

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT General Services Agency	(2) MEETING DATE 11/4/2014	(3) CONTACT/PHONE Machelle Vieux 781-5200	
(4) SUBJECT Request to approve a FY 2014-15 agreement with four (4) option years with Vanir Construction Management, Inc., (Clerk's file) in an amount not to exceed \$125,000 for the base term, to provide facility condition assessment services for County facilities. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> 1. Approve a FY 2014-15 agreement with Vanir Construction Management, Inc., (Clerk's file) for facility condition assessment consultant services in an amount not exceed the Maximum Compensation Limit (MCL) of \$125,000 for the initial one year base contract. 2. Authorize the Director of General Services to prepare, negotiate, amend, award, terminate, execute, and take any and all necessary or advisable actions relating to the facility condition assessment contract, including issuance of individual Project Agreements (PA) for services during the term of the contract. 3. Authorize the Director of General Services to renew and award up to four (4) consecutive one-year option periods following the base year of the facilities condition assessment professional services contract, for an amount subject to Board authorized funding. 			
(6) FUNDING SOURCE(S) FC 200 Maintenance Projects	(7) CURRENT YEAR FINANCIAL IMPACT \$125,000 Maximum Compensation Limit	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 19001467		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP Attached	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Guy Savage Emily Jackson			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: General Services Agency / Mabelle Vieux
781-5200

DATE: 11/4/2014

SUBJECT: Request to approve a FY 2014-15 agreement with four (4) option years with Vanir Construction Management, Inc., (Clerk's file) in an amount not to exceed \$125,000 for the base term, to provide facility condition assessment services for County facilities. All Districts.

RECOMMENDATION

It is recommended that the Board:

1. Approve a FY 2014-15 agreement with Vanir Construction Management, Inc., (Clerk's file) for facility condition assessment consultant services in an amount not exceed the Maximum Compensation Limit (MCL) of \$125,000 for the initial one year base contract.
2. Authorize the Director of General Services to prepare, negotiate, amend, award, terminate, execute, and take any and all necessary or advisable actions relating to the facility condition assessment contract, including issuance of individual Project Agreements (PA) for services during the term of the contract.
3. Authorize the Director of General Services to renew and award up to four (4) consecutive one-year option periods following the base year of the facilities condition assessment professional services contract, for an amount subject to Board authorized funding.

DISCUSSION

A Facility Condition Assessment (FCA) provides detailed information on building and equipment deficiencies, assists in the prioritization of work, and estimates the cost of deficiencies for budgetary planning purposes.

Many of the County's facilities have equipment and building components that have exceeded the typical useful life span. The County has an unknown backlog of deferred maintenance, and does not have sufficient resources to conduct inspections for approximately 200 County facilities. Competing priorities and aging facilities and equipment place demands on limited funding and maintenance staff resources. As a result, General Services sought consultant services to identify, prioritize, and estimate facility deficiencies.

In July of 2014, General Services issued a Request for Proposals (RFP) through the County's e-procurement website, Public Purchase, seeking facility condition assessment consulting services for County facilities. In August 2014, five responses were received, and a selection committee consisting of staff from Architectural and Facilities Services reviewed the qualifications statements. Four firms were selected for interviews in September 2014.

Vanir Construction Management, Inc., located in San Luis Obispo, received the highest scores from the selection committee based on completeness of submittal, understanding and approach to the project, professional qualifications, experience with similar projects, quality control, response to interview questions, and local vendor preference. Vanir Construction Management, Inc. has performed facility condition assessments for other counties, cities, school districts, and hospitals. Based on the firm's superior qualifications, the committee recommended that the County enter into a professional services contract with Vanir Construction Management, Inc. Notifications were made to non-selected consultant firms and no protests were received.

The Facility Condition Assessment consultant will evaluate current conditions, report any existing physical or operational deficiencies and provide recommendations and cost estimates for repair or replacement work. The consultant will generate and import/enter all data into the County's SAP Plant Maintenance module to generate useful reports that will aid the County in optimizing resource allocation decisions. The assessment of facilities based on industry standard evaluation criteria provides for a consistent and accurate reflection of the condition of the County's facilities and is a key component in developing a successful facility repair and building maintenance funding program.

The base contract defines the project authorization, compensation limits, responsibilities and services of the consultant, responsibilities of the County, payment terms, insurance requirements, and basic contract articles. The County will obtain specific services with a clear scope of work, performance period, deliverables, costs and fees pursuant to the contract by issuing bi-lateral negotiated agreements called Project Agreements. Project Agreements are a contracting tool that allows the County to better define services through individual tasks orders when the exact scope and cost for services at all 200+ County facilities are not known at the time of award. The consultant will be issued one or more individual Project Agreements when specific project needs arise and as yearly budgets permit. The fee for each Project Agreement will be negotiated at the time the scope of the Project Agreement is defined. Upon review by County Counsel and approval by the Director of General Services, the Project Agreement will be issued to the consultant.

The consultant contract has a period of performance of one (1) year, with the option of yearly renewal for up to four (4) years following the base contract. The sum of all Project Agreements issued pursuant to this contract will not exceed a Maximum Compensation Level (MCL) of \$125,000 for the base year, and the guaranteed minimum value of work performed under this contract will not be less than \$50,000 per year. There is no guaranteed minimum compensation during any renewal period agreed to pursuant to the contract, and the MCL will less than the funding approved by the Board during the annual budget process.

During the initial base year, the County and the consultant will partner to identify buildings and equipment that will be assessed, and Project Agreements will be issued based on prioritized scope and funding availability. The initial priorities will be focused on assessing fire and life safety issues, and facilities which have a high volume of service calls or known critical deficiencies. Facilities which have high public use will also be prioritized and considered for the base year, subject to funding availability.

For the subsequent four option years, should the contract extension be exercised, the next set of priority facilities and equipment systems will be assessed. Ideally, a facility condition assessment will be performed on 25% of the County's facilities each year. The reports generated will identify and prioritize deficiencies by building system (electrical, plumbing, fire and life safety, building envelope, Americans with Disabilities Act requirements, etc.) and provide data to reduce the backlog of deferred maintenance through planning and programming of capital improvement and maintenance projects.

OTHER AGENCY INVOLVEMENT/IMPACT

County Counsel has reviewed the contract for form and legal effect. Risk Management has reviewed the contract and concurs with its scope.

FINANCIAL CONSIDERATIONS

There is no fiscal impact to the General Fund related to approval of this contract. Services that may be authorized by the County under the Project Agreements will be approved and budgeted as part of the annual budget process in Maintenance Projects – Countywide Facilities Master Plan, Fund Center 200. Renewal of the four year subscription agreement will occur only after Board approval and budgeting as part of the annual budget process prior to expiration of the initial four year term.

RESULTS

The goal of facilities condition assessment is to allow the County to strategically reduce the backlog of deferred maintenance and establish a credible framework to guide present and future capital renewal decisions. It will provide the County with the needed information to move from a reactive response to a proactive and planned approach to the management of the more than 200 facilities within the County's jurisdiction.

ATTACHMENTS

1. Contract for Consultant Services (Clerk's file)