

**MEETING DATE** 07/10/06

**AGENDA ITEM** Authorization to Enter Into an Agreement with AEI Consultants to Conduct a Facilities Assessment/Condition Study on City Owned Facilities

**ATTACHMENTS**

**Pages**

|   |                                       |        |
|---|---------------------------------------|--------|
| 1 | Proposal submitted by AEI Consultants | 1 - 14 |
|---|---------------------------------------|--------|

Thursday, April 27, 2006

## **PROPOSAL SUBMITTAL**

**CITYWIDE FACILITIES CONDITION STUDY  
PROJECT NO 858**

Prepared For



**City of Culver City  
Public Works Department  
9505 West Jefferson Boulevard  
Culver City, California 90232**

Prepared By  
Ruth Vint  
**AEI Consultants**  
2447 Pacific Coast Highway, Suite 101  
Hermosa Beach, CA 90254  
(310) 798-4255



Mr Eric Mirzaian  
Senior Management Analyst  
Culver City Public Works Department  
9505 West Jefferson Boulevard  
Culver City, California 90232-0507

Re Request for Proposal for Citywide Facilities Condition Study

In response to the Request for Proposal (RFP) put forth by the City of Culver City Public Works Department ("City"), AEI Consultants ("AEI") is pleased to present the following

## **I COMPANY PROFILE**

All Environmental Inc (legal name), doing business as "AEI Consultants", has been a California corporation since 1992 The corporate headquarters are located at

2500 Camino Diablo, Suite 100  
Walnut Creek, California 94597

AEI has operated an office in the Los Angeles area since 1996 For the purposes of this project, it can be assumed that all correspondence and project deliverables will originate from this office, which is located at

2447 Pacific Coast Highway, Suite 101  
Hermosa Beach, California 90254  
Phone (310) 798-4255  
Fax (310) 798-2841

## **II QUALIFICATIONS**

AEI is a nationwide company with offices strategically located throughout the United States The consistent and aggressive growth of AEI's Hermosa Beach office and the company's recent expansion into the Inland Empire with the opening of an office in Rancho Cucamonga testify to AEI's preeminent status in the Southern California market AEI's experience includes work with the following clients

### **A Greystone Management**

Performance of Property Condition Assessments to ASTM 2018 Standards in support of commercial real estate transactions Total building replacement cost estimates prepared for use in developing insurance policies

2

B LaeRoc Partners, Inc

Performance of Property Condition Assessments in support of equity acquisition, requiring extensive investigation into the condition of all building systems to insure proper function. Coordination with systems specialists, such as HVAC mechanics, electricians, and plumbers to accurately diagnose the level of any system deficiency.

C City of Ontario

ACM and LBP surveys, Phase I and Phase II Environmental Site Assessments, and other additional environmental consulting services in support of two separate programs administered by the City Housing Agency and the City Redevelopment Agency. Pre-demolition surveys performed and abatement cost estimates prepared for commercial properties in support of the Town Center Redevelopment Project. Pre-demolition and pre-renovation surveys performed and abatement cost estimates prepared for residential properties in support of the Quiet Home Program, a federally assisted program to acquire/demolish or soundproof homes in the vicinity of the expanding Ontario International Airport. AEI's ability to effectively prioritize and efficiently complete assignments has helped the City to remain on their aggressive schedule to deliver land to the contracted developer. Term of current Professional Service Agreement began in 2005 and extends to 2008.

D City of West Hollywood

ACM and LBP surveys, as well as Phase I and Phase II Environmental Site Assessments, performed from 2001 through 2004 in support of the redevelopment of the Santa Monica Boulevard corridor for the City's Redevelopment Agency. Testing on subject properties confirmed the presence and quantity of LBP on building materials, assisting in the development of an abatement strategy. Following abatement, AEI's efficient clearance testing allowed the City to promptly continue with renovation and demolition activities.

E City of Hermosa Beach

Comprehensive ACM survey performed at existing structures scheduled for demolition in heart of Hermosa Beach. The project was critical to the redevelopment plans for the Central Lifeguard tower, public restrooms and entertainment facilities at Pier Plaza. The City's satisfaction with AEI's services is evidenced by their choice to further engage the company in mold sampling performed at various City Agency buildings.

F Washington Mutual Bank

AEI has performed HUNDREDS of Phase I Environmental Site Assessments, Property Condition Assessments, asbestos surveys and lead-based paint surveys yearly for the past 8 years, for both Fannie Mae and Commercial Real Estate lending programs.

G Department of Housing and Urban Development (HUD)

AEI supports The Federal Housing Administration (FHA) Insured Health Care Facilities and Multifamily Loan Program. A Phase I Environmental Site Assessment, an Engineering Assessment, and a Comprehensive Lead Paint and Asbestos Survey are required for each candidate facility. AEI has worked on over 20 multi-family housing facilities, as well as senior housing facilities and nursing homes over the past three years.

### III PROJECT TEAM

AEI employs a talented and qualified staff of over 100 technical, managerial, and administrative professionals dedicated to completing projects on time and under budget. The following staff members will play a key role in the completion of this project.

A Joseph P. Derhake, PE

As Vice-President of the Company and Principal of the Hermosa Beach office, Mr. Derhake manages and oversees all aspects of the business, and directly participates in projects for a variety of clients. As a Registered Professional Civil Engineer, Mr. Derhake will be in responsible charge of all projects. His twelve years of experience in civil and environmental engineering has included Property Condition Assessments, soil remediation, hazardous waste management, Phase I Environmental Site Assessments, Phase II Soil and Groundwater Investigations, underground storage tank removals, Asbestos Surveys, Asbestos Abatement, and Lead Paint Surveys and Management.

B Gary Stevens

Mr. Stevens has over 25 years of experience in the fields of architecture and commercial construction with a wide range of clients. In the last ten years, he has been involved in commercial and industrial building evaluations and property condition assessments that meet or exceed the guidelines of ASTM Standard 2018. Mr. Stevens is intimately familiar with municipal and state agency requirements and specializes in code analysis and interpretation. Mr. Stevens has hands-on experience with ground-up construction on a wide range of project types, and possesses comprehensive field knowledge regarding deferred building maintenance and base building deficiencies.

C James Harrison

Mr. Harrison has over 20 years of experience building, remodeling, inspecting, and maintaining real property. This experience includes years of providing value assessment consulting services to lending institutions as well as years of performing final inspections of contractors' work, resulting in a comprehensive understanding of building MEP systems and deficiencies.

D Hector Talavera

Mr. Talavera has over five years of project management experience in multiple disciplines, including environmental and facility maintenance for commercial and industrial properties. Mr. Talavera is currently involved in performing numerous property condition assessments.

on commercial, industrial, and multi-family residential properties to meet or exceed ASTM 2018 requirements. Prior to joining the AEI team, Mr. Talavera's experience in the facility maintenance field included roles as a manager of environmental compliance and facility maintenance, an assistant engineer for facility expansion, and a staff supervisor for over 50 employees. His background in engineering and project management allows him to provide complete and thorough assessments to serve the needs of many types of clients.

E Jaime Guillen, CAC

Mr. Guillen has over three years experience in the environmental service industry working for residential, commercial, and public agency clientele. Mr. Guillen's project experience includes the identification and assessment of asbestos containing material (ACM), lead-based paint (LBP), microbial allergens, general indoor air quality issues, and physical condition assessment inspections. Mr. Guillen's history of serving as an efficient liaison between multiple parties has been an invaluable asset in completing projects on time and within budget.

F Ruth Vint

Ms. Vint has over 2 years experience in the environmental industry, specializing in project coordination and client relationships. She possesses an invaluable balance of understanding between government requirements and practical economics that allows her to efficiently oversee ongoing and/or multi-stage projects. Acting as a single point of contact, she ensures that all parties are continuously well informed of the progress of each project.

#### IV SCOPE OF SERVICES

AEI understands that the City is interested in developing a Facilities Master Plan to provide a framework for the scheduled implementation of future capital projects. To this end, the City is requesting consulting services to assess the current condition of all City-owned facilities for the purposes of diagnosing current building deficiencies, projecting each facility's ability to continue to provide an acceptable level of service through the next 10 years, and offering recommendations for routine maintenance that would extend the remaining useful life of building systems at each of the facilities. To accomplish these goals, AEI recommends the following scope of work for this project:

A *Pre-Assessment Interviews with Key Personnel*

City staff ultimately responsible for the continued serviceability of each facility should be interviewed to ascertain the current and projected future demands of each facility, a review of a City Master Plan document, if available, should also be performed. This will allow for the accounting of factors such as additional programs and/or population growth which would impact the demands placed on each facility over the next ten years. Interviews will also facilitate the scheduling process by revealing the special scheduling needs of each facility (i.e., facility access not available on certain days of the week, special events that should be scheduled around, etc.).

*B Review of As-Built Plans for Each Facility*

Review of plans should be performed prior to site inspections to anticipate the need for specialized expertise from third-party subcontractors. Development of an inventory of building components at each facility can also begin at this stage.

*C Site Inspection*

An inspector experienced in the construction and maintenance of commercial and industrial buildings will conduct a thorough site walk at each facility, if deemed necessary from review of facility plans, third-party specialists will join to diagnose deficiencies in special facility features (i.e., exposed piping and equipment at pump stations, spray booth at Public Works Yard, etc.). All aspects of each facility, including general structure, exterior, roofing, HVAC, electrical, plumbing, conveying, and interior finishes will be inspected for conformance with plans and sufficiency for intended use. Current facility conditions will be documented and photographed. For facilities built prior to 1980, a thorough survey for asbestos containing materials (ACM) will be performed, see Section V, Project Approach, for a detailed outline of ACM survey methodology.

*D Building Component Inventory*

A detailed inventory of building systems/components at each facility will be developed based on building plans and on-site observations. Once finalized, the inventory will function as the backbone for further project analysis and development of deliverables by providing a comprehensive outline of the condition of city capital.

*E Information Analysis*

Facility metrics will be calculated based on on-site observations and reviewed plans and permits for each building system/component at each facility. Deferred maintenance (DM) and current replacement values (CRV) will be calculated for the purpose of developing a Facility Condition Index (FCI) for each facility. The FCI will allow City staff to objectively and quantitatively compare the needs of each facility to make informed decisions when allocating precious budget dollars for recapitalization projects. A program of preventive maintenance needed for each system will be developed based on observed deficiencies and general standards of care.

*F Preparation of Project Deliverables*

The final product of each Facility Assessment will be a comprehensive facility evaluation report to include charting of all facility metrics and clearly written narrative of general facility condition highlighting immediate repairs needed. As each facility assessment is completed, information will be added for the ongoing development of the citywide facilities master plan, including forecasted maintenance and replacement costs based on inflation, projected increase in use, etc. Upon completion of all Facility Assessments, the Facilities Master Plan will

be submitted to the City for review and comment. Upon receipt of all comments, AEI will publish the Master Plan in hard copy and electronic formats as requested by the City.

## V PROJECT APPROACH

It is AEI's intent throughout the course of this project to provide the City with auditable and defensible assessments and estimates that will provide the maximum benefit in budget planning at the minimum possible cost and inconvenience. This goal will be met by using the following project approach and methodology, applying AEI finesse each step of the way.

### A Facility Visits

AEI understands that the City's primary priority is providing service to its residents. AEI is dedicated to keeping the facility assessment process, as efficient and discreet as possible, so as to minimize any inconvenience to City staff or residents. To achieve this goal, AEI will deploy multiple-man teams to large facilities to expedite each inspection, and will do everything possible to anticipate and execute all inspection needs for each facility to prevent the need for multiple site visits.

### B Turnaround Time

AEI estimates each facility assessment can be completed within 25 business days (5 weeks) of notice of an authorization to proceed, with the following timeline:

|                                                 |                  |
|-------------------------------------------------|------------------|
| Personnel Interviews and Plan Reviews           | 5 business days  |
| Scheduling and Completion of Site Visits        | 5 business days  |
| Development/Finalization of Systems Inventories | 5 business days  |
| Data Analysis and Preparation of Deliverables   | 10 business days |

The ultimate variable in project turnaround will be the availability of City staff and facilities for each step of the project, while the above schedule is provided as a frame of reference, it should be noted that actual turnaround can be expedited or delayed based on the priorities and needs of the City.

### C Asbestos and Lead Paint Survey Methodology

If authorized, AEI will perform Asbestos and Lead Paint Surveys in conjunction with each facility assessment for which the building's construction history indicates that Asbestos and/or Lead Paint could be present.

#### Comprehensive Asbestos Surveys

The following tasks will be included in each Comprehensive Asbestos Survey:

- Review any City provided Asbestos reports or management plans
- Visually identify all suspect Asbestos Containing Materials (ACMs)
- Inspect the condition of all suspect ACMs
- Give an approximate quantification of potential ACMs



- Collect appropriate numbers of asbestos bulk samples according to the EPA Asbestos Emergency Response Act (AHERA) protocol and the Air Quality Management District (AQMD)
- Analyze ACM samples by Polarized Light Microscopy (PLM) at a laboratory certified by the American Industrial Hygiene Association (AIHA) and NVLAP
- Include standard quality control program with sample analysis
- Include a NESHAP-protocol summary of methods, findings, quantities of asbestos found, and recommendations with each corresponding facility assessment report

Please note that asbestos sampling requires the removal of material, which may alter the visual appearance of, or around, the sampled area. The use of intrusive testing in this survey must be acknowledged, and release of any and all liability for damages to property or materials as a result of this survey must be granted to AEI before sampling can commence.

All sampling will be completed by a Certified Site Surveillance Technician (CSST) working under the supervision of a Certified Asbestos Consultant (CAC).

#### Lead-Based Paint Surveys

The following tasks will be included in each Comprehensive Lead-Based Paint Survey:

- Visually identify all potential Lead-Based Paint in/on subject structures,
- Conduct non-destructive testing with an X-Ray Fluorescent (XFR) lead detection device,
- Include standard quality control program with sample analysis,
- Include a summary of methods, findings, quantities of lead-based paint found, and recommendations with each corresponding facility assessment report

All sampling will be completed by a DHS Certified Lead Project Manager working under the supervision of a DHS Certified Lead Inspector/Assessor.

#### *D Format of Project Deliverables*

AEI believes that the City will reap the greatest benefit from this Facility Condition Assessment process if information is delivered in a format conducive to incorporating into the City's CMMS System. Thus, AEI will work with the City to develop custom formats for presentation of information, both in hard copy and electronic deliverables.

#### *E Clear Communication and Project Status Reports*

AEI's extensive project experience has revealed that delays in project completion are usually the result of misunderstandings in expectations and in the progress of each project. AEI is able to avoid such delays by remaining committed to clear and responsive communication with clients to address the questions, needs and concerns that naturally arise during projects such as this. In addition, AEI will proactively communicate the progress of each assessment to the City in the form of periodic

project status reports, helping to eliminate and questions regarding where we are in the assessment process for a given facility

## VI FIRM WORKLOAD VERSUS WORKLOAD CAPACITY

AEI's Hermosa Beach office currently performs an average of \$500,000 of billable work each month. Based on the fee schedule enclosed here, this proposed project would represent less than 1% of company revenues each month and thus not have a significant impact on the current workload. Although some longer, larger scale project contracts contribute, this workload is primarily composed of a high volume of smaller, shorter term projects than the one proposed here. The flexibility enjoyed by AEI in carrying mostly short-term projects, along with AEI's proven ability to effectively scale a workforce to accommodate the current period of aggressive growth, is strong evidence that our project team members will have no problems remaining on this project through completion of the final assessment. In addition, the managerial and administrative support that this project will receive will ensure that all members of the project team, whether City staff or AEI staff, are on the same page at all times.

## VII REFERENCES

AEI provides clients with quality services in a timely fashion while maintaining the attentiveness to detail and the quality of work that is the hallmark of AEI's reputation. The following references can attest to the quality of both our technical services and client relationships.

- A John & Peggy Jones  
Greystone Property Management  
(818) 227-0099
- B Julie Sadigursky  
LaeRoc Partners, Inc., Assistant VP of Acquisitions  
(310) 796-1484
- C Brian Walker  
Washington Mutual, Senior VP of Environmental Risk Management  
(714) 428-4801
- D Sigfrido Rivera  
City of Ontario Housing Agency  
(909) 395-2291
- E Dave Wilson  
City of West Hollywood  
(323) 848-6524

## VIII CLAIM HISTORY

There have been no legal judgments or claim settlements against AEI or any of the individuals proposed to work on this project in the past 5 years. Additionally, neither AEI nor any of the individuals proposed to work on this project have made any claims against any public or private entity for whom service was provided. As a regular course of business, AEI employs the use of

collections professionals to collect payments on seriously past due accounts, however, AEI has in each instance been able to handle such situations in a mutually acceptable manner so as to avoid litigation

## IX SCHEDULE OF FEES

AEI provides unparalleled technical expertise and customer service at competitive rates. The following is our fee proposal for each Facility Location:

| Facility                   | Lump-Sum Price  |
|----------------------------|-----------------|
| City Hall                  | \$4,000         |
| Transfer Station           | 2,500           |
| PW Maintenance Yard *      | 4,000           |
| Transportation Facility    | 4,000           |
| Fire Station No. 1         | 3,000           |
| Fire Station No. 2         | 2,500           |
| Fire Training Yard         | 2,000           |
| Police Department *        | 3,000           |
| Ince Parking Structure     | 1,000           |
| Cardiff Parking Structure  | 1,000           |
| Watseka Parking Structure  | 1,000           |
| Senior Center              | 2,500           |
| Teen Center *              | 2,500           |
| Ivy Sub-Station            | 2,000           |
| Veteran's Center *         | 3,000           |
| Municipal Plunge           | 3,000           |
| Braddock Pump Station      | 1,000           |
| Bristol Pump Station *     | 1,500           |
| Fox Hills Pump Station *   | 1,500           |
| Hayden Pump Station *      | 1,000           |
| Jasmine Pump Station *     | 1,000           |
| Mesmer Pump Station *      | 1,000           |
| Overland Pump Station *    | 1,500           |
| Jasmine Storage Building * | 1,500           |
| Mesmer Storage Building *  | 1,000           |
| <b>TOTAL</b>               | <b>\$52,000</b> |

This fee schedule includes all work as outlined in the above-scope of work and project approach outlines (except for ACM survey, see below), and is inclusive of costs incurred from third-party building systems specialists, if necessary. Coordination and payment of invoices from third parties will remain the sole responsibility of AEI, unless discussed and agreed upon in advance by AEI and the City.

A full survey for Asbestos Containing Materials and Lead Based Paint should be performed at facilities constructed prior to 1980. Facilities likely to need such a survey based on information provided have been designated with an asterisk above. The fee for this service has been quoted separately to allow the City the flexibility to modify their scope of work as needed to work within budgetary constraints.

