

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of May 14, 2013

ITEM TITLE:

Consider Ratification of Change Order No. 4 for the District Wide Security and Safety Camera Project, Central Sierra Electric Company, Inc.

SPECIFIC BOARD ACTION REQUESTED:

Ratification is requested for Change Order No. 4 to the contract with Central Sierra Electric Company Inc., in the amount of \$22,631.91.

ITEM SUMMARY:

Including previously Board approved Change Order No's 1, 2, and 3, the cumulative Change Order total to date is \$234,391.38, which is 4.3% of the original contract amount (\$5,282,849.). It was necessary for the contractor to perform this work so that the project schedule can be achieved in a timely manner and the sequencing of the work would not be adversely affected. *Ratification* is requested for Change Order No. 4, in the amount of \$22,631.91.

Change order No. 4 includes the following scope of work:

- Installation of additional switch, which was required due to necessary modifications to the main distribution frame (MDF) and the intermediate distribution frame (IDF) room locations at Merritt College field areas. Also, the provision and installation of additional power was required at the upper field area. All wiring for this power was pulled and placed in galvanized conduit runs.
- There was a cost differential to replace one 360 degrees Mobotix Mx-Q24 Camera with one (1) 180 degrees Mobotix MX – D14 Camera; and a deductive cost to change cameras.
- Provided a time extension of 145 non–compensatory days, due to the installation delays of the Gigaman Circuit by AT&T.

In accordance with the Board Policy 6.83, approval was requested from the change order work, and Change Order No. 4 is now brought before the Board for *ratification*. It is in the best interests of the District and financially prudent to authorize this change order. The anticipated completion date of this project was April 9, 2013. All Board approved contracts are subject to final negotiation and execution by the Chancellor. The Chancellor recommends *ratification*.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Bond Measures E (30%) and Measure A (70%), as approved by the voters in Peralta's constituency and authorized under Resolution 05/06-45, Exhibit A-1, District- Wide Project, "District- Wide safety systems including disaster preparedness, campus security and hazardous and toxic waste handling."

BACKGROUND/ANALYSIS:

The above change orders were reviewed and approved by the design consultants, project Inspector of Record (IOR), project manager, and the administration.

DELIVERABLES AND SCOPE OF WORK:

The General Contractor, Central Sierra Electric Company, Inc. and their sub-contractors delivered the scope of work, shown under the Item Summary (See description of Change Order scope of work above).

ANTICIPATED COMPLETION DATE:

The anticipated completion date of this project was April 9, 2013.

ALTERNATIVES/OPTIONS:

Not Applicable

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended for Change Order No. 4 to the contract with Central Sierra Electric Company Inc. for the District-Wide Security Project (Safety Cameras) in the amount of \$22,631.91, accept the completed work and release the retention payment.

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

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

DOCUMENT PREPARED BY:

Prepared by: Dr. Sadiq B. Ikharo Date: May 10, 2013
Vice Chancellor of General Services

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Sadiq B. Ikharo Date: May 10, 2013
Vice Chancellor of 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: Ronald Gerhard Date: _____
Ron Gerhard, Vice Chancellor for Finance and Administration

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: _____
Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: José M. Ortiz Date: _____
Dr. José M. Ortiz, Chancellor



DEPARTMENT OF GENERAL SERVICES—PROJECT EVALUATION FORM

Vendor: Central Sierra Electric Company
 Vendor No.: 729008 Date: April 17, 2013

This evaluation form is to be used by the Department of General Services and external Project Managers and Construction Managers to evaluate all projects including Consultants contracts.

The Department of General Services recognizes that Consultant cannot improve or sustain good performance without project-specific constructive feedback. This evaluation is to provide constructive feedback and will be kept on file for review for future consultant selection.

Interim evaluations are used to give timely performance feedback, and allows opportunity for performance modification to ensure the project's success.

Final evaluation is used for future Consultant selection, and helps the District's General Services Department develop and hire the best possible firms.

