

Board Office Use: Legislative File Info.	
File ID Number	17- 0534
Introduction Date	4-12-2017
Enactment Number	
Enactment Date	



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools. Thriving Students

Memo

To Board of Education CRO

From Devin Dillon, Superintendent and Secretary, Board of Education
By: Vernon Hal, Senior Business Officer VBA
Joe Dominguez, Deputy Chief, Facilities Planning and Management

Board Meeting Date April 12, 2017

Subject Change Order No. 1 with Aeko Consulting for Lowell Prop 39 Project in an amount of \$2,600.00 increasing the current contract from \$11,700.00 to \$14,300.00

Action Requested Authorize the President and Secretary of the Board to enter into and execute Change Order No. 1 on behalf of the District with Aeko Consulting, Oakland, CA., for the latter to provide connections required in order to house Tech Services in their new location at Lowell site as required by the City of Oakland Traffic Engineer, in conjunction with the Lowell Prop 39 Project, in the amount not to exceed \$2,600.00, increasing the current contract amount from \$11,700.00 to \$14,300.00.

Discussion A change order is required for change to the work with full documentation of costs per contract.

LBP (Local Business Participation Percentage) 100%

Procurement Method Change Order to CUPCCAA Contract / Awarded to entity following OUSD competitive solicitation process.

Recommendation Authorize the President and Secretary of the Board to enter into and execute Change Order No. 1 on behalf of the District with Aeko Consulting, Oakland, CA., for the latter to provide connections required in order to house Tech Services in their new location at Lowell site as required by the City of Oakland Traffic Engineer, in conjunction with the Lowell Prop 39 Project, in the amount not to exceed \$2,600.00, increasing the current contract amount from \$11,700.00 to \$14,300.00.

	Amount \$	Percent %
DSA and Agency Requested Change (Preliminary Change Order No. 1)	\$2,600.00	22.22%
TOTAL	\$2,600.00	22.22%

Under a separate series of actions not related to this change order approval, the District will review and adjust the consultant fees to acknowledge costs resulting from their errors and omissions.

Original Contract Sum:	\$11,700.00
Sum of previously approved Change Orders:	<u>\$0.00</u>
Contract sum prior to this Change Order:	\$11,700.00
Cost of current CUPCCAA Contract	<u>\$2,600.00</u>
New Contract Sum:	\$14,300.00
Current Change Order(s) as % of contract	22.22%
Contract completion date as of this November 29, 2016	November 29, 2016

Fiscal Impact

Fund 25, Capital Facilities Fund

Attachments

- Change No. 1 which includes: Lowell Prop 39 (Preliminary Change Order) Number: 1
- Key Codes: 2049000890- 6415

OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-535-2728 - FAX 510-535-7040

CHANGE ORDER NO. 01

PROJECT: Lowell
 Lowell Prop: 39 Charter Facility Equity

OWNER: Oakland Unified School District

CONTRACTOR: AEKO CONSULTING
 1939 Harrison Street, Suite 420
 Oakland, CA 94612

DATE: 7/21/2016

DSA FILE NO.:
DSA/APP NO.:
OUSD PROJECT#: 16118
PROJECT MGR.: Jo Rivera-Garcia

The Contractor is authorized to make the changes listed in the Summary and described in Change Order Attachment when this Change Order has been approved.

Original Contract Sum	\$11,700.00
Net Change by previously authorized Change Orders	
The Contract sum prior to this change order	
The Contract sum will be increased/decreased	\$2,600.00
The New Contract Sum including the Change Order will be	\$14,300.00
Change Order percentage of base contract	22.22%
The Contract is changed by (0) Zero Calendar Days	0 days
Contract completion date as of this Change Order therefore is:	

Summary reference attached items : 1

Reviewed by: _____ Date: _____
 Bond Program Director

<p>Approved: Architect of Record</p> <p style="font-size: 2em; text-align: center;">n/a</p> <hr/> <p>Signature</p> <p>Date:</p>	<p>Approved: General Contractor</p> <div style="text-align: center;"> _____ Signature </div> <p>Date: 11/29/16</p>	<p>Approved: OUSD</p> <div style="text-align: center;"> _____ Director of Facilities Signature </div> <p>Date: _____</p> <div style="text-align: center;"> _____ Interim Deputy Chief </div> <p>Date: _____</p>
<p>Approved: Electrical or Structural Engineer</p> <hr/> <p>Signature</p> <p>Date:</p>	<p>Approved: Mechanical Engineer</p> <hr/> <p>Signature</p> <p>Date:</p>	<p>Approved: Division of the State Architect</p> <hr/> <p>Signature</p> <p>Date:</p>

OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-535-2728 - FAX 510-535-7040

Change Order 1-2 (Revised 1/19/2006)

SUMMARY OF CHANGE ORDER NO. 01

PROJECT:	Lowell Lowell Prop. 39 Charter Facility Equity	DATE:	7/21/2016
OWNER:	Oakland Unified School District	DSA FILE NO.:	
CONTRACTOR:	AEKO CONSULTING 1939 Harrison Street, Suite 420 Oakland, CA 94612	DSA APP NO.:	
		OUSD PROJECT#:	16118
		PROJECT MGR.:	Io Rivera-Garcia

1	PCO # 1	ADD	\$2,600.00
		ADD/DEDUCT	

Description: Power and Data for IT Cubes
Reason: Connections required in order to house Tech Services in their new location at Lowell.
Requested By: 2 Owner Requested Change
DSA Prelim approval date:

CO #1 (1 PCO's)	
Total:	\$2,600.00

Change Order 2-2 (Revised 1/19/2006)

OAKLAND UNIFIED SCHOOL DISTRICT

Division of Facilities Planning and Management - Phone 510-535-2728 - FAX 510-535-7040

PRELIMINARY CHANGE ORDER NO. 1

PROJECT: Lowell
Lowell Prop. 39 Charter Facility Equity
CONTRACTOR: AEKO CONSULTING
PROJECT MGR: Eduardo Rivera-Garcia

DATE: 11/28/2016
DSA FILE:
DSA APP:
OUSD PROJ: 16118

You are hereby directed to make the indicated change(s) in the Contract. When signed by the Owner and received by the Contractor, this document becomes effective immediately, and the Contractor shall proceed with the change described below. An official change order shall be issued to follow up on this preliminary change proposal as soon as possible.

CONTRACTOR TO COMPLETE THIS SECTION ONLY

DESCRIPTION:

Data and power connection for (4) cubes in Room F203.

CODE: 2 Owner Requested Change

REASON:

Connections required in order to house Tech Services in their new location at Lowell.

ATTACHMENTS:

The proposed basis of adjustment to the Contract Price and Contract Time are as follows:

Amount of Change: [X] ADD [] DEDUCT Final Price: 2,600 -
[X] Lump Sum [] Time / Materials Not To Exceed Date: 11/28/16

Contractor to proceed with work described herein, cost not to exceed \$2,600; final cost to be determined after review and negotiation.

Time Extension: 0 calendar days

INITIATED BY: n/a Architect of Record Date
REVIEWED BY: [Signature] 11/28/16 Project Manager Date
REVIEWED BY: [Signature] Bond prog. Director Date
ACKNOWLEDGED BY: [Signature] 11/29/16 Contractor Date

OAKLAND UNIFIED SCHOOL DISTRICT APPROVAL

[Signature] 11/26/16
Director of Facilities Date

[Signature]
Deputy Chief Date

Oakland Unified School District
Facilities Planning and Management
955 High Street
Oakland, CA 94601
(510) 535-2728
(510) 535-7040



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools,
Thriving Students



LETTER OF TRANSMITTAL

Date	Tuesday, December 27, 2016
To	Susie Butler-Berkley
Address	
Attention	
Regarding	AEKO CO #1
Project #	16118
Project Name:	Lowell Lowell Prop. 39 Charter Facility Equity

Delivered Via:

Package Transmitted:

Copies	Date	Description
1	12/27/2016	AEKO CO #1

REMARKS:

Board Preparation – Bullet points

Business Operations: AEKO Agreement Request

Department: *Facilities Planning & Management*

Project Name: Lowell Prop. 39 Reasonably Equivalent Facilities

Project Manager: Eduardo Rivera-Garcia

Legistar # (Contract Analyst):

Board Date (Contract Analyst):

What is this for? Uninstall 32 WAP's, 7 switches, patch cables, UPS, and battery pack from Lafayette ES. Install 25 WAP's, and all other listed equipment at Lowell Bldg. A & F. All newly jacked cables to be terminated, tested, and labeled. All WAP's to be labeled with location and MAC address.

Why is this item necessary? IT equipment installed at the Lafayette campus under E-Rate must be transferred to Lowell to continue serving the Lafayette ES population. E-Rate equipment must continue serving OUSD students, by law.

Approximate cost: \$11,700.00

History of the purchase of this item/service:

- ? What did we do last year? No work occurred at Lowell for Lafayette last year.
- ? Are we doing it differently this year? If yes, then why? We are not doing anything differently this year.
- ? Are there any savings or efficiencies? There are no savings or efficiencies this year.

Issues:

- ? Are there any issues that we need to be aware of? This work is occurring as part of a package of facilities upgrades at Lowell to accommodate Lafayette ES. Lafayette ES is leaving their campus in order for KIPP to move-in to the Lafayette Campus.
- ? Are we aware of any prior issues with the Board Members on this item? Jumoke Hodge expressed concern about the schedule for this project. She also expressed concern over a perceived lack of Community Engagement.

Miscellaneous:

- ? Is there any communication plan necessary for this item? There is no unique communication plan necessary for this item.
- ? Any key statistics on this item? There are no key statistics for this item.
- ? Is there anything else I need to know about/beware of for this item? There is nothing else to be aware of.

Responses:

OAKLAND UNIFIED SCHOOL DISTRICT
Department of Facilities Planning and Management
AGREEMENT REQUEST FORM

1011006

DATE SUBMITTED: 6/1/2016

SUBMITTED BY: Eduardo Rivera-Garcia

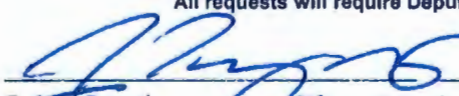
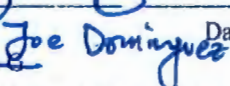
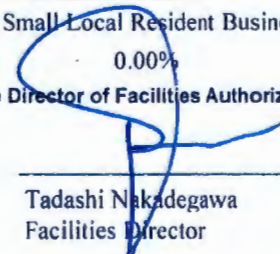
SECTION I. TYPE OF AGREEMENT (PLEASE CHECK ONE BOX)

<input type="checkbox"/> 1.a) Architects (and Engineers) RFQ / RFP	<input type="checkbox"/> 4.e) Lease Leaseback - FACILITIES AND SITE LEAS
<input type="checkbox"/> 1.b) Architects (and Engineers) Agreement	<input checked="" type="checkbox"/> 5.) Contract for repairs, maintenance or small construction projects (CUPCCAA or under \$45k)
<input type="checkbox"/> 2.) Architect Agreement Short Form	<input type="checkbox"/> 6.) Piggy-Back (High Performance Modulares)
<input type="checkbox"/> 3.a) Independent Contractor Agreement RFQ / RF	<input type="checkbox"/> 7.) Modular Lease (portable kitchens, classrooms, etc.)
<input type="checkbox"/> 3.b) Independent Contractor Agreement (IOR, Testing, GeoTech)	<input type="checkbox"/> 8.) Resolution Awarding Bid and Construction Contract
<input type="checkbox"/> 3.c) Independent Contractor Agreement (Environmental, Hazmat, CEQA)	<input type="checkbox"/> 9.) Purchase Order
<input type="checkbox"/> 4.a) Lease Leaseback - RFP / RFQ	<input type="checkbox"/> 10.) Change Order
<input type="checkbox"/> 4.b) Lease Leaseback - PRECONSTRUCTION SERVICES	<input type="checkbox"/> 11.) Amendment to Agreement for Professional Services Amendment #:

SECTION II. LOCAL BUSINESS PARTICIPATION PERCENTAGE:

Local Business	Small Local Business	Small Local Resident Business	Total Percentage
0.00%	100.00%	0.00%	100.00%

All requests will require Deputy Chief's and the Director of Facilities Authorization and Signature

		
_____ Roland Broach Executive Director of B & S	_____ Joe Dominguez Date	_____ Tadashi Nakadegawa Facilities Director
		6/2/16 _____ Date

