

Board Office Use: Legislative File Info.	
File ID Number	17-0303
Introduction Date	3-8-2017
Enactment Number	17-0304
Enactment Date	3-8-17



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education

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

Board Meeting Date March 8, 2017

Subject Amendment No. 1, Agreement for Architectural Services - Byrens Kim Design Works - Laurel Finishing Kitchen Upgrade Project

Action Requested Approval by the Board of Education of Amendment No. 1, Agreement for Architectural Services between the District and Byrens Kim Design Works, Oakland, CA, for the latter to provide additional architectural & engineering services to complete the fire alarm design; includes identification of existing field devices and types required to complete a substantiated battery calculation, in conjunction with Laurel Finishing Kitchen Upgrade Project, in an amount not-to exceed \$6,675.00 increasing previous contract amount from \$263,190.00 to a not to exceed amount of \$269,865.00. All remaining portions of the agreement shall remain in full force and effect.

Compliance with Fire Alarm Codes and OUSD Design Standards.

Discussion

LBP (Local business participation percentage) 100.00%

Procurement Method RFP issued February 28, 2014

Recommendation Approval by the Board of Education of Amendment No. 1, Agreement for Architectural Services between the District and Byrens Kim Design Works, Oakland, CA, for the latter to provide additional architectural & engineering services to complete the fire alarm design; includes identification of existing field devices and types required to complete a substantiated battery calculation, in conjunction with Laurel Finishing Kitchen Upgrade Project, in an amount not-to exceed \$6,675.00 increasing previous contract amount from \$263,190.00 to a not to exceed amount of \$269,865.00. All remaining portions of the agreement shall remain in full force and effect.

Fiscal Impact Fund 21, Measure J

Attachments

- Agreement for Architectural Services including scope of work
- Certificate of Insurance
- Consultant Proposal



CONTRACT JUSTIFICATION FORM
This Form Shall Be Submitted to the Board Office
With Every Consent Agenda Contract.

Legislative File ID No. 17-0303

Department: Facilities Planning and Management

Vendor Name: Byrens Kim Design Works

Project Name: Laurel Finishing Kitchen Upgrade **Project No.:** 13179

Contract Term: Intended Start: 3/9/2017 Intended End: 12/31/2017

Annual (if annual contract) or Total (if multi-year agreement) Cost: \$6,675.00

Approved by: Tadashi Nakadegawa

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

Local Business Policy? ☒ Yes (No if Unchecked)

How was this Vendor selected?

This vendor was originally selected from the pre-qualified list of architects.

Summarize the services this Vendor will be providing.

Scope includes additional architectural & engineering services to complete the fire alarm design. Tasks include identification of existing field devices and types required to complete a substantiated battery calculation.

Was this contract competitively bid? ☒ Yes (No if Unchecked)

If No, please answer the following:

1) How did you determine the price is competitive?

2) Please check the competitive bid exception relied upon:

- ☐ **Educational Materials**
- ☐ **Special Services** contracts for financial, economic, accounting, legal or administrative services
- ☐ **CUPCCAA Exception** (Uniform Public Construction Cost Accounting Act)
- ☐ **Professional Service Agreements** of less than \$86,000 (increases a small amount on January 1 of each year)
- ☐ **Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- ☐ **Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternative energy supply sources)
- ☐ **Emergency** contracts
- ☐ **Technology** contracts
 - ☐ electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$86,000 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
 - ☐ contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
 - ☐ Western States Contracting Alliance Contracts (WSCA)
 - ☐ California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- ☐ **Piggyback" Contracts** with other governmental entities
- ☐ **Perishable Food**
- ☐ **Sole Source**
- ☐ **Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price

☐ **Other, please provide specific exception**

3) ☐ **Not Applicable - no exception - Project was competitively bid**



OAKLAND UNIFIED
SCHOOL DISTRICT

AMENDMENT NO. 1, AGREEMENT FOR ARCHITECTUAL SERVICES

This Amendment is entered into between the Oakland Unified School District (OUSD) and Byrens Kim Design Works. OUSD entered into an Agreement with CONTRACTOR for services on 3/9/2017 and the parties agree to amend that Agreement as follows:

1. Services:	<input type="checkbox"/> The scope of work is <u>unchanged</u> .	<input checked="" type="checkbox"/> The scope of work has <u>changed</u> .
If scope of work changed: Provide brief description of revised scope of work including description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary. <u>Attach revised scope of work.</u>		
The CONTRACTOR agrees to provide the following amended services: <u>the scope of the project includes additional architectural & engineering services to complete the fire alarm design. Tasks include identification of existing field devices and types required to complete a substantiated battery calculation.</u>		
2. Terms (duration):	<input checked="" type="checkbox"/> The term of the contract is <u>unchanged</u> .	<input type="checkbox"/> The term of the contract has <u>changed</u> .
If term is changed: The contract term is extended by an additional _____, and the amended expiration date is _____.		
3. Compensation:	<input type="checkbox"/> The contract price is <u>unchanged</u> .	<input checked="" type="checkbox"/> The contract price has <u>changed</u> .
If the compensation is changed: The contract price is amended by		
<input checked="" type="checkbox"/> Increase of <u>\$6,675.00</u> to original contract amount		
<input type="checkbox"/> Decrease of \$ _____ to original contract amount		
and the new contract total is <u>Two hundred sixty-nine thousand, eight hundred sixty-five dollars and no cents (\$269,865.00)</u>		

