



**TO:** Board of Contracts and Awards  
**FROM:** Kurtis D. Kingsolver, P.E., Director, Public Works Department  
Justin E. Davis, Facilities Division Manager, Public Works Department  
**COPY:** City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and  
Doreen Klaaskate, Finance/Purchasing  
**SUBJECT:** Increase to consultant contract for Facility Condition Assessments  
Request for Qualifications Specification No. PW15-0635F  
Contract No. 4600012833 – March 20, 2018  
**DATE:** February 27, 2018

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**RECOMMENDATION SUMMARY:**

The Public Works Department requests approval to increase Contract No. 4600012833 with EGM, Inc., d.b.a. MENG Analysis, Seattle, WA, by the amount of \$39,150, for a cumulative contract amount of \$308,545, sales tax not applicable, to provide a facility condition assessment of Tacoma Public Library locations.

**STRATEGIC POLICY PRIORITY:**

- Assure outstanding stewardship of the natural and built environment.

This amendment will provide for a facility condition assessment (FCA) of eight Tacoma Public Library (TPL) Locations. The FCA will identify and document deferred maintenance needs of the library facilities.

**BACKGROUND:**

On September 26, 2017, City Council approved a contract with MENG Analysis to perform FCA's of City-owned General Government buildings managed by Public Works Facilities Management. The FCA's are conducted to obtain a consistent and comprehensive survey of the facilities; obtain detailed information on the current status of the buildings, their components, the useful remaining life, and major maintenance priorities; utilize the findings to forecast funding requirements for capital facilities planning; and utilize the findings as a baseline to set priorities for the maintenance, repair, enhancement or replacement of facilities and their component systems.

This amendment will include all eight TPL locations to the assessment, providing consistent review and reporting of deferred maintenance needs of City-owned assets. On February 21, 2018, the TPL Board approved the contract with MENG Analysis to perform the assessments.

**ISSUE:** A new consistent and comprehensive assessment is needed to effectively plan maintenance and improvements to City-owned facilities.

**ALTERNATIVES:** The alternative is to take no action which would require TPL to contract separately for the assessments and result in a lack of consistent information regarding the current deferred maintenance needs of City-owned facilities for the 2019-2020 budget planning process.



**COMPETITIVE SOLICITATION:** This contract was originally awarded to MENG Analysis as a result of Request for Qualification No. PW15-0635F in September 2017. The consultant has agreed to increase the contract at the same prices, terms and conditions as the original contract.

**CONTRACT HISTORY:** The original contract was approved by Resolution No. 39820 on September 26, 2017, in the amount of \$269,395, sales tax not applicable, through June 30, 2018. This amendment will increase the contract by \$39,150, for a cumulative contract amount of \$308,545, sales tax not applicable, through June 30, 2018.

**SUSTAINABILITY:** The assessments will provide information that will help to maintain and preserve the built environment and will also provide information for repairing or replacing building systems to reduce energy and water consumption.

**SBE/LEAP COMPLIANCE:** Not applicable.

**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
General Fund - Library	606000	5310100	\$39,150
<b>TOTAL</b>			<b>\$39,150</b>

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
General Fund	652000	Various	\$39,150
<b>TOTAL</b>			<b>\$39,150</b>

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** \$39,150

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Yes

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.**