

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

ITEM # 13

ITEM TITLE:

Consider Approval of Amendment No. 3 to Agreement for Architectural Services with YHLA Architects for Laney College Modernization and Short-Term Projects

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for Amendment No. 3 to the agreement for services with YHLA Architects for architectural services related to the Laney Swing Space Project, in the amount of \$122,802.

ITEM SUMMARY:

The fees for design items listed below are all related to temporary relocation of faculty, staff and administration necessary to facilitate the refurbishment of the Laney Tower. The services include design for Bid No. 09/10-10, which is on the agenda for contract award at this meeting, another renovation project for portable buildings currently located on the Laney campus, and other miscellaneous renovations for swing space required during the Laney Tower refurbishment project.

Custodial	\$ 2,650
Mail Room/Switchboard	\$ 5,300
Health Services	\$ 4,600
Counseling Offices, Faculty & Classified Offices, Campus Administrative Offices, Added Triple-Wide Portable, Added Double-Wide Portable, Self-Study Accreditation	\$ 43,750
Portable Package #1	
Civil Engineer	\$ 7,810
Architectural Permit/CDs	\$ 12,800
Electrical Engineering	\$ 9,062
Fire Life Safety Consultant	\$ 7,480
Portable Package #2	
Architectural CDs	\$ 18,450
Performance Specs	\$ 8,250

Information Technologies

Architectural	\$ 2,650
Electrical Engineer	(Design/Build)
Mechanical Engineer	(Design/Build)

Total: \$122,802

BACKGROUND/ANALYSIS:

The original agreement with YHLA to provide architectural services for Laney modernization and short-term projects, in the amount of \$236,903.33, was approved by the Board of Trustees at the meeting of January 15, 2008; Amendment No. 1, in the amount of \$226,470, was approved at the Board meeting of April 8, 2008; and Amendment No. 2, in the amount of \$405,170, was approved at the meeting of September 16, 2008. Including this Amendment No. 3, the total contract amount is \$991,345.33. YLHA was on the short list of architects that the Board of Trustees previously approved to perform architectural services for the District.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended for Amendment No. 3 to the agreement for services with YHLA Architects for architectural services related to the Laney Swing Space Project, in the amount of \$122,802.

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, Measure A, as approved by the voters in Peralta's constituency and authorized under Resolution 05/06-45, Exhibit A-1, 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. Ikharmo Date: 11-4-09
Dr. Sadiq B. Ikharmo
Vice Chancellor of General Services

DOCUMENT PRESENTED BY:
Sadiq B. Ikharmo Date: 11-4-09
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: 11.5.09
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: Thuy T. Nguyen Date: 11/5/09
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL
 Approved, and Place on Agenda Not Approved, but Place on Agenda
Signature: Elihu Harris Date: 11/4/09
Elihu Harris, Chancellor



August 31, 2009

Mr. Mark Sennette
Director of Capital Projects
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

Tel: 510-466-7213
Fax: 510-466-7315
Email: msennette@peralta.edu

**RE: Professional Design Services Proposal for Laney College
Tower Swing Space**

Dear Mr. Sennette:

We are pleased to submit this proposal for professional design services as follows:

BASIC SERVICES

The current Tower occupants that will need to be temporarily relocated during the Tower renovation project include the following groups:

1. Custodial
2. Mail Room/Switchboard
3. Health Services
4. Counseling
5. Faculty and Classified Offices
6. Campus Administration Offices
7. Information Technologies
8. Information Desk
9. Peralta TV and Radio

In addition to these groups, some other scope items have been recently added. They include the following:

10. Space planning an additional triple-wide portable for Faculty Lounge and offices
11. Space planning an additional double-wide portable for part-time faculty
12. Space planning an unspecified location for "self study" and accreditations

DETAILED SCOPES OF WORK

It is our current understanding that the Information Desk will be moved to the recently completed Welcome Center and that Peralta TV and Radio will be relocating to the District by others and therefore architectural services will not be required for these groups. The architectural scopes of work we anticipate for the remaining seven user groups are as follows:

