



Facility Condition Assessments Consulting Services
REQUEST FOR PROPOSALS

**City of Marine City
260 S Parker Street
Marine City, MI 48039**

A. PROPOSAL REQUESTED

The City of Marine City is soliciting proposals (statement of qualifications) from qualified consulting firms or teams to conduct a facilities condition assessment for all City owned facilities.

B. PROJECT BACKGROUND

The goal of this assessment is to identify not only the current state of nine (9) City owned facilities, but also Operations and Maintenance funding levels that promote effectiveness and efficiency in regards to these facilities and assets, stewardship of public resources and adaptability to future challenges. The goals of the assessment are to:

- Garner a detailed facility condition assessment (FCA), inventory and analysis of its facilities and miscellaneous structures totaling approximately 46,695 square feet of City owned facilities, identification of current facility condition deficiencies, recommended corrections for deficiencies, cost estimates for corrections and forecasting future capital renewal cost.
- The city seeks to understand:
 - (1) the general condition of all buildings and major components;
 - (2) the annual operational maintenance costs needed for each building; and
 - (3) the timing and cost of future building component maintenance and/or replacement.

TIMELINE – CALENDAR OF EVENTS

RFP released	Jan 31, 2025
Deadline to submit written questions	Feb 28, 2025
Proposal question responses emailed	March 5, 2025
Proposal Due -Deadline date	March 10, 2025
opening – City Mgr. Office	March 11,2025
Project review and award date BOC	March 20, 2025

*BOC = Board of Commissioners

C. Scope of Work – Facilities Assessment

Through this assessment, the city will be provided detailed inspections and assessments of all facilities as specified by architectural, engineering or other equivalent professionals. The intent is to produce an accurate analysis that identifies visible and discernable components and elements requiring maintenance or other planned action(s). The assessment will include existing facilities at approximately nine (9) sites (full list is attached).

The selected firm will provide a licensed engineer or architect to lead the assessment and will be the point of contact for the project. Field assessor should have a minimal of 5 years of experience performing FCAs and strategic type assessments.

Facilities may be added or removed during the scoping phase. The Phases below are identified to assist the consultants in understanding what the city is trying to accomplish and is provided for the consultant's information in preparing proposals for the City's review. Please note the exact scope of work will likely vary from what is shown below.

The facility assessment is anticipated to 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
- Phase IV** Facility Condition Assessment Report Preparation

Phase I - Facility Assessment Planning

Review current asset information and establish access protocol and scheduling for the project. The consultant will provide a project memorandum for review and approval by the project manager which briefly explains the purpose for the assessment, what is to be included in the assessment, and a proposed schedule.

Phase II - On Site Facility Condition Assessment

Conduct a detailed on-site condition assessment for each facility in the City'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 onsite 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 asset, or if repairing only portions of the system is preferable or more cost effective.

The following minimum assessments will be accomplished:

- A. Each building system will be evaluated based on condition, age, criticality, deficiencies, effective useful life, and remaining useful life.
- B. Identify all maintenance, repair and replacement requirements including potential energy efficiency opportunities to enhance operations.
- C. Recommend upgrades and improvements where applicable, considering efficiency and environmental improvements. Potential return on investment should be included in the recommendation.
- D. To the extent possible, gather key data into a spreadsheet from major MEP system equipment tags included equipment type, location, manufacturer, model number, serial number, date of manufacture, nominal capacity (i.e., Btu/hour hp, tonnage, etc.), and estimated remaining life.
- E. Assess real property such as buildings, structures and utilities and their integral components/systems. Copies of the building floor plans, maintenance history and current deficiency records, when available, will be made available to the consultant.
- F. Perform a thorough visual assessment of all architectural, civil/structural, mechanical, electrical, Fire, plumbing and sewer components/systems of each facility.

- G. Identify and report all civil, structural, roof, mechanical, electrical deficiencies and recommended upgrades and/improvements.
- H. Uniformat level coding for the asset data that is capture in the field (equipment and building Systems).
- I. The facility condition assessment will provide a complete inventory of and will focus on the following property elements:
 - a. HVAC
 - b. Building security
 - c. Building Substructure – foundations, basements, tunnels
 - d. Building Envelope – exterior siding, windows, store front, exterior doors, roofs, etc. Interior Construction – walls, doors, flooring, visible structural components, ceilings, ceiling systems, stairs/stairwells, lofts
 - e. Interior Finishes
 - f. Lighting
 - g. Health/Fire/Life Safety Systems - Emergency egress lighting, fire suppression and smoke and carbon monoxide detection
 - h. Accessibility – ADA requirements and any necessary improvements
 - i. Plumbing
 - j. Elevators
 - k. Building Electrical and Service Distribution
 - l. Site Electrical and Service Distribution
 - m. Special Electrical Systems and Emergency Power (i.e., solar, generators, etc.).
 - n. Parking lots, sidewalks and exterior lighting.
 - o. Facility Specific Water (not irrigation) and sanitary (including any lift stations, pumps, etc.).
 - p. Control Systems Maintainable equipment includes but is not limited to the following types of items: Building and HVAC Controls, Boilers, Chillers, Cooling Towers, Ducts, Lighting, Package HVAC Units, Major Exhaust Equipment, Hot Water Heaters, Air Handling Units and Controls, Commercial Overhead Doors/Sliders, Security Alarm, Systems and Duress Equipment, Compressors/Refrigeration, Fire Alarms and Pumps, Electrical Service Equipment.

Phase III - Analysis of Facility Conditions Assessment

The Consultant shall evaluate, analyze, and provide projections for the following areas:

- A. Deficiency costs summarized by building system across all facilities.
- B. Deficiency costs summarized by priority across all facilities.
- C. Deficiency costs summarized by category type across facilities.
- D. Costing of Deficiencies and Capital expenditures, RS Means with appropriate cost factors.
- E. Calculate and provide needed annual operating and maintenance funding needed by building across facilities.
- F. The consultant shall develop a ten-year prioritized capital improvement 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.

The consultant shall utilize a life cycle analysis for component renewal and provide component all related 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 with

appropriate inflationary factors. The consultant will report the life cycle costs at the component-level, building-level and will provide a total for the City's portfolio.

Phase IV - Facility Condition Assessment Report

Using the data collected during the on-site facility condition assessment and analysis phase, the consultant shall provide a separate comprehensive condition assessment report for each facility and provide a cost table for each facility including contingencies, soft and hard project costs, architect fees, permits, etc. Submittals of all equipment data provided in an excel format.

D. SUBMITTALS

The city intends to select a consultant in March 2025, and have the project start shortly thereafter. With a goal of utilizing the assessment to adjust/identify projects for the 2025/2026 Capital Improvement Plan (CIP) budgeting process, the city would like the completed assessment by June 2, 2025; however, the consultants should provide a recommended timeline based on their experience with comparable projects. The consultant, in their response, should identify their approach and plan to provide as much information as possible to the city in advance of their CIP budgeting process.

Submittals will be evaluated and ranked based on the following criteria:

- A. Team Experience (they must be available and participating in the project) with facility condition assessments, familiarity with typical building design and operations including HVAC, plumbing and other major cost centers, facility restoration, applicable permitting and construction or facility management. 30% of the evaluation;
- B. Cost for the Facilities Condition Assessment and all related work. 40% of the evaluation;
- C. Approach to project including any potential suggestions or changes to the phased work program provided herein, or alternative methods that can be used to accomplish the City's goals. 15% of the evaluation;
- D. Familiarity with relevant codes and standards and how they will apply to this scope, including impacts on timing and costs of completing replacements and repairs. Ability to meet schedule and additional information that makes your team the right selection for this project. If available, please submit an example plan via PDF format on a thumb drive completed for another client that would be representative of the work being requested. 15% of the evaluation

Consultants are required to submit their statements in the format and order of the above listed evaluation criteria. Please limit the size of submittals to no more than 20 pages or up to 10 double-sided sheets with text no smaller than size 11 font on 8-½" x 11" paper. A cover letter may be included that does not count towards the page limit. Resumes or bios of team members should be included within the number of pages identified above. Consultants shall also submit an electronic version of their work proposal on a thumb drive.

Proposals will be reviewed by an internal committee where quotes will be evaluated and ranked. Proposing bidders may be asked to participate in an interview to further discuss qualifications and to answer questions from the committee. The evaluation process is designed to award this procurement not necessarily to the

respondent of least cost. The proposal will be awarded to the responsible, responsive firm whose quote, conforming to this solicitation, will be most advantageous to the City of Marine City, price and other factors considered.

The City of Marine City reserves the right to accept or reject any or all quotes, in part or whole and to waive informalities and minor irregularities in bids received.

E. FIRM OVERVIEW

Full name and address of the firm with a short description of the firm.

Include a description of the following:

- A. Business organization
- B. Year established
- C. Federal ID number
- D. Michigan tax ID number
- E. The firm's legal formation (e.g. corporation, sole proprietor, etc.)
- F. State of incorporation, if applicable.
- G. List the firm's officers (up to three).
- H. List the location and address of the firm's office in Michigan that will provide the services requested.
- I. Provide a list of firm's primary services.
- J. Provide a list of similar projects completed by the firm.

