



BOARD OF TRUSTEES

Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, CA 94022

*For information and disability access to materials, call 650-949-6100.
Requests for accommodation should be made no later than one business day
prior to meeting. Meetings are held in a location accessible to the disabled.*

June 21, 2010

Closed Session: 5:00 p.m.
Foothill College
Toyon Room

Public Session: 6:00 p.m.
Foothill College, Campus Center
Hearthside Lounge

*Members of the public who wish to comment on items or address the Board may do so
by completing a request form prior to the start of the meeting and are limited to five minutes each.*

AGENDA **Regular Meeting**

CALL TO ORDER

ADJOURN TO CLOSED SESSION

CONFERENCE WITH PROPERTY NEGOTIATORS

Property: 4000 Middlefield Road, Palo Alto, CA 94303
Agency Negotiator: Andy Dunn
Negotiating Parties: City of Palo Alto

CONFERENCE WITH LABOR NEGOTIATOR

District Negotiator: Dorene Novotny
Employee Organizations: All Represented and Unrepresented Groups

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Significant exposure to litigation pursuant to subdivision (b) of Section 94956.9)
Number of Potential Cases: 1

RECONVENE PUBLIC SESSION

REPORTING OUT FROM CLOSED SESSION

INFORMATION

ACKNOWLEDGEMENT OF TRUSTEE SCHOLARSHIP RECIPIENT

INFORMATION

Ganna Kuvaldina

BOARD BUSINESS

1. Foothill State of the College Report (**Miner x7201**) (*See Public Memo for backup*)

INFORMATION

PRESENTATION

INFORMATION

2. [Presentation of Foothill College Site Design at Design Development Phase – Measure C Project #144, Central Campus Site Improvements \(Allen x6150\)](#)

CORRESPONDENCE

INFORMATION

HEARINGS: ITEMS NOT ON THE AGENDA

INFORMATION

The Board does not take action or respond to items not on the agenda.

- Public
- Students
- Staff
- Board

APPROVAL OF CONSENT CALENDAR

ACTION

3. Ratification of Board Warrants and Wire Transfers Greater than \$5,000 for April and May 2010 (Dunn x6201)
4. Ratification of Contracts and Agreements (Dunn x6201)
5. Gann Appropriation Limit (Dunn x6201)
6. Approval of Curriculum Changes for the 2010-11 Catalog (Miner x7201)
7. Two Year Contract with Child Development Inc., DBA Choices for Children (Murphy x8705)
8. Extension of Flint Center Management Contract with Domus Aurea (Dunn x6201)
9. Performing Arts Alliance Contract Renewal (Anderson x7156)
10. Planned Parenthood Mar Monte Contract Renewal (Gregorio x7104)
11. Five-Year Maintenance Agreement for Library System Software, De Anza College (Murphy x8705)
12. Five-Year Maintenance Agreement for Library System Software, Foothill College (Miner x7201)
13. Professional Development Leave Reports (Novotny x6211)
14. Human Resources Report (Novotny x6211)
15. Personnel Actions as Follows: (Novotny x6211)

Employment/67% - Martha Carlson, Foothill Coordinator
Employment – Randy Claros, De Anza Counselor
Employment – Amelia Edwards, Foothill Director/Instructor
Unpaid Leave of Absence – Diana Fleming, De Anza Instructor
Extension of Interim Assignment – Lydia Hearn, De Anza Vice President
Employment – Michael J. “Jayme” Johnson, De Anza Instructor
Employment/67% - Kelly Ann Masegian, Foothill Coordinator
Employment – Steven J. McGriff, Foothill Teacher-in-Residence
Employment – Ellen Willis Miller, Foothill Program Developer
Unpaid Leave of Absence – Erica Onugha, Foothill Instructor

Employment – Jue Thao, De Anza Counselor
Extension of Interim Assignment - Rowena Tomaneng, De Anza Dean

BOARD BUSINESS

16. [BP 3217, Non-Smoking Areas \(1st Reading\)](#) (Thor x6104) **INFORMATION**

BUSINESS AND FINANCE

17. [Approval of Tentative Budget 2010-11](#) (Dunn x6201) **ACTION**
18. [Award a Contract for Bid Document #1227, De Anza College 60-Month Lease/Purchase of Digital Printing Equipment](#) (Redmond x6166) **ACTION**

FACILITIES

19. [MEASURE E CONSENT](#) (Allen x6150)

The aggregate amount for these items is \$215,209.

