

OHLONE COLLEGE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Douglas Treadway

DATE: April 12, 2006

SUBJECT: Approval of Project Assignment #11 with tBP Architecture for Signage Planning and Design Services

tBP is proposing to develop a comprehensive signage plan for the Fremont Campus. When implemented, it will assist students in finding their way around the campus and will create an exciting and invigorating new look for the campus. The improved signage will be incorporated with the campus facelift Bond Project #3-27.

In addition, tBP proposes to provide interior directional signage and directing specifications for the Student Support Services Center Bond Project #2.

The compensation for services shall be a fixed fee of \$42,700.00 plus budgeted reimbursable expenses not to exceed \$600.00, for a total fee of \$43,300.00.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees approve Project Assignment #11 with tBP Architecture for an amount not to exceed \$43,300.00, which includes reimbursables.

Attachments: Project Assignment #11

PROJECT ASSIGNMENT NUMBER 11

(EXHIBIT A TO AGREEMENT FOR ON-GOING ARCHITECTURAL SERVICES)

This Project Assignment is executed between **Ohlone Community College District (“District”)** and **tBP Architecture (“Architect”)** **April 12, 2006**, pursuant to the Agreement for On-Going Architectural Services (“Agreement”) between the Architect and the District dated September 8, 2004. By this reference, the Agreement is incorporated herein as if set forth in full.

1. Project Description.

Provide Services **to develop a comprehensive signage Plan for the Ohlone College Fremont Campus**, in accordance with tBP Architecture’s Proposal Letter dated March 1, 2006.

2. Basic Services. The Architect will provide the following Basic Services noted below for the above-described Project (see Agreement and Conditions to Agreement for detailed description of each of the following identified Basic Services).

Basic Services as per tBP Proposal Dated March 1, 2006.

Design Consultants Included

- **McCracken & McCracken**

3. Architect Compensation:

Contract Price. Compensation shall be **fixed fee of \$42,700.00** for Architectural and Engineering services plus Reimbursables, according to terms in master agreement 193-0604-001, at actual cost, not to exceed \$600.00.

In all other respects, the terms of the original agreement #193-0604-001 remain in full effect. However, if there is a conflict between this Project Assignment and the original agreement, the terms of the original agreement will prevail.

OHLONE COMMUNITY COLLEGE DISTRICT

TBP ARCHITECTURE

Signature

Signature

Marian Castaneda
Director of Purchasing, Contract Administration
and Auxiliary Services

By: _____

Title: _____

Date: _____

Date: _____

March 1, 2006

Ohlone College
43600 Mission Boulevard
PO Box 3909
Fremont, CA. 94539-0390

Attention: Deanna Walston, Vice President of Business Services

Subject: **ADDITIONAL SERVICES – SIGNAGE**
Ohlone College Fremont Campus
tBP Project No.: 20446.07

Dear Ms. Walston:

Attached for District review and approval is a Professional Services Authorization for providing Additional Signage Planning and Design Services for the Subject Project.

Project Description:

Develop a comprehensive signage plan (Signage Standards Manual) for the Fremont Campus which, when implemented, will assist students in finding their way around the campus as well as create an exciting and invigorating new look for the campus. The Signage Standards Manual will define the interior and exterior signage requirements for the campus and provide the guidance needed to unify the signage across the campus. Provide building identification signage specifications for the Exterior Wall Repairs and Coating for Buildings 1-6, 8 and 9, scheduled to start construction during the summer of 2006. Provide interior directional signage and directory specifications for the Student Support Services Center which is scheduled to start construction in 2007.

Scope of Additional Signage Services:

tBP/Architecture will provide the following Additional Signage Planning and Design Services as set out in the "Agreement for On-Going Architectural Services, dated September 8, 2004" and as modified herein.

1. Part I – Signage Standards Manual. Prepare design and preliminary specifications for exterior wayfinding signage.
2. Part II – Buildings 1-6, 8 and 9 Exterior Wall Repairs and Coating Project. Based on the Signage Standards Manual for exterior wayfinding signage, prepare design and detailed specifications for exterior building identification signage.
3. Part III – Wayfinding signage for the Student Support Services Center. Prepare design and detailed specifications for interior directional signage (including directory), Fire/life safety code, interior room identification, and building name signage is a part of tBP/Architecture's basic services for the Student Support Services Center and is therefore excluded from the services described herein. The interior signage, developed for the Student Support Services Center, will also serve as the interior signage standards of the Signage Standards Manual.
4. Refer to the attached letter proposal from McCracken & McCracken, dated March 1, 2006 for a detailed description of the Signage services.

Signage Design Services:

Our Proposal provides Signage design services only.

D. Walston
Additional Signage Services, Ohlone College
March 1, 2006
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tBP

We propose utilizing the professional engineering services of McCracken & McCracken for the signage systems design for the Subject Project.

Compensation for Additional Services:

Compensation shall be a fixed fee of Forty-Two Thousand Seven Hundred Dollars (\$42,700.00).

