

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of January 21, 2014

ITEM TITLE:

Consider Approval to Enter into an Agreement for Architectural Design Services with Gelfand Partners Architects for the Modernization of the Laney College Child Development Center.

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to enter into an agreement with Gelfand Partners Architects for architectural design services for the Laney College Child Development Center Modernization Project, in the amount not-to-exceed \$63,260.

ITEM SUMMARY:

Architectural services are needed for design, development of construction drawings and specifications, prepare scope of work and manage project administration. On Thursday, December 12, 2013, Gelfand Partners submitted a fee proposal to the Department of General Services (DGS) to provide architectural services to modernize the Laney College Child Development Center (CDC).

Under this agreement, Gelfand Partners shall provide architectural services to include but not limited to the following scope:

1. Working with the Peralta Community College staff to set the criteria to evaluate the existing facility;
2. Identify and prioritize existing facility deficiencies;
3. Assist the District with complying with the regulatory agencies, such as Title 24 DSA;
4. Develop design and construction drawings for public bidding; and
5. Provide construction administration services.

In compliance with the District's Purchasing Procedures and California Public Contract Codes, the Department of General Services (DGS) conducted an informal bid by selecting three firms from the Board's pre-approved architectural list. As allowed by Public Contract Code (PCC) section 20651, 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 evaluation sheet.

The firms selected have demonstrated previous design experience with child development center projects. The three firms selected from the Board pre-approved listings were: Byrens-Kim Design Works, Gelfand Partners and Murakami-Nelson. Each firm was given the opportunity to make a short presentation during the interview. Gelfand Partners was selected based on their creativity and experience with child development facilities. Based on the evaluations, approval is requested for Gelfand Partners to be awarded the contract because they received the highest score of 518.

The following is the evaluative results:

Firms	Price	Evaluator						Score	
		1	2	3	4	4	5	Total Score	Average Score
Gelfand Partners	\$ 63,260	80	88	86	81	88	95	518	103.6
Murakami/Nelson	\$ 50,000	75	97	88	85	81	91	517	103.4
Byrons-Kim	\$ 48,000	40	86	85	73	75	78	437	87.4

A selection committee was formed with representatives from the Laney College Child Development Center, DGS and the Purchasing Department to interview and evaluate the firms, and score the proposal submissions according to the evaluative criteria. On December 12, 2013, the committee evaluated proposal submissions according to the following evaluative criteria: 1) Vendor's qualifications and experience, 2) Fee for Architectural Services, 3) Project Approach, 4) Submittal Requirements for Product Recommendation, and 5) Environmentally Sustainable Procurement.

Lisa Gelfand, Chris Duncan, James Fagler, Lawrence Schadt, and Tobin Kendrick are principals at Gelfand Partners Architects. The company has two (2) offices located in San Francisco and San Diego, California. The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Child Development Fund (Fund 68)

BACKGROUND/ANALYSIS:

As described under the Item Summary, the administration complied with California Public Contract Codes and the District's Purchasing Procedures to procure the architectural services with Gelfand Partners Architects.

DELIVERABLES AND SCOPE OF WORK:

The deliverables for the Laney College Child Development Center will include the following:

- Periodic submittals of the projects drawings and specifications at the schematic, design and construction stages.
- Engineering Cost estimates
- Construction administration services

ANTICIPATED COMPLETION DATE:

The anticipated substantial completion date for this project is September 2014.

ALTERNATIVES/OPTIONS:

Not Applicable

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended to enter into an agreement with Gelfand Partners Architects for architectural design services for the Laney College Child Development Center, in the amount not-to-exceed \$63,260.

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

YES

No

X

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

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

December 18, 2013

Ms. Atheria Smith
 Facilities Planning and Development Manager
 Peralta Community College District
 Department of General Services
 333 E. 8th Street
 Oakland, CA 94606

Dear Atheria:

Gelfand Partners Architects is pleased to submit a proposal for improvements to the Children's Center at the Laney College campus. We understand that the initial construction budget is \$400,000 for limited improvements to the finishes, restroom upgrades, and playground improvements. We propose to study the proposed scope, as well as assess opportunities for sustainability improvements including daylighting, lighting and HVAC systems that may be cost effective to upgrade. These improvements could increase the budget if the college chose to pursue them. If the scope is increased, additional professional services would be required.

Our proposed fee includes an assessment phase and a basic services phase based on the \$400,000 scope. See the following proposed breakdown:

Assessment

Kick off meeting	3 hrs	\$380	\$1,140
Review of documents	8 hrs	\$190	\$1,520
As built drawing coordination	4 hrs	\$90	\$360
Condition assessment	8 hrs	\$190	\$1,520
Meeting	3 hrs	\$380	\$1,140
Scope options	4 hrs	\$190	\$760
	16 hrs	\$90	\$1,440
Cost opinion	8 hrs	\$190	\$1,520
Meeting	3 hrs	\$380	\$1,140
Scope report	8 hrs	\$90	\$720

Assessment Subtotal **\$11,260**

Basic services (\$400,000 scope)

Schematic Design	12 hrs	\$190	\$2,280
	80 hrs	\$90	\$7,200
Design Development	12 hrs	\$190	\$2,280
	80 hrs	\$90	\$7,200
Construction Documents	20 hrs	\$190	\$3,800
	120 hrs	\$90	\$10,800
Subconsultants			\$5,000
Bid and award	8 hrs	\$190	\$1,520
	8 hrs	\$90	\$720
Construction Administration	40 hrs	\$190	\$7,600
	40 hrs	\$90	\$3,600

Basic Services Subtotal **\$52,000**

TOTAL FEES **\$63,260**



Please budget an additional \$7000 for reimbursable expenses that may arise. Examples include an outside service to create as built drawings if none exist, digitizing existing condition drawings, reprographics. Please see below for a rate schedule for additional services, We are eager to start work as soon as authorized.

Thank you for this opportunity to take part in your program.

Yours,

Gelfand Partners Architects

A handwritten signature in blue ink, appearing to read 'Lisa Gelfand', written in a cursive style.

Lisa Gelfand, FAIA, LEED AP
President

	Per hour
Principal Architect	\$190
Project Manager	\$160
Project Architect	\$130
Job Captain	\$105
Design Staff	\$90
Clerical Support	\$65
Consultants	rate x 1.1
Expenses	cost x 1.1

Rates subject to revision every six months