

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

**ITEM TITLE:**

Consider Approval to Enter into an Agreement with WLC Architects, Inc. to Provide Architectural Design Services for Laney College Room A-152.

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested to enter into an agreement with WLC Architects, Inc. to provide architectural design services for Laney College Room A-152, in an amount not-to-exceed \$77,000.

**ITEM SUMMARY:**

Laney College identified the improvement of room A-152 as a priority project on their short term list of projects. To meet the needs of Laney College, the District requested a proposal from WLC to provide architectural design services. Under this agreement, WLC’s design team will provide architectural design services, electrical, mechanical and structural engineering services. The proposed scope of work will begin immediately after receiving approval from the Chancellor and the Governing Board of Trustees. Construction work must be coordinated with the college in order to minimize the impact to instruction. Additionally, the firm will file as the Architect of Record with the Division of the State Architect (DSA). The scope of work includes the following:

Programming/Site Investigation	30 days (1 month)
Schematic Design/Layout(s) Approvals	30 days (1 month)
Cost Estimate	10 days
Design Development and Approval	30 days (1 month)
Construction Documents for District Review Prior to DSA Submittal	30 days (1 month)
District Review of Documents/Board Approval	30 days (1 month)
Final Cost Estimate Concurrent with District’s Review of Documents	10 days
Pick Up Any District Comments/Submit to DSA	14 days (2 weeks)
DSA Bin Time	120 days (4 months)
Backcheck	30 days (1 month)

Leopold Ray-Lynch is a principal and Pat Rose-Cluster is the office manager at WLC. The business is located in Berkeley, California. WLC was selected from the previously Board approved short list of architectural firms. The company has provided architectural services and completed many successful projects for the District. 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, "Additional space for the college Learning Center," "HVAC in Library," "Repair and refurbish Library bathrooms," "Language listening lab in Library," "Group Study rooms in Library," "Program/Event space in Library," "Remodel ancillary staff rooms in Library," and "Equipment, technology upgrades, and facility and classroom improvements for the college's following programs: Science, Child Development, Communications, English as a Second Language at the Fruitvale Education Center, Art, Ceramics, Landscape Horticulture/Design, Learning Center, Liberal Arts, Music, Physical Education/Athletics, and Radiologic Science."

**BACKGROUND/ANALYSIS:**

On March 26, 2013, the Board of Trustees approved a contract award to WLC, in an amount of \$24,000 to begin an investigation determining the scope of work required for the improvement of room A-152. However, this allocation of \$24,000 remains unused, which the District will use and apply this amount toward the project. The Department of General Services collaborated with WLC and met with the college representative to determine the scope of work for the project.

WLC submitted a not-to-exceed fee of \$77,000 to the District to provide architectural design services will include the following:

- Conduct 2-3 meetings with the appropriate stakeholders and end-users in order to produce an approved the schematic layout.
- Conduct a site survey to determine the locations of existing light, power, data, clock, fire alarm and intrusion systems.
- Provide demo plans based on architectural layout.
- Provide construction documents, specifications, etc. to include new computer lab(s), new smart classroom audio/visual system(s), and relocation and reconnection of existing graphics equipment.
- Modifications to the existing HVAC duct system and redistribution of air into newly separated rooms.
- Provide engineering coordination.
- Site observation to determine existing mechanical and plumbing systems.
- Provide schematic and full designs.
- Provide mechanical specifications.
- Provide attached details for new partitions, ceilings, and doors.
- Submit drawings to DSA for approval
- Construction Administration.
- Redraw existing as-built drawings in AutoCAD format.
- Provide a cost estimate at Schematic Design Phase.
- Provide an estimate at 98% Construction Document Phase.

**DELIVERABLES AND SCOPE OF WORK:**

The deliverables include providing full set of construction drawings formatted in AutoCAD 2005 and specifications per the Construction Specification Institute (CSI) and three part sections of WLC's Master Specification format.

**ANTICIPATED COMPLETION DATE:**

The anticipated completion date is December 2014.

**ALTERNATIVES/OPTIONS:**

Not Applicable

**EVALUATION AND RECOMMENDED ACTION:**

The administration recommends approval by the Board of Trustees because these projects need to be repaired and upgraded to meet the needs of each college.