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:**

☒ There are no previous amendments to this Agreement. ☐ This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the Board of Education, and the Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

James Harris
James Harris, President
Board of Education

3/8/17
Date

Devin Dillon
Devin Dillon, Interim
Superintendent
Secretary, Board of Education

3/8/17
Date

Joe Dominguez
Joe Dominguez, Deputy Chief
Facilities, Planning and Management

Date

K999069.002 Rev. 8/1/2016

Contract No. #17

CONTRACTOR

Dong E Kim
Contractor Signature

1/4/17
Date

Dong E Kim, President
Print Name, Title

File ID Number: 17-0303
Introduction Date: 3-8-17
Enactment Number: 17-0304
Enactment Date: 3-8-17
By: _____

EXHIBIT "A" Scope of Work**Contractor Name: Byrens Kim Design Works****Billing Rate: Six thousand, six hundred seventy-five dollars & no cents (\$6,675.00)****1. Description of Services to be Provided**

The scope of the project **includes additional architectural & engineering services to complete the fire alarm design. Tasks include identification of existing field devices and types required to complete a substantiated battery calculation.**


2. Specific Outcomes:

Create equitable opportunities for learning; and provide accountability for quality.

3. Alignment with District Strategic Plan: Indicate the goals and visions supported by the services of this contract:

<input type="checkbox"/> Ensure a high quality instructional core	<input type="checkbox"/> Prepare students for success in college and careers
<input type="checkbox"/> Develop social, emotional and physical health	<input type="checkbox"/> Safe, healthy and supportive schools
<input checked="" type="checkbox"/> Create equitable opportunities for learning	<input checked="" type="checkbox"/> Accountable for quality
<input type="checkbox"/> High quality and effective instruction	<input type="checkbox"/> Full service community district

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: The District certifies to the best of its knowledge and belief, that it and its officials: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. <https://www.sam.gov/portal/public/SAM>


 Susie Butler-Berkley
 Contract Analyst

December 7, 2016

Mary Ledezma
Oakland Unified School District
Facilities Planning and Management
955 High Street
Oakland, CA 94601

RE: Amendment #1 Proposal for Architectural and Engineering Services
For Laurel Elementary School Finishing Kitchen
Fire Alarm Scope Revision

Dear Ms. Ledezma,

I am submitting this proposal for extra services related to the change in fire alarm scope. The original scope anticipated addition of fire alarm devices to the existing fire alarm control panel. Based on the requirement of the voice evacuation system per DSA as well as the subsequent decision by the District, the project required a replacement of existing fire alarm control panel with a new voice evac capable control panel. This change updates the main panel, and allows for future expansion capability. The following scope considerations were added to meet the revised project requirement.

The existing as-built information is not available. The OUSD standard mandates that the fire alarm design is based on documented existing conditions. The project electrical engineer will schedule a site visit to assess the existing conditions with SimplexGrinnell.

- Update fire alarm scope to include new control panel in addition to the kitchen area devices.
- Document all existing fire alarm devices and types to complete a substantiated battery calculation. This is required due to the unavailable list of all existing initiation devices.

The updated fire alarm scope will be completed by the project electrical engineer, WHM, Inc. The assessment of existing fire alarm devices and documentation will be performed by WHM, Inc. in collaboration with SimplexGrinnell.

To complete the required tasks, we propose the following fee:

Architect:	\$2,500.00
Electrical Engineer:	\$3,500.00
<u>Simplex Assessment:</u>	<u>\$675.00</u>
Total:	\$6,675.00

Please refer to the attached proposal from WHM, Inc. and Simplex.

Overall update of the design for the new fire alarm panel has been completed. The site assessment by WHM, Inc. and Simplex will proceed once the direction is confirmed by the District.

I thank you for your opportunity.

Cordially,

A handwritten signature in black ink, appearing to read 'Dong E Kim', followed by a horizontal line.

Dong E Kim, AIA, LEED AP
Principal
Byrens Kim Design Works

Attached: Extra Service for Fire Alarm System from WHM. Inc. dated 12/5/16
 Simplex Grinnell Quotation for Laurel ES, dated 11/19/16



WHM Incorporated, Engineering Consultants, 1605 School Street Moraga, CA 94556
Tel (925) 376-2902 \$ Fax (925) 376-2904

December 5, 2016

Mr. Dong Kim
Principal
Byrens Kim Design Works
681 4th St.,
Oakland, CA 94607

RE: Laurel ES and Kaiser ES
Extra Service for Fire Alarm System

Dear Dong,

We are pleased to submit our add service fee request to the following scope of work that the OUSD requires to conform to their standards. These items are in addition to the requirements by DSA and Code provisions:

A. SCOPE OF WORK

1. The original scope is to provide new fire alarm devices in the new kitchen area only and to tie to existing fire alarm panel. However, OUSD had directed to provide a voice/evac system thereby expanding our scope to include replacing the existing devices in the Multi-purpose building and the main fire alarm panel.
2. Utilize the proprietary Simplex furnished calculation worksheets for main fire alarm, voltage drop, and battery calcs. Note: This complex worksheet requires learning to achieve mastery.
3. Incorporate into contract drawings all pertinent Simplex equipment used in the design including all smoke and heat detectors, device base, addressable modules, speaker strobes, etc.
4. Provide all (new and existing) fire alarm device point numbers and description generated from the Simplex furnished worksheets per OUSD fire alarm consultant.
5. Provide site survey of existing fire alarm notification devices in coordination with Simplex Grinnell.

