



Staff Report

File #: 23-0288

REQUEST FOR CITY COUNCIL ACTION

DATE: 04/19/2023

TO: Honorable Mayor and City Council Members

FROM: Community Services Department

SUBJECT:

AWARD OF CONTRACT TO ROTH IAMS, LLC FOR A CITYWIDE BUILDING ASSESSMENT, MAINTENANCE, AND CAPITAL IMPROVEMENT PLAN CONSULTING SERVICES

EXECUTIVE SUMMARY:

This staff report asks City Council to approve a contract with Roth IAMS, LLC for a city-wide building assessment, maintenance, and capital improvement plan consulting services in the amount of \$187,430.50.

RECOMMENDED ACTION:

That the City Council:

- a. Award the Request for Proposals (RFP) 22-044RH to Roth IAMS, LLC. for a citywide building assessment, maintenance, and capital improvement plan consulting services.
- b. Authorize the City Manager, or his designee, to execute the Professional Services Agreement for a citywide building assessment, maintenance, and capital improvement plan consulting services to Roth IAMS, LLC for an initial contract term ending June 30, 2024 in the amount of \$187,430.50.
- c. Authorize the City Manager, or his designee, to negotiate and execute non-substantive extensions, change orders, and amendments up to \$18,743 or 10% of the total contract cost as authorized by [Corona Municipal Code \(CMC\) Section 3.08.070\(I\)](#).
- d. Authorize the City Manager, or his designee, to issue purchase orders to Roth IAMS, LLC in the amount of \$187,430.50.
- e. Authorize a budget transfer of \$120,000 from the Comprehensive Fire Station Assessment

Project No. 76150 to the Building Evaluation and Maintenance Plan Project No. 78150 within the Measure X Fund 120.

- f. Authorize a budget reduction of \$280,000 from the Comprehensive Fire Station Assessment Project No. 76150 to fund balance in the Measure X Fund 120.

BACKGROUND & HISTORY:

The City of Corona owns 28 buildings throughout the community, with uses of the buildings ranging from office/administrative to public use. The Building Maintenance Division of the Community Services Department is responsible for the maintenance of those facilities and is looking to develop a more regimented, proactive maintenance and renewal program for those facilities for better planning and budgeting long-term.

Corona has an existing enterprise asset management program called Nexgen that is utilized by the Building Maintenance Division. This web-based software has many capabilities, including rating and inspection of assets, lifecycle planning, and preventative maintenance scheduling. The City of Corona would like to better utilize this software for building maintenance as part of its strategy for long-term planning and budgeting.

The City previously conducted an inventory of building maintenance facilities in 2017. Basic information was recorded from the examination of building plans and site visits. This information is currently stored in Nexgen, but it has not been updated and does not contain all the information that the City needs in order to develop a comprehensive capital improvement plan. Additionally, in 2020, the City contracted with a firm to review community facilities for facility assessment and Americans with Disabilities Act (ADA) compliance. This information will be made available to the consultant for use in this project and is in the process of being recorded in the City's Nexgen system.

ANALYSIS:

(RFP) 22-044RH was advertised pursuant to CMC 3.08.110, non-public projects formal bidding procedure requirements on April 20, 2022 on the City's PlanetBids bidding portal.

A total of 82 vendors were notified about RFP 22-044RH. The City received three proposals on the due date of May 25, 2022 and subsequently reviewed by City Staff. All proposals were evaluated based on five essential criteria: 1. Completeness of Response (Pass/Fail); 2. Qualification of Firm (10 pts); 3. Qualification of Personnel (40 pts); 4. Work Plan/Project Understanding and Approach (40 pts); 5. Value (10 pts).

The summary of proposal scoring and evaluation rankings are presented below:

Rank	Company	Total Score
1	Roth IAMS, LLC	91
2	Marx Okubo Associates, Inc.	77
3	FEI Associates Consulting	Non-Responsive

Staff recommends awarding the contract to Roth IAMS, LLC as the most qualified consultant with the requested award amount of \$187,430.50 through June 30, 2024.

FINANCIAL IMPACT:

Approval of the recommended actions will result in a budget transfer of \$120,000 from the Comprehensive Fire Station Assessment Project No. 76150 to the Building Evaluation and Maintenance Plan Project No. 78150 within the Measure X Fund 120, and a budget reduction of \$280,000 from the Comprehensive Fire Station Assessment Project No. 76150 to fund balance in the Measure X Fund 120. With the transfer, the current balance in the Building Evaluation and Maintenance Plan Project No. 78150 is \$368,830, which is sufficient for the Agreement with Roth IAMS, LLC. ,

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is a financial transaction between the State of California Department of Parks and Recreation and the City of Corona, and there is no possibility that adopting this resolution will have a significant effect on the environment. Therefore, no environmental analysis is required.

PREPARED BY: BAILEY WARD, MANAGEMENT ANALYST I & MOSES CORTEZ, FACILITIES, PARKS AND TRAILS MANAGER

REVIEWED BY: ANNE K. TURNER, COMMUNITY SERVICES DIRECTOR

Attachments:

1. Exhibit 1 - Roth IAMS Agreement