

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of January 21, 2013**

**ITEM TITLE:**

Consider *Ratification* of Amendment No. 2 to Agreement for Architectural Services with NBBJ, LP for the College of Alameda Swing Space (Expansion of Cougar Village)

**SPECIFIC BOARD ACTION REQUESTED:**

*Ratification* is requested for Amendment No. 2 to the agreement for architectural services with NBBJ, LP for services related to the College of Alameda Swing Space (Expansion of Cougar Village) project, in the amount not-to-exceed \$141,510.

**ITEM SUMMARY:**

In accordance with Board Policy 6600, an approval of this Amendment No. 2 was requested from the Chancellor on December 17, 2013, during the Board recess to get the vendor to continue working immediately to meet the project construction schedule. As permitted under the Chancellor Authorization to Sign (Resolution 99/00-5), the Chancellor approved Amendment No. 2 on January 8, 2014. Now Amendment No. 2 is brought before the Governing Board of Trustees for *ratification*.

The College of Alameda Swing Space (Expansion of Cougar Village) project is a swing space to service humanities classes and offices that will be displaced during the construction the new C & D Buildings. Under Amendment No. 2, NBBJ will provide extensive revisions to plans, specifications as well as Department of the State Architect, (DSA) approvals and coordination as required to reduce the estimated construction costs by \$2 million dollars to meet a desired construction cost for increments 1 and 2 of \$2.3 million.

NBBJ LP is being managed by the following principals and partners: Alex Krieger, Kim Way, Ed Michelson, Eric LeVine, Leslie Sims, Helen Dimoff, Steve McConnell, Tim Johnson, Scott Wyatt, Richard Dallam, Robert Mankin and C.J. Brockway. The business is located in San Francisco, California.  
**Funding Source: Measure A.** 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, College of Alameda, "Remodeling and equipping classroom and campus facilities," and "Science Lab upgrades."

**BACKGROUND/ANALYSIS:**

This project is a continuation of swing space required for the Buildings C and D drop-and-replace project at the College of Alameda. The original agreement with Fisher-Friedman Associates (subsequently assigned to NBBJ, LP) to provide architectural services for the College of Alameda Swing Space (Expansion of Cougar Village), in the amount of \$340,000, was approved by the Governing Board of Trustees on March 9, 2010.

On December 6, 2011, Amendment No. 1 to the agreement for architectural services with NBBJ, LP was accepted and approved by the Board of Trustees, in the amount of \$25,800. Including Amendment No. 1 in the amount of \$25,800, the total agreement amount was \$365,800. The scope of services included (1) revisions to the submittal format required by the Division of State Architect, for a phased/split submittal for

their review; and (2) obtaining review from a structural engineer to determine structural compliance with current codes.

Increment 1 for the Cougar Village Expansion Package 1 – New Portable Facilities Project at College of Alameda (Bid No. 12/13-12) was bid on February 5, 2013. The lowest bid was in the amount of \$4,113,933; however, this bid was not accepted because the project was modified to reduce the number of leased modular buildings from 20 to 16. This modification changed the modular buildings from new units to refurbished modular buildings. Later, Increment 1 was rebid (Bid No. 13-14/02) and accepted by the Governing Board of Trustees on September 25, 2013, in the amount of \$1,688,947.00.

**DELIVERABLES AND SCOPE OF WORK:**

Under Amendment No. 2, NBBJ, LP will provide deliverables and scope of work as outlined above in the Item Summary section and in their proposal date November 25, 2013.

**ANTICIPATED COMPLETION DATE:**

The anticipated completion date of the project is in January, 2015.

**ALTERNATIVES/OPTIONS:**

Not applicable

**EVALUATION AND RECOMMENDED ACTION:**

Ratification is recommended of Amendment No. 2 to the agreement for architectural services with NBBJ, LP for services related to the College of Alameda Swing Space (Expansion of Cougar Village) project.

**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

Date: January 13, 2014

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. Sadiq B. Ikharo  
Vice Chancellor of General Services

Date: January 13, 2014

**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: Susan Rinne  
Susan Rinne, Interim 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

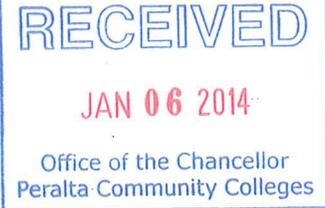
**CHANCELLOR'S OFFICE APPROVAL**

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



December 19, 2013

MEMORANDUM

**TO:** Dr. José M. Ortiz, Chancellor

**FROM:** Dr. Sadiq B. Ikharo, Vice Chancellor for General Services 

**SUBJECT:** Approval of Amendment No. 2 to Agreement for Architectural Services with NBBJ, LP for the College of Alameda Swing Space (Expansion of Cougar Village)

