

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

ITEM TITLE:

Consider Approval of Change Order No. 1 to Retro-Tek Energy Services' contract for the Proposition 39 District-wide Exterior LED Lighting Project.

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for Change Order No. 1 to the contract with Retro-Tek Energy Services for the Proposition 39 District-wide Exterior LED Lighting Project, in the amount of \$38,200.

ITEM SUMMARY:

The project involved retrofit of exterior lighting systems with energy-efficient LED lighting systems. Under Change Order No. 1, the District requested for photocells to be added to pole mounted light fixtures and canopy mounted fixtures for more lighting control and energy savings, in compliance with Title 24, California Building Codes (CBC). Additional scope of services include:

- Add 504 photocells to pole mounted fixtures and canopy mounted fixtures;
- Convert three (3) existing 480 volt circuits to 277 volts to match new LED fixtures; and
- Check 30 light fixtures to coincide with 480 volts and then convert to 277 volts.

The project is near completion and the project's original contracted completion date is on schedule. In accordance with the Board Policy 6600, Change Order No. 1 is now brought before the Board of Trustees for approval. It is in the best interests of the District and financially prudent to authorize this change order. The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Energy-efficiency projects is funded by California Proposition 39, the CCC/IOU partnership program, and technical assistance grants.

BACKGROUND/ANALYSIS:

In compliance with the Senate Bill 73 (SB 73), for the fiscal year 2013-14, the California Community College Chancellor's Office (CCCCO) received \$47 million under the Clean Energy Job Creation Fund for energy efficiency upgrades and clean energy installation. Peralta Community College District received \$658,748 fund allocation from the CCCCCO to pay and complete this energy-efficiency project.

At the April 8, 2014 meeting, the Governing Board of Trustees awarded the original contract amount of \$530,540. This change order in the amount of \$38,200.00 will increase the vendor's contract to \$568,650, or 7.2% of the original contract.

DELIVERABLES AND SCOPE OF WORK:

The deliverables and scope of work is described under the Item Summary section.

ANTICIPATED COMPLETION DATE:

The anticipated completion date of construction is June 30, 2014.

ALTERNATIVES/OPTIONS:

Not Applicable

EVALUATION AND RECOMMENDED ACTION:

The administration recommends approval of this Change Order No. 1 for the District-wide Exterior LED Lighting Upgrade.

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: 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

PERALTA COMMUNITY COLLEGE DISTRICT

Office of General Services • 333 East 8th Street Oakland, California 94606 • Phone 510/466-7200 • Fax 510/466-7315

SUMMARY OF CHANGE ORDER No. 1 Attachment

PROJECT: PROP 39 DISTRICT-WIDE EXTERIOR LED LIGHTING PROJECT- 2960-01 **DATE:** 05/28/2014
OWNER: Peralta Community College District **DSA FILE NO.:**
CONTRACTOR: RETRO-TEK ENERGY SERVICES **DSA APP NO.:**
PCCD FILE NO.:

Change Order Coding:

1 – Unforeseen Condition – Owner Initiated	4 – Design error or omission – Architect Initiated
2 – Owner Requested Change – Owner Initiated	A – Approved for A/E Reimbursement
3 – DSA or Agency requested change – Agency Initiated	F – Not Approved for A/E Reimbursement

PCO #	ADD/DEDUCT \$	31,110.00
	ADD/DEDUCT	

Description: ADD "504" Photocells to Pole Mounted Light Fixtures and Canopy Mounted Fixtures

Requested by: District- Charles Neal and Kirk Schuler

Reason: Lighting Control and Energy Savings

DSA prelim.

Approval date:

PCO #	ADD/DEDUCT \$	7,000.00
	ADD/DEDUCT	

Description: Convert "3" 480V circuits to 277V

Requested by: District & Retro-Tek Energy Services

Reason: Unknown 480V- Needed 277V to work with new LED lights and to avoid delaying the project completion.

DSA prelim.

Approval date:

PCO #	ADD/DEDUCT \$	
	ADD/DEDUCT	

Description:

Requested by:

Reason:

DSA prelim.

PERALTA COMMUNITY COLLEGE DISTRICT

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Approval date:

PERALTA COMMUNITY COLLEGE DISTRICT

Department of General Services • Phone 510/466-7341 • Fax 510/466-7315

PRELIMINARY CHANGE ORDER NO. 1

PROJECT: PROP 39 District-Wide Exterior LED Lighting Upgrade- 2960-01 DATE: 05/28/2014
OWNER: Peralta Community College District DSA FILE NO.:
CONTRACTOR: RETRO-TEK ENERGY SERVICES DSA APP. NO.:
PCCD FILE NO.:

You are hereby directed to make the following change(s) in this Contract. When signed by the Owner and Architect and received by the Contractor, this document becomes effective immediately and the Contractor shall proceed as with the changes described below. An official change order shall be issued to follow up on this preliminary change order as soon as possible.

