

REQUEST FOR PROPOSAL

Separate sealed proposals will be received by the City of Scranton, 340 North Washington Avenue, Scranton, PA 18503 until 10:00 a.m. October 16, 2015, at which time such proposals will be opened in the City Council Chambers for the following:

CITY OF SCRANTON

FIRE DEPARTMENT FACILITIES ASSESSMENT

All proposals shall be in accordance with the Request for Proposal (RFP) specifications which are now available and can be picked up at the Office of the Bureau of Purchasing, 4th Floor, City Hall, 340 North Washington Avenue, Scranton, PA 18503.

Sealed envelopes containing the proposals will be received and identified by “City of Scranton Fire Department Facilities Assessment Project”. The envelopes should be delivered or mailed to the Office of the City Controller, at the address listed above, so as to arrive by the date and time specified above. The City of Scranton will require Five (5) copies of this proposal as noted in this Request for Proposal.

If you have any questions, please contact David M. Bulzoni, Business Administrator, as noted in the Request for Proposal.

David M. Bulzoni

Business Administrator

CITY OF SCRANTON

REQUEST FOR PROPOSALS (RFP) FACILITIES CONDITION ASSESSMENT

GENERAL INSTRUCTIONS

DUE: October 16, 2015

10: 00 A.M.

The City of Scranton (the “City”) invites interested consultants to submit proposals for a Fire Department facilities condition assessment. This assessment shall entail a comprehensive inspection of the facilities listed in Appendix A of the Request for Proposal. The inspection shall include all building system components for evidence of movement, deterioration, structural failure, probable useful life, need for repair and maintenance, need for replacement and associated replacement costs.

The intent of this request for proposal is to retain a firm/consultant to develop several options in a Comprehensive Fire Department Facilities Plan that will guide the officials of the City of Scranton in determining the necessity for improvements over the next five (5) years.

The City is accepting proposals from qualified professional consulting firms to provide a Fire Department Facilities Condition Assessment. The award of the Consulting Services Agreement shall be determined by the City of Scranton. The City of Scranton may cancel this Request for Proposal, or may reject in whole or in part any and all responses if the City of Scranton determines that cancellation or rejection is in its best interest.

Responses to this Request for Proposal shall be submitted to the City of Scranton, Office of the City Controller, at the date and time noted above. All proposals must be clearly marked

RFP – FIRE DEPARTMENT FACILITIES CONDITION ASSESSMENT

Polices

- a. All submittals shall become the property of the City of Scranton and will not be returned.
- b. Deadline extensions will not be granted.
- c. Late submittals shall not be evaluated.
- d. The City of Scranton reserves the right to reject any or all submittals on the basis of being unresponsive to these guidelines or for failure to disclose requested information.
- e. The City of Scranton shall not be liable for any costs incurred by Respondents in the preparation of submittals nor in costs related to any element of the selection and contract negotiation process.
- f. To the extent allowed by law, responses will be held in confidence by the City of Scranton

No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response shall be accepted. Any responses received after the above scheduled due date and time shall not be accepted or considered.

1. AVAILABILITY OF FUNDS

Any subsequent contract award associated with this Request for Proposal is contingent upon the availability of funds for the Project. If funds are not available, any agreement resulting from this Request for Proposal shall become void and of no force and effect.

2. AGREEMENT

The City of Scranton shall, upon mutually agreeable and acceptable terms and conditions with the successful responder/consultant, enter into a formal agreement for an agreed upon fee and period of time. The City reserves the right, subject to mutual agreement with the successful responder/consultant, to extend the terms of this agreement, at the proposed rate, and for an agreed upon period of time.

