

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of May 12, 2009

ITEM # 18

ITEM TITLE:

Consider Approval of Agreement with W. J. Robinson & Associates, Inc. for Project and Construction Management Services for 860 Atlantic Avenue Tenant Improvements

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for an agreement with W. J. Robinson & Associates, Inc. to provide project and construction management services for the tenant improvements at 860 Atlantic Avenue, Alameda, in the not-to-exceed amount of \$176,352.

ITEM SUMMARY:

The facility will be renovated to serve as interim housing for the laboratory rooms at College of Alameda during the drop and replacement of Buildings C and D. Additionally, the facility will provide interim housing for the Merritt College Genomics Program during the programming and construction of the new science building at Merritt College. The scope of services for W. J. Robinson & Associates, Inc. will include monthly reports on project activities, and to bring all items of concern on scope, cost issues, and scheduling to the District's attention. The scope of work will also include, but is not limited to, field surveys, development of preliminary scope of work, assist in the design and bidding process for the project, and final close-out with DSA (Division of the State Architect).

BACKGROUND/ANALYSIS:

W. J. Robinson & Associates, Inc. was selected from the previously Board approved short list of project management firms. A copy of their proposal for services is attached. Construction on this project is targeted to start on March 4, 2010 and be completed on August 31, 2010.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended for an agreement with W. J. Robinson & Associates, Inc. to provide project and construction management services for the tenant improvements at 860 Atlantic Avenue, Alameda, in the not-to-exceed amount of \$176,352.

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," and "Science Lab upgrades," and Merritt College, "Classroom and facilities repairs and grounds improvements," "Science Lab upgrades," and "Equipment, technology upgrades, and facility and classroom improvements for the college's following programs: Science..."

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: 5/5/09
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikharmo Date: 5/5/09
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: 5/5/09
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: _____ Date: _____
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: Elihu Harris Date: 5/5/09
Elihu Harris, Chancellor



W.J. Robinson & Associates, Inc. *Project & Construction Management Services*

March 25, 2009

(revised)

Peralta Community College District
Purchasing Department
510 - 5th Avenue
Oakland, CA 94606

ATTN: Claudette Brero-Gow, Project Manager

RE: Revised Fee Proposal for Providing Project & Construction Management Services for the property at 860 Atlantic Ave., Alameda, CA

Dear Sir/Madame:

After reviewing your e-mail of March 19th, and adjusting the hourly rate to be consistent with standards for the given position and time duration for each phase of the project, I am re-submitting this letter and the accompanying fee schedule which reflects the same for your consideration. The scope of services included in this schedule is for providing Project/Construction Management Services to oversee the design, including the DSA review period, and construction of the Office and Science Building at 860 Atlantic Avenue. The following work breakdown elements cover the items as discussed. I have showing the activities covering the anticipated times of four months (@ 40% man-hour time) for design services, and ten months (@ 100% man-hour time) for construction activities, with values of **\$36,432.00** and valued at **\$139,920.00**, respectively, for a total value of **\$176,352.00**.

Attached is the fee schedule which includes the hourly billing rates by phase for the services to be provided as previously discuss.

Thank you for your consideration in this matter.

Sincerely,

Willie J. Robinson,
Project Manager

Attachment (1)

cf:CBG_PCCD_CM_ltr(r) 3 25 09



W.J. Robinson & Associates, Inc. *Project & Construction Management Services*

ATTACHMENT - I

FEE SCHEDULE

• **Services During Design:**

○ Monitor the Design activities	12.0 Hrs./mo. x 4 mos. =	48.0 Hrs.
○ Attend coordination meetings	12.0 Hrs./mo. x 4 mos. =	48.0 Hrs.
○ Review/validate cost estimates	10.0 Hrs./mo. x 4 mos. =	40.0 Hrs.
○ Provide Constructability Review	10.0 Hrs./mo. x 4 mos. =	40.0 Hrs.
○ Prepare for DSA submission	60.0 Hrs. x 1 LS =	60.0 Hrs.
○ Final review for bid packaging	40.0 Hrs. x 1 LS =	40.0 Hrs.

Subtotal Design Activities: 276.0 Hrs.

• **Billable Rates (loaded):**

○ Project Manager	276.0 Hrs. @ 132.00/Hr. =	\$36,432.00
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• **Services during Construction:**

○ Prepare Documents for Bid	40.0 Hrs. x 1 LS =	40.0 Hrs.
○ Coordinate pre-bid conference	20.0 Hrs. x 1 LS =	20.0 Hrs.
○ Coordinate pre-construction meeting	20.0 Hrs. x 1 LS =	20.0 Hrs.
○ Coordination of all correspondences	20.0 Hrs./mo. x 10 mos. =	200.0 Hrs.
○ Weekly Progress meetings	20.0 Hrs./mo. x 10 mos. =	200.0 Hrs.
○ Prepare monthly progress report	16.0 Hrs./mo. x 10 mos. =	160.0 Hrs.
○ Monitoring of work activities	20.0 Hrs./mo. x 10 mos. =	200.0 Hrs.
○ Review monthly draws	12.0 Hrs./mo. x 10 mos. =	120.0 Hrs.
○ Contract close-out activities	allowance =	100.0 Hrs.

Subtotal Construction Activities: 1,060.0 Hrs.

• **Billable Rates (loaded):**

○ Construction Manager	1,060.0 Hrs. @ 132.00/Hr. =	\$139,920.00
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• **TOTAL CONTRACT PROPOSED VALUE = \$176,352.00**