

## OHLONE COLLEGE COMMUNITY COLLEGE DISTRICT

## MEMORANDUM

TO: Board of Trustees

FROM: Dr. Douglas Treadway

DATE: June 11, 2008

SUBJECT: Ratify Project Assignment #13 with tBP Architecture for Misc. Architectural Services on the Fremont Campus

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On September 8, 2004, the District entered into contract no. 193-0604-001 with tBP Architecture for campus-wide architectural services for the Fremont campus. In that capacity they have designed and are overseeing construction of the Student Services Building, developing a campus master plan, and working on several other projects. To date, 12 separate and specific project assignments (PA) have been issued to tBP. Most projects have been funded by the Measure A Bond.

As we enter the summer construction/repair season, a need has been identified for basic architectural services for small miscellaneous projects on campus that may be funded through state or local monies. It is not practical to enter into a new contract or PA for each small project that may only take a few hours of professional services time. Therefore, the Director of Facilities has requested a new PA (#13) to allow tBP to quickly respond to these small project assignments to minimize costs and time. These small projects would be charged out on an hourly basis.

Each small project would have a scope of work identified with it and would be checked for adequate funds prior to releasing a work order. The initial PA 13 will be for a not-to-exceed amount of \$50,000.

RECOMMENDATION

The President/Superintendent recommends that the Board of Trustees ratify Project Assignment No. 13 for Misc. Fremont Campus Projects with tBP Architecture for an amount not to exceed \$50,000, which includes reimbursables.

Attachments: Project Assignment #13

**PROJECT ASSIGNMENT NUMBER 13**

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

This Project Assignment is executed between **Ohlone Community College District (“District”)** and **tBP Architecture (“Architect”)** on **May 15, 2008**, pursuant to Agreement #193-0604-001 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 Architectural and Engineering Services for Misc. Fremont Campus Projects, as directed by District’s Director of Facilities, in accordance with terms of the Agreement.

**2. Services.** The Architect will provide the required Basic and Additional Services as needed for the above-described Projects. Architect shall provide a written estimate for each project. Such estimate shall provide a description of the services to be provided, a list of consultants to be used and the fees for each, and an estimate of the number of Architect employee hours anticipated. For purposes of this Project Assignment, reimbursable expenses, as defined in the Agreement, shall be invoiced at actual cost and need not be included in the estimate. The estimate shall be approved by the Director of Facilities prior to Architect beginning work on any project (see Agreement and Conditions to Agreement for detailed description of Basic and Additional Services).

**3. Architect Compensation.** Compensation for Architects’ employees shall be based on the Architect’s hourly rates (as defined in the Agreement) in effect at the time of the estimate less 7.5%. Total invoicing against this Project Assignment Number 13 may not exceed \$50,000.00 for all services including Reimbursables.

**4. Amendments.** This Project Assignment may be amended, but only in writing and in advance. Such amendment shall have no effect or validity until executed by the signatories below and approved by the District’s Board of Trustees.

In all other respects, the terms of the Agreement remain in full force and effect. Agreed as of the date first written above.

**OHLONE COMMUNITY COLLEGE DISTRICT**

**TBP ARCHITECTURE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Mark R. Robbins  
Director of Purchasing, Contracts and Auxiliary Services

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_