



Town of North Kingstown
Public Works Department

Facility Condition Assessment and Analysis
of Town Facilities

Sealed proposals due no later than May 2, 2017 @ 10:00 AM

A Pre-Bid Conference will be held on April 20, 2017 at 10:00 AM
at the Department of Public Works Facility, 2050 Davisville Road
North Kingstown, RI 02852

Please contact Kim Jones at kjones@northkingstown.org with all contact information to
ensure receipt of any addenda.

REQUEST FOR PROPOSALS
PROFESSIONAL ARCHITECTURAL/ENGINEERING/CONSULTING
SERVICES TO CONDUCT A FACILITY CONDITION ASSESSMENT
AND ANALYSIS OF TOWN FACILITIES FOR
NORTH KINGSTOWN, RHODE ISLAND

The Town of North Kingstown is seeking proposals for professional services to conduct a facility condition assessment and analysis of Town facilities.

The above proposals will be accepted in the Department of Public Works Facility, 2050 Davisville Road, North Kingstown, RI 02852, **until 10 a.m. on May 2, 2017.**

NO PROPOSALS WILL BE ACCEPTED AFTER THE 10:00 A.M. DEADLINE.

A pre-bidder's conference will be held on April 20, 2017, beginning at 10:00 a.m. at the North Kingstown Department of Public Works, 2050 Davisville Road, North Kingstown, Rhode Island.

A certificate of insurance showing one million dollars General Liability and one million dollars Any Auto, both naming the Town as additional insured; Worker's Compensation, with a waiver of subrogation, and one million dollars professional liability will be required from the successful firm.

The Town of North Kingstown reserves the right to reject any or all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of North Kingstown will provide interpreters for the hearing impaired at bidder's conference, provided a request is received three (3) days prior to said meeting by calling 294-3331, ext. 601

**REQUEST FOR PROPOSALS TO PROVIDE PROFESSIONAL
ARCHITECTURAL/ENGINEERING CONSULTING SERVICES REQUIRED TO
CONDUCT A FACILITY CONDITION ASSESSMENT AND ANALYSIS OF
TOWN FACILITIES**

The Town of North Kingstown is seeking proposals for professional consulting services required to conduct a facility condition assessment and analysis of Town facilities.

The project shall entail the work as described in the General Requirements; Scope of Work, and the section describing the Consultant's Responsibilities, all contained within this document.

The Consultant must provide all documentation specified in the Selection Criteria.

The Consultant must complete all work described in the "Scope of Work ". Questions regarding this request should be directed to Phil Bergeron, P.E., Director of Public Works.

SELECTION CRITERIA

The following factors will be considered in determining the highest qualified firms and your submission must demonstrate and include your firm's:

1. Competence to perform the services as reflected by technical training and education; general experience; experience in providing the required services; and the qualifications and competence of persons who would be assigned to perform the services;
2. Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the service expeditiously;
3. Past performance as reflected by the evaluation of private persons and officials of other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and an ability to meet deadlines;
4. Ability to meet the proposal requirements and to demonstrate an understanding of the scope of the project
5. Costs evaluation;
6. Experience of the Firm in similar projects;
7. Experience with sustainable building, green design and the U.S. Green Building Council's LEED (Leadership in Energy and Environmental Design)
8. Services offered;
9. Quality of the work previously performed by the Firm for the Town of North Kingstown, if any; and
10. All documentation that must be included with the proposal to allow for the evaluation of the highest qualified firms is as follows:
 - Statement of Qualifications Forms, enclosed
 - Performance Data Form, enclosed
 - Proof of Errors and Omissions Insurance coverage (*A Certificate of Insurance showing one million General Liability and one million Any Auto, with the Town being named as an additional insured, Worker's Compensation, with a waiver of subrogation, and one million Professional Liability, will be required of the successful bidder*);
 - Personnel assigned to the project; resumes; qualifications; licenses and professional registration. *Note: All engineering services requiring a Professional Engineer shall be performed by a RI Licensed Professional Engineer; all architectural services shall be performed by a Rhode Island Licensed Architect; all Landscape Architecture Services shall be performed by a RI Licensed Landscape Architect; (Substitutions will not be allowed without prior approval of the awarding authority); and*
 - Description of services to be provided.

