



**Finance**

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# City of Toledo

One Government Center

640 Jackson Street

Toledo, Ohio 43604

## REQUEST FOR PROPOSAL Professional Services

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**City of Toledo Community Centers  
Facility Condition Assessment**

**Purchase Requisition Number 10005239**

**Issued By**

Facility and Fleet Operations

**Date Issued**

March 25, 2022

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**Response Submission Date and Time**

April 19, 2022 at 1:30 PM EST

Bids will be read at 2:00 PM EST

**Submit online at**

<https://pbsystem.planetbids.com/portal/22576/portal-home>

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## **Introduction**

The city of Toledo, Ohio is soliciting proposals and statement of qualifications from architectural and engineering firms or teams to conduct a Facility Condition Assessment (FCA) for all City owned buildings currently operated as community/senior centers.

## **Background Information**

The city of Toledo owns 10 buildings that are currently occupied by non-profit organizations and operated as community/senior centers. An inventory of these buildings is provided in Attachment I. The City desires a detailed building condition assessment and analysis of facilities, grounds, and miscellaneous structures of 10 city owned properties; identification of current facility condition deficiencies; recommendations and prioritizations for corrections of deficiencies, cost estimates for corrections, and forecasting future capital costs for building and systems maintenance and replacements.

## **Scope of Work**

The building condition assessment will consist of the following phases:

<b>Phase I</b>	Facility Assessment Planning
<b>Phase II</b>	On-Site Facility Condition Assessment
<b>Phase III</b>	Analysis of Facility Conditions Assessment Information and Energy Assessment Investment Grade Audit
<b>Phase IV</b>	Facility Condition Assessment Report Preparation
<b>Phase V</b>	Preparation of Strategic Plan

### **Phase I Facility Assessment Planning**

Review current community center inventory information and establish an access protocol and scheduling. The contractor will provide a project memorandum for review and approval by the FCA team, 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 and infrastructure in the district'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 require entering accessible crawl spaces and attic spaces. The on-site 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 system, or if repairing only portions of the system is preferable or more cost effective.

The following minimum assessments will be accomplished for each facility:

1. Identify all maintenance, repair, and replacement requirements including recommendations from the energy efficiency audit to enhance operations.
2. Recommend upgrades and improvements where applicable, considering efficiency and environmental improvements.
3. Assess real plant property such as buildings, structures, and utilities and their integral components/systems. Copies of the building floor plans and maintenance history records when available will be made to the contractor.
4. Perform a thorough visual assessment of all architectural, civil/structural, mechanical, electrical, fire, plumbing, and sewer components/systems of each facility.
5. Identify and immediately report to FCA team components or situations that are considered urgent (endangering life and/property).
6. The facility condition assessment will focus on the following property elements:
  - i. HVAC
  - ii. Building Substructure – foundations, basements, tunnels
  - iii. Building Envelope – exterior siding, curtain wall windows, exterior doors
  - iv. Interior Construction - walls, doors, flooring, visible structural components, ceilings and ceiling systems
  - v. Interior Finishes - Flooring
  - vi. Lighting - Safety
  - vii. Health/Fire/Life Safety Systems - Emergency egress lighting
  - viii. Disabled Accessibility - ADA requirements
  - ix. Heating, Ventilation, and Air Conditioning
  - x. Plumbing Systems
  - xi. Building Electrical and Service Distribution
  - xii. Site Electrical and Service Distribution
  - xiii. Fire Suppression
  - xiv. Special Electrical Systems and Emergency Power
  - xv. Roadways, parking lots, sidewalks, and exterior lighting
  - xvi. Water (not irrigation), sanitary, and storm sewers
  - xvii. Security Systems
  - xviii. 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, Pumps, Electrical Service Equipment

### **Phase III Analysis of Facility Condition Assessment**

1. The contractor shall evaluate, analyze, and provide projections for the following areas:
  - Deficiency costs summarized by building system across facilities.
  - Deficiency costs summarized by priority across all facilities.
  - Deficiency costs summarized by category type across facilities.
  - Calculation of the Facility Condition Index (FCI) for each facility.
  - Multi-year annual expenditure forecast for each facility in partnership with the Investment Grade Audit (IGA) vendor.

2. The contractor shall develop a ten-year expenditure 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.
3. The contractor's analysis will include the calculation of the facility condition index (FCI) for each building in the district. An FCI will provide a simple measure of the relative condition of a facility. The FCI is the ratio of the deficiencies (regular and deferred maintenance, repair, and replacement cost) to the current replacement value.
4. The contractor shall utilize life cycle analysis for component renewal and propose to the district leadership for review of the standards proposed to develop component renewal 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. The contractor will report the life cycle costs at the component-level, building-level, and will provide a total for the district portfolio.

**Deficiency Priorities:**

Each deficiency and project shall include the following decision-making classifications prioritizing each action according to the critical need and classification type:

**Priority 1 Currently Critical**

Conditions in this category require immediate action to:

- Correct a cited safety hazard
- Stop accelerated deterioration
- Return a facility or equipment to operational status

**Priority 2 Potentially Critical**

Conditions in this category, if not corrected expeditiously, could deteriorate to priority 1 critical within a year. Situations within this category include:

- Intermittent operations
- Rapid deterioration
- Potential life safety hazards

**Priority 3 Necessary, Not Yet Critical**

Conditions in this category require appropriate attention to preclude deterioration or potential downtime and the associated damage or higher costs if deferred further.

**Priority 4 Recommended**

Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility.

**Priority 5 Appearance**

Conditions in this category include finishes that have deteriorated and are required to maintain the required aesthetic standards.

**Priority 6 Does Not Meet Current Codes/Standards**

Conditions in this category include items that do not conform to existing codes, but are grandfathered through Arkansas Facilities Division in the current condition. No

action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require correction to comply with current code standards.

**Capital Requirements Classification Categories:**

Each deficiency identified in the field assessment shall be classified in the following manner:

**Category 1 - Security**

When a system requires replacement due to a security risk or requirement.

**Category 2 - Scheduled Maintenance**

Maintenance that is planned and performed on a routine basis to preserve the condition.

**Category 3 - Deferred Maintenance**

Maintenance that was not performed when it was scheduled or is past the useful lifetime of the item resulting in immediate repair or replacement.

**Category 4 - Capital Renewal**

Planned replacement of building systems that have reached the end of useful life.

**Category 5 - Energy & Sustainability**

When the repair or replacement of equipment or systems are recommended to improve energy and sustainability performance.

**Deliverables**

**Phase IV Facility Condition Assessment Report**

Using the data collected during the on-site facility condition assessment and analysis phase, the contractor shall provide a separate comprehensive condition assessment report for each facility.

The reports shall contain the following minimum information:

- Capital requirement costs summarized by building systems
- Capital requirement costs summarized by priority across facilities.
- Capital Requirement costs summarized by category type across facilities.
- Calculation of the Facility Condition Index (FCI) for each facility.
- Multi-year annual expenditure forecast for each facility.
- Detailed description of building assets and equipment detailing the observed condition and deficiency cause providing recommendations to correct the deficiency.
- List of the information provided and collected such as equipment type, manufacturer, etc.
- Digital photographs for each piece of equipment recommended for action. Interior photographs will be used to document critical or unusual conditions. Photographs will be used to explain and / or justify the prioritization of corrective actions.
- A schedule of annual forecast expenditures itemizing each deficiency against each asset classification of the total cost for the actions required to correct the deficiencies for each facility by building system.

### **Phase V Preparation and Presentation of Strategic Plan**

The contractor shall present the assessment findings in a Community Center Improvements Strategic Plan, including reports, graphs, and charts to provide a visual representation of the condition assessment data. The material prepared shall be clear, detailed, and sufficient to reflect the scope of funding needs. The contractor shall use the data collected in partnership with the energy audit findings to make up to five presentations as requested.

### **Compensation**

The applicant must provide a quote for the services not to exceed amount based upon hours worked to complete the scope of work and all deliverables, including (1) a description of the type of activities to be undertaken; (2) a description of the fees to be charged for each activity; (3) the number of hours anticipated to be charged for each of the services rendered; and (4) any miscellaneous expenses, including production of documents, shall be included and estimated as applicable.

### **Form of Response**

#### **A. Title Page**

- a. List the RFP title
- b. The name of the firm
- c. The name, title, address, telephone number, and email address of the primary contact person.

#### **B. Letter of Transmittal**

Provide a letter expressly confirming that the firm fully understands the scope of services to be provided and the commitment to perform the services in a timely and cost-effective manner. Responders shall indicate an anticipated timeframe to accomplish all objectives set forth in this scope of work. The firm must also commit to assigning to this scope of work professionals who have experience providing building assessment services.

#### **C. Required Information**

##### **a. Firm Overview**

- i. Correct legal name, address, and general telephone number.
- ii. Federal Tax ID Number
- iii. State Tax ID Number
- iv. The Firm's legal formation (e.g. corporation, sole proprietor, etc.)
- v. State of incorporation, if applicable.
- vi. Brief historical sketch of the organization.
- vii. Number and location of offices.
- viii. Brief description of the organization of the firm, the number of employees, the locations at which it performs its activities and identities of the members of the board of directors (or owners of a partnership) and principal management (if not otherwise listed).
- ix. Enclose the portion of the employment manual committing the organization to employ and promote without consideration as to race, religion, national origin or sex.

