

RESOLUTION NO. 2018-48

A Resolution awarding the Personal Services Contract for the comprehensive, professional condition assessment of City and McMinnville Water & Light facilities.

RECITALS:

The City's FY19 budget includes funding to have a consultant provide a comprehensive, professional condition assessment of approximately 57 City owned buildings/structures/sites, totaling approximately 370,000 square feet. The purpose of the condition assessment is to provide a comprehensive documentation and analysis of the City's existing built facilities. This analysis will be utilized for prioritizing capital improvements and maintenance requirements, as well as assisting with allocating operating budgets and potentially establishing capital reserve funds and on-going maintenance schedules.

In May 2018, the City initiated a Request for Proposal (RFP) process to seek proposals from qualified consultants to complete the condition assessment work. Proposals were due on May 29, 2018, and responses to the RFP were received by five firms. The proposals were reviewed by a selection committee including the Community Development Director Mike Bisset, Fire Chief Rich Leipfert, Parks and Recreation Director Susan Muir, Public Works Superintendent David Renshaw, and Police Department Facilities Maintenance Tech Ron Ponto.

The proposals were scored by the selection committee considering the consultant's project understanding, qualifications and experience, proposed project staffing, and proposed project schedule. EMG was the highest ranked proposer.

At the conclusion of the RFP selection process, the City initiated contract scope and cost discussions with EMG. Concurrently, McMinnville Water & Light expressed an interest in having EMG complete a facilities condition assessment of four MWL owned buildings, totaling approximately 42,000 square feet.

EMG has agreed to complete the assessment of MWL's facilities as part their contract with the City. The expected cost for EMG's work is approximately \$128,300. As estimated, the City's share of the assessment work is approximately \$104,700, and MWL's share of the utility design work is approximately \$23,600.

Funding for the City's portion of the facilities condition assessment is contained in the adopted FY19 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:


1. That the Personal Services Contract with EMG in the amount of \$128,300 for the comprehensive, professional condition assessment of City and McMinnville Water & Light facilities, is hereby approved.
2. That the City Manager is hereby authorized and directed to execute the Personal Services Contract.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 28th day of August 2018 by the following votes:

Ayes: Drabkin, Garvin, Menke, Peralta, Ruden, Stassens

Nays: \_\_\_\_\_

Approved this 28th day of August 2018.

  
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MAYOR

Approved as to form:

  
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CITY ATTORNEY