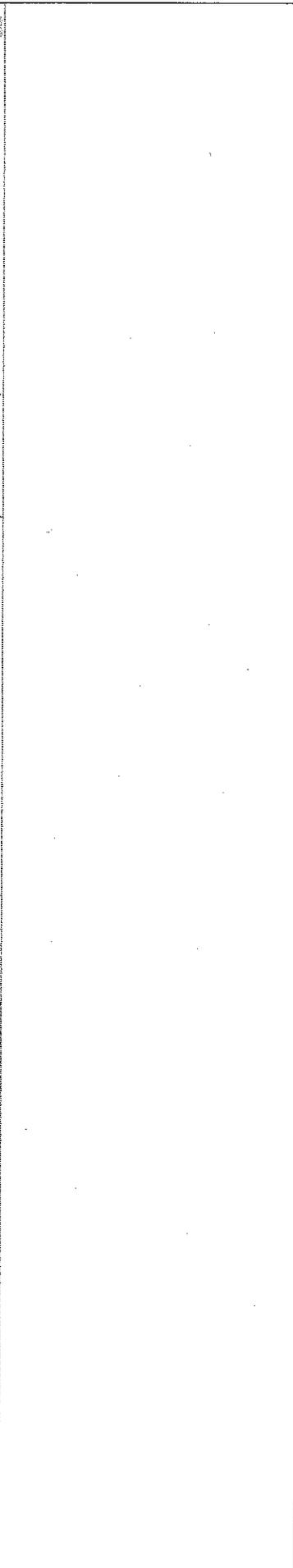
1. Review of existing contract documents as developed by Bellecci & Associates Inc.
2. Development of bid documents with a review of the following:
 - A. Incorporation of the District's standards in Division 0 and 1.
 - B. Development of the Bid Package for Bidding Purposes
 - C. Constructability Review
 - D. Oversee review by the District Office of Physical Plant
 - E. Bidding of the project including RFI and addenda issuance
3. Review of the submitted bid to determine the lowest responsible bidder.
4. Development of schedule and timeline.
5. Oversee construction work and submission of monthly reports
6. Processing of submittals, construction RFIs, change orders and close out documentation
7. Close out documentation delivery, including final close out report.

The following scope of work shall be provided under this agreement for the **Awnings:**

1. Solicitation of three vendors
2. Review of proposals to ensure that the scope of work is consistent with the issued request.
3. Recommendation to the District
4. Preparation of the contract
5. Overseeing installation
6. Close out of any warranty paperwork

Appendix B
Schedule

| ID | Task Name | Duration | Start | Finish | Predecessors | Resource Names |
|----|---------------------------|----------|--------------|--------------|--------------|----------------|
| 1 | Preliminary Design | 5 days | Thu 11/13/08 | Wed 11/19/08 | | |
| 2 | Presentation to College | 1 day | Thu 11/20/08 | Thu 11/20/08 | 1 | |
| 3 | College approved layout 3 | 1 day | Thu 11/20/08 | Thu 11/20/08 | 2 | |
| 4 | Approval of Geometry | 5 days | Fri 11/21/08 | Thu 11/27/08 | 3 | |
| 5 | Draft Plan Design | 20 days | Fri 11/28/08 | Thu 12/25/08 | 4 | |
| 6 | Draft Plan Review | 5 days | Fri 12/26/08 | Thu 1/1/09 | 5 | |
| 7 | 90% Design Docs | 15 days | Fri 1/2/09 | Thu 1/22/09 | 6 | |
| 8 | Constructability Review | 5 days | Fri 1/23/09 | Thu 1/29/09 | 7 | |
| 9 | Approval to Advertise | 1 day | Fri 1/30/09 | Fri 1/30/09 | 8 | |
| 10 | First Advertisement | 3 days | Mon 2/2/09 | Wed 2/4/09 | 9 | |
| 11 | Second Advertisement | 5 days | Thu 2/5/09 | Wed 2/11/09 | 10 | |
| 12 | 100% Design | 5 days | Fri 1/30/09 | Thu 2/5/09 | 11 | |
| 13 | Docs to Printer | 1 day | Fri 2/6/09 | Fri 2/6/09 | 12 | |
| 14 | Prebid Meeting | 1 day | Thu 2/12/09 | Thu 2/12/09 | 13 | |
| 15 | Bidding/Addenda | 15 days | Fri 2/13/09 | Thu 3/5/09 | 14 | |
| 16 | Bid Opening | 1 day | Fri 3/6/09 | Fri 3/6/09 | 15 | |
| 17 | Bid Assessment | 2 days | Mon 3/9/09 | Tue 3/10/09 | 16 | |
| 18 | Paperwork ready for Board | 15 days | Wed 3/11/09 | Tue 3/31/09 | 17 | |
| 19 | Board Meeting | 0 days | Tue 3/31/09 | Tue 3/31/09 | 18 | |
| 20 | Issue Contract | 2 days | Wed 4/1/09 | Thu 4/2/09 | 19 | |
| 21 | Return Paperwork | 10 days | Fri 4/3/09 | Thu 4/16/09 | 20 | |
| 22 | NTP | 5 days | Fri 4/17/09 | Thu 4/23/09 | 21 | |
| 23 | Construction | 85 days | Fri 4/24/09 | Thu 8/20/09 | 22 | |
| 24 | Punch list | 15 days | Fri 8/21/09 | Thu 9/10/09 | 23 | |
| 25 | Open Road | 1 day | Fri 8/21/09 | Fri 8/21/09 | 24 | |
| 26 | Remove Existing Road | 8 days | Mon 8/24/09 | Wed 9/2/09 | 25 | |
| 27 | Close Out Documents | 10 days | Fri 9/11/09 | Thu 9/24/09 | 26 | |



