THE CITY OF ASHEVILLE

Staff Report

Council Meeting Date: June 14, 2022

Subject: Comprehensive Facilities Study Contract Authorization

Staff Resource(s): Jade Dundas, Capital Projects Director

Action Requested: Adoption of resolutions authorizing the City Manager to execute two contracts, one contract with Creech & Associates, PLLC in the amount of $348,370.00 for the Comprehensive Facilities Study; and one contract with Brightly Software, Inc for Capital Predictor Software with supporting Facilities Condition Assessment in the amount of $148,008.51.

Background:

- The City owns more than 1.6 million square feet of facilities, of which about 900,000 square feet are occupied or operational.
- The majority of City facilities are greater than 50 years old, and are in various states of their expected useful life.
- The current state of city facilities is not fully known, leading to the need for a comprehensive assessment which will be included in this study.
- This study will include a facilities condition assessment (FCA), future space needs and space utilization, and capital planning and prioritization.
    - Additionally, the study will include an assessment of sustainability goals as they relate to facilities, master planning for select sites, employee parking, remote work, and a location based analysis of fire and police facilities.
- The study is expected to start in July, and will take nine (9) months to complete.
- Staff will present the City Council with various scenarios and recommendations for investments, and strategic plans for City facilities according to Council's stated goals.
- A qualifications based selection process was followed according to the general statutes, and a request for qualifications was advertised on January 24, 2022.
- Five teams submitted statements of qualifications, and are listed as follows:
    - Creech & Associates, PLLC — Charlotte, NC office
    - CPL, PC — Charlotte, NC office
    - FEA, PC — Fairfax, VA
    - FFF, Inc. & Gordian — Burlington, VT & Greenville, SC office
    - SCN Architects, PA & Chinn Planning — Gastonia, NC & Columbia, SC
- A committee consisting of representatives from the Capital Projects, Finance, Sustainability, Fire and Police Departments carefully evaluated the submissions, and selected Creech & Associates as the highest rated firm.
- During fee negotiations, staff determined that it is in the City's best interest to have assessment services provided by two companies.
- The overall Comprehensive Facilities Study will be performed by Creech and Associates, PLLC.
- These services will be integrated with a separate contract for capital planning software and Facility Condition Assessment to be performed by Brightly Software Inc.
- The services provided by Brightly Software Inc. will be contracted through a Cooperative Purchasing group, Sourcewell which was competitively solicited.

Vendor Outreach Efforts:

- Staff performed outreach to minority and women owned businesses through solicitation processes which include posting on the State's Interactive Purchasing System and requiring prime contractors to

reach out to Minority & Women-Owned Business Enterprise (MWBE) service providers for subcontracted services.
- Creech & Associates is subcontracting with Palacio Collaborative, Inc. of Atlanta, GA, which is a minority-owned enterprise, and Stewart Engineering, Inc. of Raleigh, NC, which is a woman-owned enterprise.

Council Goal(s):
- A financially resilient city, a clean and healthy environment, and a well-planned and livable community.

Committee(s):
- None

Pro(s):
- Provides the City with needed information regarding the condition of its facilities, space needs for current and future growth, and which will help in the prioritization and planning of future capital investments in City facilities.
- Long-term facility management will be aided through the addition of capital forecasting software.

Con(s):
- None

Fiscal Impact:
- Funding for the total value of the two contracts of $496,378.51 is already included in the capital project budget within the adopted Capital Improvement Program (CIP).
- The Brightly contract will include the first year of software license in this contract.
- Subsequent years will require an ongoing software license cost starting at $20,421.14 in Fiscal Year 2023-24.

Suggested Motion:
- Motion to adopt resolutions authorizing the City Manager to execute two contracts, one contract with Creech & Associates, PLLC in the amount of $ 348,370.00 for the Comprehensive Facilities Study; and one contract with Brightly Software, Inc for Capital Predictor Software with supporting Facilities Condition Assessment in the amount of $ 148,008.51.

Attachment(s)
- Resolution with Creech & Associates for Comprehensive Facilities Study
- Resolution with Brightly for Capital Predictor Software with supporting Facilities Condition Assessment

RESOLUTION NO. 22-_____

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CREECH & ASSOCIATES, PLLC FOR THE COMPREHENSIVE FACILITIES STUDY PROJECT

WHEREAS, the City of Asheville has authority pursuant to Article 3 of Chapter 160A of the North Carolina General Statutes to enter into contracts for services with other entities; and

WHEREAS, pursuant to N.C.G.S. § 143-64.31, a request for qualifications was solicited for the project known as the Comprehensive Facilities Study, City of Asheville Project #B2207**;** and

WHEREAS, the Creech & Associates, PLLC was the best qualified consulting firm responding to the RFQ; and

WHEREAS, the project involves the assessment of space requirements, capital planning, prioritization and budgeting and coordinates with facility condition assessment efforts, identifies future growth needs, assess the impacts of remote work; and

WHEREAS, the total negotiated fee for this contract is $348,370.00, and funding for the project is allocated within the Capital Improvement Program Fund;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

The City Manager is hereby authorized to execute a contract with Creech & Associates, PLLC in the amount of $348,370.00, to perform the Comprehensive Facilities Study.

Read, approved and adopted this the 14th day of June, 2022.

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City Clerk Mayor

Approved as to form:

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City Attorney

RESOLUTION NO. 22-_____

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BRIGHTLY SOFTWARE, INC FOR THE CAPITAL PREDICTOR SOFTWARE AND SUPPORTING FACILITY CONDITION ASSESSMENT IN SUPPORT OF THE COMPREHENSIVE FACILITIES STUDY PROJECT

WHEREAS, the City of Asheville has authority pursuant to Article 3 of Chapter 160A of the North Carolina General Statutes to enter into contracts for services with other entities; and

WHEREAS, the City of Asheville has authority pursuant to N.C.G.S. § 143-129(e) and § 143B-1350 to make purchases through a competitive bidding group purchasing program for information technology and supporting services; and

WHEREAS, Brightly Software, Inc was selected to provide information technology and supporting services through the Sourcewell purchasing program; and

WHEREAS, the contract involves the implementation of Capital Predictor software and supporting facility condition assessments that will provide information to be used in the Comprehensive Facilities Study, City of Asheville Project #B2207; and

WHEREAS, the total negotiated fee for this contract is $148,008.51, and funding for the project is allocated within the Capital Improvement Program Fund;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

The City Manager is hereby authorized to execute a contract with Brightly Software, Inc in the amount of $148,008.51, for Capital Predictor software and supporting facility condition assessments.

Read, approved and adopted this the 14th day of June, 2022.

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City Clerk Mayor

Approved as to form:

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City Attorney