



Staff Report

September 7, 2021 Council Regular Meeting

2021 Facility Condition Assessment

Presenter: Denis Ryan, Public Works Operations Supervisor and Steve Wall, Public Works Director

Time Estimate: 15 Minutes

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BACKGROUND: The City's existing buildings (facilities) are aging and unfortunately, the City has consistently deferred maintenance and capital improvements through the years that has led to non-functioning systems and costly repairs that are anticipated to continue unless the City takes steps to get ahead of things. A good recent example of this is at City Hall. Four separate HVAC condenser units (three in the Finance area) need to be replaced. The units are decades past their useful life – as is the rest of the system in City Hall. Of those four, current staff found out two of them were purposefully turned off about 10 years ago because they weren't functioning and the other two unfortunately leaked on top of Finance desks, files, etc. The estimated cost for replacement is approximately \$40,000.

SUMMARY: To provide for a more proactive maintenance approach, and to plan and appropriately budget for major capital replacement projects, a detailed facility condition assessment should be conducted. The concept is very similar to our other infrastructure plans and consistent with an "Asset Management" approach; complete an inventory of what we have, determine what condition each component is in, identify necessary improvements including costs, and develop a prioritized, scheduled list/plan for improvements given available budget.

In May, the City advertised a Request for Qualifications (RFQ) for an experienced firm that could assist in developing a detailed Facility Condition Assessment (FCA). The FCA will inventory and analyze facilities and miscellaneous structures totaling approximately 162,424 square feet. The FCA will identify current facility deficiencies, recommended corrections for deficiencies, provide cost estimates for corrections and forecast future capital and maintenance needs.

The City received 13 proposals from firms interested in completing the work. A panel of staff reviewed all proposals against the criteria identified in the Request for Qualifications. After reviewing qualifications, similar experiences, and proposed approaches from qualified firms, staff found that Meng Analysis of Seattle, Washington proves best to meet these deliverables. After negotiating the scope of work and costs with Meng, the total estimated cost for services requested by the City is \$115,166.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item?

- Provide information on the need to complete a Facility Conditions Assessment for the City's major facilities and on the Scope of Work and Cost estimate to complete the work.

What's the data? What does the data tell us?

- Current deferred maintenance and capital improvements have led to costly emergency repairs. The City needs to complete an assessment to determine where to focus our limited resources and eventually take a preventative maintenance approach to our facilities.

How have communities been engaged? Are there opportunities to expand engagement?

- N/A

Who will benefit from, or be burdened by this agenda item?

- N/A

What are the strategies to mitigate any unintended consequences?

- N/A

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.

- N/A

Will this agenda item improve ADA accessibilities for people with disabilities?

- Possibly in future stages. ADA needs are included in the assessment for each building. Potential buildings improvements/replacements will be designed to be ADA compliant.

What potential hurdles exists in implementing this proposal (include both operational and political)?

- This is a different approach to Facility Maintenance within the City. The intent is to begin to centralize more facility maintenance and take a proactive approach. As this is a change, some "facility owners" may not completely agree with the priorities established in the FCA and there will need to be additional education regarding the benefits of the process.

How will you ensure accountabilities, communicate, and evaluate results?

- Staff anticipates presenting final report and recommendations to Mayor and

Council upon completion.

How does this item support a comprehensive plan goal, policy or other adopted resolution?

- N/A

BUDGET IMPACT: The total estimated cost for the project is \$115,166. There is currently \$100,000 included in the 2021-2022 adopted Budget to support this effort. As such, staff is anticipating including additional funds in the Fall Omnibus to support this effort. One of the reasons the cost is slightly higher is the inclusion of all the buildings located on the wastewater treatment plant site which was not originally anticipated. With inclusion of those buildings, the Sewer Utility will be used to support a portion of the additional funds.

RECOMMENDATION: This item is for Council's information only. Staff recommends placing the Professional Services Agreement with Meng Analysis on the Consent Agenda at the September 20, 2021 Regular Council Meeting.