

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of October 8, 2013**

**ITEM TITLE:**

Consider Approval of Change Order No. 1 to E. F. Brett & Company Inc. Contract for the Berkeley City College Phase 3 Project.

**SPECIFIC BOARD ACTION REQUESTED:**

Approval of Change Order No. 1 to E. F. Brett & Company Inc. Contract for the Berkeley City College Phase 3 Project

**ITEM SUMMARY:**

This change order no. 1 is a deductive amount of \$27,169, which will decrease E.F. Brett & Company Inc. original contract sum of \$2,377,704 to a contract amount of \$2,350,535.

At the July 17, 2012 Board of Trustees meeting a bid was awarded to E.F. Brett & Company Inc. for the Berkeley City College Phase 3 Project in the amount of \$2,377,704. This project provided for the build-out of existing unimproved spaces into art studios on the 4th floor and improvement/alterations to labs, classrooms and offices on the 1st, 2nd, 3rd and 5th floors at Berkeley City College with a completion timeline of three hundred thirty four (334) calendar days.

Included in the contract was an allowance and unit pricing to provide for installation of the audiovisual components to the new classrooms to ensure a seamless integration of audiovisual components when academic instructions commenced in the Fall Semester.

This deductive change order is comprised of changes to the architectural finishes requested by the College as well as the remaining allowance and unit pricing dollars that were not needed during construction. 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, Laney College, "Classroom and facilities repairs and grounds improvements," Merritt College, "Classroom and facilities repairs and grounds improvements," College of Alameda, "Remodeling and equipping classroom and campus facilities," and Berkeley City College, "Plumbing, electrical, mechanical system upgrades and improvements."

**BACKGROUND/ANALYSIS:**

The notice to proceed was issued with a start date of September 3, 2012 with a construction completion timeline of three hundred and thirty four (334) calendar days. Included in the bid was an allowance and unit pricing to install audiovisual components originally omitted from the design due to its specialized design requirements.

During the course of work, the College requested changes in the architectural finishes that resulted in a deductive amount of \$5,010. The Audiovisual Design Engineer recommended changes that resulted in a

deductive amount of \$2,901 and a reduction of \$19,258 in unit pricing.

All deductive amounts have been reviewed by the Architect, Engineers, Construction Manager and District staff to ensure the amounts are acceptable. All have signed for approval.

**ANTICIPATED COMPLETION DATE:**

The project is complete and approval will be officially submitted at the next Board meeting.

**EVALUATION AND RECOMMENDED ACTION:**

Approval is recommended for Change order no. 1 in a total deductive amount of \$27,169, which will decrease E.F. Brett & Company Inc. original contract sum of \$2,377,704 to a total not-to-exceed contract amount of \$2,350,535.

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

YES \_\_\_\_\_ No   X  

**COMMENTS**

Not applicable

**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  
Vice Chancellor of General Services

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. Sadiq B. Ikharo  
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  
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  
Thuy Thi Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

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

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

# PERALTA COMMUNITY COLLEGE DISTRICT

Office of General Services ● 333 East 8th Street Oakland, California 94606 ● Phone 510/466-7200 ● Fax 510/466-7315

## CHANGE ORDER NO. 01

PROJECT:	Berkeley City College Build-out Phase 3	DATE:	August 30, 2013
PROJECT MGR:	Mr. Johnnie Fudge	DSA FILE NO.:	1C
OWNER:	Peralta Community College District	DSA APP. NO.:	01-111745
CONTRACTOR:	E.F. Brett & Company Inc.	PCCD FILE NO.:	2335

The Contractor is authorized to make the changes listed in the **Summary** and described in **Change Order Attachment** when this Change Order has been approved.

