

**Board of Trustees Agenda Report  
For the Trustee Meeting Date of February 14, 2012**

**ITEM TITLE:**

Consider Approval to Enter into an Agreement with Olive Construction Management, Inc. for Construction Management Services for the Build-Out: Phase III Project at Berkeley City College

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested to enter into an agreement with Olive Construction Management, Inc. for construction management services for the Build-Out: Phase III project at Berkeley City College, in the not-to-exceed amount of \$199,750.

**ITEM SUMMARY:**

For this project, three construction management firms (Olive Construction Management, Inc., Miller & Associates, and AMG Management Group) were invited to respond to an informal Request for Proposals (RFP). The firms were selected from the short list of small construction management firms approved by the Board of Trustees at the meeting of October 25, 2011. All three firms submitted proposals, which were reviewed by General Services Department staff and evaluated using the following criteria:

<b>EVALUATION CRITERIA</b>	<b>WEIGHTS</b>
Letter of Interest, Resources and Key Personnel	15
Knowledge and Experience	20
Plan and Approach	25
Proposed Costs	30
Environmental Sustainability	5
Small Local Business Enterprise (SLBE)	5
Total:	100

The proposals were scored with a maximum ranking of 100. Interviews were then conducted with the three firms. The maximum interview score was 50. Following are the resulting proposal and interview scores:

<b>CONSTRUCTION MANAGER</b>	<b>PROPOSAL SCORES</b>	<b>INTERVIEW SCORES</b>
<b>Olive Construction Management, Inc.</b>	<b>71</b>	<b>32</b>
Miller & Associates	70	29.5
AMG Management Group	65	24.5

Olive Construction Management, Inc. received the highest proposal and interview scores and is the recommended firm. All Board approved contracts are subject to final negotiation and

execution by the Chancellor. The Chancellor recommends approval.

**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, Berkeley City College, "Plumbing, electrical, mechanical system upgrades and improvements," "Remodeling of classroom space," "Science Lab upgrades," and "Equipment, technology upgrades, and facility and classroom improvements for the college's following programs and proposed programs: American Sign Language, Biotechnology, Business, Computer Information Systems, Disaster Preparedness, Fine and Applied Arts, Global Studies, International Trade, Multimedia Arts, Social Services Paraprofessional, Travel and Tourism Industry, Foundations (Basic Skills), Network Administration, Teacher Preparedness, International Studies, and High School Honor's Courses (Advanced Placement)."

**BACKGROUND/ANALYSIS:**

Construction management services are anticipated for a maximum period of thirteen months and will be billed on an hourly basis as needed and approved by the Department of General Services.

**DELIVERABLES/SCOPE OF WORK:**

Construction management services for the Build-Out: Phase III Project include, but are not limited to:

- Conduct pre-construction and weekly OAC (Owner-Architect-Contractor) meetings
- Attend District meetings as required
- Prepare weekly construction activity log
- Transcribe and provide meeting minutes
- Review construction schedules, submittals, pay applications, RFIs (Requests for Information) and change orders
- Coordinate with architect and inspector
- Provide an on-site presence during construction activities
- Conduct punch-list walks at substantial completion
- Prepare substantial completion and Notice of Completion documents
- Assemble record drawings and closeout documents
- Provide support and assistance with DSA (Division of the State Architect) closeout

**ANTICIPATED COMPLETION DATE:**

The construction contract for the Build-Out: Phase III project at Berkeley City College is anticipated to be complete 335 calendar days from issuance of the Notice to Proceed.

**ALTERNATIVES/OPTIONS:**

Not applicable.

**EVALUATION AND RECOMMENDED ACTION:**

Approval is recommended to enter into an agreement with Olive Construction Management, Inc. for construction management services for the Build-Out: Phase III project at Berkeley City College, in the not-to-exceed amount of \$199,750.

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

YES \_\_\_\_\_ No   X

**COMMENTS:**

No additional comments.

**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: February 2, 2012  
Vice Chancellor for General Services

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. Sadiq B. Ikharo Date: February 2, 2012  
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  
Ron Gerhard, Vice Chancellor Finance

Date: 2-8-12

**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  
General Counsel

Date: 2-7-12

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: Wise E. Allen  
Wise E. Allen, Chancellor

Date: 2-7-12