



REQUEST FOR PROPOSALS

FOR

CONSULTANT SERVICES FOR

FIRE STATION FACILITY CONDITION ASSESSMENTS

PROPOSAL SUBMISSION DEADLINE: November 21, 2017

3:00 p.m.

PROPOSAL CONTACT: Mike Getty, Business Manager

NOTICE INVITING PROPOSALS

The Fresno Fire Department (FFD) located in the City of Fresno (City), California, is seeking proposals from qualified consulting firms (CONSULTANT) to conduct facility condition assessments, hereinafter referred to as the "Project" for 19 separate fire stations.

FFD is developing a capital assessment plan. The plan will include a list of improvements and major repairs needed at each station as well as estimated costs to fund such improvements and/or major repairs. The term building is used throughout this document includes the fire station structure and apparatus bay.

Scope of Work

CONSULTANT will compile an Assessment Report of each station, prepared in a manner consistent with industry standards, ASTM E 2018-08. Deliverables will include a narrative report for each station identified for review.

The Station Condition Assessment for the City will consist of the following:

- Present condition and estimated life expectancy of building systems, and major components.
- Anticipated maintenance and replacement costs for the systems and components.
- Identification of physical assets (grounds, facilities; infrastructure).
- Recommendation for corrections of all deficiencies and cost estimates for such corrections.
- Resources needed to routinely maintain operability, sustainability and value of the physical assets given their current function.
- Prioritization, categorization, and classification of deficient conditions, corrective actions and information concerning building systems and deficiency categories.

The study will serve as a guide for future replacement, repairs, and improvements for the City to keep facilities, grounds, and infrastructure in proper working condition. Consultant will survey and assess all building systems and components to identify deficient conditions and accurately estimate the cost to correct each deficiency. At project implementation, Consultant will conduct a kick-off meeting to introduce team members and present key activities. Within this meeting we will address the following:

- Availability; condition, and location of existing drawings and documentation.
- Review available and descriptive building information (year built, history, major renovations).
- Interviews with those familiar with the properties to collect pertinent data (building problems, operating difficulties, equipment, for integration into the assessment.
- Review of the work plan and schedule for the contract with key milestones.
- Confirmation of the final scope of work.

CONSULTANT will conduct Progress Meetings to maintain communication with the Project Team and the City of Fresno. CONSULTANT will lead with an agenda focusing on work plan, schedule, and project needs. This will permit the opportunity to proactively address challenges proactively so that course adjustments may be made. Each meeting will - conclude with task assignments, schedules, and goals to be met. CONSULTANT will provide the City of Fresno with a weekly written status report that tracks and monitors the progress of the assessments against the schedule.

General Observation Scope

The field observer(s) will visit each property to assess the general condition of the stations and site improvements, review provided construction documents in order to become familiar with and be able to comment on the in-place construction systems, life safety, mechanical, electrical, and plumbing systems and the general environment. The field observer will conduct a walk-through survey of the stations to observe building systems and components, identify reported physical deficiencies, and formulate recommendations to remedy the physical deficiencies.

The field observer will interview personnel designated by FFD, and others familiar with the stations operating use and historical concerns. The field observer will attempt to interview station maintenance providers or others who are familiar with the repairs to station roofing, HVAC, plumbing or other major repairs or improvements.

Site Visits – Exterior and Utilities

Landscaping and Appurtenances: Observe general topography material landscaping features, irrigation systems, lighting signage etc.), at each station and note any reportable physical deficiencies or unusual conditions.

Water Runoff, Recovery Systems Document the existence of lack of such systems that recover water runoff during the cleaning of equipment and apparatus. Assess how much water is adequately controlled / contained vs. the amount of runoff flowing into storm drains.

Storm water Drainage

Identify the storm water collection and drainage systems. Observe general conditions and reportable physical deficiencies or any unusual items or conditions observed or reported.

Ingress and, Egress

Identify and note the location of the major means of access and egress and note any unusual items for conditions.

Flatwork

Identify the material flatwork (paving, parking, sidewalks, plazas, patios). Observe general conditions and not reportable deficiencies.

Utilities

Identify the type of provider of the material utilities provided to the station (electrical, water, wastewater, gas, etc.). Observe general conditions and not reportable physical deficiencies.

Site Visits - Structural Frame and Building Envelope

Identify material elements of the structural frame and building envelope (if identified on provided drawings). Observe general conditions and note reported physical deficiencies or unusual items or conditions reported or observed in readily apparent conditions. Observations are limited to grade and may include accessible balconies or rooftop vantage points. If provided, review as-built construction plans, previously prepared property reports, and records of remedial actions or repairs.

