



**TOWN OF PERINTON
REQUEST FOR QUALIFICATIONS & PROPOSAL (RFQ/P)**

FACILITIES CONDITION ASSESSMENT PLAN

GENERAL INSTRUCTIONS

The Town of Perinton is seeking proposals from qualified architectural/engineering firms to provide professional planning services for the creation of a Facilities Condition Assessment Plan. It is the intent of the Town to engage a consultant team consisting of architects, engineers and other technically skilled personnel to create this plan. The primary objective of the plan is to establish a framework for future capital improvement needs & expenditures as it relates to building/facility maintenance and potential renovation over the next 10-years.

This assessment shall include a comprehensive inspection & evaluation of the facilities listed in the "Facilities" Section of this RFQ/P. The inspection & evaluation shall include all building system components, including, but not limited to roof/siding, doors/windows, heating/cooling systems (and other mechanical systems), electrical, plumbing, fire detection/suppression, operational space and grounds (parking lots, lighting, sidewalks, etc.) for evidence of deterioration, failure, probable useful service life, need for repair/maintenance, need for replacement, need for building renovation to rectify operational space issues, associated costs, and opportunities for improved energy and operational efficiency.

To receive consideration, response to this RFQ/P must be submitted as follows:

1. All response submittals shall be sealed and delivered to:

Town of Perinton
Attn: Mr. Thomas C. Beck, Commissioner of Public Works
100 Cobb's Lane
Fairport, NY 14450

2. Submit ten (10) copies of the Proposal by **4:00 p.m. on March 10th, 2017**.
3. The envelope must be clearly marked "QUALIFICATIONS & PROPOSAL -- "FACILITIES CONDITION ASSESSMENT PLAN."
4. Include with your submittal a cover letter addressed to Mr. Thomas C. Beck. The cover letter should be signed by a person legally authorized to bind the firm to its submitted response. The cover letter must include the firm name along with all relevant contact information.
5. If you should have any questions with any submission requirements or the information presented within the RFQ/P, please contact Mr. Thomas C. Beck at (585) 223-5115 or via e-mail at tbeck@perinton.org.
6. The Town of Perinton reserves the right to reject any and all responses, to waive informalities, and has the right, at its sole discretion, to accept the submittal it considers most

favorable to the Town's interest.

7. Refer to the "Proposal Content" Section for additional details.

This Request for Qualifications & Proposal (RFQ/P) is a part of a competitive procurement process, which helps to better serve the Town of Perinton and provides firms with a fair opportunity for their services to be considered. The Town of Perinton reserves the right to negotiate with firms to arrive at a mutually agreeable cost for the desired scope of work.

STATEMENT OF DUTIES

The selected firm will provide architectural, engineering, & planning services for the assessment / evaluation of the Town's Facilities as identified in the "Facilities" Section of this RFQ/P. The successful firm will coordinate with Mr. Scott Allen (Town Hall & Community Center Maintenance Director) on all major activities relating to the requested services.

Respondents to this RFQ/P must meet the following minimum requirements:

1. Demonstrate specialized experience with facilities engineering & architecture as it specifically relates to design, maintenance, programing, space planning, cost analysis, etc. of municipal buildings & grounds in communities of similar size and scope.
2. Assign to the Town a project manager who has a minimum of 10 years of experience with a sound understanding in the disciplines of architecture, engineering / facilities management, building systems (heating/cooling, plumbing, electrical, etc.) and space programming. The project manager must also possess the ability to clearly & effectively communicate with Town Staff, Committees, and the Town Board.

SCOPE OF SERVICES

The scope of services associated with the proposed Facilities Condition Assessment Plan shall include an inspection/evaluation of each facility by the firm's staff including architects, engineers, or other skilled professionals in order to determine the condition of the building and it's systems, including but not limited to roofs/siding, doors/windows, heating/cooling systems, fire protection, electrical, plumbing, and grounds (parking lots, lighting, sidewalks, etc.), identify/list current and future maintenance procedures, identify the service life of existing building systems & categorize replacement schedules, identify energy efficiency opportunities, and evaluate operational space issues for each facility.

Facilities Condition Assessment Plan

The plan shall, in general, include a description of the project, including a clear and concise objective and purpose of the plan. It shall also describe the approach and resources used or assumptions made to prepare the plan, including the identification of major building systems in each facility. The plan should describe and list any and all ongoing maintenance procedures or activities at each facility and recommend the modification to or the implementation of new maintenance activities that could reduce current or future capital costs as well as opportunities for future space programming needs. The plan shall present the facility by facility evaluation of the physical condition of the major building systems and operational space as well as include a clear and understandable section of findings and conclusions along with a 10-year schedule (including budget values) for repairs, space renovations and prioritization of such items. The plan shall also

include an executive summary, any architectural renderings, sketches and/or other documentation necessary to support the findings and conclusions of this plan.

Facility Evaluation

An evaluation of each facility is required to determine/document the current physical condition / operational space constraints and shall generally consist of the following.

