

**NOTICE TO CONSULTANTS FOR
2021 FACILITIES CONDITION ASSESSMENT
CITY OF CAMAS PROJECT NO. G1008**

The City of Camas (City) solicits interest from qualified consulting firms to conduct a facilities condition assessment for identified City owned facilities.

PROJECT DESCRIPTION

The City of Camas is soliciting proposals (statement of qualifications) from qualified consulting firms or teams to conduct a facilities condition assessment for all City owned facilities. The goal of this assessment is to identify not only the current state of City owned facilities, but also Operations and Maintenance funding levels that promote effectiveness and efficiency, stewardship of public resources and adaptability to future challenges. The goals of the assessment are to:

- Garner a detailed facility condition assessment (FCA), inventory and analysis of its facilities and miscellaneous structures on approximately 162,424 square feet of City owned properties, identification of current facility condition deficiencies, recommended corrections for deficiencies, cost estimates for corrections and forecasting future capital renewal cost.

- The City seeks to understand:
 - (1) the general condition of all buildings and major components;
 - (2) the annual operational maintenance costs needed for each building; and
 - (3) the timing and cost of future building component maintenance and/or replacement.

GENERAL

PROJECT FUNDING SUMMARY

The City has set aside \$100,000 for this effort. However, it is understood the actual cost may vary greatly dependent on actual scope of work. Work may potentially take a phased approach.

Scope of Work – Facilities Assessment

Through this assessment, the City will be provided detailed inspections and assessments of all facilities as specified by architectural, engineering or other equivalent professionals. The intent is to produce an accurate analysis that identifies visible and discernable components and elements requiring maintenance or other planned action(s).

The assessment will include existing facilities at approximately 10 sites (full list outlined within Exhibit A). Facilities may be added or removed during the scoping phase. **The Phases below are identified to assist the consultants in understanding what the City is trying to accomplish and is provided for the consultant’s information in preparing proposals for the City’s review. Please note the actual scope of work will likely vary from what is shown below.**

The facility assessment is anticipated to 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 I - Facility Assessment Planning

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

Phase II - On Site Facility Condition Assessment

Conduct a detailed on-site condition assessment for each facility in the City'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 asset, 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 potential energy efficiency opportunities to enhance operations.
- B. Recommend upgrades and improvements where applicable, considering efficiency and environmental improvements. Potential return on investment should be included in the recommendation.
- C. Assess real property such as buildings, structures and utilities and their integral components/systems. Copies of the building floor plans, maintenance history and current deficiency records, when available, will be made available to the consultant.
- D. Perform a thorough visual assessment of all architectural, civil/structural, mechanical, electrical, Fire, plumbing and sewer components/systems of each facility.
- E. Identify and report all civil, structural, roof, mechanical, electrical deficiencies and recommended upgrades and/improvements.

- F. The facility condition assessment will provide a complete inventory of and will focus on the following property elements:
- a) HVAC
 - b) Building security
 - c) Building Substructure – foundations, basements, tunnels
 - d) Building Envelope – exterior siding, windows, store front, exterior doors, roofs, etc. Interior Construction – walls, doors, flooring, visible structural components, ceilings, ceiling systems, stairs/stairwells, lofts
 - e) Interior Finishes
 - f) Lighting
 - g) Health/Fire/Life Safety Systems - Emergency egress lighting, fire suppression and smoke and carbon monoxide detection
 - h) Accessibility – ADA requirements and any necessary improvements
 - i) Plumbing
 - j) Elevators
 - k) Building Electrical and Service Distribution
 - l) Site Electrical and Service Distribution
 - m) Special Electrical Systems and Emergency Power (i.e., solar, generators, etc.)
 - n) Parking lots, sidewalks and exterior lighting
 - o) Facility Specific Water (not irrigation) and sanitary (including any lift stations, pumps, etc.)
 - p) 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
 - q) Handling Units and Controls, Commercial Overhead Doors/Sliders, Security Alarm
 - r) Systems and Duress Equipment, Compressors/Refrigeration, Fire Alarms and Pumps, Electrical Service Equipment

Phase III - Analysis of Facility Conditions Assessment

The Consultant shall evaluate, analyze, and provide projections for the following areas:

- A. Deficiency costs summarized by building system across facilities.
- B. Deficiency costs summarized by priority across all facilities.
- C. Deficiency costs summarized by category type across facilities.
- D. Deficiency costs summarized by facility across facilities.
- E. Multi-year annual expenditure forecast for each facility.
- F. Calculate and provide needed annual operating and maintenance funding needed by building across facilities.
- G. The consultant shall develop a ten-year prioritized capital improvement 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.

The consultant shall utilize a life cycle analysis for component renewal and provide component all related 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 with appropriate inflationary factors. The consultant will report the life cycle costs at the component-level, building-level and will provide a total for the City's portfolio.

Phase IV - Facility Condition Assessment Report

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

SUBMITTALS

The City intends to select a consultant in the second quarter of 2021, and have the project start shortly thereafter. With a goal of utilizing the assessment to adjust/identify projects for the 2023 Capital Improvement Plan (CIP) budgeting process, the City would like the completed assessment by July 2022; however, the consultants should provide a recommended timeline based on their experience with comparable projects. The consultant, in their response, should identify their approach and plan to provide as much information as possible to the City in advance of their CIP budgeting process.

Submittals will be evaluated and ranked based on the following criteria:

- 1) Team Experience (they must be available and participating in the project) with facility condition assessments, familiarity with typical building design and operations including HVAC, plumbing and other major cost centers, facility restoration, applicable permitting and construction or facility management. **40% of the evaluation;**
- 2) Approach to project including any potential suggestions or changes to the phased work program provided herein, or alternative methods that can be used to accomplish the City's goals. **40% of the evaluation;**
- 3) Familiarity with relevant codes and standards and how they will apply to this scope, including impacts on timing and costs of completing replacements and repairs. Ability to meet schedule and additional information that makes your team the right selection for this project. If available, please submit an example plan via PDF format on a thumb drive completed for another client that would be representative of the work being requested. **20% of the evaluation.**

Consultants are required to submit their statements in the format and order of the above listed evaluation criteria. Please limit the size of submittals to no more than 12 pages or up to 6 double-sided sheets with text no smaller than size 10 font on 8-½" x 11" paper. A cover letter may be included that does not count towards the page limit. Resumes or bios of team members should be included within the number of pages identified above. **Please do not submit cost proposals at this time.**

Please submit FOUR identical hard-copies of your Statement of Qualifications (SOQ) and one electronic copy of the SOQ and example plan on a thumb drive to: City of Camas, attention Denis Ryan, Public Works Operations Supervisor, (site address) 616 NE 4th Avenue, Camas, WA 98607 by April 22, 2021, no later than 10:00 AM. No submittals will be accepted after that date and time.

Questions regarding this Request for Qualifications can be directed to Denis Ryan at dryan@cityofcamas.us, or at 360-817-7983. Persons may request this information be prepared and supplied in alternate forms by calling collect 0-360-834-6864 or emailing Denis Ryan at the address above.

Anticipated Schedule

SOQ Due Date: April 22, 2021
City Review of SOQs: April 23 -May 7, 2021
Notice of Consultant Selection: May 10, 2021

*Interviews are not anticipated to be needed in this process; however, consultants will be notified as needed.

MISCELLANEOUS

The City encourages disadvantaged, minority, and women-owned consultant firms to respond.

Civil Rights Act

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Indemnification:

The Contractor shall defend, indemnify and hold the City of Camas, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City of Camas.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Insurance Requirements:

The Contractor shall obtain and keep in force the following policies of insurance, unless otherwise indicated in the bid documents. Automobile Liability of \$1,000,000 covering all owned, non-owned, hired, and leased vehicles; Commercial General Liability of \$2,000,000 single limit and \$2,000,000 aggregate; and, if applicable, Professional Liability insurance of \$1,000,000.

A copy of this SOQ, Amendments, and other documents will be posted to the City's web site at <https://www.cityofcamas.us/rfps> as they become available. The posting will include the following documents:

- City of Camas Professional Services Agreement form (for evaluation to determine company's ability to meet content)
- Supplemental response materials and responses to SOQ questions

It is the sole responsibility of the SOQ responder to monitor this web page for any SOQ amendments and additional relevant material.

Public Records:

This document and all associated public records will be released where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for the City to respond to a request under the Act, as determined by the City, the Contractor agrees to make them promptly available to the City. If the Contractor considers any portion of any record provided to the City under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the City receives a request under the Act to inspect or copy the information so identified by the Contractor and the City determines that release of the information is required by the Act or otherwise appropriate, the City's sole obligation shall be to notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.

Distribution: City of Camas Professional Services Roster
Camas-Washougal Post-Record
Oregon Daily Journal of Commerce
Office of Minority and Women's Business Enterprise

APPENDIX A – SQUARE FOOTAGE OF FACILITIES

FACILITY	ADDRESS	SQUARE FOOTAGE
Police Station	2100 NE 3rd Avenue	23,100.00
City Hall/Station 41	576 NE 4th Avenue	28,080.00
City Hall Annex	616 NE 4th Avenue	10,000.00
Public Works Operations Center	1620 SE 8th Avenue	21,190.00
Wastewater Treatment Plant	1129 SE Polk Street	4,250.00
Library	625 NE 4th Avenue	36,500.00
Lacamas Lake Lodge	227 NW Lake Road	4,615.00
Community Center	1718 SE 7th Avenue	21,420.00
Fire Station 42	4321 NW Parker Street	12,069.00
Scout Hall	621 NE 15th Avenue	1,200.00
	SQUARE FOOTAGE TOTAL	162,424.00