

## **REQUEST FOR QUALIFICATIONS FACILITY ASSESSMENT**

### **BACKGROUND**

The Town of Salem New Hampshire, Municipal Services Department, is requesting qualifications from firms that provide facility assessments and/or audits on municipally owned buildings. Initial reward of work will include Town Hall and the Department of Public Works buildings. However, future work may be expanded to include other buildings including historic properties. Therefore, the applicant should have experience in that field as well. The chosen firm will be expected to establish a strategic plan for each facility that encompasses all elements ranging from maintenance to major capital planning. The plan will prioritize and categorize all necessary elements that provide sustainability for the buildings. Firms with expertise in rapid assessment of buildings and can lead condition evaluation and strategic planning for renewal of buildings and building systems are preferred.

Understanding the extent of the backlog is crucial to a firms qualifications due to the amount of deferred maintenance in each building. The facility assessment/audit will help eliminate any unknowns and provide a clear picture on vitality of the buildings and its systems and define a schedule of repairs or upgrades that can be budgeted accordingly. The assessment, among other things, shall evaluate the building's condition and code compliance as well as the performance and age of all finishes, systems, and equipment.

Firms will be expected to bring a deep understanding of and experience with audits within the public sector for facility purposes. Recent or current work for municipalities will be considered strongly along with robust experience and professional staff. The town seeks a firm with local ready availability to perform on-site, fast-track, existing conditions analysis and assessment for funding schedules starting in calendar year 2018. The deliverables shall include a comprehensive report including a capital plan with opinion of cost established.

Each applicant must be licensed and registered by the State of New Hampshire as an architect or professional engineer with a minimum of five years of experience and must have worked in the assessment of public buildings in New Hampshire. These services include engaging the services of other licensed engineers and consultants, such as electrical, HVAC, and other professionals as needed.

## **INFORMATION FOR BIDDERS:**

Request for Qualification “RFQ” documents can be obtained from and will be received until 11:00 a.m., Thursday, December 22, 2016 at the Salem NH Town Hall, Purchasing Department, 33 Geremonty Drive, Salem NH 03079. Three (3) copies of the application must be submitted in a sealed envelope marked Application for Facilities Assessment. All written applications will be evaluated and scored accordingly. The winning firm will be interviewed but the Town reserves the right to extend the interview process to the next closest firm should the interview process not be appropriately received based on the submitted application.

Questions concerning this RFQ may be emailed, or faxed in writing to Christine Wholley, Purchasing Agent, fax 603-890-2091, [cawholley@ci.salem.nh.us](mailto:cawholley@ci.salem.nh.us) prior to and no later than end of business day on December 15, 2016. We will review and respond to questions in the form of an Addendum to be posted on the purchasing website at:

<http://www.townofsalemnh.org/purchasing/pages/currentbids-proposals-and-awards>

on or about Monday December 19, 2016.

## **BASIC SCOPE OF SERVICES:**

The chosen firm will perform the following services on the following two buildings:  
Salem NH Town Hall, 33 Geremonty Drive (1 building)

- Main Building 1967 - 19,100 SqFt

Department of Public Works, 21 Cross Street (3 buildings)

- Main Building 1970 – 14,360 SqFt
- Cold Storage 1999 – 10,000 SqFt
- Salt Shed 1999 – 5,000 SqFt

- Assess the overall condition of structures and use a facility condition index or similar method to provide a basis for analysis of the condition of the buildings.
- Evaluate code issues including ADA, accessibility, mechanical, electrical, plumbing, communication, and fire protection systems and make recommendations for improvements. A cost estimate for each recommendation is required.
- Assess the structural components and envelope features of each building such as roofing, siding, windows and doors, and make recommendations for improvements.
- Assess interior finishes including walls, ceilings, flooring and signage.

- Evaluate, identify, and inventory mechanical systems including heating, cooling, exhaust, ventilation, and controls.
- Evaluate electrical systems including capacity, distribution, and lighting.
- Evaluate plumbing systems including water and sewer.
- Evaluate all relative utility bills if applicable to ensure and provide cost saving measures.
- Identify recommendations for energy efficiency upgrades that may be eligible for rebates or other incentives including consumption reduction.
- Conduct a site evaluation including drainage, parking, and accessibility, etc.
- The cost estimates used in the capital plan must be developed in using current construction estimating methods.
- Conduct a survey of the facilities to determine the extent of deferred maintenance. The survey will include a physical inspection of each piece of equipment.
- An Asset Condition Database Inventory in Excel format that allows for the collection and management of the related data shall be prepared
- Deferred maintenance/deficiencies shall be prioritized using the following categories:
  - Priority One - immediate concerns which should be undertaken immediately including violations of life safety, building and electric codes.
  - Priority Two - Short Term Concerns (1-5 years). Should be corrected in near future to maintain the integrity of the building, including systems that are not functioning properly or not at all and problems that if not addressed with cause additional deterioration.
  - Priority Three: Long Term Concerns (5-10 years). Should be corrected in the more distant future to maintain the integrity of the building,

including systems that have exceeded their expected useful life, but are still functioning.

