



June 13, 2022

REQUEST FOR PROPOSALS - RFP# 22-0613

CITY OF CORDOVA, ALASKA

Facilities Condition Assessments

A. PURPOSE

NOTICE IS HEREBY given that the City of Cordova (City) is seeking proposals from firms to undertake a facilities condition assessment of City owned buildings. This assessment will include inspecting and reporting on the condition of City facilities, forecasting maintenance needs, and cost estimation for repairs and ongoing maintenance.

The City intends to enter into a contract with the selected firm that will include inspecting City facilities, documenting information on building systems, compiling lists of existing deficiencies and needs, estimating maintenance and repair costs, and a comprehensive analysis of system lifecycles and replacement schedules. The selected firm will provide reports in formats which may be integrated with existing City facility management systems.

B. PROJECT BACKGROUND AND DESCRIPTION

The City of Cordova owns and manages a diverse facility portfolio of municipal assets. This includes administrative buildings, public use facilities, maintenance and repair shops, park assets and public buildings. To effectively manage The City's assets and budget for necessary repairs and capital improvements, The City requires a thorough understanding of its buildings' systems and condition. The City of Cordova seeks to contract a consultant to inspect its buildings and produce reports documenting the condition and maintenance needs for its portfolio.

Over the City's century, numerous buildings have been added to City's portfolio through acquisitions and new construction. However, information on those buildings is often incomplete or missing. Without centrally organized information on the condition of City buildings which span multiple departments, maintenance and repair needs have been deferred on many buildings and structures.

In addition to identifying current deficiencies and deferred maintenance needs the City intends for this assessment to aid in forecasting future needs. To proactively budget for the replacement and maintenance of major building systems the City seeks an assessment of replacement cycles and system lifespans where applicable. As municipal capital budgeting requires significant long-range planning, being able to identify major needs years in advance will support proactive facilities maintenance.

The City's goals for the Facilities Condition Assessment are to:

1. Compile a list of repairs and maintenance needs for each building / structure
2. Forecast long term capital needs and system replacement cycles
3. Estimate rough order of magnitude estimates for repairs and building/structure replacement
4. Develop a central dataset of pertinent information for all city buildings e.g.
5. Create plans and schedules for routine maintenance of buildings and associated systems such as HVAC. Plumbing etc.

C. SUBMITTAL PROCEDURES

Proposals are due at 5:00 P.M. Alaska time on **Friday July 1, 2022**. Late proposals will not be considered.

To submit paper/hard copy proposals, please submit three (3) copies in a sealed envelope plainly marked, "City of Cordova RFP #22-0608" addressed to the City Manager, City of Cordova, P.O. Box 1210, Cordova, AK 99574.

Electronically submitted proposals will be accepted by email and may be sent to Helen Howarth, citymanager@cityofcordova.net and Duncan Chisholm, parksandrec@cityofcordova.net The email subject line shall read "City of Cordova RFP #22-0613", and the proposal shall be attached to the email as a PDF file. If using this option, then only one electronic copy is required.

To arrange a site visit or for questions regarding this proposal shall be directed to Duncan Chisholm, Director Parks & Recreation, 907-424-6274, or at parksandrec@cityofcordova.net. A pre-proposal meeting will not be held.

Any further information or addenda for this RFP will be posted on the City website, www.cityofcordova.net.

The City of Cordova reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposal that is in the best interest of the City, and to negotiate the terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

D. SCOPE OF WORK

The City is requesting proposals from qualified consultants to provide an assessment and quantification of City facilities' current condition, required repairs, and ongoing maintenance needs. The methods proposed shall provide a comprehensive inspection and analysis of each building's systems.

The City expects that inspections will be conducted by a multidisciplinary team of experienced professionals with demonstrated expertise in structural, mechanical, electrical, and plumbing systems.

City staff will work with the selected contractor to compile existing facilities data, such as blueprints and prior inspection reports, where available. The City cannot guarantee the accuracy of the information provided.

The selected consultant will be responsible for providing all equipment and supplies needed to conduct their inspections.