**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  
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

October 16, 2013  
*Revised October 25, 2013*

Dr. Sadiq B. Ikharo  
Vice Chancellor of General Services  
Peralta Community College District  
Department of General Services  
333 East 8th Street  
Oakland, CA 94606

Re: Proposal to Provide Architectural Design, and Mechanical, Electrical and Structural  
Engineering Services  
Laney College Space A152 Redesign  
Project 1313300.06

Dear Dr. Ikharo:

WLC Architects, Inc. is pleased to submit this proposal to provide design and engineering services for the above referenced project located in Oakland, CA.

### **Description of the Project**

Reconfigure the existing classroom space into two classrooms and make modifications to adjacent spaces A153 and A154.

### **Scope of Services**

#### Architectural

- Programming: Meet with user and designated shareholders to determine program requirements; site visit to inventory existing equipment to be reused.
- Schematic Design: Generate space plans to include equipment layout and new partition and ceiling locations.
- Design Development: Further detail plans to include mechanical and electrical requirements based on approved layout(s).
- Construction Documents (to include Specifications): Prepare submittal set of Documents for District review and DSA approval.
- Assist District with bidding.
- Construction Administration.
- Closeout.

Dr. Sadiq Ikharo  
Proposal to Provide Architectural Design, and Mechanical, Electrical and Structural Engineering  
Services  
Laney College Space A152 Re-design  
Project 1313300.06  
October 16, 2013  
*Revised October 25, 2013*  
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#### Electrical/Technology

- Site survey to determine existing, lighting, power, data, clock, fire alarm, and intrusion systems.
- Provide demo plans based on architectural layout.
- Provide Construction Documents, specifications, etc. to include new computer lab(s), new smart classroom audio/visual system(s), and relocation and reconnection of existing graphics equipment.
- Submit drawings to Architect for District review and DSA approval.
- Construction Administration.

#### Mechanical

- The work includes modification to the existing HVAC duct system and redistribution of air to the new separated rooms.
- Provide engineering coordination.
- Site observation to determine existing mechanical and plumbing systems.
- Provide schematic and full design.
- Provide mechanical specifications.
- Submit drawings to Architect for District review and DSA approval.
- Construction Administration.

#### Structural

- Provide attachment details and calculations for new partitions, ceilings, and doors.

#### As-Built Drawing Conversions to CAD

- Re-draw existing as-built drawings in AutoCAD format for use as base drawings. These are to include architectural floor plans and reflected ceiling plans.

#### Project Estimate

- Cost estimate at Schematic Design Phase.
- Cost estimate at 98% Construction Document Phase.

**Estimated Project Schedule**

The following time frame is based on:

1. No more than 2-3 meetings with the appropriate parties for layout approval and the meetings are scheduled in a timely manner.
2. Readily available access to the project site for inventory, measurements, etc.
3. Although a time line is indicated for DSA review, there is no way to know if DSA will review documents within that time frame.

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**Fees**

The scope of services includes:

Architectural	\$	39,130.00
Electrical/Technology		16,500.00
Mechanical		9,390.00
Structural		7,250.00
As-Built Conversion		2,750.00
Cost Estimator		1,980.00
<b>Total Fees</b>	<b>\$</b>	<b>77,000.00</b>





George M. Wiens, AIA • Robert J. Hensley, AIA • James P. DiCamillo, AIA • Glenn Ueda, AIA  
 Max Medina, AIA • Kelley Needham, AIA • Kevin A. MacQuarrie • Mark Graham, AIA  
 Bill Louie, AIA • Leopold Ray-Lynch, AIA

**HOURLY RATES**

Principals of Firm .....	\$220.00/hr
Associate Principal/Director .....	\$195.00/hr
Associate/Coordinator .....	\$195.00/hr
Senior Project Architect .....	\$180.00/hr
Senior Project Manager .....	\$180.00/hr
Project Architect .....	\$155.00/hr
Project Manager .....	\$155.00/hr
Technical Level I .....	\$100.00/hr
Technical Level II .....	\$90.00/hr
Technical Support .....	\$80.00/hr

Hourly rates shown are applicable for the first calendar year of the signed agreement, afterwards, hourly rates will be increased at an annual escalation rate of 4%.