Client#: 51

BYRENASSO

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/03/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dealey, Renton & Associates P. O. Box 12675 Oakland, CA 94604-2675 510 465-3090	CONTACT NAME: Nancy Ferrick PHONE (A/C, No, Ext): 510 465-3090 FAX (A/C, No): 510 452-2193 E-MAIL ADDRESS: nferrick@dealeyrenton.com																					
INSURED Byrens Kim Design Works 681 - 4th Street Oakland, CA 94607	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td>INSURER A :</td><td>Sentinel Insurance Co. LTD</td><td>11000</td></tr> <tr> <td>INSURER B :</td><td>Hartford Ins. Co of Midwest</td><td>37478</td></tr> <tr> <td>INSURER C :</td><td>Wesco Insurance Co.</td><td>25011</td></tr> <tr> <td>INSURER D :</td><td></td><td></td></tr> <tr> <td>INSURER E :</td><td></td><td></td></tr> <tr> <td>INSURER F :</td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Sentinel Insurance Co. LTD	11000	INSURER B :	Hartford Ins. Co of Midwest	37478	INSURER C :	Wesco Insurance Co.	25011	INSURER D :			INSURER E :			INSURER F :		
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INSURER E :																						
INSURER F :																						

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X X	57SBWBG9346	09/01/2015	09/01/2016	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	X X	57SBWBG9346	09/01/2015	09/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	57WEGGG7714	09/01/2015	09/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional Liability		ARA112011402	06/06/2016	06/06/2017	\$2,000,000 per claim \$2,000,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more spaces required)

General Liability excludes claims arising out of the performance of professional services.

Ref: Laurel Finishing Kitchen Upgrade.

Oakland Unified School District, its Directors, Officers, Employees, Agents, and Representatives are named as Additional Insureds to General and Auto Liability. Insurance is Primary and Non-Contributory per policy form. A Waiver of Subrogation applies to Workers Compensation.

CERTIFICATE HOLDER

CANCELLATION

Oakland Unified School District 955 High Street Oakland, CA 94601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Elise Fisher</i>
--	--

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Insured: Byrens Kim Design Works
Insurer: Sentinel Insurance Co. LTD
Policy Number: 57SBWBG9346
Policy Effective Date: 09/01/2015

Oakland Unified School District, its Directors, Officers, Employees, Agents, and Representatives

Additional Insured:

EXCERPTS FROM: Hartford Form SS 00 08 04 05

BUSINESS LIABILITY COVERAGE FORM

C. WHO IS AN INSURED

6. Additional Insureds When Required By Written Contract, Written Agreement Or Permit

The person(s) or organization(s) identified in Paragraphs a. through f. below are additional insureds when you have agreed, in a written contract, written agreement or because of a permit issued by a state or political subdivision, that such person or organization be added as an additional insured on your policy, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit. A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

f. Any Other Party

(1) Any other person or organization who is not an insured under Paragraphs a. through e. above, but only with respect to liability for "bodily injury, "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

(a) In the performance of your ongoing operations;

(b) In connection with your premises owned by or rented to you; or

(c) In connection with "your work" and included within the "products- completed operations hazard, but only if

(i) The written contract or written agreement requires you to provide such coverage to such additional insured; and

(ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard.

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to: "Bodily injury, "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including: inspection, or engineering

E.5. Separation of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

a. As if each Named Insured were the only Named Insured; and

b. Separately to each insured against whom a claim is made or "suit" is brought.

E.7.b.(7).(b) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

E.8.b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.

EXCERPT FROM Hartford Form SS 04 38 06 01

HIRED AUTO AND NON-OWNED AUTO

B. With respect to the operation of a "non-owned auto", WHO IS AN INSURED is replaced by the following:
The following are "insureds":

d. Anyone liable for the conduct of an "insured", but only to the extent of that liability.

Insured: Byrens Kim Design Works

Policy Number: 57WEGGG7714

Effective Date: 09/01/2015

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF OUR RIGHT TO RECOVER FROM
OTHERS ENDORSEMENT - CALIFORNIA**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be _____ % of the California workers' compensation premium otherwise due on such remuneration.

SCHEDULE

Person or Organization

Oakland Unified School District
955 High Street
Oakland, CA 94601

Job Description

PERSON(S) OR ORGANIZATION(S), CONT: Oakland Unified School District, its Directors, Officers, Employees, Agents, and Representatives

Countersigned by



Authorized Representative

Form WC 04 03 06
Process Date:

(1) Printed in U.S.A.

Policy Expiration Date:

Board Office Use: Legislative File Info.	
File ID Number	16-0672
Introduction Date	4-27-2016
Enactment Number	16-0572
Enactment Date	4-27-2016



OAKLAND UNIFIED
SCHOOL DISTRICT

Memo

To Board of Education

From Antwan Wilson, Superintendent and Secretary, Board of Education
By: Vernon Hal, Senior Business Officer *VH*
Roland Broach, Executive Director, Buildings, Custodial & Grounds, Facilities Planning and Management *RB*

Board Meeting Date April 27, 2016

Subject Agreement for Architectural Services - Byrens Kim Design Works - Laurel Finishing Kitchen Upgrade Project

Action Requested

Approval by the Board of Education of Agreement for Architectural Services between District and Byrens Kim Design Works, Oakland, CA, for the latter to provide architectural services for programming, schematic design, design development, construction documents, DSA submittal, bidding, construction administration and close-out services for a new Kitchen Addition housing a fully equipped kitchen with a service line of hot food wells, salad bar and milk coolers; also including seismic retrofit of the MPR and acoustical improvements in the MPR, in conjunction with the Laurel Finishing Kitchen Project, more specifically delineated in the Scope of Services in Exhibit "A", incorporated herein by reference as though fully set forth, upon issuance of the Notice to Proceed and/or Board Approval and concluding no later than December 31, 2018, in an amount not to exceed \$263,190.00.

