



**Facilities Condition Assessment**

**REQUEST FOR PROPOSALS**

**January 2, 2019**



Fayetteville Public Schools will accept proposals from qualified vendors interested in providing a district-wide facilities condition assessment.

### **Project Overview**

Fayetteville Public Schools is soliciting proposals to conduct a detailed facility condition assessment (FCA) and analysis of its facilities, grounds, and miscellaneous structures on 2,000,000 square feet of district owned properties, identification of current facility condition deficiencies, recommendation corrections for deficiencies, cost estimates for corrections, and forecasting future capital renewal cost.

Fayetteville Public Schools seeks to understand (1) the general condition of all buildings and major components; (2) the annual maintenance costs for each building; and (3) the timing and cost of future building component maintenance and replacement.

### **Project Objectives**

- A. To review, update the existing inventory or modify systems, equipment, and infrastructure assets;
- B. To identify and calculate estimates for projects;
- C. To rank and prioritize all projects by priority and anticipated life cycle;
- D. To estimate the cost of and provide the list of required equipment and facilities maintenance for each building;
- E. To enhance facility planning capabilities by addressing the highest priority needs and future needs;
- F. To provide recommendations for improving facilities with the goal of 10 year capital asset budgeting, establishing a facility condition baseline for goal setting, and progress tracking.
- G. To seek expertise in potential historic facility renovations and the feasibility of those necessary upgrades to meet current learning space requirements.

### **Scope of Work**

Provide detailed inspections and assessments of facilities as specified by architectural, engineering, or other equivalent professionals such as building survey or produce an accurate analysis that identifies visible and discernable components and elements requiring maintenance or other planned action. An office within the State of Arkansas is preferred and must include a professional cost estimator with similar work experience, local knowledge of cost rates in the area, and expertise in historic renovations.

The assessment will include existing facilities at 18 sites that occupy an estimated 2,000,000 square feet.

The facility condition assessment will consist of the following phases:



- Phase I** Facility Assessment Planning
- Phase II** On-Site Facility Condition Assessment
- Phase III** Analysis of Facility Conditions Assessment Information and Energy Assessment Investment Grade Audit
- Phase IV** Facility Condition Assessment Report Preparation
- Phase V** Preparation of Strategic Plan

#### **A. Phase I Facility Assessment Planning**

Review current asset information and establish an access protocol and scheduling. The contractor will provide a project memorandum for review and approval by the superintendent which briefly explains the purpose for the assessment, what is to be included in the assessment, and a proposed schedule.

#### **B. Phase II On Site Facility Condition Assessment**

Conduct a detailed on-site condition assessment for each facility and infrastructure in the district's portfolio. The assessment should be structured and include all necessary information to assign an industry standard building system classification.

The on-site assessment will include entering accessible crawl spaces and attic spaces. The on-site assessment will be performed using both component-level and system-level inspection methods. The assessment team will evaluate each asset to determine whether sufficient evidence is available to warrant complete replacement of the system, or if repairing only portions of the system is preferable or more cost effective.

The following minimum assessments will be accomplished:

- A. Identify all maintenance, repair, and replacement requirements including recommendations from the energy efficiency audit to enhance operations.
- B. Recommend upgrades and improvements where applicable, considering efficiency and environmental improvements.
- C. Assess real plant property such as buildings, structures, and utilities and their integral components/systems. Copies of the building floor plans and maintenance history records when available will be made to the contractor.
- D. Perform a thorough visual assessment of all architectural, civil/structural, mechanical, electrical, fire, plumbing, and sewer components/systems of each facility. The specific in depth work identified and recommended is not included in the initial scope of work, but may be added to the scope of work at additional cost agreeable to the district.
- E. Identify and report all civil, structural, roof, mechanical, electrical deficiencies, and recommended upgrades and/ improvements.



- F. Identify and immediately report to the district leadership components or situations that are considered urgent (endangering life and/property).
- G. The facility condition assessment will focus on the following property elements:
- HVAC
  - Building Substructure – foundations, basements, tunnels
  - Building Envelope – exterior siding, curtain wall windows, exterior doors
  - Interior Construction - walls, doors, flooring, visible structural components, ceilings and ceiling systems
  - Interior Finishes - Flooring
  - Lighting - Safety
  - Health/Fire/Life Safety Systems - Emergency egress lighting
  - Disabled Accessibility - ADA requirements
  - Heating, Ventilation, and Air Conditioning
  - Plumbing Systems
  - Building Electrical and Service Distribution
  - Site Electrical and Service Distribution
  - Fire Suppression
  - Special Electrical Systems and Emergency Power
  - Roadways, parking lots, sidewalks, and exterior lighting
  - Water (not irrigation), sanitary, and storm sewers
  - Security Systems
  - Control Systems

Maintainable equipment includes but is not limited to the following types of items:

Building and HVAC Controls, Boilers, Chillers, Cooling Towers, Ducts, Lighting, Package HVAC Units, Major Exhaust Equipment, Hot Water Heaters, Air Handling Units and Controls, Commercial Overhead Doors/Sliders, Security Alarm Systems and Duress Equipment, Compressors/Refrigeration, Fire Alarms and Pumps, Pumps, Electrical Service Equipment

### **C. Phase III Analysis of Facility Condition Assessment**

1. The contractor shall evaluate, analyze, and provide projections for the following areas:
2. Deficiency costs summarized by building system across facilities.
3. Deficiency costs summarized by priority across all facilities.
4. Deficiency costs summarized by category type across facilities.
5. Calculation of the Facility Condition Index (FCI) for each facility.
6. Multi-year annual expenditure forecast for each facility in partnership with the Investment Grade Audit (IGA) vendor.

7. The contractor shall develop a ten-year expenditure plan, which is a schedule of all capital expenditures and actions required to maintain and repair facilities, including projects developed during the analysis of facility condition information, unconstrained by available funding limitations.
8. The contractor's analysis will include the calculation of the facility condition index (FCI) for each building in the district. A FCI will provide a simple measure of the relative condition of a facility. The FCI is the ratio of the deficiencies (regular and deferred maintenance, repair, and replacement cost) to the current replacement value.
9. The contractor shall utilize life cycle analysis for component renewal and propose to the district leadership for review of the standards proposed to develop component renewal costs. Building components will be evaluated based on their individual life cycles, determined by an evaluation of the age. 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, building-level, and will provide a total for the district portfolio.

### **Deficiency Priorities**

Each deficiency and project shall include the following decision-making classifications prioritizing each action according to the critical need and classification type:

#### **Priority 1 Currently Critical**

Conditions in this category require immediate action to:

- Correct a cited safety hazard
- Stop accelerated deterioration
- Return a facility or equipment to operational status

#### **Priority 2 Potentially Critical**

Conditions in this category, if not corrected expeditiously, could deteriorate to priority 1 critical within a year. Situations within this category include:

- Intermittent operations
- Rapid deterioration
- Potential life safety hazards

#### **Priority 3 Necessary, Not Yet Critical**

Conditions in this category require appropriate attention to preclude 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**

Conditions in this category include items that do not conform to existing codes, but are grandfathered through Arkansas Facilities Division in the current 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.

### **Capital Requirements Classification Categories**

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

#### **Category 1 – Security**

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

#### **Category 2 - Scheduled Maintenance**

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

#### **Category 3 - Deferred Maintenance**

Maintenance that was not performed when it was scheduled or is past the useful lifetime of the item resulting in immediate repair or replacement.

#### **Category 4 - Capital Renewal**

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

#### **Category 5 - Energy & Sustainability**

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

### **D. Phase IV Facility Condition Assessment Report**

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

The reports shall contain the following minimum information:

- i. Capital requirement costs summarized by building systems
- ii. Capital requirement costs summarized by priority across facilities.
- iii. Capital Requirement costs summarized by category type across facilities.
- iv. Calculation of the Facility Condition Index (FCI) for each facility.
- v. Multi-year annual expenditure forecast for each facility.
- vi. Detailed description of building assets and equipment detailing the observed condition and deficiency cause providing recommendations to correct the deficiency.



- vii. List of the information provided and collected such as equipment type, manufacturer, etc.
- viii. Digital photographs for each piece of equipment recommended for action. 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.
- ix. A schedule of annual forecast expenditures itemizing each deficiency against each asset classification of the total cost for the actions required to correct the deficiencies for each facility by building system.

### **E. Phase V Preparation and Presentation of Strategic Plan**

The contractor shall present the assessment findings through reports, graphs, and charts to provide a visual representation of the condition assessment data. The material prepared shall be clear, detailed, and sufficient to reflect the scope of the funding needs. The contractor shall use the data collected in partnership with the energy audit findings to make up to five presentations as requested.

#### **Contract Term**

The contract term will be effective upon the date of contract execution and be completed no later than one year or until final acceptance of the work by the superintendent.

#### **Scheduling**

Fayetteville Public School leadership intends to complete assessments of as many buildings as possible during the 2018-2019 school year. It is understood that all buildings may not be completed within the timing and budget available.

#### **Proposal (Submittal) Requirements**

References/Experience: Three client references for similar projects in size and scope successfully completed by the proposing firm or individual within the last five years. Briefly describe each project and for each reference provide up-to-date individual contact name with email and phone number.

Describe qualifications and experience to perform the work described in the Scope of Work. Experience should include direct experience with the subject matter.

Qualifications/Experience of Key Personnel: Qualifications and experience of key personnel who will be assigned to this project. This includes personnel to perform the significant leadership, management or creative functions and who the project manager will have the most contact with during this project and any proposed subcontractors. (Identify each by their proposed role and include for each their name and up-to-date, pertinent resume).

Plan Approach and Timeline: A descriptive narrative of your understanding and proposed approach to successfully perform the project, including a specific description or list of any



exceptional, value-added features or capabilities beneficial to the district the proposal brings to the project.

Provide a proposed work plan which includes a detailed outline of the time commitment for each phase of the scope of work broken down by tasks, milestones, and duration.

Provide sample reports and deliverables of previous similar projects.

### **Evaluation**

The district leadership team will evaluate proposals.

#### **RFQ Questions**

- Questions shall be submitted to [dana.rozell@fayar.net](mailto:dana.rozell@fayar.net) no later than 12:00 pm, January 18, 2019.
- If necessary, an amendment to this RFP will be posted on the district website request for qualifications link.
- Final submissions shall be remitted to the Fayetteville Public Schools, Attn: Dr. Megan Slocum, Central Administration Office, 1000 W. Bulldog Boulevard, Fayetteville, AR 72701 no later than noon 12:00 pm on January 25, 2019.

**No late submissions will be accepted.**