GENERAL REQUIREMENTS

1. All requirements identified in the Selection Criteria must be completed to be considered.
2. The firm selected from this request for qualifications will herein be referred to as “Consultant”.
3. Refer to Scope of Work for specific project requirements.
4. The Consultant shall work for the Town of North Kingstown under the supervision of the Director of Public Works.
5. All work performed by the Consultant shall be directed and coordinated through the Director of Public Works.
6. The Consultant’s basic services consist of those described and identified in the Scope of Work and Consultant’s Duties and Responsibilities and include normal structural, mechanical, electrical, civil and geotechnical engineering services, as well as Landscape Architectural services.
7. The Consultant shall advise the Owner of any adjustments to previous estimates of Construction Cost resulting from code revisions and general market conditions.

SECTION 2 - SCOPE OF WORK

2.1 Overview of Project

The Town of North Kingstown is soliciting proposals to conduct a detailed and thorough facility condition assessment (FCA) and analysis of its facilities, grounds and miscellaneous structures on town properties including developing an asset inventory, identification of current facility condition deficiencies, recommending corrections for all deficiencies, providing cost estimates for corrections and forecasting future capital renewal cost.

2.2 Project Objectives

The objectives of the proposed project are:

- To develop an inventory of building systems, equipment and infrastructure assets of each Town property.
- To calculate the costs for all identified projects, utilizing an agreed upon published construction and remodeling cost estimating data and format.
- To rank and prioritize all projects by priority and anticipated life cycle.
- To provide a prioritized plan to strategically and efficiently reduce the current backlog of deferred maintenance.
- To enhance facility planning capabilities and compare conditions between Town facilities by addressing the highest priority needs and future needs.
- Make recommendations where noted for improving facilities with the goal of establishing a facility condition baseline for goal setting and progress tracking.
- To provide a long term tool (software) for the Town to use to modify and update data after the completion of the project.

SECTION 3 - SCOPE OF SERVICES

3.1 Qualification of the Project Team

This contract will require detailed inspections of all facilities as specified herein by architectural and engineering professionals or other equivalent facility assessment professionals such as building surveyors to produce an accurate analysis that identifies visible and discernible (through non-destructive means) components and elements requiring maintenance or other planned action. The must include a professional cost estimator with similar work experience and regional experience.

3.2 Facilities to be Assessed

The assessment will include the facilities listed on Attachment 1.

3.3 Facility Condition Assessment

The facility condition assessment will consist of the following phases:

- I. Facility Condition Assessment Planning**
- II. On-Site Facility Condition Assessment**
- III. Analysis of Facility Condition Assessment Information**
- IV. Facility Condition Assessment Report Preparation**
- V. Preparation of Strategic Plan**

VI. Presentation of Findings

Phase I-Facility Condition Assessment Planning

Prior to the on-site facility condition assessment, the contractor will gather existing asset information, and establish access protocol and scheduling. The contractor will prepare a project memorandum for review which briefly explains the purpose of the assessment, what is to be included in the assessment, and a proposed schedule for the assessment of facilities.

Phase II-On-site Facility Condition Assessment

A detailed on-site condition assessment will be conducted for each facility and infrastructure in

the Town's portfolio.

The primary goal of the on-site assessment will be to identify all maintenance, repair, and replacement requirements. In addition, recommended upgrades and improvements where applicable will be identified. The following guidelines will be followed by the contractor:

The contractor is responsible for the assessment of real plant property such as buildings, structures, and utilities (and their integral components/systems). Copies of the building floor plans will be made available to the professionals.

