

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 10, 2013

ITEM TITLE:

Consider Approval of Change Order No. 1 for Merritt College's Building 'A' Heating Upgrade Project (Bid No. 12-13/07), Environmental Systems, Inc.

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested Change Order No. 1 to the contract with Environmental Systems, Inc., in the amount of \$12,571.51.

ITEM SUMMARY:

Environmental Systems Inc. is a family owned business that is being managed by Chris Infantino (President) and Gene Infantino (Controller). The business has a current and active contractor's license in California. They are registered with the California Department of Consumer Affairs – Contractors State License Board. The business is located in Santa Clara and Sacramento, California.

Change Order No. 1 in the amount of \$12,571.51 is 6.44% of the original contract amount of \$195,000. Change Order No. 1 is based on both the District's requested additional scope change beyond the original services agreement and unforeseen conditions.

Change Order No. 1 consisted of the following scope of work:

- Addition of a new heating unit in Merritt Building A Music Room A116

Approval is requested for Change Order No. 1, in the amount of \$12,571.51. In accordance with the Board Policy 6600, approval was requested for the change order work, and now Change Order No. 1 is brought before the Board of Trustees for approval. It is in the best interests of the District and financially prudent to authorize this change order. 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, Exhibit A-1, Merritt College, "Classroom and facilities repairs and grounds improvements."

BACKGROUND/ANALYSIS:

On January 22, 2013, the governing Board of Trustees ratified the contract award to Environmental Systems Inc. for the Building "A" Heating Upgrade Improvements Project at Merritt College (Bid No. 12-13/07). The building heating upgrade for Merritt College Building "A" was necessitated by concerns of habitability of the facility. The existing facility lacked adequate heating ability causing discomfort to students and faculty using this building. The project construction drawings and specifications were finalized by Salas Obrien Engineering and approved by the Division of the State Architect (DSA) in July 2012.

The scope of work under the original contract included:

- Demolition of 9 gas fired infrared radiant heaters, one unit heater, one fan coil unit, and 2 baseboard heaters including associated supports and connections.
- Installation of 9 new gas fired tubular infrared radiant heaters and 3 cabinet unit heaters shall be installed complete with all necessary piping valves wiring thermostats supports to provide complete installation.
- Start-up, programming and commissioning.

A contract award to Environmental Systems, Inc. was ratified by the Board of Trustees on January 22, 2013.

DELIVERABLES AND SCOPE OF WORK:

Under Change Order No. 1, the contractor will add a new heating unit in Merritt Building "A" Music Room A116.

ANTICIPATED COMPLETION DATE:

The anticipated completion date was July 26, 2013.

ALTERNATIVES/OPTIONS:

Not Applicable

EVALUATION AND RECOMMENDED ACTION:

Not Applicable

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. 1

PROJECT:	Building A Heating Upgrade	DATE:	8/28/13
PROJECT MGR:	Gary Banks	DSA FILE NO.:	01-112724
OWNER:	Peralta Community College District	DSA APP. NO.:	
CONTRACTOR:	Environmental System Inc.	PCCD FILE NO.:	2741e

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.

Original Contract Sum	\$195,000.00
Net Change by previously authorized Change Orders	\$0
The Contract sum prior to this Change Order	\$195,000.00
The Contract sum will be increased/decreased by this Change Order	\$12,571.51
New Contract Sum including this Change Order	\$207,571.51
Cumulative Change Order(s) as a percentage of contract including this Change Order	6.44%
Contract is changed by (0) Days	0 Days
Contract completion date as of this Change Order	7/26 /13

Summary reference attached items:

P.C.O'. 6B

<p>Approved:</p> <div style="margin-top: 20px;"> _____ Architect of Record Date </div> <div style="margin-top: 20px;"> _____ Mechanical Engineer Date </div>	<p>Approved: ESI</p> <div style="margin-top: 20px;"> _____ General Contractor Date </div> <div style="margin-top: 20px;"> _____ Construction Manager Date </div>	<p>Approved:</p> <div style="margin-top: 20px;"> _____ Electrical or Structural Eng. Date </div> <div style="margin-top: 20px;"> _____ Div. of the State Architect Date </div>
<p>Peralta Community College District Approval:</p> <div style="margin-top: 20px;"> _____ Facilities Project Manager Date </div> <div style="margin-top: 20px;"> _____ Chancellor Date </div>	<div style="margin-top: 20px;"> _____ Director of Capital Projects Date </div>	<div style="margin-top: 20px;"> _____ V.C. of General Services Date </div>

PERALTA COMMUNITY COLLEGE DISTRICT

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

PRELIMINARY CHANGE ORDER NO. 1

PROJECT: Building A Heating Upgrade DATE: 8/28/13
OWNER: Peralta Community College District DSA FILE NO.: 01-112724
TO: PCCD DSA APP. NO.:
333 East Eighth Street ARCHITECT FILE NO.: 2741e
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: Add 1 new unit heater in Music room A116

REASON INITIATED: Per walkthrough with PCCD, the proposed unit heater located at the rear of the classroom would not provide enough heat for comfortable occupancy of room A116. Therefore an additional unit heater was installed at the front of the room.

