

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of April 21, 2009

ITEM # 14

ITEM TITLE:

Consider Approval of Extension of Services for Facilities Design Management Services, Petaluma Inc.

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for an extension of design management services provided by Petaluma Inc., in the not-to-exceed amount of \$35,000.

ITEM SUMMARY:

The District is currently in the process of bringing this position in-house. Candidates for the position (funded by Measure A) are being screened and interviews will be conducted in the next few weeks. Under this extension, the period of service for Petaluma Inc. will be extended to July 10, 2009, or until an in-house permanent new position is filled. Petaluma Inc. will continue to provide consultant services related to design management activities that are required for new and renovated facilities for the capital construction program. The full-time services provided will include oversight of the architectural team and coordination with Facilities and PCCD stakeholders during the schematic, design development and construction document phases. Some areas of service include:

- Establish and define the project scope within allocated budgets and schedule.
- Provide the architectural team with guidance in integrating LEED principles into projects.
- Insure conformance with district standards for quality assurance.
- Perform design and constructability reviews of the plans.
- Obtain stakeholder input and approvals of the architectural team's design at each phase.
- Insure timely delivery of the project from the architectural team with DSA.
- Provide guidance to the team of stakeholders, architect and vendors related to project furniture needs.
- Projects which are in need of design management are: (1) Laney Athletic Complex, (2) 860 Atlantic Renovations at Alameda, (3) Merritt Learning Center/Library Renovation, (4) Merritt Swing Space at Building A, and (5) Berkeley Build Out - 3 phases. In addition, the design manager assists in the Central Chiller project(s), and is actively involved in assisting the college clients with their FF&E (furniture, fixtures and equipment) planning.

BACKGROUND/ANALYSIS:

Petaluma Inc. is currently providing services under an independent contract in the amount of \$75,000. Including this extension, the total contract amount will be \$110,000 for a twelve-month period.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended for an extension of design management services provided by Petaluma Inc., in the not-to-exceed amount of \$35,000.

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, District-Wide Projects, "Classrooms and facilities to enhance the community outreach capabilities of the District among the numerous ethnic communities living in and served by the District, including all Measure A projects benefiting from such contract."

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: 4-14-09
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikharo Date: 4-14-09
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: 4.14.09
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: 4/15/09
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: Elihu Harris Date: 4/15/09
Elihu Harris, Chancellor

April 6, 2009

Dr. Sadiq Ikharo, Vice Chancellor
General Services Department
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

RE: Proposal to Provide Interim Design Management Services
to Peralta Community College District
Petaluma Inc. - Tax ID #54-21211435

Dear Dr. Ikharo:

Thank you for the opportunity to present this proposal for Design Management Services to the Peralta Community College District. Attached you will find the resume of the Principal of Petaluma Inc., and a detailed proposed Scope of Services to support your ongoing program at Peralta Community College District, and an hourly fee breakdown of personnel.

Petaluma Inc brings over 26 + years of experience in design and construction management services of educational facilities from K-12 and Community College projects, with project delivery experience ranging from traditional design-bid-build, to design-build, to extensive construction management at risk experience.

This proposal is to provide interim full time services at an hourly billing rate of \$90 for an initial assignment of 3 months duration, or until such time that a PCCD candidate is selected and approved for the in-house design management position, currently under development by Human Resources. Subsequent to the execution of this not-to-exceed contract, I will work with you to finalize and execute a contract for May 1- June 30th, 2009 for \$35,000. If PCCD selects a candidate in place prior to June 30th, 2009, then Petaluma Inc. will cease providing management services at that time. Petaluma Inc. is available to start to work immediately.

Petaluma Inc is very excited about this opportunity to provide interim design management or construction management services to PCCD. Thank you again for the opportunity to present this proposal. Should you have any questions, please feel free to contact me at 415.599.6024.