The professionals will provide qualified personnel (engineers and/or technicians) to perform a thorough visual assessment of all architectural, civil/structural, mechanical, and electrical components/systems of each facility. The assessment team(s) will identify and report all civil, structural, roof, mechanical and electrical deficiencies and recommended upgrades and improvements if required.

The on-site assessment will be performed using both component-level and system-level inspection methods. The assessment team(s) will evaluate each asset to determine whether there is sufficient evidence to warrant complete replacement of the system, or if repairing only portions of the system is preferable. For example: an assessment may indicate the need to replace all the windows in a facility, instead of repairing various windows throughout the facility; or that electrical capacity needs to be increased to meet the current and anticipated future needs at a facility.

The contractor will inventory the maintainable equipment within each building and collect the following information to be inputted into an Excel spreadsheet:

Equipment

Boilers, Package HVAC Unit Condenser Units, Compressors, Chillers, Major Exhaust Equipment, Fire Alarms, Fire Sprinklers, Hot Water Heaters, Electrical Service Equipments , Air Handling Units, Elevators, Commercial Overhead Doors, Ducts

Equipment Data

Equipment type, Model number
Location, Serial number
Function and area served, Installation date
Manufacturer, Capacity Age/ year of installation (if available)

The on-site assessment will include entering accessible crawl spaces, and attic spaces. Crawl spaces and attic spaces which have suspected environmental hazards will not be entered until the type of contamination has been identified or under a separate contract. Information regarding areas of known contamination will be provided to the contractor at the commencement of the on- site assessment or as it becomes available.

- Items that are considered urgent (endangering life and/or property, etc.) will be appropriately marked on the assessment reports and immediately brought to the Town's attention.
- If the visual inspection of a component indicates the need for an in-depth study, analysis, or specialized inspection, the cost of the recommended specialized inspection will be included in the report. However, the performance of such inspections will not be included in this scope of work.
- The assessment should be comprehensive and include all necessary information required to assign an expeditiously maintain, repair or replace components.

The facility condition assessments will focus on the following property elements:

Substructure, foundations, basements

Exterior Systems - roofs, walls, window systems, doors, ceilings and ceiling systems

Interior Construction - walls, doors, flooring, visible structural components

Interior Finishes: Flooring, ceiling, wall finishes

Health/Fire/Life Safety systems, emergency egress lighting

Handicap Accessibility - ADA requirements

Heating, Ventilation and Air Conditioning

Plumbing Systems

Building Electrical and Service Distribution

Electrical and Service Distribution

Fire Suppression

Special Electrical Systems and Emergency Power

Elevators

Roadways, parking lots, sidewalks, exterior lighting

Water (not irrigation), sanitary and storm sewers

Phase III-Analysis of Facility Condition Assessment Information

The contractor will provide an expanded evaluation and analysis providing projections and analyses for the following areas:

Deficiency costs summarized by building system across all facilities.

Deficiency costs summarized by Priority across all facilities.

Deficiency costs summarized by Category type across all facilities.

Multi-year annual expenditure forecast for each facility.

Life Cycle Analysis for Component Renewal

The contractor will utilize life cycle analysis to develop component renewal costs. A facility's useful life is limited by the durability of its systems, and generally does not fail as a whole but as individual components or systems. Building components will be evaluated based on their individual life cycles, determined by an evaluation of the age and condition. The renewal cost for the components will be computed and identified by renewal year. The contractor will report the life cycle costs at the component-level, and building-level, and will provide a grand total for the Towns' entire portfolio.

