

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of February 23, 2016

ITEM TITLE:

Consider Approval of Amendment No. 2 to the Existing Agreement with Security By Design (SBD) to continue to Provide Professional Design Services for the Installation of the Code Blue Emergency Blue Phones.

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested of Amendment No. 2 to the existing agreement with Security By Design to continue to provide professional design services for the Installation of the Code Blue Emergency Blue Phones, in the amount not-to-exceed \$116,095.

ITEM SUMMARY:

Under Amendment No. 2, SBD will provide the following scope of services that were not included in the original agreement:

- Bid Support;
- Design for additional video and construction support;
- Implementation Support (Construction Administration) / Operation and Project Close-Out.

The Chancellor recommends approval.

BACKGROUND/ANALYSIS:

As required by the District Purchasing Procedures, the administration obtained three price quotes to procure the original professional services agreement. Under the original agreement, SBD provided design services for \$39,550 with a contract ending date of August 2015. Under Amendment No. 1, the contract time was extended to December 31, 2015, for SBD to continue to complete the comprehensive review of the existing emergency blue phone system to meet or exceed the requirements for campus public safety.

| Description | Fee | Contract Ending Date |
|--------------------|------------------------------|----------------------|
| Original Agreement | \$39,550.00 | August 2015 |
| Amendment No. 1 | Contract Time Extension Only | December 2015 |
| Amendment No. 1 | \$116,095.00 | April 12, 2016 |
| TOTAL: | \$155,645.00 | |

If this Amendment No. 2 is approved, then the accumulative contract amount will be \$155,645.00. This contract amount requires Board approval because it exceeds the \$87,800 threshold to purchase goods and services.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure A, as approved by the voters in Peralta’s constituency and authorized under Resolution 03/04-45, Exhibit A-1, District-Wide Projects, “Equip classroom and campus facilities; technology upgrades and facility improvements.” Measure E and Scheduled Maintenance Funds.

DELIVERABLES AND SCOPE OF WORK:

The consultant will complete the scope of services outlined under the Item Summary.

ANTICIPATED COMPLETION DATE:

The anticipated completion date is December 31, 2016.

ALTERNATIVES/OPTIONS:

Not applicable

EVALUATION AND RECOMMENDED ACTION:

The administration recommends the approval of this Amendment No. 2 in order for fully complete and install the Emergency Blue Phones Project.

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: March 30, 2016
Vice Chancellor of General Services

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Sadiq B. Ikharo Date: March 30, 2016
Vice Chancellor of General Services

FINANCE DEPARTMENT REVIEW

 X Finance review required _____ Finance review *not* required

If Finance review is required, determination is: X Approved _____ Not Approved

If not approved, please give reason: _____

Signature: Ron Little
Ron Little, Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

 X 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

SECURITY BY DESIGN CONSULTING FEE WORKSHEET:
Peralta Community College District - Emergency Call Station Redesign
 Proposal # 20160313 Rev-0

| TASK DESCRIPTION | | DISCIPLINE LABOR RATE | HOURS \$175 | LABOR COST TOTAL |
|---|--|--------------------------|----------------|---------------------|
| Item | Scope of Work | | | |
| 100 Construction Documents (CD) for Bid REDESIGN Estimated Duration: 4-Weeks | | | | |
| 101 | Prepare for and attend coordination meeting and discuss additional E-Call station locations, technology options, Video, and IT infratructure requirments - (2 Staff) | | 11.00 | \$1,925 |
| 102 | Research cellular phone apps, 911Cellular, Video, and any recent case law that may impact this project per IT Report | | 56.00 | \$9,800 |
| 103 | Update Specifications for Network, General Services Requirements, Fiber and Wire, Intercom System | | 16.00 | \$2,800 |
| 104 | Add general video surveillance to outdoor E-Call Stations. Update 4 Details, 4 Block Diagrams, & 3 Specifications, to incorporate video | | 34.00 | \$5,950 |
| 105 | Update campus plans - (qty 12) | | 56.00 | \$9,800 |
| 106 | Update block diagrams - (qty 2) | | 8.00 | \$1,400 |
| 107 | Update elevations - (qty 2) | | 10.00 | \$1,750 |
| 108 | Update details - (qty 5) | | 16.00 | \$2,800 |
| 109 | Update budgetary ROM estimate | | 9.00 | \$1,575 |
| 110 | Review package w/PCCD team, 2-hour meeting - (2 Staff) | | 7.00 | \$1,225 |
| 111 | Make updates and bring package to re-bid ready state | | 20.00 | \$3,500 |
| 112 | General Administration, Coordination | | 4.00 | \$700 |
| Total for 100 | | | 247.00 | \$43,225 |

| | | | | |
|---|--|--|--------------|----------------|
| 200 Additional Requested Work Performed: Bid Support (BS) for Original Bid Actual Hours Used to Date (Work Approved by Osafran Okundaye 12/9/2015) | | | | |
| 201 | Coordination with PCCD to research, review, and answer bidder's RFIs | | 14.00 | \$2,450 |
| 202 | Create Addendum 1-2, send to PCCD for distribution to bidders | | 21.40 | \$3,745 |
| 203 | General Administration | | 4.00 | \$700 |
| Total for 200 | | | 39.40 | \$6,895 |