- x. Provide a statement of assurance that your organization is not currently in violation of any regulatory agency rules to a degree that it may have material impact on the firm's operation.
- xi. State whether you intend to engage, either as an employee or independent contractor, in performing the services contemplated by the proposal, any employee of the City, or any person who has been an officer or employee of the City, or any entity as to which such an officer or employee (i) is a partner, if the entity is a partnership, (ii) owns or controls more than five percent of the outstanding shares, if the entity is a corporation or (iii) owns, holds or controls more than five percent of the total indebtedness of such entity. If your response is in the affirmative, identify the person or persons and list the details of the activities contemplated to be secured from them.
- xii. Provide a list of firm's primary services.
- xiii. Provide a list of similar projects completed by the firm.
- xiv. Include at least two samples of FCA completed by the firm for similar projects.
- b. **Project Approach**  
Provide a narrative outlining how you would approach the project including staffing plan, and scheduling to include key deliverables and milestones.
- c. **References**  
Include at least three references for similar projects.
- d. **Compensation and Fees**  
Identify all costs including expenses to be charged for performing the services necessary to accomplish the proposed Scope of Work including detailed budget including staff costs, reimbursables 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.
- e. **Conflict of Interest**  
Disclose any conflicts or perceived conflicts of interest. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.
- f. **Other**  
The proposal may contain any other pertinent information that the firm would like the City to consider.

### **Submission**

Proposals for this project can only be accepted via e-bid through the City of Toledo's PlanetBids portal. Bids prices shall be to two (2) decimal places (i.e. \$0.00) or four (4) decimal places (i.e. \$0.0000).

In order to be responsive, all proposals must have the following with submittal: Project Paperwork\*, signed contract by the vendor\*, child support affidavit\*, bureau of worker's compensation certificate and certificate of insurance, naming the City of Toledo additionally insured and \*any additional items to be submitted by vendor at time of bid."

*\*Located on the "Documents" tab in PlanetBids*

### **Bid Opening Meeting**

There will be an optional bid opening meeting at 2 PM EST on the due date of this bid via Zoom Meeting at:

<https://toledo-oh-gov.zoom.us/j/96570601158>



Bid results will be published to the PlanetBids website after this meeting. Questions regarding the project must be submitted through the PlanetBids' Q & A tab for the project manager to respond.

### **Required Forms**

City forms must be filled out and attached to the proposal: Project Paperwork (Acknowledgment and Acceptance of Conditions Contract Specifications; EEO Form; MBE Good Faith and Goal Commitment; Toledo Municipal Income Tax Compliance; Public Utilities Compliance; Primary and Subcontractor Certificates and Debarment and Suspension Certificate); Professional Services Contract; Certificates of Insurance, listing the city of Toledo additionally insured/certificate holder; Current Worker's Compensation Certificate; Court-Ordered Child Support Affidavit.

The following items will be required prior to awarding the contract: Independent Contractor PERS forms; and additional Insurance as Required.

### **Local Preference**

The description of and procedure to apply local preference to complainant bids received by the City of Toledo can be found under Toledo Municipal Code section 187.34.

The Toledo Municipal Code can be found by searching for the City of Toledo webpage [toledo.oh.gov](http://toledo.oh.gov) and clicking the "Government" link, then clicking the "City Code" link.

### **Selection Process and Evaluation Criteria**

The review of each proposal will be based upon ten criteria. Zero to fifteen points will be awarded for each category per TMC 187.24. Each category will be assigned a rating factor, which will be multiplied by the points awarded. Award will be made to the proposal with the highest cumulative point total. That notwithstanding, the City reserves the right to reject any and all proposals for its convenience. The proposal should respond directly to each criterion. Those responses will be used to award points. The proposal should also provide the required information requested in the evaluation criteria.

#### **Criterion #1 Background and related experience – Factor 15**

The proposal should include a review of the professional services background and experience of the firm and principal(s). It should include a history of the firm and principal(s) and the number of employees. It should include a listing of previous experiences similar to the requested work.

#### **Criterion #2 Location – Factor 5**

The proposal should include the location of the primary office and whether or not a local office will be available. It should also include discussion on staff accessibility for the project. This should also include the amount of work to be performed within the City of Toledo. It should also list the location of the home office inside the City of Toledo, as well as the primary office if located elsewhere. The location where the primary work will be done must be designated. If a portion of the work will be done at a location other than the primary location, designate the other location and the type of work to be done there. Note: A partial

assessment of location points [no more than four (4)] can be given to those businesses which are located within a joint economic development zone of which the City of Toledo is a participant.

**Criterion #3 Familiarity with local, state, and federal standards – Factor 5**

The proposal should include a description of the firm or principal's familiarity with all City of Toledo, State of Ohio, and applicable federal standards and requirements.

**Criterion #4 Current work load – Factor 5**

The proposal should describe the firm or principal's current workload. This should include a listing of all major projects inside the City of Toledo and outside its boundary. Specific listing of any subcontracting work that the firm or principals have with another company or project should also be included in this section.

