

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of October 13, 2009

ITEM # 18

ITEM TITLE:

Consider Approval to Enter into an Agreement for Architectural and Engineering Services with Gelfand Partners Architects

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to enter into an agreement for architectural and engineering services with Gelfand Partners Architects, in the amount of \$43,000.

ITEM SUMMARY:

Services under this agreement will include:

- Relocation of Peralta TV to the District Administrative Complex site.
As part of the effort to renovate the Laney Tower, it is necessary to relocate Peralta TV from the 9th floor. Gelfand Partners will provide the following services:
 - Layout drawings and specifications for site and interior configuration of two modular trailers.
 - Design and engineering of site utilities, DSA coordination, bidding, and construction administration.

- Reconfiguration of storage in the warehouse space of the Conroy Building.
Consolidation of storage in the warehouse portion of the Conroy Building (District Admissions & Records) is necessary to provide Peralta TV with sufficient space for equipment storage and will also improve the efficiency with which records are kept by the Admissions & Records Department. Gelfand Partners will provide the following services:
 - Provide layout drawings and specifications that accommodate high density storage.
 - Assist in coordination of procurement of furniture and equipment.

BACKGROUND/ANALYSIS:

Gelfand Partners Architects was selected from the previously Board approved short list of architectural firms. Board approval of the agreement is required because the cumulative total of purchase orders issued to Gelfand Partners Architects exceeds the annual threshold amount.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended to enter into an agreement for architectural and engineering services with Gelfand Partners Architects, in the amount of \$43,000.

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, 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," and Laney College, "Administration – Tower building repairs, upgrades, and renovations."

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

Yes _____ No X

COMMENTS:

All Board recommended contracts are subject to negotiation and execution by the Chancellor.

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: 10-9-09
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikharo Date: 10-9-09
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: 10/6/09
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: 10/7/09
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: Elihu Harris Date: 10/7/09
Elihu Harris, Chancellor



August 19, 2009

Mr. Trent Tornabene
Facilities Project Manager
Peralta Community College District
333 East 8th Street.
Oakland, CA 94606

Project: Laney College TV Department Relocation

Subject: Fee proposal

Thank you for giving us the opportunity to propose architectural services for the TV Department relocation to the Peralta Community College Districts property on 333 East 8th Street. Our understanding of the proposed Departmental relocation is as follows:

1. Existing Administration Records Bldg:
 - a. Condense existing records storage with high density mobile storage.
 - b. Provide secure demising walls for TV storage.

2. Site Work and Coordination with other Projects:
 - a. Locate DSA pre-approved 40' x 60' (triple wide) modular bldg within triangular planting area west of the Admin. Record Bldg.
 - b. Coordinate distance requirements & footprint location for future emergency generator between the Records Bldg. and the New Bldg. Emergency generator by others.
 - c. Relocation and support of Satellite Dish.
 - d. East 8th Ave fence can be relocated as needed to allow for access to the New Bldg.
 - e. Pedestrian path from East 8th Ave. sidewalk to accommodate access to the New Bldg.
 - f. Provide underground utilities: domestic water, sewer, electrical, data, phone & power to the New Bldg.

3. New Bldg (excludes TV studio):
 - a. Building to be based on a pre-approved modular
 - b. Within a pre approved modular envelope, develop a layout based on the following program criteria:
 - 1) A separate film library with an adjacent master control room.
 - 2) A separate Internet Radio broadcasting room and waiting area that is separate from the TV facilities and suitable for independent operations at different times during the day.
 - 3) A separate workshop space for equipment repairs, upgrades and services suitable for soldering.
 - 4) A cluster of 3 editing stations with at least one sound isolated room for audio editing.
 - 5) A cluster of 3 production workstations.
 - 6) A breakout/Conference area.
 - 7) A small area for sink, microwave and fridge
 - 8) Restrooms.
 - 9) Layout of user furnished consoles, panels, lights, other equipment. etc.
 - 10) Secure carport or enclosed area for van parking desirable, but not a requirement.
 - 11) Other related miscellaneous tasks by Modular Company: fire/life safety, security, power (including low voltage), phone/data & sound isolation.



4. Modular Company Bid, DSA, General Bid and Construction:
 - a. The accepted interior improvements layout will be bid to modular companies. The winning bidder shall provide modified drawings and calculations for GPA submittal to DSA.
 - b. GPA will submit to DSA and secure an approved package covering all scope.
 - c. GPA will participate in bidding to a General Contractor and follow-up with CA services.

5. Assumptions and Exclusions:
 - a. We assume that the FA system will be stand alone.
 - b. We assume that individual utilities will not require trenching farther than 30 feet.
 - c. Structural engineering, fire alarm and fire sprinkler services are excluded for the improvements associated with the Admin Records bldg work.
 - d. Topographical and underground utility survey to be provided by PCCD.

6. Schedule:
 - a. GPA Authorized to start Aug 5, 2009.
 - b. Advertise bids to modular contractors August 15, 2009.
 - c. Bid package for modular contractors Sept. 1, 2009.
 - d. Bid opening for modular contractor Sept. 14, 2009.
 - e. PCCD issues NTP to modular contractor Oct. 1, 2009.
 - f. Modular contractor package & site package submitted to DSA Nov. 1, 2009.
 - g. Advertise for bids Jan. 15, 2010
 - h. Anticipated DSA approval Feb. 1 2010.
 - i. Bid to general contractor Feb. 2, 2010.
 - j. Bid opening Feb. 16, 2010.
 - k. NTP construction March 1, 2010.

We propose to meet with Laney College staff to confirm layout configurations and coordinate with other ongoing site work to accommodate one new modular building to be provided by PCCD. We will meet with the Oakland Fire Department to coordinate the building location and will submit the plans for approval to DSA. Modular building construction documents and site requirements will be provided by the modular manufacturer. We will design utilities and fire alarm work to be performed by the site contractor.

We propose fees not to exceed \$43,000 unless authorized by the owner.

Our design team will be as follows:

Architect	Gelfand Partners Architects Lisa Gelfand, AIA, Principal-in-Charge Jorge Rico, AIA, Project Manager Ashley Drum, Drafter
Civil Engineer:	BKF, Dan Schaefer, Principal
Electrical Engineer:	Engineering Design Collaborative, Rosanna Lerma, Principal



Gelfand Partners
A R C H I T E C T S

Please budget \$3500 for possible reimbursable expenses such as reprographics. DSA and Fire Department review fees are excluded. We look forward to continuing a mutually beneficial and enjoyable relationship with Peralta Community College District.

Yours,

Gelfand Partners Architects

Lisa Gelfand, AIA, LEED
Principal