In the event more information or exploratory testing is required to provide remedial measures, the report will include associated recommendations for further investigation requiring a specific expertise. Recommendations of this nature will include a summarized scope and a general estimate of cost for budgetary purposes:

Roofing

Identify material roof systems (roof type, reported age, slope, drainage, etc.). Identify unusual roofing conditions observe for evidence of needed repairs, ponding or leakage. Note whether roof warranties are in effect. Special access to roof must be cleared by FFD for safety concerns.

Plumbing

Identify the material plumbing systems including domestic water supply and hot water production, sanitary sewer, or any special or unusual plumbing systems (water features, grease traps, fuel systems, gas systems). Identify the type and condition of observed restroom fixtures, drinking fountains, and/or other miscellaneous plumbing equipment. Where readily visible, observe general conditions and note reported physical deficiencies or any unusual items or conditions observed or reported.

Heating

Identify material heat generating systems. Observe general conditions, identify reported age of the equipment, note reported component replacements/upgrades, note apparent level of maintenance, and identify whether a maintenance contract is in place (name the contractor). If heating equipment is not operational at the time of the walk-through survey, provide an opinion of the condition to the extent reasonably possible. Note reported physical deficiencies or unusual items or conditions observed or reported. Include reported system problems. Identify and observe special or unusual heating systems or equipment (fireplaces, solar heat).

Air-Conditioning and Ventilation

Identify material air-conditioning and ventilation systems. Include material equipment (cooling towers, chillers, package units, split systems, air handlers). Identify material distribution systems at the subject property. Generally note reported tenant-owned equipment/systems not included in this review. Observe general conditions, identify reported age of the equipment, note reported component upgrades/replacements, note apparent level of maintenance, and identify whether a maintenance contract is in place (name of contractor). If air-conditioning and ventilation systems are not operational at the time of the walk-through survey, provide an opinion of the condition to the extent reasonably possible. Note reported physical deficiencies or any unusual items or conditions observed or reported. Include any reported system problems. Identify and observe special or unusual air-conditioning and ventilation systems or equipment (ice skating rinks, cold storage systems, special computer cooling equipment).

Electrical

Identify electrical service provided and distribution system. Include primary electrical equipment such as material switchgear disconnects, circuit breakers, transformers, meters, emergency generators, general lighting systems, and other such equipment or systems. Where readily visible, observe general electrical items (distribution panels, type of wiring, energy management systems). Observe general conditions and note reported physical deficiencies or any unusual items or conditions observed or reported. Include any reported material system problems. Identify special or unusual electrical systems or equipment present.

Life Safety/Fire Protection

Identify material life safety/fire protection systems, including sprinklers and stand pipes, fire hydrants, presence of fire alarm systems, smoke detectors, fire extinguishers, emergency lighting, and other like safety systems that are readily visible. Observe general conditions and note reported material physical deficiencies or unusual items or conditions observed or reported. Include any reported material system problems.

Interior Elements

Identify typical common areas (lobbies, corridors, assembly areas, restrooms) and building standard finishes (flooring, ceilings, walls). Identify material building amenities or special features (spas, fountains, clubs, shops). Observe general conditions and note reported physical deficiencies or unusual items or conditions observed or reported. Identify those stations that do not have separate sleeping quarters, restrooms, or showers for male and female employees. Identify other elements that may impose on the reasonable privacy of station employees.

ADA

Provide a general statement of the Property's conformity to Title III of the Americans with Disabilities Act (ADA). This is based upon limited visual observations during the walk-through survey and will not constitute a full ADA survey, nor include measurements, to verify compliance. Only a limited sample of areas will be observed.

Mold

On a limited visual basis during the walk-through survey, the field observer will note observed suspect mold and/or evidence of moisture in the observed areas. The field observer will interview the property representative regarding his/her knowledge of the presence of any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors.

Special Systems and Equipment

Include all special systems and equipment, such as pull-up/roll-up doors, unique hoist systems, hydraulic lifts, fueling facilities, chillers, equipment lifts, chair lifts, storage tanks, dumbwaiters, vaults, public address systems, and telephone systems. Include documentation on the existence and performance of exhaust collection systems in the apparatus bays. Performance will be evaluated through a sampling process as agreed upon between the Consultant and FFD.

