

**REQUEST FOR PROPOSALS (RFP)**  
for  
**Facilities Condition Assessment Services**



City of Grants Pass, Oregon  
July 1, 2021

Responses Due: August 3, 2021 4:00 PM

CONTACT:  
Kyrriha Sevco, Business Operations Supervisor  
541-450-6113  
[ksevco@grantspassoregon.gov](mailto:ksevco@grantspassoregon.gov)

## 1.0 INTRODUCTION

The City of Grants Pass, Oregon is requesting proposals from qualified firms experienced in providing Facility Condition Assessments for a wide variety of municipal buildings. The City of Grants Pass, Oregon shall be referred to as the “City” throughout the RFP. It is the intent of the City to award a contract to one (1) firm capable of providing the outlined and necessary services to fulfill the RFP.

## 2.0 BACKGROUND

The City of Grants Pass has a population close to 37,000 and is a full-service City with more than 200 full time employee equivalents. The City operates various services that include Police and Fire protection, a Water Utility, a Wastewater Utility, a Street and Transportation Utility, Parks, Development, and a wide range of administrative and internal services that include Fleet, Engineering, Facilities Management, Information Technology, Administrative Services, and others.

The Facilities Division is responsible for the management and maintenance of City-owned buildings and properties and recently underwent a review as part of the City’s ongoing performance audit program. The review resulted in several recommendations related to the maintenance and management of City-owned buildings including the collection of some asset data for the intended use of capital planning. The City will share this information to the selected firm to support the RFP and the City’s implementation of recommendations generated from the RFP and existing surveys. The intent is to create a comprehensive asset register and initial facility condition assessment of the buildings outlined in the scope of work below for the purpose of implementing a Capital Projects Program and improved maintenance program.

## 3.0 PROPOSAL SUBMISSION AND EVALUATION PROCESS

The city shall make available any supporting documentation to support the success of this RFP for the firms to prepare a responsive, comprehensive proposal that addresses each component of the scope of work.

In order to achieve an equitable dissemination of information and provide staff and Council with the opportunity to evaluate proposals, the proposal process is as follows:

- a) **Official Contact:** Upon release of this RFP, all vendor communications concerning this RFP should be directed to the single point of contact below. Any oral communications will be considered unofficial and non-binding to the City. Vendors should rely on written or email statements issued by the single point of contact.

Kyrrha Sevco, Business Operations Supervisor  
City of Grants Pass  
Public Works  
101 NW A Street  
Grants Pass, Oregon 97526  
541-450-6113  
ksevco@grantspassoregon.gov

- b) **Distribution of Request for Proposal:** July 1, 2021

- c) **Questions or Clarifications:** Questions or clarifications regarding this RFP will be accepted by the City's official point of contact at [ksevco@grantspassoregon.gov](mailto:ksevco@grantspassoregon.gov) until July 15, 2021 at 4:00pm. In the event it is necessary to revise any part of the RFP, addenda will be provided to all vendors who received the initial RFP or subsequently requested a copy. This includes any amendment of dates in the Schedule for Selection Process. Any addenda so issued are to be considered part of the specifications of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by the City.
- d) **Proposal Submission:** Proposals must be delivered directly to the City no later than August 3, 2021 at 4:00pm. Late submissions after the deadline or proposals submitted via fax will not be accepted. One unbound proposal copy, and an electronic version of the proposal must be submitted and labeled as follows:

City of Grants Pass  
**LB 6413 - Facility Condition Assessment**  
ATTENTION: Karen Frerk, City Recorder  
101 NW A Street  
Grants Pass, OR 97526

The electronic copy may be included in the mailed package or may be emailed to the official contact at: [ksevco@grantspassoregon.gov](mailto:ksevco@grantspassoregon.gov)

- e) **Proposal Review and Interviews:** The City will evaluate each proposal submitted in accordance with the review criteria outlined below. During the evaluation process the City may, at its discretion, request any one or all firms participate in oral interviews. Such interviews will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to participate in such interviews.
- f) **Notification:** The City anticipates sending email notifications to all firms regarding the outcome of the review and contract award process. The firm awarded the work will be expected to begin the project within 14 days and complete the project within three (3) calendar months of the contract award date.
- g) **Cost of Preparation of Response:** Firms shall be fully responsible for all response development and submittal costs. The City assumes no contractual or financial obligation as a result of the issuance of this RFP, the preparation and submission of a response by a firm, product demonstration by firm, the evaluation of an accepted/rejected response, or the selection of the finalist(s).
- h) **Ownership of Responses:** All responses and associated materials received shall become the

property of the City of Grants Pass.

