

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

ITEM TITLE:

Consider *Ratification* of a Chancellor Approved Contract with Kaelin Construction Inc. for the Installation of Chemistry Fume Hoods and Associated Ductwork Modifications at the College of Alameda (Bid No. 15-16/16).

SPECIFIC BOARD ACTION REQUESTED:

Ratification is requested for a Chancellor approved construction agreement with Kaelin Construction Inc. for the Installation of Chemistry Fume Hoods at the College of Alameda (Bid No. 15-16/16), the amount not-to-exceed \$82,889.

ITEM SUMMARY:

This contract for Installation of Chemistry Fume Hoods and Associated Ductwork Modifications at College of Alameda is part of the Chemistry Hoods at Existing Building D (“CHED”) project, which responds to an urgent request from the College to provide chemistry instruction facilities at the main campus in Spring 2016. The scope of this contract integrates closely with fixtures, furniture, and equipment. The amount of the contract is consistent with the approved project budget, engineering cost estimate, and with the approved project funding.

Under this Agreement, the contractor will complete the following scope of work:

- 1) Provide labor and material required for all connections and hook-ups necessary to provide a complete, functional, finished, and certifiable system for three chemistry hoods in the laboratory/classroom and one chemistry fume hoods in the preparation room; and
- 2) Perform existing equipment assessments and provide professional level reports and conditions and provide recommendations.

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:

The President of COA submitted an urgent request to increase the facilities available for chemistry instruction on the main campus for spring semester 2016 by re-activating the chemistry suite in building D that was underutilized when the chemistry facility at 860 Atlantic was completed. Most of the facilities

components needed to support instruction were still present, with the major exception of chemistry fume hoods and chemical storage cabinets which had been relocated to 860 Atlantic and will remain in use at that facility.

In pursuant to the District's Purchasing Procedures, the Purchasing Department conducted a formal competitive solicitation, and the bid package was advertised in general newspaper publication on November 27, 2015 and December 2, 2015. Although, the administration reached out to six (6) firms that specialize in this type of work, only one (1) contractor (Kaelin Construction Inc.) attended the mandatory pre-bid meeting on December 8, 2015.

As a result total of one (1) bid was received, as follows:

VENDORS	Bid	LOCATION
Kaelin Construction Inc.	\$82,889	Pleasanton, CA

The lowest responsible and responsive bid was submitted by Kaelin Construction Inc., in the amount of \$82,889. Mitch Kaelin, the president of Kaelin Construction Inc., specializes in construction services for life sciences facilities.

Deliverables and Scope of Work:

The Contractor will install chemistry fume hoods and chemical storage cabinets provided by the District and modify existing ductwork to improve the exhaust system for chemical storage. The work of this contract will be phased to coordinate with the delivery of the equipment and the instruction schedule for the college.

ANTICIPATED COMPLETION DATE:

The anticipated completion date is by the end of May 2016. The fieldwork for this project is expected to occur in several phases, which have been coordinated with the instruction schedule by the Vice President for Instruction at COA.

ALTERNATIVES/OPTIONS:

Provision of additional course sections at 860 Atlantic or locate the chemistry instruction elsewhere on the main campus.

EVALUATION AND RECOMMENDED ACTION:

The urgency of completing the project, the Vice Chancellor of DGS recommends proceeding with award and the Director of Purchasing approves.

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

YES _____ No X

COMMENTS:

None

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

Date: January 12, 2016

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

Date: January 12, 2016

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, 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: Nitash Sawhney
Nitasha Sawhney, 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

RESOLUTION 15/16-26

**ACCEPT BID AND AWARD CONTRACT FOR
INSTALLATION OF CHEMISTRY FUME HOODS AND ASSOCIATED
DUCTWORK MODIFICATIONS AT THE COLLEGE OF ALAMEDA
(Bid No. 15-16/16)
TO
KAELIN CONSTRUCTION INC.**

WHEREAS, this Board has heretofore advertised for bids to secure all labor, material, equipment, mechanical workmanship, transportation and services for the Installation of Chemistry Fume Hoods and Associated Ductwork Modifications at the College of Alameda (Bid No. 15-16/16); and

WHEREAS, one (1) bid was received in response to said advertisement on November 27, 2015 and December 2, 2015; and

WHEREAS, this Board does hereby accept the bid of Kaelin Construction Inc. and

NOW, THEREFORE, BE IT RESOLVED that this Board does hereby accept the bid of Kaelin Construction Inc., 7020 Koll Center Parkway, Suite 130, Pleasanton, CA 94566 for Total Bid in the amount of EIGHTY TWO THOUSAND EIGHT HUNDRED EIGHTY NINE and 00/100 DOLLARS (\$82,889); and

BE IT FURTHER RESOLVED that the bid of the other bidders shall be and the same are hereby rejected; and

BE IT FURTHER RESOLVED that the Secretary of this Board be and he is hereby authorized and directed to enter into a contract in accordance with law with said Kaelin Construction Inc. for the Installation of Chemistry Fume Hoods and Associated Ductwork Modifications at the College of Alameda (Bid No. 15-16/16) and the bid bond of said bidder be returned to it upon the acceptance of said contract together with the bonds attached thereto.

PASSED AND ADOPTED this 26th of January, 2016. The full Board has voted in support of this resolution, unless the Board meeting minutes reflect otherwise.

