**PERALTA COMMUNITY COLLEGE DISTRICT** **ITEM #**

# 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:

| EVALUATION CRITERIA | WEIGHTS |
|---|---|
| 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:

| CONSTRUCTION MANAGER | PROPOSAL SCORES | INTERVIEW SCORES |
|---|---|---|
| **Olive Construction Management, Inc.** | **71** | **32** |
| 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**

__X__ 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, Chief Financial Officer

**GENERAL COUNSEL** (Legality and Format/adherence to Education Codes):

__X__ Legal review required _____ Legal review *not* required

If Legal review is required, determination is: ____ Approved ____ Not Approved

Signature: _____ Date: _____

General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: _____ Date: _____

Wise E. Allen, Chancellor

## 3. PERSONNEL

Construction Manager: Olivia Rocha
Project Engineer (Administrative Assistant): Raul Orozco

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OCM is proposing a Construction Manager and part-time Project Engineer for two reasons:

1. The project is targeted to be off-hours and in the evenings and;
2. We propose a Project Engineer/Admin – a skilled P.E. with field experience. Subject to the District's approval

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**Olivia Rocha – Construction Manager**
**Construction Experience: 29 years (as of 1982)**

Ms. Rocha has 29 years of design and construction experience, seventeen have been in construction management. She has managed simple to complex design/construction projects through programming, schematic, design development, and construction document phases as well as overseen purchasing and buy-outs under various delivery systems including Design Build, CM at Risk and CM through project closeout and occupancy. She has expertise in project planning, design, developing and administering construction contracts, negotiating with contractors and subcontractors, facilitating working relationships between project participants, and obtaining funding from the State for various educational facilities. In her earlier years Ms. Rocha was a Mechanical Design Engineer for local Engineering firms and the San Francisco Unified School District.

**RELEVANT EXPERIENCE:**
**Owner of Olive Construction Management April 2006**
**Incorporated as Olive Construction Management Inc. June 2008, President**

**Peralta Community College District, Oakland, CA ($35M)**
**2006 to present**
Initial contract with Peralta was oversight of the District's Construction Management firms for the Distict's Capital Improvement Projects from 2006 to 2007; Beginning in 2006 contracts included Project and Construction Management of eighteen projects in excess of $35M in construction. Most notable was the Renovation of Building A; **($9.5M)** Short Term Phase I Projects; **($6M)** Short Term Phase II Projects; Sidewalk Rehabilitation **($2.4)**; the self certification of interim housing **($2.4M)** and most recently the Smart Classroom Systems and Smart Classroom Electrical and Low Voltage Project District-wide **($8M)** Work included oversight of design from District programming, schematic design, design development and construction documentation; constructability, cost estimation, bid oversight, construction management including oversight of the overal budget and schedule, close-out, occupancy and certification.

**Oakland International Airport**
**Design Build Project for Oakland International Airport Roadway Project and Canopies ($57M)**
**2005 to 2006**

Oversaw the construction of the Oakland International Airport Roadway Project for Turner Construction. Duties included scheduling all work; review of submittals; negotation and scheduling of subcontractors and liason with the Port of Oakland owners meeting.

**Rafael City High Schools & San Rafael City Schools Phase II, San Rafael, CA ($100M)**
**CM at Risk**
**2003-2005**
Modernization and new construction at eleven school sites, including eight elementary, one middle school and two high schools. Senior Project Manager for Turner Construction over the new Glenwood ES School addition ($2M) and Terra Linda High School auditorium ($3M); renovation of buildings at three campuses ($15M) Oversaw buy out of eight schools totaling **($80M).**

**Peralta Community College District, Oakland, CA ($4.5M)**
**Construction Manager for Turner Construction**
**2002 to 2003**
Construction management services for data cabling infrastructure at three campuses. Primary responsibility was Project Manager. Worked closely with the Director of Physical Plant. CM Contract.

**City College of San Francisco, San Francisco, CA ($50M)**
**Project/Construction Manager – Turner Construction**
**2002 to 2003**
Provided program management support services including the development of a master schedule and program procedures manual. Managed various construction projects through the planning, design and procurement phases. Served as owner's representative in the development of the Mission Campus and worked with the State Chancellor's Office monitoring the funding process. CM Contract

**Redwood City School District, Redwood City, CA ($54M)**
**Construction Manager – Turner Construction**
**2001 to 2002**
Modernization and additions to 14 school sites as well as construction of a new 25,000 SF administrative office building. Construction Management/General Contracting at Risk delivery approach.

**EDUCATION**
BSME, San Francisco State University
EIT Certification, January 1989, XE074977
BA Degree in Anthropology, U.C. Berkeley

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**Raul Orozco – Project Engineer**
Construction Experience 10 years (as of 2002)
Mr. Orozco has ten years in the construction industry providing a supporting role to the Project/Construction Manager working as an Assistant Project Manager and/or Project Engineer

**RELEVANT EXPERIENCE:**

**Olive Construction Management Inc.**
**Project Engineer**

**February 2009 – Present**

Review drawings and specifications and establish submittal logs and close out logs to ensure that materials are released for fabrication in a timely manner so as to conform to the project schedule. all submittals are timely and submitted during the course of the project. Obtain information and approvals required from the owner, architect, and engineers for the timely processing of shop drawings. Establish and maintain document control procedures. Manage project closeout; secure all guarantees, warranties required for acceptance and handover of the works. Maintain submittal and RFI logs, produce and distribute meeting minutes; establish and maintain photo log of work. Perform other duties as assigned.

**Toll Brothers Inc., Dublin CA**
**Assistant Project Manager**
**April 2004 -January 2009**

Work closely with project manager in the construction of attached multi-family residential luxury town-homes. Duties include contract negotiation, writing scope of work, budgeting, preparing rolling 4-month forecast reports, notice to schedule reports, homebuyer walk schedules, homebuyer move-in packages, and reviewing agreement of sales. Responsible for site safety and Storm Water Prevention Program (SWPP) reports, appliance ordering/deliveries, reviewing subcontractor billing, writing and maintaining Owner/Subcontractor change orders and/or purchase orders; initiating and tracking Request For Information (RFI's), logging and tracking third-party consultant reports, preparing and collecting data necessary for bond releases, and reviewing/ organizing shop drawings and submittals. Worked closely with community manager to address homeowner and/or project concerns.

**Daniel Silverie III, General Contractors, Inc., Concord, CA**
**Project Engineer/Assistant Project Manager**
**Concord, CA February 2002 -February 2004**

Assisted in the construction of multi-family residential luxury apartments. Duties included contract negotiation, writing scopes of work, budgeting, preparing Work In Progress (WIP) reports, preparing project buy-out reports, preparing cash flow reports, verifying and assembling monthly owner billing, writing and maintaining Owner/Subcontractor change orders, initiating and tracking Request for Information (RFI's), meeting minutes, and reviewing/ organizing shop drawings and submittals. Field walks involved checking quality of subcontractor work to ensure adherence to plan specifications, preparedness for future city inspections, comparing actual subcontractor work complete versus billing, updating daily log to ensure proper subcontractor manpower to remain on schedule.

**Turner Construction Company, San Francisco, CA**
**Project Engineer/Junior Project Manager**
**January 2000 -January 2002**

Assisted the project manager in the construction of multiple fast paced tenant improvement projects in SF high rise commercial buildings; construction ranging from $1.2 million to $6.5 million. Duties included preparing and maintaining cost reports, processing and negotiating change orders, maintaining and overseeing all construction correspondence, i.e. RFI's, submittals, and shop drawings, recording and publishing accurate meeting minutes of all owner-architect-contractor (OAC) meetings, and closing-out projects.