

**Board of Trustees Agenda Item**

**Board Meeting Date:** July 12, 2010

**Title of Item:**

Measure E - Project 283 Combined Site Improvements, De Anza College  
Project Authorization Amendment D-001 to Sandis' Master Form of Agreement dated 07/12/10.

**Background and Analysis:**

Measure E - Project #283 Combined Site Improvements at De Anza College was recently established through the consolidation of several smaller site improvement projects to create a more efficient delivery of design, planning, and construction phasing. It requires the expertise of an experienced Master Architect Engineering firm skilled in planning, phasing, design integration, estimating, and Division of the State architect (DSA) experience. Selection of a qualified Architect / Engineering design firm was undertaken by a committee assembled by the District, College, and Program Management staff. The Board of Trustees authorized the District to negotiate with the selected firm. The negotiations with Sandis resulted in the PAA presented here in the amount of \$436,656.

**PAA D-001** will assign the first two phases to the Sandis team for the following services:

**Phase 1 – Programming & Integration:** The Consultant will compile site improvement designs, evaluate the various components including the Master Plans, review all drawings & specifications, and develop a program & phasing plan for this project. Efforts will include, but not limited to, civil, landscaping & irrigation, site lighting, and pedestrian walkway improvements.

Additional scope will include: Campus Drive lighting analysis, Stelling Entrance traffic studies, Campus storm drain analysis including flushing & video documentation of the storm lines, and development of several new walkways from Campus Entries & Bus Stops.

**Phase 2.0 – Schematic Design:** The Consultant will prepare and present a Final Integrated Schematic Design (SD) that incorporates all site design elements, a detailed Phasing Plan that incorporates priorities & cost components, and a SD Cost Estimate.

Additional scope will include reports & recommendations for: Campus Drive Lighting, Stelling Entrance Traffic Modifications, and a Campus Fire Lane improvement plans.

**Recommendation:**

Charles Allen, Executive Director of Facilities, Operations and Construction Management recommends that the Board approve Project Authorization Amendment D-001 with Sandis.

Submitted by:	Charles Allen
Additional contact names:	Donna Jones Dulin, Tom Armstrong, Frank Nunez
Is backup provided?	Yes – PAA D001

**PROJECT AUTHORIZATION AMENDMENT NO. D-001 TO  
MASTER FORM OF AGREEMENT BETWEEN FOOTHILL-DE ANZA COMMUNITY  
COLLEGE DISTRICT and SANDIS**

This Project Authorization Amendment D-001 (dated 07/12/10) is executed between the FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT ("District"), and SANDIS ("Consultant") pursuant to the Measure E - Master Form of Agreement (dated 07/12/10) between Foothill-De Anza Community College District and Consultant, which is incorporated herein by this reference.

**1. Project Authorization Amendment (PAA D-001) Project Description:**

Measure E Program – De Anza College

Project 283: Combined Site Improvements, De Anza College

Programming & Integration and Schematic Design & Phasing Plan Phases

**2. Consultant's Compensation:**

The PAA D-001 Contract Price, as noted in the breakdown below, is in the amount of: Four Hundred Thirty-Six Thousand Six Hundred and Fifty-Six Dollars (\$ 436,656). This includes the following items:

Consultants' Fee: \$377,916 (lump sum not-to-exceed)

Reimbursable Expenses: \$13,000 (lump sum not-to-exceed)

Project Meetings: \$ 45,740 (To be billed on a Time & Material not-to-exceed basis)  
Any residual unused value to be carried forward and utilized in subsequent design phases, as an as-needed draw-down account.

**A. Allocation of Contract Price Among Basic Services:**

Reference: Attachment A: Sandis' Fee & Scope Proposal dated June 28, 2010

1.0 Programming & Integration	\$ 87,598
2.0 Schematic Design & Phasing	\$ 134,291
Storm Drain Improvements: Inspection, Flushing, Investigation, Evaluations, Recommendations, & Final Report	\$ 111,846
Traffic Studies: Stelling Entry	\$ 7,686
Campus Drive Lighting Analysis	\$ 1,562
Campus Fire Lane Improvement Schematic Design	\$ 6,096

Campus Teardrop Entryway: Schematic Design & Coordination of the Entryway located at the teardrop loop at Flint Center entry with the Mediated Learning Center project team & architect.	\$ 17,123
Project Meetings (to be billed on a Time & Material not-to-exceed basis). Any residual unused value to be carried forward and utilized in subsequent design phases.	\$ 45,740
Estimates: 1.0 – Conceptual Estimate: \$6,028 2.0 – Final SD Estimate: \$5,686	\$ 11,714
<b>Fee Subtotal</b>	\$ 423,656
Reimbursable Expenses (Lump-sum Capped)	\$ 13,000
<b>TOTAL CONTRACT VALUE</b>	\$ 436,656