Jowel C. Laguerre
Chancellor and Secretary
Board of Trustees
Peralta Community College District

COPY



Project Proposal

Peralta Community College District

College of Alameda

Installation of Chemistry Fume Hoods and Associated Ductwork Modifications



Marie Hampton
Peralta Community College District
501 5th Avenue
Oakland, CA 94606

1-5-16

College Of Alameda

Installation of Chemistry Fume Hoods and Associated Ductwork Modifications

Dear Ms. Hampton

We are very excited for the opportunity to provide this proposal for the College of Alameda fume hood project. We have carefully reviewed the drawings, including addendums and we believe this proposal addresses each item as indicated. We're confident that we understand the goals and objectives for this project and that we have provided an accurate and realistic lump sum proposal.

Our team for this project will include Mitch Kaelin project manager, Gary Gundlach superintendent, and accounting manager Melissa Oyler. We have worked together on an extensive list of successful projects. We proactively plan and manage our projects to minimize disruption, provide exceptional value and stay on schedule and within budget. Our resumes are attached for your review and use.

Our proposed subcontractors for this project include Atlas Electric and Southland Industries. We have extensive experience working with these proven partners on many successful projects. Our experience working together will provide a seamless efficient project flow from developing drawings, to field activities and throughout project close out.

We have included several alternates including electrical safety items, pre-construction air balance, a solution to the exhaust system capacity issue mentioned below, and overtime options to accelerate phase I completion and to perform phase II during off hours (evenings). All allowances and alternates are 100% client controlled. Allowances are items that are likely to be required and alternates are optional items. Allowances are included in the base bid, alternates would be an added cost if selected. Our fee is 5.5% of the total project value and represents the only mark-up/fee included in this proposal. This mark-up/fee is the same for any change orders that may arise. All costs including fee are also subject to an insurance fee of 1.5%.

We understand that the goal for this project is to get started and completed as quickly as possible (prior to classes or ASAP thereafter). We have included a detailed schedule which is based upon the projected fume hood delivery dates which indicates the first phase of construction completed on 1-29-16 and the second phase completed 2-22-16.



Concerning the electrical safety issues, Atlas Electric noted that several existing electrical box and device plates and KO seals are missing. We have included an alternate cost of \$2,176 to install new device plates (15 locations) and KO seals within our area of work.

Concerning the exhaust system capacity, Southland Industries has performed a cursory engineering study of the existing exhaust system, the existing conditions and the new fume hood requirements and flammable cabinets, and have determined that the exhaust system is slightly deficient. Southland has provided a potential solution to this exhaust deficiency issue including converting room D104 from existing exhaust system and connecting room D104 to the existing return-air system for a cost of \$10,730. This option would remove room exhaust from D104 and utilize that exhaust capacity for the new fume hoods and flammable cabinets. This option assumes that the balance report provided is accurate. Another option is to install a new fan for only room D104 for approximately \$40,000 (more investigation is needed to specify this cost). Once the chemical storage cabinets were relocated outside of room D104 it does not appear that this room requires exhaust versus return air ventilation.

Concerning air balancing and fume hood certification, we have included the cost to air balance the first floor as required. We have not included the cost to 'certify' the fume hoods, this scope of work is almost always performed by the client as a form of check and balance. We can perform this work utilizing an independent testing subcontractor if requested for approximately \$3,000.

Concerning overtime added cost options to accelerate field activities. One option provides Saturday work during MEP rough-in (1-16-16) and the second option provides Saturday work during air balancing activities (1-23-16). We have provided two options to accommodate the variables of actual phase I fume hood delivery date. We have also provided an alternate to perform phase II during off hours (evenings).

Again, we are excited for the opportunity to provide this proposal and hope that this proposal meets with your approval. We are available to perform your project during the time frame required and we anxious to get started and have this project completed as quickly as possible.

If you have any questions, we would be excited to discuss this proposal in more detail.

Mitch Kaelin

A handwritten signature in blue ink that reads "MKaelin".

President, LEED AP



LUMP SUM PROPOSAL

Client: Peralta Community College District Date: 01/05/16
Attention: Marie Hampton
Project: College Of Alameda Fume Hood Installation and Ductwork Revisions Project KCI Project Number: 16-008

Description: Provide all labor, material and equipment to install fume hood and flammable cabinets provided by client and to revise existing exhaust and return-air ductwork including: demolition of existing casework, exhaust, electrical and piping connections to four new fume hoods in two phase as dictated by actual fume hood delivery dates, installation and exhaust connection at two new flammable cabinets and installation of two chemical storage cabinets including seismic restraints, revision of existing duct work per RFP to provide room exhaust at flammable cabinet room (see cover/approach letter concerning exhaust capacity and alternate solution), protection, daily clean up and full time supervision. We have included the cost to provide piping, HVAC and electrical drawings for the purpose of identifying project scope. Demolition of safety shower and adjustment of floor cover is included in this proposal.

Standard Exclusions Testing, Certifications, Hazardous Materials Testing Or Removal. Overtime Unless Alternates Are Selected. Mechanical, Electrical or Plumbing Engineered Permit Drawings. Permits. Voice/Data Cabling Or Connections. Any ADA Scope Not

Project Clarifications Please see attached cover / approach letter for additional information.

