

Board Office Use: Legislative File Info.	
File ID Number	12-0732
Committee	Facilities
Introduction Date	3-28-2012
Enactment Number	12-0991
Enactment Date	3-29-12 JS



OAKLAND UNIFIED  
SCHOOL DISTRICT

Memo

To Board of Education

From Tony Smith, Ed.D., Superintendent  
Timothy White, Assistant Superintendent, Facilities Planning and Management

Board Meeting Date March 28, 2012

Subject Division of Facilities Planning and Management P.O's. Less than \$50,000.00

Action Requested: Ratification by the Board of Education of the attached contracts for the Division of Facilities Planning and Management.

File ID	Vendor Name	\$	Funding Source	Type	Site	Period	City
12-0705	911 Restorations	\$2,541.27	Measure A	P.O. Increase	Claremont Landscaping	6-28-11 thru 8-27-11	Richmond
12-0706	Associate Comfort Systems	\$13,900.00	Fund 35	P.O.	Skyline HS	12-12-11 thru 1-24-12	San Leandro
12-0707	Associate Comfort Systems	\$11,700.00	Fund 35	P.O.	MLK Jr. MS	11-28-11 thru 12-28- 12	San Leandro
12-0708	Bay City Mechanical	\$1,051.57	Measure B	P.O.	Chabot ES	2-27-12 thru 12-31-12	Richmond
12-0709	Best In the West Construction Cleanup	\$2,200.00	Measure B	P.O.	Elmhurst Mod	1-16-12 thru 6-30-12	Hayward
12-0710	California Business Systems	\$1,945.00	Measure A	P.O.	Facilities	1-3-12 thru 1-13-14	Oakland
12-0713	CDW-G	\$1,959.83	Measure B	P.O.	Urban Promise	3-1-12 thru 5-1-12	Verono Hills, IL
12-0714	Clearwire	\$1,285.00	Measure B	P.O.	Madison Health Center	2-13-12 thru 12-31-12	San Jose
12-0715	Diablo Boiler	\$2,327.39	Measure B	P.O.	Chabot New Classroom	1-30-12 thru 12-31-12	Antioch
12-0717	Elation Systems	\$1,380.00	Measure B	P.O. Increase	Labor Compliance	6-30-11 thru 7-1-12	Oakland
12-0718	Eric Young	\$450.00	Measure A	P.O.	Elmhurst	3-2-12 thru 3-2-12	Oakland
12-0716	IVS Computer Technology	\$8,375.33	Measure A	P.O.	Claremont Landscaping	12-19-11 thru 12-30- 11	Bakersfield
12-0719	JDH Corrosin Consultants, Inc.	\$5,750.00	Measure B	P.O.	Montclair New Classroom	12-21-11 thru 5-1-12	Concord
12-0720	Leo's Professional Audio, Inc.	\$19,143.40	Measure B	P.O.	Highland ES	4-1-12 thru 8-15-12	Oakland
12-0721	Macy Movers, Inc.	\$5,610.00	Measure B	P.O.	Lowell Mod	3-1-11 thru 3-30-11	Oakland