<b>Original Contract Sum</b>	<b>\$2,377,704.00</b>
<b>Net Change by previously authorized Change Orders</b>	<b>\$0</b>
<b>The Contract sum prior to this Change Order</b>	<b>\$2,377,704.00</b>
<b>The Contract sum will be decreased by this Change Order</b>	<b>\$ 27,169.00</b>
<b>New Contract Sum including this Change Order</b>	<b>\$2,350,535.00</b>
<b>Cumulative Change Order(s) as a percentage of contract including this Change Order</b>	<b>-1.1%</b>
<b>Contract is changed by (0) Days</b>	<b>30 Days</b>
<b>Contract completion date as of this Change Order</b>	<b>August 31, 2013</b>

**Summary reference attached items:**

**P.C.O'. 01 & 02**

<p><b>Approved:</b></p> <p>_____ Architect of Record                      Date</p> <p>_____ Structural Engineer                      Date</p> <p>_____ Mechanical Engineer                      Date</p>	<p><b>Approved:</b></p> <p>_____ Electrical Engineer                      Date</p> <p>_____ Plumbing Engineer                      Date</p> <p>_____ Construction Manager                      Date</p>	<p><b>Approved:</b></p> <p>_____ General Contractor                      Date</p> <p>_____ Div. of the State Architect                      Date</p>
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**Peralta Community College District Approval:**

<p>_____ Facilities Project Manager                      Date</p> <p>_____ Vice Chancellor of General Services                      Date</p>	<p>_____ Director of Capital Projects                      Date</p> <p>_____ Chancellor                      Date</p>
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# PERALTA COMMUNITY COLLEGE DISTRICT

Department of General Services • Phone 510/466-7341 • Fax 510/466-7315

## PRELIMINARY CHANGE ORDER NO. 01

PROJECT: Berkeley City College Build-out Phase 3      DATE: August 30, 2013  
OWNER: Peralta Community College District      DSA FILE NO.: 1C  
TO: PCCD      DSA APP. NO.: 01-111745  
333 East Eighth Street      ARCHITECT FILE NO.: 0802C  
Oakland, CA 94608

You are hereby directed to make the following change(s) in this Contract. When signed by the Owner and Architect and received by the Contractor, this document becomes effective immediately and the Contractor shall proceed as with the changes described below. An official change order shall be issued to follow up on this preliminary change order as soon as possible.

DESCRIPTION: Change of finishes in various locations as outlined in ASI 01 dated November 19, 2012

REASON INITIATED: Changes requested by Owner/Client

ATTACHMENTS: ASI 001 Revised, COR 2.2

The proposed basis of adjustment to the Contract Price and Contract time are as follows:

Amount of Change:     Add                       Deduct                      \$ 5,010.00  
 Lump Sum                       T & M Not to Exceed                       Force Amount

Time Extension: See Attached

Signature by the Contractor indicates the Contractor's agreement with the above adjustments in Contract Sum and Contract Time.

ISSUED BY:

\_\_\_\_\_  
Architect of Record                      Date

REVIEWED BY:

\_\_\_\_\_  
Construction Manager                      Date

APPROVED BY:

\_\_\_\_\_  
Contractor                      Date

Owner's Approval:

\_\_\_\_\_  
Facilities Project Manager                      Date

\_\_\_\_\_  
Director of Capital Projects                      Date

\_\_\_\_\_  
Vice Chancellor of General Services                      Date

\_\_\_\_\_  
Chancellor                      Date



**COR 02.2 - E.F. Brett & Company Cost Breakdown**

**LABOR**

<b>ITEM</b>	<b>QUANTITY</b>	<b>UNITS</b>	<b>DESCRIPTION</b>	<b>\$/UNIT</b>	<b>COSTS</b>
1	20.00	hrs	Carpenter - Install Base Board	\$88.99	1,779.80
					0.00
					<u>1,779.80</u>

**MATERIALS**

<b>ITEM</b>	<b>QUANTITY</b>	<b>UNITS</b>	<b>DESCRIPTION</b>	<b>\$/UNIT</b>	<b>COSTS</b>
1	200.00	lf	4" x 3/8" Maple Base	\$3.02	604.00
					<u>604.00</u>

**EQUIPMENT**

<b>ITEM</b>	<b>QUANTITY</b>	<b>UNITS</b>	<b>DESCRIPTION</b>	<b>\$/UNIT</b>	<b>COSTS</b>
					<u>\$0.00</u>

