

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of March 11, 2014**

ITEM TITLE:

Consider Approval to Enter into an Agreement with Gates + Associates for Landscape Design Services for the Center for Science and Allied Health Building at Merritt College.

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to enter into an agreement with Gates + Associates for Landscape Design Services for the Center for Science and Allied Health Building at Merritt College, in the amount not-to-exceed \$43,500.

ITEM SUMMARY:

In compliance with the Public Contract Code (PCC), an informal bid was conducted to procure this service. The responses to the RFP were evaluated based on criteria established in the RFP. Three (3) vendors responded to this RFP to provide professional landscape design services and to manage construction administration.

Proposal submissions were scored according to the following evaluative criteria: 1) Project Approach, 2) Qualifications, 3) Staffing Plan, and 4) Price Proposal. A technical screening committee comprising of the District’s personnel, Merritt College faculty, and the project construction management team was established to evaluate and score all submissions according to the scoring criteria above. Pursuant to the Public Contract Code, 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. Approval is requested for Gates + Associates to be awarded the contract because they received the highest evaluation score of 459 points.

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

Firms	Location	Evaluation Committee					Total Points
		1	2	3	4	5	
RHAA	Mill Valley, CA	73	73	98	84	74	402
Gates + Associates	San Ramon, CA	87	92	100	89	91	459
Golden Associates	Oakland, CA	82	78	88	85	85	418

David Gates is the owner of the company; the business is located in San Ramon, 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:

As required by the Public Contract Code and the District's Purchasing Procedures, the District conducted an informal competitive bid by issuing a Request for Proposal (RFP) as described under the Item Summary above. As a public agency, the District is subject to competitive bidding laws when purchasing or leasing equipment, materials or supplies, or when contracting for services, repairs, or public projects.

DELIVERABLES AND SCOPE OF WORK:

- A. Planning, Programming and Design
 - 1. Schematic Design Phase
 - a. Landscape Architect shall prepare drawings showing preliminary planting concepts. A materials board shall be prepared. Landscape Architect shall present the plans to District and Construction Manager. Two meetings are included in this scope
 - b. Complete site visit and review of existing conditions and current site drawings and as-builts.
 - 2. Construction Document Phase
 - a. Upon approval of Design Drawings by District, Landscape Architect shall prepare construction documents and technical specifications for review and approval by the District.
 - b. Landscape Architect shall prepare an estimate of probable construction cost sufficient for bidding. Prepare construction estimate at 50% and 100% construction documents.
 - c. Landscape Architect shall prepare construction drawings and technical specifications to reasonably conform to applicable codes and regulations of governmental bodies having jurisdiction over the work at the time of preparation.
 - d. Drawings shall be submitted for District review and approval at the 50%, 90%, and 100% completion stages.
 - e. Documents will be drawn at appropriate scales on AutoCAD and organized into one set. Services to include the following:
 - i. Topsoil Placement Plan
 - ii. Site Layout Plan
 - iii. Site Construction Plan (as necessary)
 - iv. Site Construction Details (as necessary)
 - v. Site Planting Plan and Details
 - vi. Site Irrigation Plan and Details
 - vii. Prepare Water Use Calculations
 - viii. Prepare Specifications
 - ix. Estimate of Probable Cost for Landscape Elements
 - x. Compile catalogued As-Built information and distribute to sub-consultants

ANTICIPATED COMPLETION DATE:

The anticipated completion date of this project is August, 2015.

ALTERNATIVES/OPTIONS:

Not applicable

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended to enter into an agreement with Gates & Associates to provide professional landscape design services for the new Center for Science and Allied Health Building 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

Date: February 26, 2014

Vice Chancellor of General Services

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Sadiq B. Ikharo Date: February 26, 2014
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: 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