

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 8, 2015

ITEM TITLE:

Consider Approval to Enter into an Agreement with Pacific Access Consulting, LLC to Provide Architectural Services to Conduct an American with Disabilities Act (ADA) Self Evaluation Survey and Transition Plans to Prioritize Implementation at College of Alameda and Merritt College (RFP 14-15/42).

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to enter into an agreement with Pacific Access Consulting, LLC to provide the architectural survey services needed for American with Disabilities Act (ADA) Self Evaluation and Transition Plans to Prioritize Implementation at College of Alameda and Merritt College, in the amount not-to-exceed \$98,550.

ITEM SUMMARY:

The District advertised the Request for Proposal (RFP) in newspaper publications of general circulation on June 19 and 24, 2015, to solicit proposals from qualified professionals. A mandatory pre-bid meeting was held on July 1, 2015. Three (3) qualified firms specializing in ADA self-evaluation survey and transition plans submitted proposal fees as follows: MIG, WLC Architects, and Pacific Access Consulting, LLC.

Firm	Points	Location
Pacific Access Consulting, LLC	425.5	Santa Rosa, CA
MIG	391.5	Berkeley, CA
WLC Architects	300.5	Berkeley, CA

A project screening committee comprising of representatives from the College of Alameda, Merritt College, and the District Administrative Center (DAC) used the “best value” procurement methodology for evaluation of vendor’s proposals. The committee reviewed and assessed the three (3) proposals based on the evaluative criteria in the RFP. As a result, Pacific Access Consulting, LLC received the highest points of 425.5.

Under this agreement, the selected vendor will provide the following scope of services:

- 1) Department of State Architect (DSA) biddable drawings for the ADA parking area in front of the Merritt College Library;
- 2) 2) create and conduct a comprehensive Americans with Disabilities Act (ADA) Self-Evaluation Report and Transition Plan for Merritt and Alameda College that will serve as a pragmatic application tool to identify existing and future accessibility needs, document accessibility facility standards, and to provide design criteria for future Capital Building Projects;
- 3) Implement a plan for barrier removal;
- 4) Create a comprehensive Americans with Disabilities Act (ADA) Self-Evaluation Report; and
- 5) Create transition plans for Merritt College and College of Alameda.

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 Americans with Disabilities Act (ADA), the District must ensure full and equal access to programs and services for all persons, regardless of their physical abilities to public places and institutions. As a public agency, the District must comply with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG).

DELIVERABLES AND SCOPE OF WORK:

The vendor will provide and complete architectural services to prepare ADA Self Evaluation Survey and Transition Plans for both colleges to prioritize implementation.

ANTICIPATED COMPLETION DATE:

The anticipated completion date is June 30, 2017.

ALTERNATIVES/OPTIONS:

Not Applicable

EVALUATION AND RECOMMENDED ACTION:

The administration recommends the approval of this agreement for the vendor to complete architectural services pertaining to ADA Self Evaluation and Transition Plan for College of Alameda and Merritt College.

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

YES _____ No X

COMMENTS: No additional comments.

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: Dr. Sadiq B. Ikharo Date: November 25, 2015
Vice Chancellor of General Services

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Sadiq B. Ikharo Date: November 25, 2015
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: *Ronald Little II*
Ronald Little II, 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: *Nitasha Sawhney*
Nitasha Sawhney, Acting General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on
Agenda

Signature: *Jowel C. Laguerre*
Dr. Jowel C. Laguerre, Chancellor

Pacific Access Consulting, LLC

Northern California: 1421 Guerneville Rd., Suite 230, Santa Rosa, CA 95403
Southern California: 1841 Arteique Road, Topanga, CA 90290

(707) 523-0849 office
(818) 343-1370 office

SECTION 6

FEE

Merritt College ADA Parking \$24,190.00

The Merritt College ADA parking area located in the front of the Library is one of the District's highest ADA priorities. The District plans on utilizing space from the existing island. This area is currently under construction and it is assumed from Addendum No. 2 that the current project will develop parking in this areas that will remain. The project includes using this area to provide accessible parking to serve the Library. It is assumed that the project will not involve grading, drainage, utility or storm water mitigation, or any other work that would require civil engineering. It is also assumed that a geotechnical /soils report is available from the District. It is also assumed the District will provide an AutoCAD site plan of as-built conditions to be used as a base site plan for the project. The proposed fee includes architect of record services to provide to provide drawings and specifications for DSA submittal and approval, bidding assistance, construction administration and project closeout. This work will be provided by Waters MacRae Architects as a consultant to Pacific Access Consulting, LLC.

Phase I: Self-Evaluation and Facility Surveys \$45,490.00

Phase I – Self Evaluation Report that includes (but not limited to) services and activities, survey and review, and analysis of the facilities programs.

