

## 2.0 Scope of Services

The Township of West Orange is soliciting proposals from professional consulting firms that provide facility condition assessment services for buildings and related infrastructure including sidewalks, parking lots, and driveways at various Township locations. The Township is seeking proposals from qualified individuals or firms that provide comprehensive Facility Condition Assessment Services, including complete software capabilities as described herein. The Township may contract with two or more Respondents to perform the Services.

### 2.1 Project Description

For each of the projects identified in Appendix 2, Services shall include but not be limited to the following:

- 1) All services shall be provided in a manner consistent with ASTM E2018 - current edition.
- 2) Buildings shall be assessed singly or in groups as directed by the Township.
- 3) Conduct interview sessions with appropriate Township staff and facilities stakeholders.
- 4) Perform site visits and review of existing conditions of all selected facilities.
- 5) Review building construction documents and prior facility condition reports.
- 6) Organize collected data using the Construction Specifications Institute UniFormat.
- 7) Review initial findings with the Township's administration as directed to discuss items discovered.
- 8) Provide draft reports consisting of analysis of building systems: identification and repair recommendations of deficiencies; development of Facilities Condition Index Numbers; and digital report documentation.
- 9) Cost estimation.
- 10) Incorporate review comments, enter or update buildings in software/database, issue final documentation in searchable electronic format.

Detailed required services shall include, but are not limited to:

- 1) Identifying and documenting current facility condition and deficiencies
- 2) Recommending corrections for deficiencies
- 3) Providing cost estimates for corrections
- 4) Recommending three, five, seven, and ten-year schedule for implementing corrective measures, categorized as follows:
  - a. Life-safety
  - b. Critical
  - c. Moderate
  - d. Normal Maintenance
  - e. Deferred Maintenance
- 5) Summarizing all data collections, recommendations and cost in a searchable digital file format.
- 6) The Consultant will meet with Township of West Orange staff to identify all reliable sources of existing building information and past facility condition assessments such as building lists, plans, surveys, campus maps, previous assessments, deferred maintenance studies, and capital projects planning. Township of West Orange will provide any past studies and detailed evaluation reports such as:
  - a. Energy Savings Performance Contracts
  - b. Previous Facility Condition Assessment studies

- c. Capital Planning
- d. Detailed Technical studies
- e. Roofing studies
- f. Building drawings: mechanical, electrical, architectural, structural, and civil in PDF version.
- g. Facility Replacement costs
- h. Building maintenance histories
- i. Any other special studies conducted

Where applicable, previous studies will be incorporated into the database and reflected in the final reports.

The types of building systems and surrounding infrastructure surveyed may vary with each building and shall include, but are not limited to, the following systems:

- 1) Exterior Systems: foundation, roofs, walls, window systems, exterior doors, civil/structural components, sidewalks, parking lots, and Township-owned driveways. Exterior electrical to include outside lighting, all types of exterior water lines, exterior gathering areas, exterior vegetation, exterior architectural components.
- 2) Interior Systems: walls, doors, flooring, ceiling, hardware, architectural components
  - a. Fire/Life Safety issues (including hazards, alarms, fire escapes, exit codes)
  - b. Heating, Ventilation and Air Conditioning, including controls and terminal units (condition)
  - c. Electrical and Electrical Distribution (condition)
  - d. Plumbing Systems: fixtures, supply, storm and sanitary drainage, on and off valves, irrigation
  - e. Fire Protection
  - f. Special Construction
  - g. Specialized Equipment & Systems
  - h. Vertical Transportation Systems
  - i. Perform In-Depth Elevator Study: Engage an elevator consultant to provide a detailed study of elevator equipment and efficiency
- 3) Regulatory deficits to be highlighted as noted in reports

## 2.2 Method of Collection

### A. General

The Consultant shall visually inspect all identified facilities to produce an accurate analysis that identifies all components and elements requiring maintenance, repair, or major capital investment. The Inspection team will include architects and engineers. The Consultant will thoroughly examine building systems using non-destructive on-site observations to compile a complete assessment of current conditions, then use an approved database to record cost data and expected life cycles. The Consultant will create a database that will generate an accurate projection of building component lifespans and repair/replacement cost data for up to twenty (20) years. The Consultant will utilize processes that eliminate variability and produce accurate facility information.

### B. Inspector Training

Consultant will ensure that the inspection staff has the appropriate training and equipment to record consistent and accurate data.

C. Township of West Orange Staff Interviews

In order to understand the operating characteristics of each property beyond what is recorded in existing plans, documents, or other materials, the Consultant will interview knowledgeable Township of West Orange Director, project managers, engineers and/or maintenance staff for each facility, in order to benefit from their input and perspective. These interviews will be facility-specific and are to be reflected in the final reports.

D. Inspection Schedule

Consultant will coordinate with Township of West Orange staff for dates and times to conduct on-site inspections. A master schedule of the entire project will then be circulated for review.

