

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of July 20, 2010

ITEM # 23

ITEM TITLE:

Consider Approval to Enter into an Agreement with Seville Group, Inc. dba SGI Construction Management for Construction Management Services for the Library/ Learning Center Project at Merritt College

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to enter into an agreement with Seville Group, Inc. dba SGI Construction Management to provide construction management services for the Library/ Learning Center Project at Merritt College, in the not-to-exceed amount of \$205,000.

ITEM SUMMARY:

The construction documents for the Learning Resources Center/Library Renovation are complete. They have received approval from the Division of the State Architect (DSA) and are ready to be publically bid.

The scope of services for construction management includes:

- Project management and support
- Construction management services closeout
- Review estimates for content
- Additional services as required by the District

An informal Request for Proposals (09-10/23-INF) was conducted for this project. Proposals were solicited from three firms selected from the previously Board approved (in December 2007) short list of construction management firms. Qualifications of the three firms were reviewed and scored by the screening committee, with rankings from 1 to 100, using the following criteria:

EVALUATION CRITERIA	WEIGHT
Resources and Key Personnel	10
Knowledge and Experience	15
Plan and Approach	15
Proposed Costs	50
Environmental Sustainability	5
SLBE/SELBE	5

Following are the total scores:

CONTRACTOR	EVALUATION SCORE
SGI	75.33
Kitchell (Withdrew Bid)	87.67
MSE Group	72.00

Kitchell subsequently requested to withdraw from consideration. The highest ranked firm of the remaining two firms was SGI. It is recommended that the District enter into an agreement with SGI for construction management services for the Library/ Learning Center Project at Merritt College, in the not-to-exceed amount of \$205,000.00.

BACKGROUND/ANALYSIS:

The Library/Learning Center project at Merritt College has been discussed by the Board Facilities and Land Use Planning Committee and approved by the Board of Trustees as part of the Bond Measure Spending Plan at the meeting of June 23, 2009.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended to enter into an agreement with Seville Group, Inc. dba SGI Construction Management to provide construction management services for the Library/ Learning Center Project at Merritt College, in the not-to-exceed amount of \$205,000.

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, Merritt College, "Additional space for the college Learning Center," "HVAC in Library," "Repair and refurbish Library bathrooms," "Language listening lab in Library," "Group Study rooms in Library," "Program/Event space in Library," "Remodel ancillary staff rooms in Library," and "Equipment, technology upgrades, and facility and classroom improvements for the college's following programs: Science, Child Development, Communications, English as a Second Language at the Fruitvale Education Center, Art, Ceramics, Landscape Horticulture/Design, **Learning Center**, Liberal Arts, Music, Physical Education/Athletics, and Radiologic Science."

Budget code: 1-61-391-6206-1-710000-2324-00.

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 REVIEW THE ITEM? Yes X No _____

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Sadiq B. Ikharo Date: July 13, 10
Dr. Sadiq B. Ikharo
Vice Chancellor for General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikharo Date: July 13, 10
Dr. Sadiq B. Ikharo
Vice Chancellor for 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: _____
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: 7/15/10
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: [Signature] Date: 7/15/10
Wise E. Allen, Chancellor

THE SEVILLE GROUP INC.
199 S. Hudson Avenue
Pasadena, CA 91101
626.395.7474 Tel
626.395.9494 Fax
contact@sgicm.com

www.sgicm.com



Northern CA Regional Office
425 Market Street, Suite 2200
San Francisco, CA 94105
415.955.2622 Tel
415.955.2624 Fax

April 2nd, 2010

San Diego Regional Office
402 W. Broadway, Suite 400
San Diego, CA 92101
619.446.5662 Tel
619.615.2260 Fax

John Banisadr
Purchasing Compliance Manager
Peralta Community College District
501 5th Avenue
Oakland, CA 94606

South Bay Regional Office
2033 Gateway Center
San Jose, CA 95133
408.928.9990 Tel
408.928.9995 Fax

Re: Request for Proposal 09-10/23-INF

Dear Mr. John Banisadr:

SGI Construction Management (SGI) is pleased to provide our qualifications and proposal to provide Construction Management Services for the Merritt Learning Center /Library Renovation project. The SGI team brings proven expertise and experience, local team members that are representative of the community and District and a passion for "Building Better Schools for Brighter Futures."

