

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM**

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT AMENDMENT #1 WITH KATE KEATING ASSOCIATES, INC. FOR GRAPHIC DESIGN SERVICES FOR SIGNAGE**

REQUESTED ACTION:

Information **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

In December of 2015 a professional services agreement in the amount of \$36,750 was approved with Kate Keating Associates, Inc. to provide environmental graphic design services for Interior Signage Standards.

Board approval is requested for the attached Amendment #1 to increase the original consulting

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STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other:

<i>Ed. Code:</i>	<i>Board Policy: 3225;3520</i>	<i>Estimated Fiscal Impact: \$43,957 Measure Q Funds</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Lucky Lofton
Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Yulian Ligioso
Vice President, Finance and Administration

VICE PRESIDENT APPROVAL

December 9, 2016

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Celia Esposito-Noy, Ed.D.
Superintendent-President

December 9, 2016

**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

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services agreement with Kate Keating Associates, Inc. for additional services determined to be needed for Donor Recognition signage standards, finalization of the Campus Wayfinding signage standards, and design and construction administration for new Campus Directories on the Fairfield campus.

\$ 36,750 Original Contract Amount
\$ 0 Previously Approved Amendments
\$ 43,957 Amendment #1
\$ 80,707 New Contract Amount

The Board is asked to approve this contract amendment #1 to Kate Keating Associates, Inc. in an amount not to exceed \$43,957. Kate Keating Associates, Inc.'s new contract amount will be \$80,707.

The contract Amendment #1 is available online at: <http://www.solano.edu/measureq/planning.php>.

AMENDMENT # 1 TO AGREEMENT

PARTIES

This First Amendment to Agreement ("Amendment") is entered into between Solano Community College District ("District") and **Kate Keating Associates, Inc.** ("Consultant"), collectively the "Parties").

RECITALS

WHEREAS, District and Consultant entered into a Consulting Services Agreement ("Agreement"), dated December 17, 2015 for services related to the **Interior Signage Standards Project**,

WHEREAS, District and Consultant agree to amend the Agreement to modify the original services being performed for the Interior Signage Standards Project,

NOW THEREFORE, in consideration of the mutual promises and covenants set forth above and contained herein, District and Consultant agree as follows:

AGREEMENT

1. Item 1 of the Agreement shall be amended to read:
Term: Consultant shall commence providing services under this Agreement on December 21, 2015 and will diligently perform as required and complete performance by **March 31, 2017**, unless this Agreement is terminated and/or otherwise cancelled prior to that time.

2. Item 3 of the Agreement is amended to read:
Compensation: District agrees to pay the Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed Eighty Thousand, Seven Hundred Seven Dollars (\$80,707.00). This fee is an increase of total to the December 17, 2015 Agreement amount of \$36,750 and Amendment #1 in the amount not to exceed \$43,957.

3. The language in Exhibit A is further modified to add pages 1 – 6 of Consultant's Additional Services Proposal, dated December 7, 2016.

4. For the work of Amendment #1, the following shall be added to Exhibit B:
2016/2017 Hourly Billing Rates:

Principal/President	\$215
Project Manager	\$175
Technical Designer	\$160
Senior Designer	\$150
Designer	\$135
Junior Designer	\$120
Design Assistant/Production	\$100

5. Except as set forth in this Amendment, all provisions of the Agreement and any previous extension(s) and/or amendment(s) thereto shall remain unchanged, in full force and effect, and are reaffirmed. This Amendment shall control over any inconsistencies between it and the Agreement and/or any previous extension(s) and/or amendment(s).

6. Consultant acknowledges and agrees that this Amendment shall not be binding on the Parties until and unless the Solano Community College District's Governing Board approves this Amendment.

IN WITNESS WHEREOF, the parties hereto have accepted and agreed to this Amendment on the dates indicated below.

Dated: _____, 2016

Dated: _____, 2016

**SOLANO COMMUNITY COLLEGE
DISTRICT**

By: _____

By: _____

Print Name: Lucky Lofton

Print Name: _____

Print Title: Executive Bonds Manager

Print Title: _____



07 December 2016 REVISED

Pam Kinzie
Kitchell CEM
360 Campus Lane, Suite 203
Fairfield CA 94534

**Proposal for Signage Consulting Services:
Solano Community College District**

The following proposal outlines the scope of work and specifications of Signage Design Services for Solano Community College District (District) and sets forth estimated costs and working conditions for the project.

