



REQUEST FOR COUNCIL ACTION

MEETING DATE: March 6, 2023
PREPARED BY: John Hagen, P.E., PTOE, Transportation Operations Engineer
AGENDA ITEM: Facility Condition Assessment & Capital Planning Services

PREVIOUS ACTIONS:
None

RECOMMENDED COUNCIL ACTION:

Motion to approve the proposal received by Ameresco, Inc. to provide capital planning and asset management services related to a Facility Condition Assessment and Capital Planning Services for the city's current building portfolio.

COMMENTS:

Introduction

In order to identify short-term facility capital needs that will be included in the next updated city five-year CIP and long-term facility capital needs over the next 30 years, city staff determined that it would be necessary to hire a consultant to provide capital planning and asset management services related to a Facility Condition Assessment and Capital Planning Services for the city's current building portfolio.

Background

In late 2022, the city sent out a Request for Qualifications (RFQ) for Facility Condition Assessment and Capital Planning Services to six (6) consultants: Ameresco, Apex, ICS, McGough, McKinstry, and RSI. These consultants were considered due to their past involvement with the city, and/or their expressed interest in having the city consider them for this condition assessment and capital planning services effort. We received responses to our RFQ from the following four (4) consultants: Ameresco, Apex, ICS and RSI. McKinstry responded to our RFQ and respectfully declined to respond, and we did not receive any response from McGough.

The Statement of Qualifications (SOQs) received from the four firms were evaluated based on project understanding, proposed approach, schedule, qualifications of the firm, expertise of key personnel, references, and project cost/pricing. Three of the firms (Ameresco, Apex, and ICS) all seem to have considerable experience in comprehensive facility condition assessment and capital planning services inhouse; while the fourth firm (RSI) needed to bring in a subconsultant to complete mechanical,

electrical, and plumbing portions of the facility assessment. Similarly, these same three firms all provided similar ranges of typical costs/budgets to complete the proposed work (\$110,000 to \$130,000 including software and licensing fees over the next five years). The differentiating factors really were the expertise of the key personnel assigned to the project and references of existing or past clients in which similar services were performed by staff assigned to this project. Based on a review of the submitted SOQs, staff will be recommending a contract with Ameresco, Inc. to complete an FCA and capital planning services for the city's current building portfolio.

A scoping meeting with city and Ameresco staff was held in early January 2023 to develop the project scope, data requirements, project schedule, and deliverables. In the weeks following the meeting, city staff finalized the list of buildings to be included in the project (see Attachment A), and Ameresco provided the city with a proposal for the FCA and Capital Planning Services (see Attachment B). Ameresco's proposed fee to complete the FCA and provide the city with a multi-year capital plan (five-year and 30-year plan) is \$93,734 and includes one-year of their proprietary asset planning software (\$85,420 for the FCA and Capital Planning Services, and \$8,304 annual software licensing fee). At any point in the future, the city can decide to no longer use their proprietary software and Ameresco will provide us with the FCA data in a spreadsheet and/or database format that can be uploaded into Cartegraph.

The city does not currently have the Cartegraph Scenario Builder module that would enable us to run the various capital planning scenarios needed to help us develop the desired multi-year capital plan for the city's current building portfolio. In speaking with Cartegraph, their Scenario Builder module would have an annual cost between \$8,000 to \$9,000, which is equivalent in cost to Ameresco's asset planning software.

To be able to complete the necessary FCA and have the preliminary results of the multi-year capital available in time for the next update of the city's CIP, it is recommended that we utilize Ameresco's proprietary software (Asset Planning and Audit Planner) for at least one year, get a copy of the FCA data from Ameresco during that first year, and work with Cartegraph to load the FCA into Cartegraph. Once the data has been loaded into Cartegraph, we can make the decision to terminate the annual subscription fee for Ameresco's proprietary software and purchase the Scenario Builder add-on module from Cartegraph to assist in our future capital planning scenarios and CIP updates.

Recommendation

It is recommended that the Council accept the proposal from Ameresco, Inc. to provide capital planning and asset management services related to a Facility Condition Assessment and Capital Planning Services for the city's current building portfolio at a total cost of \$93,734. The funding source for the project will be the city's building equipment fund - buildings.

ATTACHMENTS:

Attachment A: Final List of Maple Grove Facilities (*to be included in the FCA study*)

Attachment B: Ameresco proposal – Facility Condition Assessment & Capital Planning Services