BRIEF HISTORY OF COMPANY: SGI started in 1990 as a small, woman-owned, minority business, certified as MBE/WBE/DBE. In 2006, The Seville Group, Inc. registered to do business as *SGI Construction Management* with the State of California. Currently, SGI is an Engineering News-Record *Top 100* Construction Management Firm and an Engineering News-Record *Top 35* Program Management firm that offers professional planning, program, project, and construction management services. Our project portfolio ranges from thousands of dollars to several million dollars.

LOCAL TEAM: SGI is invested in the success of the community and the people it serves; so our team has been customized to meet the needs of this specific project and District. We are proposing two Oakland community members with more than twenty years of combined residency. The lead Construction Manager is an African-American female with more than 15 years of experience as a PM/CM. Her prowess is amplified by her ability to use the construction site as a teaching tool. Utilizing her gift for mentorship we have chosen an Office Engineer from the Construction Management Program at Laney College. He has completed six Construction Management courses to date and is currently enrolled in three more courses. To compliment his educational pursuits he has more than five years of experience working with local contractors, the Alameda Building Trades Council, and state agencies as a Labor Relations Manager. We believe in creating

Cover Letter/Letter of Interest Submission Requirements	
Firm Name:	The Seville Group, Inc. dba SGI Construction Management
Firm Address:	425 Market Street Ste 2200 San Francisco, CA 94105
Email Address:	ljackson@sgicm.com
Federal Tax ID:	95-4497423
Telephone Numbers:	Tel 510.377.4003 Fax 510.412.5661
Principal to Contact:	Lance R. Jackson Sr. Vice President Operations

employment and career opportunities to maximize local participation and view this opportunity as another vehicle to achieve this goal.

PARTNERSHIP TO ACHIEVE PERALTA'S MISSION & GOALS: We believe we are uniquely qualified to carry out your mission to "provide diverse students and communities with access to...experiences, and life-long opportunities to meet and exceed their goals." This project could be the first of many opportunities allowing Construction Management students access to work experience on District projects while still completing their certificate training as administrative support. We take pride in our partnerships and will continue to develop relationships with a pool of local residents and students able and willing to change the face of the industry.

BUILDING BETTER SCHOOLS: SGI takes an organic approach to construction management services, providing a customized level of service to all of our clients, reinvesting in the community by enabling its workforce. SGI is confident that our leadership, oversight, and engagement will compliment your vision and enhance your trust. We are proud to propose to you, our unique capabilities and are anxious to prove ourselves as a valuable addition to your facilities program. We are passionate about being in the business of "Building Better Schools for Brighter Futures." If selected, we will arrive committed to your success and driven to exceed your expectation.

We would like to thank you for the opportunity to present our qualifications and interest for this project. We believe that a partnership between SGI and the District will produce improved facilities and brighter futures. Please do not hesitate to contact me at 510.377.4003 with any questions or requests for further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Lance R. Jackson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Lance R. Jackson
Sr Vice President, Operations
SGI Construction Management, Inc.

2. EXPERIENCE



SGI has been providing program, construction and project management services for public clients in California for nearly 20 years. Currently, SGI provides program, project, and construction management services for some of California's largest educational new construction and modernization programs, including 1) WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT, 2) EAST SIDE UNION HIGH SCHOOL DISTRICT, 3) Coast Community College District.