ACTION

De Anza College –

- A) Budget Transfer #73
- B) Gilbane – Revision #2 to Addendum #11 – Agreement for Services – Measure E Bond Program - \$198,489

Foothill College –

- C) Cody Anderson Wasney Architects, Inc. – Revision #2 to Agreement – New ETS/Data Center Building - \$16,720

20. [MEASURE C CONSENT](#) (Allen x6150)

The aggregate amount of these items is: \$191,673

ACTION

De Anza College –

- A) Environmental Construction Services, Inc. – PAA #D11 – Interior/Exterior Finishes L Quad - \$4,400
- B) Environmental Construction Services, Inc. – PAA #D12 – Tile Roof Repairs – Phase III – E2-E3 & Admin Building - \$2,970
- C) John Plane Construction, Inc. – Change Order #2 – Seminar Building/Multicultural Center - \$5,360
- D) Noll & Tam Architects & Planners – Revision #1 to PAA-6A – Campus Center Renovation Phase II - \$6,785
- E) S. J. Amoroso, Inc. – Change Order #12 – S2-S6 Phase II – Utility Master Plan – Phase I - \$34,892
- F) John Plane Construction, Inc. – Change Order #4 – Baldwin Winery and East Cottage Project - \$6,456

Foothill College –

- G) Ratcliff Architects – Revision #7 to Agreement – Physical Sciences &

- Engineering Center - \$120,310
H) tBP Architects – Revision #1 to Agreement – Reconstruction of Stadium
Bleachers & Press Box/Physical Education Lab Space - \$10,500

MEASURE C PROJECTS

21. De Anza College, Revision #1 to Gilbane-MAAS contract for 2009-2010 **ACTION**
Standard Form of Agreement for Measure C Program and Project
Management services. Revision #1 is a three (3) month contract extension for
Gilbane-MAAS (Allen x6150)
22. Measure C Project List Revision, Foothill Project Name Change (Allen x6150) **ACTION**
23. De Anza College, Measure C - Project 251 Install Photovoltaic Arrays – **ACTION**
Campus wide; Request for Qualifications (RFQ) #1281: Photovoltaic Solar
Energy Engineering Services, the Preparation of a Request for Proposal
Solicitation, and for Evaluation Services for the Installation of Photovoltaic
Arrays Campus-wide, Recommendation of Selection of Design/Engineering
Firm (Allen x6150) (*See Public Memo for backup*)

ADJOURNMENT

DATES TO REMEMBER / FUTURE AGENDA ITEMS

- June 23 – Board Retreat (Closed Session)
June 25 – Foothill College Graduation
June 26 – De Anza College Graduation
July 12 - Regular Board Meeting
Aug. 2 - Study Session and Regular Board Meeting

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

TO: Members of the Board of Trustees

FROM: Linda M. Thor, Chancellor

DATE: June 15, 2010

RE: Public Session — **June 21, 2010**

1. Foothill State of the College Report

Foothill College President Judy Miner will present to the Board the annual State of the College Report.

President Miner's State of the College Report can be viewed online at:

<http://www.foothill.edu/president/publications.php>

2. Presentation of Foothill College Site Design at Design Development Phase – Measure C Project #144, Central Campus Site Improvements

The architectural firm WRNS Studio and their design team has completed design development documents for the Central Campus Site Improvements project at Foothill College.

A summary presentation of the design will be presented. The presentation is intended to inform the Board of the overall appearance and nature of the Central Campus Site Improvements and to solicit any comments or feedback that the Board may wish to provide.

The Central Campus Site Improvements project includes the scope of several original Measure C projects that have been consolidated into this overarching project:

- #144 – Landscaping
- #125 – ADA Transition Plan
- #131 – Exterior Lighting
- #133 – Campus Fountains
- #136 – Replace Storm Drains
- #137 – Tree Maintenance & Replacement
- #143 – Replace Walkways

3. Ratification of Board Warrants and Wire Transfers Greater than \$5,000 for April and May 2010

A complete listing of all B Warrants and Wire Transfers is available for public viewing in the Chancellor's office.