# Change Order Request #1

**ANDERSON CARPET & LINOLEUM SALES CO., INC.**

1000 WEST GRAND AVE  
OAKLAND, CALIFORNIA 94607

PHONE: (510) 652-1032 • FAX: (510) 652-5344

**Contractor's License C15 242102**

TO: E.F. BRETT & CO INC.		PHONE: 415 524-8351	FAX:	DATE: 11-27-12
P.O. BOX 96		JOB NAME/NUMBER B.C.C - BUILD OUT PHASE 3 - EFB JOB #112		
WOODACRE, CA 94973		JOB LOCATION 2050 CENTER ST., BERKELEY CA 94704		
EXISTING CONTRACT NUMBER C-09052-S	EXISTING CONTRACT DATE	TIME EXTENSION	JOB PHONE	
We hereby agree to make the change(s) specified below:				AMOUNT +/-
ADD FOR CHANGES IN FINISH AND MATERIAL SCHEDULE				
#1 - CARPETING TO REMAIN EXISTING - MAT=\$3.85/ S.F, LAB=\$2.19/ S.F. 530 TOTAL S.F.				-\$3,200.00
#2 - LINOLEUM TO REMAIN EXISTING IN RM 461 - MAT=\$4.22/S.F. , LAB=\$5.16/S.F. 261 TOTAL SF				- \$2,450.00
#3 - 5 <sup>TH</sup> FLOORAREAS CHANGE FROM FORBO LINOLEUM TO FORBO ETERNAL WOOD DECIBEL				+\$750.00
#4 - 5 <sup>TH</sup> FLOOR AREAS - CONTRACTOR TO RE-INSTALL WOOD BASEBOARDS				-\$1,986.00
<b>NOTE:</b> This Change Order becomes part of and in conformance with the existing contract.				
<b>WE AGREE hereby</b> to make the change(s) specified above at this total price:				<b>-\$6,886.00</b>
			PREVIOUS CONTRACT AMOUNT	\$59,400.00
Authorized signature (contractor)			REVISED CONTRACT TOTAL	\$52,514.00
				DATE OF ACCEPTANCE
				SIGNATURE (OWNER)

**ACCEPTED** - The above prices and specifications of the Change Order are satisfactory and are hereby accepted. All work is to be performed under the same terms and conditions as specified in the original contract unless otherwise specified.



Darden Painting, Inc.  
 3975 Industrial Way, Ste E  
 Concord, Ca 94520

Phone: (925)671-9993 Fax: (925) 671-9499

General Contractor: E F Brett

Project Manager Name: Jim Mazet

Date: 10/31/2012

Description of work:

Delete painting in Rooms 141, 142, 243, 245A, 461

Per ASI-001 Revised

Job: Berkeley College Buildout Phase 3

C O # 1 Proposal  T & M\*

	Description	Lab HR Rate	Lab HR	Mat. Qty	Mat. Unit	Mat. Cost	Equip HR	Hourly Rate	Totals
<b>Labor</b>									
1	JM	\$65.00	-24						\$ (1,560.00)
2									\$ -
3									\$ -
4									\$ -
5									\$ -
Labor Sub Total									\$ (1,560.00)
Labor Mark-Up at 15%									\$ (234.00)
<b>Materials</b>									
1	PVA			-8	gals	\$ 16.00			\$ (128.00)
2	Eggshell			-10	gals	\$ 21.00			\$ (210.00)
3	SG			-1	gals	\$ 21.00			\$ (21.00)
4									\$ -
5									\$ -
Consumables (10%)									\$ (35.90)
Material Tax									\$ (31.41)
Material Sub Total									\$ (426.31)
Material Mark-Up at 15%									\$ (63.95)
<b>Equipment</b>									
1									\$ -
2									\$ -
3									\$ -
4									\$ -
5									\$ -
Equipment Sub Total									\$ -
Equipment Mark-Up at 15%									\$ -
Labor / Material / Equipment Sub Total									\$ (1,986.31)
Labor / Material / Equipment Mark-Up Sub Total									\$ (297.95)
<b>Total</b>									\$ (2,284)

\*Notice: For all Time and Material work performed. Unless this amount is disputed in writing to our office within 48 hours of this notice, all monies will be due per the contract. Please forward a Change Order.