E. Inspections

The method of the inspection process shall allow for a comprehensive inspection of observable systems while utilizing input from knowledgeable Township of West Orange staff to compliment the assessment of current conditions with details of the facilities' background. At a minimum, Inspectors shall gather the following information on each property:

Property Characteristics – An inventory of all building systems with each system component quantified as a count, an area, a length, and/or a height; whichever measurement is most appropriate for each system

Age – Identification of the year each system component was installed

Current Condition – An assessment of the current condition of each system component and a determination of the level of repair necessary to restore these components to optimal condition or year the asset is to be replaced

For purposes of consistency, building system components shall be defined along with a standard list of repairs and action levels for inspectors to choose from in rating each system condition. Action level shall be defined for individual components and shall include as a minimum:

Life Safety

Critical

Moderate

Normal Maintenance

Deferred Maintenance

Standard definitions and systems of actions are intended to provide a more accurate assessment of facilities

### 2.3 Assessment and Reporting Format

The facility assessment report should describe the potential impacts on environmental and cultural resources, summarizing alternatives for the proposed improvements based on visual observations, equipment inventory, photography, costs, schedule and any and all other gathered information will be assembled in a database and reported in a manner to allow for the Township to query and plan for addressing of deficiencies based on criticality and schedule. As a minimum database reporting structure shall include:

1. Address

- a. Building

- b. System Inventory and Equipment

- i. Individual equipment (or material or distribution)

- a. Specific operating data
      - b. Condition Assessment
      - c. Deficiencies
      - d. Estimated cost to repair
      - e. Estimated implementation schedule
      - f. Prioritization of System & Equipment Repairs
      - g. Comments

- ii. Operational state

- a. Operating as originally intended
      - b. Operating as modified or repaired
      - c. Date of most recent modification or repair
      - d. Suggested improvements
      - e. Remaining Useful Life

- iii. Estimated energy consumption

- a. Energy consumption estimates
      - b. Energy efficiency estimates
      - c. Suggested improvements

- iv. License & Permits

- a. State or Local Agency with jurisdiction over the facility

## APPENDIX 1 - PRICE PROPOSALS

### Instructions

Proposer must complete this section in its entirety for each of the projects identified in Appendix 2 and may supplement this section with additional pages as to provide the Township with a more detailed breakdown, backup and/or options of the related cost associated with the services being solicited in this solicitation.

The Total Cost for the solution provided must be a turnkey cost inclusive of all aspects noted in Section 2 – Scope of Services.

Provide a Total Cost (to include all expenses) for the proposed solution. The Total proposed cost will be a firm not-to-exceed cost. There will be no reimbursable permitted. Include in the above pricing, all expenses associated with performing the facilities condition analysis including, travel, meals, lodging, printing, etc.

**Total Proposed Cost: \$** \_\_\_\_\_

**Project # & Description** \_\_\_\_\_

### Price Proposal Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## APPENDIX 2 – PROJECTS

(all West Orange, New Jersey 07052)

Project #1 – 60 Main Street, aka Police Department

Project #2 - 92 Washington St, aka Police Officer Timothy Groves Community Sub Station housing the WOPD Community Services Unit (CSU) and 549 Valley Road, aka the Valley Sub Station housing the WOPD Traffic Bureau

Project #3 – 60 ½ Cherry Street, aka Recreation Offices (including Ginny Duenkel Pool House)

Project #4 - 650 Pleasant Valley Way, aka Katz Community Center; 551 Valley Road, aka West Orange Arts Center;

Project #5 - Cherry Street & Franklin Ave, aka Colgate Park Field House, Alisa Drive & Pleasant Valley Way, aka Degnan Park Field House; Main Street & Park Ave, aka Lafayette Park Field House; Ridgeway Ave, aka Ridgeway Park Pavilion; Ralph Road & Lorelei Road, aka O'Connor Park Field House; St. Cloud Ave., aka Stagg Field House; and 60 ½ Cherry Street, aka Ginny Duenkel Pool House.

Project #7 – 110 Franklin Avenue (Parks and Recreation Maintenance Facility)

Project #8 – 4 Boland Drive, aka Oskar Schindler Performing Arts Center (OSPAC); 551 Valley Road, aka West Orange Arts Center;

Project #9 - 590 Mt. Pleasant Avenue, aka West Orange Environmental Center

Project #10 – Pump Stations (PS):

1. Cherry Lane PS, 99 Cherry Lane
2. Dogwood PS, 39 Dogwood Road
3. Grande PS, 1 Rappleye Court
4. Haggerty PS, 50 Haggerty Drive
5. King PS, 14 King Road
6. Northfield PS, 794 Northfield Avenue
7. Short Hills PS, 111 Old Short Hills Road
8. Vitro PS, 198 Pleasant Valley Way