The District Project manager, Osafran Okundaye, approved Security by Design to complete the Item 200 scope of services on 12/08/2015 via email. The work has been completed.

| TASK DESCRIPTION | | DISCIPLINE LABOR RATE | HOURS \$175 | LABOR COST TOTAL |
|------------------|--|--------------------------|----------------|---------------------|
| Item | Scope of Work | | | |
| 300 | PHASE III - Re-Bid Support (BS) Estimated Duration: 4-Weeks | | | |
| 301 | Coordination with PCCD to research, review, and answer bidder's RFIs | | 14.00 | \$2,450 |
| 302 | Create upto 2 Addendums, send to PCCD for distribution to bidders | | 22.00 | \$3,850 |
| 303 | General Administration (Est. 1-hr/wk) | | 4.00 | \$700 |
| | Total for Phase III | | 40.00 | \$7,000 |

| | | | | |
|------------|---|--|---------------|-----------------|
| 400 | PHASE IV - Construction Support (CS) Estimated Duration: 22-Weeks | | | |
| 401 | Respond to RFI's from security contractors | | 8.00 | \$1,400 |
| 402 | Participate in weekly construction meetings with Contractor to monitor progress of installation. (Est. 4 on-site, and 2-hrs/wk for phone support) | | 61.00 | \$10,675 |
| 403 | Project Coordination, Proofing, and General Administration (Est. 2-hrs/wk) | | 36.00 | \$6,300 |
| | Total for Phase IV | | 105.00 | \$18,375 |

| | | | | |
|------------|--|--|-------|---------|
| 500 | PHASE V - Implementation Support, Operation / Project Close-Out Estimated Duration: 22-Weeks | | | |
| 501 | Provide assistance with refining, adjusting and correcting of the E-Call and associated Video systems. | | 36.00 | \$6,300 |
| 502 | Assist in start-up, testing and placing in operation E-Call and associated Video equipment and systems. (For all such equipment and systems, SBD shall have specified start-up and testing procedures in the contract documents.) | | 37.00 | \$6,475 |
| 503 | Provide assistance in connection with completion of punch list work, including but not limited to, preparing the initial comprehensive punch list and conducting no more than two follow up Site visits (with follow up punch listing if necessary) in addition to other responsibilities under this contract. | | 37.00 | \$6,475 |
| 504 | Assist District in coordination of training District's staff to operate & maintain equipment & systems as necessary. | | 8.00 | \$1,400 |
| 505 | Assist District in reviewing and enhancing the procedures for the operation, maintenance, and retention of E-Call and associated Video system data. | | 16.00 | \$2,800 |
| 506 | Together with District, visit the Project to observe any apparent defects in the completed construction, and make recommendations as to replacement, correction, or diminished value of defective work. (Est. 8-hrs/campus) | | 53.00 | \$9,275 |

| TASK DESCRIPTION | | DISCIPLINE LABOR RATE | HOURS \$175 | LABOR COST TOTAL |
|--------------------------|---|--------------------------|----------------|---------------------|
| Item | Scope of Work | | | |
| 507 | Meet with the District and Contractor assist District in consultations and discussions with Contractor concerning correction of such deficiencies. (Est. 4-hrs/campus) | | 21.00 | \$3,675 |
| 508 | Provide electronic and 1-set of hard copy record set drawings, redline as-builts from the contractor showing those changes made during the construction process. Electronic data shall conform to District requirements for compatibility with District equipment and software. | | 24.00 | \$4,200 |
| Total for Phase V | | | 232.00 | \$40,600 |
| Grand Total | | | | \$116,095 |

Assumptions:

- 1) Prices are based on number or plans, details, specifications, and length of each phase of the project. If any of these change radically from what is listed above, additional fees
- 2) SBD will provide all documentation electronically. If hard copies are required, they will be billed at cost.
- 3) This proposal is on a Time & Expense, Not to Exceed basis. Once the hours have been expended, SBD will coordinate with the District to determine whether additional time is
- 4) Addendums and Bulletins not listed above will be treated as additional scope and the labor shall be tracked separately in the event that the T&E contract limit is reached. Additional fees may be required.
- 5) District is to verify if DSA approval is required for this project. Coordination and submittal to the DSA is excluded from this scope. If further coordination is required, a separate proposal will be created at that time.