Vice Chancellor of Business Services Andy Dunn recommends **ratification**.

4. Ratification of Contracts and Agreements

Presented to the Board for ratification is the list of contracts and agreements signed by the Vice Chancellor, Business Services. It is the intention of Business Services to present such a list each month.

This procedure is in response to a review of Ed Code requirements and the revised board Policy Section 3000.

Vice Chancellor of Business Services Andy Dunn recommends **ratification**.

5. Gann Appropriation Limit

Each year community college districts must establish by resolution its appropriation limit. The District's 2009-10 appropriation limit is \$253,455,247. The District's 2010-11 appropriation limit has been determined to be \$240,494,705.

The Board is asked to adopt the attached resolution establishing the 2010-11 appropriation limit at \$240,494,705.

Vice Chancellor of Business Services Andy Dunn recommends **approval**.

6. Approval of Curriculum Changes for the 2010-11 Catalog

Foothill seeks board approval for the curriculum changes to the 2010-11 Foothill College Catalog.

These courses have been approved through the established Foothill curriculum process for the 2010-11 year.

President Judy Miner recommends **approval** of the Catalog changes.

7. Two Year Contract with Child Development Inc., DBA Choices for Children

Background:

The Occupational Training Institute administers the CalWORKs program on both Foothill and De Anza College Campuses. CalWORKs is a categorical program that receives funding to assist students who are currently welfare recipients or who are in transition off of welfare to achieve long-term self-sufficiency. Services offered at community colleges include childcare services while at school, as well as many other student support services.

Analysis:

In order to provide childcare services the Occupational Training Institute (OTI) requests a new two-year contract with our Child Development Inc. DBA Choices for Children for two years (August 1, 2010 – July 31 2012). The current contract with Choices for Children expires on July 31, 2010. OTI has been contracting off-campus childcare placement services for CalWORKs families with Choices for Children since August 1, 1998.

As much as is feasible, OTI also works with the Child Development Center at De Anza College to place CalWORKs children. However only a limited number of children can be placed on-campus due to scheduling conflicts, cost restrictions (CalWORKs is restricted by law to pay at the Regional Market Rate - RMR), and waiting lists due to limited availability of childcare slots.

The CalWORKs childcare allocation for the 2010-11 and 2011-12 years is projected to be \$200,000. The maximum amount of contracted professional service fees that will be paid to Choices for Children is approximately \$26,000 for the two-year period. The two-year projected total to be distributed to childcare providers through this program is \$174,000.

President Brian Murphy recommends **approval**.

8. Extension of Flint Center Management Contract with Domus Aurea

The Board of Trustees approved a contract in August, 2008 with Domus Aurea, Inc. for the management and operation of the Flint Center. The current contract allows for two-one year extensions. The present agreement expires June 30, 2011 and this recommendation will extend that agreement by one year to June 30, 2012.

Vice Chancellor Andy Dunn recommends **approval**.

9. Performing Arts Alliance Contract Renewal

Board approval is requested for the 2010-2011 Agreements with the 20 groups that consist of the Performing Arts Alliance. These groups provide off campus arts education to Foothill students. The contracts are the same in wording as the 2009-2010 contracts. The budget for the Performing Arts Alliance for 2010-2011 is \$1,283,000. Dean of Fine Arts Mark Anderson, x7156 recommends **approval**.

10. Planned Parenthood Mar Monte Contract Renewal

Board approval is requested for the 2010-2012 Agreement with Planned Parenthood Mar Monte Inc. to provide services at Foothill College. This is a contract renewal for a 2-year term. The contract cost for this year is not to exceed \$195,000. Dean of Adaptive Learning Gertrude Gregorio recommends **approval**.

11. Five-Year Maintenance Agreement for Library System Software, De Anza College

In January 1996, both the Foothill and De Anza College libraries entered into a software license agreement with Sirsi Corporation for use of their proprietary integrated library system software. This software provides the database infrastructure for the full spectrum of academic library operations: circulation, reserves, acquisitions, cataloging, and serials management, along with the staff work clients and the web-based public catalog front end.

