

**Board of Trustees Agenda Report
For the Trustee Meeting Date of February 12, 2013**

ITEM TITLE:

Consider Approval of Amendment No. 1 to the Agreement for Professional Services with B-G Consulting Company to Provide Consulting Services to the Department of General Services and Finance

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for Amendment No. 1 to the Agreement with B-G Consulting Company to continue professional consulting services on capital projects, in the not-to-exceed amount of \$35,000.

ITEM SUMMARY:

Under this amendment, B-G Consulting Company will provide the following services for the period from January 1, 2013 through June 30, 2013. Deliverables and accomplishments by the consultant will be evaluated by the District.

Deliverables and scope of consultant services will include, but are not limited to:

- Assist with budget reconciliation of the Measure E bond fund, including budget transfers, historical data review and other bond support, as needed. This reconciliation will enable the District to draw down Measure E bond that was passed in 2002.
- Assist the Department of General Service and Finance with contract negotiations, and value engineering for ongoing projects as needed.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure A, approved by the voters in Peralta's constituency and authorized under in Resolution 05/06-45, Exhibit A-1, District-Wide, support services for the "acquisition, construction, repair, refurbishment, equipping, upgrading, and modernization of classrooms, campuses, buildings, facilities, and grounds throughout the District."

BACKGROUND/ANALYSIS:

B-G Consulting Company is currently providing consulting services. Under the original contract, B-G Consulting Company provided consulting services on Measure A and Measure E bond funded capital projects and equipment acquisition. During the course of the contract, the District requested for B-G Consulting Company to provide additional services while the Director of Capital Projects position was vacant. B-G Consulting Company has been providing consulting services under an independent contract in the amount of \$80,700 during this fiscal year. Including this Amendment No. 1, the total not-to-exceed contract amount will be \$115,700 on all contracts. B-G Consulting Company is only required where no in-house staff is available to undertake a specific project requiring an outside expertise engagement.

DELIVERABLES AND SCOPE OF WORK:

During the period from July 1, 2012 to December 31, 2012, B-G Consulting Company (Claudette Breo-Gow) accomplished the following:

- Negotiated an initial contract for the District with an estimated saving of \$1,000,000. Negotiated and produced contracts with Kitchell, CEM, VBN Architecture, Salas O'Brien, WLC Architecture, TCG Services, Noll & Tam Architects, Alicia Jensen, and others in collaboration with the Vice Chancellor for General Services.
- Assisted with change order and legal negotiations with Gilbane Construction, IMR Construction, Alten Construction, and others
- Assisted with the orientation of the new Capital Projects Director when the position was filled
- Budget Transfers
- Worked with Jim Grivich and Ron Gerhard on reconciliation of Measure A budget, costs and project numbers
- Assisted with the duties of an interim Director of Capital Projects while the position was vacant
- Assisted budget/cost reports on bond programs
- Assisted with the implementation of a new process for review of change orders
- Assisted with changes in the bond program as it applies to new finance/administration policies

ANTICIPATED COMPLETION DATE:

The current contract period ends on June 30, 2013

ALTERNATIVES/OPTIONS:

Not Applicable

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended for Amendment No. 1 to the B-G Consulting Company to continue additional Bond Program Construction Oversight for Capital Projects, in the amount of \$35,000.

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 Ikharo

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Dr. Sadiq B. Ikharo Date: January 30, 2013
Vice Chancellor of General Services

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Sadiq B. Ikharo Date: January 30, 2013
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: 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: José M. Ortiz Date: _____
José M. Ortiz, Chancellor

B-G CONSULTING COMPANY

435 Hillway Drive

Emerald Hills, CA 94062

Phone 650-400-2176

E-Mail: b_gconsult@yahoo.com

January 31, 2013

**Peralta Community College District
333 East 8th Street
Oakland, CA 94060**

***PROPOSAL FOR AMENDMENT # 1
TO THE CONTRACT FOR THE FISCAL YEAR 2012-2013***

Period: January 1, 2013 – June 30, 2013

The proposed professional services by this Amendment # 1 to General Services and Finance & Administration departments are as follows:

The time line for this portion of the proposal is from January 1, 2013 through June 30, 2013. The original contract included providing professional services such as acting as the Interim Director of Capital Projects through December 2012. Deliverables and Accomplishments will be evaluated.

The deliverables under this amendment are as follows:

They include, but are not limited to:

- Assist with budget reconciliation of the Measure E bond fund, including budget transfers, historical data review and other bond support, as needed;**
- Assist the Department of General Service and Finance with contract negotiations, and value engineering for ongoing projects as needed.**



Fees:

Cost of Work:

Charged at the rate of \$161.00/hour., not-to-exceed \$35,000.00

Recap:

Original Contract	\$80,700.00
Amend. # 1	<u>35,000.00</u>
TOTAL	\$115,700.00

Monthly Billings to be submitted on an hourly basis.

Additional Background

- **40+ years of professional experience with public entities and over five (5) years at Peralta Community College District (PCCD) will allow me to perform and assist Department of General Services.**
- **Past experience with PCCD, I have the ability and knowledge to offer historical knowledge of projects.**
- **Further, I can support the General Services and Finance team in exchanging ideas and find solutions for capital projects, program, design, and construction bond program issues.**

Respectfully submitted,

B-G CONSULTING

Claudette Brero-Gow

Approved by Dr. Sadiq B. Ikharo, Vice Chancellor of General Services

Date: _____

Professional Services

PROFESSIONAL SERVICES PERFORMANCE EVALUATION FORM

To be completed by College President and Business Manager for consideration of contract renewal.

Location District BCC COA Laney Merritt

Vendor B-G Consult
Vendor Number 725808

ICC # 14225 Exp 6/30/12
Date: _____

CONTRACT INFORMATION

Contract Title	Capital Projects Bond Program Consultant
Funding	Measure A
Term of Performance	July 1, 2011 thru June 30, 2012
Vendor's key personnel	

Original contract amount	78,500
Amendments	----
Change Orders and Percentages (%)	----
Final contract amount	78,500

SCHEDULE & BUDGET – Did vendor meet realistic schedules and was deliverables within budget? Yes No (Explain)

PERFORMANCE RATING SCORE

Provide a score for each criteria with 5 being the highest and 1 the lowest.
1 = Outstanding 2 = Great 3 = Good 4 = Improvement Needed 5 = Unacceptable

Work performed in compliance with contract terms, scope of work and Peralta's expectations	3
Deliverables provided, as required	2
Staff availability and accessibility	2
Staff professionalism	2
Customer service	3
Verbal Communication – understood directions and instructions clearly	3
Prompt and effective correction of situations and conditions	3
Documentation records, receipts, invoices and computer generated reports received in a timely manner and in compliance with contract specifications	2
TOTAL SCORE:	20

OVERALL PERFORMANCE: Outstanding Great Good
 Improvement Needed Unacceptable

Professional Services



Peralta Community College District, Department of General Services

(510) 466-7346 • sikharo@peralta.edu

Would you recommend this Vendor again? Yes No (Explain)

Deliverables –Contract deliverables were met? Yes No (Explain)

COMMENTS

Please provide on a summary or any unusual circumstances affecting this consultant's performance. (Include extra sheets if, necessary.)

Consult has contributed to working with finance in balancing the capital projects construction bugets.

Please provide on overall performance summary. (Include extra sheets if, necessary.)

Consultant assisted with Measure A budget resolution between Finance and the Department of General Services. Overall performance is great.

SIGNATURE

Sadiq B. Ikharo

Signature

January 31, 2012

Date

Dr. Sadiq B. Ikharo

Print Name

510-466-7336

Phone

Vice Chancellor

Title