Base Bid: 72,158.35

Alternate Added Costs Options:

Electrical Safety Repairs	\$ 2,176
Pre-Construction Air Balance Survey	\$ 6,158
Exhaust / Return-Air Ductwork Revisions	\$ 10,730
MEP Rough-In Overtime	\$ 3,596
Air Balancing Overtime	\$ 2,247
Phase II After Hours Installation	\$ 4,890
Alternates Total	29,797.00

This bid is valid for 30 days unless accepted in writing by owner.



LUMP SUM PROPOSAL

Client: Peralta Community College District

Date: 01/05/16

Attention: Marie Hampton

Project: College Of Alameda Fume Hood Installation and Ductwork Revisions Project

KCI Project Number: 16-008

Labor / GCs:

Project Management	Cost
General Conditions	2,860.00
Supervision	1,065.00
	<u>7,920.00</u>
Labor Total	11,845.00

Materials:

Material Total 1,201.75

Equipment:

Equipment Total 475.00

Self Performed Work - Subcontractors

KCI	Protection	912.00
KCI	Demolition	1,760.00
KCI	Install Flammable / Chemical Cabinets	3,104.00
KCI	Misc Carpentry	912.00
KCI	Drywall / Painting Repairs	1,824.00
SOUTHLAND	Piping / HVAC / Air Balance	35,495.00
ATLAS	Electrical	6,657.00
KCI	Clean-Up	<u>3,200.00</u>
Subcontractor Total		53,864.00

