

Facilities Condition Assessment



REQUEST FOR PROPOSALS

June 7, 2022

School Administrative Unit 70

41 Lebanon Street, Suite 2
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www.sau70.org

SAU 70 and its subsidiary School Districts (Dresden, Hanover & Norwich) will accept proposals from qualified vendors interested in providing a district-wide facilities condition assessment.

Project Overview

NH School Administrative Unit 70 and its subsidiary school districts including Dresden, Hanover and Norwich are soliciting proposals to conduct a detailed facility condition assessment (FCA) and analysis of its facilities (4 main buildings - 433,502 square feet), grounds (approximately 159 acres in Hanover, NH & Norwich, VT), and miscellaneous other small structures. The detailed assessment should include identification of current facility condition deficiencies, recommended corrections for deficiencies, cost estimates for corrections, forecasting future capital renewal cost, and facility use optimization.

SAU 70 and its subsidiary School Districts 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 identify the existing inventory of building systems, equipment, and infrastructure assets;
- B. To identify cost estimates for projects;
- C. To rank and prioritize all projects by priority and anticipated life cycle;
- D. To estimate the cost of recurring facilities maintenance for each building;
- E. 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;
- F. To seek expertise in facility renovations and the feasibility of potential or necessary upgrades to meet learning space requirements including demographic projections.

Scope of Work

Provide detailed inspections and assessments of facilities to produce an accurate analysis that identifies, describes and estimates facility maintenance or enhancements. An office within the State of New Hampshire or Vermont is preferred and must include a professional cost estimator with similar work experience, local knowledge of cost rates in the area, and expertise in renovations.

The assessment will include existing facilities at 5 sites including 4 schools, subsidiary buildings and one sports field complex that occupy approximately 159 acres in 2 states. Please see attached building maps and abbreviated property narratives.

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 SAU'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 to determine if repairing portions of the system is more cost effective. The life cycle costs of each component and system must be considered, so that timing of potential costs can be considered in the context of a financial plan.

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 will be made available 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.
- e. Identify and report all civil, structural, roof, mechanical, and electrical deficiencies, along with 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:
 - i. HVAC and plumbing
 - ii. Building Electrical and Service Distribution, including emergency power

- and generated power systems
- iii. Building Substructure – foundations, basements, tunnels
- iv. Building Envelope – exterior siding, curtain wall windows, exterior doors
- v. Interior Construction - walls, doors, flooring, millwork, visible structural components, ceilings and ceiling systems
- vi. Health/Fire/Life Safety Systems
- vii. Interior, exterior and emergency egress lighting
- viii. Disabled Accessibility - ADA requirements
- ix. Roadways, parking lots, and sidewalks
- x. Water (not irrigation), sanitary and storm sewers
- xi. Security Systems
- xii. Control Systems
- xiii. Communication systems

C. Phase III Analysis of Facility Condition Assessment

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

Proposal (Submittal) Requirements

If submitting a paper proposal, please send to: NH SAU 70, Attn: Jamie Teague, Central Administration Office, 41 Lebanon Street, Suite 2, Hanover, NH 03755. If submitting the proposal electronically, then email the complete proposal to Jamie Teague, Business Administrator at jteague@sau70.org with the subject Facilities Condition Assessment by 12:00 pm EST on July 1, 2022. We recommend using delivery receipts to ensure delivery.

All submitted proposals will be reviewed by the Districts Facilities Committee and a Vendor will be recommended to the School Board to award the contracts. A Professional Services Agreement will be provided for review upon ratification of the recommendation. Vendors shall provide company information and project experience and references. Proposals that do not include required information may be considered non-responsive and may be eliminated from consideration.

NH SAU 70 and its subsidiary Districts are not under obligation to select the lowest bid. The SAU and its Districts reserve the right to accept or reject any proposal or part of any proposal

for any reason, or no reason, without recourse by any bidder and to award a contract to any bidder on any basis which SAU70 and its Districts, in its sole and absolute discretion, determines to be in the best interest of the Districts. Bids will remain in effect for a minimum of 60 days.

A. Company Information

Provide general information including:

1. Name of company as registered with the NH Secretary of State or other state of incorporation.
2. Description of company.
3. Name(s) of company owner(s).
4. Number of years in business.

B. Project Experience and References

Provide a description of 3 completed projects or projects similar in scope completed within the last 5 years. Include the following information:

1. Company and Owner information.
2. Company Contact information and title.
3. Original contract value.
4. Final contract value including change order amounts.
5. Time for completion (weeks).
6. Brief description of each project.
7. Sample report of similar project.

Include a Cover Letter which provides a statement of ability to complete the project given current workload, cite any conflicts of interest, and a 60-day guarantee on proposal terms.

Qualifications/Experience of Key Personnel: Describe qualifications and experience of key personnel who will be assigned to this project to perform the work described in the Scope of Work. Experience should include direct experience with the subject matter. 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 an 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 a not-to-exceed cost proposal for all work described under the Scope of Work broken down by project component in all locations Phase I through Phase V. This should include a detailed breakdown of consultant hours per task, hourly rates for all team members (including clerical), budget allocations for each firm, and direct expenses. Consultants are encouraged to submit suggestions for cost savings and other ways of promoting cost-efficiency and to highlight any tradeoffs inherent in the suggested alternatives.

Work Requirements

A. Work Schedule

All work shall be completed during normal working hours (Monday to Friday, 7 am to 5 pm depending on building) unless approved otherwise by SAU 70 and the Districts. The Selected Vendor shall request approval from the Director of Maintenance to work outside of the prescribed work hours (including weekends and holidays) at least 24-hours in advance. To the extent practical, the selected Vendor shall schedule work such that it least interferes with the building operations and occupants.

B. Worker Conduct

The following criteria must be adhered to by the Vendor:

1. Drug-free workplace; no alcohol or controlled substances are permitted on the grounds (unless the user provides proof of physician prescription)
2. No Tobacco use including chew, snuff and any smoking product anywhere on school grounds
3. American Disabilities Act (ADA) compliance
4. Hazardous waste management compliance
5. Trash disposal to be in proper recycling bins or waste receptacles
6. No Firearms on premises
7. No cursing or use of foul language
8. No harassment of any kind toward staff or visitors

C. Care of Work Site

Selected Vendor shall take care to prevent damage to the existing building systems, equipment, and finishes. Any damage to such shall be repaired by the Selected Vendor to the approval of the Town's Agent. Work site shall be kept clean and free of all debris, waste materials and trash.

Tools, equipment, and materials shall be kept clear of all points of egress and access (doors, windows, sidewalks, driveways). Materials shall only be stored in locations approved by the Town. All driveways used for emergency vehicle access shall be kept clear of vehicles and equipment.

Insurance and Indemnification:

The Contractor shall be solely responsible for all loss, expense (including attorney's fees), and damage and shall indemnify the SAU 70 and its Districts against and save the SAU 70 and its Districts harmless from all claims, demands and judgments made or recovered against SAU 70 and its Districts because of personal injuries, including death at any time resulting there from, and/or because of damage to property, from any cause whatsoever, arising out of, incidental to, or in connection with the project, whether or not caused by negligence of the Contractor, any subcontractor or his or their employees, servants or agents; provided that said indemnification and save harmless obligation shall not apply to circumstances resulting solely from negligence of the SAU 70 and its Districts, its employees or servants, as finally so determined by a court of competent jurisdiction. Compliance by the Contractor with the following insurance provisions shall not relieve the Contractor from liability under this provision.

Prior to commencement of the Work, Contractor shall furnish District with an acceptable insurance certificate from Contractor's insurer naming Norwich School District as an additional insured evidencing that Contractor has the following coverage and liability limits:

- **Workmen's Compensation:** Statutory requirements apply.
- **Employer's Liability Insurance:** \$100,000 each accident, \$500,000 disease policy limit,

- \$100,000 each employee.
- **Commercial General Liability:** \$1,000,000 each occurrence bodily injury and property damage, \$2,000,000 general aggregate - include per project endorsement, \$2,000,000 projects/completed operations aggregate.
- **Owner's Protective Liability:** \$2,000,000 aggregate.
- **Comprehensive Automotive Liability:** \$1,000,000 combined single limit for bodily injury and property damage.
- **Commercial Umbrella Liability:** \$1,000,000 each occurrence, \$1,000,000 aggregate.

Evaluation and Award

Following receipt and review of proposals by the SAU 70 Facilities Committee, selected firm(s) may be invited to an on-site interview to make presentations of the proposed solutions. Those directly responsible for the implementation of this project must attend. The decision to interview respondents will be at the sole discretion of the SAU 70 Facilities Committee based on the evaluation of each proposal. In order to be considered, a proposal shall comply with the requirements set forth in this RFP document.

The following minimum criteria will be used to evaluate proposals received:

- A. Vendor knowledge, expertise and experience in the planning, project management and execution of the services required.
- B. Capability of proposed plan to meet SAU 70 and its Districts requirements.
- C. Completeness and quality of proposal.
- D. Quality of references received.
- E. Cost of services to be provided.

The SAU 70 Facilities Committee may conduct interviews of some, all, or none of the firms submitting proposals. The SAU 70 and its Districts School Boards reserve the right to waive technical irregularities in submissions or to reject any or all proposals if to do so is in the best interest of the Districts. The Districts School Boards may also choose to award all or any combination of project components if it's in the best interest of the Districts to do so.

RFQ Questions

- Questions shall be submitted to jteague@sau70.org no later than 12:00 pm, June 24, 2022.
- If necessary, any amendment(s) to this RFP or general questions and answers will be posted on the district website at www.sau70.org in the request for qualifications link.
- Final submissions shall be remitted to the NH SAU 70, Attn: Jamie Teague, Central Administration Office, 41 Lebanon Street, Suite 2, Hanover, NH or via email at jteague@sau70.org no later than **12:00 pm EST on July 1, 2022**.

No late submissions will be accepted.