

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: DOUGLAS WILLIAMS, FACILITIES MAINTENANCE AND  
OPERATIONS COORDINATOR, TRANSPORTATION AND  
PUBLIC WORKS DEPARTMENT.

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH  
CANNON/PARKIN FOR FACILITIES ASSESSMENT AND  
MAINTENANCE ANALYSIS

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Transportation and Public Works Department, that the Council, by resolution, approve a professional services agreement with Cannon/Parkin, Inc. to conduct a Facilities Condition Assessment and Maintenance Analysis for City owned structures in an amount not to exceed \$228,024.

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EXECUTIVE SUMMARY

The Transportation and Public Works Department has been delegated the responsibility of maintaining the City's buildings and public structures. To improve the Department's ability to properly deploy staff resources and develop a long-term maintenance program, staff is recommending retaining a consultant to perform a thorough life cycle and condition assessment of all 115 City owned structures. This assessment will include a complete inventory of all major systems, their condition, identification of the proper maintenance schedule and an introductory seismic evaluation. This information will be populated into the City's new Asset Management system. The consultant will also develop a 20 year maintenance and management plan to bring the structures into good condition and maintain them into the future. The ultimate goal of the report will be to provide enough information for the city to determine how much funding should be set aside each year, for each facility in order to properly maintain facilities and meet overall city fiscal sustainability goals. After an extensive evaluation process, staff is recommending awarding a professional services agreement to Cannon/Parkin in the amount of \$228,024.

## BACKGROUND

The Facilities Maintenance section is in the process of understanding and evaluating all 115 General Fund supported structures to move past a reactive maintenance model towards a preventative maintenance model, and ultimately leading to a predictive maintenance process. For Facilities Maintenance to achieve a predictive maintenance process, a complete facilities assessment and maintenance analysis, coupled with the need to invest and participate in the Citywide asset management system are necessary. Short staffing and reactive maintenance has led to a situation where labor, materials, and assets have not been properly or thoroughly tracked to ensure the most efficient distribution of limited resources. With these new systems in place, maintenance activities will be able to be tracked and data easily extracted and presented.

In addition, there is very limited information about the current condition of the 115 general fund supported structures. All recent capital improvement work at these facilities has been reactionary and associated with some weather-related damage, change in building use, or general system failure. Without a detailed life cycle and condition assessment, it is impossible to determine what deficiencies exist and how to prioritize necessary improvements.

The proposed facilities assessment and maintenance analysis will develop a comprehensive condition assessment of all major systems at each of the facilities, determine both deferred maintenance needs and long-term maintenance schedules, and identify code compliance issues as well as basic seismic deficiencies. This work will help manage staff resource distribution and create an actual facility maintenance plan to present to Council for consideration in an effort to bring our facilities back into a state of good repair and maintain them in good condition into the future.

## PRIOR CITY COUNCIL REVIEW

Not applicable.

## ANALYSIS

The City of Santa Rosa has been operating under a deferred maintenance schedule, and the true value and condition of our assets are unknown. To develop a baseline asset inventory and condition assessment, staff issued a request for proposal. Seven proposals were received and evaluated by an internal review committee consisting of staff from Finance, Transportation & Public Works, and Fire. Three consultants were selected for a more in-depth interview, with one vendor standing out during the process. The review committee unanimously agreed that Cannon best met the City's needs for a Facilities Assessment and Maintenance Analysis. Cannon demonstrated throughout their presentation a clear understanding of the key components included in the scope of work. In addition, they demonstrated the best methodology to assist the City with

## FACILITIES ASSESSMENT AND MAINTENANCE ANALYSIS

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populating our new asset management system, and offered a high quality interim solution should the City's new system not be operational when their work is completed. Cannon was the lowest proposer and will be partnering with two local Engineering firms (BDK in Santa Rosa, and Forell/Elsesser in San Francisco) to complete all aspects of the scope of work.

The consultant will assess the structures, building systems, and infrastructure components for the general fund supported buildings. The Facility Condition Assessment will identify current deferred maintenance, recommend annual maintenance funding levels, and prioritize capital improvements and major repairs necessary to maintain the facilities. Inspections will occur at each of the 115 facilities, in order to evaluate the current condition, report any existing physical or operational deficiencies, and provide cost estimates for repair work. Evaluations will include an analysis of the existing construction, structural integrity, mechanical / electrical systems, code compliance, general seismic integrity and potential hazards. The consultant will be able to provide the high-risk vs low-risk deficiencies in facilities with a seismic evaluation. Review of all major building systems will include rating based on overall integrity, probable useful life, and need for periodic system maintenance or replacement, and a recommended budget for annual routine/preventative maintenance needs and a capital budget for short and long term improvements. The criteria used to evaluate building systems and equipment will include current overall condition, age, effectiveness, efficiency, safety, code compliance as per year constructed, availability of spare parts, and any other considerations that impact maintenance and/or replacement. The analysis will include recommendations on scheduling short and long term improvements.

Major building systems to be included in the analysis are:

- Site (paving, walkways, walls, fences, exterior lighting)
- Roofing and Drainage Systems (doors, walls, windows, stairs, structural/foundation, masonry, entrances/exits, and woodwork)
- Building Interior (flooring, stairs, lighting, doors, finishes)
- HVAC (boilers/furnaces, air conditioning systems/units)
- Plumbing (water distribution, drainage, sewer/septic, fixtures)
- Electrical (distribution, technical infrastructure/cabling, elevator/lifts, emergency generators)
- Fire and Security (alarms, fire detectors, fire protection)

The consultant will estimate the average remaining useable life, and cost for replacement of each facility and asset. Useable life is the estimated time period that this asset will be in use before it must be replaced. Cost estimates will be based on the current cost for design, construction, and other pertinent factors. Cannon has indicated that they will work with the City should the introductory seismic evaluation indicate that a more comprehensive analysis be conducted.

### FISCAL IMPACT

The approval of this Agreement has no additional impact on the General Fund.

#### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

#### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

#### NOTIFICATION

Not applicable.

#### ATTACHMENTS

- Resolution/Professional Service Agreement

#### CONTACT

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