

5055 Santa Teresa Blvd., Gilroy, CA 95020

www.gavilan.edu

(408) 848-4800

Steven M. Kinsella, DBA, CPA, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Citizens' Oversight Committee Meeting
June 6, 2016 – 6:00 p.m.
Gavilan College
5055 Santa Teresa Boulevard, Gilroy, CA 95020
Child Development Center, Room 127

AGENDA

I. CALL TO ORDER

1. Roll Call and Introductions

II. APPROVAL OF AGENDA

III. CONSENT AGENDA

1. Minutes – January 25, 2016

IV. COMMENTS FROM THE PUBLIC

This is a time for the public to address the Citizens' Oversight Committee (a maximum of five minutes will be allotted to each speaker)

V. INFORMATION ITEM(S)

1. Item(s) presented at board meetings for information or approval by the Board of Trustees:
February 9, 2016

- Measure E Bond Quarterly Financial Status Report as of December 31, 2015
- Approval of an agreement with Storm Water Inspection and Maintenance Services, Inc. to provide QSP (Qualified Storm Water Pollution Prevention Plan Practitioner) services at the San Martin Airport Aviation Maintenance Technology Project
- Gilbane Building Company Project Assignment Amendments
- Approve an Agreement with the City of San Jose for construction of water transmission lines plus sanitary sewer & storm drainage connections serving the Coyote Valley Educational Center site. Also approve **Resolution No. 1003** to authorize execution and delivery of a Quitclaim Deed to San Jose for the water extraction rights at the site
- Approve a Conservation Easement Purchase Agreement with Mariposa Peak, LLC, as Mitigation for the Coyote Valley Educational Center Project

March 8, 2016

- San Benito County Education Center Site Development
- Approval of an agreement with Live Oak Associates, Inc. to prepare a CEQA Categorical Exemption for Gavilan College Athletic Fields Renovations Project
- Approval of an agreement with Consolidated Engineering Laboratories for the Coyote Valley Educational Center, Increment #1



Board of Trustees: Tom Breen
Laura A. Perry, Esq.

Kent Child
Lois Locci

Mark Dover
Walt Glines

Jonathan Brusco
Adrian Lopez, Student

- Approval of an agreement with Live Oak Associates, Inc. to prepare an Incidental Take Permit and related analyses required for the buildout of Coyote Valley Phase II Upgrade Project
- IBI Group Architecture and Planning Project Assignment Amendments

April 12, 2016

- Update on San Benito County Education Center Development Timeline
- Child Development Center Interior Renovations Project, Change Order #1
- Notice of Completion for the Child Development Center Interior Renovations Project
- IBI Group Architecture and Planning Project Assignment Amendment
- Special Inspector of Record Agreement with Consolidated Engineering Laboratories
- Geotechnical Service Agreement with Cornerstone Earth Group
- Project Inspector Service Agreement with Irick Inspection Services
- Consider and Accept Bid for the Coyote Valley Low Voltage Package
- Library, Student Center, & Theater Fire Alarm Replacement project Change Order #1
- Notice of Completion for the Library, Student Center, and Theater Fire Alarm Replacement Project
- Approval of an agreement with Live Oak Associates, Inc. for HCP compliance services at the Gavilan College Aviation Project at the San Martin South County Airport
- Notice of Completion for the Water Storage Tank, Distribution and Well Improvements

May 10, 2016

- Measure E. Bond Quarterly Financial Status Report at March 31, 2016
- Accept Bid for the Coyote Valley Off-Site Improvements Package

VI. DISCUSSION ITEM(S)

1. Update Measure E Activities

VII. ACTION ITEM(s)

1. Set Next Meeting Date(s)

VIII. CLOSING ITEMS

1. Adjournment

Please join us for a brief tour of the completed Child Development Center Renovation Project immediately following the meeting.

GAVILAN COLLEGE MISSION

Gavilan College cultivates learning and personal growth in students of all backgrounds and abilities through innovative practices in both traditional and emerging learning environments; transfer pathways, career and technical education, developmental education, and support services prepare students for success in a dynamic and multicultural world.

PUBLIC COMMENTS – Individuals wishing to address the Citizens' Oversight Committee (COC) on a non-agenda item may do so during the Comments from the Public. However, no action may be taken on an item, which is not on the agenda. The public is welcomed to address the COC on particular agenda items and may do so at the time it is presented. Guidelines for Comments from the Public will be as follows:

A maximum of 5 minutes will be allotted to each speaker with a maximum of 20 minutes to a subject area. No disruptive conduct will be permitted at any Gavilan College Citizens' Oversight Committee meeting.

AGENDA ITEMS – Individuals wishing to have an item appear on the agenda must submit the request in writing to the Superintendent/President two weeks prior to the meeting. The COC Chair and Superintendent/President will determine what items will be included in the agendas.

Items listed under the Consent Agenda are considered to be routine and are acted on by the COC as one motion. There is no discussion of these items prior to COC vote unless a member of the COC, staff, or public requests those specific items are discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all consent items. Each item on the Consent Agenda approved by the COC shall be deemed to have been considered in full and adopted as recommended.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Nancy Bailey at 408-848-4711. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the COC meeting.

Members of the public may inspect agenda documents distributed to the committee at the President's Office, SC130, during regular working hours, or at <http://www.gavilan.edu/board/agenda.php>

Please help keep Gavilan College a litter-free campus and preserve its park-like setting. Thank you.

Citizen's Oversight Committee
January 25, 2016
NS Lounge, 6:00pm

MINUTES

The meeting was called to order at 6:00pm by Dr. Steven Kinsella. In attendance: Tim Day, Donna Bakich, Suzanne Bulle and Taha Khan (late arrival).

Minutes/Amendments to Agenda

No amendments to agenda.

(MSC) Bakich/Bulle to approve August 24, 2015 minutes as submitted; 3 ayes.

Comments from the Public

None.

Information Items

Fred Harris provided an overview of the financial status reports as well as an update of current projects. He stated this is the time of year that we receive the Prop 39 financial and performance audits from Gilbert and Associates. The reports denote we were without findings in both internal control and expenditures for the audit year 14-15.

Tim Day queried the transfer funds for mitigation. Fred Harris provided an overview of the mitigation process to date and explained the Sobrato organization funded \$800,000 for the cost of mitigation for Coyote Valley. Once this was completed the District received partial payment. The condition/terms for the release of the rest of the funds require buildings to be placed on site. An update on the mitigation easements will be brought forward to the Board of Trustees in February 2016.

In response to a question regarding the current status of the modular buildings in Coyote Valley, Fred Harris responded we are in the process of bringing in dirt to raise the site above the flood level and also to stabilize the soil.

Discussion Items

Dr. Kinsella provided an overview of the balance of Measure E funds and how these will be spent, the MOU with the South Bay Regional Public Safety Training Consortium and affirmation of the college campus for San Benito County. The expenditure focus for the remaining Measure E funds will be on Coyote Valley, San Martin Airport and Physical Education. The South Bay Public Safety Training Consortium was created in 1994 in partnership with Evergreen Valley College; the Consortium is now being brought back to our location. Gavilan College will place a full college campus in San Benito County at the Fairview Corners location.

Action Items

The next meeting date is set for April 25, 2016, 6:00pm.

Closing Items

Meeting adjourned at 6:20pm.

(MSC) Bakich/Khan to adjourn; 4 ayes.

**Gavilan Joint Community College District
Citizens' Oversight Committee Agenda**

June 6, 2016

Office of the President

Consent Agenda Item No.
Information/Staff Reports No. V.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Item(s) presented at Board meetings for information or approval by the Board of Trustees February 9, 2016 – May 10, 2016

- Resolution:
 Information Only
 Action Item

Proposal:
None

Background:
Information for items presented at Board meetings.

Budgetary Implications:

Follow Up/Outcome:

Recommended By: Dr. Steven M. Kinsella, Superintendent/President

Prepared By: Nancy Bailey
Nancy Bailey, Executive Assistant to the Superintendent/President

Agenda Approval: Steven M. Kinsella for Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/President

February 9, 2016

Gavilan Joint Community College District
Governing Board Agenda

February 9, 2016

Consent Agenda Item No. II.6(h)
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Administrative Services

SUBJECT: Measure E Bond Quarterly Financial Status Report at December 31, 2015

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees review the Measure E Bond Quarterly Financial Status Report

Background:

Attached is the Measure E Bond Quarterly Unaudited Financial Status Report for the period October 1, 2015 to December 30, 2015. The column titled "Budget" is based on the Board approved Measure E Master Budget as of September 9, 2014. The expenditures are accounted for on a cash basis during the fiscal year; during year-end some accrued expenses are included in the amounts.

Budgetary Implications:

The efficient use of Measure E Bond Program funds

Follow Up/Outcome:

Continue to monitor the Measure E Bond program finances.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA - Director, Business Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/President

APPROVED BY THE BOARD OF TRUSTEES

DATE: 2/19/16

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Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 2 Fiscal Year 2015-2016 (10/01/2015 through 12/31/2015)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
Revenue					
<u>Proceeds from Bond Sales</u>			\$ 108,000,000		
	Cost of Issuance		\$ (265,000)		
	Total Proceeds from Bond Sales		\$ 107,746,000		
	Bond Implementation Costs		\$ (188,823)		
<u>Reimbursement of Bond Expenses</u>			\$ 164,466		
	Premium Adjustment		\$ (13,175)		
<u>Portable Lease</u>	GUSD Lease portables over 25 years		\$ 67,574		
	GUSD Purchase of Modular Bldgs for GECA		\$ 40,392		
<u>Donation Agreement</u>	Coyote Valley Property		\$ 137,116		
<u>Agricultural Lease</u>			\$ 11,536		
<u>Bond Interest</u>	Fiscal Year 2003-04		\$ 9,988		
	Fiscal Year 2004-05		\$ 562,862		
	Fiscal Year 2005-08		\$ 1,045,177		
	Fiscal Year 2006-07		\$ 976,676		
	Fiscal Year 2007-08		\$ 1,281,565		
	Fiscal Year 2008-09		\$ 735,130		
	Fiscal Year 2009-10		\$ 100,247		
	Fiscal Year 2010-11		\$ 62,460		
	Fiscal Year 2011-12		\$ 204,720		
	Fiscal Year 2012-13		\$ 158,143		
	Fiscal Year 2013-14		\$ 114,449		
	Fiscal Year 2014-15		\$ 113,415		
	Fiscal Year 2015-16		\$		
	Subtotal Bond Interest		\$ 6,364,832		
	<u>Parking Fund Contribution</u> Fiscal Year 2007-08		\$ 250,000		Non Measure "E" Fund
	<u>Scheduled Maintenance Contribution</u> Fiscal Year 2008-2009		\$ 217,138		Non Measure "E" Fund
Total Revenue			\$ 113,796,047		

Expenditures

1 Program

660060 - Program Contingency		\$ 25,000			
	Total Costs through 9/30/2015		\$ 6,046		
	No Invoices this Period				
	Total Costs through 12/31/2015		\$ 6,046	\$ 19,955	
660380 - Planning - District		\$ 155,320			
	Total Costs through 9/30/2015		\$ 128,752		
	6831 - Contracted Services				
	Total Costs through 12/31/2015		\$ 128,762	\$ 26,588	
660560 - Planning - Main Campus		\$ 4,582,646			
	Total Costs through 9/30/2015		\$ 4,582,646		
	No Invoices this Period				
	Total Costs through 12/31/2015		\$ 4,582,646	\$ (0)	2
662260 - Coyote Valley Ed Center		\$ 13,139,693			
	Total Costs through 9/30/2015		\$ 1,001,040		
	5425 - License/Permits/Fees		\$ 978		
	5810 - Legal Services		\$ 6,022		
	5823 - Advertising/Promotion		\$ 958		
	5831 - Contracted Services		\$ 287,112		
	Total Costs through 12/31/2015		\$ 1,296,108	\$ 11,843,585	
663260 - Hollister Ed Center		\$ 9,625			
	Total Costs through 9/30/2015		\$ 9,625		
	No Invoices this Period				
	Total Costs through 12/31/2015		\$ 9,625	\$ (0)	
2 <u>Land Acquisition</u>					
662060/662160 - Coyote Valley Prop (Property/Develop)		\$ 21,236,072			
	Total Costs through 9/30/2015		\$ 21,280,536		
	6810 - Legal Services				
	Total Costs through 12/31/2015		\$ 21,280,536	\$ (42,464)	

