



Agenda Item Details

Meeting	Jul 13, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	8. ACTION ITEMS
Subject	8.4 Consider Ratification of an Independent Consultant Agreement for Special Services with Forensic Analytical Consulting Services, Inc. in the Amount of \$134,500.00 for Consultant to Complete a Qualitative HVAC System Assessment to Identify Potential Ventilation System Related Environmental Conditions and Perform an Occupancy and Path of Travel Assessment to Establish Classroom Maximum Occupancies. Presenter: Interim Vice Chancellor Smith
Type	Action
Preferred Date	Jul 13, 2021
Absolute Date	Jul 13, 2021
Fiscal Impact	Yes
Dollar Amount	134,500.00
Budgeted	Yes
Budget Source	1-61-163-5105-1-651000-1950-00 (Fund 61, Redevelopment Agency Funds)
Recommended Action	Ratify an Independent Consultant Agreement for Special Services with Forensic Analytical Consulting Services, Inc. in the amount of \$134,500.00 for consultant to complete a qualitative HVAC system assessment to identify potential ventilation system related environmental conditions and perform an occupancy and path of travel assessment to establish classroom maximum occupancies

TO: Peralta Board of Trustees

FROM: Department of General Services

PREPARED BY: Department of General Services/DWK

BACKGROUND/ANALYSIS:

The Board is asked to ratify an Independent Consultant Agreement for Special Services with Forensic Analytical Consulting Services, Inc. (“FACS”), (“Agreement”) whereby FACS will complete a qualitative HVAC system assessment to identify potential ventilation system related environmental conditions and perform an occupancy and path of travel assessment to establish classroom maximum occupancies (collectively “Services”). In preparation for the return to in-person classes on the District’s campuses, the District seeks the Services of FACS to receive recommendations to improve or modify HVAC systems in order to limit potential airborne transmission of the SARS-CoV-2 virus. In addition, FACS will identify potential ventilation system-related environmental conditions capable of eliciting employee health concerns and symptoms. The occupancy and path of travel assessment is needed to establish classroom maximum occupancies and traffic flow prior to the start of the summer session.

The District is authorized by Government Code section 53060 to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if those persons are specially trained and experienced and competent to perform the special services

required and FACS is specially trained and experienced and competent with respect to the provision of the Services required by the District.

A summary of this Agreement is set forth below:

Contract	Approved Amount	Time Extension	Board Approval Date	Contract End Date
Independent Consultant Agreement for Special Services	\$134,500.00		7/13/2021 <u>Pending</u>	12/31/2021
TOTAL	\$134,500.00			

Budget String	Amount	Addendum	Total	Percentage
1-61-163-5105-1-651000-1950-00 Redevelopment Agency Funds	\$134,500.00	\$0.00	\$134,500.00	100%
CONTRACT TOTAL			\$134,500.00	100%

Deliverables and Scope of Work: FACS’s Scope of Work includes the following Services which are set forth in detail in Exhibit “A” to the Agreement:

A. Qualitative HVAC System Assessment Phase 1

- a. Review history and existing data. Discuss the history of the issues and related actions with client representatives and review past environmental reports, work orders and other documentation relating to the concerns.
- b. Conduct site inspections. Indoor air contaminants can originate within the building or be drawn in from outdoors. Accordingly, FACS will perform a site inspection to identify potential contaminants sources adjacent to building sites. The site inspection will also quantify (estimated square footage) the presence of accumulated contaminants (e.g., bird/bat droppings, mold growth) at the site and their proximity to occupied spaces, air handler intakes, etc.
- c. Conduct an HVAC system visual inspection. With the assistance of the facility manager, and/or building HVAC maintenance personnel, FACS will discuss the operation and maintenance of the HVAC system(s). FACS will inspect physically safe and accessible HVAC equipment including, outdoor air intakes, economizers, air filters, coils, condensate pans, and fans. Client’s representatives will be responsible for providing FACS access to HVAC systems and air handlers. Representatives of the client will be responsible for de-powering, opening, and closing of HVAC systems and associated air handlers.
- d. Final Report. FACS’ Senior Certified Industrial Hygienist (CIH) will prepare a written report of findings, potential explanations for concerns and recommendations for further assessment or corrective actions.