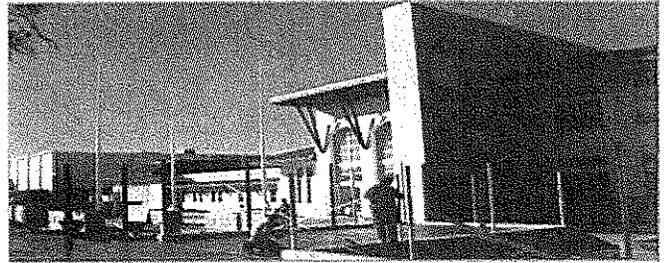
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT - RICHMOND, CALIFORNIA

The West Contra Costa Unified School District (WCCUSD) serves a population of over 220,000 residents of the cities of El Cerrito, Richmond, San Pablo, Pinole, Hercules, and the unincorporated areas of Kensington, El Sobrante, North Richmond; East Richmond Heights, Tara Hills, and Bayview / Montalvin Manor. WCCUSD serves over 30,000, K-12 students attending 41 elementary schools, 7 middle schools and 10 high schools. The District operates special education and adult education programs, charters and alternative education programs at various sites.

As a result of successfully managing a 1997, \$36 million bond for the district, SGI was selected as the prime program/construction management consultant for three successive bond programs totaling over \$1.2 billion. Over the last eight years, SGI has been responsible for the modernization or new construction of a total of 21 libraries throughout the District.

SGI is responsible for the full time program/construction management of all bond projects during master planning, programming, design, construction, post occupancy and project close-out at over 60 sites throughout the district. Under SGI's management and leadership, the program has successfully modernized and constructed restrooms, kitchens, classrooms, fields and campuses, including the recently completed \$100 million, state of the art, El Cerrito High School. El Cerrito High School's new campus includes a \$2.5 million, library complex including: reading room, stacks, reference section, offices and storage facilities.

School District Name	West Contra Costa Unified School District
School District Address	1108 Bissell Ave Richmond, CA 94801
Services Provided By SGI	Program/Construction Management
High School Projects	48
Middle/Junior High School Projects	7
Adult/Community/Vocational Projects	6
Construction Value of Program Overseen	\$1.2 Billion
Owners Contact Information	Bill Fay Associate Superintendent for Operations 510.231.1105
Architect Contact Information	Tom Butt, President Interactive Resources Architecture, Engineering, & Planning 117 Park Place, Point Richmond, CA 94801 Office: 510-236-7435 Frang Fung, ED2 Architecture 945 Bryant Street, Suite 300 San Francisco, CA 94103 Office: 415-474-1400 x 100



KNOWLEDGE AND
2. EXPERIENCE



WCCUSD: EL CERRITO HIGH SCHOOL

WCCUSD: PINOLE MIDDLE SCHOOL

EAST SIDE UNION HIGH SCHOOL DISTRICT - SAN JOSE, CALIFORNIA

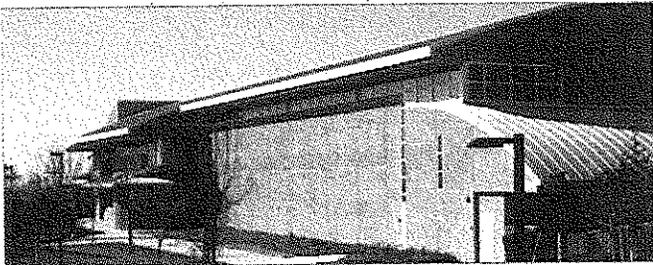
In 1999, SGI was selected as the prime Construction Management team on the \$80 million Measure A Bond Program for the East Side Union High School District.

The cornerstone of Measure A was a new, state-of-the-art Evergreen Valley High School project, which consisted of twelve buildings that included academic, performing arts and student services facilities. In addition, the new campus had a full-service athletic facility, including a football stadium with regulation-sized track and field areas, soccer and baseball fields, two gymnasiums and a swimming pool with a water polo course.