The District includes multiple locations within Solano County, California. The main campus is the Fairfield Campus, it was opened in 1971 and is located in a rural 192 acre setting. The Vallejo Center is a small, two building center located on three sites near each other on a rolling hillside in Vallejo. The Vacaville Campus has one main building and one in construction on a large, expanding site in a developing area of rural Vacaville plus a small site with a classroom building across the street, and a site at the Nut Tree Airport where Aeronautics program building will be constructed. Kate Keating Associates (KKA) has previously provided signage consulting services for the District including: District-wide Signage Master Plan; a new signage program for the renovation of Building 600; and Interior Signage Standards Program. This Scope of Work will build on the previous design services completed and continue to improve the signage and wayfinding for the District. The Scope of Work includes three distinct Tasks as described below and in detail on the following pages:

Task 1: Redesign of the Fairfield Campus Map

There are currently two large pedestrian-oriented wayfinding maps on the Fairfield Campus. The Signage Master Plan report included the analysis of these devices and concluded that they are over-scaled and not accessible to users in a wheelchair. KKA will develop a new design for these structures, as well as a design for a new Campus wayfinding map. This task will include Construction Documentation and Construction Administration Services as well.

Task 2: Final Design Concept for Entry Monuments for Vacaville and Vallejo Centers

KKA will develop a standard monument design for identifying vehicular entrances for these two centers. In addition, the College name will be studied with, and without, the inclusion of "Community". Monuments will be developed in sufficient detail for design approval and cost estimating.

Task 3: Design Guidelines for Donor Signage

KKA will develop a hierarchical donor recognition sign program for the individual naming opportunities throughout the District. KKA, with the Foundation project team, will establish up to five categories of giving (such as: building, lobby, large public space, small public space, classroom, etc) and per the Foundations's threshold gift amounts for each category.



Our Proposal is based on the following Assumptions and Exclusions:

- This Scope of Work will be developed as a stand-alone packages therefore documentation will be generated in 11x17 format.
- KKA will receive a clean accurate AutoCad plan of the Fairfield Campus that will serve as a basis for the map design. KKA will have to "splice" in the addition to the Theater, the new Science Building and the project boundary outline of the Library. Development of the map design from online tools or from "scratch" is excluded.
- The Scope for the Fairfield campus map design includes: content outline, colors, graphic conventions and typography. The Scope and fee for the execution of final electronic art for the Fairfield map will be developed once the complexity of the design is established during the design process. Map design for Vallejo and Vacaville is excluded at this time. (This assumption specifically addresses the graphic design of the map, not the form of the sign)
- The fee for each Task has been provided separately. However, the Scope assumes that all Tasks will be developed concurrently and the Scope will be completed by 12.31.17.
- KKA can assist in bidding process, but it is assumed the bid of the Task 1 will be managed by the District.
- Tasks 2 and 3 do not include Construction Documentation or Construction Administration Services.
- In Task 1, it is understood the District plans to replace the two signs, with two signs "in kind". Scope of work assumes no more than four signs are implemented. One site visit is included to Punch and document the signage of Task 1.
- Development of and signage or graphics not specifically outlined in this proposal is excluded from the Scope.
- The Donor Signage Guidelines will be developed using placeholder names in typical contexts. The development and approval of specific donor recognition installations will be considered an additional service. It is assumed the signage standards previously developed by KKA will be used as a benchmark for the donor signage design, therefore the design process will be limited.
- Attendance at Board of Trustees, Steering Committee meetings or any other advisory committee meetings will be considered additional services.



