

LIGHTHOUSE FOR CHILDREN, INC. BOARD MEETING

Date: Wednesday, February 26, 2014

Time: 2:30 pm

UC Merced Building
550 E. Shaw Ave.
Inyo/Kern Room
Fresno, CA 93710

AGENDA

ITEM	SUBJECT	PRESENTER
1.	CALL TO ORDER	Chair Perea
2. Action Pg. 1	REVIEW AND APPROVE MINUTES DECEMBER 18, 2013 Supporting Document	K. Rogers, ED
3. Informational	LIGHTHOUSE FOR CHILDREN PROJECT STATUS REPORT No Supporting Document	K. Rogers, ED
4. Action Pg. 4	REVIEW BUDGET VS. ACTUAL REPORT AS OF JANUARY 31, 2014 Supporting Document	K. Rogers, E.D. E. Reyes, Staff
5. Action Pg. 6	REVIEW AND APPROVE INFORMATION TECHNOLOGY (IT) INFRASTRUCTURE EQUIPMENT & SERVICES AGREEMENT WITH NEW TANGRAM, LLC. DBA TANGRAM/PARALLELTEK IN AN AMOUNT NOT TO EXCEED \$115,000. Supporting Document	K. Rogers, ED, Staff
6. Action	AUTHORIZATION TO ENTER INTO NEGOTIATIONS WITH PLAYZEUM, A PUBLIC BENEFIT CORPORATION, TO POTENTIALLY LOCATE A CHILDREN MUSEUM AT LIGHTHOUSE PROPERTY. ACTION TO ENTER INTO AN AGREEMENT WITH PLAYZEUM WOULD COME BACK TO LIGHTHOUSE BOARD.	K. Rogers, ED, Staff
7. Information	DISCUSSION REGARDING CONFLICT OF INTEREST COMPLIANCE AND OTHER "SUNSHINE LAWS."	Ken Price, Corp. Counsel
8.	PUBLIC COMMENT	Chair Perea
9.	ADJOURNMENT	Chair Perea

NOTE: If you need disability modification(s) and/or other accommodation(s) in order to participate in this meeting, please contact the office at (559) 241-6515 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

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AGENDA ITEM NO.2

AGENDA ITEM 2

RECOMMENDED ACTION:

Review and Approve Board Minutes - December 18, 2013

**ACTION SUMMARY MINUTES
December 18, 2013 — 3:00 P.M.**

Present: Henry Perea (Chair), Shannon Koontz, Lisa Nichols, Hugo Morales, Stacy Sablan.

Absent: None

Staff: Kendra Rogers, Emilia Reyes, Harim Martinez, Steve Rapada, Fabiola Gonzalez, Ken Price (Legal Counsel).

1. CALL TO ORDER

Chair Perea called the meeting to order. New committee members introduced: Shannon Koontz and Stacy Sablan.

2. REVIEW AND APPROVE COMBINED MINUTES NOVEMBER 26, 2013

Public Comment: **NONE HEARD.**

Motion by: Lisa Nichols

Second by: Hugo Morales

Ayes: Perea, Koontz, Morales, Nichols, Sablan.

Noes: None heard.

3. LIGHTHOUSE FOR CHILDREN PROJECT STATUS REPORT

**KEN PRICE, LEGAL COUNSEL, UPDATED THAT ESCROW CLOSED ON FRIDAY
DECEMBER 13, 2013. CONSTRUCTION GROUND BREAKING IS BEING PLANNED,
AND THE EXPECTED DATE IS JANUARY 6, 2014.**

**4. REVIEW AND APPROVE RESOLUTION AUGMENTATION WITH TANGRAM
INTERIORS FOR CHILD CARE CENTER CLASSROOM FURNITURE FOR AN
ADDITIONAL \$47,000 IN AN AMOUNT NOT TO EXCEED \$722,000 AND DELEGATE
EXECUTION AUTHORITY TO THE BOARD CHAIR AND EXECUTIVE DIRECTOR**

Public Comment: **NONE HEARD.**

APPROVED AS RECOMMENDED

Motion by: Hugo Morales
Ayes: Perea, Koontz, Morales, Nichols, Sablan.
Noes: None heard.