For each building / structure inspected, The City requests:

1. An overview of general information about the building/structure, such as its age, size, and categorization of its construction type, general condition, remaining useful life and rough order of magnitude replacement cost for the structure.
2. An assessment of each major building system category. For example, a roof system may include documenting the type of roof framing, insulation system, and roof covering and quantifying their condition. Where applicable, square footages, insulation values, material types, and remaining useful life are to be provided.
3. A list of current deficiencies and items requiring maintenance, prioritized by the urgency for repair.
4. Rough order of magnitude cost estimates for current and forecasted repair and maintenance needs.
5. Routine maintenance plans and schedules for each building. Provide preventative maintenance recommendations, to include minimum standards of day-to-day upkeep and their associated costs based on industry standards (including but not limited to: on-going building maintenance, equipment replacement, janitorial needs and staffing, basic cleaning/deep cleaning, paint, flooring replacement, lighting replacement, etc.)
6. Comprehensive photographs of each building and their systems.

Systems to be inspected will vary with each building and may include but are not limited to:

1. **Envelope.** (Foundation, Wall Structure and Finishes, Roof Structure and Finishes, Insulation Systems, Exterior Doors, Windows).
2. **Interior Systems & Finishes** (Interior Walls, Ceilings, Doors, Floors and Finishes).
3. **HVAC & Boilers** (Heating System, Cooling System, Distribution, Controls, Specialized Systems e.g., swimming pool filtration system).
4. **Plumbing** (Water, Heating, Fixtures, Supply Piping, Sewer).
5. **Electrical** (Array, Distribution, Lighting, Emergency Power, etc.).
6. **Security, Alarm, and Fire Suppression Systems** (Security Systems, Fire Detection and Alarms, Fire Suppression Equipment, Carbon Monoxide Detection).
7. **Grounds** (Sidewalks, Steps, Handrails, Parking lots, Pavement, Striping, Accessibility, Drainage, Gutters, Grading).
8. **Accessibility, ADA, Safety** (Elevators, ADA Compliance, Hazardous Materials, AED and First Aid Stations, General Safety Concerns).

Buildings to be Inspected

While there are a number of structures within the City of Cordova that are to be inspected as a part of ongoing Facilities Condition Assessments, the following buildings are the City's current highest priorities for inspection.

The City wishes to inspect as much of its portfolio at this time as budgets will allow. Buildings which are not able to be inspected as a part of this initial round's budget will be scheduled for inspection in following fiscal years. The City's fiscal year is January 1 to December 31.

High Priority Buildings:

1. Bob Korn Memorial Swimming Pool – 609 Railway Ave, Cordova, AK 99574
2. Bidarki Recreation Center – 103 Council Ave, Cordova, AK 99574
3. Eyak Lake Skaters Cabin - 2210 Power Creek Road, Cordova, AK 99574
4. Cordova Jr/Sr High School – 100 Fisherman's Ave, Cordova, AK 99574
5. Odiak Pond – Gazebo & Boardwalk – 300 Chase Avenue, Cordova, AK 99574
6. Odiak Camper Park – Restroom - 1401 Whitshed Rd, Cordova, AK 99574
7. Parks Maintenance Shop – 311 Orca Inlet Drive, Cordova, AK 99574
8. City Maintenance Shop – 311 Orca Inlet Drive, Cordova, AK 99574
9. Ballfield Field Restroom/Concession Stand - 100 South First Street, Cordova, AK 99574
10. Cordova Chamber of Commerce – 404 First Street, Cordova, AK 99574
11. Hollis Heinrichs Park – Restroom – 300 Chase Avenue, Cordova, AK 99574
12. Fleming Spit Restroom – 650 New England Cannery Road, Cordova, AK, 99574
13. Prince William Sound Science Center (currently being vacated) - 300 Breakwater Ave, Cordova, AK 99574

E. PROPOSAL FORMAT, CONTENT, AND SCORING

The City requests several deliverables in formats which will support analysis and application of the results by various departments and stakeholders.