Project: Roadway Schedule Review re
Date: Tue 1/20/09

Task Split Progress

Milestone Summary Project Summary

External Tasks External Milestone Deadline

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Appendix C
Payment

1. Payment to Consultant shall be processed by Client on a monthly basis according to the rate schedule listed below and Task/Hour Description (attached) for an amount not to exceed \$100,000
2. Rates:

| Name | Position | Rate/hour |
|------------------------|---------------------------------|-----------|
| Olivia Rocha | Principal Project Manager | \$120 |
| Eric Walker | Construction Manager | \$105 |
| Steve Bang/Jack Prosek | Scheduling and Constructability | \$90 |
| Valentina Velez | Project Engineer | \$75 |
| Myla Divinagracia | Administrative Assistant | \$55 |

3. The total Management fee represents 15% of the Construction Cost as follows:

College of Alameda Access Road - \$713,000

College of Alameda Awnings - \$2,500

OLIVE CONSTRUCTION MANAGEMENT
TASK/HOUR DESCRIPTIONS

| | Dec-08 | Jan-09 | Feb-09 | Mar-08 | Apr-08 | May-08 | Jun-08 | Jul-08 | Aug-08 | Sep-08 |
|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Working Days | 22 | 21 | 20 | 22 | 22 | 21 | 22 | 23 | 21 | 22 |
| Access Road | | | | | | | | | | |
| \$713,000 | | | | | | | | | | |
| Principal Project Manager | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.2 | 0.2 | 0.2 | 0.15 |
| Olivia Rocha | 18 | 17 | 16 | 18 | 18 | 17 | 35 | 37 | 34 | 26 |
| Hrs per Mo | | | | | | | | | | |
| \$ 120.00 | \$ 2,112.00 | \$ 2,016.00 | \$ 1,920.00 | \$ 2,112.00 | \$ 2,112.00 | \$ 2,016.00 | \$ 4,224.00 | \$ 4,416.00 | \$ 4,032.00 | \$ 3,168.00 |
| Construction Manager | | | | 0.1 | 0.2 | 0.5 | 0.5 | 0.5 | 0.5 | 0.2 |
| Eric Walker | 0 | 0 | 0 | 18 | 35 | 84 | 88 | 92 | 84 | 35 |
| Hrs per Mo | | | | | | | | | | |
| \$ 105.00 | \$ - | \$ - | \$ - | \$ 1,848.00 | \$ 3,696.00 | \$ 8,820.00 | \$ 9,240.00 | \$ 9,660.00 | \$ 8,820.00 | \$ 3,696.00 |
| Scheduler | | | | 0.05 | 0.05 | 0.05 | 0.05 | 0.05 | 0.05 | 0.05 |
| Steve Bang | 0 | 0 | 0 | 9 | 9 | 8 | 9 | 9 | 8 | 9 |
| Hrs per Mo | | | | | | | | | | |
| \$ 90.00 | \$ - | \$ - | \$ - | \$ 792.00 | \$ 792.00 | \$ 756.00 | \$ 792.00 | \$ 828.00 | \$ 756.00 | \$ 792.00 |
| Project Engineer | | | | | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 |
| Valentina Velez | 0 | 0 | 0 | 0 | 35 | 34 | 35 | 37 | 34 | 35 |
| Hrs per Mo | | | | | | | | | | |
| \$ 75.00 | \$ - | \$ - | \$ - | \$ - | \$ 2,640.00 | \$ 2,520.00 | \$ 2,640.00 | \$ 2,760.00 | \$ 2,520.00 | \$ 2,640.00 |
| Admin Support | | | | | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 | 0.1 |
| Myla Divingracia | 0 | 0 | 0 | 0 | 17 | 16 | 17 | 18 | 17 | 18 |
| Hrs per Mo | | | | | | | | | | |
| \$ 55.00 | \$ - | \$ - | \$ - | \$ - | \$ 919.60 | \$ 877.80 | \$ 958.32 | \$ 1,012.00 | \$ 924.00 | \$ 968.00 |
| 14% | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 100,000.00 | | | | | | | | | | |