Each year there is a software service maintenance renewal, which routinely entails a small percentage increase in the overall cost. What used to be a standard 3% increase, however, has jumped in recent years to 6%, and now to 6.5% for 2010-2011, at \$30,570 for the year.

As an alternative to these year-to-year renewals that have been subject to higher percentage increases, Sirsi Corporation (now called SirsiDynix) has agreed to cap the increases for De Anza College at 4% in return for a commitment of five years. In addition, one of the software components, which currently costs about \$1,500 to renew annually, will be provided at no cost for each of the five years.

This five-year agreement will result in a total cost of \$153,483, as opposed to the cost of five year-to-year renewals at \$174,052. The overall savings from this five-year agreement between De Anza College and SirsiDynix, in place of year-to-year renewals, is 12%, or \$20,569.

President Brian Murphy recommends **approval**.

12. Five-Year Maintenance Agreement for Library System Software, Foothill College

In January 1996, both the Foothill and De Anza College libraries entered into a software license agreement with Sirsi Corporation for use of their proprietary integrated library system software. This software provides the database infrastructure for the full spectrum of academic library operations: circulation, reserves, acquisitions, cataloging, and serials management, along with the staff work clients and the web-based public catalog front end.

Each year there is a software service maintenance renewal, which routinely entails a small percentage increase in the overall cost. What used to be a standard 3% increase, however, has jumped in recent years to 6%, and now to 6.8% for 2010-2011, at \$27,344 for the year.

As an alternative to these year-to-year renewals that have been subject to higher percentage increases, Sirsi Corporation (now called SirsiDynix) has agreed to cap the increases for Foothill College at 4% in return for a commitment of five years. In addition, one of the software components, which currently costs about \$1,500 to renew annually, will be provided at no cost for each of the five years.

This five-year agreement will result in a total cost of \$136,072, as opposed to the cost of five year-to-year renewals at \$156,625. The overall savings from this five-year agreement between Foothill College and SirsiDynix, in place of year-to-year renewals, is 13%, or \$20,553.

Vice President of Educational Resources and Instruction Shirley Treanor recommends **approval**.

13. Professional Development Leave Reports

In accordance with Article 17.16 and 17.17 of the *Agreement* between the District and the Faculty Association, the Professional Development Leave Committee has reviewed and approved Professional Development Leave Reports from the faculty employees listed on the attached memo who successfully met the objectives of their leaves. The Board is requested to accept the reports and is encouraged to read the reports which are available for review in the Human Resources office.

Professional Development Leave Committee Chair Dorene Novotny recommends **acceptance** of the reports.

14. Human Resources Report

The Human Resources report is presented for Board Approval. The report reflects the personnel actions in the following categories: new hires, new positions, promotions, reassignments, reclassifications, separations, 39 month re-employment, permanent contract changes, professional growth awards, service recognition awards and longevity awards.

15. Personnel Actions as Follows:

Name:	Martha Carlson	
Position:	Internship Coordinator	
Department:	Private Sector Internship Program	
Division:	Workforce Development and Instruction	
Location:	Foothill College	
Action:	Employment / 67% position	
Effective Date:	July 1, 2010 through June 24, 2011	# of Months: 12
* Compensation:	Column III, Step M , \$9,208.95/month (prorated)	
Comments:	In accordance with Education Code Section 87470	

Name:	Randy Claros	
Position:	Counselor	
Department:	Counseling	
Division:	Counseling and Matriculation	
Location:	De Anza College	
Action:	Employment	
Effective Date:	July 1, 2010 through September 30, 2010	# of Months: 3
* Compensation:	Column II, Step B, \$ 5827.63/month	
Comments:	In accordance with Education Code Section 87470	

Name:	Amelia Edwards
Position:	Director / Instructor
Department:	Biology/Health Sciences Division
Division:	Biotechnology

Location: Foothill College
Action: Employment
Effective Date: September 1, 2010
* Compensation: Column 5 / Step F @ \$7,800.06/month

Name: Diana Fleming
Position: Instructor
Department: English
Division: Language Arts
Location: De Anza College
Action: Unpaid leave of absence per Article 16
Effective Date: January 1, 2011 through December 31, 2011