- a) Spreadsheet briefly summarizing each buildings' systems and condition
 - Consultant is to work with City staff to ensure deliverable integrates existing facilities management system hierarchies and naming conventions
 - In .xlsx format
- b) List of each building's current deficiencies requiring repairs
 - Rough order of magnitude estimates for repairs
 - Rough order of magnitude estimates for complete replacement of each building
 - Provided digitally as a spreadsheet in .xlsx format
- c) List of each building's systems lifespans and replacement schedules
 - List the expected remaining lifespans of major building systems
 - Provide rough order of magnitude estimates for system replacements
 - Provided digitally as a spreadsheet in .xlsx format
- d) Digital photograph library for each building and its systems
 - Organized file structure
 - .JPG format
- e) A plan and/or schedule of regular preventative maintenance needs for each building

Firms interested in providing the services described above are requested to submit the following information. Responses to the items below should appear in the same order and be titled as below.

A. Executive Summary

Please provide a brief executive summary of your proposal not to exceed two pages.

B. Qualifications and Experience of Firm and Staff

Provide a profile of the proposing firm, as well as any project managers or key team members who will work on this project. Describe any specific skills and experience applicable to this project. Provide current and projected workloads for team members working on this project.

C. Description of Proposed Solution

Describe the proposed methodology for conducting the facility inspections, including the composition and experience of the inspection team. Summarize how needs identified in

inspections will be prioritized and how rough order of magnitude estimates will be formed.

D. Proposed Schedule

Outline the proposed timeline which the firm will follow to complete this project within deadline requirements. Provide a rough estimate of the time required to assess a building of a given size.

E. Related Experience with Projects Similar to the Scope of Services

Describe any experience your firm has in conducting facilities condition assessments or other similar projects. If possible, provide examples of deliverables from similar projects.

F. References

Provide at least three references from clients for whom the proposing firm has completed projects of similar scope.

G. Cost Proposal

Please provide a lump-sum cost per building, describe your preferred fee structure and provide a detailed breakdown of costs and methodology for the assessment of the high priority buildings listed above in the scope of services. Note that firms working in Cordova shall obtain a City Business License and a City Sales Tax Waiver authorization.

Proposals will be reviewed by the City and scored based on the criteria noted below. The proposal with the highest scoring submittal (of 100 possible points) will be invited to negotiate a contract with the City.

Proposals shall be organized and scored as follows:

- | | |
|--|------------------|
| 1. Qualifications and Experience of Firm and Staff and executive summary | 50 points |
| 2. Concept of Proposed Solution & Proposed Schedule | 15 points |
| 3. Related Experience with Projects Similar to the Scope of Services | 10 points |
| 4. Quality of Reference Comments | 10 points |
| 5. Cost Estimate for Services | <u>15 points</u> |
| | Total 100 points |

F. SCHEDULE

The anticipated approximate schedule is as follows:

- June 13, 2022 City issues RFP
- July 1, 2022 Deadline of receipt of proposals.
- July, 5 - 8, 2022 Review and scoring of submittals
- July 20, 2022 Award of Contract
- July 21, 2022 Execute contract and notice to proceed
- August 2022 Start field work – Contractor mobilizes – start inspection
- November 30, 2022 Draft Facilities Assessment due for comment
- December 29, 2022 Final Draft Due

With the exception of the advertising dates and advertised due date, the City reserves the right to modify the above timeline.

A review committee will evaluate all responses to the RFP that meet the submittal requirements and deadline. Submittals that do not meet the requirement or deadline will not be considered. The review committee will rank the proposals and may arrange interviews with the finalist(s) prior to selection. Selection may be made directly based on the written RFP submission.

If interviews occur, the selection of finalists to be interviewed will be made by a selection committee representing the City of Cordova. The selection of interview candidates will be based on an evaluation of the written responses to the RFPs.

G. AMENDMENTS TO SOLICITATION

Any interpretation or correction of this request will be published on the City's webpage. The deadline for questions related to this document is **2:00 PM AKDT on Tuesday, June 21, 2022.**

H. FORM OF AGREEMENT

The Contractor will be required to enter into a contract with the City in substantially the same form as the professional services agreement attached as Attachment A

I. ATTACHMENTS

The following exhibits are incorporated in this RFP:

- Appendix A: Form of Professional Services Agreement
- Appendix B: APEI Property Insurance Schedule 2022-23

----- **End of RFP** -----