CONTINUING WITH SUCCESS:

As a result of successfully managing the new Evergreen Valley High School, SGI was awarded the program management contract for East Side's \$298 million Measure G and \$349 million Measure E Bond Programs. SGI currently performs program management services for the District's eleven high schools and for five alternative education facilities in which the majority of the projects are comprised of new building construction, classroom modernization, and athletic facilities.

SGI's proven track record of effective construction management results in successful project delivery to meet project objectives for scope, schedule and budget. The award of program management services for the East Side Union High School District, Measure G and Measure E Bond Programs is a prime example of the repeat business SGI acquires by understanding our client's needs and making their needs SGI's priority. SGI looks forward to the opportunity to continue to serve as the construction manager for Measure E.

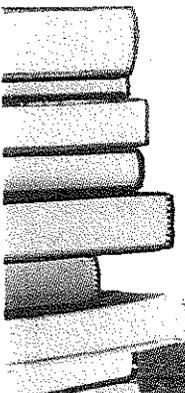


Evergreen High School



Andrew Hill High School

School District Name	East Side Union High School District
School District Address	830 North Capitol Avenue San Jose, California 95133
Services Provided By SGI	Program/Construction Management
High School Projects	121
Middle/Junior High School Projects	3
Adult/Community/Vocational Projects	2
Construction Value of Program Overseen	\$727 Million
Owners Contact Information	Alan Garofalo Associate Superintendent of Student Services and Facilities 408.347.5100
Architect Contact Information	Brent McClure, Principal, AIA CODY ANDERSON WASNEY ARCHITECTS 455 Lambert Avenue Palo Alto, California 94306 Tel: 650.328.1818
SGI Program Manager	Robert Bush



2. EXPERIENCE

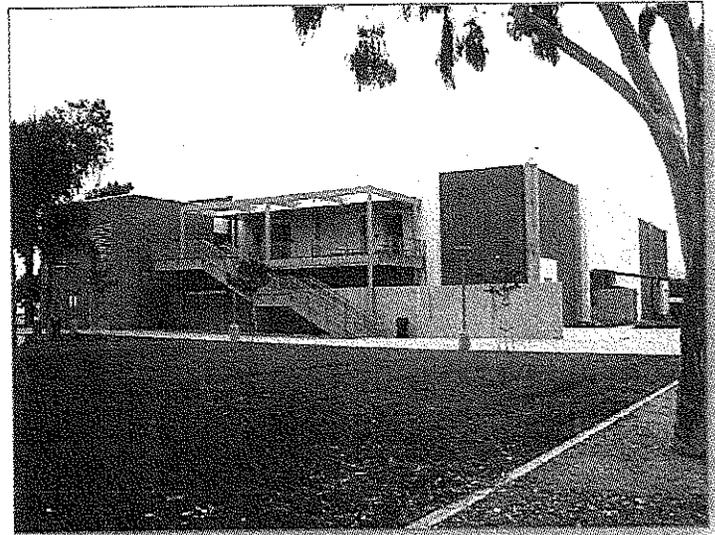


COAST COMMUNITY COLLEGE DISTRICT, COSTA MESA, CA

SGI was selected to provide construction management services for the modernization of the Orange Coast Community Colleges' Lewis Center for Applied Sciences. SGI's participation on the project was requested early in the design phase to assist the District in successfully completing the project in a timely and efficient manner.

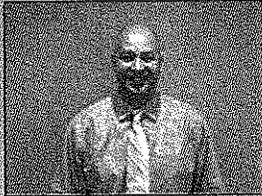
This project assignment entails the complete renovation of an existing classroom/lab building and construction of new classroom & lab configurations of approximately 52,400 square feet, including hardscape and landscape improvements adjacent to the existing brick clad building.

