

June 15, 2017

17-138

AUTHORIZE THE DEPARTMENT TO CONTRACT  
DIRECTLY WITH OTAK INC., TO PROVIDE  
ARCHITECTURE AND ENGINEERING SERVICES FOR  
THE COLLEGE SERVICES BUILDING STRUCTURAL  
CORRECTION

PREPARED BY: Avelina Gulmatico, MWESB/Procurement Coordinator,  
Finance Procurement Services

FINANCIAL  
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration  
Mark Mitsui, College President

REPORT: The College has a need to hire a qualified engineering/architectural consultant to provide a comprehensive design and services for the structural improvements and repairs of the College Services Building (CSB). The CSB was completed in 2005 and houses the following critical college services departments: Facilities Management Services (FMS), Public Safety and Transportation & Parking. The building has structural considerations and visible damages that will require immediate repair. Time is of the essence to have the design in place and start coordinating the construction schedule with the three departments minimizing interference with the department's daily work activities and schedule in support of student success. In addition, due to the fiscal year end process and timeline, the CSB requires most of the design work completed by June 30<sup>th</sup>. The estimated cost of the design will exceed the \$150,000 threshold, which requires formal solicitation process and Board of Directors approval.

The staff recommends directly appointing OTAK Inc to provide structural engineering and design services. OTAK Inc. was one of the sub-consultants hired by Miller Nash to provide expert witness and services that includes thorough investigation of the building including the review of existing building design and construction documents, overseeing concrete slab and ground penetrating radar testing, performed full scale load and deflection test and in-depth

structural analysis, coordinated other experts testing and work, and provide technical analysis.

The College Procurement Rules, PCC 48-0200 (E), allows direct appointment when hiring professional services including Architectural and Engineering (A/E) services. By directly appointing an A/E consultant who is familiar with the current condition of the building structure and have already done extensive analysis is unlikely to encourage favoritism or diminish competition. The staff recommends directly appointing OTAK Inc. for structural engineering and architectural services for the CSB structural correction. This will result in a substantial time and cost savings to the College because of the previous work experience and knowledge of the current building structure, expert analysis, and data gathered during the investigation process. A new RFP will require 6 to 8 weeks processing time, and additional time will be needed for another consultant to familiarize themselves with the building design/construction and perform another analysis on the current condition. This will further delay the construction start, completion date and delivery of service to the College community.

**RECOMMENDATION:** That the Board of Directors authorize the Department to directly appoint OTAK to provide structural engineering, design and other services needed for the CSB structural corrections project. The estimated cost is \$266,000 (consisting of the firm's proposed estimated cost of \$241,300 reimbursable expenses and 10% project contingencies). The contract will be valid thru June 30, 2018. The funding is covered by FMS capital projects fund.