Background

The scope of the project includes programming, schematic design, design development, construction documents, DSA submittal, bidding, construction administration & close-out services for a new Kitchen Addition (1200 SF) housing a fully equipped kitchen with a service line of hot food wells, salad bar and milk coolers. Scope also includes seismic retrofit of the MPR & acoustical improvements in the MPR.

Discussion

Laurel ES does not currently have a kitchen to prepare lunch meals. Students currently eat pre-packaged food delivered to the Multi-Purpose Room. The new kitchen addition will house a fully equipped kitchen with a service line of hot food wells, salad bar and milk coolers.

100.00%

LBP (Local Business Participation Percentage)

Professional Services Agreement - Formal - Advertised RFP / Awarded to entity following OUSD competitive solicitation process.

Procurement Method

Approval by the Board of Education of Agreement for Architectural Services between District and Byrens Kim Design Works, Oakland, CA, for the latter to provide architectural services for programming, schematic design, design development, construction documents, DSA submittal, bidding, construction administration and close-out services for a new Kitchen Addition housing a fully equipped kitchen with a service line of hot food wells, salad bar and milk coolers; also including seismic retrofit of the MPR and acoustical improvements in the MPR, in conjunction with the Laurel Finishing Kitchen Project, more specifically delineated in the Scope of Services in Exhibit "A", incorporated herein by reference as though fully set forth, upon issuance of the Notice to Proceed and/or Board Approval and concluding no later than December 31, 2018, in an amount not to exceed \$263,190.00.

Recommendation

Measure J

Fiscal Impact

Attachments

- Agreement for Architectural Services including scope of work



CONTRACT JUSTIFICATION FORM

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

Legislative File ID No. _____

Department: OUSD Facilities

Vendor Name: Byrens Kim Design Works

Project Name: Laurel Finishing Kitchen

Project No.: 131 79

Contract Term: Upon issuance of the Notice to Proceed and/or Board Approval and concluding no later than December 31, 2018.

Annual (if annual contract) or Total (if multi-year agreement) Cost: \$ 263,190.00

Approved by: Roland Broach & Cesar Monterrosa

Is Vendor a local Oakland Business or have they meet the requirements of the Local Business Policy? Yes ☒ No ☐

Why was this Vendor selected?

This vendor provided a best value proposal after evaluation of several firms. Vendor is an Oakland-based company. Vendor's Local Business Participation high at 62%.

Summarize the services this Vendor will be providing.

Scope includes programming, schematic design, design development, construction documents, DSA submittal, bidding, construction administration & close-out services for a new Kitchen Addition housing a fully equipped kitchen with a service line of hot food wells, salad bar and milk coolers.

A new Kitchen Addition will provide space to serve students whom currently eat pre-packaged food in a makeshift kitchen inside the Multi-Purpose Room.

Was this contract competitively bid? Yes ☒ No ☐

If No, answer the following:

1) How did you determine the price is competitive?

Request for Proposals were solicited from several firms already listed in the pool of Pre-Qualified Architectural Firms. Comparison of services & fees were used to determine best fit and best value.

Agreement for Architectural Services

BY AND BETWEEN
OAKLAND UNIFIED SCHOOL DISTRICT
AND

Byrens Kim Design Works

This Agreement for Architectural Services is made as of the 10th day of March, 2016, between the **Oakland Unified School District**, a California public school district ("District"), and **Byrens Kim Design Works** ("Architect") (individually a "Party" and collectively the "Parties"), for the following project ("Project"):

Laurel Finishing Kitchen Upgrade, located at 3750 Brown Avenue, Oakland, CA 94619.

WITNESSETH, that for and in consideration of the mutual covenants herein contained, the Parties hereto agree as follows:

Definitions

- 1.1. In addition to the definitions above, the following definitions for words and phrases shall apply when used in this Agreement, including all Exhibits:
 - 1.1.1. **Agreement:** The Agreement consists exclusively of this document and all identified exhibits attached and incorporated by reference.
 - 1.1.2. **Architect:** The architect listed in the first paragraph of this Agreement, including all Consultants to the Architect.
 - 1.1.3. **As-Built Drawings ("As-Built"):** Any document prepared and submitted by District's contractor(s) that details on a Conforming Set, the actual construction performed during the Project, including changes necessitated by change orders.
 - 1.1.4. **Bid Set:** The plans, drawings, and specifications at the end of the Construction Documents Phase that DSA has approved and that the District can use to go out to bid for construction of the Project.
 - 1.1.5. **Conforming Set:** The plans, drawings, and specifications at the end of the Bidding Phase that incorporate all addenda, if any, issued during the Bidding Phase. The Architect shall ensure that DSA has approved all revisions to the Bid Set that are incorporated onto the Conforming Set and for which DSA approval is required.
 - 1.1.6. **Consultant(s):** Any and all consultant(s), sub-consultant(s), subcontractor(s), or agent(s) to the Architect.
 - 1.1.7. **District:** The Oakland Unified School District.
 - 1.1.8. **DSA:** The Division of the State Architect.
 - 1.1.9. **Project Budget:** The total amount indicated by the District for the entire Project plus all other costs, including design, construction, administration, financing, and all other costs.
 - 1.1.10. **Record Drawings:** A final set of drawings prepared by the Architect based upon marked-up prints, drawings, and other data furnished to Architect by Contractor that