Gaylan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 2 Fiscal Year 2015-2016 (10/01/2015 through 12/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
663060/663180 - San Benito Prop (Property/Develop)		\$ 9,838,755			
	Total Costs through 9/30/2015		\$ 9,245,442		
	5810 - Legal Services		\$ 4,728		
	5831 - Contracted Services		\$ 3,000		
	6160 - Land		\$ 130,120		
	Total Costs through 12/31/2015		\$ 9,383,291	\$ 455,464	
664060 - Land Res/dual		\$ -			
	Total Costs through 9/30/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ -	\$ -	
665060 - Local Funds Off-Site Development		\$ 69,998			
	Total Costs through 9/30/2015		\$ 69,998		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ 69,998	\$ (0)	
3 Current Projects					
670560 - Physical Education Building		\$ 6,539,165			
	Total Costs through 9/30/2015		\$ 141,233		
	5831 - Contracted Services		\$ 60,938		
	Total Costs through 12/31/2015		\$ 202,170	\$ 6,336,995	
671360-1 Demo CJ500, Old Acad. PB Rebuild		\$ 40,000			
	Total Costs through 9/30/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ -	\$ 40,000	
671460 - South County Airport Development		\$ 3,000,000			
	Total Costs through 9/30/2015		\$ 408,287		
	5425 - License/Permits/Fees		\$ 1,000		
	5810 - Legal Services		\$ 82		
	5823 - Advertising / Promotion		\$ 948		
	5831 - Contracted Services		\$ 46,872		
	Total Costs through 12/31/2015		\$ 457,189	\$ 2,542,811	
671560 - GECA Relocation Parking Lot C		\$ 1,247,017			
	Total Costs through 9/30/2015		\$ 1,223,487		
	5831 - Contracted Services		\$ -		
	Total Costs through 12/31/2015		\$ 1,223,487	\$ 23,530	
671860 - Furniture and Equipment Upgrade		\$ 175,000			
	Total Costs through 9/30/2015		\$ 189,280		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ 189,280	\$ (14,280)	
672360 - Scheduled Maintenance (Match for FY 13/14)		\$ 109,000			
	Total Costs through 9/30/2015		\$ 88,515		
	5831 - Contracted Services		\$ 8,326		
	Total Costs through 12/31/2015		\$ 96,840	\$ 12,160	
672460 - Instructional Equipment (Match for FY 13/14)		\$ 786,320			
	Total Costs through 9/30/2015		\$ 786,320		
	6405 - Fixed Assets over \$5,000		\$ -		
	Total Costs through 12/31/2015		\$ 786,320	\$ 0	
672560 - Scheduled Maintenance (Match for FY 14/15)		\$ -			
	Total Costs through 9/30/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ -	\$ -	
672660 - Instructional Equipment (Match for FY 14/15)		\$ -			
	Total Costs through 9/30/2015		\$ (0)		
	6405 - Fixed Assets over \$5,000		\$ -		
	Total Costs through 12/31/2015		\$ (0)	\$ 0	
673060 - Multi-Purpose Building Upgrades		\$ 24,486			
	Total Costs through 9/30/2015		\$ 24,486		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ 24,486	\$ (0)	
673160 - CDC Reconfiguration & Upgrade		\$ 500,000			
	Total Costs through 9/30/2015		\$ 102,003		

APPROVED BY THE BOARD OF TRUSTEES
 DATE 2/9/16
 W. Bailey

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 2 Fiscal Year 2015-2016 (10/31/2015 through 12/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
	5823 - Advertising / Promotion		\$ 770		
	5831 - Contracted Services		\$ 100,807		
	Total Costs through 12/31/2015		\$ 203,680	\$ 298,420	
673260 - General Building Upgrades		\$ 26,175			
	Total Costs through 9/30/2015		\$ 25,078		
	5831 - Contracted Services		\$ 1,175		
	Total Costs through 12/31/2015		\$ 26,253	\$ (78)	
680260 - Eprocurement		\$ -			
	Total Costs through 9/30/2015		\$ 13,851		
	5831 - Contracted Services		\$ -		
	Total Costs through 12/31/2015		\$ 13,851	\$ (13,851)	
680560 - Water Replacement Project		\$ 336,634			
	Total Costs through 9/30/2015		\$ 301,867		
	5831 - Contracted Services		\$ 11,622		
	Total Costs through 12/31/2015		\$ 313,389	\$ 23,245	
680660 - Technology, Phase 2		\$ 900,000			
	Total Costs through 9/30/2015		\$ 368,311		
	5831 - Contracted Services		\$ 57,178		
	6411 - Printer		\$ 15,115		
	Total Costs through 12/31/2015		\$ 440,605	\$ 459,395	
680760 - Computer Replacement, Phase 2		\$ 122,195			
	Total Costs through 9/30/2015		\$ 73,647		
	6405 - Fixed Assets over \$5,000		\$ 28,501		
	6409 - Desktop Computer		\$ 20,047		
	Total Costs through 12/31/2015		\$ 122,195	\$ 0	
INACTIVE PROJECTS					
670780 - Student Center/Administration		\$ -			
	Total Costs through 9/30/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ -	\$ -	
670880 - Library/Media		\$ -			
	Total Costs through 9/30/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ -	\$ -	
CLOSED PROJECTS					
670060/671460 - Campus Infrastructure/Tech		\$ 8,036,484			
	Total Costs through 9/30/2015		\$ 8,036,484		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ 8,036,484	\$ -	
670160 - Tennis Court Renovations		\$ 111,859			
	Total Costs through 9/30/2015		\$ 111,859		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ 111,859	\$ -	
670260 - Interim Housing/Swing Space		\$ 4,416,466			
	Total Costs through 9/30/2015		\$ 4,416,466		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ 4,416,466	\$ -	
670260-1 - HVAC Control Replacement		\$ 446,255			
	Total Costs through 9/30/2015		\$ 446,255		
	No Invoices this Period		\$ -		
	Total Costs through 9/30/2015		\$ 446,255	\$ 0	
670360-1 - Electrical Service Loop		\$ 162,295			
	Total Costs through 9/30/2015		\$ 162,295		
	No Invoices this Period		\$ -		
	Total Costs through 9/30/2015		\$ 162,295	\$ -	
670360 - Math, Physical Science, Life Science		\$ 6,081,010			
	Total Costs through 9/30/2015		\$ 6,081,010		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ 6,081,010	\$ -	

DATE 2/9/16
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Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 2 Fiscal Year 2015-2016 (10/01/2015 through 12/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
670460 - Occupational ED (OE)		\$ 4,706,937			1
	Total Costs through 9/30/2015		\$ 4,706,937		
	No Invoices this Period				
	Total Costs through 12/31/2015		\$ 4,706,937	\$ -	
670660 - Humanities/Art/Music Hall		\$ 4,398,348			
	Total Costs through 9/30/2015		\$ 4,398,348		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ 4,398,348	\$ -	
670860 - Cosmetology/Business		\$ 3,903,843			
	Total Costs through 9/30/2015		\$ 3,903,843		
	No Invoices this Period				
	Total Costs through 12/31/2015		\$ 3,903,843	\$ -	
671060 - Social Sciences		\$ 3,918,035			
	Total Costs through 9/30/2015		\$ 3,918,035		
	6810 - Legal Services				
	Total Costs through 12/31/2015		\$ 3,918,035	\$ -	
671160 - Security/Maintenance Building		\$ 1,432,760			
	Total Costs through 9/30/2015		\$ 1,432,760		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ 1,432,760	\$ -	
671260 - Cafeteria Renovations & HVAC		\$ 217,419			
	Total Costs through 9/30/2015		\$ 217,419		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ 217,419	\$ -	
671260 - Student Center Beam Replacement		\$ 185,481			
	Total Costs through 9/30/2015		\$ 185,481		
	No Invoices this Period				
	Total Costs through 12/31/2015		\$ 185,481	\$ -	(0)
671360 - Parking Lot/Campus Lighting		\$ 4,437,518			
	Total Costs through 9/30/2015		\$ 4,437,518		
	No Invoices this Period				
	Total Costs through 12/31/2015		\$ 4,437,518	\$ -	0
680160 - Technology / ERP System		\$ 3,511,130			
	Total Costs through 9/30/2015		\$ 3,511,130		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ 3,511,130	\$ -	
680360 - Computer / Phone System		\$ 1,111,376			
	Total Costs through 9/30/2015		\$ 1,111,376		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ 1,111,376	\$ -	
680460 - Existing Well Replacement		\$ 70,947			
	Total Costs through 9/30/2015		\$ 70,947		
	No Invoices this Period				
	Total Costs through 12/31/2015		\$ 70,947	\$ -	0
- Debt Payment		\$ 3,625,798			
	Total Costs through 9/30/2015		\$ 3,625,798		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2015		\$ 3,625,798	\$ -	
Total Previous Expended (Through 9/30/2015)			\$ 90,843,397		
Total Invoices this Period (10/01/2015 through 12/31/2015)			\$ 786,197		
Total Expended to Date (Through 12/31/2015)			\$ 91,629,594		
Total Construction Budget				\$ 22,009,456	
Total Revenue to Date				\$ 113,796,047	
Cash Balance				\$ 22,166,454	

Notes:

- 1 Occ Ed project budget contains funding for Science and Gym roof repairs
- 2 Moved expenses to Fund 340 for State Reimbursement
- 3 PG&E Refund for Chiller Controls Installation-Optimization Project

Gavilan Joint Community College District
Governing Board Agenda

February 9, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (f)

Administrative Services

SUBJECT: Approval of an agreement with Storm Water Inspection and Maintenance Services, Inc. to provide QSP (Qualified Storm Water Pollution Prevention Plan Practitioner) services at the San Martin Airport Aviation Maintenance Technology Project

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approve a service agreement with Storm Water Inspection and Maintenance Services, Inc. for an amount not to exceed \$16,510 for storm water pollution prevention plan (SWPPP) related inspections, surveys, monitoring, training and reports at the San Martin Airport Aviation Maintenance Technology Project.

Background:

Storm Water Inspection and Maintenance Services, Inc. is to conduct SWPPP inspections, surveys, monitoring, training and reports; prepare annual reports per SWPPP requirements; and prepare the Notice of Termination (NOT) filing with the Storm Water Multiple Application and Report Tracking System (SMARTS) for the San Martin Airport Aviation Maintenance Technology project.

Budgetary Implications:

Effective use of Measure E Bond Program Funds.

Follow Up/Outcome:

Process the agreement after Board approval.

Recommended By: Frederick E. Harris, Vice President of Administrative Service

Prepared By:

Frederick E. Harris

Frederick E. Harris, Vice President of Administrative Services

Agenda Approval:

Steven M. Kinsella

Dr. Steven M. Kinsella, Superintendent/ President

APPROVED BY THE BOARD OF TRUSTEES

DATE 2/9/16

W Bailey

Gavilan Joint Community College District
Governing Board Agenda

February 9, 2016

Consent Agenda Item No. Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (h)

SUBJECT: Gilbane Building Company Project Assignment Amendments

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approves Gilbane Building Company Project Assignment Amendment (PAA) for the three projects listed below with basic service fees totaling \$519,826.

