

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of May 20, 2008**

ITEM # 19

ITEM TITLE:

Approval to Enter into an Agreement for Design Management Services with Pinnacle One

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for the Chancellor to enter into an agreement for Design Management Services with Pinnacle One, at a fee of \$124,800.

ITEM SUMMARY:

Under the agreement, Pinnacle One will provide a full-time design manager for a period of six months. The design manager will manage the new and renovation construction design process, working with architects to make certain that design and construction documents for high quality, efficiently designed projects are completed on schedule and within budget. The design manager will ensure that all submitted design and construction documents effectively and efficiently utilize established guidelines and standards for quality assurance, ADA compliant, within the constraints of each project budget.

BACKGROUND/ANALYSIS:

Pinnacle One is one of the short listed project management firms approved by the Board in December 2007. The attached proposal includes a more detailed list of the design managements position description and services to be provided. These services are a critical part of the bond program management. The administration intends to bring these services in-house to reduce the cost. Therefore, these services with Pinnacle One are temporary pending the approval and hiring of an in-house staff design manager.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended for the Chancellor to enter into an agreement for Design Management Services with Pinnacle One, at a fee of \$124,800.

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, Exhibit A-1, various District-Wide and College projects (The consultant will provide design management services for all Measure A projects.) The Chancellor recommends approval.

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

Yes _____ No X

COMMENTS:

No additional comments.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Vice Chancellor Ikharo

DID A BOARD STANDING COMMITTEE APPROVE THE ITEM? YES _____ No X _____

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Sadiq B. Ikhano Date: May 20, 2008
Dr. Sadiq B. Ikhano
Vice Chancellor of General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikhano Date: May 20, 2008
Dr. Sadiq B. Ikhano
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: Thomas Smith Date: 5/12/08
Thomas Smith
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: Thuy T. Nguyen Date: 5/12/08
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Elihu Harris Date: 5/14/08
Elihu Harris, Chancellor

April 24, 2008

Mr. Mark Sennette, Director of Capital Projects
PERALTA COMMUNITY COLLEGE DISTRICT
333 East 8th Street
Oakland, CA 94606

RE: Proposal to provide Design Management Services

Dear Mr. Sennette:

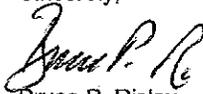
Thank you for the opportunity to present this proposal for Design Management Services for the Peralta Community College District.

On March 19, 2008, I provided you with the resume for Ms. Sherry Katz as a candidate for your Design Manager position. Sherry brings over 26 years of experience in the design management and construction project management industry including numerous educational projects. On April 3, 2008, Sherry interviewed with several members of your team and all parties have agreed to move forward with engaging Sherry's services to support your ongoing program. Per our subsequent discussion, I have prepared this letter and the enclosed Contract under which we propose to engage Sherry's services to Peralta CCD. Sherry's duties as Design Manager are more fully described on the attached Design Management Position Description & Procedures document. Sherry and I are very excited about this opportunity to support your program and look forward to getting her in place as quickly as possible.

The attached contract is intended to engage Sherry's full-time services to Peralta CCD at an hourly billing rate of \$120 for an initial assignment of 6 months duration. Subsequent to execution of this not to exceed contract, I will work with you to finalize and execute an agreement for the full 6 months duration, which equates to a total labor fee of \$124,800. This rate includes a laptop computer and cell phone. This rate is based on Sherry being housed at Peralta CCD's offices and being provided by Peralta CCD with appropriate work space and equipment to allow her to perform her design management duties. Sherry is available to start to work on or around April 28, 2008.

Thank you again for the opportunity to present this proposal. Should you have any questions, please feel free to contact me at 213 486-9884.

Sincerely,


Bruce P. Risley
Vice President

445 South Figueroa Street
Suite 3650
Los Angeles, CA 90071
T 213 486 9884
F 213 486 9894
PinnacleOne.com

Design Management Position Description & Procedures

It is the position of Design Manager for PCCD to manage the new and renovation construction design process to insure that design & construction documents for high quality, efficiently designed schools are completed on schedule and within budget. It is the role of the Design Manager to insure that submitted design and construction documents effectively and efficiently utilize all established guidelines and standards for quality assurance within the constraints of each project budget. The Design Manager will:

- Establish preliminary and final scope, budget and schedule for District Senior Management approval.
- Negotiate and administer approved consultant agreement requests and amendment requests on projects in design; review, approve and monitor all consultant design activities and invoicing.
- Initiate preliminary scoping activities and establish protocol with campus administration and design team.
- Coordinate scope with PCCD Maintenance & Operations and all other internal department requirements.
- Review and recommend building arrangements, construction methods, and types of materials and overall appearance during design phases for District approval.
- Monitor development and completion of construction documents, including schematics, design development, working drawings and cost estimate & schedules.
- Provide technical expertise in areas of building systems, functional use for campus activities, budgeting for all campus improvements, site utilization and identification of state and local code constraints.
- Insure conformance with District standards and guidelines for quality assurance.
- Serve and facilitate as liaison among campus administrators, faculty, community groups, architects, engineers and surveyors, planning and construction agencies (DSA and local jurisdictions).
- Monitor all furnishings, fixtures, equipment and color scheme specifications during construction documentation.
- Prepare and implement budgets, schedules, status reports, and control documentation on projects from inception to DSA approval.
- Conduct initial systems investigations and make recommendations on design modifications.
- Transition all completed State approved construction documents to District approved Construction Project Manager for bidding and construction activities.

The Design Manager must have access to a computer that is fully functional and general assistance in the location, procurement and delivery of existing condition documents, as-builts and original design documents to various consultants.