Name: Lydia Hearn
Position: Interim Vice President
Department: Academic Services
Division: Academic Services
Location: De Anza College
Action: Extension of Interim Assignment
Effective Date: July 1, 2010 through September 15, 2010

Name: Michael J. "Jayme" Johnson
Position: Instructor
Department: High Tech Center Training Unit
Division: Special Education
Location: De Anza College
Action: Employment
Effective Date: July 1, 2010 through June 24, 2011 # of Months: 12
* Compensation: Column II, Step G, \$ 7,236.52/month
Comments: In accordance with Education Code Section 87470

Name: Kelly Ann Masegian
Position: Internship Coordinator
Department: NASA/AMES Internship & Training Program
Division: Middlefield Campus
Location: Foothill College
Action: Employment / 67% position
Effective Date: July 1, 2010 through June 24, 2011 # of Months: 12
* Compensation: Column III, Step E, \$6,954.74/month (prorated)
Comments: In accordance with Education Code Section 87470

Name: Steven J. McGriff
Position: Teacher-in-Residence
Department: Krause Center For Innovation
Division: Workforce Development and Instruction
Location: Foothill College
Action: Employment
Effective Date: July 1, 2010 through June 24, 2011 # of Months: 11

* Compensation: Column V, Step K, \$9,208.95/month
Comments: In accordance with Education Code Section 87470

Name: Ellen Willis Miller
Position: Program Developer
Department: Workforce Education
Division: Workforce Development and Instruction
Location: Foothill College
Action: Employment
Effective Date: July 1, 2010 through June 24, 2011 # of Months: 12
* Compensation: Column II, Step K, \$ 8,363.62/month
Comments: In accordance with Education Code Section 87470

Name: Erica Onugha
Position: Instructor
Department: English
Division: Language Arts
Location: Foothill College
Action: Unpaid leave of absence per Article 16
Effective Date: AY 2010-2011

Name: Jue Thao
Position: Counselor
Department: Counseling
Division: Counseling and Matriculation
Location: De Anza College
Action: Employment
Effective Date: July 1, 2010 through September 30, 2010 # of Months: 3
* Compensation: Column IV, Step B, \$ 6,391.18/month
Comments: In accordance with Education Code Section 87470

Name: Rowena Tomaneng
Position: Interim Dean
Department: English
Division: Language Arts
Location: De Anza College
Action: Extension of Interim Assignment
Effective Date: July 1, 2010 through October 31, 2010

16. BP 3217, Non-Smoking Areas (1st Reading)

Addressing concerns about, and ongoing violations of, the non-smoking policy on campuses, the Chancellor's Advisory Council has discussed the attached board policy at length and suggested minor changes in wording. New signage will clearly identify approved smoking areas.

17. Approval of Tentative Budget 2010-11

Enclosed with the agenda item is a cover memo to the Board regarding the Tentative

Budget and the bound copy of the tentative budget that will be reviewed at the July 21 meeting. The Board of Trustees is required to approve the Tentative Budget prior to June 30.

Vice Chancellor of Business Services Andy Dunn recommends **approval**.

18. Award a Contract for Bid Document #1227, De Anza College 60-Month Lease/Purchase of Digital Printing Equipment

Bid #1227 provides for the 60-Month Lease/Purchase of two Light Production Copier/Printers and for one High Speed Black & White Production Printer with Work-flow Solution. This equipment will be used by the De Anza College Printing Services Department and shall be replacing the following equipment: 2 – Xerox 2112 Lite Copiers and 1 – Xerox Nuvera 120 Digital Copier.

Currently the monthly volume for the De Anza Print Shop is an estimated 750,000 copies per month for the machines specified in Bid #1227.