Darden Painting, Inc.  
 3975 Industrial Way, Ste E  
 Concord, Ca 94520

Phone: (925)671-9993 Fax: (925) 671-9499

General Contractor: E F Brett

Project Manager Name: Jim Mazet

Date: 12/4/2012

Description of work:

Sand and apply two coats of clear sealer to 600 lf base  
 Work performed before base is installed

Job: Berkeley College Buildout Phase 3

C O # 4 Proposal X T & M\*

	Description	Lab HR Rate	Lab HR	Mat. Qty	Mat. Unit	Mat. Cost	Equip HR	Hourly Rate	Totals
<b>Labor</b>									
1	Sand	\$65.00	24						\$ 1,560.00
2	Finish								\$ -
3									\$ -
4									\$ -
5									\$ -
<b>Labor Sub Total</b>									\$ 1,560.00
<b>Labor Mark-Up at 15%</b>									\$ 234.00
<b>Materials</b>									
1	Sealer			2	qt	\$ 15.00			\$ 30.00
2									\$ -
3									\$ -
4									\$ -
5									\$ -
<b>Consumables (10%)</b>									\$ 3.00
<b>Material Tax</b>									\$ 2.63
<b>Material Sub Total</b>									\$ 35.63
<b>Material Mark-Up at 15%</b>									\$ 5.34
<b>Equipment</b>									
1									\$ -
2									\$ -
3									\$ -
4									\$ -
5									\$ -
<b>Equipment Sub Total</b>									\$ -
<b>Equipment Mark-Up at 15%</b>									\$ -
<b>Labor / Material / Equipment Sub Total</b>									\$ 1,595.63
<b>Labor / Material / Equipment Mark-Up Sub Total</b>									\$ 239.34
<b>Total</b>									\$ 1,835

\*Notice: For all Time and Material work performed. Unless this amount is disputed in writing to our office within 48 hours of this notice; all monies will be due per the contract. Please forward a Change Order.

# ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

OWNER x DSA File #: 1-C1  
ARCHITECT x DSA Application #: 01-111745  
CONTRACTOR x  
FIELD x  
IOR x

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PROJECT: Berkeley City College Build-Out Phase 3 ASI NO.: 001 Revised

OWNER: Peralta Community College District DATE: November 19, 2012

TO: (Contractor) E.F. Brett & Company Inc. ARCHITECT'S PROJECT NO.: 0802C  
P.O. Box 96 OWNER'S PROJECT NO.: 2335  
Woodacre, CA 94973 CONTRACTOR'S PROJECT NO.: 112

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The work described herein shall be carried out in accordance with the following instructions and in accordance with the Contract Documents. The contractor shall notify the architect in writing within five (5) working days of receipt of this Supplemental Instructions Document and prior to performing the work if the work described herein results in any changes to the Contract Sum or Contract Time.

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## Item No. 1:

Selection of Finishes:	Paint	ICI #729 Seed Pearl, eggshell finish, typical at gypsum board walls, to match existing
	Paint	ICI #1377 Grey Ghost, eggshell finish, typical at gypsum board soffits, ceilings and valences, to match existing
	Paint	ICI #472 Fortress Stone, eggshell finish, at accent walls, to match existing
	Acoustical wall panels	Armstrong Soundsoak fabric: FR 701, Color: Bone
	Resilient tackable wall surface	Forbo Bulletin Board #2186
	Linoleum Sheet flooring & base	Forbo Marmoleum Decibel linoleum: 323335 shitake, at 4 <sup>th</sup> floor locations. Burke rubber base: 597 Mocha, at 4 <sup>th</sup> floor locations
	Vinyl Sheet flooring & base	Forbo Eternal Wood Decibel: 11552 - traditional oak, at 5 <sup>th</sup> floor locations. Salvaged wood base at 5 <sup>th</sup> floor locations.
	Plastic laminate countertop	Formica 7012-58 Amber Maple at Room 125 (lower countertop)
	Solid surface countertop	Trespa TopLab: Black at Room 125 (upper countertop)
	Phenolic Resin worksurfaces	Trespa TopLab: Black, typical at all locations unless noted otherwise

Attachments: Finish and material schedule, dated 11/19/12

END OF ASI DOCUMENT NO. 001 – Revised 11/19/12

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ARCHITECT: ***murakami / Nelson Architectural Corporation***

BY: Lorna Dare, Architect

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# FINISH AND MATERIAL SCHEDULE