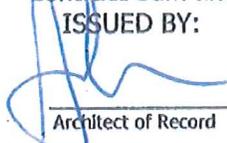
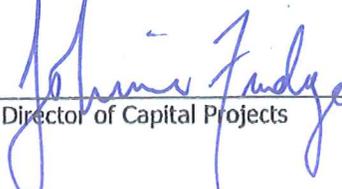
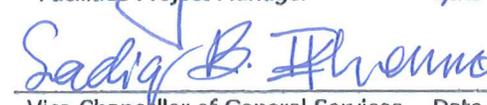
ATTACHMENTS: PCO 6B

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

Amount of Change: Add Deduct \$ 12,571.51
 Lump Sum T & M Not to Exceed Force Amount

Time Extension: N/A 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	11/13/13 Date	REVIEWED BY:  _____ Construction Manager	8/28/13 Date	APPROVED BY: <u>E.S.I.</u>  _____ Contractor	8/28/13 Date	<u>Corp. Sec</u> Date	
Owner's Approval:  _____ Facilities Project Manager	11/15/13 Date	 _____ Director of Capital Projects	11/20/13 Date	 _____ Vice Chancellor of General Services	11/20/13 Date	 _____ Chancellor	_____ Date

Elena Comrie

From: Lakisha Grays [Lakisha.Grays@salasobrien.com]
Sent: Friday, August 09, 2013 4:15 PM
To: Elena Comrie
Cc: gbanks@peralta.edu; 'rtinspector@gmail.com' (rtinspector@gmail.com); James Sanderson
Subject: RE: 11522 Allowance Request Letter_5 13.0809.pdf; 11522 Allowance Request Letter_6 13.0809.pdf; 11522 Allowance Request Letter_7 13.0809.pdf

Hi Elena,

The PCO's have been signed that we were involved with. We were not involved in the addition of the unit heater in Music Room A116. We weren't involved in its design/selection/mounting or submittal review. Therefore, we can't sign off on that change. Thanks!

Lakisha

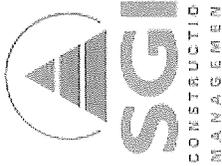
From: Elena Comrie [mailto:ecomrie@sgicm.com]
Sent: Thursday, August 08, 2013 3:29 PM
To: James Sanderson; Lakisha Grays
Cc: gbanks@peralta.edu; Phillip Enfantino; Gene Enfantino; matt_brown_202@hotmail.com
Subject:

James,

Please review, sign, and return the attached Allowance Letters #5, #6, #7, & #8 for added scope that has been approved via RFI & PCO review.

Thank you,

Elena Comrie



Elena Comrie
SGI Construction Management
Senior Project Manager
1300 Potrero Avenue
Richmond, CA 94804
C: (510) 812-0213
www.sgicm.com

 Please consider the environment before printing this email

This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

_____ Information from ESET NOD32 Antivirus, version of virus signature database 6584 (20111028) _____

The message was checked by ESET NOD32 Antivirus.

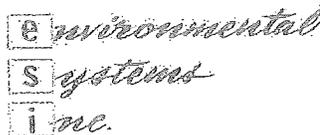
<http://www.eset.com>

_____ Information from ESET NOD32 Antivirus, version of virus signature database 6584 (20111028) _____

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

August 21, 2013



SGI Construction Management
 1300 Potrero Avenue
 Richmond, CA 94804
 Tel.: (510) 812-0213
 Fax: (510) 812-0213
 Email: ecomrie@sgicm.com

Attention: Elena Comrie

Regarding: Merritt College Bldg A Heating Upgrades
 ESI Project No. 6999
 ESI PCO No. 6B /Adding New Unit Heater in Room 116

Environmental Systems, Inc. respectfully requests consideration for the following change order proposal:

Scope of Work:

- ESI has been approved to date on work completed for \$9,696.00 from original change order #6.
- ESI has completed the remainder of this work.

Base Price:	\$	22,267.59
Approved:	\$	<u>9,696.08</u>

Total, ESI Proposed Change Order No.:	6B	\$	<u>12,571.51</u>
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ALL WORK IS NOW COMPLETE.

Thank you for the opportunity to present this proposed change order to you. If you have any questions, please do not hesitate to contact our office.

Respectfully,
 ENVIRONMENTAL SYSTEMS, INC.

