



City Council Staff Report

Subject: Citywide Facilities Condition Assessment Project

Date: May 26, 2026

Submitted By: Matt McClure, Public Works Manager
Justin Nartker, Public Works Director

Department: Public Works

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Approving and Authorizing the City Manager to Execute a Contract with Kitchell/CEM, Inc. for a Facilities Condition Assessment.

Background:

As part of the City's Strategic Plan "Resilience" pillar, maintenance of City facilities and infrastructure is identified as a strategic goal. To address this goal, a comprehensive review of all City facilities was necessary and was included in the Strategic Plan staff work plan and General Fund fund balance was set aside to support the project.

The City issued a Request for Proposals (RFP) on September 12, 2025 for a comprehensive facilities condition assessment of 52 City-owned buildings and structures across 22 locations. The City received nine (9) proposals, which were reviewed by an internal selection panel, consisting of the Public Works Director, Public Works Manager, Facilities Operations Superintendent, and a Building Trades Worker. Following the initial review, the panel identified four (4) most qualified firms and invited them to interview and demonstrate their approach to the project. Based on the evaluation, the interview panel unanimously selected Kitchell/CEM, Inc. as the top ranked firm, and subsequently began contract negotiations.

The total negotiated cost for the assessment is \$121,500. The scope of services includes facility assessment planning, on-site facility condition assessment, analysis of facility condition assessment information, and Rocklin Police Station solar carport assessment. Staff recommends that the City Council authorize the City Manager to execute the contract with Kitchell/CEM, Inc. Staff also recommends granting the City Manager change order authority of up to 15% of the original contract amount to address any additional assessments or unforeseen conditions identified during the course of the project. Finally, staff recommends appropriating \$140,000 previously set-aside by the City Council for the Facilities Assessment from the General Fund (Fund 100) committed fund balance.

Fiscal Impact:

Sufficient funds are available in the Fund 100 committed fund balance to support the recommended appropriation.

ATTACHMENTS:

1. Resolution
2. Resolution Exhibit A - Agreement
3. Request for Proposals
4. Kitchell/CEM, Inc. Proposal