The scope of wok will include:

1. Meet with Vice Chancellor of General Services or the District's designated main point of contact.
2. Meet with a group of stakeholders.
3. Conduct field surveys of exterior routes of travel at Merritt College and College of Alameda.
4. Coordinate surveys through the Vice Chancellor of General Services or the District's designated main point of contact.
5. Compile survey data in a usable and easily accessible format and meet with ADA Steering Committee to review.
6. Produce an Access Compliance Evaluation Survey Report (ACES) and provide to the Vice Chancellor of General Services or the District's designated main point of contact.
7. Present the ACES report to the ADA Steering Committee.

Phase II: Transition Plan Development

\$28,870.00

Phase II – Transition Plan that incorporates the collaborative efforts of the District and the various stakeholders groups charged with reviewing the Phase I results. Those results will assist with reaching consensus and establishing the priorities and schedules for completion of a finished product.

1. Develop a first draft of the ADA Transition Plan (Plan).
2. Review Draft Plan with the Vice Chancellor of General Services or the District's designated main point of contact, solicit feedback and incorporate changes.
3. Design and Implement a plan for public outreach using a variety of mediums.
4. Meet with ADA Steering Committee to review feedback and develop recommendations on potential changes and implement agreed upon changes.
5. Prepare and produce a Final ADA Transition Plan.
6. Provide the District with an electronic database in Microsoft Excel format of the items in the ACES report.
7. Provide the District with a database-driven electronic monitoring, tracking, and management mechanism.

TOTAL ESTIMATED PROPOSED FEE

\$98,550.00

Assumptions

1. The response to question 4, of Addendum No. 2 indicated that the ADA Transition Plan will only address the exterior routes of travel. The Self-Evaluation, will therefore be limited to the programs, activities and services provided by exterior facilities, including, but not limited to:
 - a. Exterior routes of travel
 - b. Walkways
 - c. Curb ramps
 - d. Pedestrian Ramps
 - e. Site Stairs
 - f. Cross Walks
 - g. Bus/Transit Stops
 - h. Passenger Drop-off & Loading Zones
 - i. Accessible Parking
 - j. Stand Alone Restroom Buildings
 - k. Walk-up Concessions (customer side only)
 - l. Exterior Drinking Fountains
 - m. Exterior Telephones
 - n. Exterior Site Elevators
 - o. Amphitheater & Spectator Seating
 - p. Other Exterior Elements
2. Evaluation of the accessibility of programs, activities and services provided by the above listed site elements will be evaluated first through the stakeholder meeting at the beginning of the process and then through a series of face-to-face and/or telephonic meetings with key District/Campus personnel to make decisions related to each identified barrier to determine if it is to be addressed through structural or non-structural means. The decision related to each barrier will be documented in the Transition Plan.

Pacific Access Consulting, LLC

Northern California: 1421 Guerneville Rd., Suite 230, Santa Rosa, CA 95403
Southern California: 1841 Arteique Road, Topanga, CA 90290

(707) 523-0849 office
(818) 343-1370 office

EXHIBIT B SCHEDULE OF HOURLY RATES

HOURLY RATES FOR 2015

Accessibility Consulting Rates

Principal	\$240.00
Principal – Governmental Client	\$185.00
Principal Field Surveyor	\$240.00
Principal Field Surveyor	\$185.00
Accessibility Plan Review	\$150.00
Lead Field Surveyor	\$150.00
Quality Control Review	\$150.00
Field Surveyor	\$90.00
Data Entry	\$60.00

Litigation Consulting Rates

Principal (4-hrs. min. plus expenses)	\$260.00
Deposition/Expert Witness (4-hrs. min. plus expenses)	\$360.00

Reimbursable Expenses

Reimbursable expenses include all expenses incurred by Pacific Access Consulting, LLC, that are a direct benefit to the project and are required to complete a specific scope of work or deliverable such as, but not limited to reproduction, printing, copying, conference calls expenses, delivery services, fees, parking, and project specific supplies, etc., will be invoiced at cost plus 5%.

In-house prints and copies (single sided 8-1/2" x 11") are invoiced as follows:

- Black & White prints/copies at 5¢ per sheet
- Color prints/copies at 10¢ per sheet

Consultants

Expenses for consultants employed by Pacific Access Consulting, LLC will be invoiced at cost plus 15%.

Mileage

Mileage in the interest of the client for vehicles owned by Pacific Access Consulting, LLC or its employees will be charged at the 57.5¢ per mile.

Travel

Time spent in travel in the interest of the client will be charged at hourly rates. Subsistence will be charged when it is necessary for personnel to be away from the office overnight as follows:

- Hotel – US GSA 2015 Rate for the Location
- Meals & Incidental Expenses: US GSA 2015 Rate for the Location
- Rental Car - cost plus gas, standard car