

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of March 13, 2012**

ITEM #

**ITEM TITLE:**

Consider Approval of Amendment No. 1 to Independent Contract with Catalyst Consulting Group for Services Related to Design of the Access Control and Alarm Monitoring System (ACAMS)

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested for Amendment No. 1, in the amount of \$17,360, to Independent Contract #05717 with Catalyst Consulting Group (Catalyst) for the preparation of bid documents to convert the current Access Control and Alarm Monitoring System (ACAMS) to the Lenel system at Laney College.

**ITEM SUMMARY:**

On December 21, 2011, Catalyst was awarded a contract (ICC #05717 in the amount of \$16,140) to provide bid documents to convert existing Johnson Controls, Inc. (JCI) access control and alarm monitoring devices at Berkeley City College (BCC) and the District Administrative Center (DAC) to the Lenel system. Amendment No. 1 will include Laney College with the BCC/DAC effort. Catalyst's proposal is for \$17,360 and, when incorporated into the initial \$16,140 amount for the BCC and DAC bid documents, exceeds the \$25,000 threshold for non-Measure A projects, requiring Board approval.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

District Maintenance General Funds.

**BACKGROUND/ANALYSIS:**

On April 30, 2010 the District entered into an independent contract (ICC #17929 in the amount of \$25,000) with Catalyst to assist the District in choosing an Access Control and Alarm Monitoring System (ACAMS) to replace the problematic Johnson Controls, Inc. (JCI) system with a non-proprietary, improved system which utilizes the District's picture ID cards. Catalyst was selected through an informal Request for Proposals process whereby District staff solicited quotes from three qualified firms. Upon evaluation of the quotes, it was determined that Catalyst was the most qualified firm with confirmed references for similar work from other local community colleges. Under Phase 1A of this ICC, Catalyst developed a system comparison matrix of the various non-proprietary systems. Upon review of this matrix, the District selected the open-access Lenel system. Phase 1B of this ICC resulted in initial design development survey work identifying existing JCI hardware which might be reused.

On July 29, 2010, the District entered into a contract (ICC #13184 in the amount of \$75,750) with Catalyst to integrate the results of the earlier design development survey into generic construction documents to develop the existing, but nonfunctioning, JCI hardware into a fully-functioning ACAMS utilizing the Lenel system. The resulting documents covered District-wide architecture including configuration of the master server but did not provide specific construction details for each campus.

At the October 12, 2010 Board meeting, the Board authorized Catalyst to develop the District ACAMS standard (at a fee of \$8,350). This fee has produced the new standard which will be utilized on the Merritt College Science and Allied Health Building and all future new and renovated buildings. Not only will security be enhanced, but the open-access Lenel system will save the District significant lifetime funds over the previous proprietary system.

At the December 7, 2010 Board meeting, the Board approved a contract in the amount of \$31,500 for Catalyst to develop the ACAMS design and bid documents for the smart classrooms. This system has now been implemented in the smart classrooms District-wide.

Earlier this fiscal year on December 21, 2011, Catalyst was awarded a contract (ICC #05717 in the amount of \$16,140) to provide bid documents based on their earlier survey to convert existing JCI devices at Berkeley City College and the District Administrative Center (DAC) to the Lenel system. It was planned to make a phased conversion to the Lenel system, beginning with BCC and the DAC. Recent security breaches at Laney necessitate that the conversion schedule of Laney's system to Lenel be expedited. Such a proposal was requested from Catalyst alone, due to their familiarity with the project based on their previous work. Including Amendment No. 1, the amount of ICC #05717 will be \$33,500.

**DELIVERABLES/SCOPE OF WORK:**

The scope of work for BCC, the DAC and Laney includes:

**Phase 1: Bid Services**

- Field survey
- Develop and submit 100% design drawings and specifications
- Assist the District in issuing 100% design drawings and specifications for bid
- Facilitate a contractor's pre-bid conference to review the project requirements in detail with prospective bidders
- Provide timely responses to any bid requests for information (RFIs) received during the bid period
- Provide bid review and contractor selection recommendations to the District

**Phase 2: Construction Administration**

- Facilitate a construction kick-off meeting with the contractor and the appropriate District representatives
- Review contractor issued product and drawing submittals to ensure conformance with the design documents and project requirements
- Participate in regular construction meetings during the installation phase
- Provide timely responses to RFIs issued during construction
- Provide final acceptance testing in coordination with the contractor and the District

**ANTICIPATED COMPLETION DATE:**

The contract ending date is June 30, 2012.

**ALTERNATIVES/OPTIONS:**

Not applicable.

**EVALUATION AND RECOMMENDED ACTION:**

Approval is recommended for Amendment No. 1, in the amount of \$17,360, to Independent Contract #05717 with Catalyst Consulting Group (Catalyst) for the preparation of bid documents to convert the current Access Control and Alarm Monitoring System (ACAMS) to the Lenel system at Laney College.

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

YES \_\_\_\_\_ NO  X

**COMMENTS:**

Catalyst was evaluated by the Vice Chancellor of General Services on their performance under this contract. Their performance has been was satisfactory, and recommendation of this amendment is recommended. A copy of the Professional Services Performance Evaluation Form is attached.

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)**

Vice Chancellor Ikharo

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: Dr. Sadiq B. Ikharo Date: \_\_\_\_\_  
Vice Chancellor for General Services

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. Sadiq B. Ikharo Date: \_\_\_\_\_  
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: Ronald Gerhard Date: \_\_\_\_\_  
Ronald Gerhard, Vice Chancellor of Finance

**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 Thi Nguyen Date: \_\_\_\_\_  
General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: Wise E. Allen Date: \_\_\_\_\_  
Wise E. Allen, Chancellor



CATALYST  
CONSULTING GROUP, INC.

February 23, 2012

Mr. Robert W. Beckwith, MBA, BSME  
Director of Facilities and Operations  
Peralta Community College District  
333 East 8<sup>th</sup> Street,  
Oakland, CA 94606

Re: Peralta Community College District  
Subject: Proposal to Provide additional Bid Documents and Construction Administration Services to the Access Control and Alarm Monitoring Upgrade to include Laney College with the Berkeley City College and the District Administration Center

Dear Mr. Beckwith:

CATALYST Consulting Group, Inc. (CATALYST) is pleased to provide this proposal for security consulting services required to provide Bid Documents and Construction Administration Services additions to the previously proposed and awarded project for the upgrade of the existing Access Control and Alarm Monitoring System (ACAMS) at Berkeley City College (BCC) and the District Administration Center (DAC) under PO number 05717. The additions will be to include Drawings and Specification for Laney College in the fore mentioned package. Additionally, bid and construction administration services have been included to provide seamless integration of the ACAMS into the District's existing Lenel OnGuard Enterprise ACAMS at Laney College in addition to that previously proposed for BCC and the DAC. The following scope of work and associated fees to support this project are provided below for your review and consideration.

Phase I: Bid Services

- Field survey and incorporate four (4) additional duress buttons, located in the Chancellor's office area into the ACAMS Drawings.
- Develop and submit 100% Design Drawings and Specifications applicable to BCC and the DAC.
- Assist PCCD in issuing the 100% Design Drawings and Specifications for bid.

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- Facilitate a contractor's pre-bid conference to review the project requirements in detail with prospective bidders.
- Provide timely response to any bid RFI's received during the bid period.
- Provide bid review and contractor selection recommendations to the District.

Phase 2: Construction Administration

- Facilitate a construction kick-off meeting with the contractor and the appropriate District representatives.
- Review Contractor issued product and drawing submittal to ensure conformance with the Design Documents and Project requirements.
- Participate in regular construction meetings during the installation phase.
- Provide timely response to Request-for-Information issued during construction.
- Provide final acceptance testing in coordination with the Contractor and the District.

CATALYST will provide the above listed services on a Not-to-Exceed Time and Materials basis for the additional amount of seventeen thousand three hundred sixty dollars (\$17,360.00) bring the total contract amount to thirty three thousand five hundred dollars (33,500.00). These fees will not be exceeded without prior written authorization from the Peralta Community College District. A fee breakdown by Phase is included below as are CATALYST's standard 2011 hourly rates.

PROPOSED CONSULTING FEES:

Phase 1 – Bid Services:	62 Hrs	\$ 8,010.00
Phase 2 – Construction Administration:	56 Hrs	\$ 9,350.00
	<b>Total Proposed Fee:</b>	<b>\$ 16,140.00</b>
	<b>PCO Fee:</b>	<b>\$ 17,360.00</b>
	<b>Total Revised Fee:</b>	<b>\$ 33,500.00</b>

CATALYST's 2010 Standard Hourly Rates:

<u>Position:</u>	<u>\$/Hour:</u>
President:	\$ 165.00
Vice President:	155.00
Project Manager:	145.00

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Assistant Project Manager	140.00
Senior Designer:	135.00
Designer:	125.00
CAD Drafting:	85.00
Clerical:	50.00

Bob, I trust this proposal meets with your approval. If you have any questions, or require additional information, please do not hesitate to call me. Thank you for your time and consideration.

Best Regards,  
CATALYST Consulting Group, Inc.

Kevin M. Wood  
Vice President - Operations

Cc: marketing file