

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of June 14, 2016**

ITEM TITLE:

Consider Approval to Enter into an Agreement with the GNU Group for the Merritt College Signage Design Services (RFP 15-16/26).

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to enter into an Agreement with the GNU Group for the Merritt College Signage Design Services (RFP 15-16/26), in an amount not-to-exceed \$36,817.

ITEM SUMMARY:

A formal Request for Proposals (RFP) was advertised in a publication of general circulation on March 23, 2016 and March 30, 2016. The Purchasing Department received three (3) proposals from qualified firms with campus signage design experience. The District’s Measure A / E construction bond team and the District’s Purchasing Department issued an RFP seeking professional services for the design of Way Finding Signage and Site Directional Display Maps on the Merritt College Campus. 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 Public Contract Code (PCC), 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 the GNU Group to be awarded the contract because they received the highest evaluative score.

A total of three (3) proposals were submitted to the District by the following firms. The following is the evaluation results:

Firms	Location	Evaluation Committee			
		1	2	3	Total Points
GNU Group	Lafayette, CA	87	91	69	247
Square Peg Design	Oakland, CA	83	89	61	233
Shannon Leigh	San Leandro, CA	73	68	62	203

The anticipated completion date of this project is December 2016. The GNU Group is a privately held company founded in 1974. Philip Murphy is the President/CEO of the GNU Group and Dickson Keyser will be the Director of Design and Principle in Charge of this project. All Board approved contracts are subject to final negotiation and execution by the Chancellor. 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 03/04-45, Exhibit A-1, District-Wide Projects, "Equip classroom and campus facilities; technology upgrades and facility improvements."

BACKGROUND/ANALYSIS:

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

The GNU Group will provide full design, estimating and construction administration services for improvements on two existing parking lots located at two different campuses, 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 the GNU Group to provide design, estimating and construction administration services for 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 Little

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

DOCUMENT PREPARED BY:

Prepared by: Ronald D. Little II Date: 06/14/16
Ron Little, Vice Chancellor for Finance and Administration

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Ronald D. Little II Date: 06/14/16
Ron Little, Vice Chancellor for Finance and Administration

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 Date: 06/14/16
Ron 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: 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
Jowel C. Laguerre, Chancellor