

CONSENT CALENDAR April 30, 2013

To: Honorable Mayor and Members of the City Council

From: Christine Daniel, City Manager

Submitted by: Andrew Clough, Director, Public Works

Subject: Contract: Kitchell for Inspection and Assessment of City-Owned Buildings

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract with Kitchell for Inspection and Assessment of City-Owned Buildings for an amount not to exceed \$100,000 for the period from June 1, 2013 through March 31, 2014.

FISCAL IMPACTS OF RECOMMENDATION

Funding is available in the FY 2013 as listed below, in descending amounts:

FUND	% of Total	Amount	Fund Account Code
General Fund Discretionary Fund	58.26%	\$58,259	010-5402-410-3038
Off-Street Parking Fund	10.33%	\$10,332	835-5402-410-3038
Refuse Collection Disposal	7.12%	\$7,123	820-5402-410-3038
Sanitary Sewer Operation	6.74%	\$6,742	830-5402-410-3038
Health State Aid Realignment Trust	1.50%	\$1,500	958-5402-410-3038
Building Maintenance	2.93%	\$2,931	866-5402-410-3038
Equipment Maintenance	2.14%	\$2,137	865-5402-410-3038
Clean Storm Water	1.84%	\$1,840	831-5402-410-3038
Parks Tax	1.77%	\$1,767	450-5402-410-3038
Parking Meter Fund	1.32%	\$1,324	840-5402-410-3038
Employee Training Fund (TMP)	1.21%	\$1,205	488-5402-410-3038
Health (Short/Doyle)	2.57%	\$2,573	065-5402-410-3038
Measure B Local Streets & Roads	1.04%	\$1,039	391-5402-410-3038
Building Purchases & Management	0.71%	\$707	850-5402-410-3038
Street Lighting Assessment District	0.41%	\$408	470-5402-410-3038
Central Services	0.11%	\$113	870-5402-410-3038
		\$100,000	

The Contract Management System number is CMS No. CG56M.

CURRENT SITUATION AND ITS EFFECTS

The City needs to update the facilities condition assessments done between 1997 and 2000 by Pack & Associates, Inc. Staff has been working off the list of deficiencies listed in the existing reports, however there is a critical need to re-evaluate the facilities and establish a new priority list for maintenance and repairs.

The new condition assessment will be conducted in an electronic format that uses checklist type forms for rapid evaluations, with fields to specify deficiencies observed, add photographs, and enter probable repair costs. A life-cycle cost analysis will be included for each facility as the basis for an operating plan, preventive maintenance schedule, deferred maintenance forecast, and schedules for both short-term (next 5 years) maintenance and repair priorities and long-term needs (e.g. 10-year, 15-year, and 20-year). In the future, content from the electronic forms will be uploaded into the facilities module of the Accela asset management program the City recently purchased. Accela is initially being used to compile assets in the sanitary sewer program.

Additional tasks for the consultant are to evaluate budget implications, reserve funding requirements, financing options, and cost saving measures, using information obtained from identifying short and long-term maintenance needs and priorities. This information will be discussed in the Facilities Condition Assessment Report.

BACKGROUND

A Request for Qualifications (RFQ) was issued on December 7, 2012 seeking qualified firms or individuals to conduct a comprehensive review of the maintenance and repair (M&R) needs of City-owned facilities in order to prepare a facilities condition assessment study. The consultant needs to be qualified to conduct full architectural, structural, and engineering review of the condition of the facilities. The review will include a detailed cost estimate to repair, renovate and maintain the facilities to acceptable conditions, including compliance with all current fire and safety codes and Americans with Disabilities Act (ADA) requirements. The City's primary objectives are to:

- Establish a list of M&R priorities which will be incorporated into a short-term and long-term M&R schedule;
- 2. Analyze budget implications based in part on a facility life-cycle cost analysis; and
- 3. Develop a protocol for on-going monitoring of facility conditions, work performed, and record all information for City facilities.

On January 24, 2013, the City received 15 proposals and a Review Panel evaluated the submissions; 6 were selected to make presentations to a Presentation Panel. The Panel concluded that the firm of Kitchell met the City's requirements and goals, and recommended that a contract be awarded to them for the specified scope of services.

RATIONALE FOR RECOMMENDATION

The team assembled by Kitchell is highly qualified with particular expertise in inspection and condition assessments. They have developed customized facility assessment spreadsheets and field input data sheets that result in processes and procedures that are efficient, cost-effective and accurate that will maximize the benefits of the project.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Phil Harrington, Deputy Director, Public Works, 981-6661 Lorin Jensen, Supervising Civil Engineer, Public Works, 981-6411

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: KITCHELL FOR INSPECTION AND ASSESSMENT OF CITY-OWNED BUILDINGS

WHEREAS, on December 7, 2012, the City released a Request for Qualifications seeking firms or individuals to conduct a comprehensive review of the maintenance and repair needs of City-owned facilities in order to prepare a facilities condition assessment; and

WHEREAS, on January 25, 2013, the City received 15 submissions, which were reviewed and rated, and 6 submissions were selected to make presentations to a panel on February 21, 2013; and

WHEREAS, the submission and presentation from Kitchell has been found to be fully qualified and responsive to the City's request; and

WHEREAS, funds are available in FY 2013 as listed below and the contract has been entered into the City contract database and assigned CMS No. CG56M.

FUND	% of Total	Amount	Fund Account Code
General Fund Discretionary Fund	58.26%	\$58,259	010-5402-410-3038
Off-Street Parking Fund	10.33%	\$10,332	835-5402-410-3038
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Central Services	0.11%	\$113	870-5402-410-3038
		\$100,000	

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to enter into a contract with Kitchell for inspection and assessment of City-owned Buildings for an amount not to exceed \$100,000 for the period from June 1, 2013 through March 31, 2014. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.