RE: ASI #001  
Revised 11-19-2012

ROOM NO.	ROOM NAME	FLOOR	BASE	WALLS				CEILING	REMARKS	
				NORTH	EAST	SOUTH	WEST			
125	LABORATORY / BASIC SKILLS	(E) CARPET	(E) WOOD	(N) ACOUSTIC WALL PANEL	(E) SAT / (E) GYP. BD.	PATCH / PAINT				
125A	STORAGE	(E) CARPET	(E) WOOD	(N) PAINT	(N) PAINT	(N) PAINT	(N) PAINT	(N) SAT / (E) GYP. BD.	PATCH / PAINT	
<del>141</del>	<del>OFFICE</del>	<del>(N) CARPET</del>	<del>(N) WOOD</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(E)</del>	<del>PATCH / PAINT</del>	
<del>142</del>	<del>DEAN OF STUDENT SERVICES</del>	<del>(N) CARPET</del>	<del>(N) WOOD</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(E)</del>	<del>PATCH / PAINT</del>	
<del>210</del>	<del>CLASSROOM</del>	<del>(E) CARPET</del>	<del>(N) WOOD</del>	<del>(E)</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(E)</del>	<del>(N) GYP. BD. / PATCH / PAINT</del>	<del>PATCH / PAINT</del>	RE: ASI #004
<del>227</del>	<del>CLASSROOM</del>	<del>(E) CARPET</del>	<del>(N) WOOD</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(E)</del>	<del>(E)</del>	<del>(N) GYP. BD. / PATCH / PAINT</del>	<del>PATCH / PAINT</del>	RE: ASI #004
<del>243</del>	<del>TRANSFER CENTER</del>	<del>(N) CARPET</del>	<del>(N) WOOD</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(E)</del>	<del>PATCH / PAINT</del>	RE: ADDENDUM #02
<del>243A</del>	<del>EOPS SERVICE</del>	<del>(N) CARPET</del>	<del>(N) WOOD</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(E)</del>	<del>PATCH / PAINT</del>	RE: ADDENDUM #02
342	OFFICE	(E) CARPET	(E) RUBBER	(E) PAINT	(E) PAINT	(E) PAINT	(E) PAINT	(N) SAT	PATCH / PAINT GYP. BD. WALLS	
344	OFFICE	(E) CARPET	(E) RUBBER	(E) PAINT	(E) PAINT	(E) PAINT	(E) PAINT	(N) SAT	PATCH / PAINT GYP. BD. WALLS	
346	OFFICE	(E) CARPET	(E) RUBBER	(E) PAINT	(E) PAINT	(E) PAINT	(E) PAINT	(N) SAT	PATCH / PAINT GYP. BD. WALLS	
352	OFFICE	(E) CARPET	(E) RUBBER	(E) PAINT	(E) PAINT	(E) PAINT	(E) PAINT	(N) SAT	(E) METAL GRID PORTION OF CEILING TO REMAIN. PATCH / PAINT GYP. BD. WALLS	
354	OFFICE	(E) CARPET	(E) RUBBER	(E) PAINT	(E) PAINT	(E) PAINT	(E) PAINT	(N) SAT	PATCH / PAINT GYP. BD. WALLS	
410	CORRIDOR	*(1)	*(1)	(N) PAINT	(N) PAINT	(E)	(N) PAINT	(N) SAT		
411	DRY ART STUDIO	(N) LINOLEUM	(N) RUBBER	(N) PAINT	(N) PAINT*(2)	(N) PAINT*(2)	(N) PAINT	(N) SAT / (E) GYP. BD.		
412	ART STORAGE	(N) LINOLEUM	(N) RUBBER	(N) PAINT	(N) PAINT	(N) PAINT	(N) PAINT	EXPOSED		
413	WET ART STUDIO	(N) LINOLEUM	(N) RUBBER	(N) PAINT	(N) PAINT*(2)	(N) PAINT*(2)	(N) PAINT	(N) SAT / (E) GYP. BD.		
<del>461</del>	<del>KITCHENETTE</del>	<del>(N) LINOLEUM</del>	<del>(N) RUBBER</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(N) PAINT</del>	<del>(E) SAT</del>	<del>PATCH / PAINT</del>	
508	LAUNDRY	(E)	(E)	(N) PAINT	(N) PAINT	(N) PAINT	(N) PAINT	(E)	PATCH FLOOR AFTER REMOVAL OF FLOOR SINK	
510	CORRIDOR	*(1)	*(1)	(N) PAINT	(N) PAINT	(E)	(E)	(E) SAT	PATCH / PAINT	
512	STORAGE	(N) VINYL	SALVAGED WOOD	(N) PAINT	(N) PAINT	(N) PAINT	(N) PAINT	(E) SAT		
513	PLANT BIOLOGY	(N) VINYL	SALVAGED WOOD	(N) PAINT	(N) PAINT	(N) PAINT	(N) PAINT	(E) SAT / (E) GYP. BD.		
514	ORGANIC CHEMISTRY	(N) VINYL	SALVAGED WOOD	(N) PAINT	(N) PAINT	(N) PAINT	(N) PAINT	(E) SAT / (E) GYP. BD.		
514A	PREP	(N) VINYL	SALVAGED WOOD	(N) PAINT	(N) PAINT	(N) PAINT	(N) PAINT	(N) SAT		
514B	STORAGE	(N) VINYL	SALVAGED WOOD	(N) PAINT	(N) PAINT	(N) PAINT	(N) PAINT	(N) SAT	PATCH CEILING	
520	CORRIDOR	*(1)	*(1)	(E)	(E)	(E)	(N) PAINT	(E) & (N) GYP. BD. / PAINT	(N) GYP. BD. CEILING AT ALCOVE, PAINT	
515	INSTRUMENT ROOM	(N) VINYL	SALVAGED WOOD	(N) PAINT	(N) PAINT	(N) PAINT	(N) PAINT	(N) SAT / (E) GYP. BD.		
518	DRY LAB	(N) VINYL	SALVAGED WOOD	(N) PAINT	(N) PAINT	(N) PAINT	(N) PAINT	(E) & (N) SAT / (E) GYP. BD.		
530	CORRIDOR	*(1)	*(1)	(N) PAINT	(E)	(E)	(E)	(E) SAT / (N) GYP. BD.	(N) GYP. BD. CEILING AT ALCOVE, PAINT	