Background

On July 1, 2011, the board ratified an On-Going Construction Management Services Agreement with Gilbane Building Company. The Constructing Management Service Agreement stipulates that for each individual district project, a separate PAA will be established. Each of these PAAs are for basic services to provide Construction Management Services for bidding, construction, and post constructing phases.

PAA for Athletic Fields and Gym Roofing and Fire Alarm (Construction Budget is \$5,800,000)

- Basic service fee \$403,767 from Measure E funds.

PAA for Pool Renovation (Construction Budget is \$1,125,000)

- Basic service fee \$81,925 from District one-time funds.

PAA for Student Center Seismic Upgrade (Construction Budget is \$350,000)

- Basic service fee \$34,134 from state Scheduled Maintenance funds.

Budgetary Implications:

The efficient use of Measure E, District one-time and state Scheduled Maintenance Funds.

Follow Up/Outcome:

Upon Board approval, process the agreements.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

APPROVED BY THE BOARD OF TRUSTEES
DATE 2/9/16
NBailey

Galvan Joint Community College District
Governing Board Agenda

February 9, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2(i)

Administrative Services

SUBJECT: Approve an Agreement with the City of San Jose for construction of water transmission lines plus sanitary sewer & storm drainage connections serving the Coyote Valley Educational Center site. Also approve Resolution No. 1003 to authorize execution and delivery of a Quitclaim Deed to San Jose for the water extraction rights at the site

- Resolution: BE IT RESOLVED, that Resolution No. 1003 be approved.
- Information Only
- Action Item

Proposal:

Authorize a Construction Agreement with the City of San Jose for water, sanitary sewer and storm drainage services at the Coyote Valley Educational Center site. Also, authorize Resolution No. 1003 to execute and deliver a Quitclaim Deed to San Jose for the water extraction rights at the site.

Background:

There is currently no domestic water service for the Coyote Valley Educational Center site. The District has considered obtaining water service to the Coyote Valley Center from the water utility organizations authorized to serve the Coyote Valley Center. The District has determined that the best interests of the District are served by contracting for Coyote Valley Center water service with San Jose Municipal Water, a department of the City of San Jose. San Jose Municipal Water does not presently have water transmission lines serving the Coyote Valley real property. In order for the District to obtain San Jose Municipal Water service, the District is required by San Jose Municipal Water to construct improvements consisting of water transmission lines serving the Coyote Valley real property pursuant to a Construction Agreement between the District and the City of San Jose. Completion of the water transmission line and other related improvements pursuant to the Construction Agreement is necessary to obtain San Jose Municipal Water service for the Coyote Valley Center. As a condition of receiving City of San Jose water, the District is required to execute a Quitclaim Deed for the water extraction rights on the property.

Budgetary Implications:

\$235,943 for Service and Impact fees to connect to the City of San Jose's municipal water supply, storm drainage and sanitary sewer systems. These are one-time fees and will cover all such costs through Phase 2 build out of the site.

Follow Up/Outcome:

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By:

Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval:

Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

APPROVED BY THE BOARD OF TRUSTEES

DATE 2/9/16

W. Bailey

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 1003**

RESOLUTION AUTHORIZING EXECUTION AND DELIVERY OF QUITCLAIM DEED TO SAN JOSE MUNICIPAL WATER FOR COYOTE VALLEY WATER EXTRACTION RIGHTS

WHEREAS, there is presently no domestic water service serving the District's Coyote Valley Center.

WHEREAS, the District has determined that the best interests of the District and the Coyote Valley Center are served by contracting with San Jose Municipal Water, a department of the City of San Jose, to provide domestic water service to the Coyote Valley Center.

WHEREAS, in order to obtain domestic water service from San Jose Municipal Water, the District is required to enter into a Construction Agreement with the City of San Jose to construct and install certain water transmission lines serving the Coyote Valley Center real property.

WHEREAS, the District's Board of Trustees has authorized the District's Superintendent/President to execute the Construction Agreement on behalf of the District.

WHEREAS, the terms and conditions of the Construction Agreement require the District to execute and deliver a Quitclaim Deed to the City of San Jose conveying the right to extract water from the Coyote Valley Center real property to San Jose Municipal Water but without the right of the City of San Jose or San Jose Municipal Water to enter upon the Coyote Valley Center real property to extract water pursuant to the Quitclaim Deed.

WHEREAS, A copy of the Quitclaim Deed is attached hereto as Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of Gavilan Joint Community College District hereby adopts the following Resolutions:

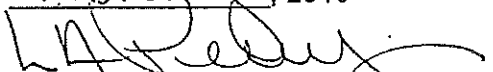
RESOLVED, that the best interests of the District are served by obtaining domestic water service for the Coyote Valley Center from San Jose Municipal Water.

FURTHER RESOLVED, that the District's Superintendent/President or such District employee as he may designate are authorized to execute the Quitclaim Deed and deliver the executed Quitclaim Deed to the City of San Jose.

PASSED AND ADOPTED by the Governing Board of the Gavilan Joint Community College District in Gilroy, California, this 9th day of February 2016, by the following vote:

AYES:	<u>7</u>	ABSENT:	<u>0</u>
NAYS:	<u>0</u>	ABSTENTIONS:	<u>0</u>

IN WITNESS WHEREOF, this instrument has been duly signed and sealed as of the 9 day of February, 2016



Chairperson of the Board of Trustees

AYES: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Laura Perry and student trustee, Adrian Lopez (advisory vote)

RECORDED WITHOUT FEE UNDER
SECTION 6103 GOVERNMENT CODE
OF THE STATE OF CALIFORNIA

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:
AND MAIL TAX STATEMENT TO:

City of San Jose – Public Works
200 East Santa Clara Street, 5th Floor
San Jose, CA 95113-1905

Deed No:
3 Dash No: 3-18938
APN: 712-03-107

Space above this line for Recorder's use

The Undersigned Grantee(s) Declare(s): DOCUMENTARY TRANSFER TAX \$0; CITY TRANSFER TAX \$0;
Recorded for the benefit of the City of San Jose and is exempt from fee per Government Code Sections 27383 and
6103.

- computed on the consideration or full value of property conveyed, OR
 computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
 unincorporated area; City of San Jose, and

Signature of Declarant

EXHIBIT "E"
CITY-PRIVATE DEVELOPER AGREEMENT
(SJMC Title 14)

14-044411 IP
(Project)

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
(Developer)

QUITCLAIM DEED AND AUTHORIZATION

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT, hereinafter "Grantor," does hereby grant, bargain, sell, assign, convey, remise, release and forever QUITCLAIM unto the City of San Jose, a municipal corporation, hereinafter "Grantee," all the right, title, interest, estate, claim and demand, both at law and in equity, as well as in possession as in expectancy of the Grantor as owner of that certain real property commonly known as Assessor's Parcel No. 712-03-107, situated in the County of Santa Clara, State of California, as shown on Exhibit "A" attached hereto and incorporated herein by reference ("Subject Property"), to pump, take or

City-Private Developer Agreement (SJMC Title 14) 27
(Rev. 02/15/2012)

T-15621217903_2

APPROVED BY THE BOARD OF TRUSTEES
DATE 2/9/16
V. Bailey

otherwise extract water from any sources including but not limited to the underground basin or any underground strata. Further, on behalf of itself and its successors in ownership of overlying land within the Subject Property, Grantor hereby irrevocably authorizes Grantee, its successors and assigns, to so pump, take or otherwise extract such water from said sources; provided, however, that nothing contained in this instrument shall be deemed to authorize Grantee to enter upon the Subject Property.

This conveyance is made in order to further confirm Grantee's right to extract said water under law.

This assignment, conveyance and authorization is made for the benefit of the Subject Property and shall bind each owner of the Subject Property or any portion thereof.

The terms and provisions of this deed and authorization shall run with the land and shall, without regard to technical classification or designation, legal or otherwise, be to the fullest extent permitted by law and equity, binding for the benefit of the community and the City and enforceable by the City against the Grantee, its heirs, successors and assigns, to the Subject Property or any part thereof or any interest therein.

IN WITNESS WHEREOF, said Grantors have caused this instrument to be executed this _____ day of _____, 20__.

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT*:

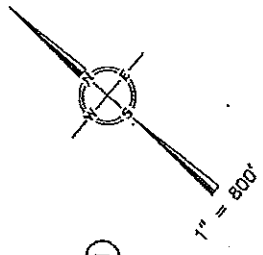
By: _____

Title: _____

* Proof of authorization for Grantor's signatures is required to be submitted concurrently with this Quitclaim Deed and Authorization.

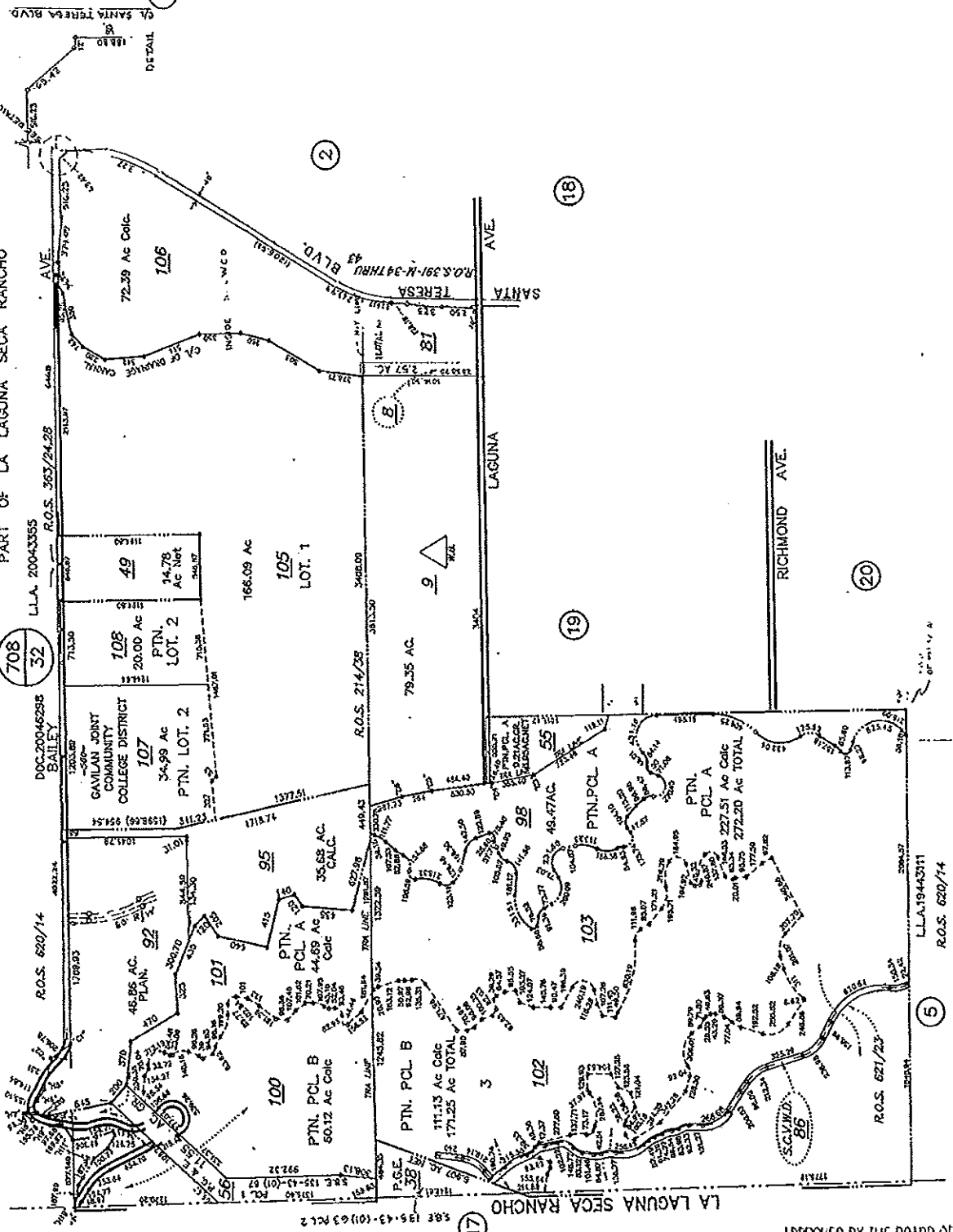
** All signatures require notary acknowledgement.

Exhibit "A" – Legal Description of Subject Property



THE OFF. MAP 240, 241
 LAWRENCE E. STONE - ASSESSOR
 Calculated map for assessment purposes only.
 Compiled under R. & T. Code, Sec. 327.
 Effective Roll Year 2015-2016

OFFICE OF COUNTY ASSESSOR SANTA CLARA COUNTY, CALIFORNIA
 PART OF LA LAGUNA SECA RANCHO



APPROVED BY THE BOARD OF TRUSTEES
 DATE 2/19/16
 W. Bailey

Gavilan Joint Community College District
Governing Board Agenda

February 9, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2(j)

Administrative Services

SUBJECT: Approve a Conservation Easement Purchase Agreement with Mariposa Peak, LLC, as Mitigation for the Coyote Valley Educational Center Project

- Resolution: BE IT RESOLVED, that Resolution No. be approved.
- Information Only
- Action Item

Proposal:

That the Board of Trustees of Gavilan Joint Community College District ("District") consider and approve a Conservation Easement Purchase Agreement with Mariposa Peak, LLC.

Background:

The District's Coyote Valley Educational Center project ("Project") involves the development of an approximately 55-acre campus ("Project Area") located in south San Jose on the south side of Bailey Avenue between the Santa Cruz Mountains and Fisher Creek. When fully built out, the proposed campus would serve approximately 10,000 full-time equivalent students. The Project may have impacts to land that is potential habitat for California Tiger Salamanders and/or other species protected under state or federal law.

Phase 1 of the Project involved the disturbance of approximately 15 acres of the Project Area. The potential impacts of Phase 1 have been mitigated through the District's participation in the Santa Clara Valley Habitat Conservation Plan ("HCP"). It appears unlikely whether the District will have the opportunity to mitigate Phase 2 of the Project in the same manner. Thus, to mitigate the potential impacts of Phase 2, the District will need to acquire a conservation and open space easement or deed restriction that will permanently control the development of an approximately 120-acre parcel of land.

On December 2, 2011, the District entered into an Option Agreement with Mariposa Peak, LLC (the "Option Agreement"), pursuant to which Mariposa Peak granted the District an option to acquire a conservation easement encumbering up to 165 acres of land, for a purchase price of \$5,666.67 per acre. The Option Agreement was set to expire on December 31, 2014. However, through a series of amendments, the date was extended so that the option currently expires on March 1, 2016. To date, the District has paid over the years \$130,000 in option consideration.

Pursuant to the proposed Conservation Easement Purchase Agreement, the District would purchase a conservation easement of at least 120 acres for \$3,500 per acre. This results in a price reduction of approximately \$2,166.67 per acre compared to the existing Option Agreement. In exchange, the \$130,000 of option consideration previously paid to Mariposa Peak would be retained by Mariposa Peak, and none of that previously-paid amount would be carried over or applicable to the purchase price for the conservation easement.

APPROVED BY THE BOARD OF TRUSTEES

DATE 2/9/16

W. B. Bunting

The entire amount of the purchase price would be due up front, upon recording a Memorandum of Agreement with the County Recorder for the County of Santa Clara. The transaction would close and the conservation easement would be recorded once the form of the easement is approved by the wildlife agencies. Also, if the District is ultimately able to participate in the HCP for Phase 2 of the Project, the District would hold the rights to the conservation easement such that those rights could potentially be sold to another party needing conservation easement land.

Budgetary Implications:

The proposed cost of the Conservation Easement is \$3,500 per acre, for a total of approximately \$420,000 funded from Measure E for a 120-acre easement.

Follow Up/Outcome:

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By:

Frederick E. Harris

Frederick E. Harris, Vice President of Administrative Services

Agenda Approval:

Steven M. Kinsella

Dr. Steven M. Kinsella, Superintendent/ President

March 8, 2016

Gavilan Joint Community College District Governing Board Agenda

March 8, 2016

Consent Agenda Item No.
Information/Staff Reports No. 10 (e)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Office of the President

SUBJECT: San Benito County Education Center Site Development

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees receive information about phasing options available to it in the development of educational facilities in San Benito County.

Background:

San Benito Junior College was established in 1919. In the early 1960's Gavilan Joint Community College District was established to succeed San Benito Junior College by expanding its service territory from San Benito County to include a portion of Santa Clara County that extended north to Bernal Road in San Jose. The main campus was built in the geographic center of the district's service area in Gilroy.

In 2006, the college purchased land in Coyote Valley for use as a permanent fixed site where students would receive instruction through Gavilan College. The site is 55 acres with Phase 1 currently under construction. Phase 2 of Coyote Valley development is years in the future. The immediate focus of effort now shifts to San Benito while Coyote Valley continues its development path. Existing enrollment will allow Gavilan to apply for state construction funding at the Coyote Valley site. The population of Morgan Hill was approximately 42,000 residents in 2013. San Jose's population is just shy of 1 million residents. The Coyote Valley site is strategically located to serve two of Gavilan's highest population areas.

In 2008, the College purchased land in San Benito County for use as a permanent site where students would receive instruction through Gavilan College. The site is 80 acres and untouchable until habitat clearances are received. Habitat clearance approval is expected to be received in 2016. Once habitat clearance is in hand, the college will be able to build subject to available funding.

State construction funding in 2016 for Educational Centers requires colleges establish their own educational sites and build enrollment to demonstrate demand for a state supported facility exists. State funding requires 500 Full Time Equivalent Enrollment be generated at a location before it will be considered for state construction funds. Receipt of annual state operating support of \$1 million a year is available to the college when enrollment reaches 1,000 Full Time

Equivalent Students (FTES) at any site. Coyote Valley will reach the state construction funding eligibility threshold on the day it opens.

In 2015, Gavilan College generated about 250 FTES at the Briggs building in San Benito County. The college has widely announced its need and interest in adding facilities in San Benito County where courses could be offered. Those facilities are sought to accommodate additional enrollment in San Benito County as the population continues to expand. That is a future need and not one that exists as of the writing of this agenda item in March 2016. Enrollment has actually softened in San Benito County as the economy continues to entice students out of the classroom and into the workplace.

Over time the economy will again soften and the college needs to be prepared to accommodate that demand when it returns. Enrollment in San Benito County peaked at 350 FTES in the heart of the Great Recession.

Additional Factors to Consider:

The City of Hollister has been gracious in its assistance in helping the college find an additional site to expand course offerings. Staff's current best estimate is that the college will need facilities in place close to 2018/2019 should another softening in the workforce suddenly spike demand for Gavilan courses. The City of Hollister currently controls a site commonly referred to as Leatherback. It has entered into an exclusive negotiating agreement with a local developer to construct a facility on the city's property. The cost of capital for the city project has not been identified to the college and as a result the conversations are not progressing. The cost of capital is typically factored in the cost of the rent and repaid over the course of the lease.

A second city and county initiative being discussed is a TEL Center where the city and county would provide library and technology access to residents. Gavilan is being encouraged to participate in the planning of that effort as it is discussed.

In each of the two existing community conversations Gavilan is sought as a partner. The Leatherback site would use rent dollars to offset project costs. The rent amount has not been determined. The college currently pays \$1.30 a sq. ft. and has indicated that is the most the college would offer as rent to expand course offerings. The college receives no separate funding to pay for rent and that cost has to be paid out of the same funds used to provide educational offerings and services.

Staging Options Available:

The college owns land at Fairview Corners. It will be ready for use as soon as the habitat clearances are obtained. Once habitat is cleared the 80 acre site can be used to build transitional or temporary space that can be the initial footprint of the new Gavilan site. The building can be as large or as small as available capital allows. The college has the ability to borrow funds at municipal agency interest rates and has access to capital when it can afford to repay the cost. A few options to consider include:

1. On college land, consider use of a developer to construct a building and lease it back to the college as a lease back. The college pays for the cost of construction through the lease back and owns the property at the end of the lease. The building would be the property leased in this situation as it would be placed on college land.
2. On college land, borrow sufficient funds to construction 25,000 sq. ft. of space. The college has the financial strength and independent legal ability to borrow funds on its own and does not need third party financing. The college borrows using favored tax treatment municipal bonds that offer lower interest rates than those available in the commercial market.

3. Offer the city and county the opportunity to partner with Gavilan College when the college builds its library. The facility will be on the college campus and will be open to the public but the college is focused on the academic and research needs of faculty and students who will attend the college. A community library has different needs but there is no reason why there needs to be two separate public libraries unless that works best for the community.
4. Other public service facilities can be offered in partnership with Gavilan College. The natural alignment is along education and higher education although other community public benefit services may be available through Gavilan's site once opened in San Benito County.

Budgetary Implications:

None

Follow Up/Outcome:

None

Recommended By: Dr. Steven M. Kinsella, Superintendent/President

Prepared By: Dr. Steven M. Kinsella, Superintendent/President

Agenda Approval: 
Dr. Steven M. Kinsella, Superintendent/ President

**Gavilan Joint Community College District
Governing Board Agenda**

March 8, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (f)

Administrative Services

SUBJECT: Approval of an agreement with Live Oak Associates, Inc. to prepare a CEQA Categorical Exemption for Gavilan College Athletic Fields Renovations Project

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approves this service agreement with Live Oak Associates, Inc. for an amount not to exceed \$8,176 to prepare a CEQA Categorical Exemption for the Gavilan Athletic Fields Renovations Project.

Background:

The project appears to qualify for a Class 2 Categorical Exemption under the existing CEQA, in that the project will include the replacement or reconstruction of existing structures and facilities of existing sports fields. District wishes to contract with Live Oak Associates, Inc. for the CEQA related services required on this project.

Budgetary Implications:

Effective use of Measure E Bond Program Funds.

Follow Up/Outcome:

Process agreement after Board approval.

Recommended By: Frederick E. Harris, Vice President of Administrative Service

Prepared By:

Frederick E. Harris

Frederick E. Harris, Vice President of Administrative Services

Agenda Approval:

Steven M. Kinsella

Dr. Steven M. Kinsella, Superintendent/ President

**Gavilan Joint Community College District
Governing Board Agenda**

March 8, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (g)

Administrative Services

SUBJECT: Approval of an agreement with Consolidated Engineering Laboratories for the Coyote Valley Educational Center, Increment #1

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approves this service agreement with Consolidated Engineering Laboratories for an amount not to exceed \$4,674 to review concrete cylinders for compression testing for the concert site pad on slab grade at the Coyote Valley Educational Center site. This service is suggested by the Civil Engineer of the project to ensure that the proper Testing will be as per American Society for Testing and Materials (ASTM) A615.

Background:

The District entered into an agreement with Consolidated Engineering Laboratories Their Inspector will be on-site to perform casting of (4 x8) concrete cylinders for compressing testing at a frequency of five cylinders for every 150 cubic yards placed based on approximately 100,000 square feet of 5 inch slab on grade. The District wishes to contract Consolidated Engineering Laboratories for the services required on this project.