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Approval is requested for Amendment No. 2 to the agreement for architectural services with NBBJ, LP for the College of Alameda Swing Space (Expansion of Cougar Village) project, in the amount not-to-exceed \$141,510. **Source of Funding: Bond Measure A.**

The College of Alameda Swing Space (Expansion of Cougar Village) project is a swing space to service humanities classes that will be displaced during the Construction of the new C & D Buildings. Increment 1 scope of work requires the designing of the interiors and electrical system for new modular buildings; subsequently, leasing the buildings for three (3) years. Increment 2 scope of work entails renovation of the existing modular buildings to comply with Division of the State Architect (DSA) standards and meet the needs of the college. Additionally, the work contains all new required site work and utility connections for both the new and existing modular buildings.

Increment 1 for the Cougar Village expansion Package 1 - New Portable Facilities Project at College of Alameda (Bid No. 12/13-12) was bid on February 05, 2013. The lowest bid was in the amount of **\$4,113,933**. This bid was not accepted and instead the project was modified, reducing the number of leased modular buildings from 20 to 16 and changing them from new buildings to refurbished modular buildings. Later, Increment one (1) was rebid (Bid No. 13-14/02) and accepted by the Governing Board of Trustees on September 25, 2013, in the amount of **\$1,688,947.00**.

The initial design of the modular buildings was modified for flexibility that is better suited for the college's teaching and learning that meet the curriculum needs. To accomplish this desired plan, the new and existing modular buildings need to be redesigned to an open plan standard. This modification to an open space design will save construction costs and allow the existing smart classroom equipment to be relocated and integrated into the modular buildings.

The revisions to plans and specifications to convert the modular buildings to an open plan concept are in the best interests of the faculty and students at College of Alameda. There has been a considerable savings as a result of the reduced numbers of modular buildings.

The redesign to an open space model would require the following:

- A. Cost Analysis/Value Engineering
- B. Smart Classroom/Enhanced AV
- C. Re-Programming
- D. Architectural Coordination and Contract Documents
- E. Bidding
- F. Permitting/DSA

Your approval, as permitted under the Chancellor Authorization to Sign (Resolution 99/00-5), is requested to enter into a contract with Mobile Modular Inc. so that the work can commence during the Board recess period. This approval will allow the project construction to maintain its schedule. Your approval of this agreement will be taken to the January 21, 2014 Board meeting for *ratification*.

Approved:  Date: 1.8.14  
Dr. Jose M. Ortiz, Chancellor (Authorized Agent)

SBI and JF:cr

*www.nbbj.com*

November 25, 2013

Johnnie Fudge, CSI, CCCA, LEED® AP BD+C  
Director of Capital Projects  
Department of General Services  
Peralta Community College District  
333 East 8th Street, Oakland, CA 94606  
Email: [jfudge@peralta.edu](mailto:jfudge@peralta.edu)

Subject: College of Alameda - Cougar Village Expansion  
Scope for Re-Programming, Design and Permitting

Dear Johnnie,

Per your request, we are pleased to submit our Proposal for Re-Programming, Cost Analysis/Value Engineering, Design, and Permitting. This proposal addresses the District request for post-bid value-engineering, new functional and technological enhancements to specific classrooms and specific programming criteria first introduced during the meeting with College of Alameda Administration on 10/2/13.

#### **UNDERSTANDING OF PROJECT GOALS**

##### Cost Analysis/Value engineering

Identify value engineering opportunities to reduce project cost. Conduct coordination and cost reconciliation with portable vendor. Obtain current cost estimate for updated and revised scope of work. Document revisions with bid-alternates that can be selectively approved by the District to respond to budget. Current project construction budget is \$2.3 million; Increment 1 has bid and been awarded at \$1.6 million, leaving a \$700K budget for Increment 2.

##### Smart Classroom scope added

Transfer existing College A/V equipment from Building C & D into 8 designated classroom portables. Design and provide necessary infrastructure (electrical, data, A/V and structure) for these components.

##### Re-programming to maximize instructional capacity

Modify drawings/design previously completed and submitted to DSA, based on input from Dr. Inger Stark (College of Alameda V.P. and User group point-of-contact). This includes:

1. Revising number, size and layout of new and existing portables to accommodate programmatic needs outlined by Dr. Inger Stark as a representative of College of Alameda.
2. Provide architectural and engineering services including Programming, Design, Construction Documentation, and Permitting for complete and expedited implementation.

