

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of October 22, 2013**

ITEM TITLE:

Consider Approval to Enter into an Agreement with Hibser Yamauchi Architects, Inc. for Architectural Interior Design Services for Furniture, Fixtures and Equipment (FF/E) for the Center for Science and Allied Health Building Project at Merritt College.

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to enter into an Agreement with Hibser Yamauchi Architects, Inc. for Architectural Interior Design Services for Furniture, Fixtures and Equipment (FF/E) on the Center for Science and Allied Health Building Project at Merritt College, in an amount not-to-exceed \$249,000.

ITEM SUMMARY:

The Department of General Services contacted five (5) architectural interior design firms in order of top ranking were selected from a short list of firms that were previously approved by the governing Board of Trustees on July 11, 2013. One of the top five (5) firms selected was non-responsive and the other is no longer in business. A formal Request for Proposal (RFP) was then issued to three design firms, Flad Architects, Hibser Yamauchi Architects and IBI Group Architects.

This service is important because the design and planning of furniture, fixture or other equipment that have no permanent connection to the structure of a building for the new Center for Science and Allied Health building take a long lead time working with the stakeholders. Other examples of Furniture, Fixtures and Equipment (FF/E) include but are not limited to desks, chairs, AV and laboratory equipment, tables, bookcases and partitions. Additionally, the firm’s services are outlined under deliverables and scope of work below.

Proposal submissions were scored according to the following evaluative criteria: 1) Vendor’s proposed project approach, their knowledge and experience, 2) Staffing Plan, 3) Price Proposal, 4) Small Local Business Enterprise (SLBE) / Small Local Emerging Business Enterprise (SELBE). A technical screening committee comprising of the District’s personnel was established to evaluate and score all of the submissions according to the scoring criteria above. Pursuant to the Public Contract Code (PCC), the District can award this contract to the bidder whose proposal is determined to be the best value to the District based solely on the criteria set forth in the Request for Proposal. Based on the evaluations, approval is requested for Hibser Yamauchi Architects, Inc. to be awarded the contract because they received the highest evaluative score of 375 points.

A total of three (3) proposals were submitted to the District. The following is the evaluation results.

Firms	Location	Evaluation Committee				Total Points
		1	2	3	4	
Flad Architects	San Francisco	77	70	85	80	312
Hibser Yamauchi Architects	Oakland	95	95	90	95	375
IBI Group Architects	San Jose	70	50	65	57	242

The anticipated completion date of this project is August, 2015. Ken Yamauchi and Marcus Hibser are owners of the firm and the business is located in Oakland, California. 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, 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:

Originally, a formal Request for Information (RFI No. 12-13/09) was advertised in a publication of general circulation on February 6, 2013 and February 12, 2013 to obtain interior design services from full service architectural and interior design firms. In response to this request, nine (9) proposals for these services were received by the District. After a thorough evaluation, seven of these firms were recommended to be included on a short list to be used by the Department of General Services (DGS) on future projects. From this approved short-list of design firms, DGS requested written proposals to meet the desired services.

DELIVERABLES AND SCOPE OF WORK:

Hibser Yamauchi Architects, Inc. (HY Architects) will collaborate with the Merritt College President, faculty, and staff as well as District personnel to provide and achieve the following deliverables. The scope of work will include but not limited to the following:

- Develop furniture / equipment layout plans, specifications, and options.
- Develop Audio Visual design and specifications.
- Prepare cost estimates for budget verification.
- Field survey inventory, photograph & document existing furniture & equipment.
- Assist and provide coordination in solicitation of FF&E vendors and review quotes for accuracy.
- Verify furniture, equipment / AV invoices & shipping packages for payment.
- HY Architects will deliver 30"x42" Bid Documents of furniture and site plans.
- HY Architects will deliver 8"x11" Furniture Specifications Book.
- HY Architects will provide close out drawings, check lists, and warranty binders at completion.

ANTICIPATED COMPLETION DATE:

The anticipated completion date is August 2015.

ALTERNATIVES/OPTIONS:

Not Applicable

EVALUATION AND RECOMMENDED ACTION:

The Administration recommend for the Board of Trustees to approve Hibser Yamauchi Architects, Inc. (HY Architects) to provide Architectural Interior Design Services for Furniture, Fixtures and Equipment (FF&E) for the Center for Science and Allied Health Building Project at Merritt College.

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

YES _____ NO X

COMMENTS: No additional comments.

(*****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