The bid was legally advertised in the San Jose Post-Record on February 2, and February 9, 2010. The Invitation to Bid was sent to seven (7) vendors and was also posted on BidNet at www.govbids.com. Bids were publicly opened and read on March 31, 2010 in the Purchasing Services office. Three (3) vendors submitted bids. Bid results are below:

BID RESULTS

Vendor	Base Bid Proposal Amount
Xerox	\$572,907.00
Astro Business Technologies	\$587,157.01
Sharp	Non-Responsive

Sharp submitted a non-responsive bid that is being rejected for the following reasons: Sharp failed to comply with the Bid's General Terms and Conditions, paragraph 8, Bid Proposal Instructions in the following ways:

1. Sharp failed to correctly fill out the bid form. The extensions were incorrect, the sales tax was omitted, and the grand total for the bid price was blank.
2. Sharp proposed equipment that does not comply with the specifications.
 - a. Sharp's proposed machine copies at a speed of 110 pages per minute, whereas the bid specification required a speed of 120 pages per minute. Given the volume of the Print Shop, this is a significant difference.
 - b. Sharp proposed Off-line Tape Binding instead of the specified In-line Tape Binding. Off-line Tape Binding is not the equal of In-line Tape Binding. Off-line Binding requires an operator to manually take product from the copier and feed it into the Off-line binder. For example, an operator would gather a stack of printed books from the copier, carry them to another workstation, and feed them into the Off-line Binder. In contrast, the specified In-Line Binding saves staff time because the binding process is automated.

- c. Sharp's proposed machine has a paper capacity of 7,500 sheets, whereas the specification requires the paper capacity to be 11,000 sheets. According to De Anza College Printing Services, this is a significant difference.

The bid responses submitted by Xerox and Astro Business Technologies were evaluated and reviewed by Purchasing Staff and De Anza College Printing Services. The response by Xerox meets and complies with the bid specifications.

Vice Chancellor of Technology, Fred Sherman, reviewed the specifications in reference to data security and requested that Xerox implement certain security measures on the equipment to protect sensitive data. Mr. Sherman is satisfied with the security measures that Xerox will implement upon installation of the equipment as indicated in the letter dated June 1, 2010 attached. Additionally, at the end of this 60-month lease, Xerox shall remove the hard drives and give them to the District so that ETS can destroy the data.

Funding for the machines shall be from Revenue Making Fund 15.

Director of Purchasing and Material Services Carmen Redmond recommends the board **authorize** the Director of Purchasing and Material Services to award a contract in accordance with Bid #1227 to Xerox Corporation in the amount not to exceed \$572,907.00 including all shipping/handling and applicable sales taxes.

19. Measure E Consent

The aggregate amount for these items is \$215,209.

- A.** *Title:* Budget Transfer #73
Vendor:
Agreement Date:
Campus: De Anza College
Project No.:
Project Name:
Amount
For:
Action: Ratification
- B.** *Title:* Revision #2 to Addendum #11 – Agreement for Services
Vendor: Gilbane
Agreement Date: April 4, 2000
Campus: Foothill College and De Anza College
Project No.:
Project Name: Measure E Bond Program
Amount: \$198,489
For: Measure E Program and Construction Management Services for the period of time starting July 1, 2010 and ending September 30, 2010.
Action: Approval
- C.** *Title:* Revision #2 to Agreement

Vendor: Cody Anderson Wasney Architects, Inc.
Agreement Date: May 5, 2009
Campus: Foothill College
Project No.: 401
Project Name: New ETS/Data Center Building
Amount: \$16,720
For: Provision of additional design services to accommodate program changes. Cost estimates of the proposed changes exceeded the project budget and additional design effort was needed to bring the project down to the available scope budget.

The funding for this change is within the current budget.

Action: Ratification

20. Measure C Consent

The aggregate amount for these items is \$191,673

A. *Title:* PAA #D11
Vendor: Environmental Construction Services, Inc. (ECS)
Agreement Date: June 22, 2010
Campus: De Anza College
Project No.: 226
Project Name: Interior/Exterior Finishes – L Quad
Amount: \$4,400
For: Perform a lead survey of buildings L1 through L8 and F1 through F6. Test flooring adhesives for Asbestos Containing Materials (ACM) throughout buildings L2, L3, L4, L6, L7, and L8. Provide a final report detailing the following: sample results, drawing indicating sample locations, and estimated quantities, if discovered. Provide removal requirements for the Bid documents and provide recommendations for removal during the Construction phase, including answering RFI's. Review and coordinate all hazardous waste manifests generated by the project.
Action: Approval