Subtotal 67,385.75

Fee @ 5.50% 3,706.22

Insurance @ 1.50% 1,066.38

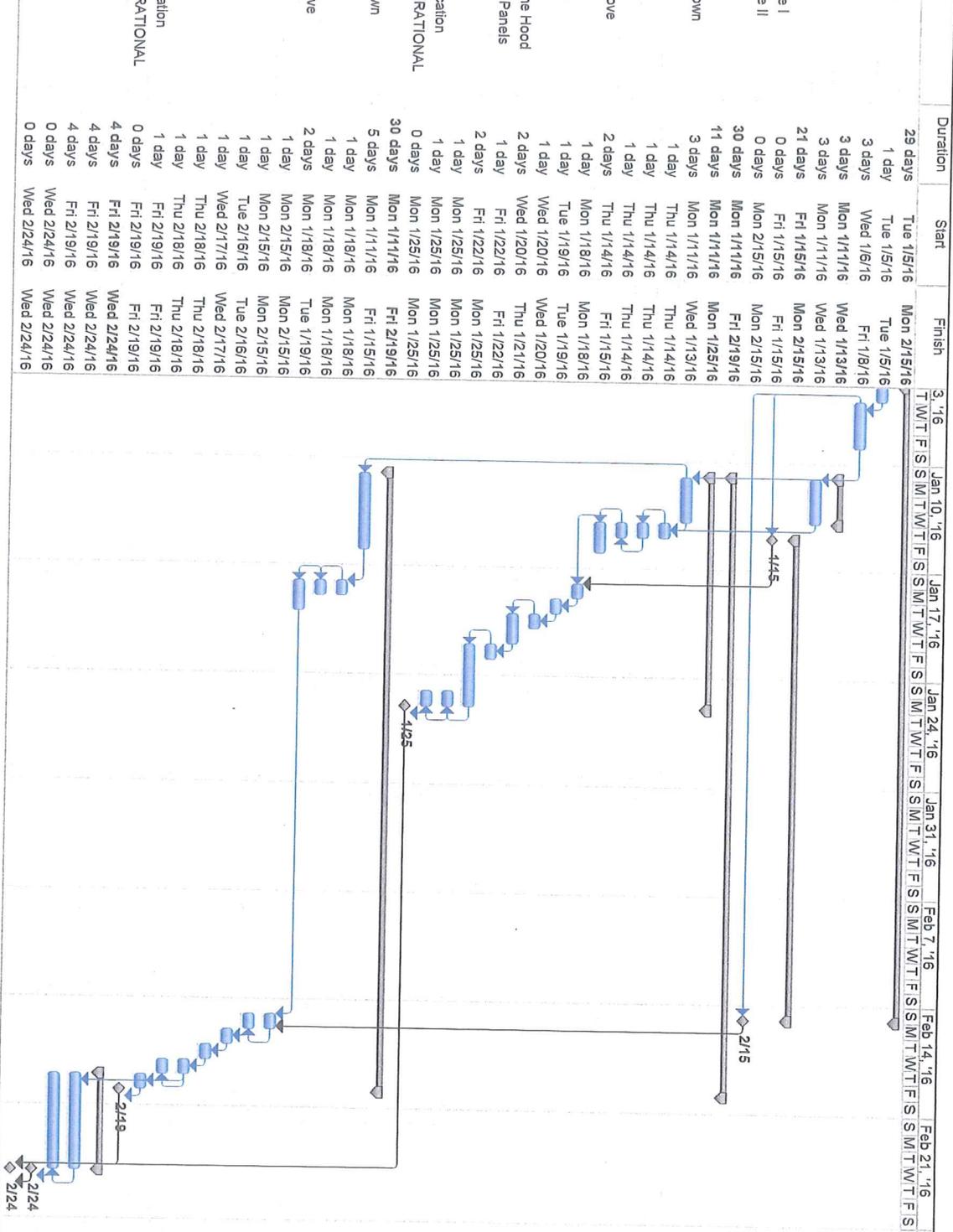
Total 72,158.35



COLLEGE OF ALAMEDA FUME HOOD PROJECT Proposal Schedule

1-5-16

ID	Task Name	Duration	Start	Finish	3-16	Jan 10, '16	Jan 17, '16	Jan 24, '16	Jan 31, '16	Feb 7, '16	Feb 14, '16	Feb 21, '16	Feb 28, '16	Mar 6, '16				
					T	W	F	S	M	T	W	F	S	M	T	W	F	S
1	PRECONSTRUCTION	29 days	Tue 1/5/16	Mon 2/15/16														
2	KCI Submitts Proposal	1 day	Tue 1/5/16	Tue 1/5/16														
3	GC Selected	3 days	Wed 1/6/16	Fri 1/8/16														
4	Design	3 days	Mon 1/11/16	Wed 1/13/16														
5	Scope Drawings	3 days	Mon 1/11/16	Wed 1/13/16														
6	Procurement	21 days	Fri 1/15/16	Mon 2/15/16														
7	Fume Hood Phase I	0 days	Fri 1/15/16	Fri 1/15/16														
8	Fume Hood Phase II	0 days	Mon 2/15/16	Mon 2/15/16														
9	CONSTRUCTION	30 days	Mon 1/11/16	Fri 2/19/16														
10	PHASE I	11 days	Mon 1/11/16	Mon 1/25/16														
11	Coordinate Shutdown	3 days	Mon 1/11/16	Wed 1/13/16														
12	Safe-Off Utilities	1 day	Thu 1/14/16	Thu 1/14/16														
13	Demo MEP	1 day	Thu 1/14/16	Thu 1/14/16														
14	Demo Casework	1 day	Thu 1/14/16	Thu 1/14/16														
15	Rough In MEP Above	2 days	Thu 1/14/16	Fri 1/15/16														
16	Install Casework	1 day	Mon 1/18/16	Mon 1/18/16														
17	Install Epoxy Tops	1 day	Tue 1/19/16	Tue 1/19/16														
18	Install Fume Hood	1 day	Wed 1/20/16	Wed 1/20/16														
19	Install MEP At Fume Hood	2 days	Wed 1/20/16	Thu 1/21/16														
20	Install Fume Hood Panels	1 day	Fri 1/22/16	Fri 1/22/16														
21	Air Balancing	2 days	Fri 1/22/16	Mon 1/25/16														
22	Final Clean	1 day	Mon 1/25/16	Mon 1/25/16														
23	Fume Hood Certification	1 day	Mon 1/25/16	Mon 1/25/16														
24	FUME HOOD OPERATIONAL	0 days	Mon 1/25/16	Mon 1/25/16														
25	PHASE II	30 days	Mon 1/11/16	Fri 2/19/16														
26	Coordinate Shutdown	5 days	Mon 1/11/16	Fri 1/15/16														
27	Safe-Off Utilities	1 day	Mon 1/18/16	Mon 1/18/16														
28	Demo MEP	1 day	Mon 1/18/16	Mon 1/18/16														
29	Rough In MEP Above	2 days	Mon 1/18/16	Tue 1/19/16														
30	Install Casework	1 day	Mon 2/15/16	Mon 2/15/16														
31	Install Epoxy Tops	1 day	Mon 2/15/16	Mon 2/15/16														
32	Install Fume Hood	1 day	Tue 2/16/16	Tue 2/16/16														
33	Final Connections	1 day	Wed 2/17/16	Wed 2/17/16														
34	Air Balancing	1 day	Thu 2/18/16	Thu 2/18/16														
35	Final Clean	1 day	Thu 2/18/16	Thu 2/18/16														
36	Fume Hood Certification	1 day	Fri 2/19/16	Fri 2/19/16														
37	FUME HOOD OPERATIONAL	0 days	Fri 2/19/16	Fri 2/19/16														
38	PROJECT CLOSE OUT	4 days	Fri 2/19/16	Wed 2/24/16														
39	Air Balance Report	4 days	Fri 2/19/16	Wed 2/24/16														
40	Warranties / Guarantees	4 days	Fri 2/19/16	Wed 2/24/16														
41	Submit TOP	0 days	Wed 2/24/16	Wed 2/24/16														
42	PROJECT COMPLETE	0 days	Wed 2/24/16	Wed 2/24/16														



MITCH KAELIN

KAELIN CONSTRUCTION, INC.

