

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of June 10, 2014

ITEM TITLE:

Consider Amendment No. 1 to the Agreement for a Contract Extension with Padilla & Associates to provide Prevailing Wage Compliance Monitoring Services.

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for a contract time extension to an existing agreement with Padilla & Associates, Inc. to continue labor compliance services for a one (1) year period starting July 1, 2014 to June 30, 2015, at no extra cost.

ITEM SUMMARY:

The vendor's original agreement will expire on June 30, 2014. In compliance with the Education Code Section 81644 and the District's Administrative Procedures 6340, the District may only continue contracts for services for a maximum of five (5) years. The vendor has provided their services since October 11, 2011. This is the fourth year the vendor will provide a continual service to the District. Under this Amendment No. 1, the consultant will continue providing prevailing wage compliance monitoring services for the District at no additional increase to the original price quote of \$175,000. This extension is to cover time only as the budget is already in place for on-going projects.

Padilla & Associates has provided excellent services by monitoring and enforcing compliance with applicable prevailing wage requirements for any public works project for the District in accordance with the California State Department of Industrial Relation regulation. 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, District-Wide Projects, "Classrooms and facilities to enhance the community outreach capabilities of the District among the numerous ethnic communities living and served by the District," and all bond projects under Measures A and E.

BACKGROUND/ANALYSIS:

A formal request for qualifications for prevailing wage compliance monitoring services was conducted on July 16, 2010. On August 13, 2010, the Department of General Services received eight (8) proposals. The firms were evaluated and the three (3) firms with the highest scores were short-listed, interviewed further evaluated the winning firm. Padilla & Associates was selected to provide prevailing wage compliance monitoring services. Prevailing wage compliance monitoring is required to comply with the Department of Industrial Relations' prevailing wage regulations that Community Colleges must abide by. The Board of Trustees approved for the Chancellor to negotiate prevailing wage compliance monitoring services for three (3) years with an option to renew annually with Padilla & Associates at the April 26, 2011 meeting. The Board of Trustees approved the vendor's last contract on July 16, 2013 for a one (1) year period starting July 1, 2013 to June 30, 2014, in the amount not-to-exceed \$175,000. This vendor is supervised by the Department of General Services and usually submit a monthly audit report.

DELIVERABLES AND SCOPE OF WORK:

Prevailing wage compliance monitoring as required to comply with the Department of Industrial Relations' prevailing wage regulations for Community Colleges.

ANTICIPATED COMPLETION DATE:

Padilla & Associates will provide prevailing wage compliance monitoring services until August 1, 2014.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

The administration recommends the extension of Padilla & Associates' existing contract to provide Prevailing Wage Compliance Monitoring Services.

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

YES _____ No X

COMMENTS:

All Board recommended contracts are subject to negotiation and execution by the Chancellor.

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.)

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DOCUMENT PREPARED BY:

Prepared by: Dr. Sadiq B. Ikharo Date: May 28, 2014
Vice Chancellor of General Services

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Sadiq B. Ikharo Date: May 28, 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



DEPARTMENT OF GENERAL SERVICES—PROJECT EVALUATION FORM

Vendor: Padilla & Associates

Vendor No.: _____

Date: June 28, 2013

This evaluation form is to be used by the Department of General Services and external Project Managers and Construction Managers to evaluate all projects including Consultants contracts.

The Department of General Services recognizes that Consultant cannot improve or sustain good performance without project-specific constructive feedback. This evaluation is to provide constructive feedback and will be kept on file for review for future consultant selection.

Interim evaluations are used to give timely performance feedback, and allows opportunity for performance modification to ensure the project's success.

Final evaluation is used for future Consultant selection, and helps the District's General Services Department develop and hire the best possible firms.