SECTION III. AGREEMENT INFORMATION:

Project Name:	Lowell Lowell Prop. 39 Charter Facility Equity	Project No:	16118 2049000890-6415
Vendor Name:	AEKO CONSULTING	Vendor Contact:	Ismael Okunade
Vendor Phone Number:	(510) 763-2356	Vendor Mailing Address:	1939 Harrison Street, Suite 420 Oakland, CA 94612
Agreement Start and Stop Dates:	Start: 6/8/2016 Stop: 6/8/2017	Amounts:	Current Contract Amount: \$0.00 Not to Exceed Amount: \$11,700.00 Revised Contract Amount: \$0.00

For Construction Contracts >\$25,000, please provide or attach the following (as applicab

- | | |
|---|------------------------------------|
| 1) Number of Bids Received, List of Bidders and Amounts (Bid Form) (Attach Bid Documents) | 6) Duration: |
| 2) Date(s) of Bid Advertisement - | 7) Number of Phases _____ |
| 3) Date of Bid Opening - | 8) Liquidated damages per day - \$ |
| 4) Name of Architect - | |
| 5) DIR Contractor/Subcontractor registration # | |

Scope of Work: (Needed to prepare Executive Summary) Please attach separately along with Vendor's proposal.
 Uninstall 32 WAP's, 7 switches, patch cables, UPS, and battery pack from Lafayette ES. Install 25 WAP's, and all other listed equipment at Lowell Bldg. A & F. All newly jacked cables to be terminated, tested, and labeled. All WAP's to be labeled with location and MAC address.

Discussion Info: (Needed to prepare Executive Summary) (Provide detailed background - Why is contract required and what is the benefit to students) - Add additional pages as needed
 IT equipment installaed at the Lafayette campus under E-Rate must be transferred to Lowell to continue serving the Lafayette ES population. E-Rate equipment must continue serving OUSD students, by law. Note: Contract includes a \$2,000 contingency to be used on an as-needed basis. Base contract = \$9,700.

Funding Source: Fund 25 Budget Number:

NBS 0000

May 31, 2016

PROJECT

WAP project for OUSD at KIPP

SCOPE

Detailed below is the scope of work and associated pricing for the WAP Project Transfer from Lafayette to KIPP in Oakland. AEKO will furnish all labor, low voltage materials and equipment to complete the project.

Scope

Item(s)	Description	Units	
Lafayette			
1	Remove 32 WAP form Lafayette	32	
2	Remove 4 Cisco Switches from MDF and 3 from IDF	7	
3	Remove UPS and Battery Pack from MDF and IDF	4	
4	Remove all patch cables from Both MDF and IDF	288	
5	Transport all removed equipment from location to KIPP	1	
KIPP			
1	Install and Patch Switches from Lafayette at MDF and IDF using configuration quantity above. (7 Switches with 288 patches).	1	
2	**Install WAP from Lafayette at clock location by pulling a cable from any existing jack. Utilize Wiremold 750 Series as pathway between ceiling and WAP. Total Locations is 25	25	
3	Install UPSs and Battery Packs from Lafayette and Power up the Switches	1	

4	Connect Existing Fiber (from MDF (Admin Office) to IDF (Main Bldg))	1	
5	Document all WAP (SN/Mac Address and Room Locations). Label all WAP according to district standard	1	
6	Block all empty jacks where ever a cable is pulled from.	1	
7	Test all newly jacked cables and submit results.	1	
NOTE			
**	Admin Office with 8 location has open ceiling. First floor of main building with 8 locations has open ceiling. Second floor of main building with 9 locations has tiled ceiling with access. Will Utilize OUSD standard for WAP installation with the exception that only one (1) cable is pulled to the WAP.		

EXCLUSIONS

This quote does not include the following:

Any electrical

PBX System and P/A, Clock and Intercom Systems
 IP Clock, Speaker Systems and devices
 Fire Alarm Security
 CCTV/Coax
 Any A/V

ASSUMPTIONS/QUALIFIER

- 1) Client will provide adequate parking for equipment and employees.
- 2) Client will provide access to all work areas.
- 3) Client will provide clear pathways for all proposed installations.
- 4) Cable installation is based on a PVC environment
- 5) Owner must notify AEKO Consulting employees of the presence of any asbestos
- 6) The presence of asbestos immediately terminates the work continuation even if job has started.
- 7) OUSD IT Dept to reconfigure all WAPs, Router and Switches for the new campus after installation.
- 8) Unless otherwise arranged, all work will be conducted Monday – Friday between 7 A.M.-5 P.M.

