



# CITY OF LONG BEACH

## DEPARTMENT OF PUBLIC WORKS

# R-48

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November 14, 2006

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

### RECOMMENDATION:

Authorize the City Manager to execute an agreement for the Facilities Management Optimization Implementation Plan project with Professional Service Industries, Inc., in a not-to-exceed amount of \$400,000 for a three-year term, and authorize the City Manager to execute amendments to the agreement to extend the term, authorize additional services, if required, within the provisions of the agreement, and adjust the fee schedule of hourly rates for inflation. (Citywide)

### DISCUSSION

The Department of Public Works, through its City Facilities Maintenance Program, is responsible for maintaining more than \$450 million of City facility assets. Maintaining these assets is a significant undertaking that requires focused effort. The Public Works Department currently provides facilities maintenance exclusively through a complaint/failure driven response system. Additionally, due to reduced staffing in Public Works, some departments have initiated contracts for maintenance/repairs. The decentralized nature of the contracts and the lack of trained staff to monitor them have reduced the effectiveness of the contracts. As a result, the City has experienced an increasingly high rate of systems failures, even in new city facilities.

Moving forward a preventive maintenance asset management and a consolidated contract management approach will enable the City to be proactive in maintaining its facilities by inspecting building systems, scheduling work and dispatching technicians to prevent major system failures. City costs will be reduced and the useful life on facilities extended. Additionally, this process will enable the facilities assessment database to be updated continuously, allowing for proper management of critical facilities funding.

The Department needs the assistance of a professional consultant to implement this new Facilities Management Optimization Plan (Plan). The Plan will: 1) establish meaningful performance measures; 2) outline and document, in user guide format, industry-wide best practices; 3) assist in improving the Facilities Management practices; 4) assist in improving the Facilities Management Division's workload analysis

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capabilities; and 5) assist the City in improving the Facilities Management Division's ability to monitor and evaluate service levels, work performance, quality, and costs. The Plan will include a comprehensive and centralized integrated Workplace Management System along with a results-oriented benchmarking system that will provide data for tracking purposes. A key area of this plan is furnishing, delivering, installing, and testing a comprehensive and centralized computerized maintenance management work order system (CMMS) software, by FAMIS Software, Inc. (not to be confused with the City's own Financial Accounting and Management Information System, also known as "FAMIS"). We believe this system will best fulfill the Department's need for increased productivity, optimization of resources, and enhanced asset management of City facility maintenance.

These services are needed, as the Public Works Department does not have the specialized expertise nor the staff resource in these fields to cover all of its facilities. In anticipation of this, a Request for Proposal (RFP) process was conducted in accordance with Administrative Regulation 8-4, "Method of Selecting a Professional Consultant," to secure these needed professional services.

Three prime consulting firms submitted formal written proposals. The consultants included no DBE/WBE/MBE firms and one local Long Beach firm. A multi-departmental Technical Evaluation Committee (TEC) reviewed and evaluated the written proposals and interviewed the top two of the three respondents. It was the considered consensus of the TEC that Professional Service Industries, Inc., should be selected to provide the aforementioned scope of professional services based on the firm's proposal, oral interview, qualifications, experience, references, and quality of services.

It is recommended that an agreement be issued to Professional Service Industries, Inc. for an amount not to exceed \$400,000. The recommended term is three years.

This matter was reviewed by Senior Deputy City Attorney Donna F. Gwin on October 19, 2006 and Budget Management Officer David Wodynski on November 7, 2006.

#### TIMING CONSIDERATIONS

City Council approval is requested on November 14, 2006, to allow continued, timely services to City facilities.

FISCAL IMPACT

The agreement is for an amount not to exceed \$400,000, during the three-year term of the agreement. Refuse operations at the Temple and Willow facility will be the first test site for the new maintenance management work order system. Sufficient appropriation exists in the Refuse Fund (EF) in the Department of Public Works (PW) to support this contract. After this initial implementation is complete, facility maintenance work orders and projects will fund future needs.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



CHRISTINE F. ANDERSEN  
DIRECTOR OF PUBLIC WORKS

APPROVED:



GERALD R. MILLER  
CITY MANAGER

CFA:DD:SJG:LN:vp