



# CITY COUNCIL AGENDA REPORT

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MEETING DATE: APRIL 18, 2006

ITEM NUMBER:

**SUBJECT: PROFESSIONAL SERVICES FOR EVALUATION OF CITY OWNED BUILDINGS**

**DATE: APRIL 6, 2006**

**FROM: PUBLIC SERVICES DEPARTMENT**

**PRESENTATION BY: BRUCE A. HARTLEY, MAINTENANCE SERVICES MANAGER**

**FOR FURTHER INFORMATION CONTACT: BRUCE A. HARTLEY (714) 754-5123**

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## RECOMMENDED ACTION:

Award a contract to 3D/International, Inc., 12100 Wilshire Blvd., Suite 1950, Los Angeles, CA in an amount not to exceed \$75,000 for building evaluation services, and authorize the Mayor and City Clerk to execute the Professional Services Agreement.

## BACKGROUND

The City of Costa Mesa owns approximately thirty-two facilities and structures. Currently, City maintenance staff evaluates the condition of the facilities on an annual basis to determine maintenance, repair and renovation needs. Funding is then requested in the proposed Maintenance Services Division operating budget or in the annual Capital Improvement Program budget to address any identified deficiencies. At the direction of the City Manager, the Maintenance Services Division is pursuing a contract with an outside firm to provide a condition assessment of most City facilities and structures. This evaluation will include an assessment of architectural and structural components, interior and exterior components, electrical, plumbing, and mechanical systems (HVAC and related components), roofing, life/fire and identify other conditions that may be potentially damaging or hazardous to public property or persons. The expertise available through an independent consultant will provide the City with a comprehensive assessment of the current condition and future maintenance/repair/replacement needs at various City facilities. The consultant will also develop cost estimates and a prioritization of recommended maintenance projects or capital replacement needs. Specialized City facilities, such as underground storage tanks, Police Department gun range, lake filtration systems, etc. are not included in the project.

The following facilities are included in the building evaluation services:

<b>Building</b>	<b>Address</b>
Balearic Center	1975 Balearic Drive
City Hall Civic Center	77 Fair Drive
Civic Center Communications	79 Fair Drive
Corp Yard	2310 Placentia Avenue

Corp Yard Canopy	2310 Placentia Avenue
Corp Yard Warehouse	2310 Placentia Avenue
Costa Mesa Library	1855 Park
Costa Mesa Tennis Center	880 Junipero
Davis Field at Lions Park	570 W. 18th Street
Del Mesa Park	2080 Manistee Drive
Downtown Community Center	1860 Anaheim Blvd.
Estancia Park	1900 Adams Street
Fairview Park	2501 Placentia Avenue
Farm Complex	2750 Fairview Road
Fire Station #1	2803 Royal Palm
Fire Station #2	800 Baker
Fire Station #3	1865 Park Avenue
Fire Station #4	2300 Placentia Avenue
Fire Station #4 Drill Tower	2300 Placentia Avenue
Fire Station #5	2450 Vanguard
Fire Station #6	2350 Sakioka Drive
Heller Park	257 E. 16th Street
Lions Park	570 W. 18th Street
Lions Park Shelter	570 W. 18th Street
Mesa Verde Library	2969 Mesa Verde Drive East
Neighborhood Community Center	1845 Park Avenue
Police Facility	99 Fair Drive
Police Sub Station	565 W. 18th Street
Senior Center	695 W. 19th Street
Smallwood Park	1646 Corsica Place
Tewinkle Park	970 Arlington
Vista Park	1200 Victoria

## **ANALYSIS**

The Maintenance Services Division developed a Request for Proposal to solicit interest from private firms to provide building evaluation services. The "Request For Proposal" was posted on the City's web site, sent to qualified vendors whose names were on the City's list of vendors and provided to other vendors requesting a proposal package. A total of thirty-two proposal packages were distributed.

A pre-proposal meeting was held on March 7, 2006, at 10:00 a.m. at the Corporation Yard. Seven vendors participated in the non-mandatory pre-proposal meeting. On March 9, 2006, the closing date for submitting proposals, the Maintenance Services Division received twelve proposals.

Qualified Maintenance Services Division staff individually reviewed and evaluated the proposals and identified the firm that had the best combination of staff qualifications, experience performing similar work and an expeditious work schedule. The firm of 3D/International, Inc. (3D/I) was selected as the most qualified firm.

3D/I has successfully performed comprehensive building assessment services for several governmental agencies throughout California and other states. The firm's project manager and staffing proposed for the City's project have extensive resumes, with direct municipal

facility evaluation experience. 3D/I, with an aggressive project schedule, technically advanced data collection methods, and a very impressive reporting and data management methodology, were clearly well qualified to perform the required work. 3D/I has proposed a two-month schedule to provide the evaluation and submit a draft report. The information provided to the City will be in a software program that will allow for frequent updating and cost adjustments to insure a long-term tool to assist the City in planning current and future facility repair/replacement management.

Following the completion of the evaluation process, the sealed envelope containing the Cost Proposal for the work proposed by CD/I was opened. The proposed cost for providing the City with the facility condition assessment, cost projections and comprehensive report was \$70,669.00. This amount is within the amount budgeted for this work. Staff estimated the cost for the building evaluation services to be \$75,000. The additional authorization is being requested to allow for the need to perform additional work of an urgent nature, outside of the original scope of work that may be identified during the evaluation process.

### **ALTERNATIVES CONSIDERED**

The alternative to this Council action would be to not award a professional services contract for the comprehensive evaluation of City owned buildings and facilities. The current process of in-house evaluation of the condition and capital improvement needs of City facilities would continue. This may result in a less than comprehensive evaluation and would rely on staff to develop a long-term repair/replacement strategy and cost projections.

### **FISCAL REVIEW**

Funding for the professional building evaluation services is included in the Public Services Department FY 2006-07 operating budget.

### **LEGAL REVIEW**

The City Attorney has reviewed and approved the attached Professional Services Agreement as to content and form. See Attachment 1.

### **CONCLUSION**

It is recommended that the City Council award the building evaluation services contract to 3D/International, Inc. in an amount not to exceed \$75,000, and authorize the Mayor and City Clerk to execute the Professional Services Agreement.

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BRUCE A. HARTLEY  
Maintenance Services Manager

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WILLIAM J. MORRIS  
Director of Public Services

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MARC R. PUCKETT

Director of Finance

ATTACHMENTS: 1 [Professional Services Agreement](#)

DISTRIBUTION: City Manager  
City Attorney  
City Clerk  
Director of Finance  
Director of Public Services  
Staff

File Name BldgEvalAwardReport

Date04/06/06

Time10:00 a.m.