



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL                      DATE: AUGUST 28, 2018**

**FROM: GENERAL SERVICES DEPARTMENT                      WARDS: ALL**

**SUBJECT: MEASURE Z - FIRST AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH DUDE SOLUTIONS, INC., IN THE AMOUNT OF \$159,470 FOR FACILITIES ASSESSMENT AND WORK ORDER MANAGEMENT SOFTWARE SUBSCRIPTION RENEWAL, FOR A TOTAL CONTRACT AMOUNT OF \$209,055**

**ISSUE:**

Approve the First Amendment to Professional Consultant Services Agreement with Dude Solutions, Inc. in the amount of \$159,470 for Facilities Assessment and Work Order Management Software Subscription Renewal, for a total contract amount of \$209,055.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the First Amendment to Professional Consultant Services Agreement with Dude Solutions, Inc., in the amount of \$159,470 for Facilities Assessment and Work Order Management Software, for a total contract amount of \$209,055; and
2. Authorize the City Manager, or his designee, to execute the First Amendment to Professional Consultant Services Agreement with Dude Solutions, Inc., including making minor and non-substantive changes.

**BACKGROUND:**

Riverside voters approved Measure Z, a one-cent increase in the City's sales tax rate, on November 8, 2016.

On May 16, 2017, the City Council approved a five-year spending plan for Measure Z, which includes multi-year funding for deferred maintenance projects as follows: FY 2017-18 (\$1,000,000); FY 2018-19 (\$1,500,000); FY 2019-20 (\$250,000); and FY 2020-21 (\$1,450,000).

On February 6, 2018, the General Services Department presented an update to the City Council on Measure Z deferred maintenance capital projects. This update also included implementation of a Pilot Condition Assessment and Work Order Solution with Dude Solutions, Inc., at a cost of \$49,585, funded through Measure Z.

## **DISCUSSION:**

Any organization with capital assets needs to maintain those facilities in a safe and cost-effective manner. A facility condition assessment (FCA) is a process of analyzing the condition of a facility or group of facilities, accomplished by looking at factors such as age, materials, design, assets and more. The FCA process allows organizations to prioritize and schedule necessary maintenance, preventing smaller repairs from becoming major and more costly improvements. The objectives include:

- Provide an inspection of all facilities identifying physical and functional deficiencies.
- Assist in defining regular maintenance requirements.
- Eliminate conditions that are either potentially damaging to property or present safety hazards to occupants.
- Identify energy conservation measures.
- Develop cost estimates and schedules to correct deficiencies and/or capital renewal or replacement, and renovation or modernization projects.

### **Pilot Facility Condition Assessment and Work Order Solution**

On February 14, 2018, the City of Riverside entered into an agreement with Dude Solutions, Inc., (Consultant) to perform a comprehensive facility condition at the following five (5) key City facilities: City Hall, Marcy Building, Magnolia Police Station, Villegas Community Center and Orange Terrace Community Center. The field data collection and condition assessment captured information on all major building systems down to the individual component level. This includes site paving, heating and cooling systems, roofing, electrical, plumbing, elevators, and building and structural systems. A narrative report was prepared for each facility, including detailed descriptions of systems and corresponding conditions, digital photos of key components and deficiencies, and projected system replacement costs and dates.

The Pilot program also afforded the General Services Department an opportunity to use the Dude Solutions Work Order Solution (Solution). The data collected through the FCA was reviewed by General Services staff and imported into the Solution. The Solution includes two main applications, Work Order and Planned Maintenance. The Work Order application allows users to create and manage work orders, assigns work to technicians via mobile application, and tracks data for completed work. With this information, users can generate reports to measure performance and spot maintenance trends. The Planned Maintenance application allows users to create recurring maintenance schedules of daily to annual tasks. Performing planned, preventive maintenance over time reduces asset downtime and increases lifespan.

### **First Amendment to Professional Consultant Services Agreement**

The Pilot FCA and Work Order Solution trial period ended on June 30, 2018. The General Services Department has been satisfied with the Consultant's performance and desires to have the Consultant complete the FCA on the remaining core City facilities, including all police and fire stations, community centers, libraries and the Riverside Convention Center, at a cost of \$118,645. In addition, the First Amendment includes annual software subscription renewal for the Work Order Solution at \$40,825, for a total cost of \$159,470.

The following table reflects the costs under the original Agreement and the first amendment.

<b>Agreement Scope</b>	<b>Amount</b>
Original Agreement (Pilot FCA for 325,186 sq. ft. and Work Order Solution Trial) 2/1/18 – 6/30/18	\$ 49,585
First Amendment (Complete FCA for 913,048 sq. ft. and one year Work Order Solution subscription renewal) 7/1/18 – 6/30/19	\$159,470
<b>• Total Compensation</b>	<b>\$209,055</b>

The Purchasing Manager concurs with the contract addendum and that this process is allowable under the current Purchasing Resolution 23256.

**FISCAL IMPACT:**

The total fiscal impact of the action is \$159,470. The funds are available in the Measure Z Capital Projects – City Buildings Annual Deferred Maintenance, Buildings and Improvements account 9901909-462050.

Prepared by: Carl Carey, General Services Director  
 Certified as to availability of funds: Edward Enriquez, Interim Chief Financial Officer/City Treasurer  
 Approved by: Rafael Guzman, Assistant City Manager  
 Approved as to form: Gary G. Geuss, City Attorney

Attachments: First Amendment to Agreement with Dude Solutions