

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of January 26, 2016**

**ITEM #**

**ITEM TITLE:**

Consider Approval to Enter into a Professional 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 Parking Lot Design Services for Laney College and Merritt College (RFP 15-16/03), in an amount not-to-exceed \$77,000.

**ITEM SUMMARY:**

Coffman Engineers will provide a full design, estimating and construction administration services for improvements on two existing parking lots at Laney College and Merritt College. A formal Request for Proposals (RFP) was advertised in a publication of general circulation on October 13, 2015 and October 20, 2015. The base proposal fee for the engineering design services is \$69,921; an additional \$7079 will cover unanticipated design requirements.

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.

A total of five (5) proposals were submitted to the District by the following firms. The following is the evaluation results:

<b>VENDORS</b>	<b>EVALUATION SCORES</b>	<b>LOCATION</b>
Coffman Engineers	251	Oakland, CA
Bellicci	249	Alameda, CA
BKF	234	Oakland, CA
Sandis	204	Oakland, CA
Magdave	Non-Responsive	Oakland, CA

A project screening committee used the "best value" procurement methodology for evaluation of vendor's proposals. As a result, Coffman Engineers received the highest points of 251. 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 District’s Purchasing Procedures, the District solicited 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:**

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:**

Approval is recommended to enter into an agreement with Coffman Engineers to provide full design, estimating and construction administration services for improvements on two existing parking lots located 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.)

**DOCUMENT PREPARED BY:**

Prepared by: Dr. Sadiq B. Ikharo  
Vice Chancellor of General Services

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. Sadiq B. Ikharo  
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 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

November 5, 2015

Mr. John Hiebert  
Peralta Community College District (PCCD)  
Purchasing Department  
501 5<sup>th</sup> Avenue  
Oakland, CA 94606

Project: RFP No.: 15-16/06 Laney College & Merritt College Parking Lot Design Services  
Oakland, California

Subject: Proposal for Professional Engineering Services

Dear Mr. Hiebert:

Coffman Engineers, Inc. is pleased to submit this proposal for civil and electrical engineering services, as well as land surveying, for the designs associated with the two existing parking lots at two campuses within the Peralta Community School District (PCCD) in Oakland, California. We appreciate the opportunity to work with you on this project.

#### **PROJECT DESCRIPTION**

Based on the RFP dated October 13, 2015, we understand the project will consist of providing full design, estimating and construction administration services for improvements on two existing parking lots at two campuses within the District system, Laney College and Merritt College. The following is an overview of the services required for each location.

##### Laney College Overflow Parking Lot:

- Topographic survey of project site
- Design parking layout and striping based on standard size parking stalls with two direction traffic aisles, 150 to 180 stalls are anticipated by PCCD (Based on the attached conceptual parking lot layout using City of Oakland's Standards for parking space and maneuvering aisle dimensions, the number of stalls will be closer to 110+/-)
- Design site grading to mitigate ponding stormwater and to meet ADA requirements
- Design stormwater conveyance system
- Design stormwater quality treatment facilities to meet C.3 requirements
- Design layout, location and infrastructure for parking lot site lighting, emergency 'blue' phones and security cameras
- 4<sup>th</sup> Street Entrance: Design manually operated gate for 26 foot wide driveway entrance that is lockable by standard padlock and design 6 foot high fencing adjacent to gate with lockable personnel pass through
- 8<sup>th</sup> Street Entrance: Design manually operated gate for 21 foot wide driveway entrance that is lockable by standard padlock and design 6 foot high fencing adjacent to gate that connects to existing parking lot fencing

##### Merritt College Parking Lot G:

- Topographic survey of project site
- Design new parking layout and striping, renovate and repair existing parking lot as needed

Mr. John Hiebert  
Peralta Community College District  
Laney & Merritt College Parking Lot Design Services  
November 5, 2015  
Page 2

- Redesign parking lot entrance and upgrade entrance signage
- Design shall include the demolition & disposal of existing concrete footings and protruding steel columns in area adjacent to playing field as well as existing abandoned steel posts bases
- Design shall include recommendations to improve existing catch basins and drainage with minimal grading
- Design to relocate stop sign at loading dock driveway

## DESIGN CRITERIA

The project will be designed according to the following criteria:

1. 2013 California Building Code
2. 2013 California Plumbing Code
7. 2013 California Electrical Code
3. Current City of Oakland Standards
4. Current Alameda County Standards
5. Current ADA Standards
6. Current State Water Resources Control Board Standards

## BASIC SERVICES

The following basic services will be included with our engineering services through the completion of construction for each parking lot project unless noted otherwise.

