



CITY OF BEVERLY HILLS
PUBLIC WORKS SERVICES DEPARTMENT
MEMORANDUM

TO: PUBLIC WORKS COMMISSION

FROM: Chad Lynn, Assistant Director of Public Works Services 
Desarae Jones, Management Analyst, Public Works Services 

DATE: August 11, 2015

SUBJECT: Santa Monica 5 Parking Facilities Maintenance Update

ATTACHMENTS:

1. Chair Shalowitz Correspondence
2. Images from Santa Monica Five (SM5) Parking Facilities

Chair Shalowitz requested that staff place an item on the agenda for discussion regarding maintenance concerns in the Santa Monica Five (SM5) Parking Facilities.

The City provides for facilities maintenance, repair, upgrades, operations and improvements at over 60 facilities encompassing 3.2 million square feet of space city-wide. Maintenance includes the SM5 along with 14 additional public parking facilities. Historically, parking facilities in general, including the SM5, were pressure washed on an annual basis, which included decks, ceilings, walls and stairwells. On an as-needed basis, facilities were scheduled for a second cleaning which was usually restricted to decks and stairwells.

The SM5 facilities were scheduled for a cleaning May 18th through 22nd of 2015. During this same time period, prior to the execution of this work, the City was beginning public outreach related to the severity of the drought and new water conservation measures. The Public Works Services department took a proactive approach in determining what effects certain facilities operations had on water consumption, city-wide. Based on these concerns, and feedback from other community events, such as complaints related to the use of water to extinguish demonstration fires at Fire Service Day on May 9, 2015, a decision was made to postpone work of this nature unless it was a public health and safety concern.

The temporary work stoppage included the specific pressure washing project at the SM5, but also included work in which water usage was ancillary to the project. This included washing of solar panels and facility painting of both interior and exterior walls. Solar panels have been manually cleaned with limited water and interior facility painting was resumed using alternative cleaning methods. Exterior painting continues to be postponed until the City can ensure any cleaning does not conflict with water conservation measures.

As the fiscal year end approached (June 2015) and the need for facility cleaning citywide was recognized, it was decided that a comprehensive parking facility pressure washing request for proposals (RFP) would replace the single purpose SM5 cleaning. This RFP was intended to combine the desire to improve service levels with more frequent cleaning while addressing water conservation concerns by requesting and considering water-wise alternative cleaning methods.

In the short-term, to address areas of concern at the SM5 facilities staff initiated maintenance within a week of receiving the request. The maintenance included:

- Interior pressure washing of the stairways, decks and parking areas at all Santa Monica Five parking facilities. Pressure washing is still generally suspended, with work being conducted on an as-needed basis until the award of a contract related to the request for proposals, estimated fall 2015.
 - Using traditional pressure washing equipment, estimated water usage is 20 gallons per 1000 square feet.
 - SM5 structures have a total square footage of 194,530. Total estimated water usage to pressure wash the SM5 is approximately 3,900 gallons.
- Cleaning and relocation of all trash collection bins.
 - Staff will be maintaining a daily and weekly cleaning schedule.
- Cleaning of all stairway railings, stairwells.
 - Staff will be maintaining a daily and weekly cleaning schedule.
- Parking facility maintenance schedules will be adjusted in frequency to address high volume or peak usage at specific facilities.

Long-term comprehensive plans for on-going maintenance at the SM5 and other public parking facilities include a number of programs staff is currently implementing.

Replacement of Trash Collection Bins

- On August 3, 2015 - A Purchase Order was approved and issued for replacement of 80 public trash collection bins in specific public parking facilities.
- An additional 40 trash collection bins will be purchased through an RFP process in the current fiscal year or will be replaced in the 2016/2017 fiscal year.

Pressure Washing Services for Parking Facilities

- On July 20, 2015 - Staff issued a Request for Proposal (RFP #15-39).
 - RFP submission deadline is August 13, 2015.
 - Staff anticipates bringing an agreement for approval by the City Council in September 2015.
 - Pressure washing vendors are required to adhere to City policies regarding water conservation, including use of water recovery technology.
 - The RFP requests that vendors propose water-wise alternatives to achieve the desired service levels.
 - Pressure washing services will be conducted on an enhanced schedule yearly and bi-annually, and include the removal of all dirt, oil, grease, tire dust and other substances on all floor, wall and ceiling surfaces on the interior and exterior of facilities, including stairwells. This schedule will be implemented at the SM5 facilities.
- Staff is coordinating with Capital Assets to research and develop a policy related specifically to pressure washing of exterior buildings.

Custodial Parking Facility Maintenance Services

- Staff will seek Council approval for an amendment to the agreement for City-wide custodial facility maintenance to increase the service levels and to include a scope of work that is specific to parking facility maintenance.

- Enhanced maintenance service levels would include parking garage day porters, window cleaning and more frequent garage sweeping.
- Cleaning schedule for stairwells at the SM5 facilities includes weekly and monthly maintenance by on-site staff.