# OAKLAND UNIFIED SCHOOL DISTRICT

121-0724	Maxut	\$2,042.25	Measure A	P.O.	Facilities	2-7-12 thru 2-16-12	Oakland
12-0726	North American Fence & Railing	\$425.00	Developer Fees	P.O.	Garfield Portable	10-15-2011 thru 2-29-12	Oakland
12-0727	PG&E Integrated Processing Center	\$5,000.00	Fund 35	P.O.	Facilities	1-4-12 thru 2-4-12	San Francisco
12-0728	PG&E Integrated Processing Center	\$150,000.00	Fund 35	P.O.	Facilities	12-15-11 thru 2-15-12	San Francisco
12-0729	Reed Brothers	\$348.86	Measure B	P.O.	Lowell Mod	2-14-12 thru 2-14-12	Oakland
12-0730	Safeplay by Design, Inc.	\$1,600.00	Measure B	P.O.	Laurel CDC	5-1-12 thru 12-31-13	Elk Grove
12-0731	Safeplay by Design, Inc.	\$900.00	Measure B	P.O.	Stonehurst CDC	5-1-12 thru 8-1-13	Elk Grove
1209732	Snader Associates	\$25,000.00	Fund 35	P.O.	La Escuelita	3-1-12 thru 12-31-12	San Rafael
11-3023	Southwest Interiors	\$45,000.00	Measure B	P.O.	Montera Mod	8-25-11 thru 8-25-12	Auburn
12-0733	SunEnergy	\$6,402.63	Fund 35	P.O.	Chabot Caldecott Tunnel Grant	2-13-12 thru 12-31-12	Oakland

## Discussion:

Among the key purposes of the District's Facilities Master Plan is to provide an academic environment for the Oakland community that will give every student, educator, and community member using our facilities the best possible opportunity for learning.

Through implementation of the Facilities Master Plan, the District intends to improve the District's facilities in terms of structural integrity, safety, reliability of operating (mechanical) systems, access to modern resources, number and type of appropriate laboratories and specialized instruction rooms, opportunities for physical education, and attractiveness, such that the Oakland Public Schools are second to none. Operation of the District schools under the planned approach is intended to ensure safety, cleanliness, and orderliness for all individuals participating in the learning process.

The basic facility needs of students such as proper lighting, functional roofs, noise control and well maintained buildings, not only convey the message that we value our students and teachers but may foster a sense of school pride and community ownership which may improve attitudes towards learning. The implementation of the Facilities Master Plan is our first step in that direction.

## Fiscal Impact:

Various

## Recommendation:

The Board of Education is requested to approve the Facilities Planning and Management contracts and Purchase Order for the OUSD school sites.

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

DATE SUBMITTED: 2/13/2012  
SUBMITTED BY: Saya Nhim

V004939

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

1.) A/E (Architect and Engineers) Contract	<input type="checkbox"/>	5.) "Small" (under \$15,000.00) Construction Contract	<input type="checkbox"/>
2.) IOR (Inspector of Record Contract)	<input type="checkbox"/>	6.) Resolution Awarding Bid and Construction Contract	<input type="checkbox"/>
3.) Agreement for Professional Services - Testing Etc.	<input checked="" type="checkbox"/>	7.) Change Order	<input type="checkbox"/>
4.) Amendment to Agreement for Professional Services	<input type="checkbox"/>	8.) Purchase Order	<input type="checkbox"/>

Introduction Date: 3-28-2012  
 Enactment No.: 12-0991  
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LEGISLATIVE FILE  
File ID No. 12-0732

T. White 2/15 Date Timothy E. White Asst. Superintendent  
Tadashi Nakadegawa 2/14/12 Date Facilities Director  
 Vendor Number: \_\_\_\_\_ Date \_\_\_\_\_  
 Fiscal Year: 2011-2012  
 P.O. Under \$50K: \_\_\_\_\_  
 Date Processed: 3-7-2012

**SECTION II. LOCAL BUSINESS PARTICIPATION PERCENTAGE**

Local Business	Small Local Business	Small Local Resident Business	Business Percentage
0.00%	0.00%	0.00%	0.00%

**SECTION III. AGREEMENT INFORMATION:**

<b>Project Name:</b>	La Escuelita Educational Center Phase 1 Increment 2	<b>Project No:</b>	07047-3 <u>1219003835-6215</u>
<b>Vendor Name:</b>	Snader Associates	<b>Vendor Contact:</b>	Tom Anderson
<b>Vendor Phone Number:</b>	(415) 257-8490	<b>Vendor Mailing Address:</b>	101 Glacier Point Rd., Suite A San Rafael, CA 94901
<b>Agreement Start and Stop Dates:</b>	Start: 3/1/2012 Stop: 12/31/2012	<b>Amounts:</b>	Current Contract Amount: \$0.00 Not to Exceed Amount: \$25,000.00 Revised Contract Amount: \$25,000.00
<b>Has Work Started?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes give an explanation:	<b>Has Work Been Completed?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date:

**RECEIVED**

Certificate of Insurance Attached  Yes  No Date provided: 2-21-2012

- For Construction Contracts >\$15,000, please provide or attach the following:**
- 1) Number of Bids Received, List of Bidders and Amounts (Bid Form) (Attach Bid Documents)
  - 2) Date(s) of Bid Advertisement -
  - 3) Date of Bid Opening -
  - 4) Name of Architect -
  - 5) Liquidated damages per day - \$
  - 6) Performance Bonds Attached
  - 7) Payment Bonds Attached

**Scope of Work:** (Needed to prepare Executive Summary) Please attach separately along with Vendor's proposal.  
 To provide needs analysis, system design and engineering for the new KDOL facility. The first phase of engineering will include a consultation and specification package. The second phase will include engineering, commissioning and training for new and existing equipment.

**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  
 KDOL's new facility is part of the Phase 1 of the La Escuelita Educational Center Project. It is currently housed in Harper Building and due to it's relocation will be furnished with new equipment and existing which will require design and specifications of the new equipment.

Funding Source: Fund-25- 35 Budget Number: \_\_\_\_\_

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

**SECTION IV. L/LS/LSRBE - RATIONAL FOR NON COMPLIANCE CHECK LIST**

1.)	<p><b>Specialty Service:</b> This contractor provides a unique / specialty service that is currently not available from a certified L/S/SLRBE. Government Code § 53060 / school districts may contract without bidding for, "special services and advice in financial, economic, accounting, . . . legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required."</p>	✓
2.)	<p><b>District Discretion</b> under L/SL/SLRBE due to lack of certified firms at time of bid: If at least three L/SL/SLRBEs are not certified, then the requirement may, subject to the discretion of the District, be waived, or the 20% requirement may be re-set from 19 % to 0%, depending on the particular circumstances at time of bid.</p>	
3.)	<p><b>Futility:</b> It would be futile to require that the contract be subjected to the L/SL/SLRBE due to (circle one) COST / TIME CONSTRAINTS / NO CERTIFIED BIDDERS. California law provides that "[w]here competitive proposals work an incongruity and are unavailing as affecting the final result or where they do not produce any advantage...the statute requiring competitive bidding does not apply." (Hiller v. City of Los Angeles (1961) 197 Cal. App. 2d 685, 694.)</p>	
4.)	<p><b>Field Test</b> / (1) In order that a field test or experiment may be made to determine the product's suitability for future use. PUBLIC CONTRACT CODE SECTION 3400-3410</p>	
5.)	<p><b>Product Match</b>/(2) In order to match other products in use on a particular public improvement either completed or in the course of completion. PUBLIC CONTRACT CODE SECTION 3400-3410</p>	
6.)	<p><b>Sole Source</b> / (3) In order to obtain a necessary item that is only available from one source. PUBLIC CONTRACT CODE SECTION 3400-3410</p>	
7.)	<p><b>Emergency Repair</b> / (4) (A) In order to respond to an emergency declared by a local agency, but only if the declaration is approved by a four-fifths vote of the governing board of the local agency issuing the invitation for bid or request for proposals. PUBLIC CONTRACT CODE SECTION 3400-3410 / See also: Public Contract Code Section 1102. "Emergency," as used in this code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.</p>	

Facilities- Saya Nhim  
Oakland Unified School District- KDOL  
955 High Street.  
Oakland, California 94601

- Subject: **Consulting/Design Proposal for the New Video Production Studio**
- **Phase One- Needs Analysis & Equipment Evaluation/Specification including Conceptual & Floor Plans with Rack Elevations for the new Production Studio**
  - **Phase Two – Project Management, Signal Diagrams, CAD, Commissioning & Client Training**