School District Address	Coast Community College District 2701 Fairview Road Costa Mesa, California 92626
Services Provided By SGI	Construction Management
	Swing Space Projects 6
	Modernization Projects 1
Construction Value of Program Overseen	\$13 Million
Owners Contact Information	Rich Pagal Vice President Administrative Services (714) 432-5024
Architect Contact Information	Young W. Min Project Manager, LPA 949.261.1001



- The newly remodeled facilities encompass the complete renovation of a two-story classroom/lab structure that was originally built in 1971. The renovation included reconfiguring classrooms and labs throughout the building:
 - Two marine science lab with stockroom/preparation area
 - Two geology lab with stockroom/preparation area
 - Two physics labs with stockroom/preparation area
 - Two astronomy labs with stockroom /preparation area
 - Science faculty offices (14 faculty members)
 - Division Office (Dean, one staff, conference room, work area, and adjunct office)
 - Four mid-size lecture rooms (75-90 students)
 - Two standard classrooms (45 students)
 - Hardscape and landscape improvements
 - State of the art conveyer elevator system
 - Relocation of high voltage electrical switchgear and relocation of information technology distribution lines
 - New mechanical, plumbing, and fire life safety system
 - Prior to the renovation, complete asbestos and lead abatement was completed
 - Architectural Coordination between owners and consulting engineer interface and support (part of SGI Scope of Services)
 - Converted counseling center into Allied Health Program labs (Dental, X-ray, and platenation) and created Swing Space (Modular D Bldg and Math Bldg)

3. PERSONNEL



Lance R. Jackson
Principal In-Charge

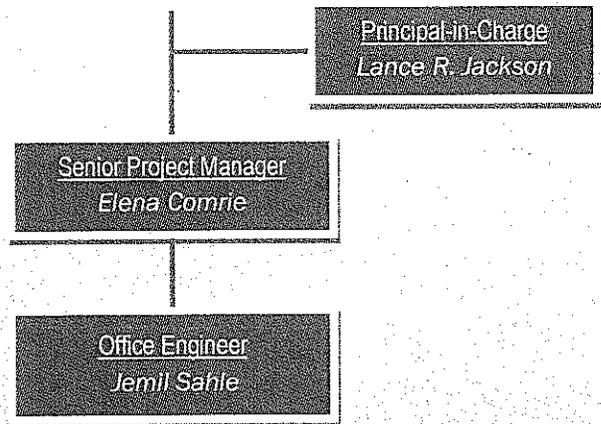


Elena Comrie
Construction Manager



Jemil Sahle
Office Engineer

Based on our understanding of Peralta Community College District's (PCCD) Program and our review of the Request for Proposal, including background information of the Merritt Learning Center/Library Renovation, and the requested scope of services, SGI is pleased to offer the following Construction Management Organizational Chart that is tailored to meet the specific needs of your request:

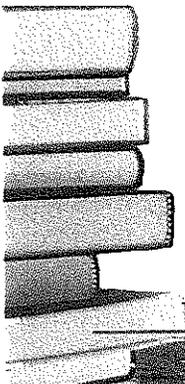


SGI's goal is to exceed our client's expectations and our approach focuses on three key principles:

Team – SGI maintains a reservoir of talent of dedicated leaders and technical staff to manage, maintain and support the team during the course of the project. The Principal in Charge, Lance Jackson, will be available to support the team at no cost to the District.

Tools - SGI maintains two full-time IT professionals to ensure that our team has access to the best-practice supported, and industry leading construction management technology.

Stakeholders – SGI provides a customized level of service to each client to ensure seamless interaction and communication with district staff, school personnel, community groups, architects/engineers, inspectors, and student body.



3. PERSONNEL

ELENA COMRIE - CONSTRUCTION MANAGER EDUCATION

Education

- Master of Architecture
University of California,
Berkeley
- Bachelor of Architecture
Howard University,
Washington D.C.

Profile

Elena Comrie currently works with the West Contra Costa School District as a Sr. Project Manager. She has over 15 years of CM/PM experience managing projects including modernization of several elementary schools and a new middle school.