Coordination with City's Block by Block Hospitality Ambassadors

- August 1, 2015 - The Community Services Department launched the Block by Block Hospitality Ambassador program.
- This program provides around-the-clock staff support and visitor assistance for the business triangle. Staff met with the Ambassador team regarding expectations and specific concerns about parking structure monitoring.
- Staff is in the process coordinating front-line staff introductions to establish relationships and operations processes for reporting, response, and action.
- Ambassadors will work with City parking facility front-line staff to address and report incidents involving the transient population.
- Staff expects that this program will have a direct impact in reducing transient camping and trespassing in the City's public parking facilities.

The Public Works Services Department is continually working to balance improved maintenance standards with the City's dynamic strategic goals and policies; many of which may impact operational choices and the Department's ability to meet the expected service levels of our community. At the August 18th Formal Council meeting, staff will present policy considerations for water conservation that will impact car wash operations, exterior building washing, pressure washing at parking structures and in the public right-of-way. Based on these policy directives, staff will adapt and implement long-term operational strategies to achieve the desired service levels.

From: Caitlin Sims on behalf of Ron.Shalowitz@wellsfargo.com
Sent: Monday, July 27, 2015 3:25 PM
To: Chad Lynn; George Chavez; Trish Rhay; David Lightner
Subject: Condition of Santa Monica Parking Garage
Attachments: PWC Memo Template.doc

From: Ron.Shalowitz@wellsfargo.com [Ron.Shalowitz@wellsfargo.com]
Sent: Thursday, July 23, 2015 9:10 AM
To: Chad Lynn; George Chavez; Trish Rhay; David Lightner
Cc: jfels2000@gmail.com; Michelle Tse; Donielle Kahikina
Subject: RE: Condition of Santa Monica Parking Garage

Thank you for the detailed response.

Michelle, please make sure that this subject is placed on the agenda for our August 11th meeting and include this email along with the pictures that I had taken. Also make sure that the pictures are put up on the screen for the Commissioners and public to view and then we can make a recommendation/motion to City Council on the matter.

I think it is important that the other Commissioners are informed on this subject.

Additionally, regarding the trash cans, it would be really great if someone could go out there with a bottle of 409 cleaner and wipe them down. I doubt we need an RFP for this task. Please let me know when someone will be doing this and if that cannot be done I will do it myself.

Thank you everyone.

Ron.

-----Original Message-----

From: Chad Lynn [mailto:clynn@beverlyhills.org]
Sent: Wednesday, July 22, 2015 9:41 PM
To: Shalowitz, Ron; George Chavez; Trish Rhay; David Lightner
Cc: jfels2000@gmail.com; Michelle Tse; Donielle Kahikina
Subject: RE: Condition of Santa Monica Parking Garage

Ron,

We will do our best to have the stairways and adjacent 'lobby' area powerwashed in the next week using existing agreements that are currently on hiatus related to the water conservation efforts. From a policy perspective it was agreed that stairways and adjacent areas were a public health/safety concern and would warrant this type of cleaning; similar to sidewalk cleaning.

Related to the condition of the trashcans, we had quotes in at the end of last fiscal year but were unable to meet all the purchasing requirements before the close of the year. We have started the process again in the new fiscal year and the updated pricing/quotes were due to the City today. I will know tomorrow morning if we received that information. This is a system-wide replacement of the public trash cans in all of the parking facilities.

Regarding the parking space and circulation floor in general, as part of the water conservation efforts we stopped all traditional power washing. About a month ago we had a company in place to wash all of the SM5 facilities. After the complaints we received related to public water usage (power washing being one of them) we decided to postpone this service and seek potential water-wise alternative. We have a final draft of a Request for Proposal (RFP) (procurement process for large scale agreements) for a system-wide project for regular power-washing. The RFP was revised to include a section related to non or limited water use proposals.

Timeline for a project like this would be about another week or two before the RFP is ready for release, two to three weeks for proposers to submit proposals, a week or two to review and select the prevailing proposal and then approximately 3-6 weeks to get an agreement in place for Council Approval at a regular meeting. Please keep in mind that the Citywide parking asset is close to 20 parking facilities and several thousand spaces. Work of this nature on a regular basis, which is a newly established service level, can reach costs that exceed \$50k and even \$100k for ongoing service. Both state regulation and City policy dictate that we conduct competitive purchasing processes to award work of this scope and magnitude, which we are in the process of conducting.

That being said, we could probably resurrect the agreement we were about to execute for these facilities and/or find a shorter-term service provider, however this would be a departure from the current direction to postpone this type of work until more water conscious measures were explored.

My apologies for the late response, I am just getting through all of my emails for the day.

Sincerely,

Chad Lynn, CAPP
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-----Original Message-----

From: Ron.Shalowitz@wellsfargo.com [mailto:Ron.Shalowitz@wellsfargo.com]
Sent: Wednesday, July 22, 2015 9:29 AM
To: George Chavez; Chad Lynn; Trish Rhay; David Lightner
Cc: jfels2000@gmail.com; Michelle Tse
Subject: Condition of Santa Monica Parking Garage
Importance: High

Hi to all,

Please see the attached pictures of the Santa Monica parking garage, the one between Camden and Bedford.

