

<b>Subject:</b> Contracts and Agreements - Capital Projects	<b>Enclosure:</b> Schedule
<b>Category:</b> ORGANIZATIONAL EFFECTIVENESS	<b>Reason for Board Consideration:</b> Action

The California Education Code provides that the Board can designate District staff the authority to execute contracts. The Board has made the appropriate designations for contract signing by staff as per guidelines provided by Education Code Sections 81655 and 81656, as well as Board Policy 6340. Because of time constraints and various other factors, capital project contracts and agreements may be executed prior to Board approval. A schedule of contracts and agreements, as listed below, accompanies this agenda item that will require appropriate action by the Board. The staff will be in attendance to review the various contracts and agreements and answer questions.

Page

**A. CONTRACTS FOR RATIFICATION**

- 1. Contract/Agreement: Lionakis .....45

**RECOMMENDATION:**

It is recommended that the Board ratify and/or approve the capital project contracts and amendments which are listed on the accompanying schedule.

A. **CONTRACTS FOR RATIFICATION**

1. **Contract/Agreement: Lionakis**

**Term:** April 20, 2010 - September 30, 2010

**Amount:** \$25,000 (not to exceed)

**Funding Source:** District Funds

**Agreement:** Facility master planning services to assist District staff in updating facility master plan for Rocklin campus, in order to support new Educational Master Plan, and determine planning assumptions and campus layout (site plan) for 2020 and 2030 . Services will be invoiced on a time and material basis, not to exceed \$25,000.

April 12, 2010 (Revised)

Laura Doty, Facilities Director  
Sierra Community College District  
5000 Rocklin Road  
Rocklin, CA. 95677

**Re: Revised Fee Proposal for Sierra College – Facilities Master Plan Update and Amendment**

Lionakis is pleased to submit our fee proposal for facility master planning services and support at the main campus in Rocklin and the other campuses located in the southern portion of the District. We are proposing to assist you and the District in determining the best way the District can support the expected growth in student population. We are proposing to do this in two phases with the first phase being the discussion, research, analysis and recommendations. Phase II will consist of the document preparation phase. This fee proposal presented today is for the Phase I services only. The completion of phase I will determine what will be required for Phase II. Upon completion of Phase I, we will submit a fee proposal for Phase II.

**Project Description**

There are existing facility master plans (FMP) for the District dating back to 2003 that were updated in 2007/08. There are also other documents that have been utilized in previous plans including a demographic study done in 2008. Currently the College has created a new Educational Master Plan (EMP) for the College. The EMP will identify the direction the educational programs of the College are going. We expect it will include program sizes by student count, program needs, growth or reduction expectations, instructional methods, demographics of the area for each of campuses and other pertinent information. The primary purpose of the new Facilities Master Plan (FMP) is to identify and coordinate the facilities needed to support the new EMP for each campus in the southern portion of the District by using the existing master plan as the base information, revising and adding information to create the new master plan amendment.

The following scope of services is based on the proposed work plan which delineates the preliminary scope of work.

**SERVICES**

1. A work plan that identifies the major steps in the planning process has been prepared. These primary steps are listed below. Master planning services to be performed will be discussed and authorized ahead of time with the Sierra College Director of Facilities.

**PHASE I**

- a. Expectations and Goals of Plan Amendment
- b. Parameters/ Boundaries/ Limitations of the Plan Amendment
- c. Determine Design assumptions and Facts
- d. Determine Facility Needs

e. Develop Options and Alternatives

PHASE II

f. Documentation of Desired Solution

2. Those items listed above #a – e are part of the scope of work for Phase I. Item #f is the Phase II portion of the process.
3. We will review district provided reports and plans including the Education Master Plan demographics report, old master plans, Land Use Development Plan, Factbook and other reports that are available.
4. We may need to tour the existing campuses, vacant campus sites and potential new sites to better understand the conditions. A comprehensive needs assessment of the existing facilities should not be required.
  - a. This review of existing conditions should incorporate the Facility Assessment Report located in the Fusion system. This can be used as the base information.
  - b. The base information will be augmented by our visual observations, feedback from facilities personnel, existing documentation and others. Consideration will be given to non-assignable space as well.
  - c. We will rely on the advice of Facility staff recommendation for infrastructure upgrades for the existing facilities.
5. We will work with the condensed Facilities Master Plan Committee (a compact group of 4-5 people) for all of the planning discussions and decisions.
6. There is an existing traffic and parking study that was completed recently by Omni Means and will be made available to us.
7. After review of all the reports and further discussion, we may need additional information from consultants who prepared these documents. We cannot determine that until we have further discussion. At that time we will request that additional information.
8. Utilizing State of California Standards we will prepare an approximate gross square footage, indicated by phase, for the area of the district under consideration, parking requirements by phase and projected site size to service the projected needs of each site. Standard Chancellor's office formulas and space projections will be utilized to develop space needs for assignable and non-assignable space and other site services such as parking.
  - a. Overall site size will be dependant on factors that we may be unable to define such as local agency requirements, environmental issues and other similar items. We can define a budget area of useable space that will be required for an overall proposed campus.
9. As part of phase II, we can prepare a proposed schedule for Master Development of the Rocklin campus and each of the outreach sites that serve as a basis for cost modeling and district five year planning.
10. As part of phase II, we can prepare programmatic cost model based on the schedule and planning document for district review and input. Compile input and finalize.
11. As part of phase II, we can finalize the desired scenario into Facilities Master Plan documents that can be presented to the board for comment and approvals.

