



PUBLIC WORKS DEPARTMENT

CITY HALL

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CITY COUNCIL STAFF REPORT

Meeting: December 19, 2017

Subject

2017/18 Comprehensive Facility Condition and Use Assessments

Recommended Action

Authorize the City Manager to negotiate and execute the 2017/18 Comprehensive Facility Condition and Use Assessments agreement with The KPA Group within the established budget of \$200,000.

Discussion

The 2017/18 Comprehensive Facility Condition and Use Assessments project includes a scope of work that will assess the condition of nearly every City owned facility. These assessments, depending on the selected buildings, may include but are not limited to:

- Health and life safety systems
- Seismic evaluation
- ADA compliance
- Mechanical, electric and plumbing evaluation
- Building envelope evaluation
- Energy use efficiency
- Space use efficiency

The Public Works Department maintains various lists of consultants that have completed a Request for Qualifications process to be considered qualified to perform a wide variety of work. One such list is for architectural services. Of the six firms on this list, two firms submitted experience in conducting building condition assessments. These two firms were Innovative Resources and The KPA Group. On November 14, 2017, Public Works staff completed an oral review panel to evaluate the experience and knowledge in completing this type of work with the two consultants. At the conclusion of this process, The KPA Group was selected and invited to prepare a proposal based on a defined scope of work. The proposal deadline was December 14, 2017.

Work is scheduled to begin in January 2018 with all work to be completed within five months.

Sustainability Impact

No sustainability impact.

CEQA
Exempt

Fiscal Impact

Authority to execute this agreement will be contingent on the proposal being acceptable and within the existing project budget of \$200,000 in the Service Center Administration operating budget 100-83-807. No additional funding is being recommended at this time.

Prepared by: Roger Lee, Assistant Director of Public Works

Reviewed by: Timm Borden, Director of Public Works

Approved for Submission by: David Brandt, City Manager

Attachment:

A - Request for Proposal for the 2017/18 Comprehensive Facility Condition and Use Assessments project