1. Civil Engineering Services:
  - a. Site Layout / Planning
    - Preliminary Assessment / Analysis
      - Utilize SITEOPS software in coordination with input from PCCD to determine optimum parking lot layout configurations (maximum 3 alternatives). See attached conceptual parking lot layouts for Laney College and Merritt College that were completed with minimal effort. Coffman often uses this software when the site or parking lot layout hasn't been determined. The software gives the capability to bring many conceptual ideas to life in a fraction of the time it takes with CAD products. Construction documents will be prepared once a final preferred site layout plan has been agreed upon by PCCD.
  - b. Civil Engineering Design / Construction Documents
    - Site Plan  
The Site Plan will include:
      - Layout of drive aisles, parking lot and existing site improvements
      - Number of parking stalls per row and width of stalls in that row
      - Accessible paths of travel and ramps (as needed)
      - Accessible stall striping, painted symbols and signage per State and local codes
      - Directional, parking stall and traffic control striping
      - Entrance and Stop Sign Signage for Merritt College
      - Vicinity Map
      - Project information and scope of work description

- Estimated Earthwork for Laney College
  - Legend and general notes applying to project
  - Erosion & Sediment Control Plan  
The Erosion & Sediment Control Plan will locate, identify and detail best management practices recommended for temporary erosion protection during construction as well as erosion control notes.
  - Site Demolition Plan  
The Site Demolition Plan will identify items to be removed or to remain and be protected for Merritt College.
  - Grading & Drainage Plan  
The Grading & Drainage Plan will include:
    - Existing contours (1' interval – as provided by the survey)
    - Existing site improvements
    - Proposed contours (1' interval)
    - Benchmark location and elevation (as provided by the survey)
    - Finish grade elevations for the parking lots and surrounding area
    - Spot grades
    - Storm drain pipe sizes, alignments and associated drainage structures, where needed
    - C.3 Requirements, stormwater quality treatment facilities for Laney College
    - Construction notes
    - Legend and general notes applying to this sheet
  - Typical Sections and Detail Sheets  
Typical Sections and Detail Sheets will include any necessary sections and details as referenced on the civil plans.
  - Specifications  
Specifications will be provided for the items included on the civil engineering plans. We anticipate using MasterSpec specifications for our base template.
  - On-Site Storm Drainage Calculations  
On-site storm drainage calculations for the improvements will be prepared to support the design. Includes hydrology calculations for generated storm water flows, collection and conveyance systems, and stormwater quality treatment systems.
  - PCCD Review and Approval  
90% submittal package to be reviewed and approved by PCCD prior to 100% submittal package to DSA. Address plan review comments from PCCD.
  - DSA Application Assistance  
Provide assistance filling out DSA applications. Assumes client will deliver submittal package to the DSA and pay required fees.
  - Address DSA Comments  
Address plan review comments from DSA.
2. Electrical Engineering Services (Zeiger engineers Inc., see attached qualifications, scope of services and fee):
- Construction Documents
    - Coordination with Laney IT and security staffs for project implementation requirements for emergency call phones and CCTC surveillance system
    - Site assessment

- Parking lot and underpass lighting
  - Possible new PG&E electric metered service if nothing can be worked out with City of Oakland using their power.
  - Photometric studies of parking lot lighting
  - Progress submittals (PS&E)
  - Construction Administration and contract closeout
3. Land Surveying Services (KCP Inc., see attached qualifications, scope of services and fee):
- Topographic Survey
    - Prepare a topographic survey of the two parking lots, elevations at 25-foot grid.
    - Survey all physical and visible items
    - Survey drainage facilities – manholes, catch basins, etc.
    - Survey 25-feet outside of subject area
4. Civil Engineering Construction Assistance (CA) Services:
- Provide assistance during bidding phase (if necessary).
  - Attend pre-construction conference.
  - Conduct a maximum of two (2) site observation visits total (includes final punch).
  - Address contractor questions and requests for information during construction.
  - Review shop drawings and material submittals (if necessary).
  - Prepare final punch list.
  - Prepare record drawings by incorporating contractor redlines into the plans (if necessary).