How do we go about getting this cleaned up? I suspect the others are similar.

What do you think will be the timing for this?

Thanks,

Ron Shalowitz

Private Mortgage Banker
NMLSR ID 451118

Wells Fargo Home Mortgage | 433 N. Camden Drive, 1st Floor | Beverly Hills, CA 90210 MAC E2105-011 Tel 310-285-5888 | Cell 310-717-5977 | Fax 866-577-8603

Ron.Shalowitz@wellsfargo.com

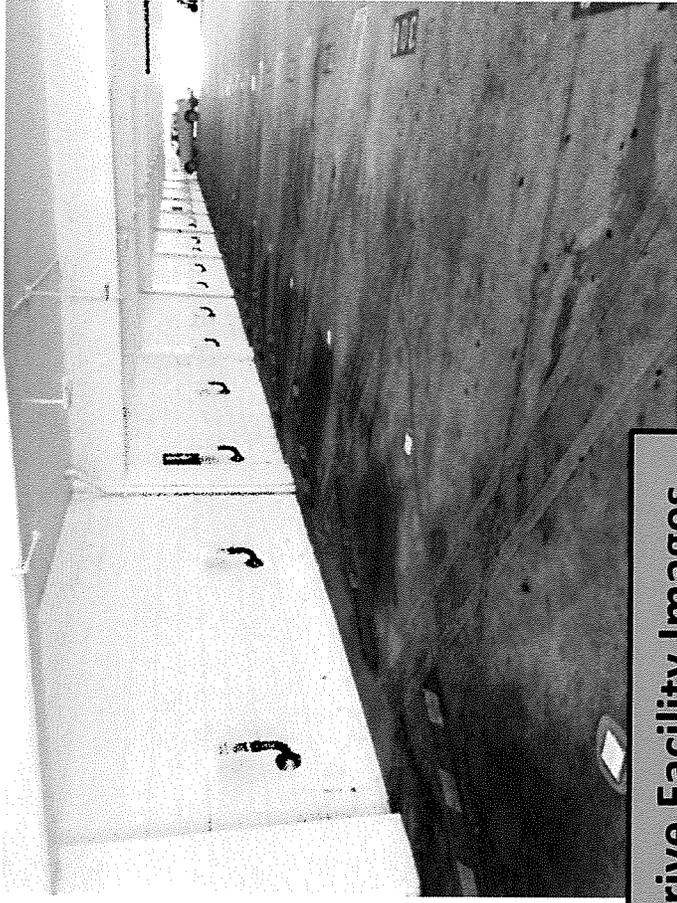
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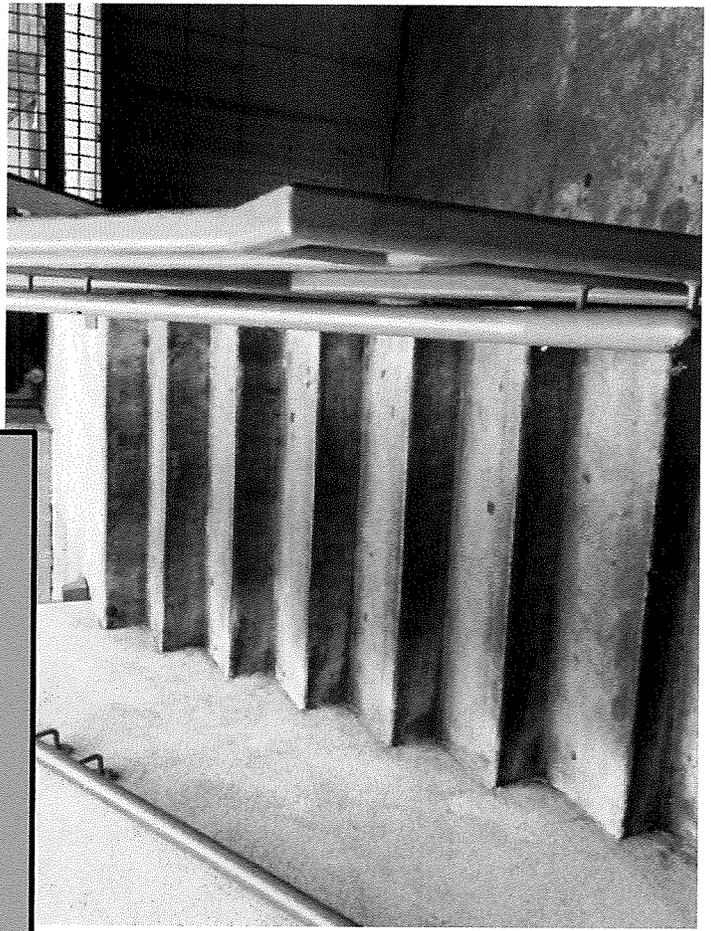
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SM3 – 485 N. Camden Drive Facility Images
(Provided by Chair Shalowitz 7/22/2015)





SM5 – Additional Facility Images
(Provided by staff 8/6/2015)