**Criterion #5 Performance on previous projects – Factor 15**

A specific listing of previous contracts with the City of Toledo or similar offices in the State of Ohio, State of Michigan or Federal Government should also be included. In this listing should be a summary of performance for each project relevant to timeliness, performance and any savings or benefits that were provided to the contractee. List the last ten (10) completed projects similar to the requested work.

**Criterion #6 Understanding of the project – Factor 15**

The provider shall completely describe in detail the services to be rendered to complete the project, including all alternative considerations and evaluations which may be prudent to undertake in order to effectively minimize the project budget and most satisfactorily achieve the project goal. Specific points of understanding should be listed to include the professional approach to the project with any related economic benefits which may impact efficiency and effectiveness.

**Criterion #7 Schedule, staffing – Factor 10**

This criterion shall have a project advancement schedule, including all tasks specifically listed for the project. Identify timeframes, review times, as well as timing for meetings with citizens and public meetings. List your key personnel who will work on this project and their qualifications and experience. Designate the person who will manage this project. Designate your other personnel along with their experience and background who will also work on the project.

**Criterion #8 Fee – Factor 15**

The specifics of the fee shall be listed. The cost can be prepared in an hourly format to include a not-to-exceed figure.

**Criterion #9 Disadvantaged Business Enterprise (DBE) Participation – Factor 10**

Include a description of any joint ventures, partnerships or subcontracts with DBEs that are certified by the City of Toledo's Office of Affirmative Action. The description should include the name of the company(s), the description of the work to be performed by the DBE and the amount and percentage of the contract that will be awarded by provider to DBEs.

**Criterion #10 Other factors or attributes of your firm – Factor 5**

The proposal should list any other factors or distinguishing characteristics of the firm that would provide benefit or advantage to the City.

# **ATTACHMENT I**

## **List of City Owned Community/Senior Center Buildings**

### **Believe Center**

1 Aurora L. Gonzalez Dr.  
Toledo, Ohio 43609  
567-200-2027  
[www.believecenter.org](http://www.believecenter.org)  
Tonia Duran  
419-870-5438  
believecenter@gmail.com

### **East Toledo Family Center**

1020 Varland Ave.  
Toledo, Ohio 43605  
419-691-1429  
[www.etfc.org](http://www.etfc.org)  
Jodi Gross, Exec. Director  
jodig@etfc.org

### **East Toledo Senior Center**

1001 White St.  
Toledo, Ohio 43605  
419-691-2282  
[www.etfc.org/seniorcenter](http://www.etfc.org/seniorcenter)  
Jodi Gross, Exec. Director  
jodig@etfc.org

### **Chet Zablocki Community/Senior Center**

3015 Lagrange St.  
Toledo, Ohio 43608  
419-936-3090  
[www.zablockicenter.com](http://www.zablockicenter.com)  
Andrew Wyant  
zablockicenter@gmail.com

### **Friendship Park Community Center**

2930 131<sup>st</sup> St.  
Toledo, Ohio 43611  
419-936-3079  
[www.friendshipparktoledo.org](http://www.friendshipparktoledo.org)  
Clement Cybulski  
[fpcctoledo@yahoo.com](mailto:fpcctoledo@yahoo.com)

**Family House**

669 Indiana Ave.  
Toledo, Ohio 436  
419-242-5505

[www.familyhousetoledo.org](http://www.familyhousetoledo.org)

Tonia Pace, PhD

[tpace@familyhousetoledo.org](mailto:tpace@familyhousetoledo.org)

**Highland Park Community Center/Asain Resource Center**

1865 Finch St.  
Toledo, Ohio 43609  
Contact: Mee-Lee Kohl  
Or Parks Office at 419-936-3887

**Eleanor Kahle Community/Senior Center**

1315 Hillcrest Ave  
Toledo, Ohio 43612  
419-476-2745

[www.kahleseniorcenter.org](http://www.kahleseniorcenter.org)

Cathy McVicker

[c.mcvicker@buckeye-express.com](mailto:c.mcvicker@buckeye-express.com)

**Jefferson Senior Center, Inc.**

2308 Jefferson Ave.  
Toledo, Ohio 43604  
419-242-9511

[www.seniorcentersinc.org](http://www.seniorcentersinc.org)

Shelly McCoy Grissom

[SeniorCenerInc@gmail.com](mailto:SeniorCenerInc@gmail.com)

**Mayores Senior Center**

2 Aurora Gonzalez Way  
Toledo, Ohio 43609  
419-460-8910  
Contact: Donni Miller

**Added:****Toledo – Lucas County PAL**

1111 E. Manhattan Blvd.  
Toledo, OH 43608  
419-266-9297

<http://www.toledopal.org/>