Sincerely,



Sherry Katz
President
Petaluma Inc

Attachments: scope of services, resume, & hourly rate

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Design Management Position Scope of Work

For Peralta Community College District

With extensive design, design management and construction experience, and as a team player with the ability to work collaboratively with diverse constituencies, Petaluma, Inc offers the following to PCCD for your consideration:

It is the position of Design Manager for PCCD to manage the new and renovation construction design process to insure that design & construction documents are high quality, and result in efficiently designed schools which are completed on schedule and within allocated budget. It is the role of the Design Manager to insure that submitted design and construction documents effectively and efficiently utilize all established guidelines and standards for quality assurance within the constraints of each project budget. The Design Manager will:

GENERAL RESPONSIBILITIES:

- The Design Manager shall be responsible for leading the team through a process of shared governance with the AE, the PCCD stakeholders and the Construction Manager's Project Manager, from the project concept and schematic design phase through completion of construction documents, and ensures that the project is planned and designed according to District standards.
- The Design Manager will establish and define the project scope within allocated budgets and schedule; or formally request additional fund approval from the Director of Capital Projects and the Vice Chancellor, upon stakeholder's additional scope requests which exceed the budget.
- Coordinate with other executive staff over strategic planning for project delivery method, project allocation funding and proactive review of master planning conflicts;
- Provide the AE team with guidance in integrating the principles and performance criteria of the nationally recognized "Leadership in Energy and Environmental Design" (LEED). The intention of the PCCD's Board sustainability policy is to achieve, at minimum, Silver Certification for new construction projects. The level of certification which can be achieved will be a function of budgetary constraints. It is also Petaluma Inc.'s intent to promote integrated, whole building, "green" design practices for existing buildings, keeping the District's budget in mind.
- Insure conformance with all District standards and guidelines for quality assurance.
- Be responsible for oversight monitoring of standardized architectural phase deliverables from the AE, as approved by the Vice Chancellor, as well as 3rd party estimates or statements of probable costs, insuring they are delivered in a timely manner on schedule, and in complete form, in order to stay within the District's proposed budget.
- Perform some design peer reviews and incorporate comments from other internal facilities staff, or construction manager's constructability comments for inclusion in order to turn around to the AE; or procure consultants to perform design review for mep, etc, as required.
- Obtain stakeholder input and procure sign offs from stakeholders at the end of schematics and during design development phase, so that the AE can proceed with the construction document phase, and insure the District's desired schedule for completion of documents for timely bidding.
- Insure timely delivery of DSA submittals by the AE and follow up with the Architect to insure timely backcheck and approval so that the project can bid in a timely manner.

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- Serve and facilitate as liaison among campus administrators, faculty, community groups, architects, engineers and surveyors, planning and construction agencies (DSA and local jurisdictions).

SCOPING ACTIVITIES:

- Initiate preliminary scoping activities and establish protocol with campus administration and design team.
- Establish preliminary and final scope, budget and schedule for Director of Capital Projects approval.
- Coordinate scope with PCCD Maintenance & Operations and all other internal department requirements.
- In the DD phase, direct the PCCD Construction Manager Consultant to procure testing, location services, surveying and other supporting consultant requirements as required.

AE OVERSIGHT:

- Negotiate and administer approved consultant agreement requests and amendment requests on projects in design;
- Review, approve and monitor all consultant design activities and invoicing.
- Conduct initial systems investigations and make recommendations on design modifications.
- Review and recommend building arrangements, construction methods, and types of materials and overall appearance during design phases for District approval.
- Provide technical expertise in areas of building systems, functional use for campus activities, budgeting for all campus improvements, site utilization and identification of state and local code constraints.
- Monitor all furnishings, fixtures, equipment and color scheme specifications during construction documentation.

BUDGET & REPORTING OVERSIGHT:

- Prepare and implement budgets, schedules, status reports, and control documentation on projects from concept and planning through DSA approval.
- Provide progress reports to Director of Capital Projects and Vice Chancellor of General Services Administration, if requested.

PROJECT HAND OFF TO PCCD'S CONSTRUCTION MANAGEMENT CONSULTANT:

- Transition all completed Division of State Architect (DSA) approved construction documents to District approved Construction Project Manager for bidding and construction activities.

MISCELLANEOUS:

- With extensive experience as the Owner's representative under previous program management contracts, Petaluma Inc can manage any project of any scope or delivery system from design through close out with expertise.

MASTER FEE SCHEDULE

Principal/ officer_____ \$ 90.00 per hour

Clerical/ Word Processing/ Office Support__ \$ 50.00 per hour