

REQUEST FOR PURCHASE IN EXCESS OF \$20,000/CHANGE ORDER



To: Mayor and Council

Agenda Item #: IV. H

From: Tim Barnes City Facility Manager *TFB*

The Recommended Bid is

Within Budget

Not Within Budget

Date: 05/19/15

Subject: Request For Purchase- Citywide Asset and Energy Management Program

Date Bid Opened or Quote Received:

Bid or Expiration Date:

12/17/2014

06/30/2015

Company:

Amount of Quote or Bid:

CR-Building Performance Specialists Inc.

\$88,216.36

Recommended Quote or Bid:

CR-Building Performance Specialists Inc.

General Information:

The City of Edina has over 90 facilities that serve the City and its constituency, that are valued at over \$151,000,000.00. These facilities support City functions and range from city buildings, public works buildings, parks buildings, fire/police stations, pumping stations, sports facilities, etc. City Staff have been working with The Environmental and Energy Commission on ways to increase Energy efficiencies and that work has resulted in a recommendation to pursue a purchase of a facility management system that supports our investments, energy efficiency, carbon reduction and capitol planning goals. This will be a centralized database of facility and energy data that will assist in making informed decisions in regards to short and long term planning, reporting on multiple levels based on the goals at hand. For example, Energy Use Intensity EUI, carbon, Forest Carbon Index or FCI, investment opportunities, Return On Investment ROI and other sustainability metrics such as waste, water, and greenhouse gasses. This program is to be a dynamic property management tool customized to include special project considerations deemed important to the City. We would be entering into a phase one of three phases starting with our main buildings (20) that we currently have included in our B-3 benchmarking information.

Originally City Staff had recommended the purchase of Centralized Energy Analytics for \$54,130.00. This program we are bringing forward tonight is to replace that program. As the CAA was only a snapshot or

monitoring of meters in buildings and did not capture the whole scope of the building envelope and evaluations of CR-BPS program. The Additional \$36,086.36 would be captured in leftover funding from the Energy Fund. CR-BPS Inc. has provided this program for other municipalities within the state with great success. The Cities of Duluth and Bloomington, and Scott County have utilized this program successfully. The staffs of each respective entity highly recommended the program to us upon interviewing them.



December 17, 2014

RE: Asset and Energy Management Program
City of Edina, MN

Mr. Tim Barnes
Facilities Manager
City of Edina, MN

Dear Mr. Barnes,

CR-Building Performance Specialists, Inc. (CR-BPS) is pleased to submit this proposal to provide a City-wide Asset and Energy Management Program that supports your organization's facility investment, energy efficiency, carbon reduction and capital planning goals.

We greatly appreciate the opportunity to work with you, and to build this dynamic program for the City's use long-term. The proposed fee for the scope of services, collecting new/confirming existing facility and energy data, and subsequent Ideas Sessions for the Asset and Energy Management Program (AEMP) for the City of Edina is as follows.

PROJECT UNDERSTANDING

The City of Edina Facilities Management Division manages over 90 facilities that serve the City and its constituents. These facilities support City functions and range from city buildings, public works buildings, parks buildings, fire/police stations, pumping stations, sports facilities, etc. It is our understanding that the City would like a centralized database of facility and energy data that will assist in making informed decisions in regards to capital planning and budgeting, facility improvement projects and reporting on multiple levels based on the goals at hand. For example: energy (EUI), carbon, conditions (FCI), investment opportunity (ROI) and other sustainability metrics such as waste, water and green house gasses. This program is to be a dynamic AEMP tool, customized to include special project considerations as deemed important to the City.

Summary of Assets to Audit:

The following is a list of City owned and managed assets requested to be audited:

- A. See Appendix A – City of Edina Building Inventory

SCOPE OF SERVICES

Task 1 – Acquire Asset Management Software Tool

CR-BPS recommends the City acquire the VFA facility asset management software tool (www.vfa.com). See 'Compensation' section for a breakdown of this fee. CR-BPS will work directly with VFA to establish the license seat on behalf of the City. VFA will invoice the City directly.

Please note: CR-BPS does not benefit financially for the City purchasing VFA software – it is simply our recommended tool based on our past experience with similar Clients.

Task 2 – Coordinate and Collect (Project Kick-Off Meeting)

CR-BPS will collect and review all available background information including, but not limited to: drawings, Facility Briefing Package, utility data (10 years preferred), B3 data, water use/cost, etc.

The City and CR-BPS will meet for a Project Kick-Off meeting. The goal of this meeting is to:

- Review the City's Asset List – confirm all assets, square footages, names, etc.
- Review background info
- Present and review schedule
- Customize VFA facility data entry standards and protocols to align with City's standards
- Identify energy/carbon (sustainability) goals
- Identify other organizational goals

Task 3 – On-site Assessments

CR-BPS's Facility and Energy Assessors will conduct an on-site, physical inspection for each asset. CR-BPS shall be escorted by a City Facilities Team representative - preferably the building manager or operations director for building access and interviews.

Task 4 – Data Entry

CR-BPS will enter all facility and energy data into the software tool.

Task 5 – Analyze the Data (Brainstorming - IDEAS Sessions)

We have the data – now what?

CR-BPS staff will meet with the City to evaluate and analyze all data collected for each asset. A **Whole-Systems Thinking** approach (including life-cycle analysis) will be used to assure all facility improvement considerations reach maximum benefits. IDEAS Sessions are valuable in determining the most viable course of action for building improvements including, but not limited to:

- Identify energy savings opportunities
- Identify carbon reduction opportunities
- Evaluate funding scenarios
- Establish defensible capital plans and budgets (Example: 20 yr. CIP)
- Identify special project considerations
- Identify investment opportunities

Task 6 – Fully Populated Asset Management Program

Once the VFA facility software is fully populated, all assets have been assessed and an IDEAS Session conducted for each building group, the City will have their own login-in/ web access to this data and will be able to run standardized reports that supports their reporting and decision making processes.

ADDITIONAL SERVICES

On-Going Services

CR-BPS is available to provide on-going services and support for the City long-term. These services will be addressed in a separate proposal. Examples of these services are as follows:

- Adding additional buildings to the AEMP database (VFA Tool) – Tasks 1-6
- Assist in development of Scope of Work requirements for future projects. For example: list requirements in RFPs such as energy savings targets, etc.
- Cost estimating
- Establishing design guidelines (Basis of Design) for future projects
- Work with ESCO's and/or other A/E firms on City's behalf
- Development of budgetary and capital planning reports
- Additional training beyond standard reports
- Tracking additional sustainability metrics
- Monitor and Verification of energy performance projects
- Provide funding support documentation (example: grants, low-interest loans, etc.)
- Presentation assistance
- Energy Audits (ASHRAE Level 2 and 3)
- Energy Modeling
- Testing – Thermography, Blower Door, etc.
- Other services as determined by mutual consent

SCHEDULE

Mindful that this is often a multi-year implementation process - our proposed schedule for is to proceed with work in January 2015, and run until the City has a fully established AEMP.

Phase 1: January - December 2015

Phase 2: January - July 2016

Phase 3: July 2016 – July 2017

See 'Compensation' section for Phasing. This schedule is subject to change.

COMPENSATION

Compensation shall be on an hourly basis, based on actual hours worked for CR-BPS personnel assigned to the project, to be billed monthly. Our total estimated fee for the identified Scope of Services is listed below. This fee includes all reimbursable expenses. See following chart.

Software Fee (Annual)		
<ul style="list-style-type: none"> Based on \$0.0116/ SF Assume 813,935 SF (for Phase 1 – add additional SF in future Phases) Agreement between VFA and City 	\$9,441.65	annually
TOTAL SOFTWARE	\$9,441.65	
Professional Services		
Phase 1 – 813,935 SF	\$77,975.00	Jan-Dec 2015*
Project Start Up/ Customize VFA		
Main Buildings w/ B3 Data (22)		
Fire Stations w/ B3 data (2)		
IDEAS Session – Main Bldgs		
IDEAS Session – Fire Stations		
Phase 2 – (To Be Verified) SF	\$63,750.00 *	Jan – July 2016*
Main Buildings w/o B3 Data (16)		
IDEAS Session – Main Bldgs		
Phase 3 – (To Be Verified) SF	\$56,900.00 *	Aug – Aug 2017*
Pumping Stations (18)		
Water Towers (4)		
Parks (26)		
Parking Ramps (3)		
Inland Marine (3)		
Braemar Sports Dome, Ice Rink “The Backyard” (2)		
IDEAS Session – Pumping Stations Bldgs		
IDEAS Session – Water Towers Bldgs		
IDEAS Session – Parks Bldgs		
IDEAS Session – Parking Ramps Bldgs		
IDEAS Session – Inland Marine Bldgs		
IDEAS Session – Sports Bldgs		
On-Call Services		
To be addressed in separate proposal	TBD	TBD
* Fee and schedule to be revisited after Phase 1 completion		
TOTAL PROFESSIONAL SERVICES	\$198,625.00	

We appreciate the opportunity to present this proposal letter to provide Asset and Energy Management Services. We look forward to working with you on this project. If you have additional questions, require clarification or need additional information, you can reach me at 612.670.1108 or at lmalwitz@cr-bps.com.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "L. Malwitz". The signature is fluid and cursive, with a large initial "L" and a long, sweeping tail.

Laura Malwitz, MBA, LEED GA
Vice President and Business Director
CR-BUILDING PERFORMANCE SPECIALISTS, INC.

APPENDIX A

City of Edina

BUILDING INVENTORY LIST

SF in Red = To Be Verified

	Name	Address	Description of Property	SF	B3 Data ?	Totals
MAIN BUILDINGS						
MAIN BLDGS - W/ B3 DATA						
1	Public Works	7450 Metro Boulevard	New Public Works Bldg.	159,205	Y	
2	Braemar Ice Arena	7501 Ikola Way -	Braemar Ice Arena	143,168	Y	
3		7501 Ikola Way	Braemar Arena East (Pavilion)	97,234		
4	City Hall	4801 W. 50th Street -	City Hall	69,000		
5		7420 Braemar Blvd.	Golf dome	50,000		
6	Edinburgh Park	7700 York Avenue S.	Edinburgh Park	42,000	Y	
7	South Metro Public Safety Training Facility	7525 BRAEMAR BLVD	Community Center	38,000	Y	
8	Braemar Golf Dome	7420 Braemar Blvd.	Dome shelter	34,018	Y	
9		7501 Ikola Way	Braemar Arena Hornets Nest	26,450		
10		7525 Braemar Blvd	Training Center	20,115		
11	Braemar Golf Course Clubhouse	6364 Dewey Hill Road -	Braemar Club House	18,935	Y	
12	Senior Center	5280 Grandview Square	Senior Center/Library	17,000	Y	
13	Centennial Lakes Maintenance	7471 FRANCE AVE S	Maintenance Repair	16,100	Y	
14	Liquor Store York Ave	6755 York Avenue S.	Liquor store	8,800	Y	
15	Liquor Store Vernon Ave	5013 Vernon Avenue	Liquor store	8,373	Y	
16	Art Center	4701 W. 64th Street	Edina art center &	7,613	Y	
17	Arneson Acres Greenhouse	4711 W. 70th Street	House	7,500	Y	
18	Centennial Lakes Hughes Pavilion -	7471 FRANCE AVE S	Park/ Recreation	6,500	Y	
19	Fred Richards Golf Course Clubhouse	7640 Parklawn Avenue	Normandale Golf Course	6,246	Y	
20	Liquor Store 50th	3943 W. 50th Street	Liquor store	5,157	Y	
21	Arneson Acres Museum	4709 W 70TH ST	Museum	5,000	Y	
22	Fred Richards Golf Course Maintenance	7640 Parklawn Avenue	Maintenance Repair	2,787	Y	
MAIN BLDGS - W/ B3 DATA TOTAL				789,201		789,201

	Name	Address	Description of Property	SF	B3 Data ?	Totals
MAIN BLDGS - W/OUT B3 DATA						
23		5116 Brookside Avenue	Water Filtration Plant			
24		6364 Dewey Hill Road	Braemar Golf Range bldg			
25		6364 Dewey Hill Road	Braemar Maintenance bldg			
26		SW Corner of 6364 Dewey Hill Rd	Building			
27		6364 Dewey Hill Road	Driving Range bldg			
28		7501 Ikola Way	Braemar - 3rd Sheet			
29		7500 Ikola Way	Braemar Compressor bldg			
30		66th & Valley View Road	Swimming pool/filter plant			
31		7000 Dublin Road	Water Reservoir			
32		4400 W. 72nd Street	Sewer lift station			
33		Tracy Avenue & Warden	Sewer lift station			
34		5146 Eden Avenue	Asphalt tank			
35		4924 Eden Avenue	Grange building			
36		4924 Eden Avenue	Cahill school building			
37		7499 France Avenue S.	Centennial Lakes			
38		5701 Normandale	Contents			

MAIN BLDGS TOTAL

789,201

FIRE STATIONS

1	Fire Station No. 1	6250 Tracy Avenue	Building	19,399	Y	
2	Fire Station No 2	7335 York Ave S.	Fire Station	5,335	Y	
FIRE STATIONS BLDGS TOTAL				24,734		24,734

	Name	Address	Description of Property	SF	B3 Data ?	Totals
PUMPING STATIONS						
1		5800 Normandale Blvd	Pumping Station	250		
2		4521 W. 50th Street	Pumping Station	250		
3		5233 Halifax Avenue	Pumping Station	250		
4		Southview Lane & Concord Ave	Pumping Station	250		
5		5901 Ruth Drive	Pumping Station	250		
6		69th & France	Pumping Station	250		
7		5241 Sherwood Road	Pumping Station	250		
8		6600 Ridgeview Drive	Pumping Station	250		
9		5904 Hansen Road	Pumping Station	250		
10		4500 W. 76th Street	Pumping Station	250		
11		72nd & Kellogg	Pumping Station	250		
12		7305 York Avenue	Pumping Station	250		
13		6500 Dewey Hill Road	Pumping Station	250		
14		6721 Second Street	Pumping Station	250		
15		5305 Mirror Lake Drive	Pumping Station	250		
16		6001 Gleason Road	Pumping Station	250		
17		5900 Park Place	Pumping Station	250		
18		6754 Valley View Road	Pumping Station	250		
PUMPING STATIONS TOTAL						4,500

WATER TOWERS						
1		5844 Concord Avenue	Tower			
2		69th & France Avenue	Tower			
3		6305 Gleason Road	Tower			
4		4935 Lincoln Drive	Tower			
WATER TOWERS TOTAL						

	Name	Address	Description of Property	SF	B3 Data ?	Totals
PARKS						
1	Alden Park	6750 Belmore Lane	Building			
2	Arden Park	5230 Minnehaha Blvd.	Building			
3	Strachauer Park	6200 Beard Avenue S.	Building			
4	Birchcrest Park	6016 Hansen Road	Playground			
5	Braemar Baseball Complex	7301 S. County Road 18	Building			
6	Chowen Park	5700 Chowen Avenue S.	Building			
7	Cornelia Pool	4300 W. 66th Street	Building (Shelter)			
8	Cornelia School	7142 Cornelia Drive	Building			
9	Countryside Park	6240 Tracy Avenue	Building			
10	Creek Valley	Gleason & 64th	Building			
11	Todd Park	4429 Vandervoork Avenue S.	Building			
12	Garden Park	5520 Hansen Road	Comfort Station			
13	Heights Park	5520 W. 66th Street	Amusement Equip in Open			
14	Highlands Park	5200 Doncaster Way	Building			
15	McGuire Park	69th & McGuire Road	Playground			
16	Normandale Park	6501 Warren Avenue	Building			
17	Pamela Park	5900 Park Place	Building			
18	Tingdale Park	59th & Tingdale	Playground			
19	Utley Park	50th & Wooddale	Tennis Court Fencing			
20	Walnut Ridge Park	5801 Londonderry	Building			
21	Weber Park	4115 Grimes Avenue	Building			
22	Wooddale Park	50th and Wooddale	Fencing			
23	York Park	5448 York Avenue S.	Playground			
24	Lewis Park	Dewey Hill & Cahill Road	Building			
25	Kojetin Street Park	4201 W. 44th Street	Playground			
26	Van Valkenberg Park	4935 Lincoln Drive	Building			
PARKS TOTAL						

	Name	Address	Description of Property	SF	B3 Data ?	Totals
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PARKING RAMPS

1		4050 W. 51st Street	Building			
2		3925 W. 49 1/2 Street	Building			
3		3925 W. 49 1/2 Street	Building			

PARKING RAMP TOTAL

INLAND MARINE

1	Foxmeadow Park	5051 Blake Road	64' Antenna			
2	Braemar Park	7404 Gleason	64' Antenna			
3	Braemar Park	7404 Gleason	64' Antenna			

INLAND MARINE TOTAL