1. Custodial: Several offices and storage areas for machines, supplies and equipment will be relocated to room #C101 (and perhaps other storage areas on campus). Architectural services will include one meeting with the end-users to determine their space and infrastructure needs; basic space planning, new lighting specification, electrical telecommunication and HVAC systems placement (not design) as may be required for the occupancy; working drawings and minimal construction administration services (i.e. punch list). Fees for this work will be as follows:

Architectural	\$2650.00
Electrical Engineer Consultant	Assumed to be design/build
Mechanical Engineer Consultant	Assumed to be design/build
Basic Services Subtotal	\$2650.00

2. Mail Room/ Switchboard: Several offices and a mail storage and sorting facility will be located temporarily at the ground floor of A Building at a yet to be determined location with good truck access and IT access to the Tower's incoming fiber cables. Architectural services will include one meeting with the end-users to determine their space and infrastructure needs; basic space planning, new lighting placement, electrical telecommunication and HVAC systems placement (not design) as may be required for the occupancy; working drawings and minimal construction administration services (i.e. punch list). Fees for this work will be as follows:

Architectural	\$5300.00
Electrical Engineer Consultant	Assumed to be design/build
Mechanical Engineer Consultant	Assumed to be design/build
Basic Services Subtotal	\$5,300.00

3. Health Services: A nurse's office, exam room, waiting area and storage room are scheduled to be relocated to several adjoining rooms at the 4th floor of the Student Center. Architectural services will include one meeting with the end-users to determine their space and infrastructure needs; basic space planning, design of new electrical, telecommunication and HVAC systems as may be required for the occupancy; consultant coordination; working drawings and minimal construction administration services. Fees for this work will be as follows:

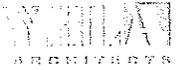
Architectural	\$4600.00
Electrical Engineer Consultant	Assumed to be design/build
Mechanical Engineer Consultant	Assumed to be design/build
Basic Services Subtotal	\$4600.00

4. **Counseling Offices:** A total of 13 counseling offices, a waiting area, reception desk, conference room, Transfer Center and ancillary space for workstations, printers, storage, etc. are scheduled to be relocated to two (2) new triple-wide portable trailers that will be fitted with the appropriate rooms and technology and brought to the site. Architectural services will include one meeting with the end-users to determine their space and infrastructure needs as they relate specifically to the portables; basic space planning, design of new electrical, telecommunication and HVAC systems as may be required for the occupancy; consultant coordination; working drawings and minimal construction administration services. Fees for this work will be tabulated below for architectural design and administration services and as part of three (3) portable trailer construction drawing packages.

5. **Faculty and Classified Offices:** Three floors of Tower offices, both private and shared, for both full-time and part time faculty and classified personnel – along with ancillary copy and printing equipment are scheduled to be relocated to four (4) existing triple-wide portable trailers already located on-site. Not all faculty and classified persons from these three floors will fit into the portables so some will be dispersed around campus and are not included in our proposal. Architectural services for the four portables will include one meeting with the end-users to determine their space and infrastructure needs as they relate specifically to the portable trailer swing space; basic space planning for a small number of full height walls, design of new lighting, electrical telecommunication and HVAC systems as may be required for the occupancy; consultant coordination; working drawings and minimal construction administration services. Fees for this work will be tabulated below for architectural design and administration services and as part of three (3) portable trailer construction drawing packages.

6. **Campus Administration Offices:** Two floors of Tower offices for campus administration personnel, along with ancillary copy and printing equipment are scheduled to be relocated to three (3) existing triple-wide portable trailers already located on-site. Architectural services for the three portables will include one meeting with the end-users to determine their space and infrastructure needs as they relate specifically to the portable trailer swing space; basic space planning for a small number of full height walls, design of new lighting, electrical telecommunication and HVAC systems as may be required for the occupancy; consultant coordination; working drawings and minimal construction administration services. Fees for this work will be tabulated below for architectural design and administration services and as part of three (3) portable trailer construction drawing packages.

7. **Added Triple-Wide Portable:** This portable will be set up to accommodate faculty and classified senate offices and lounge space as well as a shared conference room. Architectural services for this space will include one meeting with the end-users to determine their space and infrastructure needs as they relate specifically to the portable trailer swing space; basic space planning, design of new lighting, electrical telecommunication and HVAC systems as may be required for the occupancy; working drawings and minimal construction administration services. Fees for this work will be



tabulated below for architectural design and administration services and as part of three (3) portable trailer construction drawing packages.

- 8. Added Double-Wide Portable: This portable will be set up to accommodate part-time faculty in an open office arrangement. Architectural services for this space will include one meeting with the end-users to determine their space and infrastructure needs as they relate specifically to the portable trailer swing space; basic space planning, design of new electrical telecommunication systems as may be required for the occupancy; consultant coordination; working drawings and minimal construction administration services. Fees for this work will be tabulated below for architectural design and administration services and as part of three (3) portable trailer construction drawing packages.
- 9. Self-Study Accreditation: The final location for this user group is assumed to be in the new Eagle Village portables. We have assumed the architectural services for this space will include one meeting with the end-users to determine their space and infrastructure needs as they relate specifically to the swing space; basic space planning, placement of new electrical and telecommunication systems as may be required for the occupancy; working drawings and minimal construction administration services (i.e. punch list). Fees for this work will be tabulated below for architectural design and administration services and as part of three (3) portable trailer construction drawing packages as follows:

Architectural Design and Project Administration (including ongoing project coordination with the District and construction manager for a total of approximately 3 hours per week at 16 weeks - beginning August 3rd).....\$43,750.00

Portable Package #1 will consist of Civil, Architectural, Electrical and Fire life Safety Permit Drawings submitted to DSA for four (4) new portable classroom buildings. The consultant fees are as follows:

Civil Engineer.....	\$7810.00
Architectural Permit/Construction Drawings.....	\$12,800.00
Electrical Engineer Consultant	\$9062.00
Fire Life Safety Consultant.....	\$7480.00

Portable Package #2 will consist of Architectural Bidding and Construction Drawings for the revised interior improvements for the seven (7) existing portable buildings.

Portable Package #3 will consist of Bidding and Construction Drawings for the revised interior improvements for the four (4) new portable classroom buildings.

For both Packages #2 and #3 above, mechanical, electrical and fire life safety work will be provided by the selected design/build contractor and is not included in this proposal. An alternate price is however included for design/build performance specifications should the District care to include these. The fees for these two drawing packages are as follows:

Architectural Construction Drawings.....	\$18,450.00
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Performance Specifications (optional).....\$8250.00 *accepted*

Basic Services Subtotal \$99,352.00
(Optional Performance Specifications).....\$8250.00

- 7. Information Technologies: Two offices for information technology personnel, along with workshop and storage space are scheduled to be relocated to Forum Room #103. Architectural services for this space will include one meeting with the end-users to determine their space and infrastructure needs as they relate specifically to the swing space; basic space planning, new lighting specifications, electrical telecommunication and HVAC systems placement (not design) as may be required for the occupancy; consultant coordination; working drawings and minimal construction administration services. Fees for this work will be as follows:

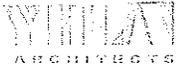
Architectural \$2650.00
 Electrical Engineer Consultant Assumed to be design/build
 Mechanical Engineer Consultant Assumed to be design/build

Basic Services Subtotal \$2650.00

Total Basic Services Fee (not including performance specs):.....\$114,552.00

Basic Services Assumptions and Exclusions

- ▣ Swing space work that YHLA has engaged in to-date, totaling \$27,327.50 as of July 31, is included in this proposal, but per our understanding, will be billed against remaining contingency funds for the Tower and other Laney College projects until such funds might be exhausted.
- ▣ Civil, electrical and fire life safety consultant fees and reimbursables are included in this proposal for the limited scopes of work outlined. Mechanical work is assumed to be design/build and is not included as part of this proposal. Should additional consultant work be required, such consultants can provide proposals for the actual scopes of work as requested.
- ▣ We assume that electrical, mechanical and telecommunication capacity within each individual building or portable is adequate for the swing space need and no service upgrades are required.
- ▣ No furniture or moving coordination is included in this proposal.
- ▣ The number of meetings with the end users and project timeline is strictly limited. If additional meetings or project time are needed, we are happy to do so as an additional service.
- ▣ No fire sprinkler designs are required.
- ▣ Construction phasing is not included.
- ▣ DSA permit drawings and processing are included only for Portable Package #1.
- ▣ Scopes or work not specifically included within this proposal is excluded.