- i) **Response Acceptance or Rejection:** The City reserves the right to reject any or all responses, to accept or reject any or all the items in the response, and to award a contract in whole or in part, if it is deemed to be in the best interest of the City. The City reserves the right to negotiate with any firm after responses are opened and the winning response is awarded, if such action is deemed to be in the best interest of the City.

In addition to the factors mentioned above, firms are cautioned to carefully review all terms, conditions, and specifications of the RFP prior to submittal of responses. The Personal Services Contract may be awarded strictly on the basis of the Firm's response including the Firm's qualifications as received and without further discussion. Therefore, each response should be submitted to the City in the most favorable terms from both a cost and qualification standpoint.

- j) **Withdrawal and Modifications:** Any responses can be withdrawn or modified in writing by contacting the City's official contact prior to the stated closing time.
- k) **Contract:** The successful respondent will be expected to enter into a contract with the City. A sample agreement for the services requested is included in Exhibit A. This sample is provided for illustrative purposes only. The City reserves the right to submit a contract which differs from the following example.
- l) **Complaints and Protests:** Any respondent who has submitted a response to the City and who is adversely affected by the City's contract award to another respondent has five (5) days after the issuance of the Notice of Intent to award the contract, to submit a written protest of award to the City of Grants Pass. Such right to protest shall conform to the requirements of OAR 137-030- 0104(1) and specify the grounds upon which the protest is based. Written concerns must be mailed to:

Kyrrha Sevco  
Business Operations Supervisor  
City of Grants Pass  
101 NW A Street  
Grants Pass, OR 97526

#### 4.0 SCOPE OF SERVICES

The purpose of the Facility Condition Assessment is to obtain basic asset information for City-owned buildings, assess the condition of those assets, and quantify the extent of current deferred maintenance as well as identify the necessary corrective actions and capital repair and replacement needs moving forward. Information gathered shall be based on asset conditions, criticality, and level of service goals; with a goal of minimizing life cycle costs and risks associated with investment schedules/long term funding plans. The information collected as part of this contract will be used to inform the City's capital planning and maintenance and operations strategies. The selected proposer will provide individual

Facility Condition Assessments for the following buildings by section:

Table 1: City Assets to be Included in the Assessment

<b>Description</b>	<b>Address</b>	<b>Year Built</b>	<b>Area</b>
CITY HALL	101 NW A ST	1975	16,354
COUNCIL CHAMBERS	101 NW A ST	1975	2,512
IT OFFICE	102 NW A ST	1976	1,250
HILLCREST FIRE STATION	199 NW HILLCREST DR	1973	9,470
FIRE STATION GARAGE	199 NW HILLCREST DR	1973	546
STORAGE BUILDING	199 NW HILLCREST DR	1973	540
TRAINING TOWER	199 NW HILLCREST DR	2010	2,046
SPORTS COURT RESTROOM	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	666
BRONZE SCULPTURE	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1997	-
LARGE POND BRIDGE - 1152 SF	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	-
VOLLEYBALL COURTS (3)	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1994	-
VOLLEYBALL RESTROOM	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1994	672
PEDESTRIAN BRIDGE - 13,700 SF	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	2000	-
LAND IMPROVEMENTS (SPORTS COURTS)	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	-
HARRY & DAVID SHELTER	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1994	1,551
HARRY & DAVID RESTROOM	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	2001	800
LAND IMPROVEMENTS (PLAYGROUND)	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	-
MARK BRANDT WALL OF FAME	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1995	-
LEGION RESTROOM/PRESSBOX	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	1,280
LEGION GRANDSTAND	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	2,444
LAND IMPROVEMENTS (LEGION FIELD)	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	-
BABE RUTH CONCESSION/RESTROOM	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	576

