

City of Culver City, California
City Council Agenda Item Report

Meeting Date: July 10, 2006		Item Number: <u>A-9</u>	
AGENDA ITEM: Authorization to Enter Into an Agreement with AEI Consultants to Conduct a Facilities Assessment/Condition Study on City-Owned Facilities.			
Contact Person/Dept.: Eric Mirzaian Public Works-Maintenance Operations		Phone Number: (310) 253-6410	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (07/05/06); AEI Consultants (6/8/06) via telephone; 3D/I (6/26/06), Carter-Burgess (6/26/06), LM Consultants (6/26/06), CMA (6/26/06) via letter.			
Department Approval: Charles D. Herbertson (06/28/06)		CAO Approval: Jerry B. Fulwood (07/05/06)	
City Controller Approval: Marlee Chang (07/03/06)			
<u>RECOMMENDATION:</u> Staff recommends the City Council authorize entering into an agreement with AEI Consultants to conduct a comprehensive facilities condition study on City-owned facilities. <u>BACKGROUND:</u> This year's Capital Improvement Budget includes a City-wide Facilities Assessment Project (P-858). The proposed project will include the assessment of the following facilities: City Hall, Sanitation Transfer Station, Public Works Maintenance Yard, Transportation Facility, Fire Stations 1 & 2, Fire Training Yard, Police Facility, Ince Parking Structure, Cardiff Parking Structure, Watseka Parking Structure, Senior Center, Teen Center, Veteran's Memorial Building, Ivy Sub-station, Municipal Plunge, seven (7) wastewater pump stations, and two (2) Public Works storage buildings. This project will focus on the ongoing and deferred maintenance needs of City-owned facilities. The assessment will identify current deficiencies and the costs to repair them, specific recommendations for repairs, and will include the preparation of a comprehensive facilities master plan for major building repairs and/or replacement. <u>DISCUSSION:</u> On March 15, 2006, a Request for Proposal (RFP) was released to five (5) qualified firms specializing in facility condition studies. On March 29, 2006, a mandatory pre-			

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proposal meeting was conducted with these firms, which also included site visits to various facilities.

On April 27, 2006, the City received the following proposals:

<u>FIRM</u>	<u>PROPOSAL AMOUNT</u>
1) AEI Consultants.....	\$69,450.00
2) LM Consultants.....	\$190,000.00
3) 3D/I.....	\$212,670.00
4) CMA.....	\$224,720.00
5) Carter-Burgess.....	\$227,335.45
	\$279,478.00 (C-B Sub-consultant)

Staff reviewed the proposals and all five firms were responsive to all the requirements and project specifications as indicated in the RFP. AEI Consultant's proposal amount of \$69,450 is within the project's budget amount of \$103,000. This proposal includes a thorough condition study of each facility outlined in the RFP including a full survey for asbestos containing materials and lead-based paint, a detailed report on the condition of each facility which will identify current maintenance needs and deferred maintenance cost estimates, and a comprehensive master plan for replacement of certain facilities.

The project approach will include pre-assessment interviews with City Staff, review of as-built plans for each facility, site inspections, information and statistical analysis, asbestos and lead-based paint surveys, and facility-specific documentation.

Staff from the Public Works Department interviewed representatives of AEI Consultants after all proposals were received and determined the deliverables that will be provided by AEI Consultants for this project will be beneficial in assisting the City evaluate the ongoing and future maintenance needs of its facilities and structures.

Staff recommends entering into an agreement with AEI Consultants for an amount not to exceed \$103,000. The difference between the proposal amount and the project budget amount can be used as a contingency to address any unforeseen issues or deficiencies that may be discovered throughout the assessment of the facilities or if it is determined that the consultant will need to provide additional services that are outside of the scope of work described in the RFP, such as a seismic risk analysis of certain facilities. Any amount exceeding the proposal amount will be based on unit costs provided in the consultant's proposal or a separate written supplemental proposal for that particular work and will be subject to approval of the Director of Public Works.

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FISCAL ANALYSIS:

Funding for this project has been allocated in the Capital Improvement Budget from the following project account:

42000858

ATTACHMENTS:

Proposal submitted by AEI Consultants.

MOTION:

That the City Council:

1. Authorize entering into an agreement with AEI Consultants to conduct a facilities condition study on City-owned facilities in conjunction with the City-wide Facilities Assessment Project (P-858) for an amount not to exceed \$103,000.
2. Authorize the City Attorney to prepare the necessary documents and authorize the Chief Administrative Officer to approve the documents.