Budgetary Implications:

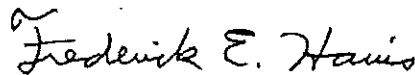
Effective use of Measure E Bond Program Funds.

Follow Up/Outcome:

Process agreement after Board approval.

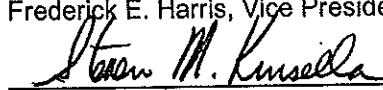
Recommended By: Frederick E. Harris, Vice President of Administrative Service

Prepared By:



Frederick E. Harris, Vice President of Administrative Services

Agenda Approval:



Dr. Steven M. Kinsella, Superintendent/ President

**Gavilan Joint Community College District
Governing Board Agenda**

March 8, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (h)

Administrative Services

SUBJECT: Approval of an agreement with Live Oak Associates, Inc. to prepare an Incidental Take Permit and related analyses required for the buildout of Coyote Valley Phase II

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approves a service agreement with Live Oak Associates, Inc. for an amount not to exceed \$27,500 to prepare "take" permits for the buildout of Coyote Valley Phase II from the US Fish and Wildlife Service and from the California Department of Fish and Wildlife (CDFW), and to prepare a PAR (Public Record Analysis) for planning purposes on what the endowments will likely cost for the lands being preserved at Mariposa Peak for this project.

Background:

Phase 1 for the Coyote Valley Educational Center project includes five modular buildings on 55 acres at 560 Bailey Road in Coyote Valley. An Environmental Impact Report was completed in 2008, and the Participating Special Entity Application for inclusion into the Habitat Conservation Plan (HCP) was approved by the Santa Clara Valley Habitat Agency in May 2015.

The District was advised in a letter dated January 14, 2016 from CDFW that instead of receiving further take authorization under the HCP for Coyote Valley Phase II, future development of that site will require a new Incidental Take Permit application to address the habitat mitigation for impacts of Phase II on endangered or protected species, including the Tiger Salamander. By the time of this meeting, the district will have finalized a purchase agreement with Mariposa Peak, LLC for an open space/conservation easement at Mariposa Peak Ranch to satisfy this requirement.

District wishes to contract with Live Oak Associates, Inc. to prepare the required "take" permits, and to prepare a Public Record Analysis for planning purposes on what the endowments will likely cost for the lands being preserved at Mariposa Peak for this project.

Budgetary Implications:

Effective use of Measure E Bond Program Funds.

Follow Up/Outcome:

Process agreement after Board approval.

Recommended By: Frederick E. Harris, Vice President of Administrative Service

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

Gavilan Joint Community College District
Governing Board Agenda

March 8, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (j)

Administrative Services

SUBJECT: IBI Group Architecture and Planning Project Assignment Amendments

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approves IBI Group Architects and Planning Project Assignment Amendment (PAA) for the two (2) projects listed below.

Background:

On July 12, 2011, the Board ratified an On-Going Architectural Services Agreement with BFGC-IBI (now IBI Group) Architecture and Planning. The Architectural Services Agreement stipulates that for each individual district project, a separate PAA will be established.

PAA1 for Gavilan Aviation Relocation to San Martin (South County) Airport: Increase fees by \$8,600

On March 10, 2015 the Board approved a PAA with IBI for \$229,000 to provide basic services to prepare preliminary plans, working drawings, DSA approval, Bidding and Construction Support services for this project. On January 12, 2016 the board approved the lowest responsible and responsive bid from Seward L. Schreder Construction, Inc. in the amount of \$2,900,800, which exceeded the budget for the project. Since other potential bidders were close to that amount, the district accepted the bid, and value engineered the project down to create \$155,000 in savings.

As a result of that value engineering, IBI completed the following additional tasks, which resulted in the proposed \$8,600 increase in their architectural, civil and electrical engineering fees:

- Delete the permanent concrete foundations for the portable buildings. Revise the concrete walk to accommodate the drop in pad elevation and incorporate a continuous perimeter vent.
- Revise the Grading Plan for shimming the portable buildings off a level aggregate pad and set flush with the top of walk.
- Modify the storm drain system to add drains under the portable buildings.
- Remove partition wall in Buildings Band C, revise Floor Plan, schedules, RCP, Electrical Lighting Plan, Power/Signal Plan, and Fire Alarm Plan for removed wall.
- Revise the Fire Alarm Riser Diagram and revise calculations for deleted devices.

APPROVED BY THE BOARD OF TRUSTEES

DATE 3/18/16

W. Bailey

- Revise plumbing plan for removal of sink in the Computer Area.
- Issue CCD including sketches for DSA approval.
- Results in an increased fee of \$8,600 from \$229,000 to \$237,600.

PAA2 for 2016 Year 3 Prop 39 Energy Retrofit Projects: \$20,000

- Scope of work includes replacement of two 15+ year old Chillers in the Health Occupations Building and Theater that are non-functional and/or beyond their useful life.
- Basic services include consultation, design, construction documents, and construction administration coordination with District's consultants NAM, equipment vendors.
- Basic service fees \$20,000 from Proposition 39 funds.

Budgetary Implications:

The efficient use of Measure E Bond Program and state Proposition 39 Energy Efficiency funds.

Follow Up/Outcome:

Process the agreements.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By:

Frederick E. Harris

Frederick E. Harris, Vice President of Administrative Services

Agenda Approval:

Steven M. Kinsella

Dr. Steven M. Kinsella, Superintendent/President

APPROVED BY THE BOARD OF TRUSTEES

DATE 3/8/16

W. Bailey

April 12, 2016

**Gavilan Joint Community College District
Governing Board Agenda**

- April 12, 2016

Consent Agenda Item No.
Information/Staff Reports No. 10.(c)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Administrative Services

SUBJECT: San Benito County Educational Center, Phase 1: Estimated cost and timelines

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees receive information about the estimated costs and timelines to develop Phase 1 educational facilities at the Fairview Corners site in San Benito County.

Background:

Phase 1 educational facilities at the Fairview Corners site already owned by the District would be the first step in the construction of a comprehensive higher education campus to serve the residents of the Hollister area and San Benito County. The area is experiencing rapid population growth and development. The proposed project consists of 25,700 assigned square feet of instructional and support space. It also includes the site development necessary to implement this first phase of construction.

- | | |
|--|---------------|
| a. Preliminary Plans and Working Drawings | \$ 2 million |
| b. On-Site Work (Soils, Water, Sewer, Power) | \$ 3 million |
| c. Off-Site Work (Gavilan share for Entrance Road, etc.) | \$ 2 million |
| d. Modular Buildings | \$ 22 million |
| d. Furniture and Equipment | \$ 2 million |

Estimated Total Phase 1 Costs **\$ 31 million**

**Anticipated Time Schedule
(36 months)**

Start Preliminary Plans	1/1/ Year 1
Start Working Drawings	4/1/ Year 1
Complete Working Drawings	11/1/ Year 1
DSA Final Approval	3/1/ Year 2
Advertise Bid for Construction	4/1/ Year 2
Award Construction Contract	5/1/ Year 2
Advertise Bid for Equipment	10/1/ Year 2
Complete Project	12/31/ Year 3

Budgetary Implications:

None

Follow Up/Outcome:

None

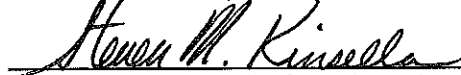
Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By:



Frederick E. Harris, Vice President of Administrative Services

Agenda Approval:



Dr. Steven M. Kinsella, Superintendent/President

**Gavilan Joint Community College District
Governing Board Agenda**

April 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (f)

Administrative Services

SUBJECT: Child Development Center Interior Renovations Project, Change Order #1

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees authorizes the first and final Capital Project change order request for the Child Development Center Interior Renovations Project. Change Order #1 is \$12,735.73. Original Agreement to Calstate Construction was \$288,999. Total Construction Cost including Change Order #1 is \$301,734.73.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Child Development Center Interior Renovations Project

Calstate Construction, CO #1 for \$12,735. A detailed Change Order #1 table is attached for this project.

There is a total of 1 change order for this project totaling \$12,735.73. The initial estimate for all the change orders totaled \$15,018 but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$2,282.27.

The change order was a direct result of the changing the scope of work to delete the fence and gate portion of the project, then revised the site work to include removal of rubber play surface in walkway, remove permanent pergola, clear weeds at sand area, provide and install weed barrier, pour 3" of aggregate ground cover, add 1 sheet vinyl in Unisex Restroom.

Budgetary Implications:

The efficient use of Measure E Funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

Change Order for Child Development Center Interior Renovations

CHANGE ORDER #01 - Calstate Construction, Inc.

PCCO #	Description	Amount	Additional Days (Calendar)
001	Door in Room 5107 will remain in place	\$ (508.92)	0
002	Add sheet vinyl 1 for use in Unisex Restroom	\$ 479.03	0
003	Omit from scope of work, material and labor associated with installation of fence, gate, fence post footings and concrete flatwork. Add to scope of work, removal of rubber play surface, clear weeds at sand area, remove 3" of sand and save for District. Provide and install weed barrier. Pour 2-3" of 3/4" aggregate ground cover.	\$ 10,816.02	0
004	Clear and remove, install 2 lines of sikaflex at entrance walkway	\$ 1,949.60	0
	TOTAL	\$ 12,735.73	0

Contract Amount	\$ 288,999.00
Net Change By Previously Authorized Change Orders	\$ -
Revised Contract Amount Prior to this Change Order	\$ 288,999.00
Change Order #01	\$ 12,735.73
New Contract Amount Including this Change Order	\$ 301,734.73

Available Construction Contingency	\$ 28,899.00
Change Order #01	\$ 12,735.73
Remaining Construction Contingency	\$ 16,163.27

Contract Start Date	September 14, 2015
Contract Substantial Completion Date	December 11, 2015
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	December 11, 2015
New Contract Substantial Completion Date (Including this Change Order)	December 12, 2015

**Gavilan Joint Community College District
Governing Board Agenda**

April 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (g)

Administrative Services

SUBJECT: Notice of Completion for the Child Development Center Interior Renovations Project

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees accept the Child Development Care Interior Renovations Project as complete and authorize the Vice President of Administrative Services to record a Notice of Completion as required.

Background:

The Child Development Care Interior Renovations Project has been completed as of February, 29, 2016. Various documents are now required by the Division of the State Architect to close out the project. This is the final acceptance from the Board of Trustees that the project is complete.

Budgetary Implications:

The Child Development Center Interior Renovations Project total project cost is approximately \$485,747.

Follow Up/Outcome:

The Vice President of Administrative Services will execute the Notice of Completion for the Project and have the same recorded in the Santa Clara County Recorder's Office.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

**Gavilan Joint Community College District
Governing Board Agenda**

April 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (h)

Administrative Services

SUBJECT: IBI Group Architecture and Planning Project Assignment Amendment

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approves IBI Group Architects and Planning Project Assignment Amendment (PAA) for a Fire Prevention Consultant to prepare the drawings for a temporary fire tank system at the Coyote Valley Educational Center site.

Background:

On July 12, 2011, the Board ratified an On-Going Architectural Services Agreement with BFGC-IBI (now IBI Group) Architecture and Planning. The Architectural Services Agreement stipulates that for each individual district project, a separate PAA will be established.

In order to protect the project and to keep the entire Phase 1 Coyote Valley Educational Center project on schedule, temporary water storage is required to be provided on site for approximately 3 months while and after the modular buildings are installed and before the actual connections to the city water source are made. Per this PAA, IBI will secure the services of fire prevention consultant Axiom Engineers to prepare the drawings for a temporary fire tank system at the Coyote Valley Educational Center site.

