





Conor Baldwin
Chief Financial Officer

MEMORANDUM

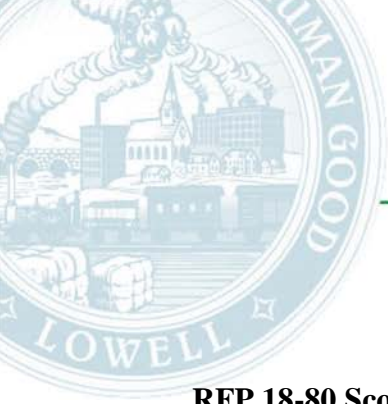
TO: Michael Q. Geary, Acting City Manager 
FROM: Conor Baldwin, Chief Financial Officer 
DATE: April 4, 2018

SUBJECT: MOTION RESPONSE: 10.4. Of 12/12/2017 - C. Kennedy – Req. City Manager with the Superintendent of Schools to develop a school facility maintenance master plan and designate funds to support it.

In response to the aforementioned motion, the Administration assembled a group of relevant city officials to discuss and implement a plan of action to address the maintenance needs of city buildings. On February 1, 2018, representatives from the School Department and the city, including: development services, public works, planning and development, and finance, met in the Mayor's Reception Room to discuss options for developing a school facility maintenance master plan. The consensus from the working group was that a study should be commissioned through a general solicitation which would analyze the current state of each school and municipal facility, as well as prioritize necessary capital repairs and develop a preventative maintenance (PM) schedule for each location to be implemented by the responsible department.

A scope of services for the study was developed and publicly advertised for proposals via RFP 18-68 ('Facility Condition Assessment') on March 5, 2018. The scope of services included in the RFP is attached to this memorandum. Five (5) proposals were received by the Chief Procurement Officer on March 22, 2018 and a selection committee of five (5) city officials, representing both the city and the school department, were appointed to the review committee. The proposals are currently under review and once all members of the committee have submitted their recommendations to the Purchasing Department, the committee will meet to decide next steps and whether interviews with the respondents are warranted.

Pursuant to the Uniform Procurement Act (MGL Chapter 30B), the exact price of the proposals will not be disclosed until after the technical review committee has completed their reviews. However, the finance department has identified an approximate amount of existing funds to dedicate towards this study once the committee has selected the most highly advantageous proposal.



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RFP 18-80 Scope of Services:

Scope of Services: The City of Lowell Municipal Buildings Survey scope of services:

1. Site Analysis: The architect will undertake an analysis of the existing building sites. This analysis will focus on building mechanicals and the building envelope to create a ten year capital plan, preventive maintenance checklist and an inventory of physical assets.
2. Input: The consultant will expect to interface with the Department of Public Works and a steering committee composed of representatives of the Department of Public Works, the Manager's Office, and the School Department (facilities).
3. Existing Facilities Report: A physical plant analysis will be undertaken for the existing identified buildings. Pertinent recommendations will be made for: building structure, including foundation, framing, and roof structure; building envelope, including all exterior materials, doors, windows and roofs; building interior, including all architectural components (floors, walls, ceilings, etc.) and their finishes; mechanical systems, including boilers motors, pipes ducts, controls, oil storage tanks, and related equipment; plumbing systems, including pipes, valve fixtures, etc.; electrical systems, including services, wiring, fire alarm, transformers and fixtures; presence of hazardous materials; fire suppression system; emergency power and telecommunications; vertical transportation; security and access.
4. Code Issues: A Building-type Summary will be compiled for each facility and all pertinent code issues will be addressed, including, but not limited, to the Massachusetts Building Code, NFPA Lifesafety Code, State Energy Code requirements, including the recently adopted "Stretch Code", Architectural Access Board Rules and Regulations, and the requirements for the Americans with Disabilities Act.
5. Programmatic Issues: The architect will evaluate and make recommendations for the highest and best use of existing facilities and their ability to house and deliver existing programs and services. Programmatic, functional, spatial and environmental requirements of proposed changes to the facilities will be outlined.
6. Recommendations: For every deficient condition identified, a corrective and preventive action plan shall be developed, including costs for labor and materials. Each deficiency identified shall be categorized based on (1) condition, (2) category of deficiency (building code, accessibility, etc.), and (3) building system or component. The study will include a viable long-range plan with options for consideration. Each option's fiscal impact, strengths and weaknesses and proposed implementation time-line will be presented. Cost estimates will be provided. In all recommendations, careful consideration must be given to effective operational needs of the various departments housed in the



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facilities. The study will also recommended maintenance strategies to extend the life of facilities and to reduce the need for future capital expenditures.

7. **Final Report and Consultation:** Throughout this study the consultant is expected to meet regularly with the Public Buildings Commissioner and the steering committee to solicit input, discuss progress being made, and share preliminary reports for their review. A progress meeting will be held after data have been collected for three buildings to ensure that the scope is meeting expectations. The consultant will provide a draft to the City at 75% completion for comment and final direction. The consultant will submit to the City of Lowell, twenty-five (25) copies and an electronic version of the final report containing the above elements, and will informally consult with City officials after the final report has been submitted. The consultant will be expected to work with the steering committee to develop a process for soliciting opinion from the public and will assist the committee in presenting the final report at various public forums as appropriate

Objectives: The Department of Public Works is interested in developing a Long-range Capital Plan for all municipal buildings. The desired outcome is an electronic database containing current information about municipal buildings for use by the City's facilities and management personnel. The City of Lowell would expect to own the database and continue to use it and update it as a living document following the completion of the study. The results of the assessment will allow Lowell as a community to understand the condition of our infrastructure and enable the City to evaluate and prioritize the true capital needs for the future and to provide a preventative maintenance checklist that maintains City assets to manufacturer recommendations.

Approximate Completion Date for the Final Report is: August 30, 2018