PAYMENT

Progress billing will be utilized for projects over 30 days in duration. Net 30 days with (2%) monthly interest charge on all past due accounts. In the event that legal action is

instituted to enforce any of the terms or conditions of this proposal, the prevailing party shall be entitled to recover attorney's fees and collection costs.

AEKO is prepared to start work once the quote has been approved. Actual construction will begin (2) days after materials are delivered to the job site. Material lead-time is five (5-7) days. This quote is firm for thirty (30) days from the date indicated above.

PRICE

Based on the attached detail quote, AEKO will perform the work outlined in the Scope of Work section for the amount of \$ 9,700.00

AUTHORIZATION

Authorized to proceed with the foregoing work in accordance with the stated provisions.

Company/Entity:

Signature:

Name:

Title:

Date:

If you have any questions please feel free to give me a call at 209-321-0464.

Thank you for the opportunity,

**AEKO Consulting
Solutions Integrators**

Brett Thomas

Project Manager
209-321-0464



CONTRACT JUSTIFICATION FORM

**This Form Shall Be Submitted to the Board Office
With *Every* Consent Agenda Contract.**

Legislative File ID No. _____

Department: Facilities Planning & Management

Vendor Name: AEKO Consulting

Project Name: Lowell Prop. 39 Reasonably Equivalent Facilities **Project No.:** 16118

Contract Term: Intended Start: 6/8/16 Intended End: 6/18/17

Annual (if annual contract) or Total (if multi-year agreement) Cost: \$ 11,700.00

Approved by: Tadashi Nakadegawa

Is Vendor a local Oakland Business or have they met the requirements of the

Local Business Policy? Yes No

How was this Vendor selected?

AEKO was selected from a list of pre-qualified local IT installers.

Summarize the services this Vendor will be providing.

Uninstall 32 WAP's, 7 switches, patch cables, UPS, and battery pack from Lafayette ES. Install 25 WAP's, and all other listed equipment at Lowell Bldg. A & F. All newly jacked cables to be terminated, tested, and labeled. All WAP's to be labeled with location and MAC address.

Was this contract competitively bid? Yes No

If No, please answer the following:

1) How did you determine the price is competitive?



CHANGE ORDER ROUTING FORM

Project Information			
Project Name	Lowell Prop 39	Site	204
Basic Directions			
Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.			
Attachment Checklist	<input type="checkbox"/> Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000 <input type="checkbox"/> Workers compensation insurance certification, unless vendor is a sole provider		

Contractor Information			
Contractor Name	AEKO Consulting	Agency's Contact	Ismael Okunade
OUSD Vendor ID #	I007151	Title	Project Manager
Street Address	1939 Harrison Street, Suite 420	City	Oakland State CA Zip 94612
Telephone	510-763-2356	Policy Expires	12-31-2016
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
OUSD Project #	16118		

Term			
Date Work Will Begin	4-13-2017	Date Work Will End By (not more than 5 years from start date)	4-31-2017

Compensation			
Total Contract Amount	\$	Total Contract Not To Exceed	\$14,300.00
Pay Rate Per Hour (If Hourly)	\$	If Amendment, Changed Amount	\$ 2,600.00
Other Expenses		Requisition Number	

Budget Information				
If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.				
Resource #	Funding Source	Org Key	Object Code	Amount
0000	Fund 25, Facilities Capital Fund	2049000890	6415	\$2,600.00

Approval and Routing (in order of approval steps)				
Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.				
	Division Head	Phone	510-535-7038	Fax 510-535-7082
1.	Director, Facilities	Signature	Date Approved	3/9/17
2.	General Counsel, Department of Facilities Planning and Management	Signature	Date Approved	3/14/17
3.	Deputy Chief, Facilities Planning and Management	Signature	Date Approved	3/13/2017
4.	Senior Business Officer	Signature	Date Approved	
5.	President, Board of Education	Signature	Date Approved	