The scope of work for the Fire Prevention Consultant includes:

- Determining the required water supply storage requirements in accordance with NFPA 1142 Standard on Water Supplies for Suburban and Rural Fire Fighting.
- Temporary water storage to protect new 8,640 square foot type V-B Building A, 3,840 square foot type V-B Building B, 6,240 square foot type V-B Building C, 6,240 square foot type V-B Building D, and 6,240 square foot type V-B Building E for approximately 3 months until new municipal water supply and private underground fire service shown on the Increment #1 Civil drawings are available to the site.
- Specification of NFPA 1142 compliant water storage tank(s).
- One (1) meeting with San Jose Fire Marshal for review of proposed Temporary Fire Water Storage Design.
- Response to San Jose Fire Marshal comments and corrections to proposed Temporary Fire Water Storage Design as required to obtain approval.
- Basic service fees of \$8,500 from Measure E bond funds.

Budgetary Implications:

The efficient use of Measure E Bond Program funds.

Follow Up/Outcome:

Process the agreements.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/President

**Gavilan Joint Community College District
Governing Board Agenda**

April 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (i)

Administrative Services

SUBJECT: Special Inspector of Record Agreement with Consolidated Engineering Laboratories

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approves this Special Inspector of Record Agreement with Consolidated Engineering Laboratories for observations of materials testing and construction inspection services for Coyote Valley Educational Center, Increment #2.

Background:

The District anticipates construction of Coyote Valley Educational Center, Increment #2 located at 560 Baily Avenue, San Jose CA. In connection with construction of this project, the District is required by applicable law to retain a Special Inspector of Record (IOR) services to complete inspection and testing of project construction materials and construction inspections. District wishes to contract with Consolidated Engineering Laboratories for services as the Special Inspector of Record for this project pursuant to Government Code Section 53060.

Special Inspection of Record Agreement for Coyote Valley Educational Center, Increment #2

- Services to include review of construction documents, tests and inspections of construction materials testing and construction inspection services, and preparation all required documentation per DSA requirements.
- Service fees for time and materials not to exceed \$19,859.70.

Budgetary Implications:

Efficient use of Measure E Bond Program Funds.

Follow Up/Outcome:

Process agreement after Board approval.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

**Gavilan Joint Community College District
Governing Board Agenda**

April 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (j)

Administrative Services

SUBJECT: Geotechnical Service Agreement with Cornerstone Earth Group

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approves this Geotechnical Agreement with Cornerstone Earth Group for geotechnical observation and testing services for Coyote Valley Educational Center, Increment #2.

Background:

The District anticipates construction of Coyote Valley Educational Center, Increment #2 located at 560 Baily Avenue, San Jose CA. In connection with construction of this project, the District is required by applicable law to retain Geotechnical of Record (GOR) services to complete inspection and testing of project construction materials and soils. District wishes to contract with Cornerstone Earth Group for special services as the GOR for this project pursuant to Government Code Section 53060.

Geotechnical Service Agreement for Coyote Valley Educational Center, Increment #2

- Services to include review of construction documents, tests and inspections of construction materials, and preparation all required documentation per DSA requirements.
- Service fees for time and materials not to exceed \$16,300.

Budgetary Implications:

Efficient use of Measure E Bond Program Funds.

Follow Up/Outcome:

Process agreement after Board approval.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

**Gavilan Joint Community College District
Governing Board Agenda**

April 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (k)

Administrative Services

SUBJECT: Project Inspector Service Agreement with Irick Inspection Services

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approve this Project Inspector of Record Agreement with Irick Inspections, Inc. for the Coyote Valley Educational Center, Increment #2.

Background:

The District anticipates construction on the Coyote Valley Educational Center, Increment #2. District is required by applicable law to retain the services of a Division of State Architect (DSA) certified Project Inspector. District wishes to contract with Irick Inspections, Inc. for IOR special services on this project pursuant to Government Code 53060. Services to include review of construction documents, recording, reporting, testing and inspections required by DSA Procedure Regulation.

1. Coyote Valley Educational Center, Increment #2. Service fees for time and materials for inspection services not to exceed \$108,000 funded from Measure E funds.

Budgetary Implications:

The efficient use of Measure E Bond Program Funds.

Follow Up/Outcome:

Process agreement after Board approval.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

**Gavilan Joint Community College District
Governing Board Agenda**

April 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (I)

Administrative Services

SUBJECT: Consider and Accept Bid for the Coyote Valley Low Voltage Package

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees considers and accepts the bid from Commercial Plumbing & Building, Inc. for the Coyote Valley Educational Center Low Voltage Package.

Background

The bid for this low voltage (telecom, voice, data & fire alarm) project closed on March 29, 2016. A total of one (1) contractor participated in the bidding process. The apparent lowest responsible and responsive bidder has been identified as Commercial Plumbing & Building, Inc. in the amount of \$337,800.

Unfortunately, this contract is not large enough to attract more bidders during the summer when contractors are already booked and are too busy. The original cost estimate for this work was budgeted at \$600,000, so this bid response is at a fair price. If we delay this project to get more bids, we will jeopardize the start of school.

Attached is a letter providing a bid analysis from Gilbane, the construction managers, dated March 31, 2016. The letter includes a bid tabulation form.

Budgetary Implications:

The efficient use of Measure E Funds.

Follow Up/Outcome:

Upon Board approval, issue a Notice-to-Proceed and contract.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President



April 27, 2016

Mr. Frederick E. Harris
Vice President of Administrative Services
Gavilan Joint Community College District
5055 Santa Teresa Boulevard
Gilroy, CA 95020

Re: **Bid Analysis**
Coyote Valley Off-Site Improvements Package
Gavilan Joint Community College District

Dear Frederick:

We are pleased to provide our analysis of the bid results for the above referenced project.

Gilbane reviewed the apparent low bidder's, Pacific Underground Construction, Inc., bid and determined that they submitted a responsive bid and appear to be a responsible bidder. Pacific Underground Construction, Inc. confirmed their base bid amount of \$1,370,938 and stated they would honor it.

Please refer to our analysis and findings below for more detail.

Bid Analysis

The following items were considered in our bid analysis:

1. Comparative Pricing
2. Bond Review
3. Company History & Experience
4. Bid Form Review
5. Reference Check
6. Contractor License Check

1.	Comparative Pricing (See attached Bid Tabulation Form)	
A.	Budget	\$1,500,000
B.	Low Responsive Bid	\$1,370,938
C.	Average Bid	\$1,370,938
D.	High Bid	\$1,370,938
E.	Number of Contractors Contacted	22
F.	Number of Plan Holders	22
G.	Number of Potential Bidders	5
H.	Number of Bidders	1

2. Bond Review

A. Contractor's Bid Bond

Commercial Plumbing & Building, Inc. has provided a Bid Bond in the required amount of 10% of their bid amount. The surety is Contractors Bonding and Insurance Company of Illinois. Their address is 9025 N. Lindbergh Dr., Peoria, Illinois, 61615. The contact number is (949) 341-9110.

B. Contractor's License Bond

All California contractors are required to file a bond with the State in the amount of \$12,500. The bond number is 100092860 and the effective date is 1/1/16 with American Contractors Indemnity Company. Their address is 601 S. Figueroa St. Suite 1600, Los Angeles, California, 90017-5721.

3. Company History & Experience

Commercial Plumbing & Building, Inc. has been in business since 2000. Commercial Plumbing & Building, Inc. is familiar with the Division of State Architect (DSA). Commercial Plumbing & Building, Inc. has worked with numerous K-12 schools throughout the bay area. To name a few are Pajaro Valley Unified School District, Las Lomitas School District, and Franklin-McKinley School District.

4. Bid Form Review

A. Contractor's Proposal Form	No Exception Taken
B. Bid Pricing	No Exception Taken
C. Addenda Acknowledgement	No Exception Taken
D. Contractor's License Information	No Exception Taken
E. Subcontractor's List	No Exception Taken
F. Non-Collusion Affidavit	No Exception Taken
G. Bid Security	No Exception Taken

5. Reference Check

A. Franklin-McKinley School District – The director of maintenance and auxiliary Veronica Lanto at Franklin-McKinley School District stated Commercial Plumbing & Building, Inc. has performed a couple of projects successfully for them. These projects varied in size. Veronica mentioned that they were cooperative and team oriented and had minimal problems with budget or schedule. Veronica said Commercial Plumbing & Building, Inc. work quality was great. Veronica said she recommends Commercial Plumbing & Building, Inc. for the Coyote Valley Increment #2 Low Voltage Package Project.

6. **Contractor License Check**
- | | | |
|----|--------------------------|---|
| A. | License Number: | 423419 |
| B. | License Status: | Current and Active |
| C. | License Issued to: | Pacific Underground
Construction, Inc.
Corporation |
| D. | Expiration Date: | 5/31/18 |
| E. | County of Incorporation: | Santa Clara |
| F. | Claims Against License: | No citations or cases on record |
| G. | Type of License(s): | A – General Engineering
C-16 – Fire Protection Contractors |

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Edgar S. Esquivel

Edgar S. Esquivel
Project Engineer

Enclosures: Bid Tabulation Form

cc: Steve Sowa , IBI Group
Casey Michaelis , Gilbane Building Company



PRELIMINARY RESULTS:

Bid Recording Sheet	Project: Gavilan Community College		3/29/2016
ITEM: Gavilan Community College Low Voltage Package			
Bid Amount	Commercial Plumbing & Building, Inc.		
Bid Proposal	X		
Bid Security	X		
Subcontractors List	X		
Statement of Qualifications	X		
Non Collusion Affidavit	X		
DIR Registration	X		
Contractor License	X		
Addendum Acknowledgment	X		
Bid Total	\$337,800.00		

Notes:

Gavilan Joint Community College District Governing Board Agenda

April 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (m)

Administrative Services

SUBJECT: Library, Student Center, & Theater Fire Alarm Replacement project Change Order #1

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorize a capital project change order request totaling \$44,298 for the Library, Student Center & Theater Fire Alarm Replacement Project.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Library, Student Center & Theater Fire Alarm Replacement Project

Atlas Pellizzari Electric, CO #1 for \$44,298. A detailed Change Order #1 table is attached for this project.

The change order was due to the installation of an annunciator panel with associated materials at each building, Library, Student Center & Theater, and the connection of the annunciator panels to the campus fire alarm loop. Work also included the Installation of 14 new smoke detectors at the Student Center HVAC system, and the Installation of new fire alarm system strobes at the Student Center & Library.

This change order totals \$44,298. The initial estimate for this change order was \$52,000, but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$7,702.

This budget for this project was initially estimated to be \$868,000, from \$759,000 in State Scheduled Maintenance and \$109,000 Measure E matching funds. Including this Change Order, the completed project came in under budget, with a total project cost reduced to \$710,000.

Budgetary Implications:

The efficient use of Measure E and State Schedule Maintenance Funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

Change Order for Library, Student Center, & Theater Fire Alarm Replacement Project

CHANGE ORDER #01 - Atlas Pellizzari Electric, Inc.