F. REFERENCES

RFP reviewers may solicit references from some or all client contacts provided with previous experience examples above. Please include 3 references.

G. COMPENSATION / FEES

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The respondent is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Costs for subcontractors are to be broken out separately.

H. CONFLICT OF INTEREST

Disclose any conflicts or perceived conflicts of interest. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

I. COPIES OF THE FOLLOWING ITEMS:

- 1. Comprehensive General Liability and Property Damage coverage.
- 2. Professional Liability (Errors and Omissions) coverage.
- 3. Worker's Compensation coverage.
- 4. Automobile Liability

Any and all relevant license/registration numbers.

J. **INSURANCE REQUIREMENTS** (as applicable)

The successful firm/consultant must meet the following minimum insurance requirements and provide proof of coverage on a Certificate of Liability Insurance form submitted with proposal:

- A. If Quote is awarded, Certificate of insurance must name City of Marine City as a certificate holder.
- B. Certificate of insurance must name as an additional insured City of Marine City, its agents, officers, officials, employees are hereby named as additional insureds, as their interest may appear.
- C. General Liability Coverage:
 - a. \$500,000 Each Occurrence
 - b. \$500,000 Property Damage
 - c. \$5,000 Medical Expense
 - d. \$500,000 Personal & Advertising Injury
 - e. \$1,000,000 General Aggregate
 - f. \$1,000,000 Products & Completed Operations
- D. Automobile Liability
 - a. \$1,000,000 Combined Single Limit; or
 - b. \$1,000,000 Bodily Injury
 - c. \$500,000 Property Damage
- E. Workman's Compensation insurance as required by State statutory limits. If any proprietor, partner, executive, officer, member, or employee is excluded from worker's compensation or if the Workers Compensation policy is for certificate purpose only, it must be stated on the certificate.

K. **INSTRUCTIONS FOR FIRMS:**

Please submit three (3) hard copies and one PDF electronic copy on a flash drive in your SEALED BID **no later than March 10, 2025 at 4:00pm** to:

CITY OF MARINE CITY CLERK
ATTN: JASON BELL
260 S PARKER STREET
MARINE CITY, MI 48039

1. Response to this RFP MUST be clearly marked **RFP# 2025-001 –Facility Condition Assessments– CITY OF MARINE CITY**
2. Questions shall be submitted in writing to City Manager Michael Reaves no later than February 28, 2025.
3. This RFP and any addendum will be posted on the City of Marine City website <https://www.cityofmarinecity.org>.
4. The City reserves the right, in its sole discretion, to reject any and all proposals, or parts of any proposal, for any reason whatsoever and waive technicalities.
5. The City will only accept proposals that are responsive to the RFP and are prepared and submitted in compliance with the requirements set forth in this RFP.
6. The City of Marine City will not award any proposal to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the City or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.

No late submissions will be accepted.

CITY OF MARINE CITY FACILITIES

1. City Hall, 260 S Parker St – 6,450 sq feet
2. Police Department, 375 S Parker St – 2,196 sq feet
3. Library, 300 S Parker St – 6,413 sq feet
4. DPW, 514 S Parker St – 11,448 sq feet (approx.)
5. Guy Community Center, 545 Ward St – 4,347 sq feet
6. Little League Field, 601 Ward St – 1,285 sq feet (approx.)
7. King Road Park, - 888 sq feet (approx.)
8. Museum, 405 S Main St – 2,608 sq feet (approx.)
9. Fire Hall, 200 S Parker St – 11,060 sq feet (approx.)
10. *Water Plant, 214 S Water St – 5,646 sq feet
11. *Wastewater Plant, 1696 S Parker St – 9,424 sq feet
12. *Historic City Hall, 300 Broadway – 8736 sq feet

Total Square Footage of all buildings: **46,695 square feet** (this does not include the square footage of the highlighted properties)

***Buildings already included in a current assessment, but will be added to the overall scope of awarded bid.**

IRAN LINKED BUSINESS CLAUSE

The Respondent who is selected as consultant shall certify to the City that neither it nor any of its successors, parent companies, subsidiaries, or companies under common ownership or control of the Consultant, are an “Iran Linked Business” engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. It is expressly understood and agreed that the Consultant shall not become an “Iran linked business” during the term of this Agreement.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS OF INVESTIGATION AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

CERTIFICATION

I hereby state that I have read, understand, and become thoroughly familiar with and understand the terms and scope of work contained in the RFP.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this RFP which will become the basis for a binding contract if accepted by the City of Marine City.

I hereby state that this quote will remain valid for six (6) months from this certification date.

Signature: _____

Print Name: _____

Title: _____ Date: _____

Company Name: _____

Address: _____

Project Contact Name: _____

Office: _____ Cell: _____