HEART OF PARK-SHELTER III	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	2,072
PLAZA - PERGOLA I	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	1,628
PLAZA - PERGOLA II	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	1,628
PLAZA - PERGOLA III	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	693
PLAZA - PERGOLA IV OVERLOOK	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	1,902
HEART OF PARK-SHELTER II	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	420
HEART OF PARK-CONCESSION	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	676
RESTROOM - HEART OF PARK	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	780
BATTING CAGE/ALL SPORTS PARK	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	2003	-
CONCESSIONS/RESTROOMS/PRESSBOX - HUB	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	1,504
LITTLE LEAGUE STORAGE	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	672
LAND IMPROVEMENTS (HUB)	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	-
LAND IMPROVEMENTS (DECKS/DAMS)	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	-
RIVER WATER PUMPING STATION	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1998	180
POND WATER PUMPING STATION	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	180
PARK MAINTENANCE SHOP	1799 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	3,744
HEART OF PARK-SHELTER I	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	300
DUGOUT SHELTERS I, II, III, IV	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	728
LEGION DUGOUT #1	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	280
LEGION DUGOUT #2	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	280
BABE RUTH FIELD DUGOUT #1	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	272
BABE RUTH FIELD DUGOUT #2	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	272
SMALL POND BRIDGE - 215 SF	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	-

RENTAL REINHART	1635 Webster	1993	160skate 0
PLAZA PERGOLA ENTRANCE	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1994	305
WILDLIFE OVERLOOK DECK - 222 SF	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	-
POND SHELTER	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	462
SHELTER & VOLUNTEER MEMORIAL MARKER @ COMPASS @ PLAZA	1690 SW WEBSTER RD - REINHART VOLUNTEER PARK	1993	300
SOCCER FIELD (SYNTHETIC) W/FENCING	1799 SW WEBSTER RD - REINHART VOLUNTEER PARK	2018	-
PARK SHOP	300 BLK E PARK ST- RIVERSIDE PARK	1960	2,148
EQUIPMENT STORAGE SHED	300 BLK E PARK ST- RIVERSIDE PARK	1960	960
GAZEBO-CENTENNIAL	300 BLK E PARK ST- RIVERSIDE PARK	1984	800
BALLFIELD RESTROOM	300 BLK E PARK ST- RIVERSIDE PARK	1980	300
LOWER RESTROOM	300 BLK E PARK ST- RIVERSIDE PARK	1963	576
LAND IMPROVEMENTS - PER 10/31/15 APPRAISAL	300 BLK E PARK ST- RIVERSIDE PARK	1990	-
TREVILLIAN PICNIC SHELTER	300 BLK E PARK ST- RIVERSIDE PARK	1968	1,600
SPRAY PARK - 4231 SF	300 BLK E PARK ST - RIVERSIDE PARK	2018	-
PAVILION (COVERAGE EXCLUDED FOR FABRIC COVER)	300 BLK E PARK ST - RIVERSIDE PARK	2018	3,600
RESTROOM	780 E PARK ST - BAKER PARK	1994	240
SIGNAGE; LIGHTS	780 E PARK ST - BAKER PARK	1994	-
BOAT LAUNCH RAMP - 1400 SF	780 E PARK ST - BAKER PARK	1994	-
RESTROOM	1720 SE PORTOLA DR - GEORGE H. ECKSTEIN PARK	1979	374
LAND IMPROVEMENTS - PER 10/31/15 APPRAISAL	1720 SE PORTOLA DR - GEORGE H. ECKSTEIN PARK	1980	-
BENCHES; RAILINGS; TRASH CANS; WATER COOLER; STAIRS; SIGNAGE	800 W PARK ST - REX TUSSING PARK	2001	-
TUSSING PARK RESTROOM	800 W PARK ST – TUSSING PARK	2001	
RIVER OVERLOOK	1250 SW 5TH ST	2003	-
VISITOR INFORMATION CENTER/RESTROOM	198 SW 6TH ST	1993	1,849