##### Architectural Coordination

Prepare complete set of contract documents for review by DSA, permitting, bidding and construction. Per DSA requirement, project is documented in two packages, Increment 1 (new portables) and Increment 2 (Existing portables, portable improvements and sitework).

Project schedule:

Estimated keystone dates:

**12/10** Board Approval

**12/11** Design team begins work (6 week duration)

**December 2013**- Set up meeting with NBBJ/PCCD/DSA. Set up meeting with Increment 1 vendor.

**1/23** Complete documentation. Submit Increment 1 to PCCD, submit Increment 2 to DSA.

**January/February/March** Increment 2 DSA review (estimated 8 weeks). Once Increment 1 vendor completes drawings, Increment 1 submitted to DSA by NBBJ.

**3/20 (estimated)** – DSA review comments

**4/3 (estimated)** - DSA Backcheck/Approval

**April-May 2014** – Bidding

**June/July 2014** – Award/Construction begins

## SCOPE OF SERVICES

Specific proposed design services and the sequence in which those services are performed are outlined below. NBBJ will require written approval by PCCD and all outstanding invoices paid prior to proceeding with next scope of work.

### A. Cost Analysis/Value Engineering

#### Identify Project-wide Value Engineering options.

**Budget: \$2.3 million.** Increment 1: Bid at \$1.6 million. Increment 2 budget: \$700K

1. Attend meetings with College of Alameda and District to identify Value Engineering options on the project. (2 meetings).
2. Prepare schematic documents to clarify and describe the options identified.
3. Collaborate with portable vendors to assess opportunities for savings.
4. Procure services by cost estimator to update previous cost estimate to account for escalation and reconcile scope of work based on Re-Programming effort.

#### Second Bid effort for Increment 1.

1. Participate in meetings to identify Value Engineering options for Increment 1.
2. Revise documents to respond to cost impact items identified by District Construction Manager and confirmed by District.
  - a. New portable buildings S, T, U and V to be Add Alternate.
  - b. Finishes/construction of new portables to be revised to manufacturer standard per bidder comments.
  - c. Interior fit-out to be moved to Increment 2.
3. Produce a second bid document package reflecting Value Engineering changes.
4. Respond to second round of Bid RFI.

#### Identify Value Engineering for Increment 2

1. All existing portables to remain in current location, rather than relocating as designed.
  - a. Investigate impacts of keeping portables in existing location. (2 meetings with selected College staff and Design Team)
  - b. Coordinate revision impacts with Civil and MEP consultants. (2 mtgs with consultants)
  - c. Revise Increment 1 and Increment 2 drawings to reflect change in scope.
  - d. Prepare updated Increment 1 document package reflecting change in Increment 2 scope and issue to PCCD as Bulletin to selected vendor.

### B. Smart Classroom/Enhanced A/V

#### Add Smart Classroom scope into designated Cougar Village portable classrooms

1. Meet with College of Alameda and District to identify desired enhanced A/V and Data scope addition. (2 meetings)
2. Design, Engineer and document new A/V, Data, Electrical and Structural scope in 8 classrooms, identified by Dr. Stark (Portables C, L, M, N, P, S, T & U).
  - a. Revise power layout from District standard to meet College needs, and lower cost.
  - b. Revise/enhance classroom data layout to allow for new equipment.
  - c. Revise data distribution design to respond to new layout.

- d. Engineer, detail and provide calculations for structural attachment of College-provided A/V & Data equipment (racks, projectors, screens, any other wall or ceiling-mounted associated equipment).

**C. Re-Programming**

Establish scope of revisions requested by College (refer to Attachment)

1. Meet with College of Alameda and District to identify desired overall scope revision. (2 meetings)
2. Work with Dr. Stark to arrive at proposed number, size and site programming for portables.
3. Meet with College of Alameda staff and faculty to determine desired office layout. (2 meetings)
4. Coordination meetings with consultant team to verify full scope revision impact (2 meetings).

Site changes requested by Dr. Stark (refer to Attachment)

1. Delete storage in portables 'A', 'B' and 'D' in order to increase classroom space.
2. Delete pass-through in portable 'D'.
3. Delete (3) 4-module classroom portables 'L', 'M' and 'N' and replace with (4) 3-module classroom portables labeled 'L', 'M', 'N' and 'P', in order to increase number of classrooms.
4. Add new restroom portable 'Q' to north side of new portable 'P'.
5. Delete 4-module classroom portables 'P' and 'Q' to three, 3-module classroom portables, relabeled 'U', 'T' and 'S', in order to increase number of classrooms.
6. Delete storage in portable 'R' in order to increase classroom space.
7. Add 8 student stations each within computer classroom portables 'X' and 'Y' to increase student capacity.
8. Delete storage in portables 'Z', 'AA', 'BB' and 'CC' in order to increase classroom space.
9. Redesign office space in portables 'GG', 'HH' and 'LL', to house Division and Faculty offices.