Prioritization/Categorization/Classification of Assessment Data

Each deficiency and project shall include the following decision making classifications prioritizing each action according to its criticality and classification type:

DEFICIENCY PRIORITIES

Each deficiency identified in the field assessment shall be prioritized in the following manner:

Priority 1 Currently Critical

Conditions in this category require immediate action to:

- (a) Correct a cited safety hazard
- (b) Stop accelerated deterioration
- (c) Return a facility to operation

Priority 2 Potentially Critical

Conditions in this category, if not corrected expeditiously, will become critical within a year. Situations within this category include:

- (a) intermittent operations
- (b) rapid deterioration
- (c) potential life safety hazards

Priority 3 Necessary - Not yet critical

Conditions in this category require appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.

Priority 4 Recommended

Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility.

Priority 5 Appearance

Conditions in this category include finishes that have deteriorated and are required to maintain the required aesthetic standards.

Priority 6 Does Not Meet Current Codes/Standards - “Grandfathered”

Conditions in this category include items that do not conform to existing codes, but are “grandfathered” in their condition. No action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require correction to comply with current code standards.

DEFICIENCY CATEGORIES

Each deficiency identified in the field assessment shall be classified in the following manner:

Category 1- Scheduled Maintenance

Maintenance that is planned and performed on a routine basis to maintain and preserve the condition.

Category 2 - Deferred Maintenance

Maintenance that was not performed when it was scheduled or is past its useful life resulting in immediate repair or replacement.

Category 3 - Capital Renewal

Planned replacement of building systems that have reached the end of their useful life.

Category 4 - Energy & Sustainability

When the repair or replacement of equipment or systems are recommended to improve energy and sustainability performance.

Category 5 - Security

When a system requires replacement due to a security risk or requirement

Multi-Year Expenditure Plan

The contractor shall develop a ten-year expenditure plan, which is a schedule of all deficiencies and actions required to maintain and repair facilities, including projects developed during the analysis of facility condition information, unconstrained by available funding limitations.

Phase IV-Facility Condition Assessment Report Preparation

Using the data collected during the on-site facility condition assessment and analysis phase, the contractor will provide a comprehensive report. The contractor will provide a separate report for each facility.

Reporting Capabilities

The condition assessment report package will contain the following components:

1.0 Executive Summary

An executive summary containing:

- Deficiency costs summarized by building system across all facilities.
- Deficiency costs summarized by Priority across all facilities.
- Deficiency costs summarized by Category type across all facilities
- Multi-year annual expenditure forecast for each facility.

2.0 Asset Description and Condition

A detailed description of building assets and equipment detailing the observed condition and deficiency cause providing recommendations to correct the deficiency

3.0 Asset Inventory

A list of the information provided and collected for each asset, such as equipment type, manufacturer, model number, serial number, capacity and year installed.

4.0 Photographs

Provide digital photographs for each facility and piece of equipment inventoried. Exterior photographs will be used for Town identification and documentation of structural problems, major site deficiencies or special conditions. Interior photographs will be used to document critical or unusual conditions. Photographs will be used to explain and / or justify the prioritization of corrective actions.

5.0 Expenditure Forecast

A schedule of annual forecast expenditures itemizing each deficiency and the total cost for the actions required to correct the deficiencies for each facility by building system.

Phase V-Presentation of Findings

The contractor will work closely with the Town to investigate potential opportunities to accomplish corrective actions through alternative means, such as construction, renovation and alteration projects. The Town will provide projected or potential financial resource availability for the plan.

Phase VI-Preparation of Strategic Plan

The contractor will present the findings through reports, graphs, and charts. The charts and graphs will provide a visual representation of the condition assessment data in order to assist decision makers and policy makers in understanding the scope of the funding needs.