Article 4. Ownership of Data

- 4.1. Pursuant to Education Code section 17316, this Agreement creates a non-exclusive and perpetual license for District to use, at its discretion, all plans, including, but not limited to, Record Drawings, specifications, and estimates that the Architect or its consultants, prepares or causes to be prepared pursuant to this Agreement.
- 4.2. The Architect retains all rights to all copyrights, designs, and other intellectual property embodied in the plans, Record Drawings, specifications, estimates, and other documents that the Architect or its consultants prepares or causes to be prepared pursuant to this Agreement.
- 4.3. The Architect shall perform the Services and prepare all documents under this Agreement with the assistance of Computer Aided Design Drafting (CADD) (e.g., AutoCAD) Technology. The Architect shall deliver to the District, on request, a "thumb" drive and/or compact disc with these documents that is compatible with AutoCAD. As to any drawings that Architect provides in a CADD file format, the District acknowledges that anomalies and errors may be introduced into data when it is transferred or used in a computer environment, and that the District should rely on hard copies of all documents.
- 4.4. In order to document exactly what CADD information was given to the District, Architect and District shall each sign a "hard" copy of reproducible documents that depict the information at the time Architect produces the CADD information. District agrees to release Architect from all liability, damages, and/or claims that arise due to any changes made to this information by anyone other than the Architect or Consultant(s) subsequent to it being given to the District.
- 4.5. Following the termination of this Agreement, for any reason whatsoever, the Architect shall promptly deliver to the District upon written request and at no cost to the District the following items (hereinafter "Instruments of Service") in electronic format (Microsoft Word) which the District shall have the right to utilize in any way permitted by statute:
 - 4.5.1. One set of the Contract Documents, including the bidding requirements, specifications, and all existing cost estimates for the Project, in hard copy, reproducible format.
 - 4.5.2. One set of fixed image CADD files in DXF format of the drawings that are part of the Contract Documents.
 - 4.5.3. One set of non-fixed image CADD drawing files in DXF and/or DWG format of the site plan, floor plans (architectural, plumbing, structural mechanical, and electrical), roof plan, sections, and exterior elevations of the Project.
 - 4.5.4. All finished or unfinished documents, studies, reports, calculations, drawings, maps, models, photographs, technology data, and reports prepared by the Architect under this Agreement.
- 4.6. In the event the District changes or uses any fully or partially completed documents without the Architect's knowledge and participation, the District agrees to release Architect of responsibility for such changes, and shall indemnify, defend, and hold the Architect harmless from and against any and all claims, liabilities, suits, demands, losses, costs, and expenses including, but not limited to, reasonable attorneys' fees, on account of any damages or losses to property or persons, including injuries or death, or economic losses, arising out of that change or use except to the extent the Architect is found to be liable in a

recklessness, errors or omissions, or willful misconduct of Architect, its directors, officials, officers, employees, contractors, subcontractors, consultants, subconsultants or agents, directly or indirectly, arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, including without limitation the payment of all consequential damages. This indemnity excludes Architect's liability as to the active or sole negligence or willful misconduct of the District.

Article 7. Mandatory Mediation for Claims

- 7.1. The Parties hereto agree prior to commencing any legal action relating to any Claim, as defined herein, to submit the Claim to a mandatory good-faith mediation process ("Mediation"). The Parties' expectations are that if the Claim is made by a third party (e.g., a contractor), that the third party will be a participant in that Mediation. The Parties agree that any statute of limitations applicable to any Claim shall be tolled for the period from the date a Party requests Mediation through the tenth (10th) day after termination of the Mediation, unless otherwise agreed to by the Parties.
- 7.2. Except as set forth below, the Parties agree to refrain from filing, maintaining, or prosecuting any action related to the Claim during the pendency of the Mediation provided that the Mediation must commence within thirty (30) days after a Party makes written demand to the other for Mediation.
- 7.3. The Parties shall participate in a minimum of one full-day mediation session before the Mediation may be declared unsuccessful and terminated by either Party. The Mediation shall be conducted in accordance with such rules as the Parties agree upon, or in the absence of agreement, in accordance with the Commercial Mediation Rules of JAMS/Endispute. Evidence of anything said, any admissions made, or any documents prepared in the course of the Mediation shall not be admissible in evidence or subject to discovery in any court action pursuant to Evidence Code Section 1152.5.
- 7.4. The Parties shall mutually agree to the selection of a mediator who is an attorney that is experienced in public works construction claims. If the Parties are unable to agree upon a mediator, then the mediator shall be appointed by JAMS/Endispute.
- 7.5. The Mediation shall take place at a location within twenty (20) miles of the District's administrative office. The mediator's fees and administrative fees, if any, shall be split equally between the Parties, but, unless otherwise agreed to in writing, each Party shall bear its own attorney's fees.
- 7.6. If any Party commences a legal action without first attempting to resolve the Claim as required by this Article, that Party shall be in breach of this Agreement and shall not be entitled to recover attorney's fees that might have otherwise been recoverable.
- 7.7. This mandatory mediation process shall only apply to Claims pursuant to the Architect Indemnity provision herein and shall not apply to any disputes to be resolved pursuant to the Alternative Dispute Resolution provisions herein.