RESTROOMS/MEETING ROOM	1750 NW HAWTHORNE AVE- GILBERT CREEK PARK	1979	748
LAND IMPROVEMENTS - PER 10/31/15 APPRAISAL	1750 NW HAWTHORNE AVE - GILBERT CREEK PARK	1990	-
RESTROOM	225 SW WILDWOOD ST - WESTHOLM PARK	1963	350
SWING; BOUNCERS; CLIMBERS; CHAINLINK FENCE; BACKSTOP; SPORTS COURTS	225 SW WILDWOOD ST - WESTHOLM PARK	1963	-
CAVEMAN POOL BUILDING	801 NE 9TH ST	1967	2,892
SWIMMING POOLS (2) - 252,000 G	801 NE 9TH ST	1967	-
STORAGE BUILDING	780 E PARK ST	1946	2,112
MADRONE PUMP STATION	2000 BLK NE BEACON DR	1964	351
HEFLEY PUMP STATION	1000 BLK NE HEFLEY ST	1986	600
CHAMPION PUMP STATION	1995 NW VINE ST	1980	800
NORTH VALLEY PUMP STATION	2000 BLK NW HIGHLAND AVE	1984	100
LAUREL RIDGE PUMP STATION	1918 NW CROWN ST	2002	100
STARLITE PUMP STATION	1000 BLK NW STARLITE PL	1980	800
LAWNRIDGE PUMP STATION	1099 NW HAWTHORNE AVE - LAWNRIDGE PARK	1962	1,060
HILLTOP PUMP STATION	1000 BLK HILLTOP DR	1984	150
HARBECK PUMP STATION	201 INDEPENDENCE DR	2001	100
MEADOW WOOD PUMP STATION	2202 SE HAVILAND DR	2002	1,302
NEW HOPE PUMP STATION	2480 WILLIAMS HWY	1999	1,302
DIESEL TANK - 550 G	2480 WILLIAMS HWY	1999	-
WILLIAMS CROSSING PUMP STATION	250 LANDAU LN	2005	200
RESERVOIR #5 - 3.5 MG	1400 BLK NE SHERMAN LN	1986	-
RESERVOIR #4 - 750,000 G	1500 BLK NE RIDGE RD	1953	-
RESERVOIR #13 - 60,000 G	1700 BLK NE SUNSET LN	1980	-
RESERVOIR #15 - 1.2 MG	3900 BLK HIGHLAND AVE	1985	-
CHLORINE BUILDING	3900 BLK HIGHLAND AVE	2005	144
RESERVOIR #8 - 2 MG	351 HIEGLEN LP	1983	-
RESERVOIR #6 - 3.5 MG	2200 BLK NW CROWN ST	1982	-
RESERVOIR #11 - 4.5 MG	1420 DENTON TRAIL	1999	-



CONTROL/PUMP BUILDING	1420 DENTON TRAIL	1999	168
D - SHOPS/STORAGE/LOADING DOCK	650 SE H ST	1970	5,400
C - AUTO SHOP	650 SE H ST	1998	4,260
B - VEHICLE EQUIPMENT STORAGE	650 SE H ST	1995	7,000
A - CITY SHOP/OFFICE	650 SE H ST	1995	3,200
E - EQUIPMENT STORAGE BUILDING	650 SE H ST	2000	5,184
ANNEX	615 NW 5TH ST	1952	1,199
WATER TREATMENT PLANT	821 SE M ST - WTP	1931	33,354
WATER INTAKE STRUCTURE	821 SE M ST - WTP	1984	814
OLD WATER INTAKE	821 SE M ST - WTP	1931	348
TRANSFER BASIN	821 SE M ST - WTP	1980	-
PROCESS PIPING	821 SE M ST - WTP	1984	-
SOLID SETTLING POND (DREDGE ONLY)	821 SE M ST - WTP	2004	-
GEOTUBE	821 SE M ST - WTP	2011	-
BRIDGE ST PUMP STATION	2171 SW BRIDGE ST	1990	400
WEBSTER ROAD PUMP STATION #2	2240 WEBSTER RD	1972	80
DARNEILLE PUMP STATION	3100 S RIVER RD	2002	1,848
REDWOOD PUMP STATION	4960 LEONARD RD	1975	624
COMPOST SHOP/OFFICE	1749 MERLIN RD	2000	1,500
COMPOST SHELTER #1	1749 MERLIN RD	2000	10,240
RECYCLE SHELTER	1749 MERLIN RD	2000	12,000
ADMINISTRATION/LAB BUILDING	1200 SW GREENWOOD AVE - WWTP	1974	18,677
PRIMARY DIGESTER	1200 SW GREENWOOD AVE - WWTP	1974	-
SECONDARY CLARIFIER #1	1200 SW GREENWOOD AVE - WWTP	1974	-
SECONDARY CLARIFIER #2	1200 SW GREENWOOD AVE - WWTP	1974	-
SECONDARY CLARIFIER #3	1200 SW GREENWOOD AVE - WWTP	2004	-
SURGE BASIN	1200 SW GREENWOOD AVE - WWTP	1962	-
HEADWORKS & ODOR SYSTEM	1200 SW GREENWOOD AVE - WWTP	1995	1,512

SLUDGE THICKENER & CONTROL BUILDING	1200 SW GREENWOOD AVE - WWTP	1962	432
OUTFALL	1200 SW GREENWOOD AVE - WWTP	2004	205
AERATION BASIN #1	1200 SW GREENWOOD AVE - WWTP	1972	-
RAS/WAS/SC PUMPING STRUCTURE	1200 SW GREENWOOD AVE - WWTP	2004	1,740
ELECTRICAL SUBSTATION	1200 SW GREENWOOD AVE - WWTP	2004	-
PRIMARY CLARIFIERS #2/#3/#4	1200 SW GREENWOOD AVE - WWTP	1995	-
UV DISINFECTION W/SHELTER	1200 SW GREENWOOD AVE - WWTP	2004	720
GROUNDS SHED	1200 SW GREENWOOD AVE - WWTP	2004	160
MIXED LIQUOR SPLITTER BOX	1200 SW GREENWOOD AVE - WWTP	2004	570
PLANT DRAIN BUILDING	1200 SW GREENWOOD AVE - WWTP	1962	800
FLAMMABLE STORAGE BUILDING	1200 SW GREENWOOD AVE - WWTP	1962	288
SLUDGE STORAGE TANK (FORMER PRIMARY CLARIFIER)	1200 SW GREENWOOD AVE - WWTP	1962	-
PROCESS PIPING	1200 SW GREENWOOD AVE - WWTP	1974	-
AERATION BASIN #2	1200 SW GREENWOOD AVE - WWTP	2019	-
BLOWER BUILDING	1200 SW GREENWOOD AVE - WWTP	2019	1,540
RESTROOM/CONCESSIONS BUILDING	1187 ROGUE RIVER HWY - MORRISON PARK	2005	1,680
LAND IMPROVEMENTS - PER 10/31/15 APPRAISAL	1187 ROGUE RIVER HWY - MORRISON PARK	2005	-
DWELLING	1663 SW WEBSTER RD	1992	2,125
CARETAKER'S RESIDENCE	1655 SW WEBSTER RD	1986	1,234
GAZEBO-OGLE PARK	1400 BLK NW WASHINGTON BLVD - OGLE PARK	1968	150
BUILDING (LEASED AS CAFE/UTILITIES)	2482 WILLIAMS HWY	1978	600
FISH SCULPTURE	PARKWAY BRIDGE	2000	-
PANORAMIC LOOP BOOSTER STATION	2407 ROBERTSON CREST	2006	288
RESTROOM	1560 HAMILTON LN - FRUITDALE PARK	2018	308