McCracken & McCracken	
Part I – Signage Standards Manual	\$19,000.00
Part II – Buildings 1-6, 8 & 9	\$11,000.00
Part III – Student Center Wayfinding	\$7,000.00
tBP Administration of Consultant	\$3,700.00
tBP Design/Coordination	\$2,000.00
Total Fixed Fee:	<u>\$42,700.00*</u>

* The fixed fee assumes the District authorizes Parts I, II, and III together.

Reimbursable Expenses:

Reimbursable Expenses are in addition to the fee and include expenses incurred in the interest of the Project as identified in the attached Professional Services Agreement. We recommend a budget allowance of Six Hundred Dollars (\$600.00) for project-related expenses.

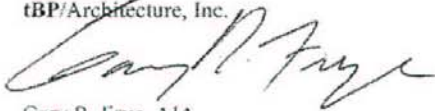
Services Not Included

The following services are not included in the above scope of work and fee.

1. Implementation. Implementation services to be negotiated upon completion of Planning and Design services.

If this proposal is acceptable, please signify your acceptance and District authorization to proceed by signing and returning the attached Professional Services Agreement. Thank you again for asking our team to perform these professional services.

Sincerely,
tBP/Architecture, Inc.



Gary R. Frye, AIA
Principal

cc Simon Barros, Director of Facilities, Ohlone College
Don Eichelberger, Stegeman and Kastener, Inc.
Jay Malone, tBP/Architecture, Inc.
Contract File

Attachments: Professional Services Agreement
McCracken & McCracken's March 1, 2006 proposal

PROFESSIONAL SERVICES AGREEMENT



Between the Client:

Ohlone Community College District
43600 Mission Boulevard
Fremont, CA. 94539

and the Architect:

tBP/Architecture, Inc.
1000 Burnett Avenue, Suite 140
Concord, CA. 94520

Richard A. Mangum, AIA CA License # C8685

for tBP Project No.: 20446.07

Location: Ohlone College
 43600 Mission Blvd.
 Fremont, CA 94539

Scope of Work: Provide Signage Services for the Ohlone College, Fremont Campus, in accordance with tBP/Architecture's proposal letter dated March 1, 2006.

Fee: Compensation for services shall be a fixed fee of \$42,700.00 plus budgeted reimbursable expenses of approximately \$600.00 for a total approximate fee of Forty-Three Thousand Three Hundred Dollars (\$43,300.00).

Reimbursable Expenses: Reimbursable Expenses are in addition to the fee and include those expenses incurred in the interest of the project. They include project-related mileage/travel expenses, long distance communications, fees paid for securing approval of authorities having jurisdiction over the project, approved expense of reproducing, postage and handling of Drawings, Specifications and other documents in excess of the number of copies provided by the Agreement, expense of renderings, model and mock-ups requested by the District. These expenses will be compensated at 1.0 times the amounts invoiced to the Architect. Six Hundred Dollars (\$600.00) should be budgeted for project-related expenses.

Client:
Ohlone Community College District
Fremont, California

Architect:
tBP/Architecture, Inc.

By: _____
Deanna Walston
Vice President Business Services

By: _____
Richard A. Mangum, AIA
President/COO

Date: _____

Date: 3/1/06

From: James W. McCracken Jr. [mc2@sonic.net]
Sent: Wednesday, March 01, 2006 2:07 PM
To: Gary Frye
Subject: Ohlone College / Proposal A
March 1, 2006

AGREEMENT

CLIENT

tBP Architecture
1000 Burnett Avenue, Suite 140
Concord, California 94520

Attention: Gary Frye

GRAPHICS FIRM

McCracken & McCracken
618 Fourth Street, Suite 214
Santa Rosa, California 95404

PROJECT NAME / Mc2 PROJECT NUMBER

Ohlone Community College - Exterior/Interior Sign Program(s) / 10952

SCOPE OF WORK

Part I - Signage Standards Manual:

Prepare Design and Preliminary Specifications for Exterior Wayfinding Signage per Outline of Services attached

.....\$19,000 including tax and reimbursables

Part II - Buildings I through 9:

Painting Project / Prepare Design and Detailed Specifications for Exterior Building Identification Signage per Outline of Services attached

.....\$11,000 including tax and reimbursables

Part III - Student Center - Wayfinding Signage:

Prepare Design and Detailed Specifications for Interior Directional Signage (including building directory) per Outline of Services attached.

.....\$7,000 including tax and reimbursables

SERVICES

Phase I / Planning

- A. Analysis of Project Requirements for Graphic Communications
- B. Concept Development
- C. Preliminary Budget Analysis for Fabrication and Installation

Phase II / Design

- A. Preliminary Design
- B. Coordination
- C. Final Design, Drawings and Specifications

Phase III / Implementation*

- A. Fabrication
- B. Installation
- C. Future Maintenance

*Phase III Implementation costs not included under this Agreement - Phase III Exterior Signage Implementation to be negotiated upon completion of Phase I Planning and Phase II Design.