Phil Infantino (th)
 Phil Infantino
 Executive Project Manager

cc: file

July 12, 2013

Environmental
Systems
Inc.

**SGI Construction Management**

1300 Potrero Avenue
Richmond, CA 94804
Tel.: (510) 812-0213
Fax: (510) 812-0213
Email: ecomrie@sgicm.com

Attention: Elena Comrie

Regarding: Merritt College Bldg A Heating Upgrades
ESI Project No. 6999
ESI PCO No. 6 /Adding New Unit Heater in Room 116

Environmental Systems, Inc. respectfully requests consideration for the following change order proposal:

Scope of Work:

- Add one (1) new unit heater in Room 116. See attached drawing. The work will be using five (5) different subcontractors. See list below and attached scope of work for each subcontractor.
- ESI has also incorporated investigation time for UH #7; no flow thru the coil.

Breakdown of Costs:

ESI Labor:	43.0	hours @	\$ 116.47 /hr.	(Straight Time-Plbg)	\$	5,008.21
	20	hours @	\$ 158.31 /hr.	(Time & Half-Controls)	\$	3,166.20
	12	hours @	\$ 116.47 /hr.	(Straight Time-Controls)	\$	1,397.64
ESI Labor - Investigation - No flow in Unit Heater #7 (See attached T&M)						
	14	hours @	\$ 116.47 /hr.	(Straight Time-Plbg)	\$	1,630.58
ESI Materials w/Tax: ESI Plumbing Material					\$	2,892.54
Other Materials w/Tax ESI Control Material					\$	126.31
ESI Materials & Labor Mark-up @ 15%					\$	2,133.22
Subcontractors:					\$	2,400.00
Orchard City Builders					\$	1,459.28
Gills Electric					\$	469.66
National Air Balance					\$	1,075.00
Collins Insulation					\$	270.20
ESI Subcontractors mark-up @ 5%					\$	270.20
Bond @ 1.2%					\$	238.75
Total, ESI Proposed Change Order No.:	6				\$	22,267.59

3353 DE LA CRUZ BLVD. * SANTA CLARA, CA 95054 * TEL: (408) 980-1711 * FAX: (408) 980-0714

Merritt College Bldg A Heating Upgrades

ESI PCO 6

July 12, 2013

Thank you for the opportunity to present this proposed change order to you. If you have any questions, please do not hesitate to contact our office.

Respectfully,

ENVIRONMENTAL SYSTEMS, INC.

Phil Infantino (th)

Phil Infantino

Executive Project Manager

Attachment(s): 7 pages

cc: file

3353 De La Cruz Blvd.
 Santa Clara, CA 95054
 (408) 980-1711

PHONE: (408) 980-1711
 FAX: (408) 980-0714

TRACTORS LICENSE NO 422478

TIME AND MATERIAL CONTRACT DAILY RECORD

DATE 6-13-13²⁰ CUSTOMER'S NAME Meritt College BLDG. NO. B-1A

WORK ORDER NO. _____ BY _____ CONTRACTOR'S JOB NO. 6999
 (CONTRACTOR'S AUTHORIZED SIGNATURE) PCO #11

DATE	NAME	TRADE	STRAIGHT TIME				OVERTIME	
			FORE.	JRN.	APPR	OTHER	1 1/2	2T
6-13	Edgar C	Plumb	4					
6-14	Edgar C	L	4					

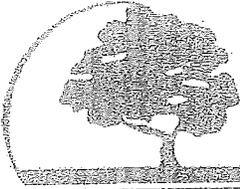
DESCRIPTION OF WORK PERFORMED: No flow at UA# 7 verify there is flow through coil check CTR, strainer, balance valve 6-14 install high point air vent

MATERIAL AND/OR EQUIPMENT

QUAN	DESCRIPTION	UNIT PRICE	AMOUNT	QUAN.	DESCRIPTION	UNIT PRICE	AMOUNT
1	1" copper tee						
1	1/2" Reel						
1	Needle Valve						
TOTAL				TOTAL			

JOB IS (NOT - NOW) COMPLETE

COORDINATOR VERIFICATION



ORCHARD CITY BUILDERS, INC.

190 HARDY AVE., CAMPBELL, CA 95008
Phone 408.374.2476 • Fax 408.374.2862

Since 1991

Lic. #635404

**Proposal
&
Contract**

TO: ESI
3353 De La Cruz Blvd
Santa Clara, CA 95054
408.980-1711

JOBSITE: Merritt College 6999-01-10512

JOB DESCRIPTION:

DATE: 6/28/2013

ESI PCO# 6

Work scope room 116
-Demo sheet rock ceiling so plumber can install new HWS&R piping. Patch sheetrock, install metal studs framing, install access door and paint ceiling.