BUILDING LIST

3/10/2017

Building	Address	SQ FT
Allen Harbor-Restroom	24 Bruce Boyer St	600
Allen Harbor Maintenance	24 Bruce Boyer St	4,000
Animal Control	395 Ham-Allenton Rd	2616
Senior Center	44 Beach St.	11,500
Community Ctr.	30 Beach St	4860
Fire Sta #1 (see Police Station)	8150 Post Road	
Fire Sta#2	1865 Boston Neck Rd	2960
Fire Sta #3	6445 Post Road	5057
Fire Sta #5	151 Indian Corner Rd	5556
Old Fire Sta #5 Recreation use	121 Indian Corner Rd	1904
Fire- Golf Maintenance Bldg	545 Callahan Road	33,200
Golf Clubhouse	615 Callahan Rd	13,052
Golf Maintenance Buildings	613 Callahan Rd	9,450
Highway Garage (metal building)	480 Oak Hill Rd	6,700
Ryan Park Concession	291 Oak Hill Rd	293
Library	100 Boone St	22,485
McGinn Concession Stand	174 School St	695
Police Station	8166 Post Rd	26,923
DPW O & M Facility	2050 Davisville Rd	23,388
Facility Maintenance Building	55 Roosevelt Ave Wilson Park	2,982
Wilson Park Concession Buildings (2)	55 Roosevelt Ave Wilson Park	600
Storage Building Signal Rock Park	300 Signal Rock Dr	4632
Town Hall	80 Boston Neck Rd	9053
Town Hall Annex	55 Brown St	5519
Transfer Station Tip Scale House	345 Devils Foot Rd	640
Transfer Station Tip Bldg		4,200
Wickford rest room	57 Brown St	459
Wickford El School	99 Phillips Street	32,200
Municipal Office Building	100 Fairway Dr	18,104
Notes:		
Buildings to be sold		
Old wooden highway garage	55 Oak Hill Rd	6252
Fire Training Building	37-39 Oak Hill Rd	3582

QUALIFICATION STATEMENT AND PERFORMANCE DATA FORMS

The following forms must be filled out in its entirety. In addition, the authorization to check references must be completed.

PERFORMANCE DATA FORM

The undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

RESPONDENT: _____

Experience of the firm in like projects completed. Please provide a listing of at least three (3) references pertaining to like projects completed. If more space is required, please attach additional sheets.

Project/Description/Cost	Status/ When completed	Name/Address Of Owner	Name & Phone # of Contact at Owner

Listing of references pertaining to like projects currently in progress, which you feel will qualify you for this work. If more space is required, please attach additional sheets.

Project/Description/Cost	Status	Name/Address Of Owner	Name & Phone # of Contact at Owner

QUALIFICATION STATEMENT

The undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

1 RESPONDENT: _____

ADDRESS: _____

PHONE NO: _____

2 SUBMITTED TO: _____

ADDRESS: _____

3 NAME OF PROJECT: _____

4 ORGANIZATION:

4.1: The submitting company is a () Corporation () Individual
() Partnership () Joint Venture () Other _____

4.2: If your firm is a corporation, answer the following:

4.2.1: Date of Incorporation: _____

4.2.2: State of Incorporation: _____

4.2.3: President's Name: _____

4.2.4: Vice President's Name: _____

4.2.5: Secretary's Name: _____

4.2.6: Treasurer's Name: _____

4.3: If your firm is a partnership, answer the following:

4.3.1: Date of Organization: _____

4.3.2: Name of General Partners: _____

4.4: If your firm is individually owned, answer the following:

4.4.1: Date of Organization: _____

4.4.2: Name of Owner: _____

4.5: How many years has your firm been in business and how many years of experience does your firm have with similar projects? _____

5 EXPERIENCE:

5.1: Claims and Law Suits: (If the answer to any of the following questions is YES, please attach details.)

5.1.1: Has your firm ever failed to complete any work awarded to it? _____

5.1.2: Are there any judgements, claims, arbitration proceedings or suits against your firm, its principals or officers? _____

5.1.3: Has your firm filed any law suits or requested arbitration with regard to any contracts within the last five years?

5.2: List the people that will be assigned to this project and indicate their specialties. Attach their resumes and field experience. Identify their experience and relation to your firm.

Name:

Specialty:

_____	_____
_____	_____
_____	_____
_____	_____

SUBMITTED this _____ day of _____, 2007

NAME OF FIRM: _____

SIGNED BY: _____ **TITLE:** _____

PRINT NAME: _____

Subscribed and sworn to before me this _____ day of _____, 2007

_____ **My commission expires** _____

Notary Public

The undersigned hereby authorizes any person, firm or corporation to furnish information requested by the Town of North Kingstown, Rhode Island in verification of the recitals comprising this Statement of Qualifications and Performance Data form.

FIRM NAME: _____

BY: _____
(Signature)

NAME/TITLE: _____
(Please Print)

DATE: _____

TELEPHONE NO: _____

A. OWNER'S RESPONSIBILITIES

The Owner shall:

Designate a representative authorized to act on the Owner's behalf with respect to the Project. The Owner's representative shall render decisions in a timely manner pertaining to documents submitted in order to avoid unreasonable delay in the orderly and sequential progress of services.

Furnish the services of other consultants when such services are not required under the General Requirements and Scope of Work.

B. TERMINATION, SUSPENSION OR ABANDONMENT

The Agreement may be terminated by either party upon not less than thirty days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

The Agreement may be terminated by the Owner upon not less than fourteen days' written notice to the Consultant in the event that the Project is permanently abandoned. If the project is abandoned by the Owner for more than 90 consecutive days, the Consultant may terminate this Agreement by giving written notice.

Failure of the Consultant to provide the required services in the defined time frame, shall be considered substantial nonperformance and cause for termination.

**THE FOLLOWING IS THE ONLY CONTRACT THAT WILL BE
AGREED TO BY THE TOWN OF NORTH KINGSTOWN AND THE
SUCCESSFUL ARCHITECTURAL/ENGINEERING FIRM**

C. The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work.

(Date) (Print Name of General Bidder)

By: _____
(Signature of Principal)

(Print Name and Title of Principal)

(Business Address)

(City, State, Zip Code)

(Telephone Number)

(Corporation incorporated under the laws) Composed of
() Officers,
(of the State of _____) Partners, of
(Partnership) Owner
(Individual) As Follows:

(President)

(Secretary)

(Vice President)

(Treasurer)

BID PROPOSAL

TO: Town of North Kingstown
100 Fairway Drive
North Kingstown RI 02852-5762

FACILITY CONDITION ASSESSMENT AND ANALYSIS OF TOWN FACILITIES

Proposal of _____(hereinafter called
“BIDDER”), organized and existing under the laws of the State of
_____doing business as
_____ * to the TOWN OF NORTH
KINGSTOWN, RHODE ISLAND (hereinafter called “OWNER”):

In compliance with the Advertisement for Bids, BIDDER hereby proposes to furnish all materials, equipment labor, disposal, services and other items and work necessary to conduct a facility condition assessment and analysis of Town Facilities, North Kingstown, RI, as stated in the accompanying scope of work at the prices stated on the attached Bid Form.

By submission of this BID, each BIDDER certifies, and in the case of a joint BID, each party thereto certifies as to his own organization, that his BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID, with any other BIDDER or with any competitor.

BIDDER acknowledges receipt of the following ADDENDA:

ADDENDUM _____ DATED _____

ADDENDUM _____ DATED _____

ADDENDUM _____ DATED _____

*Insert “a corporation”, “a partnership”, or “an individual” as applicable.

BID FORM

BASE BID

DATE: _____

Consultant's Name: _____

Address: _____

TO: Town of North Kingstown

The undersigned proposes to furnish all materials, equipment labor, disposal, services and other items and work necessary to conduct a facility condition assessment and analysis of Town facilities, North Kingstown RI, in accordance with the accompanying scope of work at the following LUMP SUM BID PRICE:

_____ \$ _____
(Price written) (Price in figures)

Respectfully submitted:

Consultant (Bidder)

SEAL
If bid is by a Corporation

By: _____
(Signature and Title)

Address: _____

Telephone: _____

e-mail address: _____