7020 KOLL CENTER PARKWAY, SUITE 130
PLEASANTON, CA 94566

mitch@kaelininc.com

OFFICE (925) 461-4301

CELL (650) 743-9411

FAX (925)461-4302

PRESIDENT / PROJECT MANAGER

At Kaelin Construction, we have the expertise that comes from more than 25 years of experience in a variety of successful life science projects, ranging from \$10,000 to \$50 million. We have a wide range of Bio Tech and laboratory experience including cGMP and aseptic labs, vivariums, glass wash suites, BSL and H occupancies and associated support spaces (mechanical, light industrial, warehouse, etc). A committed contractor with demonstrated technical and managerial strengths, including:

- * Quality Projects Performed on Time with Precise Attention to Details
- * Exceptional Customer Service and Satisfaction
- * Efficient and Cost Effective Services within Budget
- * Flexibility to Adjust Our Services to Your Project Specific Needs
- * Minimal Facility or User Disruption in an Occupied Critical Environment
- * Ownership of All Projects
- * LEED Accredited Professional

REFERENCES	RELEVANT EXPERIENCE
Mr. Greg Canfield Roche Molecular Systems (925) 730-8290	Gilead Sciences, Inc., Foster City, CA <ul style="list-style-type: none">• Building 335 Waste Room Upgrades, \$366K• Building 346 HVAC Upgrades, \$323K• Campus Trash Enclosure Upgrades, \$168K• Building 373 Asphalt Repairs, \$122K• Building 344 SFC Upgrades, \$84k• Building 368 VBE Project, \$89K• Building 324 Process Chiller Installation, \$51k• Building 368 CDA Project, \$42K• Building 368 UPS/DATA, \$35K• Building 362 Lab 16148 Sonic Man Project, \$24K• Building 335 GMP AO Lab Project, \$22k• Building 368 Stability Chamber, \$21K• Building 100 Pavers Project, \$21K• Building 378 Parking Lot Restriping Project, \$19K• Building 346 New BSC Storage Project, \$16K• Building 384 UPLC Installation, \$12K• Snorkel Removal and Installation, \$16K• Over 50 Campus Maintenance projects with a value between \$5-20k each
Mr. Todd Shimizu HCP (650) 875-1005	
Sean McKillop Novartis (650) 622-1878	
Mr. Rhen Morales Threshold Pharmaceuticals (650) 576-0338	
	<ul style="list-style-type: none">• Novartis Pharmaceuticals, Lab Modifications, San Carlos CA, \$690K• Novartis Pharmaceuticals, VSBE 3113, San Carlos CA, \$56K• Exelixis, VCT/P-Trap Upgrades, South San Francisco CA, \$42K• Masonic Hall, Truss Repair, Castro Valley CA, \$240K• Roche Molecular Systems, Campus Safety Upgrades, Pleasanton CA, \$109k• Roche Molecular Systems, Clinical Operations Laboratory, 4,000 sq. ft. tenant improvements of laboratories, Pleasanton CA, \$156K

- Threshold Pharmaceuticals, Inc., New SSF Location, Building 170 Tenant Improvements, 10,000 sq. ft tenant improvements of laboratories, MRI lab, glass wash with office support areas and boardroom, South San Francisco CA, \$398K
- General Catalyst Partners, New West Coast Office, Office Tenant Improvements, 3,000 sq. ft. tenant improvements of offices, conference rooms, kitchen space on the second floor, Palo Alto CA, \$240K
- Agilent Technologies, Structural Upgrades, Folsom CA, \$40.6K
- Exelixis, Building B169 Tissue Culture Lab, 1,000 sq. ft. tenant improvement of Lab 127 including E-power receptacles, South San Francisco CA, \$52K
- Roche Molecular Systems, Room 5239, Laboratory Tenant Improvements, 1,000 sq. ft. retrofit of lab to File Room, Pleasanton CA, \$29K
- Roche Molecular Systems, Robotics Lab 6511, 2,000 sq. ft. tenant improvement of Lab 6511, Pleasanton CA, \$31K
- Exelixis, B210 Kilo Lab Duct Repairs, retrofit of laboratory, South San Francisco CA, \$27K
- Exelixis, Building 249 Server Room Access, 4,000 sq. ft. tenant improvement of Server Room including card readers at exterior door, South San Francisco CA, \$125K
- Exelixis, Building 169, 170, 210, 220, 240 and 249 Office and Laboratory Tenant Improvements, 5,000 sq. ft. tenant improvements of labs and office support areas including, Cold Room, Turret Lab, Conference Room, Card Readers, and HPLC Utilities, South San Francisco CA, \$105K
- Shaklee CEO Office / Boardroom Revisions 3,000 sq. ft., new casework, security and finishes, Pleasanton Ca, \$54K
- Exelixis, Building 170 PCR Lab, 1,400 sq. ft. tenant improvements of laboratories, South San Francisco CA, \$174K
- Exelixis, Building 210 Bio-Analytical Secure Stockroom, 4,500 sq. ft. tenant improvements of laboratories including card readers, HEPA's and E-Power, South San Francisco CA, \$106K
- Exelixis, Building 240 Viral-T/C Laboratory, 1,500 sq. ft. tenant improvement of laboratories, South San Francisco CA, \$65K
- Genentech, Building 41 Lab and Office Build-out, 19,000 sq. ft. build-out of laboratory, office space and lobby on the first floor, South San Francisco CA, \$5.5M
- Roche Molecular Systems, New Research Building, new three story 137,299 sq. ft. office/lab building; includes site work and new connectors to office buildings and warehouse, Pleasanton CA, \$46M
- Alexandria Real Estate Equities, 681 Gateway Tenant Improvements, four story conversion of cold shell to corporate office space, South San Francisco CA, \$11M
- Exelixis, Laboratory Tenant Improvements, build-out of a new 50,000 sq. ft. cold shell into biology and chemistry laboratories with support areas, South San Francisco CA, \$10.5
- Sugen, Office and Laboratory Tenant Improvements, tenant improvements of 50,000 sq. ft. of office space on the first floor as well as laboratories on the second floor, South San Francisco CA, \$6.5M