- YHLA will provide technical assistance to CCM to review change orders and progress payments. CCM shall process, administer, and coordinate the change order and progress payment paper work.
- The District shall manage the design process so that the duration of the design portion of the project after execution of the design services contract from notice to proceed (NTP) to completion of construction contract documents (ready for District final approval) shall be no longer than 1.5 months. The duration of professional services during construction from issue of Bid documents to substantial completion, shall be no longer than 2 months. Additional services fees will be applied on an hourly basis should the project schedule extend beyond these timeframes.
- Division 0 and 1 of the project specifications shall be provided by the District. YHLA shall review the District provided sections and suggest modifications on a project by project basis. YHLA shall provide technical specifications that the architect and our consultants deem to be required directly on the drawings.
- District will have a construction management consultant who will perform bidding and award of the construction contract, and the construction contract administration services (such as leading and recording construction meetings, reviewing RFI's and submittals addressed to the owner or user, approving progress payments, filing DSA required forms, processing and approving change orders, coordinating inspections and testing). YHLA and its consultants will provide technical support to the construction manager, who will directly manage the project during construction. The construction management consultant will provide project and construction scheduling, and cost estimating during construction.
- The District shall perform all testing for, and remediation of hazardous substances.

REIMBURSABLE EXPENSES UNDER BASIC SERVICES

Printing, plotting, delivery expenses are included expenses as follows. Drawing reproduction included are drawing sets for DSA permit application submittal, 1 set for the District's reviews at schematic, design development, and final, and 1 set for District records. Other drawing reproduction is not included. Electronic .PDF files will be made available to the District and CCM in order that they may use them to print bid sets, construction sets, and sets for their own use.

Subtotal Fixed Reimbursable Expenses ~~\$3,200.00~~

Not accepted

TOTAL FIXED FEE (excluding performance spec. fee)

	\$117,752.00
	- 3,200.00
<i>Performance Specs</i>	+ 8,250.00
	<u>\$122,802</u>

ADDITIONAL SERVICES

Services not specifically mentioned above, and services provided within the contingency fees shall be paid on the following hourly rates.

Architectural

Principal	\$180
Project Manager	\$130
Project Architect	\$120
Architect	\$100
Drafter III	\$90
Admin. Assistant	\$60

CAD \$71

Electrical

Principal Engineer	\$176
Project Engineer	\$167
CAD	\$89

Civil Engineer

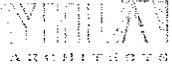
Principal	\$154
Sr. Engineer	\$140
Project Engineer	\$126

GENERAL CONDITIONS

- The District shall provide full information regarding the requirements for the project, including but not limited to physical program, budget, desired schedule. The District shall render approvals and decisions expeditiously as necessary to maintain the agreed upon schedule during design and construction.
- Reimbursable expenses outside of those specifically mentioned above shall be compensated to YHLA at cost plus ten percent. They may include but are not limited to: fees paid to agencies having jurisdiction over the Project(s); reproduction of drawings and other documents; computer plotting; express and messenger delivery; photography; other consultant's fees; 3d and color renderings; physical models.
- Invoices shall be submitted monthly based on service percent completion (for labor and expenses). Paperwork back up is not required for Basic Services invoicing because this is a fixed fee agreement. Invoices are due within 15 days of date of invoice. Disagreement with one part of the invoice shall not be cause to withhold payment for the entire invoiced amount. Unpaid balances after 30 days due YHLA will bear interest at the rate of 1.25% simple interest per month.
- This agreement may be terminated by either party upon seven days written notice. YHLA shall be compensated for all services performed and expenditures spent to the date of receipt of notice. If the project is suspended in whole or in part for more than 90 days or the project abandoned, YHLA shall be compensated for all services performed and expenditures spent to the date of stoppage of services.

ACCEPTANCE

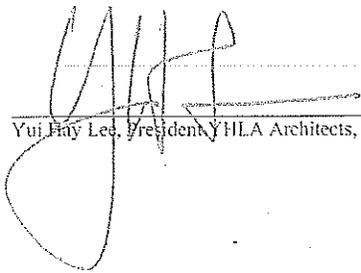
The following signatories are authorized to accept this proposal as of the date first written above.



print name, title

signature, for Peralta Community College District

date



Yui Hay Lee, President YHLA Architects, Inc.



date