Project Experience

SGL Construction Management - Sr. Project Manager (2003-Present)
Responsible for coordinating activities and schedules to assure that school construction projects will move as quickly as possible from the time the bid is awarded until completion of the project. Additional duties include interpreting, enforcing, and assisting in the development of policies, methods and procedures relating to school construction. Project list:

- Helms Middle School, \$52M
- Montalvin Elementary School, \$9M
- Murphy Elementary School, \$10.5M
- Verde Elementary School, \$10.5M

McDonald's Corporation - Construction Project Manager (1996 - 2001)

- New construction of restaurants in: San Jose, CA; Antioch, CA; Vallejo, CA, \$2.4M
- Demolition and re-build of restaurants in: Oakland, CA; San Jose, CA; El Cerrito, CA, \$3.2M

Don Todd Associates, Inc. - Assistant Project Manager (1995 - 1996)

- New construction of Aviary for San Francisco Zoo, \$6M
- Major renovation of existing Historic Museum into Beach Chalet Restaurant and Brewery, \$.75M
- Renovation: Oakland School District Facilities Improvement Plan, 29 programs, \$400K - \$2M

Kaiser Permanente - Project Coordinator/OAR (1993 - 1995)

JEMIL SAHLE - PROJECT ENGINEER

Education

- Merritt College
 - Certificate of Completion: Real Estate
- Sierra Academy of Aeronautics
 - Airframe and Powerplant license
- Laney College Construction Management Program
 - 6 courses completed
 - Currently Enrolled
 - Blueprint Reading
 - Computer Applications in Contracting Scheduling
 - Materials and Methods of Construction

Profile

Jemil Sahle is currently enrolled in the Construction Management Certificate Program at Laney College. Jemil was introduced to Construction Management during his tenure as a Labor Relations Manager for the Port of Oakland, PCCD, and Oakland Unified School District.

Davillier-Sloan, Inc., Oakland, CA (2002 to 2008) - Labor Relations Manager -Responsible for enforcing State of California Prevailing wage law by monitoring public works projects from start to completion. Prepare monthly reporting for analysis of Contractor performance and site visit verification of submittals. Attend weekly onsite construction progress meeting to report on and aid in the increase of the local workforce. Meet with contractors, trades, and owner to develop compliance plans and track future performance.

United Airlines, Oakland, CA (2001) - Worked in the sheet metal department at the Oakland Maintenance center, where he performed various duties which included the removal of panels, repairs to fuselage, and seat reconfiguration.

4. APPROACH



4.A PRE-CONSTRUCTION

SGI will arrive with a "tool box" of management techniques, documentation methods, and experience to compliment the District's procedures and work-processes. In anticipation of the completion of the Swing Space, SGI will mobilize and begin the submittal process to ensure the procurement of long-lead items. We will work closely with the District while planning the logistics of construction. Issues such as jobsite facilities, site security, student safety, construction traffic access, contractor staging lay-down areas, sequencing, etc. will be identified, discussed and resolved.

4.B RELOCATION

SGI's specialization in school construction has resulted in a concise methodology and checklist for Swing Space Relocation. SGI will be ready to assist with the relocation including personnel, furniture, fixtures, books, equipment and all the details that come with a highly organized and well thought out move.

4.C CONSTRUCTION PHASE

SGI will provide contract administration as an agent and representative of the District and will establish and implement coordination procedures between the District, Architect/Engineer, and Contractor.

Submittal Procedures: SGI will implement procedures for submittals, change orders, payment requests, and other necessary documentation, including Requests for Information. As the District's representative at the jobsite, SGI will be the party through which change orders, payment requests, submittals, and information will be processed from the contractor to the District and/or design consultant, and from the design consultant and/or the District to the contractor.

- ✓ **DSA Deferred Submittals:** SGI will engage the contractor at the on-set of the project to coordinate the DSA deferred review submittals (Fire Sprinkler and Elevator). It is especially critical to submit on the elevator as soon as possible, as this is typically a long-lead item. In the case of the elevator, SGI recommends that the manufacture break their submittal into two pieces: 1) Architectural and 2) Guide Rail and Brackets. This will allow a faster and more comprehensive DSA review, since it eliminates the extemporaneous information that is not required on the DSA review submittal package.

Jobsite Meetings: SGI will conduct weekly jobsite progress meetings with the contractor(s), and will record, transcribe and distribute minutes of these meetings to all attendees.

Coordination of Technical Inspection and Testing: SGI will coordinate any inspection that is necessary. All technical inspection reports will be submitted in a format approved by SGI on a daily basis.

Construction Observation: SGI will observe the progress of the work and advise the District of any deviations, defects or deficiencies in the work, including reasonable diligence to discover work that is not in compliance with the contract documents. SGI will make recommendations to the District and the design consultant in instances where SGI observes work that, in its opinion, is defective or not in conformance with contract documents.

Construction Progress Review: SGI will review construction progress with the contractor(s), evaluate the percentage complete of each construction activity as indicated in the construction schedule, and observe completed work and properly stored materials on a monthly basis.

Monthly Contractor Payment: SGI will review and make recommendations to the District regarding the monthly payment to each contractor. This activity will be an integral part of the monthly construction schedule updates.

4. APPROACH



Monthly Construction Payment Reports: SGI will prepare and distribute monthly construction payment reports that will be a key component of the monthly construction progress report. This payment report will reflect the total construction contract price, contractor's payment to date, current payment requested, retainage, and actual amounts owed for the current period. The report will reflect actual progress as compared to scheduled progress noting variances.

Construction Schedule: The general contractors will submit a detailed schedule as part of the contract requirements. SGI will analyze this construction schedule for compliance with the contract documents and for validity as to schedule logic, sequence, and durations. Potential impacts and problems can be resolved or minimized by tracking the contractors schedule in this manner.

Equipment Instruction Manuals: SGI will coordinate the collection of all written material such as operations and maintenance manuals, warranties, and guarantees for all equipment installed in the project. Subsequent to their review and approval, these items will be turned over to the District, prior to the contractor's training of the maintenance staff.

As-Built Schedule and Documents: SGI will coordinate and expedite functions connected with the contractor's obligation to provide "as-built" documents. SGI will review the contractor's as-built documents monthly. This will be a required condition for payment of monthly pay requests submitted by the contractor.

Training Sessions: SGI will coordinate and schedule training sessions for the District's maintenance and operational personnel and will assure that the contractor's obligation in providing this training is fulfilled.

4.D POST-CONSTRUCTION PHASE

Warranties/Bonds and As Built Documents: SGI will ensure that all required warranties, maintenance bonds, operation maintenance manuals, and as-built documents are submitted prior to the contractor's final payment. These documents will be turned over to the District at the project's completion.

Occupancy Plan/Schedule: SGI will prepare and manage an occupancy plan that will include a schedule indicating coordinating dates for relocation of existing furniture and equipment, new furniture and equipment, and District personnel. This schedule will be distributed to the moving contractors, the affected college departments, and other appropriate parties. SGI is committed to providing on-site personnel to oversee the relocation of all furniture, equipment, and other articles by the movers while actual move-in is in progress.

Warranty Check: Warranties after project completion are typically one year in duration. An extended service that SGI provides is that approximately ten months after the contractor(s) have finished a project, SGI returns to review with users and facility staff to see if there are any contractor items that need to be addressed.

Claims Management: SGI knows that, during construction, management of disputes and claims is critical. We make disputes less likely by rigorously implementing procedures and practices born of our extensive experience in construction management. These include timely responses to the contractor, proper project controls, accurate documentation, and fair and reasonable field administration. SGI's scheduling provides data to evaluate a potential claim. Our management information system tracks correspondence, requests for information, submittals, change orders, field instructions, and deficiency notices. Complete and accurate project information helps ward off claims, and the early recognition of a possible claim gives a head start on data gathering and allows enough time to take action.