PROJECT INFORMATION

Project No:	2328	Project Name: District Wide Security Project (Safety Cameras)	
Project Start Date:	December 5, 2011	Location of Project: District Wide	% Complete: 100 %
Scope of Work: Install 461 Surveillance Cameras at each Campus and District Admin location; in addition install all electric cables, wireless access points, servers and other IT infrastructure.			
Type of Work:	Electrical Low Voltage	Facilities Project Manager:	Jeff Cook
Firm Name:	Central Sierra Electric	Consultant Project Manager:	The Consulting Group
Evaluation Date:	April 17, 2013	Evaluation Type: (Check one)	<input checked="" type="checkbox"/> Final

RATING SYSTEM DEFINITIONS

Scale	Rating Name	Rating Description
5	Outstanding	Deliverables exceed standards with minimal District General Service's direction; seeks opportunities for self-improvement; models, coaches and inspires excellent service; owns project problems and offers analysis of resolution options.
4	Great	Deliverables exceed standards with some District General Service's direction; frequently checks in on status of service and provides consistent quality service; identifies project problems in advance and offers timely alternative options.
3	Good	Deliverables meet standards with some District General Service's direction; provides expected service and quality checks required by the contract; helps to analyze and resolve problems as they occur.
2	Improvement Needed	A comment is required. Deliverables eventually meet minimum standards with frequent District General Service's coaching required; provides mediocre service, rarely checking for feedback; unaware of problems until discovery by others, then provides weak solution analysis.
1	Unacceptable	A comment is required. Deliverables are substandard even with frequent District General Service's coaching; rarely provides expected service and no quality service checks are evident; unaware of problems until discovery by others, then unable to provide analysis or resolution options.

CAPITAL PROJECTS

GENERAL MANAGEMENT

Complete this section for all services

	Score	Comment
1) RESOURCES —Manages resources effectively including, sub-consultants, schedules meetings and provides progress reports, and milestones.	4	Managed Subs well & worked with District's Consultants to set and meet milestones.
2) QUALITY CONTROL —Provides quality control throughout the project. Follows the District's standards. Implements a quality control/assurance plan for the project.	4	Used Districts Standards & provided good quality Control to complete the project.
3) COMMUNICATION — Communicates effectively with the Project Team, Sub-consultants, Stakeholders, District Management, and at meetings.	5	CSE communicates well with the Project Team and stakeholders on each campus.
4) BUDGET —Manages budgets effectively. Brings projects in within budget. Reviews all invoices and makes sure proper scope of work is addressed on invoices, and submits invoices on time.	4	CSE was able to complete the project. But the Budget was over due to the delays by AT&T.
5) MANAGEMENT —Manages the contract and modifications. Negotiates change orders in a fair collaborative and open manner.	4	CSE had 4 Change Orders on this project, due to poor underground electric conduits.
6) POLICY —Understands and conforms to the District's General Services policies, procedures, standards, manuals of instruction, and if applicable any State-Aid requirements.	4	The Districts policies, procedures, standards were followed by the Contractor.
7) SCHEDULE —Develops and meets a realistic schedule for the project and scope of services.	4	The Contractor was delayed by AT&T Gigaman Circuit.
8) OPERATION —Reviews drawings/specifications and works with Project Manager to mitigate exposure to change orders. Understands the entire project scope and work to makes sure sub-consultants understand the scope.	5	CSE worked well with the Districts project manager and Inspector to complete the project in line with the S of W
9) PROVIDES SOLUTIONS —Proposes innovative solutions to Design & Construction Challenges.	4	CSE proposed innovative solutions to Job changes
10) TEAMWORK —Works effectively with project team members and stakeholders.	5	The Contractor was easy to work with & followed orders.
TOTAL FOR GENERAL MANAGEMENT	43	

ENVIRONMENTAL SERVICES

Complete this section if this contract is for environmental services.

	Score	Comment
1) QUALITY —Prepares quality environmental documents.	4	Made good field Drawings
2) FOLLOWS THE LAW —Understands and conforms with state and local laws regarding environmental services.	4	Follows all building codes
3) COLLEGE INVOLVEMENT —Involves the Colleges with regard to environmental issues. Makes sure Colleges are informed.	4	Worked well with the college especially on utility shutdown
TOTAL FOR ENVIRONMENTAL SERVICES	12	

CAPITAL PROJECTS

DESIGN SERVICE

Complete this section if this contract is for design services.

