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DATE: March 20, 2018

TO: Board of Supervisors

FROM: Jeffrey D Draper, Director, Facilities and Fleet

SUBJECT: Second Amendment to Agreement with VFA, Inc.

RECOMMENDED ACTION

Approve Second Amendment to Agreement with VFA, Inc., relating to providing Architectural-Engineering Facilities Condition Assessment Services, increasing the maximum contract amount by \$675,000 from \$1,500,000 to \$2,175,000, with no change to the term of the Agreement, that has been reviewed and approved by County Counsel as to form and legality.

FISCAL IMPLICATIONS

Funds to pay for any additional services procured under this Amendment are already available in the Fund 50 Backlog Maintenance Project BL18042 - Facility Condition Assessment FY18-21.

CONTRACT HISTORY

On June 21, 2011, Item No. 111, the Board of Supervisors approved an Agreement with VFA for facilities assessment and information services in an amount not to exceed \$1,500,000 for a ten-year period beginning June 21, 2011 through June 21, 2021.

REASONS FOR RECOMMENDATION

In 2011, an agreement with VFA was approved such that a consistent, industry accepted methodology would be used to assess facility condition and provide a high-level survey that informs capital replacement planning, commonly referred to as the Backlog Program. To do this, VFA collects data onsite which is used to generate detailed information and reports for the Facilities and Fleet Department (FAF) that in turn uses the information to develop budget recommendations for the Administration and the Board of Supervisors.

To better assess the condition of the County's facilities portfolio to better forecast capital renewal costs, FAF is recommending an increase to the VFA to obtain:

- 1) Enhanced Data Maintenance Services. Because of past years' budget constraints, the scope of the agreement with VFA has been limited to annually assessing 20 percent of

the facilities assigned to FAF. That means each facility gets assessed once every five years. While this approach has provided useful information, there are some disadvantages. For instance, there is not an active interface between the VFA information and our construction projects or work order system. If construction, major repairs, or other significant improvements occur in the interim between assessments, the facility condition assessment will not reflect the improvements until the facility is assessed again. This results in a less efficient and effective Backlog Program analysis and development. Thus, FAF recommends increasing the facility assessments to once every two years.

- 2) Condition Assessments of the Santa Clara Valley Medical Center Facilities. Another reason to increase the scope of the agreement is the transfer of the Santa Clara Valley Medical Center (SCVMC) campus facilities to the General Fund portfolio. Best practice would be to include assessment for these facilities in the work product.
- 3) Additional Users. Because only one user currently has access, the County is not fully benefitting from all the reporting and information capabilities of the service. Adding additional users will allow FAF and HHS Facilities staff to better serve the County.
- 4) Onsite Training. With plans to expand the VFA information user base, and the need to validate the Current Replacement Value of the portfolio, FAF plans to host VFA onsite to provide training and provide users with the ability to understand the reports, information, assumptions, and details of the service. The training will also specify what information needs to be communicated to VFA related to work orders, replacement projects, and new construction, to ensure that the reports are accurate and up-to-date.
- 5) Client Care Hours: There are numerous requests from various constituencies for facility data. For example, a recent audit requested specific information regarding facilities that was extremely difficult to develop. Having these Client Care Hours would provide FAF with a resource to generate custom reports that would address the queries. Purchasing annual client care hours will provide direct and immediate support for items such as ad hoc reports and will also provide a resource to troubleshoot information exchanges and respond to other County needs.

CHILD IMPACT

This action impacts the EVERY CHILD SAFE and EVERY CHILD HEALTHY indicators. Children and their caregivers who visit County facilities to seek services benefit from safe, clean, and well-maintained facilities. The Agreement with VFA, Inc. provides facility condition assessments to target planned maintenance and repairs.

SENIOR IMPACT

This action will have a positive impact on seniors. Seniors who visit County facilities to seek services benefit from safe, clean, and well-maintained facilities. The Agreement with VFA, Inc. provides facility condition assessments to target planned maintenance and repairs.

SUSTAINABILITY IMPLICATIONS

This action will have positive sustainability implications. Planned maintenance and repairs provide for efficient building operations that results in reduced dependence on fossil fuels. Utilizing data from the facility condition assessments provides opportunities to replace aged equipment with more energy efficient systems.

BACKGROUND

The FAF Building Operations Division is responsible for the maintenance and repair of the County's diverse portfolio of facility and utility systems; these facilities range from administrative office space and warehouses to detention facilities and health clinics. Repairs and maintenance tasks are completed through service calls, preventive maintenance schedules identified through inspections, studies, and routine site visits. The Facilities Assessment program provides a database for assessing facilities and prioritizing maintenance tasks to extend the useful life of County real property assets and optimize facility investments.

CONSEQUENCES OF NEGATIVE ACTION

The Amendment would not be approved at this time.

STEPS FOLLOWING APPROVAL

The Clerk of the Board will notify Kim Huynh and Joseph Chou of FAF.

ATTACHMENTS:

- VFA INC PSA (PDF)
- VFA,Inc.1st PSA Amendment (PDF)
- Second Amendment to PSA with VFA (PDF)