B. Qualitative HVAC System Assessment Phase 2

- a. Ongoing Consulting Support. FACS will provide environmental health consulting services to support the ongoing development and implementation of COVID-19 prevention program elements, as requested by Client representatives. Work will proceed on a time and materials basis according to the attached fee within established and authorized budgets or scope of work, which may change during the course of FACS’s engagement. FACS may provide one or more of the following services in coordination with client representatives during the course of this engagement:
 - i. general consulting to Client team;
 - ii. COVID Prevention Program evaluation, auditing and updating;
 - iii. development of area/operation-specific safe work practices;

- iv. training on safe work practices and provisions of the program;
- v. validation/auditing of safe work practice implementation;
- vi. assessment of specific COVID-19 case incidents and determination of response actions;
- vii. oversight and documentation of cleaning/disinfection activities and completion of response actions;
- viii. development and review of building closure, maintenance and re-occupancy plans;
- ix. pre- and post-occupancy building environmental health assessments;
- x. risk communication with concerned stakeholders regarding COVID-19 issues.

C. Occupancy and Path of Travel Assessment

2. Consultant will conduct an assessment in areas where summer classes will be held and the path of travel to access each classroom. Maximum occupancies and traffic flow patterns will be recommended based on square footage and layout of each space.
 - a. **Conduct site assessment.** Consultant will conduct an assessment in areas where summer classes will be held and the path of travel to access each classroom. Maximum occupancies and traffic flow patterns will be recommended based on square footage and lay out of each space.
 - b. **Deliverables.** Consultant will provide recommendations for occupancy limits and furniture layout on posting that can be hung in each space. Traffic flow patterns will be provided on floor plan drawings. If desired, a written summary of the methodology employed and a summary of recommendations will be provided. (Final Report – Occupancy and Traffic Flow Assessment)
 - c.

Company Location:

Forensic Analytical Consulting Services, Inc.
21228 Cabot Boulevard
Hayward, CA 94545
Phone: (510) 266-4607
Email: dbrinkerhoff@forensicanalytical.com
ATTN: David Brinkerhoff, CIH CEIC

DELIVERABLES/SCOPE OF WORK:

Consultant's Senior Certified Industrial Hygienist (CIH) will prepare a written report of findings, potential explanations for concerns and recommendations for further assessment or corrective actions. The final written report will include:

- i. Introduction and executive summary
- ii. Methods and standards
- iii. Observations related to work site conditions and activities
- iv. Photographs
- v. Conclusions and recommendations

Consultant will provide recommendations for occupancy limits and furniture layout on posting that can be hung in each space. Traffic flow patterns will be provided on floor plan drawings. If desired, a written summary of the methodology employed and a summary of recommendations will be provided. (Final Report – Occupancy and Traffic Flow Assessment)

ANTICIPATED COMPLETION DATE:

It is anticipated that Consultant will perform the Services set forth in this Agreement by December 31, 2021.

EVALUATION AND RECOMMENDED ACTION:

The District's Department of General Services has evaluated the deliverables to date for Forensic Analytical and found them to be satisfactory.

The Interim Vice Chancellor of General Services and the Interim Chancellor recommend ratification.

Forensic Analytical HVAC.pdf (1,626 KB)

Motion & Voting

Ratify an Independent Consultant Agreement for Special Services with Forensic Analytical Consulting Services, Inc. in the amount of \$134,500.00 for consultant to complete a qualitative HVAC system assessment to identify potential ventilation system related environmental conditions and perform an occupancy and path of travel assessment to establish classroom maximum occupancies

Motion by Nicky Gonzalez Yuen, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, Leesa Hogan, Micah Cooper