	<u>Score</u>	<u>Comment</u>
1) DESIGN PROCESS —Follows the District's General Services Design Process and is knowledgeable of Federal/State/Industry design standards.	5	Worked with the Districts Consultant on all design issues
2) DESIGN GOALS —Design to the District's needs, and fulfills project mitigation commitments for any environmental, right of way, utility, etc. requirements.	4	Contractor worked diligently to achieve safe environmental conditions.
3) CONTENT SOLUTION —Design connect with the College values and the build environment. Design meets the Districts Standards.	5	CSE met and sometimes exceeded the Design values
4) DELIVERABLES —Develops quality plans, specifications, estimates, reports, meeting minutes.	5	CSE was good with all documentation.
5) INNOVATION —Delivers a product that effectively applies innovative solutions to project challenges within the project requirements (scope, schedule, and budget).	5	The General Contractor & Subs worked hard to resolve construction issues.
6) OUTSIDE AGENCIES —Works effectively with State & Local Agencies.	4	CSE worked effectively to meet all building standards.
TOTAL FOR DESIGN SERVICES	28	

CONSTRUCTION ENGINEERING MANAGEMENT

Complete this section if this contract is for construction engineering management.

	<u>Score</u>	<u>Comment</u>
1) PARTNERS —Effectively partners with Contractor, District General Services, District Consultants (AOR, IOR), State (DSA), Local Agency, Utility Firms, and adjacent property owners to work solutions to Design & Construction Challenges.	5	CSE worked well on this District Wide Security Project, followed Consultants Designs & Inspectors work standards.
2) INSPECTION AND TESTING —Performs and documents in a timely manner quality materials testing and inspections consistent with District's General Services standards.	5	Contractor followed the Inspection & Testing Schedule, & documented all issues.
3) OVERSIGHT —Ensures Contractors complies with the construction contract.	4	Followed the contract to the extent of the Law.
4) WORKING ENVIRONMENT —Monitors and supports a SAFE work environment for project personnel and the public.	5	Held weekly Safety meetings and responded quickly to public requests / demands
5) CONTRACT ADMINISTRATION —Provides timely and accurate contract administration. Processes change orders, and payments on-time, reviews project documentation.	5	CSE provided quality contract documents & pay requests were timely
6) CLOSEOUTS —Provides timely and accurate closeout process with state and local agencies.	4	CSE has been excellent in terms of close out docs.
TOTAL FOR CONSTRUCTION ENGINEERING SERVICES	28	

CAPITAL PROJECTS

OVERALL EVALUATION COMMENTS/FEEDBACK

Director of Capital Projects Comments/Feedback:	
Facilities Project Manager Feedback: How likely is it you will select this consultant for future projects? <u>Check One:</u> <input checked="" type="checkbox"/> Very Likely <input type="checkbox"/> Likely <input type="checkbox"/> Maybe <input type="checkbox"/> Unlikely (Explain) <input type="checkbox"/> Very Unlikely (Explain)	
Consultant Project Manager Comments/Feedback: I have worked with Central Sierra Electric on several phases of this project. They work hard to complete the project on time and within Budget, and understand the needs of the college. They run a safe operation and work well with Consultants, Inspectors, Engineers and District Project Managers. I have enjoyed working with Central Sierra Electric and hope they will continue bidding on the Districts Projects.	
Overall Evaluation Score:	111

APPROVAL SIGNATURES

1. Project Manager

X Jeffrey Cook
Signature

April 17, 2013
Date

Jeffrey Cook
Print Name

510-466-7344
Phone

2. Director of Capital Projects

X Johnnie Fudge
Signature

April 17, 2013
Date

Johnnie Fudge
Print Name

510 466-7213
Phone

3. Vice Chancellor of General Services

X Sadiq B. Ikharmo
Signature

April 17, 2013
Date

Dr. Sadiq B. Ikharmo
Print Name

510 466-7336
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