PICKLEBALL COURT - 6528 SF	1560 HAMILTON LN - FRUITDALE PARK	2018	-
PLAYGROUND EQUIPMENT	1560 HAMILTON LN - FRUITDALE PARK	2010	-
SKATEPARK - 17,500 SF	820 SE M ST	2000	-
RESTROOM - SKATEPARK	820 SE M ST	2000	425
PLAYGROUND EQUIPMENT - DEBO PARK	510 SW G ST - DEBO PARK	2006	-
PLAYGROUND EQUIPMENT	NE B ST - B ST PARK	2005	-
RIVER KIDS BRONZE STATUE	CITY CENTER PLAZA	2006	-
THE GREEN HOUSE DWELLING	723 NW 5TH ST	1977	1,102
STORAGE/ADA BUILDING	723 NW 5TH ST	1977	170
RIVER ROAD RESERVE HORSEBARN/STALLS/PADDOCK	3658 UPPER RIVER RD	1970	2,200
RIVER ROAD RESERVE HOUSE W/BASEMENT	3680 UPPER RIVER RD	1950	800
RESTROOM BUILDING	1395 DOWELL RD - REDWOOD PARK	2007	500
SALMON SCULPTURES (VARIOUS 3-D PIECES)	ROGUE RIVER HWY	2008	-
REDWOOD FIRE STATION	3071 SW LEONARD RD	2007	7,046
PARKWAY FIRE STATION	800 E PARK ST	2009	17,000
RESERVOIR #3 - 5 MG	502 NW WOODSON DR	2014	-
WEBSTER ROAD PUMP STATION	1960 SW WEBSTER RD	2016	132
PUBLIC SAFETY BUILDING	726 NE 7TH ST	1975	19,540
OFFICE BUILDING (A-ONE EXTERMINATORS)	712 NE 7TH ST	1890	975

The Facility Condition Assessments shall include visual and non-destructive inspections and analysis of reasonably accessible components and elements of the facilities above. The FCA shall be performed by a team of individuals and experts with the experience and credentials to appropriately inspect, evaluate, and document the condition of each building and major components as categorized by the ASTM Unifomat II – Levels 1, 2, & 3. The scope of work requested as part of this contract includes the following tasks:

### **Task 1: Facility Condition Assessment Planning**

Prior to conducting on-site inspections, the selected firm will prepare and propose an initial plan and schedule for accessing the requested properties and assessing condition of assets. This plan should include:

- A proposed methodology for rating condition and categorizing corrective actions and capital

- repair, replacement, and/or renewal expenditures to be reviewed and approved by the City.
- Any special access requirements/challenges and a proposed plan to address them.
- An initial schedule for completing the on-site inspections and subsequent analysis and reporting.
- Required support from the city for completing survey's and system understanding.

### **Task 2: On-Site Facility Assessment**

Conduct on-site inspections of each property listed in Table 1. Inspections shall, at a minimum:

- Capture, and document basic asset information within an asset inventory for major building systems and equipment in line with ASTM Uniformat II Levels 1, 2, and 3. Data should be provided in a format capable of inputting into the City's CMMS system and include, as applicable:
  - Equipment/asset type
  - ID
  - Location (Site, building, etc.)
  - Description/Function
  - Manufacturer
  - Model number
  - Serial number
  - Age and estimated remaining life
- Identify the current physical condition of each building system or asset in accordance with a condition rating scale to be determined in collaboration with the City as part of Task 1. Document any existing deficiencies with recommendations for corrective action.

### **Task 3: Analysis and Reporting**

The results of the on-site inspections and resulting analysis shall be detailed in a professionally prepared Facilities Condition Assessment Report, signed and stamped by a Professional Engineer licensed in the State of Oregon. The Facilities Condition Assessment Report will be on a building-by-building basis and asset inventory and condition data will be provided to the City in a manner conducive for input and use in the City's existing and/or future CMMS systems. The Report should, at a minimum:

- Include the asset information and condition ratings collected during the on-site inspections.
- Identify, categorize, and prioritize the observed deficiencies and recommended corrective actions with cost estimates.
- Quantify the extent of deferred maintenance and calculate the existing Facility Condition Index (FCI) for each building.
- Develop 10-year expenditures forecast of the necessary capital repairs, replacements and/or renewals necessary to preserve the functionality of major building systems or components with estimated costs. Equipment or system replacement costs identified within the 10 year time schedule can be developed on a separate Spreadsheet on a per building basis.

## 5.0 PROPOSAL REQUIREMENTS

Proposals should demonstrate the qualifications, experience, and capacity of firms to provide the requested services to the City. Proposals will be evaluated in accordance with the evaluation criteria and scoring described below.

### 1. Transmittal Letter (Required, Not Scored)

A signed letter of transmittal briefly stating the proposer's understanding of the work to be performed, the commitment to perform the work within an appropriate level of responsiveness and timeliness, a statement of why the Firm believes it to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.

