



NORTHSHORE FIRE DEPARTMENT
“Dedicated to Community Service”
REQUEST FOR PROPOSALS

Date: May 20, 2019

From: Northshore Fire Department

Respond To: Deputy Chief Eric Magnuson

Request: **Proposal for NSFD Facility Condition Assessment and Capital Funding Plan**

Project Overview

The Northshore Fire Department (NSFD) is soliciting proposals from an experienced and professional consulting firm, whose principal business is architectural, engineering, property management and/or facility inspection and assessment, to conduct a detailed and thorough facility condition assessment and analysis of all facilities, grounds and miscellaneous structures located at two NSFD owned properties which serve as its fire stations and headquarters, and prepare reports thereof.

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

Facility Condition Assessment

The facility condition assessment (FCA) shall include a detailed on-site condition assessment for each facility. The FCA is meant to capture information on each building and all major facility systems down to the individual component level, including all components considered capital repair items.

The FCA consultant will initiate the process by collecting, documenting, and analyzing information regarding each facility through the following:

- Reviewing existing construction and as-built drawings, user manuals and maps.
- Interviewing NSFD staff to understand what improvements have been made in the last three years, what improvements are planned in the next three years, and known problems.
- An inventory of all major facility equipment at each property including quantity, size, manufacturer, model and serial number.

Based on observations and information obtained from available on-site personnel, the FCA consultant shall visually inspect all facilities and properties. Specifically, the FCA will focus on the following components:

- Heating System - Identify and evaluate furnaces and related equipment.
- Ventilation System - Identify and evaluate the ventilation systems and assess its overall condition.
- Air Conditioning System - Identify and evaluate the material air-conditioning components, including cooling towers, chillers, and related equipment.
- Roofing System - Identify and evaluate the material roof systems, including roof type, reported age, slope, drainage, or any unusual roofing conditions. The FCA consultant will observe for evidence of material repairs, significant ponding, or evidence of material roof leaks.
- Electrical System - Identify and evaluate the electrical service provided and distribution system at the subject property. Observation and evaluation will include switchgear, transformers, emergency generators, uninterruptable power supplies, and main distribution panels.
- Fire/Life/Safety (e.g. fire panels)
- Plumbing - Identify and evaluate the material plumbing systems at the subject property, including domestic water supply, domestic hot water production over 80 gallons, sanitary sewer, primary backflow preventer and any special or unusual plumbing systems.
- Facility Envelope - Identify and evaluate the material elements of the facility exterior, to include walls, doors, and windows. This will also include the façade, curtain-wall systems, glazing, exterior sealant, exterior balconies, and stairways. Observations may be subject to grade, accessible balconies, and rooftop vantage points.
- Structural Components - Evaluate the footings, foundations, slabs, columns, floor framing system, and roof framing system as part of the structural inspection for soundness. Observations will be subject to grade and visibility of components (visual inspection only).
- Site Paving - Observe and evaluate the site paving and/or components including pavement, curbs, drains and sidewalks.
- Landscaping - Observe and evaluate the site landscaping including trees, shrubs, and ground cover.
- Irrigation - Observe and evaluate the landscape irrigation.
- Fencing - Observe and evaluate the site fencing, gates, and/or components.
- Lighting - Observe and evaluate exterior and interior lighting fixtures and/or components.
- Kitchens - Major Equipment such as:
 - Ovens, stoves, broilers, grills
 - Reach-in refrigerators and freezers

- Dishwashers
- All other ancillary components related to the NSFD owned properties.

Deliverables

At the conclusion of the assessment(s), the FCA consultant shall prepare a report for each property and facility that includes:

- A general description of the property and its improvements and comments to the observed conditions.
- Identify deficient conditions in terms of deferred maintenance and facility condition. Written descriptions including digital photographs shall be provided to document any deficient condition identified at each property. Additionally, cost estimates for any deficient condition shall be provided.
- A schedule for recommended replacement or repairs (schedule of priorities) shall be developed.
- A recommended twenty-year capital maintenance funding and capital reserve plan to determine the annual contribution rates required to provide sufficient funds for the projected future major repair and replacement costs of structures, facility systems and components.

Submission, Selection and Contracting Requirements

All responses to this RFP shall be received by NSFD at its headquarters no later than 4:00 pm (Local Time) on Monday, June 17, 2019. Late responses will not be considered.

Three hard copies of the response shall be provided in a sealed envelope addressed to Deputy Chief Eric Magnuson at NSFD headquarters. One copy of the response shall be sent by .pdf transmission to Eric Magnuson at emagnuson@northshorefire.com. Responses shall include at least three Washington references, identify similar projects performed by the responder, identify the responder's team to be assigned as FCA, state the hourly or rates of such persons, identify other charges, identify any conflicts pertaining to NSFD and performance of the work, and specify its availability for undertaking and completing the work.

Questions may be submitted in writing to Dep. Chief Eric Magnuson, who may share questions and answers with the other responders

NSFD reserves the right to contact responders for additional information, to select as its preferred responder(s) the responder that best suits NSFD requirements at NSFD's sole discretion, and to negotiate with its preferred responder(s) for a final contract within NSFD fiscal requirements.

NSFD reserves the right at its sole discretion to reject all submittals received without penalty and not to issue a contract as a result of this request for proposal. NSFD reserves the right at its sole discretion to waive minor administrative irregularities contained in any submittal.

NSFD is not responsible for any costs incurred by a responder in preparing, submitting or presenting its proposal. If an oral presentation is required to supplement and/or clarify a proposal, such presentation expenses shall be borne by the responder.

The contract resulting from acceptance of a proposal by NSFD must be in a form approved by

NSFD and shall reflect the specifications in this request for proposal. NSFD reserves the right to reject any proposed contract that does not conform to the specifications contained in this proposal or which is not approved as to form by NSFD General Counsel.

The successful responder will be required to assume responsibility for all services performed, whether or not directly performed by the responder. Such responder shall be the sole point of contact for NSFD with regard to the work, including payment of any and all charges resulting from the contract.

The successful responder shall comply with and perform all work in accordance with all applicable federal, state and local laws and it shall meet the satisfaction of NSFD.

During the term of the work the successful responder shall maintain professional liability coverage with combined single limits of liability of not less than one million (\$1,000,000), and provide a certificate evidencing such insurance and naming NSFD as additional insured as per contracting standards.

Invoices for work performed shall be submitted by the successful responder on a monthly basis and specify the work performed and name(s) of personnel performing such work. NSFD will make payment on a monthly basis within forty (40) days after receipt of the invoice. The successful responder shall be solely responsible for the payment of all taxes imposed by any lawful jurisdiction as a result of performance of the work.