Second by: Lisa Nichols

- 5. REVIEW AND APPROVE A CONTRACT AUGMENTATION WITH THE COUNTY OF FRESNO, PUBLIC WORKS DIVISION, FOR ADDITIONAL CONSTRUCTION PHASE CONSULTING SERVICES FOR AN ADDITIONAL AMOUNT OF \$27,500 IN AN AMOUNT NOT TO EXCEED \$55,000 AND DELEGATE EXECUTION AUTHORITY TO THE BOARD CHAIR AND EXECUTIVE DIRECTOR**

Public Comment: **NONE HEARD.**

APPROVED AS RECOMMENDED

Motion by: Lisa Nichols
Ayes: Perea, Koontz, Morales, Nichols, Sablan.
Noes: None heard.

Second by: Hugo Morales

- 6. REVIEW AND APPROVE A CONTRACT WITH KITCHELL/CEM INC., FOR AN AMOUNT NOT TO EXCEED \$150,000, FOR CONSTRUCTION MANAGER SERVICES AND DELEGATE EXECUTION AUTHORITY TO THE BOARD CHAIR AND EXECUTIVE DIRECTOR**

Public Comment: **NONE HEARD.**

APPROVED AS RECOMMENDED

Motion by: Lisa Nichols
Ayes: Perea, Koontz, Morales, Nichols, Sablan.
Noes: None heard.

Second by: Hugo Morales

- 7. REVIEW AND APPROVE CONTRACT WITH KRAZAN & ASSOCIATES, INC., FOR AN AMOUNT NOT TO EXCEED \$82,000 FOR THIRD PARTY TESTING SERVICES AND DELEGATE EXECUTION AUTHORITY TO THE BOARD CHAIR AND EXECUTIVE DIRECTOR**

Public Comment: **NONE HEARD.**

APPROVED AS RECOMMENDED

Motion by: Lisa Nichols
Ayes: Perea, Koontz, Morales, Nichols, Sablan.
Noes: None heard.

Second by: Stacy Sablan

- 8. HEARING ON REQUEST BY DURHAM CONSTRUCTION COMPANY TO SUBSTITUTE FREMONT MILLWORK AS A SUBCONTRACTOR FOR CASEWORK (CABINETRY) FOR CONTRACT NO. 1014-1129**

KEN PRICE, LEGAL COUNSEL, SHARED THAT IN THE BID FOR THE LIGHTHOUSE FOR CHILDREN FACILITY BY DURHAM, A DIFFERENT SUBCONTRACTOR HAD BEEN MISTAKENLY LISTED. AS PART OF LEGAL REQUIREMENTS THIS HEARING WAS NEEDED FOR THE SUBSTITUTION. BOTH SUBCONTRACTORS HAVE

ACKNOWLEDGED THE ERROR AND AGREE TO THE CHANGE. NO MOTION OR VOTE IS REQUIRED UNLESS THERE IS A CHALLENGE.

Public Comment: **NONE HEARD.**

9. Public Comment

Public Comment: **NONE HEARD.**

10. Adjournment

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AGENDA ITEM NO.4

TO: Lighthouse for Children, Board Members

FROM: Kendra Rogers, Executive Director

SUBJECT: Review Budget vs. Actual Report for Period Ending January 2014

RECOMMENDED ACTION:

Review Budget vs. Actual Report for period ending January 31, 2014

REASON FOR RECOMMENDED ACTION:

This item is intended to keep the board informed of the Lighthouse for Children facility budget and financial activity as of January 31, 2014.

KEY POINTS:

Overall Project Budget (15%) – Project costs are within budget limits.

- Construction began on January 6, 2014 and is on schedule.

FISCAL IMPACT:

All expenses are within budget constraints and on target.

