

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of April 12, 2011

ITEM # 21

ITEM TITLE:

Consider Approval to Enter into an Agreement with Olive Construction Management, Inc. for Project/Construction Management Services for the District-Wide Smart Classroom Security Implementation Project

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to enter into an agreement with Olive Construction Management, Inc. (OCM) to provide project/construction management services for the District-Wide Smart Classroom Security Implementation Project, in the amount of \$37,525.

ITEM SUMMARY:

Currently the District is bidding a District-wide security project that will provide programmable security hardware for smart classrooms. By installation of this security upgrade, enhanced security will be installed in smart classrooms District-wide, wherever new equipment is to be installed. The construction period will be from May through July 2011, and the agreement with OCM will extend through July 2011. All construction work will be done in the evening hours from 10 p.m. to 6 a.m., to avoid disruption to classes. OCM is currently providing construction management services on the PCCD Smart Classroom Electrical & Low Voltage project and the District-Wide Smart Classroom Systems project. These projects are also being done during evening hours.

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, Laney College, "Classroom and facility technology upgrades," Merritt College, "Technology upgrades," College of Alameda, "Classroom and facility technology upgrades," and Berkeley City College, "Classroom and facility technology upgrades."

BACKGROUND/ANALYSIS:

Olive Construction Management, Inc. was originally selected from the Board approved short list of project management firms.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended to enter into an agreement with Olive Construction Management, Inc. (OCM) to provide project/construction management services for the District-Wide Smart Classroom Security Implementation Project, in the amount of \$37,525.

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 REVIEW 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: 4-1-2011
Dr. Sadiq B. Ikharmo
Vice Chancellor for General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikharmo Date: 4-1-2011
Dr. Sadiq B. Ikharmo
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: Ron Gerhard electronically by VR Date: 4/7/11
Ron Gerhard, Chief Financial Officer

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 electronically by VR Date: 4/6/11
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: Wise E. Allen Date: 4/4/11
Wise E. Allen, Chancellor

February 15, 2011

Dr. Sadiq B. Ikharo
Vice Chancellor of General Services
333 E 8th Street
Oakland, CA 94606

Re: PCCD AV Project at Four Campuses
Subj.: Project Management/Construction Management Services

Dr. Ikharo:

Per your instruction, I have recalculated my services for the Project Management and Construction Management Services for the District's "Lenel Security Door Project for the Smart Classrooms District-wide" project targeted for the District's four campuses in the evening hours from \$48,733.42 to \$37,524.96 – a 23% reduction in fee. If you note, I also reduced the hourly rate of all OCM staff.

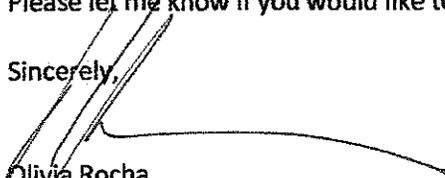
Currently Catalyst has completed the design; the step is to prepare the bidding documents. I have attached a Schedule of Events for your information. The bid documents can be completed rapidly an authorization to proceed and with approval of this proposal for services.

1. Advertising shall begin this week.
2. Construction work is targeted to begin late April with a two month duration
3. All construction work is targeted for evening hours.

I have attached a task/hour description for your review and approval to the Board of Trustees. Of course OCM Inc. will provide a detailed description of hours expended at the end of each month to ensure complete transparency.

Please let me know if you would like to discuss this further or need additional information.

Sincerely,


Olivia Rocha
President, Olive CM Inc.