- The firm shall prepare estimates to repair or replace all deferred maintenance items and capital expenditures using industry standard cost estimating data such as R.S. Means or equivalent. In some cases an actual quotation for an approved contractor may be used.
- The Facilities Condition Assessment report will be delivered in hard copy and electronic copy and will include the following data and analysis: asset catalog, deferred maintenance detail with photographs and cost estimates for each facility surveyed, and recommended capital improvement plan.
- Design and reallocation of space will be reviewed as warranted to the department's needs and mission.
- A presentation before the Board of Selectmen should be considered and may be requested.

## **MINIMUM QUALIFICATIONS:**

The Designer must meet the following minimum qualifications:

- Demonstrate a minimum of five years of experience in the design, construction, master planning, and supervision of public buildings.
- Evidence of current license and registration by the State of New Hampshire as an architect or professional engineer must be provided in the proposal.
- Proposer must have completed a facility condition assessment for at least three (3) public facilities and provide evidence of this.

- Proposer must have completed at least one condition assessment study involving multiple buildings and provide evidence of this. This will be evident via the past jobs performed and whether federal and/or state funds were used.
- Demonstrate knowledge of and experience with State and Federal public construction laws and procedures.

## **REQUIREMENTS FOR APPLICATION:**

Responding Firms are to address each of the following requirements in a clearly labeled section of their response and in this order:

1. Name and address of applicant
2. Brief resume of principals and of the staff to be assigned to the project
3. List of projects which would best illustrate qualifications. References preferred as well as any public presentations.
4. Names of engineers and other consultants that may be used.
5. Statement of the scope and type of services proposed for the work.
6. Work plan and schedule which reflects timetable for completion of study.
7. Statement of any legal or administrative proceedings pending or concluded adversely to the applicant within the past five (5) years which relate to the applicant's performance of this type of work
8. Appropriate certificates of insurance
9. Standard fee schedule and payment terms.

## **EVALUATION PROCESS:**

The Town will evaluate all applications submitted. Any application which fails to meet any of the minimum qualifications will be rejected as non-responsive. In addition to the minimum qualifications, the Town will consider the following comparative criteria. These matters should be addressed in the written application and will be explored further in any interview with the applicant.

### **Public Building Assessment Experience:**

- **Highly Advantageous** – Assessment work on more than 10 existing public facilities including historic buildings.
- **Advantageous** – Assessment work on at least 5 existing public facilities including historic buildings.
- **Acceptable** - Assessment work on less than 5 existing facilities including historic buildings.

**Experience with projects of similar size and scope:**

- **Highly Advantageous** – Management of at least 5 facility condition assessments or more for multiple buildings.
- **Advantageous** – Management of at least 4 facility condition assessments for multiple buildings.
- **Acceptable** – Management of 3 facility condition assessment for multiple buildings.

**Ability to manage project schedule:**

- **Highly Advantageous** - Provided an excellent outline and proposed project schedule making reference to all of the items under Scope of Services and proposal content. Excellent outlines are those that have substance and are concise and easy to follow.
- **Advantageous** – Provided an excellent outline and proposed project schedule addressing most of the items under Scope of Services and proposal content. Excellent outlines are those that have substance and are concise and easy to follow.
- **Acceptable** – Provided an adequate outline that addressed items under Scope of Services and proposal content.

**Proposed Staffing:**

- **Highly Advantageous** – Highly qualified staff; project leader with outstanding personal recommendations and specifically relevant experience (municipal buildings); staff back-up and additional resources if needed. Professional certifications and licenses preferred.
- **Advantageous** – Highly qualified staff; project leader with outstanding personal recommendations.
- **Acceptable** – Qualified staff; good project leader recommendations.

**General Quality of Response:**

- **Highly Advantageous** - Exceeded all RFQ requirements, including format, understanding of project, completeness of proposal
- **Advantageous** – Met all RFQ requirements, including format, understanding of project, completeness of proposal

- ***Acceptable*** – Met all basic proposal requirements, some follow-up for clarification and amplification of proposal elements may be allowed.

***The Town will evaluate written applications and check such references as may be appropriate.***