

Facility Maintenance & Operations Subcommittee

Subcommittee Meeting #2
October 16, 2017

Welcome / Meeting Agenda and Objectives

Amy Liu, Subcommittee Chair



Joint Task Force

Review of Charge (Resolution No. 2775)

1. Discuss and provide guidance to City Council with regards to providing recommendations to help frame the CIP for FY2019-2028 and beyond
2. Assist in development of a report that shall include comments and recommendations that will:
 - Develop and recommend a long-range CIP with prioritization of City and School facilities utilizing identified available funding
 - Determine opportunities for joint facility / site / colocation
 - Review and recommend municipal facility planning and civic engagement principles, standards, and practices
 - Review and recommend alternative capital project delivery methods and project management structures
 - Review and recommend governance of capital planning and project delivery
 - **Review and recommend asset management practices**

Community Comments



Meeting #1 Review

Kayla Anthony, Brailsford & Dunlavey



Meeting #1

Review

- High-level overview of aspects of maintenance and operations
- Overview of A2 Services' role – reviewing existing processes, facility condition assessments, and work orders
- Discussed City and ACPS' current practices and processes
- Subcommittee members expressed their goals for this process:
 - Extend the lifecycle of new buildings – include new opportunities, pilots, investments, technologies to manage new portfolio
 - Enhance the performance of existing buildings - create a framework that will move away from a reactive culture
 - Address cost-efficiencies, fiduciary responsibility, maintaining investments – underinvesting is irresponsible
 - Align processes to the extent possible (City, ACPS, AFD) so they can inform budget cycles



Draft CIP Discussion

Kayla Anthony, Brailsford and Dunlavey



Draft CIP

Review

- Comparison of draft CIP recommendations from each break-out group at Joint Task Force meeting
 - Seed money (separate from design)
 - Considerations for projects discussed
 - Remaining projects to be discussed
- Draft cash flow
 - Seed, planning, design, and construction



Asset Management Practices

Adam Shirvinski, A2 Services



Discovery Phase

Review of Scope

1. Introductory interviews:
 - ACPS staff
 - Alexandria Fire Department (AFD) staff
 - DGS staff
2. Follow-up “deep-dive” interviews:
 - ACPS staff
 - Alexandria Fire Department (AFD) staff
 - DGS staff
3. Receipt and review of preventative maintenance documentation
4. cursory facility assessments and operational reviews



Discovery Phase

Interviews with Staff

1. Introductory interviews:

- ACPS Meeting – Ms. Debra Yap; Ms. Erika Gulick – September 15, 2017 (In person)
- AFD Meeting – Chief Michael Cross – September 20, 2017 (via Conference Call)
- DGS Meeting – Mr. Jeremy McPike; Ms. Donna Poillucci – September 15, 2017 (via Conference Call)
- Meetings consisted of general overview of PM Task Forces and introductions to Department staff and PM policies; systems

Discovery Phase

Interviews with Staff

2. “Deep-dive” interviews:

- ACPS Meeting – Ms. Debra Yap; Ms. Erika Gulick; Mr. David Stallings – October 4, 2017
- AFD Meeting – Chief Michael Cross; Mr. John Franke – September 22, 2017
- DGS Meeting – Ms. Donna Poillucci; Ms. Stephanie DeFreitas – September 28, 2017
- Meetings provide an in-depth review of building profiles; PM systems and policies; PM contractors; and general/specific facilities issues and concerns.



Discovery Phase

Preventative Maintenance Documentation

3. Review of Documentation:

- **ACPS** – List of ACPS facilities; Full year of Work Order tickets; FCA documents for schools; HVAC Reports; Facility Statistics
 - **AFD** – FD Asset List Report; FD Systems List; AFD General Order – Facilities Repair & Maintenance; Full year of Work Order tickets; AFD Asset Funding Needs Report; AFD Storage Needs Assessment
 - **DGS** – Asset Detail Report; Complete Inventory List; FY2018 Work Plan; FY2016 Final Performance Measure; City Hall/Public Safety Center equipment lists; VFA documentation; City Council Presentations
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- Initial review of documentation notes that each entity has an engaged facilities program but standardization has yet to be achieved and prioritization of resources can be improved.

Discovery Phase

Preventative Maintenance Documentation

4. Facility Assessments / Operational Reviews:

- **ACPS** – Review of Cora Kelly ES – October 11, 2017
- **AFD** – Review of Fire Station 8 – September 27, 2017
- **DGS** – Review of City Hall – October 12, 2017; Review of City Public Safety Center is forthcoming
- Reviews focused on MEP equipment but noted various other issues to the facility staff.

Discovery Phase

Initial Takeaways

- All three entities have an implemented PM systems but standardization and effectiveness can be improved.
- PM is accomplished in various ways but resources (direct & indirect) are limited.
- Overall PM systems are reactive with minimal ability to be proactive in providing “capital resource” decisions.
- Procurement rules limit and underestimate PM needs.
- Pre/Post construction coordination efforts need improvement.
- FCA/FCI process requires review and modifications to scope of work and review of in-process and end product(s).



Upcoming Subcommittee Meetings

- October 30, 5pm, City Council Workroom
- November 13, 5pm, City Council Workroom
- TBD November 27, 5pm, City Council Workroom



Ad Hoc Joint City-Schools Facility
Investment Task Force

Alexandria, VA

June 2017 – December 2017