Attachment:
Task/hour Descriptions
Schedule of Events

		Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	
	Working Days in Month	21	20	23	21	22	22	21	
Security Project									
\$500,000									
Principal Project Manager	Four Campuses	0	0.05	0.05	0.05	0.1	0.1	0.05	
Olivia Rocha	Hrs per Mo	0	8	9	8	18	18	8	
\$	120.00	\$ 11,520.00	\$ -	\$ 960.00	\$ 1,104.00	\$ 1,008.00	\$ 2,112.00	\$ 2,112.00	\$ 4,224.00
Construction Manager	Meritt	0	0	0	0	0.1	0.1	0.05	
Eric Walker	Hrs per Mo	0	0	0	0	18	18	8	
\$	110.00	\$ 7,744.00	\$ -	\$ -	\$ -	\$ 1,936.00	\$ 1,936.00	\$ 3,872.00	
Construction Manager	Laney	0	0	0	0	0.1	0.1	0.05	
Carlos San Miguel	Hrs per Mo	0	0	0	0	18	18	8	
\$	110.00	\$ 7,744.00	\$ -	\$ -	\$ -	\$ 1,936.00	\$ 1,936.00	\$ 3,872.00	
Project Engineer	Four Campuses	0	0	0	0.05	0.1	0.1	0.05	
Raul Orozco	Hrs per Mo	0	0	0	8	18	18	8	
\$	65.00	\$ 5,122.00	\$ -	\$ -	\$ 546.00	\$ 1,144.00	\$ 1,144.00	\$ 2,288.00	
Admin Support	Four Campuses	0.1	0	0	0.05	0.1	0.1	0.05	
Kariana Ingram	Hrs per Mo	17	0	0	8	18	18	8	
\$	45.00	\$ 4,302.00	\$ 756.00	\$ -	\$ 378.00	\$ 792.00	\$ 792.00	\$ 1,584.00	
	7%	\$ 36,432.00							
reimbursable		\$ 1,092.96							
		\$ 37,524.96							

Schedule of Events

Bid No. 10-11/xx

PCCD SECURITY SYSTEM

ITEM	ACTION	DUE DATE	Responsible Person
1	Prepare Ad	2/16/11	Project Manager
2	Assign Bid No. (Mark's approval & a complete Bid Package including Front-End, Div. 1 and Specification & Drawings in the Purchasing Dept. required)	10-11/XX	Buyer
3	Prepare Bid Package including Front-End, Div. 1 and Specification & Drawings	2/16/11	Project Manager
4	Final Bid set & Bidders List	2/16/11	PM & Buyer
5	LETTER TO NEWSPAPER (Newspaper required lead time 3-4 days prior to being run in the paper)	2/16/11 before 3PM	Buyer
6	Classified Ad-First Run (2 Ads-Seven calendar days separation required)	2/21/11	Buyer
7	Classified Ad-Second Run	2/28/11	Buyer
8	Reproduce and email/fax/mail bid to Bidders and Plan Rooms	2/17/11	Buyer
9	Post Bid to District's Website	2/17/11	Buyer
10	Mandatory/Non-Mandatory Job Walk (Have the pre-bid meeting 1-3 days after the second ad is run)	2/22/11 @1:30PM	Project Manager
11	Last day for RFI's submittals,	3/2/11	Project Manager
12	Issue Addenda #'s 1 - x if necessary (72 hours before Bid Due required)	3/4/11	Project Manager
13	Bid Due	3/10/11, 2PM	Buyer
14	RESULTS INTO COMPUTER and Distribute to interested parties	3/18/10	Buyer
15	Bid Selection Determined	3/11/11	PM, Mark S. & John B.
16	Bid Protest Period (5 Days after Bid Due required)	3/17/10	PM
17	"Action Item" District's Selected Bidder for Board Approval -	3/23/11	PM & John B.
18	BOT Meeting /Approval	4/12/11	PM
19	Prepare Individual Contract(s) to be issued with the PURCHASE ORDER	4/13/11	Carol Reil

Project Manager, please provide the following information:

Project No. (Assigned by Mark Sennette)	XXXX
DSA approval required?	No
California Contractor's License required for this project	TBD
The Engineering Estimate of Construction Costs: _____	\$500,000
The Construction Period from "Notice to Proceed" is how many days?	
Liquidated Damages should be set at	\$7,000
Pre-Bid Meeting Location:	BCC;COA;Laney;Merritt
Who is the A&E (Architect & Engineer):	Catalyst
Address: 2789 Napa Valley Corporate Drive, Napa, CA 94558	
Project Manager: Olivia Rocha	OCM Inc.
Address: 2201 Broadway Tel. 510-868-0861 orocha@olivecm.com	