### 2. Firm Qualifications and Experience (Required, 35 points)

Briefly describe the experience of the firm and the key personnel assigned to the project. At minimum, provide:

- a. A brief overview and history of the Firm providing the requested services.
- b. Name, qualifications and experience of the Firm's proposed Project Manager and key personnel responsible for conducting the requested services for the City. Include resumes of the key personnel who will physically perform the FCA, conduct related analysis, perform estimating, and prepare the final report. Each resume shall reflect the competency of each staff member for the work, noting past experience and expertise of similar scope and complexity.
- c. At minimum, provide three (3) examples of experience providing facility condition assessments to public and/or municipal entities. Provide a client reference with email addresses and phone numbers for each project example.

### 3. Approach (Required, 25 points)

The Firm's approach to providing the required services including the strategy for ensuring appropriate resources are available to the City throughout the term of the contract. Include:

- a. The Firm's ability to meet the proposed scope of work, including the approach to working cooperatively with City management and staff to accomplish each task. Outline any recommended changes to the scope of work with a description of why the recommended changes would benefit the City.
- b. A preliminary staffing plan with proposed roles and responsibilities for key personnel.

- c. A proposed schedule for completing the requested services along with a description of the potential challenges related to COVID-19 and how your Firm plans to mitigate these challenges.
- d. A list of sub-consultants required to meet the Scope of Work

#### **4. Service Pricing (Required, 40 points)**

Provide a proposed fee for fulfilling the requested services. The fee proposal should describe the Firm's approach to providing the requested services efficiently and effectively and include:

- a. A list of hourly rates by proposed team member.
- b. The number of hours estimated to complete each task.
- c. A breakdown of the estimated expenses.
- d. A total Not-to-Exceed fee proposal, including expenses, for the requested services.

## Exhibit A

**PROFESSIONAL SERVICES AGREEMENT**

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**PARTIES:** The **CITY OF GRANTS PASS**, hereinafter referred to as City, and **XXXXXs**, hereinafter referred to as Contractor.

**RE: Facility Condition Assessment**

Based on the terms and conditions contained herein, the Parties agree as follows:

- 1. LABOR AND MATERIALS:** Contractor shall provide all labor, materials of whatever kind and character for completion of the Project. Because this is a professional services contract, City is relying on the expertise and reputation of the Contractor. Therefore, no part of this Project may be contracted out to other persons or firms without the express written consent of the City, except as previously stated in the Contractors proposal.
- 2. SCOPE OF WORK:** Contractor is required to perform all the work as contained in the project description in the attached RFP. If the Contractor fails to perform as specified, they will be notified in writing by the Superintendent or his designee. The contractor shall make all remedies within 48 hours. If work is not performed by the end of the 48 hours, the City may terminate contract. If during the contract period, and after adequate notification, the Contractor does not maintain the required level of performance, the City may terminate the contract without penalty.
- 3. PROJECT COST:** The City shall pay **\$XX,XXX** to the Contractor in accordance with the services in the attached RFP.
- 4. ADDITIONAL WORK:** All additional (or optional) work shall be approved by the City of Grants Pass prior to commencement of said work.
- 5. ORAL MODIFICATIONS AND WAIVERS:** The City's rights and benefits under this Agreement and any parts thereof may not be orally modified or waived.

6. **WRITTEN MODIFICATIONS AND WAIVERS:** The rights and benefits of the City, under this Agreement, may be modified or waived so long as said modification or waiver is in writing and signed by the City Manager or the Public Works Department Director.
  
7. **PAYMENTS:** Contractor may submit progress billings once every 30 days. Upon satisfactory completion of services listed in Section 2 above, the Contractor shall make a written request for final payment. The City shall make final payment to the Contractor within 30 days of written acceptance by the City.
  
8. **WORKMANSHIP:** Contractor's performance under this Agreement shall be done in a professional manner that meets or exceeds industry and professional standards of performance.
  
9. **WORKERS COMPENSATION COVERAGE:** Contractor and all employers working under this Agreement are subject employers under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers. Contractor shall provide proof of coverage at the time of the execution of this agreement and continuing proof of coverage during the period of this Agreement.
  
