



CITY OF

NEWPORT BEACH

City Council Staff Report

February 11, 2020
Agenda Item No. 16

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Approval and Award of Professional Services Agreement with
JorgensenFM for the Facilities Maintenance Master Plan Update

ABSTRACT:

The Public Works Department solicited proposals from qualified firms to conduct a review of all City owned buildings and update the existing Facilities Maintenance Master Plan. This Plan allows for the ongoing capital maintenance and replacement of major building components in the most efficient manner possible. Six firms submitted proposals and JorgensenFM was selected as the most qualified firm. The master plan is being used for planning future facilities maintenance and replacement projects and as a tool for capital budgeting purposes. The plan was last updated over five years ago.

RECOMMENDATION:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Approve a Professional Services Agreement (PSA) with JorgensenFm for the Facilities Maintenance Master Plan Update for a not-to-exceed price of \$254,247, and authorize the Mayor and City Clerk to execute the Agreement.

FUNDING REQUIREMENTS:

Sufficient funding is available in the current Capital Improvement Program budget for the award of this contract. It will be expensed to the Facilities Maintenance Master Plan Program Account (57101-980000-20F02).

DISCUSSION:

The City owns and maintains 90 buildings and public restrooms. In conjunction with other City Departments and building maintenance contractors, City facilities are maintained by the Public Works Department. Facilities maintenance typically includes: painting, flooring, roofing, carpentry, mechanical, electrical, plumbing and HVAC (Heating, Ventilating and Air-Conditioning) systems. In order to provide for the most efficient maintenance and replacement of all City facilities, staff solicited proposals from qualified firms to update the Facilities Management and Master Plan (FMMP). The plan will include an inventory and assessment of all City owned facilities, evaluation of maintenance and rehabilitation/replacement needs, review of existing maintenance programs, establishment of major maintenance and replacement schedules and proposal for a software for planning and capital budgeting purposes. The primary work product will be an updated master plan which sets a long-term path for how the City can maximize the useful life of existing facilities, incorporate newly constructed facilities into the capital maintenance program and provide for the needs of residents, businesses and staff who utilize City-owned facilities.

The current FMMP was completed in April 2014 and has successfully guided the maintenance and replacement of the City facilities for the past five years. In addition to a timely reevaluation of the City's facilities, the update will incorporate several newly built facilities into the FMMP including Civic Center, Marina Park, Fire Station 5, and the Corona del Mar Library Branch.

The City issued Request for Proposals (RFP) 20-30 in November 2019 for the Facilities Maintenance Master Plan update. The following six firms submitted proposals:

Firm Name	Total Score	Rank
JorgensenFM	281	1
EMG	280	2
The KPA Group	247	3
Kitchell	236	4
Cap Architecture, Inc.	207	5
Cannon Design	183	6

The City's proposal review team consisted of three staff members from Public Works. Proposals were evaluated by the review team independently. Evaluations were based and ranked in accordance to each proposal's demonstration of the firm's abilities and expertise of the project team related to facility type projects, qualifications and experience, a demonstrated understanding of the City's needs, and the ability to deploy appropriate resources. Evaluations also considered each firm's recent experience and project references in conducting work for public agencies of similar scope and complexity.

Upon completion of the qualifications-based review of the proposals, the sealed fee schedule was opened and reviewed for the top firm and confirmed to be reasonable and feasible when considering the firm's ability and available resources.

Staff requests approval of a Professional Services Agreement with JorgensenFM for the Facilities Maintenance Master Plan Update for a total amount not-to-exceed \$254,247.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENT:

Attachment A – Professional Services Agreement with JorgensenFM