PROJECT INFORMATION

Project No:	All	Project Name: All Projects District Wide	
Project Start Date:	June 1, 2012	Location of Project: Merritt, BCC, COA and Laney	% Complete: Various Stages
Scope of Work: Prevailing Wage Compliance Monitoring Services.			
Type of Work:	Monitoring Services	Facilities Project Manager:	All
Firm Name:		Consultant Project Manager:	
Evaluation Date:	June 28, 2013	Evaluation Type: (Check one)	<input checked="" type="checkbox"/> Interim or <input checked="" type="checkbox"/> Final

RATING SYSTEM DEFINITIONS

Scale	Rating Name	Rating Description
5	Outstanding	Deliverables exceed standards with minimal District General Service's direction; seeks opportunities for self-improvement; models, coaches and inspires excellent service; owns project problems and offers analysis of resolution options.
4	Great	Deliverables exceed standards with some District General Service's direction; frequently checks in on status of service and provides consistent quality service; identifies project problems in advance and offers timely alternative options.
3	Good	Deliverables meet standards with some District General Service's direction; provides expected service and quality checks required by the contract; helps to analyze and resolve problems as they occur.
2	Improvement Needed	A comment is required. Deliverables eventually meet minimum standards with frequent District General Service's coaching required; provides mediocre service, rarely checking for feedback; unaware of problems until discovery by others, then provides weak solution analysis.
1	Unacceptable	A comment is required. Deliverables are substandard even with frequent District General Service's coaching; rarely provides expected service and no quality service checks are evident; unaware of problems until discovery by others, then unable to provide analysis or resolution options.

CAPITAL PROJECTS

GENERAL MANAGEMENT

Complete this section for all services

	<u>Score</u>	<u>Comment</u>
1) RESOURCES —Manages resources effectively including, sub-consultants, schedules meetings and provides progress reports, and milestones.	4	
2) QUALITY CONTROL —Provides quality control throughout the project. Follows the District's standards. Implements a quality control/assurance plan for the project.	4	
3) COMMUNICATION — Communicates effectively with the Project Team, Sub-consultants, Stakeholders, District Management, and at meetings.	5	
4) BUDGET —Manages budgets effectively. Brings projects in within budget. Reviews all invoices and makes sure proper scope of work is addressed on invoices, and submits invoices on time.	5	
5) MANAGEMENT —Manages the contract and modifications. Negotiates change orders in a fair collaborative and open manner.	4	
6) POLICY —Understands and conforms to the District's General Services policies, procedures, standards, manuals of instruction, and if applicable any State-Aid requirements.	4	
7) SCHEDULE —Develops and meets a realistic schedule for the project and scope of services.	4	
8) OPERATION —Reviews drawings/specifications and works with Project Manager to mitigate exposure to change orders. Understands the entire project scope and work to makes sure sub-consultants understand the scope.	4	
9) PROVIDES SOLUTIONS —Proposes innovative solutions to Design & Construction Challenges.	5	
10) TEAMWORK —Works effectively with project team members and stakeholders.	5	
TOTAL FOR GENERAL MANAGEMENT	44	

ENVIRONMENTAL SERVICES

Complete this section if this contract is for environmental services.

	<u>Score</u>	<u>Comment</u>
1) QUALITY —Prepares quality environmental documents.		
2) FOLLOWS THE LAW —Understands and conforms with state and local laws regarding environmental services.		
3) COLLEGE INVOLVEMENT —Involves the Colleges with regard to environmental issues. Makes sure Colleges are informed.		
TOTAL FOR ENVIRONMENTAL SERVICES		

CAPITAL PROJECTS

DESIGN SERVICE

Complete this section if this contract is for design services.

	<u>Score</u>	<u>Comment</u>
1) DESIGN PROCESS —Follows the District's General Services Design Process and is knowledgeable of Federal/State/Industry design standards.		
2) DESIGN GOALS —Design to the District's needs, and fulfills project mitigation commitments for any environmental, right of way, utility, etc. requirements.		
3) CONTENT SOLUTION —Design connect with the College values and the build environment. Design meets the Districts Standards.		
4) DELIVERABLES —Develops quality plans, specifications, estimates, reports, meeting minutes.		
5) INNOVATION —Delivers a product that effectively applies innovative solutions to project challenges within the project requirements (scope, schedule, and budget).		
6) OUTSIDE AGENCIES —Works effectively with State & Local Agencies.		
TOTAL FOR DESIGN SERVICES		

CONSTRUCTION ENGINEERING MANAGEMENT

Complete this section if this contract is for construction engineering management.

	<u>Score</u>	<u>Comment</u>
1) PARTNERS —Effectively partners with Contractor, District General Services, District Consultants (AOR, IOR), State (DSA), Local Agency, Utility Firms, and adjacent property owners to work solutions to Design & Construction Challenges.		
2) INSPECTION AND TESTING —Performs and documents in a timely manner quality materials testing and inspections consistent with District's General Services standards.		
3) OVERSIGHT —Ensures Contractors complies with the construction contract.		
4) WORKING ENVIRONMENT —Monitors and supports a SAFE work environment for project personnel and the public.		
5) CONTRACT ADMINISTRATION —Provides timely and accurate contract administration. Processes change orders, and payments on-time, reviews project documentation.		
6) CLOSEOUTS —Provides timely and accurate closeout process with state and local agencies.		
TOTAL FOR CONSTRUCTION ENGINEERING SERVICES		

CAPITAL PROJECTS

OVERALL EVALUATION COMMENTS/FEEDBACK

Director of Capital Projects Comments/Feedback:

The work so far has been very good on all projects.

Facilities Project Manager Feedback:

How likely is it you will select this consultant for future projects?

Check One: Very Likely Likely Maybe Unlikely (Explain) Very Unlikely (Explain)

Consultant Project Manager Comments/Feedback:

Overall Evaluation Score:

APPROVAL SIGNATURES

1. Project Manager

X

Signature

Print Name

Johnnie Fudge
Johnnie Fudge

Date

Phone

7/10/13
(510) 377-0748

2. Director of Capital Projects

X

Signature

Print Name

Johnnie Fudge
Johnnie Fudge

Date

Phone

7/10/13
510 466-7213

3. Vice Chancellor of General Services

X

Signature

Print Name

Sadiq B. Ikharo
Dr. Sadiq B. Ikharo

Date

Phone

7-11-13
510 466-7336



Specialized Management, Public Contract Compliance Monitoring,
Training & Strategic Outreach Consulting

April 24, 2014

Dr. Sadiq Bello Ikhara
Department of General Services
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

Early Notification: Request for Approval for a contract Time Extension to Agreement No. 2300 to continue Labor Compliance Services with Padilla & Associates, Inc., Vendor No 728684

Dear Dr. Ikhara:

This letter formally requests your consideration for a one-year contract extension, with no added cost, to the existing Professional Services Agreement (Agreement No. 2300) between Peralta Community College District (PCCD) and Padilla & Associates Inc. (P&A), Vendor No. 728684.

Agreement No. 2300 expires on June 30, 2014. The current Agreement budget contains sufficient resources to continue Labor Compliance services from July 1, 2014 to June 30, 2015. In the next the 12 month period, PCCD may have approximately 21 new projects that will require the facilitation of Labor Compliance services. With your approval and without interruption, P&A will continue to perform the associated tasks and deliverables as described in the current Agreement, for the 8 existing projects and 21 proposed projects through June 30, 2015.

With your formal concurrence to the time extension request, please provide written notification of the approval, for our records.

If you would like to discuss this proposal further, please do not hesitate to contact me directly at (714) 973-1335 or with Olivia Fonseca, Project Manager at (916) 261-2246. We appreciate working for PCCD and thank you for considering the Agreement time extension for an additional 12 months.

Sincerely,

Patricia Padilla, President
Padilla & Associates, Inc.

Cc: Johnnie Fudge, Director of Capital Projects
Chan Eng

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