

**Board of Trustees Agenda Report  
For the Trustee Meeting Date of May 10, 2011**

**ITEM TITLE:**

Consider Approval to Negotiate an Agreement with VBN Architects to Provide Facilities Master Plan Services to Laney College

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested for the Chancellor to negotiate an agreement with VBN Architects to provide Facilities Master Plan Services to Laney College.

**ITEM SUMMARY:**

A formal RFQ (Request for Qualifications) was advertised on May 28, 2010. On July 9, 2010, the Purchasing Department received fourteen proposals from firms to provide Facilities Master Planning Services at Laney College. Firms were asked to provide an overview describing the general approach, scope of services, and methodology of the firm's ability to fulfill the general functions as required in the RFQ. The five firms given the highest scores by the screening committee were shortlisted for further evaluation and invited for interviews with an Executive Committee comprising the Vice Chancellor for General Services, the President of Laney College, and their designated senior staff members. VBN Architects was recommended by the Executive Committee. Approval is requested for the Chancellor to negotiate an agreement (which will involve the cost) with VBN Architects to provide Facilities Master Plan Services to Laney College.

**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, planning for all bond projects funded under Measure A.

**BACKGROUND/ANALYSIS:**

It should be recalled that Laney College undertook a revised Educational Master Plan, which triggered the necessity for a revised Facility Master Plan. A screening committee was formed to evaluate the fourteen proposals received in response to the RFQ. The committee was comprised of representatives from DGS (Department of General Services) staff, the Laney College Administration and stakeholders. The five firms given the highest scores by the screening committee were shortlisted for further evaluation and invited for interviews. Following are the five highest scoring firms:

1. HMC Architects
2. WLC Architects
3. VBN Architects
4. Steinberg Architects
5. Flad Architects

	HMC	WLC	VBN	Steinberg	Flad
<b>Evaluator 1</b>	84	89	95	82	-----
<b>Evaluator 2</b>	75	72	92	82	-----
<b>Evaluator 3</b>	75	79	94	79	-----
<b>Evaluator 4</b>	80	69	80	69	-----
<b>Evaluator 5</b>	68	81	77	86	-----
<b>Total Score</b>	<b>382</b>	<b>390</b>	<b>438</b>	<b>398</b>	-----

Although five firms were selected, Flad Architects, the fifth firm, withdrew their proposal. Based on the subsequent interviews and scores of the remaining four firms, the Executive Committee recommended VBN Architects.

**ALTERNATIVES/OPTIONS:**

Not applicable.

**EVALUATION AND RECOMMENDED ACTION:**

Approval is requested for the Chancellor to negotiate an agreement with VBN Architects to provide Facilities Master Plan Services to Laney College.

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

Yes \_\_\_ No X

**COMMENTS:**

All Board approved 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: 4/28/11  
Dr. Sadiq B. Ikharo  
Vice Chancellor of General Services

**DOCUMENT PRESENTED BY:**

Sadiq B. Ikharo Date: 4/28/11  
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: Ron Gerhard, electronically by ve Date: 5/2/11  
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 ve Date: 5/6/11  
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: 5/2/11  
Wise E. Allen, Chancellor