Gary Gundlach

Superintendent

gary@kaelininc.com
Cell (209) 596-3611

SUMMARY

Gary is an experienced construction professional with excellent coordination and field management skills. Gary takes a hands on approach to managing job sites and becomes knowledgeable in every project detail. Gary has also demonstrated the ability to self-perform task while managing smaller projects. Gary understands the significance in providing the highest level of customer service and is always willing to do whatever it takes to deliver successful projects on time, on budget and of the highest quality. Additionally, Gary will also closely manage all aspects of site access, site protection and clean up, and our number one priority; safety.

PROFESSIONAL EXPERIENCE

Kaelin Construction, Inc., Pleasanton, CA **Superintendent**

January 2015 to Present

Gilead Sciences, Inc., Foster City, CA

- Building 335 Waste Room Upgrades, \$366K
- Building 346 HVAC Upgrades, \$323K
- Campus Trash Enclosure Upgrades, \$168K
- Building 373 Asphalt Repairs, \$122K
- Building 344 SFC Upgrades, \$84k
- Building 368 VBE Project, \$89K
- Building 324 Process Chiller Installation, \$51k
- Building 368 CDA Project, \$42K
- Building 362 Lab 16148 Sonic Man Project, \$24K
- Building 368 UPS/DATA, \$35K
- Building 335 GMP AO Lab Project, \$22k
- Building 368 Stability Chamber, \$21K
- Building 378 Parking Lot Restriping Project, \$19K
- Building 346 New BSC Storage Project, \$16K
- Building 384 UPLC Installation, \$12K
- Over 50 Campus Maintenance projects with a value between \$5-20k each
- **Saybolt, L.P., Core Laboratories** Build-Out, Concord CA, \$390K
- **Novartis Pharmaceuticals**, VSBE 3113, San Carlos CA, \$56K
- **Exelixis**, VCT/P-Trap Upgrades, South San Francisco CA, \$42K

CT Brayton & Sons, Escalon, CA

February 2008 to February 2013

Superintendent

- Ground up construction including: Hospital, school, stadium, gymnasiums/multi-purpose projects.

Devcon Construction, Foster City, CA

January 1986 to February 2008

Superintendent

- Applied BioSystems
- Tenant improvement
- Commercial business parks
- Tilt up, cold storage
- Street improvements
- Industrial sites

MELISSA OYLER
ACCOUNTING MANAGER

mroyler@yahoo.com
Cell (925) 784-1749

SUMMARY

A results-oriented financial manager with over 10 years of broad based accounting experience working within small privately held companies to international publicly held organizations. A team player with exceptional customer service, coupled with demonstrated technical and managerial strengths including job cost tracking / reporting and exceptional customer service, providing fast accurate response to client requests.

PROFESSIONAL EXPERIENCE

Kaelin Construction, Inc., Pleasanton, CA

Manages the daily financial operations and produces monthly financial statements. Monitors and tracks job costs with emphasis on cost control. Overall documentation management including timely delivery of all project documentation; submittals, RFIs, change orders, and TOPs (Turn-Over-Package).

- WIP, cash-flow analysis, forecasting, and performance variance analysis by job.
- Cost accounting with emphasis on project estimation, analysis and cost control.
- Timely delivery of job documents including: TOP package, RFIs, change orders, COIs and warranties.
- Prepare year-end financial statements and corporate tax returns.
- Quick response to all client and subcontractor inquiries.
- Specific areas of responsibility include: A/R invoicing, A/P, fixed asset management, general ledger, bank, credit card and account reconciliations, and various research projects.

RELEVANT EXPERIENCE

Kaelin Construction, Inc., Pleasanton, CA
Accounting Manager

2012 - Current

Gilead Sciences, Inc., Foster City, CA

- Campus Trash Enclosure Upgrades, \$168K
- Building 373 Asphalt Repairs, \$122K
- Building 344 SFC Upgrades, \$84k
- Building 368 VBE Project, \$89K
- Building 368 CDA Project, \$42K
- Building 362 Lab 16148 Sonic Man Project, \$24K
- Building 335 Waste Room Upgrades, \$366K
- Building 346 HVAC Upgrades, \$323K
- Building 324 Process Chiller Installation, \$51k
- Building 335 GMP AO Lab Project, \$22k
- Building 378 Parking Lot Restriping Project, \$19K
- Building 346 New BSC Storage Project, \$6K
- Building 384 UPLC Installation, \$12K
- Building 368 Stability Chamber, \$21K

- Saybolt, L.P., Core Laboratories Build-Out, Concord CA, \$390K
- Novartis Pharmaceuticals, VSBE 3113, San Carlos CA, \$56K
- Novartis Pharmaceuticals, Lab Modifications, San Carlos CA, \$690K
- Masonic Hall, Truss Repair, Castro Valley CA, \$240K

The Active Network, San Diego, CA
Staff Accountant

2007 - 2012

Managed revenue from agreements with national organizations, such as LA Galaxy, PayPal, and AYSO.

