DATE: March 25, 2004

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY
Authorization to Continue to Contract for Special Services – Blomquist Consultancy, LLC
(Resolution No. 040325 – B6)

BACKGROUND INFORMATION:

Project: Continuation of Project Management Services for the 2001 Bond-Funded Capital Improvement Program

The District has contracted with Blomquist Consultancy, LLC for Special Services and Advice to provide project management services for the 2001 Proposition “A” Bond Capital improvement program since January 2002. This additional year of service will include work on projects funded by the 2001 bond. The District’s Office of Facilities Planning and Construction will administer the special services and advice provided under this contract with a secondary reporting line directly to the Vice Chancellor of Finance and Administration. Expenditures incurred under this contract will be paid for with the proceeds generated by the issuance of bonds under the 2001 general obligation bond.

The special services and advice Blomquist Consultancy, LLC will provide include:

- Provide direct project management services for construction activities funded by bond-funds.
- Coordinate the project management services for construction activities provided by other consultants.
- Work with, assist and guide the assigned staff and/or outside consultant team to establish control budgets, specific project schedules and methods of execution.
- Work with the college facilities planning and construction department to establish appropriate budgets and schedules for the selected consultants.
- Establish and monitor the bidding and contracting process to ensure budget, schedule and quality goals are met.
- Monitor contractors and consultants in the capital improvement process to ensure that the budget and schedule requirements are fulfilled as called for by the college.
- Prepare progress reports.
- Attend meetings with college administration, staff, College Board, oversight committee, and others as required as part of the process of fulfilling the capital improvement program.
RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Blomquist Consultancy, LLC for special services and advice to provide the District with Project Management Services for construction activities funded by the 2001 bond-funded capital improvement programs for the period from March 26, 2004 thru March 25, 2005 for a total fee not to exceed $175,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator