



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: September 10, 2019

Subject: Contract for Two-Year Extended Maintenance and Training with Hensel Phelps Services for Admin and EOC Buildings

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Administrator or designee to execute a contract, subject to approval as to form by County Counsel, with Hensel Phelps Services, LLC, in an amount not to exceed \$500,000 for maintenance and training for mechanical and electrical systems at the new Administration Building and new Public Safety/Emergency Operations Center for the two year extended warranty period.

FISCAL IMPACT:

The expected cost of the plan will be \$240,000 in FY 20-21 and \$260,000 in FY 21-22. (100% General Fund)

BACKGROUND:

The new buildings -- the County Administration Building and the Emergency Operations Center -- both have an extended warranty period of two years for the major mechanical and electrical items that the builder Hensel Phelps is installing. Many of these systems, currently 243 mechanical and 281 electrical assets between the two projects, are new to the County inventory and staff are, therefore, not familiar with these systems. This plan will allow for a training period for staff to learn and get hands-on experience with these new systems.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/10/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 10, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Eric Angstadt,
925-335-1009

Hensel Phelps service staff will guide our facilities staff through two full cycles of preventative maintenance and service checks on the systems while also creating both written and video manuals of each type of service for each individual piece of equipment.

BACKGROUND: (CONT'D)

In addition, the plan will serve as an additional measure to insure warranty claims are processed. Because Hensel Phelps will be responsible for training, observing, and documenting staff in the performance of the preventative maintenance checks and services, there will be no argument in the case of a system failure that the cause was lack of proper maintenance. At the end of the plan period, County staff will be better trained and have better written and visual resources to continue the servicing of both these new buildings.

CONSEQUENCE OF NEGATIVE ACTION:

Not approving this action will place an increased burden on County staff to learn the proper procedures for maintenance of over 500 new systems in the shorter hand-over period of three months and deprive staff of the opportunity to get hands-on training and upgraded written and visual manuals for maintenance of these systems.