Article 8. Fingerprinting

Pursuant to Education Code section 45125.2, District has determined on the basis of scope of Services in this Agreement of this Project, that Architect, Consultants, and their employees will have only limited contact with pupils at most. Architect shall promptly notify District in writing of any facts or circumstances which might reasonably lead District to determine that contact will be more than limited as defined by Education Code section

status of such person.

- 11.2. Architect shall comply with any and all applicable regulations and laws governing nondiscrimination in employment.

Article 12. Insurance

- 12.1. The Architect shall procure and maintain at all times it performs any portion of Services the following insurance with minimum limits equal to the amount indicated below.

12.1.1. Commercial General Liability and Automobile Liability Insurance.

Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Architect, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising from or in connection with the performance of any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

12.1.2. Workers' Compensation and Employers' Liability Insurance.

Workers' Compensation Insurance and Employers' Liability Insurance for all of Architect's employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Architect shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

- 12.1.3. Professional Liability (Errors and Omissions).** Professional Liability (Errors and Omissions) Insurance as appropriate to the Architect's profession.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Professional Liability	\$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

- 12.2. **Proof of Carriage of Insurance.** The Architect shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

- 12.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District,

enforceability, and interpretation of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California.

- 16.2. The county in which the District administration office is located shall be the venue for any action or proceeding that may be brought, or arise out of, in connection with or by reason of this Agreement.

Article 17. Alternative Dispute Resolution

17.1. Architect's Invoices

- 17.1.1. If the District disapproves of any portion or amount(s) of the Architect's invoices, the District shall within thirty (30) days of receipt by the District of any of the Architect's invoices, communicate to the Architect in writing, with reasonable detail, what portion or amount of the Architect's invoices that are disapproved for payment, what portion or amount of the Architect's invoices that are approved for payment, and the basis for the District's disapproval of the disputed portion(s) or amount(s) of the Architect's invoices ("Disputed Architect Invoice Detail").

- 17.1.2. If the Architect disagrees with the Disputed Architect Invoice Detail, the Architect shall communicate to the District in writing, and request to meet and confer in good faith with respect to any such disapproved portion or amount of the Architect invoices and the Disputed Architect Invoice Detail to determine if the dispute can be resolved. Such meet and confer communications shall include, but are not limited to, face-to-face meetings within thirty (30) days of the Architect's notice to the District with the appropriate District and Architect personnel as appropriate and necessary.

- 17.1.3. If the Parties cannot resolve the matter during this meet and confer process, the Parties shall handle the matter as a dispute as indicated herein.

- 17.2. Disputes between the parties arising out of this Agreement shall be resolved by the following processes:

- 17.2.1. **Negotiation.** The parties shall first attempt in good faith to resolve any controversy or dispute arising out of or relating to this Agreement by negotiation. The Parties' meet and confer process for any Disputed Architect Invoice Detail shall satisfy this negotiation requirement.

- 17.2.2. **Mediation.** Within thirty (30) days, but no earlier than fifteen (15) days, following the earlier of receipt of notice by one party by the other party of a demand for mediation, the parties shall submit the dispute to non-binding mediation administered by the AAA (or other agreed upon rules) under its construction industry mediation rules, unless waived by mutual stipulation of both parties.

- 17.2.3. **Litigation.** Disputes arising from this Agreement that cannot be settled through negotiation or mediation (after those processes have been exhausted) shall be litigated in the California Superior Court in the county in which the Project that is the subject of this Agreement is located.

- 17.3. Architect shall neither rescind nor stop the progress of its work pending the outcome of any dispute under this Agreement.

Article 18. Severability

- 20.2. Architect warrants and certifies that it is aware of the provisions of the California Labor Code that require every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and it certifies that it will comply with those provisions before commencing the performance of the Services of this Agreement.
- 20.3. Architect warrants and certifies that it is aware of the provisions of the California Labor Code that require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). Since the Architect is performing Services as part of an applicable "public works" or "maintenance" project, and since the total compensation may be One Thousand Dollars (\$1,000) or more, the Architect agrees to fully comply with and to require its Consultant(s) to fully comply with all applicable Prevailing Wage Laws.

Article 21. Cost Disclosure - Documents And Written Reports

Architect shall be responsible for compliance with California Government Code section 7550, if the total cost of the Contract is over Five Thousand Dollars (\$5,000).

Article 22. Notices & Communications

Notices and communications between the Parties to this Agreement may be sent to the following addresses:

District:

Oakland Unified School District
955 High Street
Oakland, CA 94601

Attn: Tadashi Nakadegawa
(510)-535-7038

Architect:

Byrens Kim Design Works
681 4th Street
Oakland, CA 94607

Attn: Dong Kim
(510) -452-3224

Any notice personally given shall be effective upon receipt. Any notice sent by facsimile shall be effective the day after receipt. Any notice sent by overnight delivery service shall be effective the day after delivery. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

Article 23. Disabled Veteran Business Enterprise Participation

Pursuant to section 17076.11 of the Education Code, the District has a participation goal for disabled veteran business enterprises ("DVBEs") of at least three percent (3%), per year, of funds expended each year by the District on projects that use funds allocated by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act (the "Act"). This Project may use funds allocated under the Act. Therefore, to the extent feasible and pertaining to future hirings, the Architect, before it executes this Agreement, shall provide to the District certification of compliance with the procedures for implementation of DVBE contracting goals, appropriate documentation identifying the amount paid to DVBEs in conjunction with the contract, and documentation demonstrating the Architect's good faith efforts to meet these goals.