10. **LIABILITY INSURANCE:** Contractor shall maintain a policy of liability insurance in the form, and from an insurance company, approved by the City, which company is admitted or otherwise licensed to do business in the State of Oregon. Said insurance shall insure Contractor for the benefit of the City of Grants Pass in not less than the amount of \$1,000,000 single limit liability for each occurrence, and aggregate coverage of not less than \$2,000,000. The insurance shall cover any occurrences, resulting from any conduct, act, or failure to act, by Contractor, or by an employee, representative, or agent of Contractor, and which occurrence or occurrences result in damages of any kind, including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest. Contractor shall require its insurance carrier to provide to the City a certificate of insurance evidencing said coverage. Said policy shall provide that such coverage cannot be modified, terminated or canceled by the carrier without 30 days written notice sent by certified mail by the insurance carrier to the City. It is agreed that no person shall perform any acts on behalf of Contractor without having said insurance in full force and effect.



**11. COMPLIANCE WITH ALL LAWS:** Contractor shall:

- A. Make payment promptly, as due, to all persons supplying to such Contractor labor or material for the prosecution of the work provided for in this contract.
- B. Pay all contributions or amounts due the Industrial Accident Fund from Contractor or a subcontractor incurred in the performance of the contract.
- C. Not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material.
- D. Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- E. Promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums which Contractor agrees to pay for such services and all moneys and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.
- F. Comply with all laws and administrative rules of the United States, the State of Oregon (including specifically ORS Chapter 279C), and the City.
- G. Not fail, neglect or refuse to make prompt payment of any claim for labor or services furnished to Contractor or a subcontractor by any person in connection with this contract as such claim becomes due. If failure, neglect, or refusal occur, the proper officer or officers representing the City may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due Contractor by reason of this agreement. The payment of a claim in the manner authorized in this section shall not relieve the Contractor or Contractor's surety from obligation with respect to any unpaid claims.
- H. Not employ any person for more than eight hours in any one day, or 40 hours in any one week, except in case of necessity, emergency, or where the public

policy absolutely requires it, and in such cases the laborer shall be paid at least time and a half pay for all overtime in excess of eight hours a day and for work performed on Saturday and on any legal holiday specified in ORS 279C.540.

12. **ATTORNEY FEES:** If suit or action is brought by either Party to enforce any right created by this Agreement, the prevailing Party shall be entitled to recover in any trial court, and appellate courts, reasonable attorney fees, including costs and disbursements therein.
13. **SEVERABILITY:** In the event any court of competent jurisdiction shall hold any provision of this Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.
14. **NO REMEDY EXCLUSIVE:** The remedies specified in this Agreement are cumulative to one another and to other remedies in law and equity, and no remedy is exclusive. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right or power may be exercised from time to time and as often as may be deemed expedient. To exercise any remedy specified in this agreement it shall not be necessary to give any notice, other than such notice as set forth herein.
15. **HOLD HARMLESS:** Contractor shall indemnify, defend, and hold harmless the City, its officers, agents, and employees, from and against all claims, losses, damages, and liabilities that may arise from the performance or the failure to perform services under this agreement.
16. **ENTIRE AGREEMENT:** This document represents the entire agreement between the Parties. Prior conversations or writings between the Parties which are not specifically incorporated by reference into this Agreement may not be used by the Parties or by a Court of law to interpret the terms and conditions stated herein. Except as specifically set forth herein, prior courses of dealing and performance between the Parties, and trade usage and practices which may or may not be acceptable in the industry, also may not be used by the Parties or by a Court of law to interpret the terms and conditions stated herein. (Madison Indus. Inc. v. Eastman Kodak Co., 243 N.J. Super. 578,581 A.2nd 85 (1990)).

- 17. **TERMINATION:** City may terminate this Agreement at any time for its convenience, so long as it provides Contractor with written notice of termination no less than 15 days prior to the termination date.

**IN WITNESS WHEREOF**, the Parties have hereto, on the dates indicated, set their hands by and through their duly authorized agents.

**CONTRACTOR:**

**By:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**CITY OF GRANTS PASS:**

**By:** \_\_\_\_\_

**Jason Canady, Public Works Director**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Aaron K. Cubic, City Manager**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Karen Frerk, City Recorder**

\_\_\_\_\_

**Date**

**Approved**

**As to Form:** \_\_\_\_\_

**Mark Bartholomew, City Attorney**

\_\_\_\_\_

**Date**