



# CITY OF SAN MATEO

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## Agenda Report

Agenda Number: 7

Section Name: {{section.name}}

Account Number: 82-4681

File ID: {{item.tracking\_number}}

**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Public Works Department  
**MEETING DATE:** October 21, 2024  
**SUBJECT:**  
Citywide Facilities Condition Assessments – Amendment

### RECOMMENDATION:

Approve Amendment No. 1 to the agreement with ELS Architecture & Urban Design for professional services to perform Citywide Facilities Condition Assessments Tasks 2, 3, and 4 in the amount of \$556,433.75, for a new agreement total of \$607,500; and authorize the Public Works Director to execute the amendment in substantially the form presented.

### BACKGROUND:

The City's property portfolio includes over a hundred buildings of varying types, ages, and conditions. To optimize resource use, the Facilities Division is creating a Citywide maintenance program that will assess each facility individually, identify potential issues based on their physical condition, and prioritize repairs according to the severity of deficiencies using a weighted scoring system.

The purpose of the Facilities Condition Assessments (FCA) is to evaluate and document the physical condition of the City's buildings, including their structures and systems. This will be achieved through a review of existing documentation, consultations with City staff, and on-site inspections of each property. A comprehensive report will be produced, detailing the probable costs to address any significant physical or design deficiencies identified during the assessment.

In April 2024, a Request for Proposals (RFP) was advertised outlining the objectives in four tasks:

- Task 1: Orientation to the Properties/Development of the Work Plan & Investigation
- Task 2: Property Condition Assessments and Observations
- Task 3: 90 percent Property Condition Assessment Report
- Task 4: Final Property Condition Assessment Report

Ten (10) proposals were received, evaluated, and scored by staff based on criteria, such as experience with facility condition assessments, forensic building analysis, similar types of buildings, team qualifications and references. The City executed an agreement with ELS Architecture and Urban Design in the amount of \$51,066.25 to complete Task 1 because they achieved the highest average score of 92.25 out of 100 out of proposals received.

Task 1 was completed in August 2024 and resulted in a comprehensive work plan detailing the evaluation procedures and specifying the specialized consultants needed for each facility. The plan also included a schedule with milestones for key tasks, outlining completion and submission dates for deliverables. This groundwork was used to define the scope of work for Tasks 2, 3, and 4.

For Task 2, the scope involves both non-destructive and, if necessary, destructive observation methods for each facility.

Task 3 will produce a 90 percent property condition assessment report, which will feature recommended modernization projects, preventative maintenance plans, and a prioritization of needs. This will be developed collaboratively by the consultant and City staff, creating a prioritized list of facilities to repair, complete with construction and maintenance cost estimates and schedules. Task 4 will deliver a 100 percent property condition report, incorporating the findings from Task 3, to provide necessary information for a comprehensive presentation to the City Council in 2025.

Staff recommends amending the professional services agreement with ELS Architecture and Urban Design due to their successful completion of Task 1. This achievement has positioned the City well to complete the Citywide Facilities Condition Assessment within the projected budget and timeline. Staff reviewed and negotiated the scope and fee and recommend approval of the amendment.

**BUDGET IMPACT:**

There is sufficient funding in the Citywide Facilities Condition Assessment (46f030) project to fund this amendment.

**ENVIRONMENTAL DETERMINATION:**

Approval of this amendment is not a project subject to CEQA, because it can be seen with certainty that there is no possibility that a conditions assessment of City facilities will have a significant effect on the environment. (CEQA Guidelines Section 15061(b)(3).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att1 – Amendment No. 1

**STAFF CONTACT**

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