Article 24. District's Right to Audit

- 24.1. District retains the right to review and audit, and the reasonable right of access to Architect's and any Consultant's premises to review and audit the Architect's compliance with the provisions of this Agreement ("District's Right"). The District's Right includes the right to

curiosity by the news media and the public and that the Architect may not be apprised of all facts surrounding the Project that Architect is working on. Accordingly, Architect shall promptly refer all inquiries from the news media or public concerning this Agreement or its performance under the Agreement to the District, and Architect shall not make any statements or disclose any documents to the media or the public relating to the performance under this Agreement or the effects caused thereby. If Architect receives a complaint from a citizen or member of the public concerning the performance or effects of this Agreement, it shall promptly inform the District of that complaint. In its sole discretion, the District shall determine the appropriate response to the complaint.

- 26.4. **Exhibit "A"** and all Certificates attached hereto are hereby incorporated by this reference and made a part of this Agreement.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: The District certifies to the best of its knowledge and belief, that it and its officials: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. <https://www.sam.gov/portal/public/SAM>

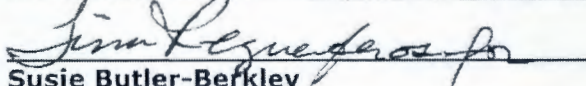

Susie Butler-Berkley
Contract Analyst

EXHIBIT "A"
SCOPE OF SERVICES

Architect's entire Proposal is not made part of this Agreement. **[IF ARCHITECT PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]**

- Potential collector improvement at north and south walls, including connections to the foundation.

The email provided by Mark Moore of ZFA, dated 6/25/15, notes that there is a potential for mandatory retrofit in addition to the voluntary retrofit. The requirement that may arise from the mandatory retrofit is not completely understood, and there may be additional structural improvement considerations in addition to the scope listed above.

Based on this information, our structural scope will include the following:

- Pre-Design site visits and review
- Complete ASCE Tier 1 and 2 assessment
- Coordination with DSA to confirm finding and to define retrofit scope.
- Construction Documents
- Construction Administration and Close out services.

We do not have information on the anticipated construction cost for the structural improvement of the existing building at this point. We will generate estimates as required to inform the District of complete work scope.

We will also include acoustical assessment of the Multipurpose Room and final acoustics verification as a part of this project.

We understand that the project will involve community outreach process. In addition, we believe the following potential design considerations may be applicable for this project.

- Provide site path of travel improvement

The project will be delivered under the DSA project delivery. In addition, it will require the Oakland Fire Prevention Bureau and the County of Alameda Environmental Health review.

Our service will include a review of existing conditions. We understand that the project program is well defined and our service is to confirm the provided program and start the schematic design.

We note that there are site and program related uncertainties. We understand the following requirement.

- District to provide site survey
- Fire sprinkler requirement as well as the service main information is unknown at this point. We will provide a separate fee proposal to address the sprinkler design upon investigation
- District to engage commissioning agent for CBC commissioning and the sustainability/CHPS commissioning requirement
- Utility company coordination by the District. We will provide the necessary documents.
- CGS approval may not be required. We will need to confirm upon review.

The following is the list of team members based on the preliminary information.

PROJECT BUDGET WORKSHEET

Project

OUSD Laurel Finishing Kitchen & MPR Seismic Improvement

Client

Oakland Unified School District

Project Address

NOTE:

This form lists typical services provided. Certain services may be added or deleted according to specific requirements of the project.

PHASE OF SERVICE	SERVICE TO BE PROVIDED	HOURS	COMMENTS
1 Program Confirmation	Initial Client Meeting	4	Meetings include 2 staff
	Gather existing documents	8	
	Visit site and review existing conditions	8	
	Generate initial project schedule	8	
	Review existing program furnish by the District	4	
	Meeting with the OUSD Food Services	4	
	Generate Building Model based on provided docs	32	
	- Site Plans		
	- Floor Plans including MPR		
	- Building structural elements		
	Generate draft structural improvement schemes	12	
	District coordination meeting for structural	4	
	Preliminary DSA coordination for structural	8	Include DSA meetings
	Update program report	32	
	- Kitchen improvement program		
	- Seismic improvement program		
	- Order of magnitude cost		
	Program confirmation meeting	6	
	Refine program schemes	12	
	Consultant coordination for generation of program document	12	
	Initial meeting with the Community outreach coordinator (Mtg #1)	4	
	Submit final program document	8	
2 Schematic Design	Update schedule	8	
	Generate Schematic Design Documents	80	
	- Preliminary Code Analysis		
	- Site Plan		
	- Floor plan		
	- Elevations		

5 Permit	Oakland Fire Prevention Approval	6	Fee as Reimbursables
	Alameda County Environment Health Review	24	Fee as Reimbursables
	DSA plan submittal and approval	40	Fee as Reimbursables
5 Bidding	Coordinate bid package preparation	4	
	Attend prebid walk	6	
	Respond to contractor questions	12	
	Review bids as required	4	
6 Construction Administration	Construction Administration	360	Assume 5 month CA
	- CA activities		
	- DSA Coordination		
	- Sustainability/Commissioning coord.		
7 Close Out	DSA Close out document coordination	60	
	Commissioning coordination	16	
	Prepare as-built document per contractor set	16	
	Submit as-built document	8	

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION**

I am aware of and hereby certify that neither Dong E. Kim [Type name of Architect] nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. I further agree that I will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts.

Where the Architect or any lower participant is unable to certify to this statement, it shall attach an explanation hereto.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal of the above named Architect on the 11th day of March 2016 for the purposes of submission of this Agreement.

By:


Signature

Dong E. Kim

Typed or Printed Name

President

Title

Insured: Byrens Kim Design Works
Insurer: Sentinel Insurance Co. LTD
Policy Number: 57SBWBG9346
Policy Effective Date: 09/01/2015

Oakland Unified School District, its Directors, Officers, Employees, Agents, and Representatives

Additional Insured:

EXCERPTS FROM: Hartford Form SS 00 08 04 05

BUSINESS LIABILITY COVERAGE FORM

C. WHO IS AN INSURED

6. Additional Insureds When Required By Written Contract, Written Agreement Or Permit

The person(s) or organization(s) identified in Paragraphs a. through f. below are additional insureds when you have agreed, in a written contract, written agreement or because of a permit issued by a state or political subdivision, that such person or organization be added as an additional insured on your policy, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit. A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

f. Any Other Party

(1) Any other person or organization who is not an insured under Paragraphs a. through e. above, but only with respect to liability for "bodily injury, "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

(a) In the performance of your ongoing operations;

(b) In connection with your premises owned by or rented to you; or

(c) In connection with "your work" and included within the "products- completed operations hazard, but only if

(i) The written contract or written agreement requires you to provide such coverage to such additional insured; and

(ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard.

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to: "Bodily injury, "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including: inspection, or engineering

E.5. Separation of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

a. As if each Named Insured were the only Named Insured; and

b. Separately to each insured against whom a claim is made or "suit" is brought.

E.7.b.(7).(b) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

E.8.b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.

EXCERPT FROM Hartford Form SS 04 38 06 01

HIRED AUTO AND NON-OWNED AUTO

B. With respect to the operation of a "non-owned auto", WHO IS AN INSURED is replaced by the following: The following are "insureds":

d. Anyone liable for the conduct of an "insured", but only to the extent of that liability.



AGREEMENT FOR ARCHITECTURAL SERVICES ROUTING FORM

Project Information			
Project Name	Laurel Finishing Kitchen Upgrade	Site	131

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	Byrens Kim Design Works	Agency's Contact	Dong Kim				
OUSD Vendor ID #	1009281	Title	Architect of Record				
Street Address	681-4 th Street	City	Oakland	State	CA	Zip	94607
Telephone	510-452-3224	Policy Expires	9-1-2016				
Contractor History	Previously been an OUSD contractor? X Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes x No				
OUSD Project #	13179						

Term			
Date Work Will Begin	4-27-2016	Date Work Will End By (not more than 5 years from start date)	12-31-2018

Compensation			
Total Contract Amount	\$	Total Contract Not To Exceed	\$263,190.00
Pay Rate Per Hour (If Hourly)	\$	If Amendment, Changed Amount	\$
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
9350	Measure J	1319905890	6215	\$263,190.00

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.				
1.	Division Head Director, Facilities Planning and Management	Phone	510-535-7038	Fax 510-535-7082
	Signature	Date Approved	3/24/16	
2.	General Counsel, Department of Facilities Planning and Management			
	Signature	Date Approved	3-17-16	
3.	Interim Deputy Chief, Facilities Planning and Management			
	Signature	Date Approved	3-22-16	
4.	Senior Business Officer, Board of Education			
	Signature	Date Approved		
5.	President, Board of Education			
	Signature	Date Approved		



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

**DEPARTMENT OF FACILITIES PLANNING AND MANAGEMENT
ROUTING FORM**

Project Information

Project Name	Laurel Finishing Kitchen Upgrade	Site	131
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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
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Contractor Information

Contractor Name	Byrens Kim Design Works	Agency's Contact		Dong Kim				
OUSD Vendor ID #	I009281	Title		Architect of Record				
Street Address	681-4 th Street	City	Oakland	State	CA	Zip	94607	
Telephone	510-452-3224	Policy Expires						
Contractor History	Previously been an OUSD contractor? X Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes x No					
OUSD Project #	13179							

Term

Date Work Will Begin	3-9-2017	Date Work Will End By (not more than 5 years from start date)	12-31-2018
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Compensation

Total Contract Amount	\$	Total Contract Not To Exceed	\$6,675.00
Pay Rate Per Hour (if Hourly)	\$	If Amendment, Changed Amount	\$ 269,865.00
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
9350	Fund 21, Msr J	1319905890	6215	\$6,675.00

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 Planning and Management				
	Signature	Date Approved	4/7/17		
2.	General Counsel, Department of Facilities Planning and Management				
	Signature	Date Approved	2/6/17		
	Deputy Chief, Facilities Planning and Management				
3.	Signature	Date Approved			
	Senior Business Officer, Board of Education				
4.	Signature	Date Approved			
	President, Board of Education				
5.	Signature	Date Approved			

LAK