PROJECT DEVELOPMENT

Task 1: Redesign of the Fairfield Campus Map

- Task Initiation: Obtain the most accurate AutoCad file of the Fairfield Campus and AutoCAD files that need to be patched into the plan from the District. Assess content, scale and location of current maps. Attend a kick-off meeting with District President to review assessment of the existing design and goals for the new sign and map design. Determine the content outline for the map. (one site visit and meeting combined)
- Based on the design goals and content outline, KKA will develop two design options of map and structure. Map design will show approximate scale, shape, orientation of sign as well as, size, style, typographic approach of map design. Design options to include preliminary size, material, color and location recommendations. Develop iterations of design options and review with District President for selection of approved design. (up to two design review meetings)
- Update the final Concept Design Signage book (6.6.14) to include new campus map sign. (the document was previously developed by KKA)
- Obtain an estimate of probable cost from a qualified vendor.
- Prepare annotated design intent drawings and performance specifications indicating graphic layouts, materials, finishes, colors and relevant dimensions in sufficient detail for competitive bid. Submit to District for comment. Incorporate comments. Submit for bid by District.
- Provide clarification to the sign subcontractor for drawings and specifications. Respond to RFIs.
- Review submittals including color and material samples, and prototypes to ensure compliance with design specifications.
- Upon completion of the phased installation, conduct a walk-through to review signage and installation and prepare punch list of items requiring corrections.

Consultant Deliverables:

- Selected design for Sign and Map.
- Estimate of probable cost.
- Update to Concept Design Signage book.
- Design Intent Documents for Bid
- Completed and punched signs

Included in this phase are four meetings and site visits: a kick-off meeting, and two design review meetings, one site visit for punch.



PROJECT DEVELOPMENT

***Task 2: Final Design Concept for Entry Monuments for
Vacaville and Vallejo Centers***

- Task Initiation: Attend a kick-off meeting with District President to review existing monument design and goals for the new monuments. (Meeting combined with Task 1 kick-off)
- Conduct site visit to two centers and photograph entrances.
- Based on the design goals KKA will develop design options for monuments that identify the District and Center location. Design options will show approximate scale, orientation, materials and colors of the monuments. The design will also illustrate variations with and without "Community" in the College name. Develop iterations of design options and review with District President for selection of design to present to Board of Trustees. (Two design review meetings, combined with Task 1 meetings)
- Obtain an estimate of probable cost from a qualified vendor.
- Develop final refinements to the design drawings of the monuments for review by Board of Trustees. (Presentation to the Trustees by others)
- Update final Concept Design Signage book (6.6.14) to include new monument design.

Consultant Deliverables:

- Monument designs for Vallejo and Vacaville Centers
- Cost estimate
- Update to Concept Design Signage book

Included in this phase are three meetings: a kick-off meeting and two design review meetings. (Meetings in this Task are to be concurrent with meetings in Task 1.) and one site visit



PROJECT DEVELOPMENT

Task 3: Design Guidelines for Donor Signage

- Attend a kick off meeting with District and Solano Community College Foundation. Review hierarchical requirements and expectations for display of donor names. Review potential locations for major gifts, architectural limitations and the list of donor opportunities.
- Develop a minimum of two models of gift opportunity nomenclature that consider architectural, gift hierarchy and development goals.
- Develop hierarchal conceptual design options for each category of gift, showing approximate size, shape and typographic style with preliminary color and material recommendations. Concepts to reflect the hierarchy of giving. Review the nomenclature models and concept design options with the District and Solano Community College Foundation. (one meeting)
- Obtain cost estimates from qualified vendors.
- Develop Donor Signage Guidelines package including: matrix of giving tiers and recognition opportunities; illustrated drawings with materials and dimensions noted; donor signage shown in architectural elevations and; up to three photo renderings for major gift categories. Review Design Development package with District and Solano Community College Foundation. Incorporate edits and submit final package. (one meeting)

Consultant Deliverables:

- Approved concept design options for each category of gift
- Cost Estimates
- Donor Signage Guidelines (draft and final)

Included in this phase are three meetings with the project team.



ESTIMATED COSTS:
DESIGN SERVICES

**Basic Services: Signage Consulting Services -
Solano Community College District**

Estimated fee for the Scope of Services, Task 1-3, as outlined in this proposal:

Task 1: Redesign of the Fairfield Campus Map	\$	21,360.
Task 2: Final Design Concept for Entry Monuments for Vacaville and Vallejo Centers	\$	13,060.
Task 3: Design Guidelines for Donor Signage	\$	16,340.

Total Design Services Fees

\$ 50,760.

unused contract bal - 6,703
Amendment #1 \$43,957