



**Date:** March 6, 2012

**To:** Thomas J. Bonfield, City Manager

**Through:** Theodore L. Voorhees, Deputy City Manager

**From:** Joel V. Reitzer, Jr., Director, General Services Department  
John P. Gregory, Assistant Director, General Services Department  
Doreen Sanfelici, Project Management Team Leader  
John Paces-Wiles, Construction Project Manager

**Subject:** Professional Services Agreement for Roof and Envelope Assessment and Design Services for Eight City of Durham Facilities – Amendment 3

### **Executive Summary**

In the 2010-2011 Fiscal Year, City Council authorized \$600,000 for Deferred Maintenance at City Facilities. The Department of General Services advertised for a consultant to perform building roof and envelope assessments at that time, and ultimately selected The Conley Group of Irving, Texas as the best qualified, most responsive company to perform building analysis and design services for the City of Durham.

The Conley Group addressed Phase I of the Building Analysis Program by performing assessments on the following facilities:

- The Armory
- Fire Station 1
- Fire Station 11
- Fleet Maintenance
- Public Works Operation Center
- Police Headquarters
- Parks and Recreation Main Office
- General Services Facility
- 213 Broadway

Since completion of the Phase I assessments, re-roofing of Fire Station 1 and the PWOC have been completed. In addition, the City has also contracted with the Conley group for additional assessments at Fire Station 3, Fire Station 8 and the 213 Broadway Police facility, as well as full design services of the Fleet Maintenance Facility and the Armory.

Fleet Maintenance and the Parks and Recreation Main Office at 400 Cleveland St. have been submitted as CIP projects for the 2012-2013 Fiscal Year, and the project scopes are based on the Conley Group analysis performed in 2010-2011. Thus these projects, if approved, will be removed from the Deferred Maintenance list.

- General Services recommends contracting with the Conley group for full design services for Deferred Maintenance repairs at each of the 5 facilities listed below. These facilities

had building roof/envelope assessments completed in Phase I of the assessment program.

- DPR Offices – 400 Cleveland St.
  - General Services – 2011 Fay St
  - Fire Station 11
  - Fire Station 3
  - Fire Station 8
- General Services recommends contracting with the Conley group for roof and/or building envelope assessments at each of the 9 facilities listed below to provide more accurate estimates as well as a complete scope of work for design services and construction.
    - Police Headquarters (structural integrity/envelope only),
    - Fire Stations 4, 5, 6, 12, 13, 14 and 16,
    - Fire Administration Building.
  - In order to proceed to the design phase efficiently for the projects listed in Par. 2 above, the General Services Department requests that the City Manager be given authority to amend the professional services contract with The Conley Group to include complete design services for these 9 facilities as warranted following completion of the building assessments. Adding the proposed design services would require an additional amendment to the Conley Group's contract, and would include required design services through construction of each facility.

Attachment A is a summary of all fees and services.

### **Recommendation:**

1. Authorize the City Manager to execute the Third Amendment to the Conley Group, Inc. Professional Services Contract in the amount of \$165,000.00 for building analysis of nine additional facilities and full design services for five facilities;
2. Establish a contingency in the amount of \$16,500.00, and authorize the City Manager to negotiate and execute amendments to the Conley Group, Inc., Professional Services Contract so long as the total contract amount does not exceed \$350,320.00; and,
3. Establish an additional contingency in the amount of \$137,600.00 for future full design services for some or all of the nine additional facilities to be assessed, and authorize the City Manager to negotiate and execute amendments to the Conley Group, Inc., Professional Services Contract for such services so long as the total contract amount does not exceed \$487,920.00.

### **Background**

In November 2008, the Citizen Capital Improvement Program Committee (CCIP) made a presentation to the City Manager which included a recommendation to include a dedicated line item in the annual operating budget for normal cyclical maintenance and repair funding for existing City assets, beginning in July 2009. The recommendation included 1% or more of the City's Operating Budget to be dedicated annually for maintenance. The recommendation

was for the fund to be used for maintenance that falls within accepted industry “useful life” standards for repair or replacement, and to maintain current usefulness and value (e.g. roof replacements after 20 years, HVAC replacement after 25 years).

As part of the development of the FY2010-11 Operating Budget, the City Manager included a dedicated Deferred Facility Maintenance line item, with an appropriation of \$600,000. An additional appropriation of \$500,000 was included in the FY2011-12 Operating Budget, and \$611,698 was provided through FY2012 Carryover Funds.

### **Issues/Analysis**

The Deferred Facility Maintenance fund has enabled the City to address ongoing maintenance needs, and the continued support of the program is critical. Current Deferred Maintenance funding does not fully fund design and construction of all fourteen of the identified facilities. In order to best utilize the available deferred maintenance funding, General Services proposes a design assessment of nine additional City of Durham facilities to determine full scope and accurate estimates, and full design services for five facilities that had assessments performed in Phase I. An additional design phase for roof and/or envelope repairs for additional buildings requiring the most critical attention is expected to follow the assessment. Should additional funding be allocated in FY2012-13, the City will be prepared to complete design and proceed to construction efficiently on the roof and building envelope issues at the remaining buildings identified.

### **Alternatives**

One alternative would be to limit the number of facilities for the assessment phase of the project. Staff recommends against this alternative, as the proposed assessment scope of the additional nine facilities will provide the City with a more accurate scope, prioritization, and cost estimate of necessary repairs for the coming year.

### **Financial Impacts**

Project Funding Sources:

Deferred Maintenance (FY2010-11 CIP)	\$600,000.00
Deferred Maintenance (FY2011-12 CIP)	\$500,000.00
Carryover Funds (FY2012)	\$611,698.00
<hr/> Total appropriated funds	<hr/> \$1,711,698.00

Phase I – Funding Uses Summary:

Design

Original Design Contract	\$75,900.00
Amendment 1	\$29,140.00
Amendment 2	\$63,780.00
<hr/> Total Phase I Design Services	<hr/> \$168,820.00

Construction

Fire Station 1	\$208,322.00
Public Works Operations Facility	\$140,083.00
<hr/> Total Phase I Construction	<hr/> \$348,405.00

Phase II – Funding Uses Summary:

Design – Proposed Services

Design Services Assessment of nine additional facilities	\$66,200.00
Design Services of fourteen facilities	\$236,400.00
Design Contingency (10%)	\$16,500.00
<hr/> SubTotal Design Services	<hr/> \$319,100.00

Construction Budget

Construction Budget	\$795,873.00
Construction Contingency (10%)	\$79,500.00
<hr/> Total Project Budget	<hr/> \$1,711,698.00

**SDBE Summary**

This is a contract amendment and was not reviewed for compliance with the Ordinance to Promote Equal Opportunities in City Contracting.

## Attachment A

Itemized cost of assessment and design services and preliminary construction costs:

<b>PHASE I</b>	Assessment	Design Services	Roof Const.	Wall Const.
1. The Armory	\$5,800	\$28,180	\$200,000	\$190,000
2. Fire Station 1	\$6,000	\$10,500	**\$208,322	-
3. Fire Station 11	\$3,800	-	-	-
4. Fleet Maintenance	\$5,800	\$19,100	\$321,000	\$45,000
5. PW Operations Center	\$9,600	\$18,640	**\$140,083	-
6. Police HQ (Roof Only)	\$2,800	-	\$187,000	-
7. DPR HQ	\$19,300	-	-	-
8. General Services	\$9,800	-	-	-
9. Fire Station 3	\$4,200	-	-	-
10. Fire Station 8	\$4,600	-	-	-
11. 213 Broadway	\$7,700	-	-	-
Allowances	\$13,000	-	-	-
<b>TOTAL</b>	<b>\$92,400</b>	<b>\$76,420</b>	<b>\$1,056,405</b>	<b>\$235,000</b>

\*\* Represents actual completed construction cost (Roof and Envelope)

<b>PHASE II</b>	Assessment	Design Services	Roof Const.	Wall Const.
1. DPR HQ	Phase I	\$48,800	\$125,000	\$330,000
2. General Services	Phase I	\$15,900	\$75,000	\$175,000
3. Fire Station 11	Phase I	\$8,000	\$34,000	\$18,000
4. Fire Station 3	Phase I	\$10,100	n/a	\$20,000
5. Fire Station 8	Phase I	\$16,000	\$20,000	\$14,000
<b>SUBTOTAL</b>		<b>\$98,800</b>		
6. Police HQ (Envelope Only)	\$32,200	\$54,200	TBD	TBD
7. Fire Station 4	\$4,200	\$10,100	\$20,000	n/a
8. Fire Station 5	\$4,600	\$13,000	\$25,000	\$50,000
9. Fire Station 6	\$3,800	\$8,000	n/a	\$20,000
10. Fire Station 12	\$4,200	\$10,100	\$165,000	n/a
11. Fire Station 13	\$4,200	\$10,100	\$20,000	n/a
12. Fire Station 14	\$4,200	\$10,100	\$20,000	n/a
13. Fire Station 16	\$3,800	\$8,000	n/a	\$14,000
14. Fire Admin Building	\$5,000	\$14,000	n/a	\$35,000
<b>SUBTOTAL</b>		<b>\$137,600</b>		
<b>TOTAL</b>	<b>\$66,200</b>	<b>\$236,400</b>	<b>\$504,000</b>	<b>\$676,000</b>