



# LEGISLATIVE FILE

File ID No. 14-0713  
Introduction Date 4-23-2014  
Enactment No. 14-0680  
Enactment Date 4/23/14  
By [Signature]

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Board of Education  
April 23, 2014

To: Board of Education 

From: Dr. Gary Yee, Acting Superintendent and Secretary, Board of Education  
By: Vernon Hal, Deputy Superintendent, Business Operations   
Timothy E. White, Associate Superintendent of Facilities Planning & Management, Buildings & Grounds and Custodial Services

Subject: **Authorizing and Approving the New Project Budget, Key Code and Project Number for the Melrose Elementary School Roofing Project in the amount of \$1,005,065.00**

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## ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1314-1087- Authorizing and approving the New Project Budget, Key Code and Project Number for Melrose Elementary School Roofing Project in the amount of \$1,005,065.00.

## BACKGROUND

In keeping with the Oakland Unified School District's commitment to the improvement and development of its K-12 facilities, the District has embarked on a groundbreaking plan to create a district-wide modernization of the District's schools.

## STRATEGIC ALIGNMENT

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**

The funding source for this project budget is Measure J.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1314-1087- Authorizing and approving the New Project Budget, Key Code and Project Number for Melrose Elementary School Roofing Project in the amount of \$1,005,065.00.

**ATTACHMENTS**

Resolution No. 1314-1087- Authorizing and approving the New Project Budget, Key Code and Project Number for Melrose Elementary School Roofing Project in the amount of \$1,005,065.00.

<b>Site</b>	<b>Measure</b>	<b>Project Number</b>	<b>Key Code</b>	<b>Project Budget</b>	<b>Total Project Budget</b>
<b>Melrose Elementary School Roofing Project</b>	<b>Measure J</b>	<b>13151</b>	<b>2359905890</b>	<b>\$1,005,065.00</b>	<b>\$1,005,065.00</b>

**RESOLUTION OF THE  
BOARD OF EDUCATION  
OF THE OAKLAND UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 1314-1087**

**AUTHORIZING AND APPROVING THE PROJECT BUDGET, KEY CODE  
AND PROJECT NUMBER FOR MELROSE ELEMENTARY SCHOOL  
ROOFING PROJECT**

WHEREAS, in keeping with the Oakland Unified School District's commitment to the improvement and development of its K-12 facilities, District staff has prepared the listed New Project Budget, Project Number and Key Code with an attached detailed explanation of the budget component costs; and

WHEREAS, authorization and approval of the approximate roof areas at Melrose are 21,851 sq. ft. for main building, 5,370 sq. ft. for building "B" and 7,266 sq. ft. for twelve (12) portables. Remove and dispose existing roofing membrane, underlayment, flashing, coping, gutters and downspouts. Repair roof sheathing and non-structural framing. Install new district standards Thermoplastic Polyolefin (TPO) Membrane roofing system in accordance to manufacturer recommendations. All roof drains are to be tested prior to construction.

WHEREAS, the following table represents the New Project Budget, Key Code and Project Number for this project, which incorporates all project costs and fees per the attached Board Budget Breakdown to this Resolution, which provides a detailed summary of the costs comprising the Project Budget Increase:

Site	Measure	Project Number	Key Code	Project Budget	Total Project Budget
Melrose Elementary School Roofing	Measure J	13151	2359905890	\$1,005,065.00	\$1,005,065.00

**RESOLUTION OF THE  
BOARD OF EDUCATION  
OF THE OAKLAND UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 1314-1087**

**AUTHORIZING AND APPROVING THE PROJECT BUDGET, KEY CODE  
AND PROJECT NUMBER FOR MELROSE ELEMENTARY SCHOOL  
ROOFING PROJECT**

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**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Board hereby approves the New Project Budget, Project Number and Key Code for the Melrose Elementary School Roofing Project in the amount stated herein for the purpose listed are hereby approved.

Passed by the following vote:

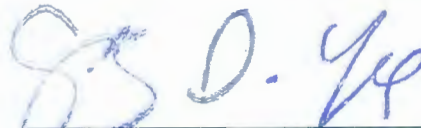
**AYES:** Jody London, Jumoke Hinton Hodge, Anne Washington, Rosesann Torres, Christopher Dobbins, Vice President James Harris and President David Kakishiba

**NOES:** None

**ABSTAINED:** None

**ABSENT:** None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted, at a Regular Meeting of the Governing Board of the Oakland Unified School District held on April 23, 2014.



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**Dr. Gary Yee**  
Acting Superintendent and Secretary, Board  
of Education



**OAKLAND UNIFIED SCHOOL DISTRICT  
FACILITIES PLANNING AND MANAGEMENT DEVELOPMENT**

**NEW PROJECT AUTHORIZATION FORM**

FORM INITIATION DATE: 3/12/2014

PROJECT NAME: Melrose Elementary School

PROJECT TYPE: Roofing

FUNDING SOURCE: measure J

PROJECT NUMBER: 13151

SITE NUMBER: 141

PROJECT MANAGER: Keith Hoard

**DETAILED PROJECT DESCRIPTION:**

The approximate roof areas at Melrose are 21,861 sq. ft. for main building 5,370 sq. ft. for building "B" and 7,266 sq. ft. for 12 portables. Remove and dispose existing roofing membrane, underlayment, flashing, coping, gutters and downspouts. Repair roof sheathing and non-structural framing. Install new district standard Thermoplastic Polyolefin (TPO) Membrane roofing system in accordance to manufacturer recommendations. All roof drains are to be tested prior to construction.

**INITIAL PROJECT BUDGETS:**

*1314-1087*

(For Accounting Use Only) BUDGET KEY CODE	BUDGET OBJECT CODE:	DESCRIPTION	AMOUNT
<i>235 9915810</i>	6215	A/E Costs	\$ 85,235.00
	6262	Other Planning Costs	\$ 42,618.00
	6235	Inspector	\$ 24,860.00
	6271	Main Construction	\$710,293.00
	6299	Contingency	\$ 142,059.00

TOTAL INITIAL BUDGET: \$ 1,005,065.00

**AUTHORIZED SIGNATURES:**

**RECEIVED**

*3-24-2014*

*[Signature]* 3/12/14  
 DIRECTOR OF FACILITIES DATE FACILITIES PLANNING & MGMT

*[Signature]*  
 ASSISTANT SUPERINTENDENT DATE ACCOUNTING DEPARTMENT

**BOARD APPROVAL:**

CONTRACT ADMINISTRATOR DATE

MAR 24 2014 AMB 04

CC CONTRACT ADMINISTRATION FOR SUBMITTAL TO BOARD  
 ACCOUNTING FOR BUDGET LOADING  
 SGI CM FILE

**OAKLAND UNIFIED SCHOOL DISTRICT  
FACILITIES PLANNING AND MANAGEMENT DEVELOPMENT**

***NEW PROJECT AUTHORIZATION FORM***

FORM INITIATION DATE: 3/12/2014

PROJECT NAME: Melrose Elementary School

PROJECT TYPE: Roofing

FUNDING SOURCE: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

SITE NUMBER: 141

PROJECT MANAGER: Keith Hoard

**DETAILED PROJECT DESCRIPTION:**

The approximate roof areas at Melrose are 21,861 sq. ft. for main building 5,370 sq. ft. for building "B" and 7,266 sq. ft. for 12 portables. Remove and dispose existing roofing membrane, underlayment, flashing, coping, gutters and downspouts. Repair roof sheathing and non-structural framing. Install new district standard Thermoplastic Polyolefin (TPO) Membrane roofing system in accordance to manufacturer recommendations. All roof drains are to be tested prior to construction.

**INITIAL PROJECT BUDGETS:**

(For Accounting Use Only) BUDGET KEY CODE	BUDGET OBJECT CODE:	DESCRIPTION	AMOUNT
	6215	A/E Costs	\$ 85,235.00
	6262	Other Planning Costs	\$ 42,618.00
	6235	Inspector	\$ 24,860.00
	6271	Main Construction	\$710,293.00
	6299	Contingency	\$ 142,059.00

TOTAL INITIAL BUDGET: \$ 1,005,065.00

**AUTHORIZED SIGNATURES:**

\_\_\_\_\_  
DIRECTOR OF FACILITIES DATE

\_\_\_\_\_  
ASSISTANT SUPERINTENDENT DATE

**BOARD APPROVAL:**

\_\_\_\_\_  
CONTRACT ADMINISTRATOR DATE

CC CONTRACT ADMINISTRATION FOR SUBMITTAL TO BOARD  
ACCOUNTING FOR BUDGET LOADING  
SGI CM FILE





**OAKLAND UNIFIED SCHOOL DISTRICT**

**PROJECT NAME:** Melrose Elementary School

**PROJECT TYPE:** Roofing

**FUNDING SOURCE:**

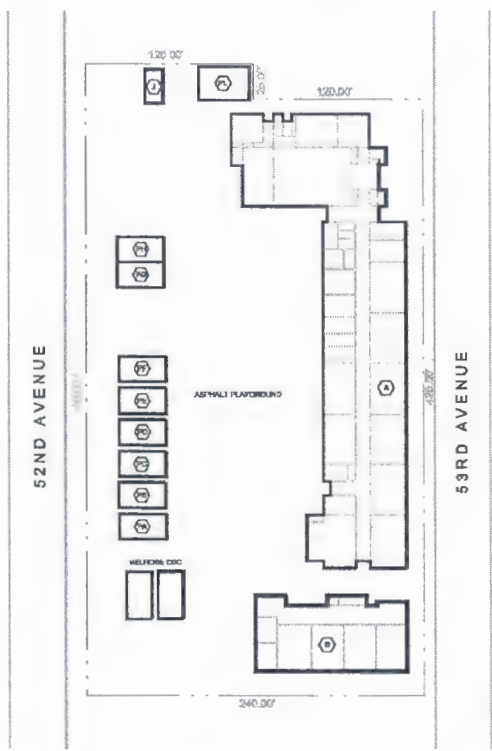
**PROJECT NUMBER:** TBD

**SITE NUMBER:** 141

**DETAILED PROJECT DESCRIPTION:** Upgrade roof

**INITIAL PROJECT BUDGET:**

- 6215—A/E COSTS: \$85,235
- 6262—OTHER PLANNING COSTS: \$42,618
- 6235—INSPECTOR: \$24,860
- 6271—MAIN CONSTRUCTION: \$710,293
- 6299—CONTINGENCY: \$142,059
- TOTAL—INITIAL BUDGET: \$1,005,065



**SITE PLAN**  
**141 - MELROSE ELEMENTARY SCHOOL**  
 1326 53RD AVENUE, OAKLAND, CA 94601-5725  
 1 of 1

**Oakland Unified School District  
Department of Facilities Planning and Management  
955 High Street Oakland CA 94601**

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
ARCHITECTURAL SERVICES**

January 11, 2014

Oakland School District ("District") is requesting the submission of a statement of qualifications for architectural services ("Statement of Qualifications") from firms interested in providing professional architectural services to the District for all of the following projects ("Project(s)") under one A/E ("Architect and Engineers") contract:

The Oakland Unified School District ("District") is requesting qualifications for architectural services for the **Melrose Elementary School Site, Thornhill Elementary School Site and Rudsdale Academy Site**. The project scope for the aforementioned school sites includes, but not limited to, the removal of existing and installation of new roofing.

Firms wishing to submit a Statement of Qualifications must be licensed, insured, and maintain a full-service architectural office within fifty (50) miles of the District.

Interested firms are invited to submit Statement of Qualifications as described below, with one (1) original and five (5) copies of requested materials to:

**Oakland Unified School District  
Tadashi Nakadegawa, Director  
Department of Facilities Planning and Management  
Oakland Unified School District  
955 High Street, Oakland, CA 94601**

**All Statements of Qualifications must be received on or before February 11, 2014, no later than 10:00 a.m.**

If you have any questions regarding this RFQ please email Keith Hoard, SGI Construction Management at [khoard@sgicm.com](mailto:khoard@sgicm.com) , cc: Victor Manansala, SGI Construction Management at [vmanansala@sgicm.com](mailto:vmanansala@sgicm.com)

**PROJECT SITES:**

**Melrose Elementary School Site:**

Address: 1325 53rd Avenue, Oakland, CA 94601  
Project No: To be determined  
Construction Estimate: \$710,300

**Thornhill Elementary School Site:**

Address: 5880 Thornhill Drive, Oakland, CA 94611  
Project No: To be determined  
Construction Estimate: \$614,600

**Rudsdale Academy Site:**



Address: 1180 70th Avenue, Oakland, CA 94621  
Project No: To be determined  
Construction Estimate: \$244,700

**PROJECT DESCRIPTION:**

Roofing at the schools listed in this RFQ are in a deteriorated physical condition due to age and poor drainage. There is therefore a pressing need to renovate and bring the facilities up to current district standards.

Installation of new roofing is proposed for Melrose Elementary School, Thornhill Elementary School and Ruidsdale Academy. Work will include, but not limited to, complete removal of abandoned equipment, existing roofing membrane, underlayment, flashing, coping, gutters and downspouts, repair of roof sheathing (as applicable), repair of structural and non-structural framing (as applicable), and installation of cants and/or crickets for proper drainage.

The approximate roof areas (1 square equals 100 square feet) are as follows. Melrose is 218.61 square for the Main Building (Building "A"), 53.70 square for Building "B" and 72.66 square for 12 portables; Thornhill is 237.59 square for the Main Building and 60.9 square for 6 portables; Ruidsdale is 118.85 square for Building "E" and 10 portables.

Design Professional shall prepare drawings, specifications and other documents as part of Basic Services for submittal and approval by all and/or any regulatory agency(s) and scheduled bidding for summer 2014 construction. Basic Services shall include services through Construction Administration (including project closeout).

**GENERAL STATEMENT OF WORK:**

The District proposes to review qualifications and solicit input from teams comprising architectural/engineering firms and other professional service or consultant firms to provide professional services in scope development, design, development, final design, and construction administration. It is anticipated that the services will be required in the following areas:

**Design and Related work**

Evidence of and most illustrative examples of ability to:

- Develop design and related work for selected projects in accordance with the District's standard design parameters.
- Assist District in identifying school facilities design and engineering needs as it relates to the specific project.
- Meet and present to staff and public regarding status, design, and schedule of project.
- Prepare plans and documentation required by the various reviewing agencies, including but not limited to: California Department of Education, Office of Public School Construction and Division of the State Architect.
- Prepare all necessary Schematic/Design and Construction documents including

Estimated Project Cost Summary for submittal to the District and other agencies requiring submittal for project approval.

- Provide construction and contract administration, which includes preparation, review, and recommendation of any change orders and submittal to DSA.
- Prepare as-built drawings of completed project.
- OUSD is participating in the CHPS program and all projects will either be CHPS certified or designed to meet CHPS criteria.

**Mandatory Pre-Proposal Meeting to Discuss RFQ**

January 21, 2014 10:00 am

OUSD – Department of Facilities Planning and Management  
 955 High Street  
 Oakland, CA 94601

**Schedule of Activities:**

Listed below is the “Schedule of Activities” which outlines pertinent dates of which firms responding to this solicitation should make themselves aware.

DATE	ACTIVITY
January 11, 2014	Architectural RFP Issued/Advertised
January 21, 2014	Mandatory Pre-Proposal Meeting at 955 High Street, Oakland, CA
January 28, 2014	Written requests for Interpretation, Correction or Modification are due.
February 4, 2014	District will respond to requests for clarification.
February 11, 2014	Proposals Due by 10:00 a.m.
February 18, 2014	Selection of Consultant(s) scheduled to be made, formal recommendation to be submitted to the board.
March 26, 2014	Board Meeting – Tentative approval of contracts
March 27, 2014	Tentative Notice to Proceed issued to consultants

**DURATION OF CONTRACT AND APPROXIMATE VALUE OF WORK**

- TBD

**Attachments:**

- Reference location plans
- OUSD Agreement for Architectural Services
- OUSD Exhibit “A” Responsibilities and Services of Architect