Analysis of Building Condition Information

Based upon our observations, research, and judgment, along with consulting commonly accepted empirical expected useful life (EUL) tables, CONSULTANT will render an opinion as to when a system or component will most probably necessitate replacement. Accurate historical replacement records provided by the Facility Manager are typically the best source for this data. Exposure to weather elements, initial system quality and installation, extent of use, quality, and amount of preventive maintenance exercised are all factors that impact the effective age of a

system or component. A system or component may have an effective age +/- its actual age. The RUL of a component or system equals the EUL less its effective age. In addition to determining the EUL and the RUL for each system/component, CONSULTANT will categorize each cited deficiency within one of the following **Five Priorities**:

- **Priority 1: Currently Critical** (Immediate): Deficiencies requiring immediate action including a cited safety hazard and areas of accelerated deterioration, returning a building component to normal operation.
- **Priority 2: Potentially Critical** (Year 1): Deficiencies requiring action in the next year including components experiencing intermittent operations, potential life safety issues, and rapid deteriorations, returning a building component to normal operation.
- **Priority 3: Necessary – Not Yet Critical** (Years 2-3): Deficiencies requiring appropriate attention to preclude predictable deterioration, potential downtime, additional damage, and higher costs to remediation if deferred further.
- **Priority 4: Recommended** (Years 4-5): Deficiencies representing a sensible improvement to the existing conditions. These are not required for the most basic function of the facility; however, Priority 4 projects will improve overall usability and/or reduce long-term maintenance costs.
- **Priority 5: Does Not Meet Current Code but “Grandfathered”**. No Action required at this time, but should substantial work be undertaken, correction would be required.

Classification

Deficiencies observed will be classified into categories such as the following, using the Uniformat System:

- | | |
|---|--|
| • Site | • Special Electrical Systems |
| • Architectural | • Fire Suppression Systems |
| • Exterior Systems | • Special Construction |
| • Exterior Finishes | • Interior Systems |
| • Life Safety Systems | • Interior Finishes |
| • Heating, Ventilation, and A/C Systems | • Telephone Infrastructure and Systems |
| • Plumbing Systems | • Data Infrastructure and Server Rooms |
| • Electrical Distribution Systems | |
| • Service Distribution Systems | |

Cost Estimating

Each report will include a Capital Needs Analysis with estimated cost for each system or component repair or replacement anticipated during the evaluation term. The report narrative will discuss options for deficiency repair, and the analysis will be presented in Excel including a summary of the description of each component age, estimated RUL, anticipated year of repair/replacement, quantity, unit cost, and total cost for repair of each line item. A consolidated Capital Needs Analysis will be presented including all anticipated capital needs for all buildings. CONSULTANT will provide cost estimates for deficiencies noted based on maintenance and repair estimates, and may include project management, construction, and design fees derived using actual costs from previous projects. Costs will be confirmed with the City of Fresno, CONSULTANT uses the Uniformat System, Whitestone Research, and RS Means Model for the

baseline of cost estimating. CONSULTANT maintains this system with information received from the field. Through construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This allows us to project costs based on local conditions and maintain a database that is more current than published models.

Report Deliverables

CONSULTANT will provide a written analysis including a detailed description of each building component and system. Each report will be organized by building system including a description of all systems and components, and will include color digital photos of major systems and components, and photos of all deficiencies identified. In addition to the narrative description, each report will include discussion of current and anticipated repairs and deficiencies, and of any applicable options for repair or maintenance of building components. These deficiencies will be summarized in a Capital Needs Analysis Table included throughout each report. ALL CONSULTANT reports are submitted as drafts. Once individual assessments are finalized, a program summary report will be provided to include a roll-up of all prioritized capital needs across all facilities. The program summary report will reflect a 10-year capital plan based upon CONSULTANT's 20-year building system evaluation. The capital needs analysis will include a cost table sorted by building a system, and ranked by priority for repair. The format of the table will allow for the customization of reporting by building, system, or priority for repair, and a year-by-year analysis of capital needs. CONSULTANT will provide both a digital copy (PDF) and one (1) hard copy of the reports to the City 60 full business/working days (or 12 weeks) after receipt of the notice to proceed.

Interaction with the City of Fresno / FFD Staff

The Facility Condition Assessment will be a collaborative process between CONSULTANT and City of Fresno Staff. There will be weekly conference calls to track progress against the schedule and discuss recommendations observed in the field and while writing the report. CONSULTANT will provide a rolling delivery of draft reports to the City of Fresno for review and comment. Upon completion and acceptance of the reports, CONSULTANT will conduct a training session for City of Fresno Staff on the AssetCALC™ database.