**B. Additional Services Rate Schedule:** Per master agreement & Sandis' current 2010 rate schedule.

**3. Schedule:**

Approximate Start Date: July 12, 2010  
Approximate Completion Date: October 30, 2010

**Milestones Phases**

1.0 Programming & Integration: July 12, 2010 – August 15, 2010  
2.0 Schematic Design & Phasing: August 15, 2010 – October 30, 2010

Services in this Agreement shall be completed by October 30, 2010. The date of contract completion can be extended, at no additional cost, by mutual agreement for up to two additional six-month periods to allow for information transfers, reviews, modification to the SD documents and for administrative closure of the PAA.

**4. Basic Services:**

Reference: Attachment A: Fee & Scope Proposal from Sandis dated June 28, 2010.

Consultant will perform all the following tasks but not limited to programming, scope integration, and the production of a comprehensive & cohesive Schematic Design for the Combined Site Improvements Project.

**Phase 1.0 - Project Programming & Integration:** Consultant will compile all site improvement designs completed to date, evaluate the various components including the Master Plans, review all drawings & technical specifications, and develop the program for this project. Efforts will include, but not limited to, the integration of: civil, ADA

walkway improvements, landscaping & irrigation, site lighting, pedestrian walkway improvements.

Other scope shall include: Campus Drive lighting analysis; Stelling Entrance traffic studies; Campus storm drain: flushing, survey, investigation, & evaluation; and the development of several new walkways from Campus Entries & Bus Stops.

Deliverables will include: a final presentation meeting that defines strategic planning & project approach; summaries, reports, recommendations; planning & phasing guidelines; an Integration Plan for overall campus Master Planning illustrating the overlay of all concepts (1"=100' in Auto CAD); enlarged plans for the defined Phase 1 improvements with defined boundaries of Phase 1 (1" = 50'); Storm Drain Analysis that details flushing and video documentation of the storm lines; and a Conceptual Cost Estimate.

Quantities: Provide (6) six hard-sets & electronic CD/DVD of all deliverables. Electronic files shall be submitted in .PDF format and CAD format where appropriate.

**Phase 2.0 – Schematic Design:** Consultant will prepare and present a final integrated Schematic Design that incorporates all site design elements and a detailed Phasing Plan that defines priorities & cost components utilizing CAD and .pdf overlays.

Other scope shall include: Campus Drive lighting recommendations; Stelling Entrance traffic report; and the Campus fire lane improvement plan.

Deliverables will include a final presentation meeting to review Sandis' efforts that include: strategic planning & project phasing results and recommendations; a coordinated schematic design for the Teardrop Entryway and new walkways from Campus Entries & Bus Stops; a Schematic Design level cost estimate that evaluates the cost components of various priority areas; Colored illustrative enlargement plans (1"=20' or 1/8"=1'-0") for selected areas; illustrative sketches or drawings to define details of improvements; image boards to show proposed materials and plantings; Schematic Design drawings for Phase 1 improvements; Stelling entrance - Traffic Modification Report; Campus storm drainage report, Campus Drive lighting - Evaluation & Recommendations; and a SD Cost Estimate.

Quantities: Provide (6) six hard-sets & electronic CD/DVD of all deliverables. Electronic files shall be submitted in .PDF format and CAD format where appropriate.

**SUMMARY** (Attachment A: Fee & Scope Proposal from Sandis dated June 28, 2010)

**Phase 1.0 PROJECT PROGRAMING & INTEGRATION / PRELIMINARY DESIGN**  
**July 12<sup>th</sup> – August 15<sup>th</sup> 2010**

- Document Review
- Kick-Off Meeting/Site Visit
- Pedestrian Lighting Analysis
- Campus Dr Lighting Analysis
- Civil Analysis
- Landscape analysis
- Stelling Entrance Traffic review
- Storm Drain Review

- Storm Drain Pipe Flushing (approx. 17 days)
- Storm Drain Pipe Video (approx. 22 days)
- Site Analysis Summary
- Review Engineering impacts with Landscape plans.
- Identify Design changes to integrate the Landscape design.
- Develop a storm drain action plan with upgrade recommendations.
- Develop Conceptual Estimate
- Review all technical documents and review with team, soils, irrigation, and Landscape Master Plan (MP) improvements.
- Translate MP document planning to CAD in general way for overlay use.
- Create overall landscape analysis & Schematic Design Plan; establish areas to receive new planting, new hardscape, renovated irrigation, tree work-removal or replacement, storm drain improvements. New projects planned by Campus.
- Evaluate overlay with Team to establish workable boundaries for Phase I.
- Establish a plan for sustainable materials and confirm suitability Filterra, pervious pavers, etc.
- Develop Conceptual Integration Plan
- Project Group Meetings