PCCO #	Description	Amount	Additional Days (Calendar)
001	Installation of new conduit, cabling and associated materials to annunciator panel to connect Theater to campus fire alarm loop.	\$ 4,933.00	0
002	Installation of new conduit, cabling and associated materials to annunciator panel to connect Student Center to campus fire alarm loop.	\$ 5,995.00	0
003	Installation of new conduit, cabling and associated materials to annunciator panel to connect Library to campus fire alarm loop.	\$ 4,960.00	0
004	Installation of 8 new fire alarm system strobes and associated materials per code requirements at Student Center.	\$ 5,116.00	0
005	Installation of 11 new duct smoke detectors and associated materials due to unforeseen conditions at HVAC system in the Student Center.	\$ 16,569.00	0
006	Installation of 3 new duct smoke detectors and associated materials due to unforeseen conditions at HVAC system in the Student Center.	\$ 5,116.00	0
007	Installation of 2 new fire alarm system strobes and associated materials per code requirements at Library building.	\$ 1,609.00	0
TOTAL		\$ 44,298.00	0

Contract Amount	\$ 470,000.00
Net Change By Previously Authorized Change Orders	\$ -
Revised Contract Amount Prior to this Change Order	\$ 470,000.00
Change Order #01	\$ 44,298.00
New Contract Amount Including this Change Order	\$ 514,298.00
Available Construction Contingency	\$ 47,000.00
Change Order #01	\$ 44,298.00
Remaining Construction Contingency	\$ 2,702.00

Contract Start Date	September 14, 2015
Contract Substantial Completion Date	December 12, 2015
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	December 12, 2015
New Contract Substantial Completion Date (Including this Change Order)	December 12, 2015

**Gavilan Joint Community College District
Governing Board Agenda**

April 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (n)

Administrative Services

SUBJECT: Notice of Completion for the Library, Student Center, and Theater Fire Alarm Replacement Project

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees accept the Library, Student Center, and Theater Fire Alarm Replacement Project as complete and authorize the Vice President of Administrative Services to record a Notice of Completion as required.

Background:

The Library, Student Center, and Theater Fire Alarm Replacement Project was completed on February 1, 2016. Various documents are now required by the Division of the State Architect to close out the project. This is the final acceptance from the Board of Trustees that the project is complete.

Budgetary Implications:

The Library, Student Center, and Theater Fire Alarm Replacement Project total project cost is approximately \$710,000.

Follow Up/Outcome:

The Vice President of Administrative Services will execute the Notice of Completion for the Project and have the same recorded in the Santa Clara County Recorder's Office.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

**Gavilan Joint Community College District
Governing Board Agenda**

April 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (o)

Administrative Services

SUBJECT: Approval of an agreement with Live Oak Associates, Inc. for HCP compliance services at the Gavilan College Aviation Project at the San Martin South County Airport

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approves an agreement with Live Oak Associates, Inc. for an amount not to exceed \$3,203 to complete the following conditions to comply with Santa Clara Valley Habitat Agency's Habitat Conservation Plan (HCP) requirements at the Gavilan College Aviation Project at the San Martin South County Airport:

- 15 burrowing owl pre-construction survey
- Report of findings of pre-construction survey
- Construction monitoring
- Training
- Related follow-up meetings

Background:

This project qualifies for mitigation under Santa Clara County's membership in the HCP, which is a more streamlined approach than the District having to separately apply as a Participating Special Entity as in other district projects. In order to fulfill these HCP requirements, the District has hired Live Oak Associates, Inc. to conduct the Pre-Construction Surveys, construction monitoring, training, etc.

Budgetary Implications:

Effective use of Measure E Bond Program Funds.

Follow Up/Outcome:

Process agreement after Board approval.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

**Gavilan Joint Community College District
Governing Board Agenda**

April 12, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (p)

Administrative Services

SUBJECT: Notice of Completion for the Water Storage Tank, Distribution and Well Improvements Project

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees accept the Water Storage Tank, Distribution and Well Improvements Project as complete and authorize the Vice President of Administrative Services to record a Notice of Completion as required.

Background:

The Water Storage Tank, Distribution and Well Improvements Project has been completed as of March 31, 2016. Various documents are now required by the Division of the State Architect to close out the project. This is the final acceptance from the Board of Trustees that the project is complete.

Budgetary Implications:

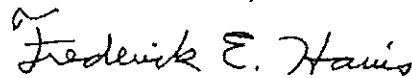
The Water Storage Tank, Distribution and Well Improvements Project were paid from \$6,280,611 of State funds and \$369,633 of Measure E funds for a total allocation of \$6,650,244.

Follow Up/Outcome:

The Vice President of Administrative Services will execute the Notice of Completion for the Project and have the same recorded in the Santa Clara County Recorder's Office.

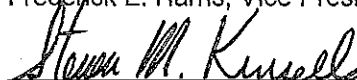
Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By:



Frederick E. Harris, Vice President of Administrative Services

Agenda Approval



Dr. Steven M. Kinsella, Superintendent/ President

May 10, 2016

Gavilan Joint Community College District
Governing Board Agenda

May 10, 2016

Consent Agenda Item No. 6(i) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Measure E Bond Quarterly Financial Status Report at March 31, 2016

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees review the Measure E Bond Quarterly Financial Status Report

Background:

Attached is the Measure E Bond Quarterly Unaudited Financial Status Report for the period January 1, 2016 to March 31, 2016. The column titled "Budget" is based on the Board approved Measure E Master Budget as of December 30, 2015. The expenditures are accounted for on a cash basis during the fiscal year; during year-end some accrued expenses are included in the amounts.

Budgetary Implications:

The efficient use of Measure E Bond Program funds

Follow Up/Outcome:

Continue to monitor the Measure E Bond program finances.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA - Director, Business Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/President

APPROVED BY THE BOARD OF TRUSTEES
DATE 5/10/16
Bailey

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 3 Fiscal Year 2015-2016 (1/01/2016 through 3/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
Revenue					
<u>Proceeds from Bond Sales</u>			\$ 108,000,000		
	Cost of Issuance		\$ (255,000)		
	Total Proceeds from Bond Sales		\$ 107,745,000		
	Bond Implementation Costs		\$ (188,623)		
<u>Reimbursement of Bond Expenses</u>			\$ 164,456		
	Premium Adjustment		\$ (13,175)		
<u>Portable Lease</u>			\$ 67,574		
	GUSD Lease portables over 25 years		\$ 40,392		
	GUSD Purchase of Modular Bldgs for GECA				
<u>Donation Agreement</u> Coyote Valley Property			\$ 137,116		
<u>Agricultural Lease</u>			\$ 11,536		
<u>Bond Interest</u>					
	Fiscal Year 2003-04		\$ 9,988		
	Fiscal Year 2004-05		\$ 562,662		
	Fiscal Year 2005-06		\$ 1,045,177		
	Fiscal Year 2006-07		\$ 976,676		
	Fiscal Year 2007-08		\$ 1,281,565		
	Fiscal Year 2008-09		\$ 735,130		
	Fiscal Year 2009-10		\$ 100,247		
	Fiscal Year 2010-11		\$ 62,460		
	Fiscal Year 2011-12		\$ 204,720		
	Fiscal Year 2012-13		\$ 158,143		
	Fiscal Year 2013-14		\$ 114,449		
	Fiscal Year 2014-15		\$ 113,415		
	Fiscal Year 2015-16		\$ 36,408		
	Subtotal Bond Interest		\$ 5,401,040		
	<u>Parking Fund Contribution</u> Fiscal Year 2007-08		\$ 250,000		Non Measure "E" Fund
	<u>Scheduled Maintenance Contribution</u> Fiscal Year 2008-2009		\$ 217,138		Non Measure "E" Fund
Total Revenue			\$ 113,832,456		

Expenditures

1 Program

660060 - Program Contingency		\$ 25,000			
	Total Costs through 12/31/2015		\$ 5,045		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 5,045	\$ 19,955	
660360 - Planning - District		\$ 155,320			
	Total Costs through 12/31/2015		\$ 128,752		
	5831 - Contracted Services				
	Total Costs through 3/31/2016		\$ 128,752	\$ 26,568	
660560 - Planning - Main Campus		\$ 4,582,646			
	Total Costs through 12/31/2015		\$ 4,582,646		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 4,582,646	\$ (0)	2
662260 - Coyote Valley Ed Center		\$ 13,139,693			
	Total Costs through 12/31/2015		\$ 1,296,108		
	5810 - Legal Services		\$ 7,967		
	5825-Administrative Fee		\$ 235,943		
	5831 - Contracted Services		\$ 1,262,844		
	6160 - Land		\$ 420,000		
	Total Costs through 3/31/2016		\$ 3,222,862	\$ 9,916,831	
663260 - Hollister Ed Center		\$ 9,625			
	Total Costs through 12/31/2015		\$ 9,625		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 9,625	\$ (0)	
2 Land Acquisition					
662060/662160 - Coyote Valley Prop (Property/Develop)		\$ 21,238,072			
	Total Costs through 12/31/2015		\$ 21,280,536		
	5425 - License/Permits/Fees		\$ 12,768		
	Total Costs through 3/31/2016		\$ 21,293,304	\$ (55,232)	

APPROVED BY THE BOARD OF TRUSTEES
 DATE 5/10/16
 W. Bailey

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 3 Fiscal Year 2015-2016 (1/01/2016 through 3/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
663160 (663060)	663160 - San Benito Prop (Property/Develop)	\$ 9,838,755			
	Total Costs through 12/31/2015		\$ 9,383,291		
	5810 - Legal Services		\$ 11,477		
	5831 - Contracted Services		\$ 385		
	Total Costs through 3/31/2016		\$ 9,395,153	\$ 443,602	
664060	Land Residual	\$ -			
	Total Costs through 12/31/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ -	\$ -	
665060	Local Funds Off-Site Development	\$ 69,998			
	Total Costs through 12/31/2015		\$ 69,998		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ 69,998	\$ (0)	
3 Current Projects					
670560	Physical Education Building	\$ 6,539,165			
	Total Costs through 12/31/2015		\$ 202,170		
	5831 - Contracted Services		\$ 58,556		
	Total Costs through 3/31/2016		\$ 260,726	\$ 6,278,439	
671360-1	Demo CJ500, Old Acad. PB Rebuild	\$ 40,000			
	Total Costs through 12/31/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ -	\$ 40,000	
671460	South County Airport Development	\$ 3,000,000			
	Total Costs through 12/31/2015		\$ 457,189		
	5425 - License/Permits/Fees		\$ 8,331		
	5810 - Legal Services		\$ 690		
	5812 - Audit Accounting Svcs		\$ 29,402		
	5831 - Contracted Services		\$ 370,703		
	6230 - Inspection Fees		\$ 37,423		
	Total Costs through 3/31/2016		\$ 903,737	\$ 2,096,263	
671560	GECA Relocation Parking Lot C	\$ 1,247,017			
	Total Costs through 12/31/2015		\$ 1,223,487		
	5831 - Contracted Services		\$ -		
	Total Costs through 3/31/2016		\$ 1,223,487	\$ 23,530	
671660	Furniture and Equipment Upgrade	\$ 175,000			
	Total Costs through 12/31/2015		\$ 189,280		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ 189,280	\$ (14,280)	
672360	Scheduled Maintenance (Match for FY 13/14)	\$ 109,000			
	Total Costs through 12/31/2015		\$ 96,840		
	5831 - Contracted Services		\$ 33,254		
	Total Costs through 3/31/2016		\$ 130,094	\$ (21,094)	
672460	Instructional Equipment (Match for FY 13/14)	\$ 786,320			
	Total Costs through 12/31/2015		\$ 786,320		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ 786,320	\$ 0	
672560	Scheduled Maintenance (Match for FY 14/15)	\$ -			
	Total Costs through 12/31/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ -	\$ -	
672660	Instructional Equipment (Match for FY 14/15)	\$ -			
	Total Costs through 12/31/2015		\$ (0)		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ (0)	\$ 0	
673060	Multi-Purpose Building Upgrades	\$ 24,486			
	Total Costs through 12/31/2015		\$ 24,486		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ 24,486	\$ (0)	
673160	CDC Reconfiguration & Upgrade	\$ 500,000			
	Total Costs through 12/31/2015		\$ 203,580		