1. Meet with Mr. Scott Allen (Town Hall / Community Center Maintenance Director) and other Town Staff. Compile information pertaining to issues relating to the existing maintenance schedules/operations of each particular facility.
2. Collect data from the facility maintenance staff to determine areas of known maintenance needs.
3. Evaluate the existing structural (including roof/windows/ entry doors), mechanical, electrical, plumbing, and fire protection systems with an analysis of such problems that might exist in the buildings.
4. Evaluate facilities for conformance with sprinkler requirements, fire and safety regulation compliance issues and possible solutions.
5. Evaluate all major building systems (see table below) and rate them based on overall integrity, remaining useful life and need of replacement. Systems and equipment shall be rated using evaluation criteria that includes present overall condition, age, effectiveness, efficiency, safety, code compliance as per year constructed, spare capacity, availability of spare parts.
6. Meet with Mr. Scott Allen and other Town Staff to determine/discuss operational space constraints and future facility modifications including potential additions and upgrades.
7. Develop capital budgets and a prioritization for each recommendation, including building system upgrades or space additions or renovations.
8. The overall plan shall incorporate a building systems rating evaluation (in table form), that includes maintenance or replacement schedules for all building systems, space programing and a 10-year Capital Budget Plan for the recommendations provided.

Major Building System Rating

The major building systems and components evaluated in the Facility Assessment Plan shall include the following:

Building System	Component Evaluated
Grounds	Parking Lot (asphalt pavement condition) Sidewalk (include ADA Accessibility) Lighting
Roof / interior ceiling	Roofing Roof Drainage Systems Ceiling tile
Exterior	Entrance/Exit Doors Windows Siding
HVAC	Boilers/Furnaces Air Conditioning Systems Air Re-circulation Evaporators
Plumbing	Water Distribution Wastewater collection
Pool	Pumps Piping Filters Chlorination system Fixtures Deck, etc.
Electrical	Distribution Generators Lighting (interior / exterior) Tel/data
Fire Protection	Alarms Detection Suppression
Safety / Security / Technology	Alarms Emergency Equipment CCTV Audio / Visual Exits & Corridors
Operational Space	Space Programming (current uses vs future needs)

FACILITIES

Facility	Location
Town Hall	1350 Turk Hill Road
Community Center (including Aquatics)	1350 Turk Hill Road
Parks Operation	50 Cobb's Lane
Public Works Department	100 Cobb's Lane
Fellows Road Park	499 Fellows Road
Perinton Park	99 O'Connor Road
Whitebrook Park	Aldrich Road (adjacent to 210 Aldrich Rd.)
Spring Lake Park	Whitney Road
Kreag Road Park	555 Kreag Road
Church Street Potter Park Teen Center	53 West Church Street (Village of Fairport)
Center Park East	1466 Ayrault Road
Center Park West Shelter / Amphitheater	1350 Turk Hill Road
Egypt Park	99 Victor Road
Bushnell Basin Dock & Promenade	640 / 642 Pittsford Victor Road
Ayrault Road Boat Launch	434 / 426 Ayrault Road

PROPOSAL CONTENT

Proposals shall not exceed twenty (20) pages (two-sided, not including resumes). The consultants responding to this RFQ/P are advised to provide a clear and responsive approach to addressing the Facility Condition Assessment Plan needs noted in this RFQ/P. Key elements to each Proposal should include, but not necessarily be limited to, the following items:

Section I: Company Profile & History:

This section should state the size, brief history and type of firm, along with the firm's background, and the location and/or office from which the work on this project shall be performed.

Section II: Experience:

The response should include details of experience with facility analysis for municipal facilities. In addition, interested firms must have at least five years' experience performing such condition evaluations and assessment plans.

Section III: Project Team:

Provide resumes of the Project team, including all support staff. Describe who will be the point of contact and leader (project manager) of the team. Provide an organizational chart to show who will support the project manager, and their respective responsibilities relative to delivering the services described in this RFQ/P. Discuss any sub-consultants that may be used and why their services are important.

Section IV: References:

Include a list of references and contact information in the response. This list should include past and present clients as outlined in Experience above, including names and telephone numbers of contact people.

Section V: Understanding:

The firm should clearly state their understanding of the Town's need for the services identified in this RFQ/P.

Section VI: Specific Approach, Sample Reports and Management Plan:

Provide details regarding your approach and the time estimate to complete the Facilities Condition Assessment Plan. Include a listing of other Facilities Condition Assessment Plans completed by your firm. This section shall also reference any past history of successful receipt of grants and utility rebates for system replacement or upgrades.

Section VII: Cost:

Include a detailed cost proposal to complete the tasks identified in this RFQ/P.

Section VIII: Additional Information:

Include in this section any additional information you wish to provide to the Town relevant to the proposed project.

Section IX: Workload:

Describe the current workload and the firm's capacity / ability to perform requested work in a timely manner.

Please be advised that the person(s) signing a formal response must be authorized by your organization to contractually bind the firm with regard to prices and related contractual obligations for the delivery terms.

Company Name
Authorized Signature
Title
Printed Name
Phone, Fax, Email, Website Address

INTERVIEW AND SELECTION PROCESS

The Town shall select the successful respondent to provide the requested services. It is likely that 2-3 firms that submit the most responsive proposals may be invited to an interview with the Town's Selection Committee. The interview process will involve a presentation of the firm's qualifications and experience by the appointed Project Manager, a review of the firm's fee structure, qualifications and an extended check on references.

Based on the findings of the Selection Committee, a firm will be selected and the Town will enter into a contract/agreement with the most responsible respondent whose proposal is determined to be in the best interest of the Town. Responses to this RFP will be reviewed against the criteria contained herein, and award of the contract/agreement shall be made in accordance with standard Town purchasing procedures.

The Town reserves the right to reject any or all responses or parts thereof for any reason, to negotiate changes to proposed terms and to waive minor inconsistencies with the RFP. The Town further reserves the right to make a selection on the basis of an interview process, qualifications, experience in providing similar services elsewhere, overall responsiveness to the requirements of this RFP; and to negotiate an contract/agreement with the Consultant.