

## OHLONE COMMUNITY COLLEGE DISTRICT

## MEMORANDUM

TO: Board of Trustees

FROM: Gari Browning

DATE: June 10, 2009

SUBJECT: Approval of Amendment 1 to Contract 3360801 with Stegeman and Kastner, Inc. for Bond Program Management Services

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On May 7, 2008, the Board of Trustees approved a new contract number 3360801 with Stegeman and Kastner, Inc. for consulting, bond program management services and support in the amount not to exceed \$270,000.00. Staff is recommending that this contract be renewed for the 2009-10 fiscal year to facilitate bond project completion and close out.

Rationale for making this recommendation includes the following:

The District desires to effectively utilize the remaining uncommitted bond funds (approximately \$3.5 M). During the upcoming academic year several smaller projects need to be completed including Newark monument signage, Student Services Building closeout, interior renovations and laboratory safety improvements, among others. With these remaining projects, there is a continued need for administrative duties including bond budget reporting, meeting attendance, coordination with future capital project planning efforts, DSA closeouts and transition of Bond related matters to the District. Unless the contract with Stegeman and Kastner is renewed these duties will have to be assumed by the District's Facilities Director who is already fully utilized in the performance of other duties. It would not be in the best interests of the District to expect the Facilities Director to be able to take on these additional assignments.

Additionally, the current Bond Program Manager, Don Eichelberger, has been assigned to the District since the inception of the Newark Center project. Other District staff that had historical knowledge of the various bond projects have all resigned or retired. Losing the history and knowledge that the Bond Program Manager has acquired would put the District in a difficult position if questions or issues about completed bond projects should arise.

This contract amendment reduces the services to an average of two days per week for a fixed fee \$13,000.00 per month. Funds for this contract are budgeted in the Measure A Bond Fund.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees approve Amendment 1 to contract 3360801 with Stegeman and Kastner, Inc. for consulting and bond program management services and support in the amount not to exceed \$156,000.00.