The following items are additional tasks that can be added to the scope of work for this master plan amendment:

12. Sustainable Design Guidelines updated.
13. Aesthetic Design Guidelines.
14. Review and recommendation for Food Service.
15. Community Outreach.
16. We can prepare a 3-D graphic rendering for each of the campuses.

### **CLARIFICATIONS**

Below are a list of clarifications, exceptions and exclusions to the services that we propose to provide for this project.

1. LBDG will be the only consultants to work on this project, unless that district needs additional information that we cannot provide.
2. We will rely on existing area calculations to be provided through the existing space inventory as listed in Fusion.
3. We will utilize as much current and existing information as we can in developing the master plan amendment including current reports, Fusion reports and the existing master plans along with any other information available.
4. We cannot make recommendations or give direction dealing with hazardous materials.
5. Our proposal does not include services for a topographic survey, legal descriptions, off-site improvement design, soils investigation, reports or testing. These are considered information or services provided by the Owner.
6. The College has previously commissioned someone to prepare a traffic and parking analysis. We will rely on this document for any traffic or parking related information.
7. We understand there is a desire to incorporate Sustainable design into the master plan. We support this desire and will incorporate sustainability into the design for this master plan as part of our base services.
8. We would request copies of the Educational Master Plan, traffic study, and the 2007/08 master plan document in electronic format (preferably Word) and any other documents pertinent to this master plan that we may not have received.
9. Since our proposal for this phase of work is for Time and Materials, we will be billing you for all materials prepared for your use. We will not be billing you for those items traditionally part of our fees including mileage less than 100 miles and in-house documents that we use.
10. We will make available to the District any photographs that we have taken of the project in design or construction. Special trips for the expressed purpose of photographing are not included.
11. The District will identify the available capacity of the campus systems (utilities such as water, sewer, power, gas, phone and data) to support the expansion of these utilities if necessary. This master plan does not include the analysis, design or construction for infrastructure of utilities or technology backbone.

Laura Doty, Facilities Director  
April 12, 2010  
Page 4 of 5

12. We are prepared to attend at least one board meeting to present the facility master plan.
13. The clarifications and statements in this proposal augment those stated in the contract documents.

### **DELIVERABLES**

1. Phase I – During this phase we anticipate sharing copies of documents, charts and graphs that may be generated to respond to questions and discussion items. We don't anticipate producing any volumes of documents until phase II
2. Drawings and documents generated during the master plan discussions can be prepared and distributed as hard copies as well as electronic format.

### **COMPENSATION**

For the master planning services described in the proposal, we propose to perform this work on a **Time and Material** basis during the Phase I portion of work. We will bill this according to our latest rate schedule that we have attached for your reference. Materials generated for this project and for your use will be billed as reimbursable expenses. Please call me if you have any questions or comments regarding this fee proposal. We look forward to working with you and Sierra College again on this interesting and challenging master plan.

Sincerely,



David P. Younger, AIA, LEED®  
Principal,  
Lionakis

**FEE SCHEDULE**  
**Effective January 1, 2010 – December 31, 2010**

<u>Classification</u>	<u>Hourly Rates</u>
Managing Principal .....	\$195.00
Principal .....	\$185.00
Associate Principal .....	\$170.00
Senior Associate .....	\$160.00
Associate .....	\$155.00
<b><u>Architectural Services</u></b>	
Senior Project Director .....	\$155.00
Project Director .....	\$140.00
Senior Project Manager .....	\$130.00
Specifications Writer .....	\$130.00
Architectural Rendering Specialist .....	\$125.00
Senior Architect .....	\$115.00
Project Manager .....	\$115.00
Project Architect .....	\$110.00
Senior Designer – Architecture .....	\$105.00
Staff Architect .....	\$100.00
Project Designer - Architecture .....	\$90.00
Staff Designer - Architecture .....	\$80.00
Senior Drafter - Architecture .....	\$75.00
Designer - Architecture .....	\$75.00
Specification Technician .....	\$75.00
Drafter – Architecture .....	\$65.00
<b><u>Interior Design Services</u></b>	
Project Director – Interiors .....	\$130.00
Project Manager – Interiors .....	\$115.00
Senior Designer – Interiors .....	\$105.00
Project Designer – Interiors .....	\$85.00
Staff Designer – Interiors .....	\$70.00
Designer – Interiors .....	\$60.00
<b><u>Planning Services</u></b>	
Senior Planner .....	\$110.00
Staff Planner .....	\$75.00
<b><u>Structural Engineering Services</u></b>	
Senior Project Manager -Engineering .....	\$135.00
Senior Engineer .....	\$130.00
Project Engineer .....	\$125.00
Staff Engineer .....	\$110.00
Senior Designer – Engineering .....	\$105.00
Senior Drafter – Engineering .....	\$105.00
<b><u>Project Support Services</u></b>	
Senior Graphic Designer .....	\$120.00
Graphic Designer .....	\$90.00
Senior Project Coordinator .....	\$70.00
Project Coordinator .....	\$60.00
Staff Technician .....	\$50.00
Office Assistant .....	\$45.00
Consultants .....	Direct Cost + 10%
Reimbursables .....	Direct Cost + 10%
<i>Blueprints, Photocopies, Shipping, Photography, Plotting, Renderings, Travel Expenses, Agency Fees, etc.</i>	
Auto Travel (over 100 miles round trip)	\$ .50 per mile