#### **ADDITIONAL SERVICES**

The following services are not included under Basic Services and will be considered Additional Services to the Agreement:

1. **REDESIGN DUE TO VALUE ENGINEERING OR CONSTRUCTABILITY REVIEWS:** Value engineering or constructability review that requires redesign or additional effort will be considered an additional service. Value engineering required due to cost escalation if the project schedule changes will be considered an additional service.
2. **ADDITIONAL SITE OBSERVATION VISITS:** Construction observation visits in addition to those noted above can be performed as requested. Additional site observations visits can be provided at a fee of \$500 per occurrence (includes preparation of site observation report).
3. **FIELD QUALITY CONTROL TESTING:** Client will engage and pay for the services of a qualified independent geotechnical engineering testing agency to perform field quality control testing.

Additional Services will be billed on a time and expenses basis with client authorization or an Additional Services Agreement will be prepared.

#### **DELIVERABLES**

Coffman Engineers will prepare a plan review submittal package for PCCD to submit to the DSA to obtain approvals. We understand the DSA approved set will be utilized to prepare a final bid set of plans. We will provide PDFs of the deliverables noted above, as well as CAD files of our drawings.

### ASSUMPTIONS/CLARIFICATIONS

Our proposal assumes the following assumptions and clarifications:

1. Special studies including traffic, environmental, environmental impact statements, air quality, seismic, etc. are not included.
2. Utility company, agency, material testing and processing fees are not included.
3. Client will pay for permit fees, submit the noted plans to the DSA and coordinate the permitting process. Coffman Engineers, Inc. will respond to and address plan comments from the DSA and client.
4. Off-site improvements are not included.
5. Stormwater Pollution Prevention Plan (SWPPP) is not included.
6. Qualified SWPPP Practitioner (QSP) services during construction are not included.
7. Stormwater volume reduction design is not included based on parking lots not increasing impervious area.
8. Geotechnical Investigation is not included.
9. Pavement design recommendations are not included. Pavement section will match existing or adjacent PCCD parking lots.
10. Project plans to be reviewed and approved by DSA and PCCD.
11. Sufficient electrical power is available at the Laney College parking lot.
12. Motorized gate and pay stations are not included.
13. Retaining walls, concrete light pole bases and structural design are not included.
14. Environmental engineering, calculations and permitting are not included.
15. Merritt College parking lot improvements are only repairs in nature and C.3 requirements do not apply.
16. Separate design-bid-build packages will be prepared for each parking lot.
17. Boundary surveying services, including easements, legal descriptions, exhibits, or dedications are not included.

### ENGINEERING FEES

Basic services for civil and electrical engineering as well as land surveying will be performed on a lump sum basis for the work described above as follows:

Civil Engineering Services:	\$ 35,161
Electrical Engineering Services:	\$ 17,000
Land Surveying Services:	\$ 11,880
Civil Engineering CA Services:	\$ 5,880

**TOTAL:** **\$ 69,921**

Attached is a more detailed itemized cost spreadsheet providing a breakdown for each task for each parking lot.

Invoices will be provided once a month and will reflect billing on a percent complete basis.

Mr. John Hiebert  
Peralta Community College District  
Laney & Merritt College Parking Lot Design Services  
November 5, 2015  
Page 6

**REIMBURSABLE EXPENSES**

Reimbursable expenses are included in the total fee noted above. We assume the client will be responsible for reprographic costs associated with the final deliverables to the DSA and Contractors.

Thank you for the opportunity to provide you with this proposal. We look forward to working with you on this project.

COFFMAN ENGINEERS, INC.



Roy Worthen, P.E. #73733  
Senior Engineer, Civil Engineering



Jeffrey C. Weber, S.E. #2866  
General Manager, Vice President

Attachment:    Conceptual Parking Lot Layouts for Laney College and Merritt College  
                  Itemized Cost Spreadsheets for Laney College and Merritt College  
                  Electrical Engineer's Qualifications, Scope of Services and Fee  
                  Surveyor's Qualifications, Scope of Services and Fee

This proposal is acceptable to Peralta Community College District:

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**OAKLAND OFFICE  
BILLING RATE SCHEDULE**

**Effective January 1, 2016**

**PERSONNEL HOURLY RATES**

General Manager	\$210
Senior Project Manager	\$170
Project Manager	\$158
Senior Engineer	\$158
Engineer III	\$141
Engineer II	\$120
Engineer I	\$111
Senior Designer	\$128
Designer III	\$118
Designer II	\$111
Designer I	\$101

**These rates are valid until December 31, 2016.**