\*(1) PROVIDE (N) TERRAZZO FLOOR & BASE AT (N) DOOR ALCOVES AND (N) DOORS TO MATCH EXISTING  
\*(2) PROVIDE (N) LINOLEUM RESILIENT TACKABLE WALL SURFACE, SEE INTERIOR ELEVATIONS.

**GENERAL FINISH NOTES:**

1. CONTRACTOR IS RESPONSIBLE FOR LEVELING ANY UNEVEN EXISTING FLOOR PRIOR TO INSTALLATION OF ANY NEW FLOORING.
2. GENERALLY FINISHES ARE SPECIFIED TO MATCH EXISTING BUILDING OR PREVIOUSLY SELECTED AS PER RECENTLY COMPLETED PROJECT AT BUILDING.



## DEPARTMENT OF GENERAL SERVICES—PROJECT EVALUATION FORM

**Vendor:** E.F. Brett

**Vendor No.:** \_\_\_\_\_

**Date:** September 25, 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

<b>Project No:</b>	2335 DSA#01-111745	<b>Project Name:</b> <b>BERKELEY CITY COLLEGE BUILD-OUT PHASE III</b>	
<b>Project Start Date:</b>	September 4, 2012	<b>Location of Project:</b> 2050 Center Street, Berkeley, CA 94704	<b>% Complete:</b> 100
<b>Scope of Work:</b> This project consist of build-out of existing unimproved spaces into Art Studios on the 4th floor; improvements and alterations to lab spaces, classrooms and offices on the 1st, 2nd, 3rd and 5th floors; modifications to mechanical, plumbing, electrical and fire sprinkler systems.			
<b>Type of Work:</b>	Construction Modernization	<b>Facilities Project Manager:</b>	Johnnie Fudge
<b>Firm Name:</b>	E.F. Brett	<b>Consultant Project Manager:</b>	Olive Construction Management.
<b>Evaluation Date:</b>	September 25, 2013	<b>Evaluation Type:</b> (Check one)	<input type="checkbox"/> Interim or <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.