Purchasing Unit - (559) 621-1332 - FAX (559) 488-1069 - www.fresno.gov
2600 Fresno St, Room 2156
Fresno, California 93721-3622

Finance Department
Michael Lima, Director

ADDENDUM NO. 1
Fire Station Facility Condition Assessment
Bid File 100317MG

NOTICE TO ALL BIDDERS

This Addendum is attached to and made a part of the above entitled specifications for the City of Fresno with a scheduled bid opening of 3:00 P.M., November 21, 2017.

All changes and or clarifications will appear in **bold underlined type.**

Reference page **ON THE FINAL PAGE OF THE RFP: The last paragraph is modified as follows with the final sentence omitted:**

Interaction with the City of Fresno / FFD Staff
The Facility Condition Assessment will be a collaborative process between CONSULTANT and City of Fresno Staff. There will be weekly conference calls to track progress against the schedule and discuss recommendations observed in the field and while writing the report. CONSULTANT will provide a rolling delivery of draft reports to the City of Fresno for review and comment. Upon completion and acceptance of the reports, ~~CONSULTANT will conduct a training session for City of Fresno Staff on the AssetCALC™ database.~~

Note: The AssetCALC database is not a requirement for this project nor will it be used in the evaluation process.

City of Fresno


TODD KNITTEL
Purchasing Manager

The bidder shall sign below indicating he/she has thoroughly read and understands the contents of this Addendum.

Signed: _____

Company: _____

This addendum is being distributed ONLINE only and will not be sent by U.S. Mail. The bidder shall submit a signed copy of this addendum with their bid.

Addenda to date: 2
November 10, 2017

Addendum 9-2017

Evaluation Team:

Richard Cabral - Deputy Chief	Ted Semonious - Deputy Chief
Keith Sipe - Division Mgr., Facilities	Mike Getty - Business Mgr.

		The Vernal Group Fresno	Huber & Huber Fresno	Burear Veritas Sacramento	Faithful & Gold Long Beach	ISES Corp Duluth, GA	CMI Construction Mgt Fresno	Taylor Group Clovis	Griffin Structures, Inc Irvine	EMG Walnut Creek	JKA Architects Sonoma
1 Are there any relations with the company that would impair an independent evaluation?											
	Evaluator 1	No	No	No	No	No	No	No	No	No	No
	Evaluator 2	No	No	No	No	No	No	No	No	No	No
	Evaluator 3	No	No	No	No	No	No	No	No	No	No
	Evaluator 4	No	No	No	No	No	No	No	No	No	No
2 The company demonstrates a comprehensive understanding of the RFQ and the overall objectives of the project?											
	Evaluator 1	9	8	10	10	8	8	9	8	10	9
	Evaluator 2	10	9	10	10	8	8	9	8	10	9
	Evaluator 3	10	8	10	10	8	8	10	9	10	9
	Evaluator 4	9	10	10	9	8	9	8	9	9	9
3 The company has adequate number of staff to complete the assessment in a timely manner?											
	Evaluator 1	9	10	10	9	9	9	8	10	10	8
	Evaluator 2	9	10	10	10	9	9	9	10	9	8
	Evaluator 3	9	9	9	9	9	9	9	9	10	9
	Evaluator 4	10	10	10	10	9	9	9	10	10	9
4 Qualifications of key staff appear are capable and experienced in facility assessment projects similar to ours?											
	Evaluator 1	9	9	9	9	8	9	9	9	10	9
	Evaluator 2	9	9	9	10	8	8	9	9	9	9
	Evaluator 3	9	8	10	9	8	9	9	9	10	9
	Evaluator 4	9	9	9	10	8	8	9	10	10	9
5 Quality of responses: The company appeared to customize their responses to our RFQ rather than provide boiler plate responses:											
	Evaluator 1	9	8	9	9	8	10	9	9	9	8
	Evaluator 2	9	8	9	10	8	9	9	9	9	8
	Evaluator 3	9	9	9	10	8	10	10	9	10	8
	Evaluator 4	9	8	9	9	8	9	10	9	10	8
Score: Top 3 to qualify for phone conference:		147	142	152	153	132	141	145	146	155	138
Notes/Comments?											
	Evaluator 1		More constr related			More constr related	More constr related				
	Evaluator 2						More constr related				More constr related
	Evaluator 3									Prior COF work, ref okay	
	Evaluator 4									Prior COF work, ref okay	