Total cost \$2,400

ESI PCO#9

Work scope Painting Adds and deducts
-Gas piping in ceiling in 3 rooms (-\$400)
-Outside wall room 116 for louver (-\$250)
-Paint 4 metal coil cover boxes and make a separate trip to the job site when the unit heater is installed in room 116 to paint the one cover in room 116 +\$600

All of the above work is to be completed in a timely and workmanlike manner according to standard practices.

A deposit in the sum of n/a, to be paid upon delivery of materials to jobsite. The remaining balance to be paid within three days of completion. **The total bid price is: \$ 2,350.00**

Any change in the above specifications must be in writing and may become an additional charge above the contract price.

ACCEPTANCE:

Owner _____

Contractor T. Zeman

Date 6/28/2013

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a Contractor may be referred to the Register of the board whose address is: CSLB 9835 Goethe Rd. Sacramento, CA 95827.



Gill's electric
ELECTRICAL CONTRACTOR



Tel (510)536-GILL (925)524-GILL

CSL # 195222

June 4, 2013

Phil Enfantino

Environmental Systems, Inc.

3353 De La Cruz Blvd.

Santa Clara, CA 95054

SUBJECT: Merritt College Building A Heating Upgrade – Change Order #4

Phil,

I have the following change order for your consideration:

Furnish labor and material to extend circuit in room A-116 for the addition of a second heater.

LABOR: \$ 1,244.00

MATERIAL: \$ 215.28

TOTAL PRICE: \$ 1,459.28

Please contact me with any questions you may have.

Thank you,

Brad Davidson



Labor Rates Effective July 1, 2012 - June 30, 2013

CHANGE ORDER QUOTE TRANSMITTAL

Date: 06-10-2013

NABCO CO No: **031418**

Estimator: CB

Attention:

Phillip Infantino

Customer: Environmental Systems Inc.

Customer Job #

Customer Ref #

Project Name: Merrit College

Nabco Job # 7166

Scope of Services:

Balance 1 added HHW coil.

Total Fee:

National Air Balance Company will provide the above noted services for the fee amount of: \$ 469.66

This added scope will require a _____ business day extension to the TAB Scope duration.

Total Fee Breakout (See attached sheets for details of each):

Technician Labor	97.97	(Hourly Wages/Taxes/Insurance/Fringe Benefits)
Supervision Labor	11.08	(Burden Charge)
Union Contract Inc. 7/1/12 - 6/30/13	N/A	(Contract Increase based on Scheduled Work Date)
Specialty Equipment Charge	24.55	(Burden Charge)
Truck Charge	19.49	(Burden Charge)
Engineering & Doc Control Charge	3.38	(Burden Charge)
Mobilization Fee	234.92	
Parts Fee	-	
Parking Fees	-	
Bridge Toll Fees	-	
Productivity Loss Fee	-	
Vendor Equipment Rental Fee	-	
Travel Per Diem / Subsistence	-	
	Subtotal:	391.39
Overhead/Profit: 20%		78.28
	TOTAL:	\$ 469.66

031418

Exclusions:

- 1 Base contract conditions still apply.
- 2 Additional fees created by delay's to prerequisite activities/tasks incomplete (as scheduled).
- 3 Additional fees created by delay's caused by punch listed items found and not completed in a timely manner.
- 4 Any/all liability for schedule/completion delays caused by others (directly and/or indirectly.)
- 5 Beginning any/all TAB activities prior to the systems and/or associated areas in a condition/state to support, "Final TAB."
- 6 Stand around time and/or lost time caused by parallel activities scheduled in a manner causing delay's and/or in efficiencies.
- 7 Costs associated with re setting any/all ducts and/or systems serving equipment not installed at time of original TAB.

Please note that this quote is contingent upon your acceptance of the noted scope, exclusions, and fee, which must be acknowledged as part of the approval, direction to proceed and executed change order.

Sincerely,

Liz Oliveira

Bid Coordinator
 National Air Balance Company, Inc.

CI COLLINS INSULATION, INC.

3400 YALE WAY • FREMONT, CA 94538 • LIC. NO. 443440 • TEL (510)490-6502 • FAX (510)490-5681

DATE: June 17, 2013

FAX TRANSMISSION CONSISTS OF 2 PAGES

SENDING TO FAX NUMBER: E-Mailed

ATTENTION: Phil Infantino

COMPANY: ESI

FROM: Rich Collins

SUBJECT: Merritt College Bldg A

MESSAGE: Insulate additional HHW pipe not in original scope.

Material:	\$361
Labor (6 Hrs):	\$714
Total:	\$1,075

If you do not receive all pages, please contact sender as soon as possible at: (510)490-6502

ORIGINAL TO FOLLOW: YES X NO