B. *Title:* PAA #D12
Vendor: Environmental Construction Services, Inc. (ECS)
Agreement Date: June 22, 2010
Campus: De Anza College
Project No.: 236C
Project Name: Tile Roof Repairs – Phase III – E2-E3 & Admin Building

Amount: \$2,970
For: Provide sample collection of caulking, roof sealers, and felts associated with the tile roof systems and parapets on buildings E2, E3, and Administration. Collect built-up roof samples from Administration building. Repair any holes or damage caused by sample collection. Submit materials for analysis of Asbestos Containing Materials (ACM) to a California certified laboratory and provide a final report detailing the following: sample results, drawing indicating sample locations, and estimated quantities. Provide removal requirements for the Bid documents and provide recommendations for removal during the Construction phase, including answering RFI's. Review and coordinate all hazardous waste manifests generated by the project.
Action: Approval

C. *Title:* Change Order #2
Vendor: John Plane Construction, Inc.
Agreement March 18, 2010
Date:
Campus: De Anza College
Project No.: 205
Project Name: Seminar Building/Multicultural Center
Amount: \$5,360
For: Miscellaneous changes at the Multicultural Center including paving revisions and additional concrete demolition.

The total Change Orders to date represent <0.1% against the original contract amount. Funding is included in the current budget.

Action: Ratification

Revision #1 to PAA-6A

D. *Title:*
Vendor: Noll & Tam, Architects & Planners
Agreement February 2, 2010
Date:
Campus: De Anza College
Project No.: 256
Project Name: Campus Center Renovation Phase II
Amount: \$6,785
For: Revisions to the HVAC system and deletion of signage scope.
Action: Approval

E. *Title:* Change Order #12
Vendor: S. J. Amoroso, Inc.
Agreement July 10, 2009
Date:

Campus: De Anza College
Project No.: 241
Project Name: S2-S6 Phase II – Utility Master Plan – Phase I
Amount: \$34,892
For: Miscellaneous changes: Credit for floor drains at S2 and S6, provide support for make-up air unit, provide supervision for work scheduled for Shutdown 3 and postponed for Shutdown 4, provide reducers for control valves, provide electrical circuits for exhaust fans EF1 and EF2, provide attachments for hydronic pipe at building E2, revise Milestone #4 to May 15, 2010 and add Milestone #4A July 5, 2010 to complete controls.

The total Change Orders to date represent 9.06 % against the original contract amount. Funding is included in the current budget.

Action: Approval

F. *Title:* Change Order #4
Vendor: John Plane Construction, Inc.
Agreement Date: November 16, 2009
Campus: De Anza College
Project No.: 203
Project Name: Baldwin Winery and East Cottage Project
Amount: \$6,456
For: Miscellaneous change orders:
Baldwin Winery: provide additional support to existing truss brackets.

The total Change Orders to date represent 1.1% against the original contract amount. Funding is included in the current budget.

Action: Ratification

G. *Title:* Revision #7 – Professional Services
Vendor: Ratcliff Architects
Agreement Date: February 3, 2009
Campus: Foothill College
Project No.: 160
Project Name: Physical Sciences & Engineering Center
Amount: \$120,310
For: Additional fees for services during the contractor selection phase, pre-construction phase, meetings and revisions based on ETS updated standards, meetings and revisions to Building Control standards, signage coordination, sports field coordination, and revisions to the instructor's console.
Action: Ratification

H. Title: Revision #1 – Professional Services
Vendor: tBP Architects
Agreement July 15, 2009
Date:
Campus: Foothill College
Project No.: 113/109
Project Name: Reconstruction of Stadium Bleachers & Press Box/Physical Education Lab Space
Amount: \$10,500
For: Additional architectural design and related structural, electrical, and mechanical engineering, to provide revised designs and specifications for an expanded telecommunication closet.
Action: Ratification

Executive Director of Facilities, Operations, and Construction Management Charles Allen, Director, Bond Program Management, De Anza College Tom Armstrong, and Director, Bond Program Management, Foothill College Art Heinrich, recommend that Measure C consent item(s) be **ratified/approved** by the Board of Trustees.

21. De Anza College, Revision #1 to Gilbane-MAAS Contract for 2009-2010 Standard Form of Agreement for Measure C Program and Project Management Services. Revision #1 is a three (3) month contract extension for Gilbane-MAAS.