Office redesign requested by Dr. Stark

1. New design for Division and Faculty offices in portables 'GG', 'HH' and 'LL'.
2. Complete programming with College/User group.
  - a. Determine occupants for each portable building.
  - b. Determine mix of private/open office for each building.
  - c. Determine other spaces (conference rooms, kitchens, storage) desired.
  - d. Confirm other adjacencies, requirements or restrictions for staff/faculty office space.
  - e. Verify existing buildings provide necessary space/infrastructure for office spaces.
3. Schematic design
  - a. Using existing College furniture, design new office layout to meet new program.
  - b. Confirm new layout meets programming needs, and meets all codes for occupancy and access.
  - c. Obtain College and District approval on office redesign.

**D. Architectural Coordination and Contract Documents**Refine and document changes described in Items A through C

1. Update drawings and other documents establishing in detail the requirements for the construction work, including:
  - (1) Life Safety Plans
  - (2) Demolition Plans
  - (3) Dimensioned Floor Plans
  - (4) Reflected Ceiling Plans
  - (5) Elevations and Sections (as necessary)
  - (6) Provide background drawings to consultants and coordinate drawings necessary to complete the construction documents.
2. Prepare ceiling details and coordinate overall lighting layout with Title 24 Consultant.
3. Select colors and finishes for floors, walls, ceilings and doors (where not supplied by vendor).
4. Document new code-required signage.
5. Evaluate requirements and make selections for window coverings, if required.
6. Based on client-provided inventory, prepare floor plans indicating general layout of furniture and equipment.

**E. Bidding**

1. Increment 1 adjustment
  - a. Make necessary revisions to Increment 1 drawings to reflect scope changes and issue as Bulletin to portable vendor for cost reconciliation and validation.
  - b. Provide drawing clarifications to Increment 1 vendor.
  - c. Provide one round of comments as they relate to quality, quantity, schedule, cost, liability, or other criteria established prior to evaluation.
2. Identify Bid Alternates
  - a. Enhanced A/V Data (Portables C, L, M, N, P, S, T, U)
  - b. Additional restroom building (Portable Q)
  - c. West block of portable classrooms (Portables R, S, T, U)
  - d. No interior partition changes to office portables (GG, HH, LL)

**F. Permitting/DSA**

1. Make revisions to Increment 2 drawings for new submission to DSA.
  - a. Update Increment 1 and Increment 2 with revised scope for concurrent review and approval by DSA.
2. Schedule DSA intake meeting for new scope.
  - b. Schedule (1) meeting with DSA and PCCD to review project permitting strategy and confirm DSA request for concurrent review.

3. Respond one round of additional plan-check comments from DSA, based on revised scope.

**G. Assumptions and Exclusions**

1. The proposal assumes Site Re-Programming is complete as reflected in Attachment.
2. The project will be delivered in a split package (Increments 1 & 2). Bid Alternates will be structured as narratives, not drawings.
3. Drawings will be provided in PDF format, with the exception of three full-size sets required for permit submission to DSA. The General Contractor will be responsible for their set reproduction to meet their needs.
4. Services from the following are excluded from the proposal:
  - Detailed survey of existing conditions, beyond those readily observable.
  - Furniture, Finish and Equipment scope beyond locating existing inventory items in new layout.
  - Feasibility of project budget has not been vetted as of the submittal of this proposal. Re-design and production of drawings if bid exceeds budget as noted on item A are not included. This is an explicit exception to our current agreement.
  - LEED consulting services & costs associated with submission to the USGBC.
  - Building information modeling, model management & associated coordination.
  - Project schedule extensions
  - Design of marketing, promotional brochures or other communications material
  - Post-Occupancy Evaluations
  - Move Management

**COMPENSATION**

Fees and expenses proposed for this project are based on the terms and conditions described in the attached Agreement.

**H. Basic Services:**

Scope of Services listed as Items A thru G are estimated at \$141,510 (*One Hundred Forty One Thousand, Five Hundred and Ten Dollars*) not including reimbursable expenses.

Services will be invoiced monthly at the hourly rates below until the maximum fee is met or the work is complete, whichever occurs first.

**I. Additional Services:**

Normal hourly billing rates for services performed on the basis of professional time charges are:

Partner	\$ 250 - 300 / Hour
Principal	\$ 225 - 250 / Hour
Project Manager	\$ 125 - 225 / Hour
Professional Staff	\$ 125 - 175 / Hour
Staff	\$ 85 - 155 / Hour