FEES

Total Amount of Agreement: \$37,000 including tax and reimbursable expenses. Graphics Firm will provide services as outlined at the rate of \$100 per hour plus reimbursable expenses.

PAYMENT SCHEDULE

Work in progress will be invoiced on a monthly percentage of completion basis and include reimbursables.

TERMS

A finance charge of 1 1/2% per month, which is an annual percentage rate of 18%, will be added to any unpaid balance 30 days from invoice. Failure to pay within 45 days from date of invoice shall grant the Graphics Firm the right to refuse to render further services and such acts shall not be deemed a breach of this agreement.

In the event of legal action to enforce any of the obligations of the Client under this agreement, the Graphics Firm shall be entitled to costs of collection, court costs and attorney's fees.

REVISIONS AND ADDITIONS

If the scope of work changes or if the Client makes a decision which results in necessary revisions or additions, those services will be invoiced as an addition to the original agreement at the hourly rate of \$100 per hour plus reimbursables, expenses and materials.

REIMBURSABLE EXPENSES

Travel time to and from the project to be billed the reduced rate of \$60 per hour. Reimbursable expenses shall include airfare, lodging, car rental and mileage expenses, meals and related travel expenses.

Miscellaneous expenses include photocopying costs, photographic materials and processing, postage/delivery services and courier expenses.

In the event of legal action to enforce any of the obligations of the Client under this agreement, the Graphics Firm shall be entitled to costs of collection, court costs and attorney's fees.

This agreement subject to renegotiation if not executed within 30 days from date above.

CONDITIONS

The Client shall appoint a staff member to act as coordinator between Client and Graphics Firm.

Client to provide any information and specifications required for completion of the services outlined in this agreement.

Design and production will be expedited in a timely manner, however Graphics Firm cannot be held responsible for delays beyond their control.

Assuming just cause, either party reserves the right to terminate this agreement upon giving 10 days written notice to the other. The Graphics Firm will be paid for services and expenses incurred under this agreement up to date of notification to terminate.

ACCEPTANCE

Please indicate your approval of this agreement by signing in the space provided below and returning the original for our files. Upon receipt of this agreement, we will proceed with the services outlined.

Authorized Signature

Date

McCRACKEN & McCRACKEN

OUTLINE OF SERVICES / EXTERIOR/INTERIOR SIGN PROGRAM(S)

This Outline defines, in exact step increments, the procedure Graphics Firm will follow in providing sign program graphic design services.

Phase I Planning, and Phase II Design are included in this Agreement. Phase III Implementation to be negotiated upon completion of Phases I and II.

Phase I / Planning

A. Analysis of Project Requirements for Graphic Communications.

1. Study existing and/or planned site conditions, project facilities and existing signage.
2. Review architects plans.
3. Obtain necessary information concerning operating and functional requirements for the

project.

4. All signage must be Americans with Disabilities Act (ADA), Title 24 and Fire Code compliant.

B. Concept Development

1. Develop preliminary concepts for a system of graphic elements and selection of materials which will communicate information effectively.

2. Provide preliminary graphics schedule, a complete list of graphic elements required throughout the project.

3. Using architects plans, show typical preliminary locations for all items.

4. Determine governmental code requirements for all signage.

5. Review typical sign types, legends and typical locations with Client for approval.

C. Preliminary Budget Analysis for Fabrication and Installation

1. Provide preliminary pricing schedule, a complete list of typical graphic elements with unit costs, installation costs and totals estimated.

2. Review all budgetary concerns with Client to arrive at an overall budget workable for all.

Phase II / Design

A. Preliminary Design

1. Using design techniques as required, develop final designs for all graphics and signage which were approved in Phase I.

2. Design and/or select letterforms, alphabets, etc. for all items.

3. Final selection of color and materials for all graphic elements.

B. Coordination

1. Review final design of all signage and graphic elements with Client.

2. Confirm final legends for all signage with Client.

C. Final Design, Drawings and Specifications

1. Provide sign program drawings and final graphics schedule for all graphics and signage elements.

2. Provide final specifications for colors and materials.

3. Provide final location plan showing typical locations for all items.
4. Provide final cost estimates for sign fabrication and installation.
5. Provide signage specifications/graphics schedule booklet - five (5) copies

Phase III / Implementation*

A. Fabrication

1. Coordinate and oversee fabrication of all approved graphic elements.
2. Provide design supervision for legend layouts and signage details where necessary.
3. Inspect all elements prior to installation.

B. Installation

1. Provide supervision to ensure proper installation of all graphic elements and signage.
2. Where necessary, coordinate landscaping around graphic elements and signage.
3. Final grooming, cleaning and inspection of all elements.

*Costs not included under this Agreement

FROM

Jim McCracken

McCracken & McCracken

Environmental & Communication
Graphic Design for Business

618 Fourth Street, Suite 214
Santa Rosa, California
95404-4414

Tel 707 528 8681
Fax 707 569 1713

www.sonic.net/mc2