



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Professional Services Agreement for Citywide Facilities Condition Assessment

- 1) Motion authorizing the City Manager or a designee to enter into and execute a Professional Services Agreement with Bureau Veritas Technical Assessments, LLC (Bureau Veritas) for the Citywide Facilities Condition Assessment in the amount of \$167,593, plus a 15% contingency of \$25,139.

COUNCIL ACTION

Item Type: Consent Calendar

Approved for June 27, 2022 **calendar**

EXECUTIVE SUMMARY

A professional services agreement is needed for a consultant to provide a comprehensive assessment of 35 of the City's primary facilities including structural and architectural reviews and documenting all maintainable assets at each facility. The data the city will garner from this assessment will assist with optimal planning and budgeting for annual maintenance, capital improvements, and daily maintenance efforts.

COUNCIL PRIORITIES

Infrastructure: The comprehensive assessment will allow for better planning and improved allocation of staff, contractual and other resources used for maintaining city facilities.

RECOMMENDATION

Approve the motion authorizing the City Manager to execute a professional services agreement with Bureau Veritas to provide a Citywide Facilities Condition Assessment in the amount of \$167,593 plus a 15% contingency of \$25,139, for a total of \$192,732.

BACKGROUND

The city owns and operates over one million square feet of occupied facility space. These facilities are maintained by the Public Works Department using a strategic combination of inhouse trades staff and contracted services. The adopted budget for Facilities Management for FY 2022-23 is \$11,388,717 and includes day-to-day building maintenance and repair services, custodial services, building security, furniture and building maintenance projects. The Public Works Department completes approximately 1,000 facility service requests monthly on a wide range of building maintenance issues. In addition, the department oversees a robust Capital Improvement Program for buildings as well as similarly large-scale building maintenance projects.

Throughout 2022, the Public Works Department developed a Request for Proposal (RFP) for professional services for assessing city facilities. The scope of assessment includes the thorough investigation, evaluation and documentation of various fundamental building aspects including structural, architectural, accessibility, energy, systems, and components.

On December 14, 2022, the Public Works Department issued the RFP for the Citywide Facilities Condition Assessment and on January 31, 2023, three proposals were received:

Bureau Veritas	\$167,592.77
Marx / Okubo	\$218,616.00
Huitt-Zollars	\$1,360,917.00

A review committee was established, and the proposals were ranked using pre-established criteria including: Experience and Qualifications; Understanding of Project Scope; Project Budget; Delivery Schedule; and References.

This was followed up by in-person interviews with all three firms and included the firm's presentation and pre-established questions asked by the Public Works review committee.

The overall ranking for the three firms are as follows:

1. Bureau Veritas
2. Marx/Okubo
3. Huitt-Zollars

ANALYSIS

The Citywide Facilities Condition Assessment will provide comprehensive guidance for department management staff to optimally use financial and staffing resources for building maintenance services at city facilities over the next 20-years. The assessment will provide a plan for annual budgeting of projects, maintenance and repair costs. Additionally, the scope requires the consultant to provide recommendation for introducing a new work order system that will integrate their facility assessment data.

Based upon the review committee's extensive efforts in evaluating the three qualified firms participating in the RFP process, the proposal submitted by Bureau Veritas best meets all RFP criteria and they have demonstrated their competence in completing facilities condition assessments for other organizations like Glendale. Additionally, Bureau Veritas has provided the lowest cost and the shortest duration for completing the assessments.

Based upon the requirements of the RFP, the information presented by Bureau Veritas, and the review committee's consensus, Bureau Veritas is a capable firm and has provided the city with the "best value" proposal.

Project Description:	Citywide Facilities Condition Assessment
RFP Approved:	N/A
Advertisement Method:	City Website, Direct Solicitation
RFP Issued:	December 14, 2022
RFP Due Date:	January 27, 2023
Company Name(s):	1. Bureau Veritas 2. Marx / Okubo 3. Huitt-Zollars
Selection Criteria (If SS, list applicable Provision):	Experience and Qualifications; Understanding of Project Scope; Project Budget; Delivery Schedule; and References.
Recommended Consultant(s):	Bureau Veritas
New / Existing Consultant(s):	Existing
Procurement Method (RFP / SS):	RFP
Contract Term:	1 year
Project Begins:	Summer 2023
Project Ends:	Summer 2024

STAKEHOLDERS/OUTREACH

One of the main purposes of the facility condition assessment is to properly maintain the city's building inventory which serve tenants and the community. The onsite assessments will be performed in a manner as to not to disturb municipal operations, staff or patrons.

FISCAL IMPACT

The Citywide Facilities Condition Assessment will cost \$192,732 (\$167,593, plus a 15% contingency of \$25,139), which was approved as a part of the FY 2022-23 budget. No new appropriation is being requested at this time. Remaining funds in this project are anticipated to be used to address future facility upgrade needs which are identified through this assessment.

The City Council approved funding is outlined below:

Existing Appropriation		
Amount	Account String	Funding Source
\$1,500,000	GL: 43110-6070-PWD-0020-P0000 PL: PWD00373AN	Building Maintenance Fund

ENVIRONMENTAL REVIEW

N/A.

CAMPAIGN DISCLOSURE

The names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with more than 10% interest in the company proposed for contract in this Agenda Item Report are attached in Exhibit A, in accordance with the City Campaign Finance Ordinance No. 5744

ALTERNATIVES

Alternative 1: Authorize the City Manager to execute a professional services agreement with Bureau Veritas to provide the Citywide Facilities Condition Assessment in the amount of \$167,593, plus a 15% contingency of \$25,139.

Alternative 2: Do not award the professional services agreement as recommended herein. Staff will continue to plan for and manage building maintenance activities without data and guidance from a comprehensive assessment.

Alternative 3: Consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Prepared by:

Kevin C. Todd, Assistant Director of Public Works

Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS / ATTACHMENTS

Exhibit A – Campaign Finance Disclosure Form