

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of January 5, 2016

ITEM #

ITEM TITLE:

Consider Approval to Enter into an Agreement with Coffman Engineers for Laney College and Merritt College Parking Lot Design Services (RFP 15-16/03).

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to enter into an agreement with Coffman Engineers for Laney College and Merritt College Parking Lots Design Services (RFP 15-16/03), in an amount not-to-exceed \$77,000.

ITEM SUMMARY:

A formal Request for Proposals (RFP) was advertised in a publication of general circulation on October 13, 2015 and October 20, 2015. The Purchasing Department received five (5) proposals from qualified firms with parking lot design experience. The Department of General Services (DGS) and the District's Purchasing Department issued an RFP seeking professional services for the renovation and upgrades to Laney College's overflow parking area and Merritt College's parking lot G. The responses to the RFP were evaluated based on criteria identified in the RFP.

Proposal submissions were scored according to the following evaluative criteria: 1) Vendor's knowledge, experience, and capacity to provide these services, 2) Client References, 3) Staffing Plan, 4) Price Proposal, 5) Environmentally Sustainable Procurement, and 6) Small Local Business Enterprise (SLBE) / Small Local Emerging Business Enterprise (SELBE). A technical screening committee comprising of the District and campus personnel was established to evaluate and score all submissions according to the scoring criteria above. Pursuant to the District Purchasing Procedures, 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. Based on the evaluations, approval is requested for Coffman Engineers to be awarded the contract because they received the highest evaluative score.

The following is the evaluation results:

Firms	Location	Total Points
Coffman Engineers	Oakland, CA	251
Bellecci	Alameda, CA	249
BKF	Oakland, CA	234
Sandis	Oakland, CA	204
Magdave	Oakland, CA	Non Responsive

Coffman Engineers is a privately held company founded in 1979. Jeffrey Webb is the General Manager of the Oakland, California office. The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure A, approved by the voters in Peralta's constituency and authorized under in Resolution 05/06-45, Exhibit A-1, District-Wide, support services for the "acquisition, construction, repair, refurbishment, equipping, upgrading, and modernization of classrooms, campuses, buildings, facilities, and grounds throughout the District."

BACKGROUND/ANALYSIS:

As required by the Public Contract Code and the District's Purchasing Procedures, the District conducted a competitive 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:

Coffman Engineers will provide full design, estimating and construction administration services for improvements on two existing parking lots located at Laney College and Merritt College.

ANTICIPATED COMPLETION DATE:

The anticipated completion date of this project is December 2016.

ALTERNATIVES/OPTIONS:

Not applicable

EVALUATION AND RECOMMENDED ACTION:

The administration recommends the approval of this agreement with Coffman Engineers to provide engineering design services on the existing parking lots at Laney College and Merritt College.

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.)

<p>DOCUMENT PREPARED BY: Prepared by: <u> Dr. Sadiq B. Ikharo </u> Vice Chancellor of General Services</p>

<p>DOCUMENT PRESENTED AND APPROVED BY: Presented and approved by: <u> Dr. Sadiq B. Ikharo </u> Vice Chancellor of General Services</p>

<p>FINANCE DEPARTMENT REVIEW</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> Finance review required <input type="checkbox"/> Finance review <i>not</i> required </p> <p>If Finance review is required, determination is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>If not approved, please give reason: _____</p>

Signature: Ronald D. Little II
Ronald D. 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: Dr. Jowel C. Laguerre
Dr. Jowel C. Laguerre, Chancellor