



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** 15-0177, **Version:** 1

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- a. Approve Agreement with Kitchell/CEM, Inc., to provide Facility Assessments for County Buildings, Project 8526, RFP#10492, in an amount not to exceed \$165,000, for a period of six (6) months beginning with the execution of the Agreement with the option to extend the Agreement for three (3) months, in accordance with the terms and conditions of the Agreement; and
- b. Authorize the Contracts/Purchasing Officer to execute the Agreement and up to three future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Agreement with Kitchell/CEM, Inc., to provide Facility Assessments for County Buildings, Project 8526, RFP#10492, in an amount not to exceed \$165,000, for a period of six (6) months beginning with the execution of the Agreement with the option to extend the Agreement for three (3) months, in accordance with the terms and conditions of the Agreement; and
- b. Authorize the Contracts/Purchasing Officer to execute the Agreement and up to three future amendments to the Agreement where the amendments do not significantly alter the scope of work or change the approved Agreement amount.

SUMMARY/DISCUSSION:

In July 2014, Request for Proposal (RFP) #10492 was issued to engage a consultant through a competitive selection process in accordance with County policies and State law, to complete facility assessments for 73 County sites as listed on Attachment A. The facility assessment consists of comprehensive inspection and evaluation of buildings, systems, and facility conditions, and value estimates for identified repairs or replacement. The assessments will better assist Resource Management Agency-Public Works (RMA-PW) in both short-term and long-term capital planning and maintenance of facilities. Natividad Medical Center (NMC) sites on the list account for 32.4% of the total square footage to be inspected, resulting in NMC's corresponding 32.4% share of total project cost.

Attachment B includes County sites that will not be assessed. These sites are generally described as open space and unimproved sites, parking lots, communication tower sites, recreation areas and sites occupied by Lessee. Juvenile Hall at 1420 Natividad Road is fully operational, but is scheduled for replacement in the next few years. Therefore, this site will not be assessed.

Proposals in response to RFP #10492 were received on August 13, 2014. Consultant firm Kitchell/CEM, Inc. was selected on the basis of demonstrated competence and professional qualifications. Negotiations with Kitchell/CEM, Inc. resulted in a proposed scope of work and budget of \$165,000, and an Agreement for a period of six (6) months beginning with the execution of the Agreement with the option to extend the Agreement for three (3) months, in accordance with the terms and conditions of the Agreement.

OTHER AGENCY INVOLVEMENT:

Contracts/Purchasing Office facilitated the completion of the RFP process. The Office of the County Counsel and Auditor-Controller Office have reviewed and approved the Agreement as to form and legality and fiscal provisions, respectively.

FINANCING:

There is no financial impact to the General Fund. The FY 2014-15 adopted budget for Facilities Maintenance Projects Fund 401 includes \$200,000 for this project, which is sufficient to cover all project costs, including consulting and project management. NMC is responsible for 32.4% of total project cost, and will execute an operating transfer of funds to RMA in the amount of \$64,800.

Prepared by: Dave Pratt, Management Analyst III (831) 796-6091

Approved by:

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Robert K. Murdoch, P.E., Director of Public Works

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Carl P. Holm, AICP, Acting RMA Director

Dated: February 23, 2015

Attachments: Agreement with Kitchell/CEM, Inc.; Project Budget; Attachment A List of Facilities To Be Assessed; Attachment B List of Facilities Not Assessed