| Facility                 | Base Fee        | Sample Budget   | Facility Total   |
|--------------------------|-----------------|-----------------|------------------|
| PW Maintenance Yard      | \$1,200         | \$1,200         | \$2,400          |
| Police Department        | 1,200           | 1,200           | 2,400            |
| Teen Center              | 900             | 1,050           | 1,950            |
| Veteran's Center         | 1,200           | 1,200           | 2,400            |
| Bristol Pump Station     | 500             | 450             | 950              |
| Fox Hills Pump Station   | 500             | 450             | 950              |
| Hayden Pump Station      | 500             | 450             | 950              |
| Jasmine Pump Station     | 500             | 450             | 950              |
| Mesmer Pump Station      | 500             | 450             | 950              |
| Overland Pump Station    | 500             | 450             | 950              |
| Jasmine Storage Building | 900             | 750             | 1,650            |
| Mesmer Storage Building  | 500             | 450             | 950              |
| <b>TOTAL</b>             | <b>\$ 8,900</b> | <b>\$ 8,550</b> | <b>\$ 17,450</b> |

Sample budgets are based on an estimated number of ACM samples to be taken based on building size. AEI will bill only for the number of samples actually taken, and will not take more than the estimated amount without prior authorization from the City. The cost for lead paint sampling and reporting via XRF is included in the base fee, if the City does not require lead paint testing, the base fee for ACM testing only will be 70% of the listed base fee above.

Additional services not outlined in the above Scope of Work and Project Approach can be performed as needed and will be billed on a time and materials basis according to the following billing schedule:

|                         |                                         |
|-------------------------|-----------------------------------------|
| Principal in charge     | \$130/hour                              |
| Project Manager         | \$95/hour                               |
| Project Coordinator     | \$80/hour                               |
| Field Technician        | \$70/hour                               |
| Clerical/Office Support | \$35/hour                               |
| Vendors/Third Parties   | Cost plus 20% markup for admin overhead |

Please note the above fee schedules are based on the scale of the total project, with the assumption that AEI will be the sole service provider for all facility assessments. Although it is not recommended that the workload be split between multiple firms, if the City is interested in such an option and would like to engage AEI for only a portion of the proposed scope of work, an adjustment may be made to our fee schedule to accommodate the situation.

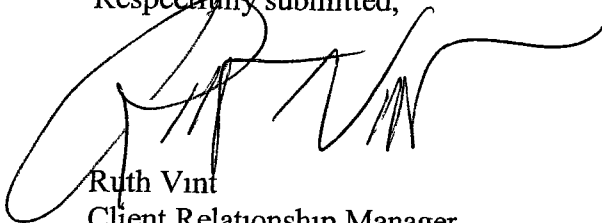
## **X PROOF OF MINIMUM INSURANCE COVERAGE**

AEI maintains professional insurance policies that meet and exceed the minimum requirements set forth by the City in the RFP. For an informational copy of AEI's Certificate of Insurance, proof of Worker's Compensation insurance and documentation that our insurance carrier will execute the City of Culver City Special Endorsement, please see Appendix A.

## **XI CONCLUSION**

AEI is pleased to have the opportunity to bid on a project so similar in scope to the day-to-day operations of the company. Should you have any questions regarding this proposal, please feel free to contact the undersigned at (310) 798-4255. We look forward to demonstrating our capability and enthusiasm for this project.

Respectfully submitted,



Ruth Vint  
Client Relationship Manager



Joseph P. Derhake, PE  
Principal

## APPENDIX A



April 26 2006

Ruth Vint  
AEI Consultants  
2447 Pacific Coast Highway, Suite 101  
Hermosa Beach, CA 90254-2753

RE City of Culver City  
Insurance Requirements for Project 858

Dear Ruth

Per our conversation, this will confirm that if awarded the above referenced project AEI would be able to obtain adequate coverage per Attachment B Special Endorsement City of Culver City

There will be an additional premium charge for the 'Per Project' aggregate requested on Attachment B (#2) The additional premium is based on the revenues generated for this specific project

If you have any questions or need additional information, please advise

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Lazaro', is written over the typed name.

Kelly Lazaro  
BC Environmental

1037 Suncast Lane Suite 103  
El Dorado Hills CA 9562

Tel 916 939 1080  
Fax 916 939 1080

Web [www.environmentalinsurance.com](http://www.environmentalinsurance.com)

14