DATE 5/10/16
Bailey

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 3 Fiscal Year 2015-2016 (1/01/2016 through 3/31/2016)
Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
	5831 - Contracted Services		\$ 237,791		
	Total Costs through 3/31/2016		\$ 441,370	\$ 58,630	
673260 - General Building Upgrades		\$ 26,175			
	Total Costs through 12/31/2015		\$ 26,253		
	No Invoices this Period				
	Total Costs through 3/31/2016		\$ 26,253	\$ (78)	
680260 - Eprocurement		\$ -			
	Total Costs through 12/31/2015		\$ 13,851		
	No Invoices this Period				
	Total Costs through 3/31/2016		\$ 13,851	\$ (13,851)	
680560 - Water Replacement Project		\$ 336,634			
	Total Costs through 12/31/2015		\$ 313,389		
	5831 - Contracted Services		\$ 16,596		
	Total Costs through 3/31/2016		\$ 329,985	\$ 6,649	
680660 - Technology, Phase 2		\$ 900,000			
	Total Costs through 12/31/2015		\$ 440,605		
	5260 - Travel Conf Classified		\$ 699		
	5831 - Contracted Services		\$ 165,399		
	Total Costs through 3/31/2016		\$ 606,702	\$ 293,298	
680760 - Computer Replacement, Phase 2		\$ 122,195			
	Total Costs through 12/31/2015		\$ 122,195		
	No Invoices this Period				
	Total Costs through 3/31/2016		\$ 122,195	\$ 0	
INACTIVE PROJECTS					
670760 - Student Center/Administration		\$ -			
	Total Costs through 12/31/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ -	\$ -	
670960 - Library/Media		\$ -			
	Total Costs through 12/31/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ -	\$ -	
CLOSED PROJECTS					
670060/671460 - Campus Infrastructure/Tech		\$ 8,036,484			
	Total Costs through 12/31/2015		\$ 8,036,484		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ 8,036,484	\$ -	
670160 - Tennis Court Renovations		\$ 111,859			
	Total Costs through 12/31/2015		\$ 111,859		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ 111,859	\$ -	
670260 - Interim Housing/Swing Space		\$ 4,416,466			
	Total Costs through 12/31/2015		\$ 4,416,466		
	No Invoices this Period				
	Total Costs through 3/31/2016		\$ 4,416,466	\$ -	
670260-1 - HVAC Control Replacement		\$ 446,255			
	Total Costs through 12/31/2015		\$ 446,255		
	No Invoices this Period				
	Total Costs through 12/31/2015		\$ 446,255	\$ 0	
670360-1 - Electrical Service Loop		\$ 162,295			
	Total Costs through 12/31/2015		\$ 162,295		
	No Invoices this Period				
	Total Costs through 12/31/2015		\$ 162,295	\$ -	
670360 - Math, Physical Science, Life Science		\$ 6,081,010			
	Total Costs through 12/31/2015		\$ 6,081,010		
	No Invoices this Period				
	Total Costs through 3/31/2016		\$ 6,081,010	\$ -	
670460 - Occupational ED (OE)		\$ 4,706,937			1

APPROVED BY THE BOARD OF TRUSTEES
DATE: 5/10/16
W. Bailey

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 3 Fiscal Year 2015-2016 (1/01/2016 through 3/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
	Total Costs through 12/31/2015		\$ 4,706,937		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 4,706,937	\$ -	
670660 - Humanities/Art/Music Hall		\$ 4,398,348			
	Total Costs through 12/31/2015		\$ 4,398,348		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 3/31/2016		\$ 4,398,348	\$ -	
670860 - Cosmetology/Business		\$ 3,903,843			
	Total Costs through 12/31/2015		\$ 3,903,843		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 3,903,843	\$ -	
671080 - Social Sciences		\$ 3,918,035			
	Total Costs through 12/31/2015		\$ 3,918,035		
	5810 - Legal Services				
	Total Costs through 3/31/2016		\$ 3,918,035	\$ -	
671160 - Security/Maintenance Building		\$ 1,432,750			
	Total Costs through 12/31/2015		\$ 1,432,750		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 3/31/2016		\$ 1,432,750	\$ -	
671260 - Cafeteria Renovations & HVAC		\$ 217,419			
	Total Costs through 12/31/2015		\$ 217,419		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 3/31/2016		\$ 217,419	\$ -	
671260 - Student Center Beam Replacement		\$ 185,481			
	Total Costs through 12/31/2015		\$ 185,481		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 185,481	\$ (0)	
671360 - Parking Lot/Campus Lighting		\$ 4,437,518			
	Total Costs through 12/31/2015		\$ 4,437,518		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 4,437,518	\$ 0	
680160 - Technology / ERP System		\$ 3,511,130			
	Total Costs through 12/31/2015		\$ 3,511,130		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 3/31/2016		\$ 3,511,130	\$ -	
680360 - Computer / Phone System		\$ 1,111,376			
	Total Costs through 12/31/2015		\$ 1,111,376		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 3/31/2016		\$ 1,111,376	\$ -	
680460 - Existing Well Replacement		\$ 70,947			
	Total Costs through 12/31/2015		\$ 70,947		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 70,947	\$ 0	
- Debt Payment		\$ 3,625,796			
	Total Costs through 12/31/2015		\$ 3,625,796		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 3/31/2016		\$ 3,625,796	\$ -	
Total Previous Expended (Through 12/31/2015)			\$ 91,629,594		
Total Invoices this Period (1/01/2016 through 3/31/2016)			\$ 2,910,227		
Total Expended to Date (Through 3/31/2016)			\$ 94,539,820		
Total Construction Budget			\$ 113,639,049	\$ 19,099,229	
Total Revenue to Date			\$ 113,832,456		
Cash Balance				\$ 19,292,635	

Notes:

- 1 Occ Ed project budget contains funding for Science and Gym roof repairs
- 2 Moved expenses to Fund 340 for State Reimbursement
- 3 PG&E Refund for Chiller Controls Installation-Optimization Project

APPROVED BY THE BOARD OF TRUSTEES

DATE: 5/11/16
 W. Bailey

**Gavilan Joint Community College District
Governing Board Agenda**

May 10, 2016

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2(f)

Administrative Services

SUBJECT: Accept Bid for the Coyote Valley Off-Site Improvements Package

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees accept the bid from Pacific Underground Construction, Inc. for the Coyote Valley Off-Site Improvements Package valued at \$1,370,938.

Background

The bid for this project closed on April 26, 2016. A total of one (1) contractor participated in the bidding process. The apparent lowest responsible and responsive bidder has been identified as Pacific Underground Construction, Inc. for a construction contract in the amount of \$1,370,938.

Unfortunately, this contract is not large enough to attract more bidders during the Summer when contractors are already booked and are too busy. The original cost estimate for this work was budgeted at \$1,500,000, so this bid response is at a fair price. If we delay this project to get more bids, we will jeopardize the start of school.

Attached is a letter providing a bid analysis and tabulation form from Gilbane, the construction managers, dated April 29, 2016.

Budgetary Implications:

The efficient use of Measure E Funds.

Follow Up/Outcome:

Upon Board approval, issue a Notice-to-Proceed.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President



April 27, 2016

Mr. Frederick E. Harris
Vice President of Administrative Services
Gavilan Joint Community College District
5055 Santa Teresa Boulevard
Gilroy, CA 95020

Re: Bid Analysis
Coyote Valley Off-Site Improvements Package
Gavilan Joint Community College District

Dear Frederick:

We are pleased to provide our analysis of the bid results for the above referenced project.

Gilbane reviewed the apparent low bidder's, Pacific Underground Construction, Inc., bid and determined that they submitted a responsive bid and appear to be a responsible bidder. Pacific Underground Construction, Inc. confirmed their base bid amount of \$1,370,938 and stated they would honor it.

Please refer to our analysis and findings below for more detail.

Bid Analysis

The following items were considered in our bid analysis:

1. Comparative Pricing
2. Bond Review
3. Company History & Experience
4. Bid Form Review
5. Reference Check
6. Contractor License Check

1. Comparative Pricing (See attached Bid Tabulation Form)

A.	Budget	\$1,500,000
B.	Low Responsive Bid	\$1,370,938
C.	Average Bid	\$1,370,938
D.	High Bid	\$1,370,938
E.	Number of Contractors Contacted	22
F.	Number of Plan Holders	22
G.	Number of Potential Bidders	5
H.	Number of Bidders	1

2. Bond Review

A. Contractor's Bid Bond

Pacific Underground Construction, Inc. has provided a Bid Bond in the required amount of 10% of their bid amount. The surety is The Ohio Casualty Insurance Company. Their address is 71 Stevenson St. Suite 600, San Francisco, California, 94105. The contact number is (415) 537-2513.

B. Contractor's License Bond

All California contractors are required to file a bond with the State in the amount of \$15,000. The bond number is 6416259 and the effective date is 1/1/16 with First National Insurance Company of America. Their address is 175 Berkeley St., Boston, Massachusetts, 02116.

3. Company History & Experience

Pacific Underground Construction, Inc. has been in business since 1982. Pacific Underground Construction, Inc. is familiar with the local city jurisdictions and municipalities. Pacific Underground Construction, Inc. has worked with numerous cities throughout the bay area. To name a few are City of San Jose, City of Morgan Hill, and City of Mountain View.

4. Bid Form Review

A. Contractor's Proposal Form	No Exception Taken
B. Bid Pricing	No Exception Taken
C. Addenda Acknowledgement	No Exception Taken
D. Contractor's License Information	No Exception Taken
E. Subcontractor's List	No Exception Taken
F. Non-Collusion Affidavit	No Exception Taken
G. Bid Security	No Exception Taken

5. Reference Check

A. Cambrian School District – The Contracts Manager, Colleen Altendorf, at Cambrian School District stated Pacific Underground Construction, Inc. has performed a couple of projects successfully for them. These projects varied in size. Colleen mentioned that they were cooperative; team oriented and had minimal problems with budget or schedule. Colleen said Pacific Underground Construction, Inc.'s work quality was great. Colleen mentioned her experience with Pacific Underground Construction was excellent.

B. Jose Campos Inspector for the City of San Jose has worked on multiple projects with Pacific Underground Construction, Inc. Jose said Pacific Underground Construction, Inc. is really cooperative and team orientated. Pacific Underground Construction, Inc. kept to the schedule and there quality of work was great. Jose recommends Pacific Underground Construction, Inc. for the Coyote Valley Off-Site Improvements Project.

6. **Contractor License Check**
- | | | |
|----|--------------------------|---|
| A. | License Number: | 423419 |
| B. | License Status: | Current and Active |
| C. | License Issued to: | Pacific Underground
Construction, Inc.
Corporation |
| D. | Expiration Date: | 5/31/18 |
| E. | County of Incorporation: | Santa Clara |
| F. | Claims Against License: | No citations or cases on record |
| G. | Type of License(s): | A – General Engineering
C-16 – Fire Protection Contractors |

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Edgar S. Esquivel

Edgar S. Esquivel
Project Engineer

Enclosures: Bid Tabulation Form

cc: Steve Sowa , IBI Group
Casey Michaelis , Gilbane Building Company

**Gavilan Joint Community College District
Citizens' Oversight Committee Agenda**

June 6, 2016

Office of the President

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No. VI.1.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Update Measure E Activities

- Resolution:
- Information Only
- Action Item
- Discussion Item

Proposal:

That the Citizens' Oversight Committee receive an update of Measure E activities.

Background:

Budgetary Implications:

Follow Up/Outcome:

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Nancy Bailey
Nancy Bailey, Executive Assistant to Superintendent/President

Agenda Approval: Steven M. Kinsella for Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/President