EDUCATION

University of Phoenix, San Jose, CA
Bachelor of Art, Business Administration

2004



Peralta Community College District

VENDOR'S QUESTIONNAIRE AND CERTIFICATE BY COMPLIANCE

The following information is requested for information purposes only. It will not be used in determining bid award.

1/5/16
Date

Kaelin Construction, Inc. (925) 461-4301
Firm Name Telephone

(925) 461-4302 Mitch@kaelininc.com KaelinConstruction.com
Business Fax Email Address Website

7020 Koll Center Parkway Suite 130 Pleasanton CA 94566-3107
Street Address City/State Zip Code + 4®

7020 Koll Center Parkway Suite 130 Pleasanton CA 94566-3107
Mailing Address City/State Zip Code + 4®

Type of Organization (Check one) Individual Partnership Corporation

Name of Owner(s) Mitch Kaelin State of Incorporation (if applicable) CA

Name of Partners None (I) Indicate (G) General (L) Limited General

Local Address _____

\$ 1.43 million
Dollar Amount of Annual Business

The District is identifying vendor ownership as follows:

	Asian-American (Chinese, Japanese, Korean, Vietnamese)	Black or African- American	Filipino	Latino (other than Mexican or Mexican- American)	Mexican or Mexican- American	Native - American	Pacific Islander, other Asian	White	Disabled	Veteran	Women	Subcontractor	Employee	Apprentice
Total #								1						
% of assets								100						

The District is identifying vendor workforce as follows:

	Asian- American (Chinese, Japanese, Korean, Vietnamese)	Black or African- American	Filipino	Latino (other than Mexican or Mexican- American)	Mexican or Mexican- American	Native - American	Pacific Islander, other Asian	White	Disabled	Veteran	Women	Subcontractor	Employee	Apprentice
Total #				2				1			1			1

Explain whether current workforce is racially and ethnically proportionate to the area from which the workforce is drawn (national, state, or local). Use separate sheet if necessary.

Our workforce is adequately diverse in relation to the pool of the available local workforce.

Detail steps taken by vendor since inception to assure non-discriminatory recruiting, hiring, and apprenticeship, placement, promotion, demotion, layoff and termination practices. Use separate sheet if necessary.

Our company uses apprentices whom are dispatched from the Union Hall based on skillset and availability. Employees are chosen based on skill set, education and certification requirements only.

What are you interested in providing the District? (e.g., construction, consulting, goods or services).

Construction Management Services

Main Headquarters Office(s) Address/Telephone (List all as applicable)	1. 7020 Koll Center Parkway, Suite 130 Pleasanton CA 94566-3107 2. (925) 461-4301 3.
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Total # of Employees 4

Local Office(s) Address/Telephone (List all as applicable)	1. same as above 2. 3.
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Total # of Employees _____

Name and list residential zip code for each employee, subcontractor, or apprentice for awarded contract (Please use the Zip+4®) Use separate sheet as necessary	1. Mitch Kaelin 94588-5232 2. Gary Gundlach 95355-1603 3. Alex Blair 95138-0000 4. Melissa Oylar 94551-8835 5. 6.
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Peralta Community College District

ENVIRONMENTALLY SUSTAINABLE PROCUREMENT

It is the policy of the Peralta Community College District (Board Policy 2.40, Environmental Sustainability), to purchase products or services that help to minimize the adverse effects on human health and the environment, when compared to other products and services that serve the same purpose with comparable efficacy. The District recognizes that environmentally responsible purchasing will help create and sustain markets for environmentally sustainable products, and is committed to encouraging the procurement of environmentally sustainable products, such as products with high recycled content, remanufactured products, FSC certified lumber, Energy Star rated equipment, low and no VOC paints, low-toxicity cleaning supplies and Green Seal approved chemicals, locally sourced organic/sustainably grown foods, compostable utensils, non polystyrene food containers, non petroleum-based inks, and will promote contracting with businesses in close proximity, to reduce our carbon footprint and to promote the District's SLBE program.

The District's formal Environmental Sustainability Policy 2.40 is available for download at: [http://www.peralta.edu/projects/4/Purchasing%20Procedures/BP 2 40 Environmental Sustainability Policy FINAL 3-31-08.pdf](http://www.peralta.edu/projects/4/Purchasing%20Procedures/BP%202.40%20Environmental%20Sustainability%20Policy%20FINAL%203-31-08.pdf).

Vendor Statement and Signature

The long-term goal of the District is to purchase products with zero waste, high recycled content, produced and delivered in an environmentally sustainable manner. Does your product or service promote the District's Environmentally Sustainable Procurement goal?

Yes* No

***If Yes, you are required to describe how your product or service that you are providing to the District will promote the District's Environmentally Sustainable Procurement goal.**

Kaelin Construction always makes every effort possible to use sustainable materials where appropriate. Unfortunately, the scope of this project does not enable the use of such materials. We will provide recycling of the metal casework that is being removed.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Contractor Name: Mitch Kaelin Title: President

Authorized Signature: *MKaelin* Date: 1/5/10



Peralta Community College District

CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code Section 3700 in relevant part provides:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

(b) Be securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract and will require all subcontractors to do the same.

Kaelin Construction, Inc.

Contractor

By: M. Kash

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this Contract.)



Peralta Community College District

Statement of Equal Employment Opportunity

I hereby certify that

Kaelin Construction, Inc.

