

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 15, 2009

ITEM # 37

ITEM TITLE:

Consider Approval to Enter into an Agreement with MSE Group for Construction Management Services for the District Administrative Center New Electrical Service Upgrade Project

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to enter into an agreement with MSE Group to provide construction management services for the District Administrative Center New Electrical Service Upgrade Project, in the not-to-exceed amount of \$27,936.

ITEM SUMMARY:

As part of an ongoing effort to provide reliable electrical power and backup electrical power, it is necessary to proceed with an electrical service upgrade and an emergency generator. The construction contract for this project is scheduled for approval at this Board meeting.

MSE Group will provide the following services under this agreement:

- Coordination and attendance at construction meetings as directed by District staff
- Updates on progress of construction activities and project construction schedule
- Construction monitoring and overall management
- Building occupancy coordination and management
- Project closeout services

BACKGROUND/ANALYSIS:

MSE Group was selected from the previously Board approved short list of project management firms. Please note that the District in-house project managers have a full schedule managing other projects District-wide. This project is being managed for the Maintenance and Operations Department.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended to enter into an agreement for with MSE Group to provide construction management services for the District Administrative Center New Electrical Service Upgrade Project, in the not-to-exceed amount of \$27,936.

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, "Lighting and electrical

systems," and "District-wide safety systems include disaster preparedness, campus security and hazardous and toxic waste handling."

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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 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: 12-8-09
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikharo Date: 12-8-09
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: _____ Date: _____
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: [Signature] Date: 12/9/09
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: [Signature] Date: 12/9/09
Elihu Harris, Chancellor



December 1, 2009

Mark Sennette
Capital Projects Director
Peralta Community College District
333 East 8th Street
Oakland, CA94606

Re: Project Management Service Fee Proposal

Mr. Sennette:

MSE Group is pleased to present this proposal for construction management services on the Electrical Upgrade – Generator project. This proposal is based on estimated work hours projected during an eight week period.

Project Management Fee: \$27,936.00

Any changes to the project schedule, scope of work or unforeseen conditions, or client's initiated delays may require an increase in hours and fees required by MSE.

Should you have any questions please contact me at (510)-383-9600

Sincerely,

MSE
Saji Muanza,
Principal Construction Manager

MSE Corporate Headquarters
302 Pendleton Way
Oakland, CA. 94621
510-383-9600, office
510-383-9300, fax

1996 Carroll Ave
San Francisco, CA. 94124
415-467-7200, office
415-467-7300, fax

3437 South Main
Los Angeles, CA. 90007
310-296-1683, office
310-691-2327, fax

| Electrical Upgrade - Generator Project | | | | |
|------------------------------------------------------------------------------------------------------------------------------|--------------|-------|----------|--------------------|
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| The above fee denotes the projected duration of assignment in respect to projected project schedule to complete the project. | | | | |
| Resource Allocation for MSE Group, Inc. | | | | |
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| Title | Staff | Hours | Rate/Hr | Total |
| Principal/ Manager | Saji Muanza | 192 | \$132.00 | \$25,344.00 |
| Administrator | Della Murphy | 32 | \$81.00 | \$2,592.00 |
| Project Phase Hours | | 224 | | \$27,936.00 |
| | | | | |
| MSE Total Proposed Fee: | | | | \$27,936.00 |
| Principal/Manager hours represent 8 weeks at 3 days per week excluding holidays | | | | |
| Administrator hours represent 4 hours per week, for 8 weeks | | | | |