District staff is in contract negotiations with Gilbane-MAAS and has proposals from Gilbane-MAAS for project level staffing, program level support, and for the defined fixed-fee delivery of Construction Management for the two large capital projects – Physical Sciences and Engineering at Foothill and Mediated Learning Center at De Anza.

This contract extension will allow time to finalize the defined staff planning, complete the negotiations of final contractual terms and conditions, agree on specific guidelines identified in the MGT report regarding holding the management team accountable for their work, and resolving all remaining contractual language items.

This extension will allow for continued active management of current projects while this effort is being completed.

Executive Director of Facilities, Operations, and Construction Management Charles Allen recommends **approval**.

22. Measure C Project List Revision, Foothill Project Name Change

This revision to the Measure C Project List is being presented to recognize efforts on behalf of representatives from Foothill College, the District, and the Program Management Team to plan and prioritize project scope at Foothill College:

- Project 142, Soccer, Softball and Baseball Complex has a name change. The new name for the project is Soccer and Softball Complex. This name correctly reflects scope of project as reconstruction applies to Soccer and Softball Complex only. There is no change to budget.

Executive Director of Facilities, Operations and Construction Management Charles Allen, recommends that the Board **approve** the Bond Project List Revision and Foothill Project Name Change.

23. De Anza College, Measure C - Project 251 Install Photovoltaic Arrays – Campus wide Request for Qualifications (RFQ) #1281: Photovoltaic Solar Energy Engineering Services, the Preparation of a Request for Proposal Solicitation, and for Evaluation Services for the Installation of Photovoltaic Arrays Campus-wide. Recommendation of selection of Design / Engineering Firm.

De Anza Measure C Project #251 Install Photovoltaic Arrays – Campus wide will provide on-site electrical generation to offset electrical usage purchased from outside sources. The first portion of this project included the installation in Summer 2009 of a fixed canopy array south of the Stelling Parking structure that generates approximately 100,000 Kw of power. A small educational demonstration system is planned for installation at the Kirsch Center for Environmental Studies in summer 2010. The final portion of this project - and the eventual outcome of this RFQ/RFP process - will be the installation in summer 2011 of at least a one (1) Megawatt system on campus, likely in parking lots A & B. This project is intended to support the College's desires to improve energy sustainability by reducing the Colleges' present operating costs while demonstrating sustainability to the community.

This RFQ specifically identified the requirements of an experienced Architect / Engineering firm skilled in planning and phasing, multi-disciplinary coordination and design integration, estimating and cost forecasting, and experience working with the Division of the State Architect (DSA).

The RFQ package for Architectural / Engineering Services was issued to various local firms and published on the Purchasing Department's designated public web site - Bid Net. The District received six (6) completed RFQ response packages. Those firms were:

Allana Buick & Bers	Integrated Engineers & Contractors Corporation
NetZero Energy, LLC	Optony Inc.
Newcomb Anderson McCormick	Salas O'Brien

The selection criteria for this project required that the successful team be able to: prepare a request for proposal solicitation, provide technical evaluation services, and produce a complete financial analysis (construction, return on investment and system sustainability), and complete design documents based on College-directed phasing requirements.

The Selection Committee was comprised of representatives of the College and the District, including: Donna Jones-Dulin, De Anza College Associate Vice President; Frank Nunez, Director of Facilities & Operations; Tom Armstrong, De Anza College Bond Director; and Dan Brinkman, Project Manager for Gilbane-MAAS.

Of the RFQ packages received, the selection committee felt that the RFQ response submitted by Newcomb Anderson McCormick proposed a project team that could maximize the defined efforts most effectively, could provide the necessary resources in a timely and cost-effective manner, and would provide the best value to the College and District for this project. The selection committee concluded that the team presented by Newcomb Anderson McCormick best met the RFQ requirements and were determined to be the most qualified firm to perform the work.

Executive Director of Facilities, Operations and Construction Management Charles Allen, recommends that the Board **approve** the Selection Committee's recommendation and **authorize** the District to enter into contract and fee negotiations for all necessary Architectural / Engineering design services for this project.