# CAPITAL PROJECTS

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.
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## GENERAL MANAGEMENT

Complete this section for all services

	<u>Score</u>	<u>Comment</u>
1) <b>RESOURCES</b> —Manages resources effectively including, sub-consultants, schedules meetings and provides progress reports, and milestones.	4	
2) <b>QUALITY CONTROL</b> —Provides quality control throughout the project. Follows the District's standards. Implements a quality control/assurance plan for the project.	4	
3) <b>COMMUNICATION</b> — Communicates effectively with the Project Team, Sub-consultants, Stakeholders, District Management, and at meetings.	4	
4) <b>BUDGET</b> —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	
5) <b>MANAGEMENT</b> —Manages the contract and modifications. Negotiates change orders in a fair collaborative and open manner.	4	
6) <b>POLICY</b> —Understands and conforms to the District's General Services policies, procedures, standards, manuals of instruction, and if applicable any State-Aid requirements.	4	
7) <b>SCHEDULE</b> —Develops and meets a realistic schedule for the project and scope of services.	4	
8) <b>OPERATION</b> —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.	4	
9) <b>PROVIDES SOLUTIONS</b> —Proposes innovative solutions to Design & Construction Challenges.	4	
10) <b>TEAMWORK</b> —Works effectively with project team members and stakeholders.	4	
<b>TOTAL FOR GENERAL MANAGEMENT</b>	<b>40</b>	

## ENVIRONMENTAL SERVICES

Complete this section if this contract is for environmental services.

	<u>Score</u>	<u>Comment</u>
1) <b>QUALITY</b> —Prepares quality environmental documents.		
2) <b>FOLLOWS THE LAW</b> —Understands and conforms with state and local laws regarding environmental services.		
3) <b>COLLEGE INVOLVEMENT</b> —Involves the Colleges with regard to environmental issues. Makes sure Colleges are		

# CAPITAL PROJECTS

informed.		
<b>TOTAL FOR ENVIRONMENTAL SERVICES</b>		

## DESIGN SERVICE

*Complete this section if this contract is for design services.*

	<u>Score</u>	<u>Comment</u>
1) <b>DESIGN PROCESS</b> —Follows the District's General Services Design Process and is knowledgeable of Federal/State/Industry design standards.		
2) <b>DESIGN GOALS</b> —Design to the District's needs, and fulfills project mitigation commitments for any environmental, right of way, utility, etc. requirements.		
3) <b>CONTENT SOLUTION</b> —Design connect with the College values and the build environment. Design meets the Districts Standards.		
4) <b>DELIVERABLES</b> —Develops quality plans, specifications, estimates, reports, meeting minutes.		
5) <b>INNOVATION</b> —Delivers a product that effectively applies innovative solutions to project challenges within the project requirements (scope, schedule, and budget).		
6) <b>OUTSIDE AGENCIES</b> —Works effectively with State & Local Agencies.		
<b>TOTAL FOR DESIGN SERVICES</b>		

## CONSTRUCTION ENGINEERING MANAGEMENT

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

	<u>Score</u>	<u>Comment</u>
1) <b>PARTNERS</b> —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.		
2) <b>INSPECTION AND TESTING</b> —Performs and documents in a timely manner quality materials testing and inspections consistent with District's General Services standards.		
3) <b>OVERSIGHT</b> —Ensures Contractors complies with the construction contract.		
4) <b>WORKING ENVIRONMENT</b> —Monitors and supports a SAFE work environment for project personnel and the public.		
5) <b>CONTRACT ADMINISTRATION</b> —Provides timely and accurate contract administration. Processes change orders, and payments on-time, reviews project documentation.		
6) <b>CLOSEOUTS</b> —Provides timely and accurate closeout process with state and local agencies.		
<b>TOTAL FOR CONSTRUCTION ENGINEERING SERVICES</b>		

## OVERALL EVALUATION COMMENTS/FEEDBACK

### Director of Capital Projects Comments/Feedback:

The project has gone smoothly and the contractor has been very cooperative.

### Facilities Project Manager Feedback:

How likely is it you will select this consultant for future projects?

**Check One:**  Very Likely  Likely  Maybe  Unlikely (Explain)  Very Unlikely (Explain)

The project has gone smoothly and the contractor has been very cooperative.

### Consultant Project Manager Comments/Feedback:

Overall Evaluation Score:

40

### APPROVAL SIGNATURES

#### 1. Project Manager

X

Signature

*Johnnie Fudge*

Date

9/27/13

Print Name

Johnnie Fudge

Phone

#### 2. Director of Capital Projects

X

Signature

*Johnnie Fudge*

Date

9/27/13

Johnnie Fudge

Print Name

510 466-7213

Phone

#### 3. Vice Chancellor of General Services

X

Signature

*Sadiq B. Ikharo*

Date

10-2-13

Dr. Sadiq B. Ikharo

Print Name

510 466-7336

Phone