3. CANCELLATION OF AGREEMENT

The City of Scranton reserves the right to cancel any contract/agreement, at any time, with sixty (60) days prior written notice to the consultant, should any of the following conditions exist:

- a. Funds are not appropriated by the City for continuance of this agreement;
- b. The City, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

PROPOSAL INSURANCE REQUIREMENTS

Certificate of Insurance. A certificate of insurance of the prospective bidder’s insurance coverage is **required** by the City of Scranton. The City **requires** the successful bidder to carry Professional Liability insurance at a minimum of \$1,000,000 occurrence/aggregate. All insurance coverage must be kept in effect during the contract period. The loss of insurance coverage could result in voiding the contract.

BIDDER’S ETHICS AND COLLUSION

Collusive Bidding: Any firm that submits more than one proposal in such a manner as to make it appear that one of the proposals submitted is competitive with that of a different proposer, or any two or more firms that agree to fix their respective proposals in such a manner as to be awarded the contract shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Bribery: Any firm that attempts to influence a City official to award this contract to such proposer’s firm by promising to provide or by providing to such City official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Conflict of Interest: Any firm that knows of any City official having a material direct or indirect financial interest in such proposer’s firm shall be required to submit a written statement, along with the Form of Proposal, detailing such interest. Failure to disclose a known such financial interest shall result in the firm’s disqualification from further consideration of award of this contract.

AWARDING THE SERVICES

The services shall be awarded to the consultant whose qualifications are deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.

SUBMISSION OF QUESTIONS

Questions relating to this request for proposals must be submitted in writing to the following:

City of Scranton
Office of Business Administration
340 North Washington Avenue
Scranton, PA 18503
Attn.: David M. Bulzoni, Business Administrator
Phone: 570-348-4214
Email: dbulzoni@scrantonpa.gov

To ensure consistent interpretation of certain items, answers to questions the City deems to be in the interest of all will be made available to all other respondents.

SCOPE OF SERVICES

The scope of the consulting services shall include the following: A facility by facility evaluation by inspection from the firm's staff including architects, engineers, and consultants in order to determine the condition of the Fire Department facilities, with regard to code compliance, deferred maintenance, potential hazards, and compliance with depreciation/replacement, schedules for roofs/windows, heating systems, lighting improvements, ADA and other facility issues. The evaluation must be conducted by a licensed architect/engineer.

A. Facilities Evaluation

An analysis of each building shall be required in order to evaluate the current physical condition.

1. Meet with Director of Licenses and Permits, Facilities Manager, and appropriate Fire Department personnel, or designees. Compile information received pertaining to issues relating to the preservation and improvement of the facilities.
2. Collect data from the facility maintenance staff to determine areas needing attention for safety and IAO.
3. Evaluate the existing construction, structural and mechanical/electrical systems with an analysis of such problems that might exist in the buildings that shall require long or short-term attention.
4. Review buildings for handicap accessibility conformance.
5. Evaluate all major building systems and provide a rating scale based on overall integrity, probable useful life and replacement needs. Facility 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, and availability of spare parts.
6. Meet with Director of Licenses and Permits, Facilities Manager, and appropriate Fire Department personnel or designees to determine future facility modifications including potential additions and upgrades and/or new construction.
7. Develop capital budgets for each recommendation. These budgets must be reported in a manner so the decision-makers can consider priorities and potential phasing.
8. Present draft reports to the City and submit a final Multi-Year Capital Plan Report and Building Systems Rating Report at a date to be determined.

B. Facilities Condition Assessment

The format for the Facilities Condition Assessment is to include the following:

- Building name
- Area of work
- Project description
- Resources to accomplish work
- Schedule for project
- Cost of project
- Written condition analysis for each inspected building

This report shall identify ongoing maintenance policies and procedures, which could be adjusted and implemented to avoid or reduce current or future capital costs. The written report shall also present a facility by facility study of the physical condition and cost of repairs and code compliance, along with prioritization of any needed repairs. Any scheduled replacement of large cost items including roofs, etc. over the next 10-year period should be part of this as well. The plan should include an executive summary, architectural renderings, maps and/or other supportive documentation as well as attendance at meetings and hearings which may be conducted related to the Report. A building condition survey, such as the attached form, may be used to summarize the condition report of each facility.