## **Phase 2.0 SCHEMATIC DESIGN/INTEGRATION**

**August 15<sup>th</sup> - Oct 30, 2010**

- Pathway Improvement Design
- Fire Lane Improvement Design
- Final Cost Estimate
- Final Storm Drain Report
- Final Traffic Modification recommendation for Stelling Entrance
- Final Phasing Plan
- Final Integrated Schematic Design
- Develop landscape and irrigation in Phase I boundary to include Schematic Design Development level improvements.
- Develop illustrative color enlargement plans from AutoCAD base drawings for key areas to be improved. These areas may include (but not limited to): major pedestrian walkways or pathways, large quads, entry points, large landscape renovation areas, feature areas, and sustainable concepts that need to be portrayed graphically
- Select paving materials in coordination with ADA Plans, select plant, tree species, define irrigation concepts, identify tree conflicts.
- Develop illustrative sketches or cross section drawings as needed to portray the content of the proposed improvements.
- Coordinate the Entry-Loop/Teardrop at Flint Center entry point with the MLC project team
- Team Coordination
- Project Group Meetings

The Consultant shall integrate and provide design coordination, planning, & suggestions for cohesive design development of various campus site elements including, but not limited to, these main elements:

- a. ADA Improvements
- b. Pathway & Paver Improvements
- c. New Entryway Sidewalks & Pathway Improvements

- d. Site Lighting
- e. Sunken Garden Integration
- f. Landscape and Irrigation System
- g. Signage
- h. Fire Lanes
- i. Arborist Tree Surveys & Evaluations
- j. Civil Topographical Surveys
- k. Potential Underground Utility Upgrades (as-necessary)

The Consultant will review planning & design elements for coordination, cohesiveness, constructability and design intent. They will assist in developing and refining the design intent submitted by other consultants. They will provide the campus with full-size drawing “mark-ups” that will be reviewed by consultants, program manager, and Campus representatives.

The Consultant will work in coordination with Campus & District representatives to effectively prioritize and sequence projects.

#### **Meetings, Design Reviews, Decision Records, Schedules, & Project Coordination**

The Consultant will conduct regular project design review meeting(s) as needed with all campus staff, owner’s representatives, & consultants. Project Team Meetings will be held throughout the design phases. The Consultant will be available for other coordination meetings & site visits as needed to facilitate work. This contract assumes regular bi-monthly meetings; as well as, any meetings with design committees, campus representatives, and user team meetings as necessary.

#### **Meeting Minutes:**

The Consultant shall be responsible for issuing agendas and recording meeting minutes. Minutes shall be issued within 5 days of the design meetings.

#### **Design Reviews & Decision Matrix:**

The Consultant shall be responsible for developing, maintaining, and distributing an approved Design Decision Tracking Matrix. This document shall record, detail, and chronicle all design reviews & decisions. This document shall include, but not limited to, all design review comments & responses, design & scope decisions, phasing plan, recommendations, schedules, and dates. Consultant will include the matrix with all design submittals. It may serve as basis for future decisions and project scoping.

#### **Schedules:**

The Consultant shall assist in the preparation and update of Project Schedules on a monthly basis.

#### **Project Coordination:**

The Consultant will coordinate design work between the various consultants, owner’s representative, and campus staff throughout the project as necessary to complete the design and perform reviews. All fees associated with project coordination are included in this PAA.

The Consultant will maintain regular contact with the Owner’s Representative and other involved parties in the interest of coordinating information. Prior to selecting and

engaging with other consultants, the Consultant will obtain approval from the Owner's Representative.

**5. Contract Requirements**

Should any part of this amendment or attachments contain any conflict or contradiction with the Master Agreement between Foothill-De Anza Community College District and Sandis the terms and conditions listed in the Master Form of Agreement will prevail.

Invoicing - Remit all invoices to:

GilbaneMAAS Accounting (Measure E)  
Foothill Community College  
12345 El Monte Road  
Los Altos Hills, CA 94022

All invoices should include the following information: Measure E, Project Number & Name, PAA Number, Purchase Order Number, approved Schedule of Values with percent of completion, any backup billing data

Insurance

All insurance requirements are applicable per the Master Form of Agreement.

Additionally Insured: Insurance Certificates shall include:

Foothill - De Anza Community College District, Gilbane, & MAAS Companies

**"DISTRICT"**  
**FOOTHILL-DE ANZA COMMUNITY**  
**COLLEGE, a California Community College**

**"CONSULTANT"**  
**Sandis**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

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