(Legal Name of Vendor/Consultant/Contractor)

Will not discriminate against any employee or applicant for employment because of race, creed, sex, color or national origin and shall insure compliance with all provisions of Executive Order No. 11246 (as amended by Executive order No.11375).

The vendor's questionnaire requests information for record keeping purposes only. The information requested will not be used as a basis for contract award.

However, after a contract is awarded to your company, the District requires your company to report:

- a. Actual racial, gender and residential workforce composition of your company for the contract work.
- b. Actual racial, gender and residential workforce composition of subcontractors for the contract work.
- c. Number of apprenticeship workforce for the contract work.

This report must be submitted to the District Department of General Services on a quarterly basis.

I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct and is of my own personal knowledge.

BY: _____

Mitch Kaelin

1/5/16
Date

Mitch Kaelin

Print Name



Peralta Community College District

NON-COLLUSION AFFIDAVIT
(To be executed by Vendor and submitted with Proposal)

RFP No.: 15-16/16 INSTALLATION OF CHEMISTRY FUME HOODS AND ASSOCIATED DUCTWORK MODIFICATIONS at the COLLEGE OF ALAMEDA

State of California, County of Alameda

(Name) Mitch Kaelin, being first duly sworn, deposes and says that he or she is (title) President of (company) Kaelin Construction, Inc the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date: 1/5/16 Signature: M Kaelin



Peralta Community College District

RFP Acknowledgement and Signature Form

RFP No.: 15-16/16 INSTALLATION OF CHEMISTRY FUME HOODS AND ASSOCIATED DUCTWORK MODIFICATIONS AT THE COLLEGE OF ALAMEDA

The undersigned having carefully examined the location of the proposed work, the local conditions of the place where the work is to be done, the Invitation, the General Conditions, the Specifications and all of the documents for this project, and accurately completed the Vendor's Questionnaire, proposes to enter into a contract with Peralta Community College District to perform the work listed in this RFP, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, bonding, taxes, transportation and services required for this project in strict conformity with the plans and specifications prepared, including any Addenda, within the time specified.

Acknowledgement of Addendum or Addenda:

The following Addendum (or Addenda) to this RFP are acknowledged: Addendums one and Two 15-16-16

Acknowledgement and Signature: Addendum one 12-7-15
Addendum Two 12-18-15

1. No Proposal is valid unless signed in ink by the person authorized to make the Proposal.
2. I have carefully read, understand and agree to the terms and conditions on all pages of this Proposal. The undersigned agrees to furnish the services stipulated on this Proposal.

Authorized Signature: M Kaelin Date: 1/5/16
Printed Name and Title: Mitch Kaelin, President

Proposer's Business Name: Kaelin Construction, Inc.

Address: 7020 Koll Center Parkway, Suite 130 Pleasanton, CA 94566-3107

Telephone: (925) 461-4301 Fax: (925) 461-4302

Contractor License #: 932602 Expiration Date: 5/31/17

Federal Tax Identification Number: 26-4663538

Primary Contact Person for this Project (name, phone, email): Mitch Kaelin (925) 461-4301 Mitch@Kaelininc.co

Decline Proposal:

We **do not** wish to submit a Proposal on this Project. Please provide an explanation. Please also indicate if you would like to remain on our vendor list.

Reason: _____

Company: _____ Address: _____

Name: _____ Signature _____ Date: _____

Keep on Vendor List? Yes _____ No _____



Peralta Community College District

Fee Proposal

Provide Fee Proposal and firm's staff billing rate structure here:

SOV	Description	Amount
1	Installation of Four Chemistry Fume Hoods	72,158.35
2	Provide Exhaust Ventilation for Two Freestanding Chemical Storage Cabinets	NA
3	Provide Ductwork Modifications to Achieve Room Exhaust	10,730.00
4	Allowance for All Overtime, Weekend, and Holiday Work Necessary to Achieve the Proposed Scheduled*, **	see Alternates
TOTAL		82,888.35

*Billing rates for regular, overtime, weekend, and holiday work (: :):

Classification	Regular	Overtime	Weekend	Holiday
Superintendent	114.00 hr	152.00 hr	152.00/192.00 hr	192.00 hr
Corp Foreman	100.00 hr	134.00 hr	134.00/172.00 hr	172.00 hr
Apprentice	80.00 hr	108.00 hr	108.00/138.00 hr	138.00 hr

**Calculation of Allowance Amount:

Classification	Type of Premium	Premium Rate	Quantity of Hours at Premium Rate	Amount of Premium
Same as above				
TOTAL				

see attached
Labor Rate Schedule



1/5/2016

LABOR RATE SCHEDULE

COLLEGE OF ALAMEDA

2016 LABOR RATES

Classification	Rate	Over-time	Double-time
Project Manager	\$117.00	NA	NA
Project Engineer	\$87.00	NA	NA
Bookkeeper	\$76.00	NA	NA
Superintendent	\$114.00	\$152.00	\$192.00
Carpenter Foreman	\$100.00	\$134.50	\$172.00
Carpenter	\$93.00	\$125.00	\$160.00
Carpenter Apprentice	\$80.00	\$108.00	\$138.00

2016 INSURANCE RATE

1.5% on total project cost including fee.