C. Building System Rating Report

Major building systems to include ratings and other pertinent information in the following categories (as applicable):

Building Statistics, including age, gross square footage, number of floors and occupants;

Adequacy of Space;

Site Utilities, including water, site sanitary, site gas, site fuel oil, site storm drainage, site electrical, including exterior distribution;

Site Features, including pavement (roadways and parking lots), sidewalks, and equipment storage;

Foundation Substructure, including foundation, basement, and water proofing;

Building Envelope, including structural floor/roof, exterior walls/columns, parapets, exterior doors, exterior steps, stair, and ramps, windows, roof system and skylights, structural masonry, entrances/exits, woodwork;

Interior Spaces, including interior bearing walls and other walls, floor finishes, ceilings, lockers, interior doors and stairs, counters, cabinets, and kitchens, furniture, living quarters, and equipment storage;

Plumbing, including water distribution systems, drainage systems, plumbing fixtures, hot water heaters, shower facilities, sump pumps, and filter systems;

System- Sub-System Site, including paving;

HVAC, including heating systems, air conditioning systems, ventilation systems, special exhaust systems, including vehicle exhaust;

Electrical, including panels and distribution, interior electrical devices and lighting fixtures, technology requirements, cabling;

Roofing, Roofing/Roof Drainage Systems;

QUALIFICATION REQUIREMENTS AND FORMAT

The following material shall be included in all responses and received by the date and time noted above in order for any firm to be considered:

- a. Title Page showing that the proposal submitted is for facilities condition assessment services.
- b. The firm's name, contact person information and date of response.
- c. Table of Contents
- d. Information described in the following:

**Technical Proposal Section –
Section I: Company Profile**

This section should state the size of the firm, license number, the type of firm, 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 surveys.

Section III: 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 contact information.

Section IV: Specific Approach, Sample Reports and Management Plan

Provide details regarding your approach to completing a Facilities Condition Assessment. Include sample reports of a Facilities Condition Assessment. This report shall also reference the recommendation of past history of successful receipt of grants and utility rebates as part of system replacement or upgrades. Include current funding source availabilities for financial grants and rebates from utility companies, State and Federal Government agencies. Include a management plan with qualifications of the staff you propose for this project along with resumes of the key personnel who would be assigned to this project as well as any consultants, engineers, etc. to be used.

Section V: Other Information

Include a detailed cost proposal.

Section VI: Additional Information

Include in this section any additional information you wish to provide to the City of Scranton relevant to the analysis. 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. Include the following:

Company Name

Authorized Signature

Title

Printed Name

Phone, Fax, Email, Website Address

SELECTION PROCESS

The City shall select the successful respondent to provide the requested services following a thorough review of the proposals. Should the City elect to purchase the consultant services detailed in this request it will then enter into a contract/agreement with the most responsible respondent whose proposal is determined to be in the best interest of the City. Responses to this Request for Proposal will be reviewed against the criteria contained herein, and award of the contract/agreement shall be made in accordance with standard City purchasing procedures.

The City of Scranton 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 Request for Proposal. The City 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 Request; and to negotiate an contract/agreement with the Consultant.

Week of September 21, Publish RFP

October 16, 2015, Proposals due

Review Completion and Recommendations, week of October 26, 2015

APPENDIX A
FACILITY LOCATION

Headquarters
518 Mulberry St.
963-1216

Engine #2
500 Gibbons St.
963-1214

Engine #7
1917 Luzerne St.
963-1218

Engine #8
205-207 E. Market St.
963-1223

Truck #4
1047 N. Main Ave.
963-1219

Engine #10
1900 E. Mountain Rd.
963-1221

Rescue #1
940 Wyoming Ave.
963-1217

Former Army Reserve Facility
1801 Pine St, Scranton, PA 18510