Dear Mr. Capitelli

We have prepared this proposal for providing consulting and design services for a two phase implementation of new Production Studio for your facility located at the new Oakland Unified School District campus under construction. This proposal includes an overview, scope of work for phase one and phase two system implementation, a breakdown of the deliverables for phase one and the cost estimate to commission and train operators with the new equipment once you move in to the new facility in ~~June 2012.~~ *mid July 2012.*

The cost estimate for phase two will require a more complete design package and a consultative review of existing equipment as well as the procurement of new equipment. This phase will include project management and additional engineering consultation with the installers to insure all aspects of the project are covered and the project stays on schedule the ~~end June~~ 2012.

*mid July*

## **Scope of Work**

Snader and Associates has been asked to provide needs analysis, system design and engineering for a new broadcast facility within the Oakland Unified School District's KDOL facility in Oakland California.

### **Needs Analysis:**

A Snader and Associates engineer will meet on site with KDOL staff to determine the needs and develop a solution to meet those needs. A phased approach will be given to the recommended solution to allow purchasing and installing the system in pre-planned blocks over a period of fiscal cycles. The plan will accommodate existing equipment that you want to move to the new facility as well as the equipment and infrastructure to upgrade to a digital High Definition facility.

### **Equipment Lists:**

Detailed equipment lists will be generated with budgetary pricing to allow KDOL staff to determine if the proposed solution fits within the budgetary expectations for the project prior to proceeding with detailed system design.

### **Conceptual Plans:**

A high level concept diagram will be presented to ensure the intent of the design is fully understood by all parties prior to ordering any equipment.

**Floor Plans:**

Customer supplied architectural drawings will be marked up to identify locations of equipment to be installed.

**Equipment/Rack Elevations:**

Detailed rack elevations will be prepared and presented for approval detailing equipment locations and physical configurations. (AutoCAD drawings are preferred.)

**Signal Diagrams:**

Drawings detailing all audio, video, and control connections will be produced. These drawings include all patch points, wire numbers, and signal type designations as appropriate for the system being depicted. These drawings are the ones that the installation crew will use while constructing the system.

## **Proposal -KDOL TV Studios: Design Estimate**

**Scope of Work –**

***Engineering Phase One –\$15,000.00 (Not to exceed)***

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Snader and Associates will provide an overall design that incorporates the recommended production equipment, infrastructure and resources required to operate and outfit a fully operational High Definition Production facility.

**Snader & Associates Design package shall provide:**

**Consultation Services:** Snader & Associates, Inc. design package will include a thorough needs assessment with representatives from the appointed OUSD staff throughout the design and construction process. As well as the needs analysis, system design and engineering for broadcast systems within the Oakland Unified School District.

**Specification Package:** The specifications package will include an itemized equipment list, functional flow charts and or line drawings for all aspects of your production system including: rack elevations, and CAD drawings detailing infrastructure modifications as required

This is a three phase project approach which results in the following milestones –

1. **Conceptual Design Review (CDR)**
2. **Intermediate Design Review (IDR)**
3. **Final Design Review (FDR).**

The three project phases have the following attributes: Iterative “Review-Revise” Design Stages. This includes Conceptual design, Intermediate Design and Final Design, aka “Build-To”.

1. Intermediate Design provides Floor plans, rack, console elevations and HVAC requirements; Mnemonics and I/O lists; a Transition Plan, including outlines of transition, testing and training.
  2. Revisions and approval of floor plans, elevations, mnemonics and I/O lists, and intermediate project and transition planning.
  3. The Final Design milestone results in Single line build-to documents, including necessary cable and connector details ICD’s; optional Iteration of Transition Plan. Revisions and approval of final “build-to” documentation and Installation Plan (“Project Plan”)
- Testing and Cutover Plans

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### ***Phase Two—Completion of Production Studio***

***Total Cost to be determined by the Snader Design Engineer and is dependent on the overall mix of new selected and existing equipment: Estimated cost: \$10,000.00 for engineering, commissioning and training).***

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Snader will work with Mario Capitelli and his staff members to incorporate the preferred elements specified below:

- A Master Control Program Playback System that will accommodate Standard Definition and multiple formats of High Definition Content.
- Design of a functional Video Switcher and A/V Router System that will support HD and Standard Def. Signals as well as multiple channel audio.
- Lighting Design Including: Fixtures, Dimmers and Control including installation power and fixture mounting to a lighting grid.
- Audio Mixer, Microphones and patch panels for flexible configurations.
- Intercom and Communication stations in task areas
- Custom panels and designation labeling at designated areas of the studio
- Camera Control, Monitoring and Recording and Playback system
- Manage the Sub-Contractor who will install a Pro-Cyc wall for the studio
- Manage necessary infrastructure to facilitate existing equipment and future purchases in the facility
- Conceptual Workflow and Topological documentation.
- Ergonomic workflow and ADA compliance will be implemented into our design.
- A networked Storage Solution that will allow Final Cut Pro workstations to access the same archived media footage. This Networked solution must allow edit stations of the same manufacturer to share edited content

### **Summary:**

Snader and Associates believes that by fully engineering the broadcast systems for KDOL prior to contracting for the full installation all options can be explored without unnecessary speculation or purchase of equipment that doesn't fill the need.

Lead time to schedule the engineer is 2 to 4 weeks after executing the contract.

## Schedule

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Work is to be performed during regular business hours Monday –Friday 8am to 5pm.

We anticipate completion of the project on the following schedule:

- Receipt of Client authorization to proceed TBD
- Consultation Begins Week 1 –Continues Throughout
- Design and Review Weeks 3-7
- Specifications and Drawing Package for review Weeks 7-10
- Final Design Package Review Week 12

Snader will work with you to finalize a schedule that meets the requirements of your expectations.

## Design Team

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**Charlie Coburn** will serve as **Lead Design Engineer** and oversee the various disciplines within the Snader & Associates team.

**Tom Anderson** will serve as **Account Manager** and will provide primary coordination of systems and equipment recommendations and pricing for the project.

**Tracy Peterson** will serve as the **Desktop Support Engineer**

**Chuck Adams** will serve as the **Project Manager**

Other members of the Snader & Associates technical and administrative staff will be utilized as required for the project.

## Payment Terms

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Upon signing this agreement, we ask that OUSD-KDOL provide a **30%** mobilization fee for **PHASE ONE (DESIGN ONLY)**

1. Upon Submittal of the engineering documents **Conceptual Design Review (CDR)** (i.e. the system scope, equipment list and drawings) **30%** of the overall amount will be required.
2. Upon Submittal of the engineering **Intermediate Design Review (IDR)** and approval of floor plans, elevations, mnemonics and I/O lists and **Final Design Review (FDR)** another **30%** of the overall amount will be required
3. Upon approval or acceptance of our **Commissioned System** for OUSD-KDOL, the remaining **10%** will be paid in full.

## Total Project Summary- System Costs

### PHASE ONE & TWO (DESIGN ONLY)

Engineering Labor: \$25,000.00

CAD Drawings: \$625.00

Sales Tax: \$54.69

**Grand Total: \$25,679.69**



Snader & Associates is one of the nation's premier communication technology integration firms. We specialize in design and design/build solutions for integrated multimedia presentation, studio production, distributed media and 24/7 command observation systems. We are confident that our participation in the design of Oakland Unified School Districts (KDOL) High Definition Production facility will enhance the educational and production capabilities of the districts Production Group. We appreciate the opportunity to submit this proposal and look forward to your authorization below to move forward with this system design.

Thank you for the opportunity,

**Tom Anderson**  
**Snader & Associates**  
**Account Manager**

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**Snader and Associates, Inc.- Authorized Representative**                      **Date**

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**OUSD-KDOL- Authorized Representative**    **Date**