LIGHTHOUSE FOR CHILDREN
BUDGET VS. ACTUAL
AS OF JANUARY 31, 2014

Project Budget				
	<u>Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance</u>	<u>% of Budget</u>
Land Costs				
Land	\$601,792	601,671.68	\$120	100%
Total Land Costs	\$601,792	\$601,672	\$120	100%
Hard Costs				
Shell Contract	\$9,483,000	\$0	\$9,483,000	0%
Sitework (Playground, Landscape)	\$310,000	\$0	\$310,000	0%
Furniture, Fixtures, and Equipment	\$910,000	\$0	\$910,000	0%
NMTC Additional Funds from Add Ons	\$717,000	\$0	\$717,000	0%
Hard Cost Contingency	\$535,150	\$0	\$535,150	0%
Total Hard Costs	\$11,955,150	\$0	\$11,955,150	0%
Soft Costs				
Architectural/Engineering	\$714,000	612,219.87	\$101,780	86%
Soft Costs	\$299,407	43,692.96	\$255,714	15%
Permits and Fees	\$149,974	148,046.39	\$1,928	99%
Move-in	\$87,140	\$0	\$87,140	0%
Project Management Consultants	\$219,580	75,429.41	\$144,151	34%
Title/Closing Inspections & Economic Study	\$63,760	33,723.50	\$30,037	53%
CDE Expense Reimbursements	\$26,600	13,300.00	\$13,300	50%
NMTC Transaction Cost	\$555,321	555,321.24	\$0	100%
Developer Fee @ Closing	\$326,989	326,989.00	\$0	100%
Anticipated Soft Cost (prior to construction)	\$100,000	\$0	\$100,000	0%
Soft Cost Contingency	\$318,854	\$0	\$318,854	0%
Total Soft Costs	\$2,861,625	\$1,808,722	\$1,052,903	63%
CDE Fees and Reserves				
CVN Fee Reserve Deposits	\$373,700	\$0	\$373,700	0%
LIIF Fee Reserve Deposits	\$367,500	\$0	\$367,500	0%
Total CDE Fees and Reserves	\$741,200	\$0	\$741,200	0%
Total Project Costs	\$16,159,767	\$2,410,394	\$13,749,373	15%
Contract Awards				
	<u>Budget Amounts</u>	<u>Actual Amounts</u>	<u>Variance</u>	<u>% of Budget</u>
Durham Construction	\$9,483,000	4,400.00	\$9,478,600	0%
New Tangram LLC	\$675,000	\$0	\$675,000	0%
Taylor Group Architects	\$708,000	\$582,460	\$125,540	82%
Central Valley New Market Tax Credit - CDE Fees	\$373,700	\$0	\$373,700	0%
Low Income Investment Fund - CDE Fees	\$367,500	\$0	\$367,500	0%
Karzan & Associates	\$82,000	\$0	\$82,000	0%
Louis Torelli	\$50,000	\$44,100	\$5,900	88%
Laloo Weeks LLP	\$28,500	\$4,500	\$24,000	16%
County of Fresno Department of Public Works	\$27,500	8,565.98	\$18,934	31%
Pamela Shaw	\$7,000	\$5,870	\$1,130	84%
Comprehensive Planning Associates	\$6,000	\$2,150	\$3,850	36%
Total Contract Awards	\$11,808,200	652,046.35	\$11,156,154	6%

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AGENDA ITEM NO.5

TO: Lighthouse for Children, Board Members

FROM: Kendra Rogers, Executive Director

SUBJECT: Review and Approve an Information Technology (IT) Infrastructure Equipment & Services Agreement with New Tangram, LLC. dba Tangram/Paralleltek, in an amount not to exceed \$115,000.

RECOMMENDED ACTION:

Approve an information technology (IT) infrastructure equipment & services agreement with New Tangram, LLC. dba Tangram/Paralleltek, in an amount not to exceed \$115,000 and delegate execution authority to the Board Chair and Executive Director.

REASON FOR RECOMMENDED ACTION:

Background: The Construction of the Lighthouse for Children (LFC) facility began on January 6, 2014. A component of the construction phase is the IT infrastructure of the facility. The IT contractor will need to work with the LFC construction team to install the IT infrastructure equipment. As a result, on January 10, 2014 staff released an Information Technology Infrastructure Equipment & Services Request for Quotations (RFQ). The RFQ required a comprehensive package including:

1. Cabling Voice and Data
2. Voice over Internets Protocol (VoIP) Phone System
3. Data Wireless Solution
4. Scope and Closed Circuit Television (CCTV) Monitoring System
5. Analog 5-Pair Cable Phone Line
6. Direct Internet Access (DIA) Carrier Solutions
7. T1 Hosted Solution

Procurement Procedure and Process: Six (6) quotations were received and all met the minimum standards to be forwarded to members of the RFQ review committee. The committee consisted of the IT Director for the Fresno Economic Opportunities Commission (EOC), County of Fresno Capitol Projects Division Manager, and, First 5 Fresno County Contracts & Procurement Officer.

Upon review and scoring three (3) of the six (6) quotations did not provide a complete comprehensive package. The most qualified and responsive bidder was New Tangram LLC dba Tangram/Paralleltek.

FISCAL IMPACT:

If approved, the recommended amount, not to exceed \$115,000, will be allocated from the approved Lighthouse for Children Facility Budget – Soft Cost IT line item.

FUTURE IMPLICATIONS:

If approved, New Tangram, LLC. dba Tangram/Paralleltek will work with the Lighthouse for Children construction team to install the IT infrastructure equipment and provide technical training to staff upon completion of the construction phase.