DESCRIPTION: Add "504" Photocells to Pole Mounted fixtures and Canopy Mounted fixtures. Convert "3" 480V circuits to 277V. Check "30" light poles and re-wire any crossed wiring in lighting circuit. Disconnect and Reconnect "30" light fixtures to coincide with 480V to 277V conversion so no lights were damaged.

REASON INITIATED: Photocells were added by District for more lighting control and energy savings to become Title 24 compliant. 480V conversion to 277V to match new LED fixtures and complete project on schedule.

ATTACHMENTS:

The proposed basis of adjustment to the Contract Price and Contract time are as follows:

Amount of Change: Add Deduct \$ 38,110.00
 Lump Sum T & M Not to Exceed Force Amount

Time Extension: See Attached

Signature by the Contractor indicates the Contractor's agreement with the above adjustments in Contract Sum and Contract Time.

ISSUED BY:

Architect of Record Date

REVIEWED BY:

Construction Manager Date

APPROVED BY:

Contractor Date

Owner's Approval:

Facilities Project Manager

Date

Director of Capital Projects

Date

Vice Chancellor of General Services Date

Chancellor

Date

PERALTA COMMUNITY COLLEGE DISTRICT

Office of General Services ● 333 East 8th Street Oakland, California 94606 ● Phone 510/466-7200 ● Fax 510/466-7315

CHANGE ORDER NO. 1

PROJECT:	PROP 39 District-Wide Exterior Lighting Upgrade- 2960-01	DATE:	05/28/2014
PROJECT MGR:	Johnnie Fudge	DSA FILE NO.:	
OWNER:	Peralta Community College District	DSA APP. NO.:	
CONTRACTOR:	RETRO-TEK ENERGY SERVICES	PCCD FILE NO.:	

The Contractor is authorized to make the changes listed in the **Summary** and described in **Change Order Attachment** when this Change Order has been approved.

Original Contract Sum	\$530,540.00
Net Change by previously authorized Change Orders	\$0
The Contract sum prior to this Change Order	\$530,540.00
The Contract sum will be increased/decreased by this Change Order	\$38,110.00
New Contract Sum including this Change Order	\$568,650.00
Cumulative Change Order(s) as a percentage of contract including this Change Order	7.2%
Contract is changed by (0) Days	0 Days
Contract completion date as of this Change Order	06/13/2014

Summary reference attached items:

P.C.O'.

<p>Approved:</p> <p>_____</p> <p>Architect of Record Date</p> <p>_____</p> <p>Structural Engineer Date</p> <p>_____</p> <p>Mechanical Engineer Date</p>	<p>Approved:</p> <p>_____</p> <p>Electrical Engineer Date</p> <p>_____</p> <p>Plumbing Engineer Date</p> <p>_____</p> <p>Construction Manager Date</p>	<p>Approved:</p> <p>_____</p> <p>General Contractor Date</p> <p>_____</p> <p>Div. of the State Architect Date</p>
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Peralta Community College District Approval:

<p>_____</p> <p>Facilities Project Manager Date</p> <p>_____</p> <p>Vice Chancellor of General Services Date</p>	<p>_____</p> <p>Director of Capital Projects Date</p> <p>_____</p> <p>Chancellor Date</p>
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269 WOODLAND DRIVE
VISTA, CA. 92083
760-643-0307

PROPOSAL

PROPOSAL SUBMITTED TO Peralta Community College District		TODAY'S DATE 06/29/2014	DATE OF PLANS/PAGE #'S NA
PHONE NUMBER 1 (510) 466-7339	FAX NUMBER 1(510) 466-7315	JOB NAME Prop 39 District -Wide Exterior LED Lighting Upgrade	
ADDRESS, CITY, STATE, ZIP 333 8th Street, Oakland, CA 94606		JOB LOCATION Peralta Community College District	

We propose hereby to furnish material and labor necessary for the completion of:

Prop 39 District-Wide Exterior LED Lighting Upgrade Change Orders

- | | |
|--|-------------|
| 1) Purchase 504 new Photocells at \$15.00 each (Taxable) | \$ 7,560.00 |
| 2) Lifts rentals for Photocell installation | \$ 5,640.00 |
| 3) Labor to install Photocells | \$17,910.00 |
| 4) Lifts rental for 480V to 277V conversion | \$ 1,000.00 |
| 5) Labor to convert 480V circuits to 277V circuits | \$ 6,000.00 |

Total- \$38,110.00

We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum of:

THIRTY EIGHT THOUSAND ONE HUNDRED TEN AND ZERO CENTS dollars (\$ 38,110.00)

Payment as follows: 30 DAYS NET FROM COMPLETION

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Accounts overdue beyond 30 days of billing will be charged at an interest rate of _____ per annum. Customer is also liable for an additional _____ of unpaid balance plus incidental collections costs, including attorney fees. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

Authorized Signature James R Howard

Note: this proposal may be withdrawn by us if not accepted within NA days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance _____