



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: CEO
Department No.: 012
For Agenda Of: 10/15/2013
Placement: Departmental
Estimated Tme:
Continued Item: 30 minutes
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Chandra Wallar, County Executive Officer, 568-3400
Director(s):
Contact Info: Dennis Bozanich, Assistant to the CEO, 568-3400

SUBJECT: Deferred Maintenance/Asset Management Plan Development Process

County Counsel Concurrence

As to form: Yes

Other Concurrence: NA

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- A. Receive an update on the terms, scope and timeline of a project to:
 - a. Review the current condition of County facilities, including all buildings and parks as well as their components;
 - b. Identify the deferred, preventative and predictive maintenance needs on each County facility and components;
 - c. Identify anticipated remaining useful life of each facility and their components, and
 - d. Analyze and prioritize County facility maintenance needs including the development of a 20-year Asset Management Plan and Maintenance Management Plan
- B. Approve a contract with Roy Jorgensen and Associates, not a local vendor, for \$280,000 to conduct the Facility Condition Assessment on County facilities, including all buildings and parks and develop a prioritized 20-year Maintenance Management Plan that includes life-cycle cost modeling and potential reserve fund requirements for building replacement. (Attachment A)
- C. Determine this project is exempt from the California Environmental Quality Act (CEQA), under California Government Code Section 15378 (b)(5) as an organizational or administrative activity of government that will not result in direct or indirect physical changes to the environment.

Summary Text:

On June 4, 2013, the Board of Supervisors directed staff to develop an Asset Management Plan (Facility Condition Assessment Report and Maintenance Management Plan) for facilities maintained by General Services and Community Services Departments with the help of a consultant. This item will present an update on procurement of the consultant, as well as, the process and the timeline for the development of the Asset Management Plan.

Background:

On June 4, 2013, the Board of Supervisors received a report on the deferred maintenance backlog in Santa Barbara County. The Board directed staff to develop a Facility Condition Assessment for the Community Services Department and General Services Department utilizing consultants and internal staff. Additionally, the Board of Supervisors directed Public Works staff develop a Facility Condition Assessment for Public Works and to combine these efforts into an Asset Management Plan that includes a financing model.

On July 8, 2013, County Purchasing Division published an invitation to bid (RFQ #845001) on a consulting project to develop an Asset Management Plan. The bid period ended on August 12, 2013 by which time five companies had responded with complete bid submittals. Staff conducted an internal review of the submitted bids and invited the top two respondents to onsite presentations on September 12, 2013. As a result of the internal review and the onsite presentation, Roy Jorgensen and Associates is recommended as the consultant on this project. If approved, Jorgensen is contracting with RJM Design to provide the Facility Condition Assessment on park facilities. RJM Design will apply its expertise to the assessment of the County's parks and recreation facilities. The Jorgensen bid submittal is Attachment A-2.

The total Asset Management Plan Development Project is broken into two phases. Phase I (Facility Condition Assessment) will involve the collection and analysis of the condition of all county buildings and parks facilities and their components. Phase II (Maintenance Management Plan) will use the data collected from the site visits during Phase I to develop the budget planning and econometric modeling based on short and long term maintenance, repair and replacement needs over the next twenty years. All information collected throughout this project will be provided to the County in easy to import and use Microsoft Office data formats by the consultant.

Phase I – Facility Condition Assessment

The Facility Condition Assessment (Phase I) of buildings and park facilities will identify the use, condition, estimated remaining life, attributes/deficiencies and cost estimates to mitigate deficiencies. The team will collect detailed notes and photographic evidence in relation to the building and site/park systems and features, as well as associated roads. Mechanical equipment asset specialists will inventory the County's equipment and facility features to include location, size or capacity, all available name-plate data, the equipment's overall condition, age and remaining useful life. Coupled with written descriptions, the documentation will provide County managers and administrators who do not have ready access to all facilities with a more informed appraisal and greater insight into the County's assets. All such documentation (written and photographic) will be cross-linked for ease of use.

The proposed contractor would begin field data collection by thoroughly understanding the maintenance and repair history of the County of Santa Barbara facilities, including recurring maintenance and repair issues, through face-to-face interviews with County maintenance staff and building managers. The

proposed contractor's field data collection team members have been selected for their particular areas of facility expertise. The proposed contractor will conduct data collection inspections (verifying existing county records and filling in additional information) on the various facility elements, including the following:

- Building Outer Shell,
- Lead/Asbestos Abatement,
- Structural Integrity,
- Interior,
- Mechanical Systems,
- Electrical Systems,
- Plumbing Systems,
- Fire Protection and Life Safety,
- Pavements, and
- Park Facilities and Playground Equipment.

Profile sheets for each existing park, including photographs, and detailed assessments will be prepared for each site. A playground assessment and onsite inspection for tot lots located in county recreation facilities will also be undertaken as part of the scope of work. Inspection will be conducted by a licensed and qualified playground safety inspector. The study will also result in the generation of an inventory matrix and park facility and trail head location map.

Phase II – Maintenance Management Plan

The creation of the Maintenance Management Plan (Phase II) will begin while the facility condition assessment site visit process is still underway. The populated facility condition assessment database will provide the raw materials for the higher level reserve budget planning and econometric modeling. The analytics group will calculate the short- and long-term maintenance, repair, and replacements needs over the next 20-years. Categorization of these needs will be based on a definition of priorities that reflect the County's unique set of objectives.

The outcome of Phase II will define the annual funding requirements employing an econometric model that forecasts ongoing routine maintenance, systems life-cycles, and capital replacement normalized to assumed inflation rates. The analytics model will provide County with an advanced look at projected funding requirements based on a series of funding scenarios. The econometric modeling and funding projections can be readily updated by County staff members and are based on the updatable information within the Facility Condition Assessment database.

All short and long-term cost estimates are linked to specific facility locations or parks, prioritized employing objectively defined criteria, and associated with opinions of probable cost that are derived using industry standard tools normalized to southern California. Other assumptions regarding difficulty of access and special conditions that may impact the pricing are also made explicit.

Each facility will be scored with a facility condition index (FCI) as calculated from the current replacement value and the total cost of deferred maintenance. These index scores will be a valuable tool for tracking progress toward the overall goal of managing facility maintenance effectively, provides a

means for evaluating cost/benefit across departments and benchmarking our Maintenance Management Plan with other entities.

Results of the Project

As noted in the Project Timeline (Attachment A-3), Phase I and II are expected to be completed in late December with Facility Condition Assessment and Maintenance Management Plan reports being delivered to the County in January. This timing provides valuable maintenance cost data early in the 2014-15 Budget development process. A formal presentation to the Board of Supervisors on the results of the Asset Management Plan Development Project would likely occur in March 2014.

Performance Measure:

NA

Fiscal and Facilities Impacts:

This item is not currently budgeted in the FY 2013-14 Operating Plan; however, the Facilities Maintenance Committed Fund Balance (LI #9851) was discussed during the Budget Hearings as a potential funding source. The Facilities Maintenance Fund Balance has an unallocated balance of approximately \$1 million for FY 2013-14 at this time.

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund		\$0.00	\$280,000.00
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ 280,000.00

Narrative:

Key Contract Risks (if applicable):

Pre-contract risk assessment was conducted. No significant risks were identified.

Staffing Impacts:

Legal Positions: 0

FTEs: 0

Special Instructions:

Attachments:

Attachment A- Professional Services Contract – Roy Jorgensen and Associates

Attachment A-1 – List of County Facilities for Condition Assessment

Attachment A-2 – Technical Proposal for Bid – Roy Jorgensen and Associates

Attachment A-3 – Project Plan and Timeline

Authored by: Dennis Bozanich, Assistant to the County Executive Officer

cc: