



REQUEST FOR PROPOSALS

RFP PROGRAM TITLE:

RFP-2017-03

Facilities Condition Assessment

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DEFINITIONS

The following provides a definition of some of the terms used in the Request for Proposals document.

“CONTRACTOR or CONSULTANT”

The Proponent who’s Proposal has been accepted by the City of Duncan and is awarded a contract by the City of Duncan to carry out the Work.

“CoD”

City of Duncan.

“FACILITIES CONDITION INDEX”

An industry standard benchmark to compare the condition of facilities.

“PROPONENT”

The responder to this RFP.

“RFP”

This Request for Proposals.

“PROPOSAL”

The document submitted by Proponent to carry out the Work submitted by a Proponent in response to this RFP.

“WORK”

Means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

1 INTRODUCTION

1.1 INVITATION

The City of Duncan (CoD) is seeking the services of a municipal engineering consultant to provide professional services for the above project and is requesting proposals.

1.2 BACKGROUND AND PURPOSE

The CoD owns and operates a number of facilities used for a variety of purposes and is seeking a consultant to determine the condition of these facilities and to prepare funding scenarios for maintenance and capital expenditures.

2 INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION OF PROPOSALS

The Proposals are to be sealed in envelopes and should be clearly marked with the name and address of the Proponent and the RFP program title. The sealed envelope should be addressed to:

Lucas Pitts
Director of Public Works and Development Services
City of Duncan
200 Craig Street
Duncan, BC V9L 1W3

Office No. (250) 746-5321
Fax No. (250) 746-5898
Email: lucas@duncan.ca

Proposals must be received on or before the Closing Time of:

TIME: 2:30:00 PM local time
DATE: Thursday May 4, 2017

Proposals (3 hard copies) will be accepted until the Closing Time specified. It is the Proponent's sole responsibility to ensure its Proposal is received at the address set out above by the Closing Time. Proposals received after the Closing Time will not be accepted or considered.

More than one proposal from an individual, firm, partnership or association under the same or different names will not be considered.

2.2 INQUIRIES

Proponents must carefully examine the RFP documents and should fully inform themselves as to the intent, existing conditions and limitations that may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the above listed project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by the CoD. All Addenda will become part of the Proposal documents, and Proponents must acknowledge receipt of Addenda in the Proposal submission.

Verbal discussions between CoD Councillors or staff and a Proponent will not become a part of the RFP or modify the RFP or the Proposal unless confirmed by the CoD in writing.

2.3 INSURANCE

The Consultant shall, without limiting its obligations or liabilities and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to the CoD:

- a) Commercial General Liability insurance in an amount not less than \$2,000,000 inclusive per occurrence against bodily injury and property damage;
- b) Such insurance shall include, but not be limited to:
 - i) Blanket Written Contractual Liability
 - ii) Personal Injury Liability
 - iii) Non-Owned Automobile Liability
 - iv) Cross Liability
 - v) Professional Liability (Errors and Omissions) in an amount not less than \$5,000,000 per occurrence with an annual aggregate amount not less than \$5,000,000.
- c) Provision naming the Corporation of the CoD as an additional insured.
- d) If the policy is 'claims made', the policy must contain an extended reporting period provision for a minimum of three years (36 months). Both 'claims made' and 'occurrence' form policies are acceptable.
- e) Automobile Liability on all owned or leased vehicles in an amount not less than \$2,000,000.

2.3.1 All the foregoing insurance shall be primary and not require the sharing of any loss by any insurer of the CoD. The Consultant shall provide evidence of all required insurance prior to the commencement of the Work or Services. Such evidence shall be in the form of a certificate of insurance. When requested by the CoD, the Consultant shall provide certified copies of required insurance policies.

2.3.2 All required insurance shall be maintained throughout the duration of the Contract and be endorsed to provide the CoD with thirty (30) days advance written notice of cancellation or material change.

2.3.3 The Consultant shall require and ensure that each Subcontractor maintain liability insurance comparable to that required above.

2.3.4 If both the CoD and the Consultant have claims to be indemnified pursuant to the policy of insurance required under section 2.3(a), the indemnity shall be applied first to the claim of the CoD and the balance, if any, to the claim of the Consultant.

2.4 PROPONENT’S REPRESENTATIVE

Each proponent is requested to designate, within 5 days of receiving this RFP, one individual to whom any additional information deemed relevant to this RFP may be communicated. This information is to be emailed or faxed to the CoD’s contact noted above.

3 GENERAL TERMS OF PROPOSAL PROCESS

3.1 PROPOSAL PREPARATION COSTS

All expenses incurred by the Proponent in the preparation and submission of a Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against the CoD will be accepted. The CoD will not be responsible for any costs involved in or associated with any meetings, site visits, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

3.2 PROPOSAL EVALUATION

The CoD recognizes that “Best Value” is the essential element of purchasing a product and/or service and therefore the CoD may prefer a Proposal with a higher price, if it offers greater value and better serves the CoD’s interests, as determined by the CoD, over a Proposal with a lower price. Section 12 contains the information regarding how Proposals will be evaluated. The evaluation team will not be limited to the criteria listed in Section 12, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

The CoD, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any irregularity or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the RFP;
- Issue addenda to the Request for Proposals;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Proposals;
- Request points of clarification to assist the CoD in evaluating Proposals;
- Negotiate changes with the Proponent; and
- Withdraw the RFP.

3.3 PRESENTATION OF PROPOSAL

The CoD reserves the right to request one or more of the Proponents whose submissions are of particular interest to the CoD, to make oral presentations to the CoD.

3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION

All submissions become the property of the CoD and will not be returned to the Proponent. The CoD will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that the CoD is a “public body” as defined in and subject to the provisions of the Freedom of Information and Protection of Privacy Act. If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

The rationale for keeping information confidential under this legislation includes:

- Trade secrets of the Proponent;
- Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

3.5 CONFLICT OF INTEREST

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the CoD, its elected or appointed officials or employees, and any property ownership direct or indirect in the jurisdiction. The CoD may rely on such disclosure.

3.6 NO COLLUSION

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

3.7 LITIGATION

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the CoD in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may result in disqualification from the evaluation process.

3.8 CANCELLATION

3.8.1 The CoD reserves the right to cancel this Request for Proposal at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proposer as a result of that cancellation.

3.8.2 The CoD reserves the right to cancel the Contract, at its sole and absolute discretion, with 30 days' written notice to the Consultant, and the Consultant will have no rights or claims against the CoD. The Consultant will be entitled to be paid for all authorized work and expenses to termination date. Cancellation would not, in any manner whatsoever, limit the CoD's right to bring action against the Consultant for damages for breach of contract.

3.9 LIMITATION OF DAMAGES

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

3.10 ACCEPTANCE OF PROPOSAL

The acceptance of a Proposal will be made in writing from the CoD and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Work, the Proponent is expected to enter into a contract with the CoD to perform the works or services set out and agreed upon in the Proposal.

The contract between the successful Proponent and the CoD will be in a format consistent with industry practice and acceptable to the CoD. The contract will include the entire Request for Proposal, the Proponent's total Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

4 PROPOSAL CONTENT

The following outlines information to be included in the Proposal. Proponents are encouraged to provide additional information as deemed appropriate:

4.1 GENERAL

Full name, address and telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or subconsultant(s)/subcontractor(s) that will be involved in the project.

4.2 PERSONNEL

Project Manager

The Proposal shall identify the proposed project manager who will be the single point of contact, responsible for direct interaction with the CoD. State his/ her position and professional discipline.

Describe the work to be performed by the project manager, his/ her qualifications and substantive experience directly related to the proposed Work.

Proposed Project Team

The Proposal shall list key individuals including the project manager who will have major responsibilities for the performance of the Work. Describe the work to be performed by each listed individual and their qualifications in terms of education and substantive experience directly related to the proposed project.

The Proposal should include the following endorsement:

Identified Key Project Team members may only be replaced with written approval of the CoD.

4.3 CORPORATE EXPERIENCE

The proposals are to include a list of experience on similar projects and descriptions as to how the Proponent would handle administration, and overall project management.

4.4 METHODOLOGY

The Proposal should contain an outline of strategies and skills that will be used to manage the project's expectations, resources, budget, and quality control. Discuss how each task will be carried out and what services or interaction is required from/with the CoD. Suggest alternatives, if appropriate. Identify any specialized equipment, unique approaches, or concepts or cost saving measures, which your company may use, relevant to the required services.

4.5 REFERENCES

Provide no less than two (2) references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering services related to the experience cited.

4.6 SUBCONTRACTORS/SUBCONSULTANTS

Provide the name of all sub-contractors and/or sub-consultants (companies and individuals) proposed to be used in the performance of the Work, with a description of the work they would be performing.

The sub-contractors and sub-consultants listed in the Proposal may not be changed without the written consent of the CoD. If the CoD so requires, the Proponent must be prepared to demonstrate/confirm to the CoD the competence of proposed sub-contractors and sub-consultants prior to acceptance of the Proposal.

4.7 PROPOSAL CONTENT & INNOVATION

The Proponent must provide all of the information as requested in the RFP documentation in the Proposal submission. The Proponent is also encouraged to include innovative, alternative or unique solutions to the Proposal subject that may, along with other things, indicate cost saving initiatives, improved environmental impacts, better public relations and/or project acceptance, reduced risk, improved management or administrative efficiencies, etc.

Where alternatives are proposed, the submitted Proposal should include all of the information required in accordance with the RFP and the suggested alternative(s), including costs for comparative purposes.

4.8 WORKERS COMPENSATION ACT

4.8.1 All materials delivered and services provided must be in accordance with all laws, regulations and requirements of WorkSafe BC and Occupational Health and Safety Legislation.

4.8.2 Proof of WorkSafe BC registration must be submitted, along with proof of up-to-date assessment payment (a “Clearance Letter”), prior to commencement of work.

4.9 PROJECT SCHEDULE

A work schedule must be provided.

The proposal must include a written commitment from the Proponent that this schedule will be maintained.

4.10 PRICES

Proponents should provide a fee proposal, preferably in an Excel styled spreadsheet, including a detailed explanation of the makeup of the total cost for this project including:

- breakdown of project tasks, personnel responsible, number of hours, total number of staff hours, hourly rates and total proposal costs;
- submit a schedule of hourly rates should additional services be required;
- list of expected expenses, disbursements and any other probable costs; and
- all applicable value added taxes.

4.11 OTHER ITEMS

Proponents must ensure they provide confirmation that all materials and services conform with the requirements of the RFP, including the Specifications, and that all requested data is included in the Proposal.

Additionally, proponents should submit and approximate expected construction cost with their proposal. This value will be used for a construction budget comparison only and will not be used in the evaluation process described in Section 12. This value may be lump sum or detailed, whichever the proponent prefers.

5 NATURE AND SCOPE OF WORK

The CoD is requesting proposals from qualified Consultants/Consulting firms to undertake a comprehensive facility condition audit and capital renewal analysis.

5.1 PROJECT OVERVIEW

The CoD proposes to undertake a comprehensive condition audit and capital renewal analysis to ascertain:

- An inventory of the mechanical, electrical and other systems in each facility and their respective conditions;
- A comprehensive Facility Condition Assessments (FCAs) of the specified buildings through visual, non-destructive site assessments and review of existing building data and maintenance history for the following components:

Building Code	Mechanical Equipment	Structural Conditions
Electrical Components	Roofing (no coring required)	Building Envelope
HVAC Equipment	Architectural Components	Plumbing System
Seismic Review	Accessibility	Energy Savings

- Estimated remaining service lives based on construction date and past maintenance;
- As estimate of the deferred maintenance and updated calculation of the Facility Condition Index for each facility;
- An estimate of the Requirements Index (RI) which covers a facility need or deficient condition that should be addressed, including deferred maintenance, grandfathered code issues, building equipment needs etc... This differs from FCI, which is focused on the cost of addressing existing deficiencies (maintenance needs) only.
- Suggested 10 year maintenance and capital spending plans based on condition and risk including analysis of various funding models in order to maintain or improve FCI and RI.
- What is the return on investment (ROI) and payback for improvements?
- Develop the average capital renewal cost per square foot per year for each of the specified buildings;
- Estimate the current day replacement cost for each of the specified buildings;
- An analysis of opportunities for savings on both energy and maintenance.

In general, the collection, documentation and analysis of the audit data must enable the CoD to meet the objectives described herein.

5.2 BUILDING AND STRUCTURE INVENTORY

Building	Address	Age
CoD Hall	200 Craig Street	100 years +
Public Works	1091 Marchmont Rd	1969
Valley Seniors Organization	198 Government St	1971
Fire Hall	468 Duncan St	1983
Margaret Moss Clinic	675 Canada Ave	1963
Clubhouse facility at McAdam Park	820 Wharncliffe Rd	1975
Cob Oven and Pagoda Structure – Centennial Park	325 First St	2013
McAdam Park Pre-school		1970

Railway Station Building	120 Canada Ave	1957
Centennial Park Washrooms	325 First St	1967
Well Building #2	121 McKinstry Rd	1960
Well Building #3	545 Al Wilson Rd	1971
Well Building #4	2899 Boys Rd	1978
Well Building #5	100 McKinstry Rd	1979
Well Building #6	3074 Mountain View Crescent	1982
Well Building #7	3186 Gibbins Rd	1982
Eagle Heights Tank Reservoir	3074 Mountain View Crescent	1982
Gibbins Tanks Reservoir	3186 Gibbins Rd	1982

6 PROJECT OBJECTIVES

The purpose of this study is to:

- Help develop present and future budgets.
- Provide the CoD with a comprehensive plan to strategically and efficiently reduce the current backlog of deferred maintenance and necessary physical improvement projects;
- Enhance facility planning capabilities;

7 DELIVERABLES

- Identify the extent and severity of the deferred maintenance liability;
- Identify, prioritize, and schedule deferred maintenance reduction projects that best take advantage of available funds and improve the functional aspects of the facilities;
- Identify the resources needed to maintain the operability, suitability, and value of the physical assets given their current function (i.e., the plant renewal investment requirement);
- Identify the building replacement costs and property/building condition indices;
- Obtain a Facility Condition Index (FCI) that will illustrate the relative condition of facilities and infrastructure in the portfolio. The Index must be configurable to allow the CoD to adjust the criteria considered in the weighting process;
- Obtain a Requirements Index (RI). The Index must be configurable to allow the CoD to adjust the criteria considered in the weighting process;
- Develop a long-range comprehensive financial planning process that protects the value of the CoD's assets;
- Provide a final report (see Final Report below);
- In collaboration with CoD staff, assist in the presentation of the study's findings to CoD Council;

The foregoing deliverables are identified as a minimum set of service products required by the CoD. The CoD acknowledges its limited expertise in the area of facility assessment and expects the Proponents,

through its response to this Request for Proposals, to elaborate and expand on any assessment services and products that are currently available and might be beneficial to the CoD.

8 FINAL REPORT

The final report shall consist of individual reports for each of the specified buildings identified in this RFP. An executive summary level report shall also be provided which will include a summary of all pertinent results for the specified buildings (e.g. capital renewal spreadsheet, FCI summary, funding scenarios, etc.) in tabular and/or graphical formats as deemed appropriate.

Proponents are to provide a sample (preliminary) table of contents which illustrates their proposed report structure as well as a sample spreadsheet that is proposed for this Study. These samples shall be included in the appendix of the proposal submissions. Three (3) draft copies of the reports shall be provided at approximately 95% completion for review by the CoD. Three (3) bound copies and one (1) unbound copy of the final reports shall be provided upon approval of the draft version by the CoD.

Provision for minor changes to the report content/format following a review of the draft reports from CoD staff should be allowed for in the fee proposal.

This document shall include detailed and summary reports for the assessments as follows:

- Executive Summary
- Assessment Methodology
- Funding Scenarios
- Capital Renewal Requirements
- Client Summary Data Reports (Requirement Summaries and Crosstabular Reports)
- Detailed Requirement Reports (including Building Summary, Requirement Descriptions)

9 FACILITY CONDITION ASSESSMENT (FCA) CRITERIA:

9.1 DATA COLLECTION

The Consultant will measure and report conditions for the following property elements using commonly accepted benchmarking standards and formats, including but not limited to:

Primary Systems:

- Foundations and structure
- Building envelope and fabric (roof, exterior walls, glazing systems, etc.)
- Exterior grounds

Life Safety Systems:

- Fire and life safety code compliance issues
- Fire Protection (sprinklers and fire alarm systems)
- Health issues
- Emergency power.

Secondary Systems:

- Heating, ventilation and air conditioning
- Building controls
- Interior partitions, finishes, walls, doors, floors and ceilings, etc.
- Electrical and electrical distribution
- Lighting
- Plumbing
- Special construction
- Elevators
- Accessibility

Only qualified construction and building professionals may perform inspections. Include with the proposal a list of the proposed construction and building professionals to be included in the assessment team.

9.2 CORRECTIVE ACTION RECOMMENDATIONS AND COSTING

Correction projects must be recommended for each deficient condition identified and include cost estimates of labour and materials and details of the work required for repair. The data must be updateable. Each correction project shall be classified by the major property components identified above. The CoD prefers the estimates be based on recognized construction estimating data such as R.S. Means© and that this cost estimating data, adjusted for Duncan, B.C.

9.3 DEFICIENCY CHARACTERIZATION

The FCA section of the report shall describe details of the present condition of major components of the building and outline deficiencies with recommendations for remedial work for immediate and longer term repairs and replacement of such major components. A table entitled “Planned Term Anticipated Costs” shall outline the projected useful life of major components with anticipated repair costs over the ten (10) year term of the analysis, and shall be based on a threshold limit of \$3000 per component. Costs shall be classified into five main periods:

- “currently critical” (immediate),
- “potentially critical” (year 2),
- “not yet critical” (year 3-5),
- “recommended” (year 6-10),
- “does not meet current codes/standards”.

The report shall also include pictures of major components and anomalies observed. Costs for observed anomalies below the threshold are assumed to be maintenance items and excluded from the 10 year capital plans, but the items will be generally included in the report. Categories shall be used to classify the cause or reason for the major repair components. Some standard categories for reporting may include:

1. Code / Regulatory Compliance
2. Environment (mould, air quality, CFCs, etc)
3. Functionality (obsolescence, modernization, etc)
4. Operations (maintenance, security, etc.)
5. Integrity (appearance, beyond useful life, etc.)
6. Miscellaneous

9.4 DEFICIENCY PRIORITIZATION

Because the CoD expects the reduction of the current backlog of maintenance items to be a multi-year task, the CoD, in consultation with the Consultant must be able to assign a priority to each deficiency. Before data collection begins, the Consultant and the CoD will establish prioritization standards. An example of priority standards:

PRIORITY	DEFINITION	DESCRIPTION
Priority 1	Currently Critical (Immediate)	<ul style="list-style-type: none"> • Require immediate action • Correct a cited safety hazard

		<ul style="list-style-type: none"> • Stop accelerated deterioration • Return a facility or equipment to operation
Priority 2	Potentially Critical (year 2)	<ul style="list-style-type: none"> • If not corrected expeditiously, will become critical within a year • Potential life safety hazard • Intermittent operations • Rapid deterioration which will lead to loss of facility operation.
Priority 3	Necessary, not yet critical (years 3 to 5)	<ul style="list-style-type: none"> • Repairs which provide a rapid return on investment, often including energy efficiency projects. • Associated damage or higher costs if deferred • Building or site improvements uncompleted due to inadequate funding or other reasons • Repairs which will preclude predictable deterioration, potential downtime, and/or higher short term maintenance costs, or replacement of building components which have exceeded their predicted useful life.
Priority 4	Recommended (years 6 – 10)	<ul style="list-style-type: none"> • Sensible improvement to existing conditions that is not required for the basic function of the facility • Overall usability improvement • Long term maintenance cost reduction
Priority 5	Does not meet current codes/standards (grandfathered)	<ul style="list-style-type: none"> • No action required at this time, but substantial work performed in the future may require correction

9.5 FUNDING SCENARIOS

The CoD would like to evaluate multiple funding scenarios that would satisfy the capital renewal requirements identified during this Study for the specified buildings and more generally for the entire portfolio of CoD-owned facilities. As such, the successful proponent will analyze and present multiple funding scenarios with the goal of responding to the following questions:

1. What would the FCI look like over the duration of the evaluation period for each of the specified buildings?
2. What would it look like on a portfolio wide basis, based on the extrapolation of data?
3. What would the FCI look like under different funding scenarios – no funding / required funding / limited funding / etc.?
4. What is the optimal funding scenario required for the specified buildings and more generally for the entire portfolio of CoD-owned facilities to achieve a target FCI?

Proponents are to describe their methodology for the development of multiple funding scenarios for this Study as well as how they intend on presenting the funding scenarios in the final report.

9.6 FACILITY RENEWAL CALCULATIONS

Identifying the rate of reinvestment required to maintain components as they degrade and become unusable is critical to the long-range planning and funding of the facilities. The Consultant shall analyze and model the rates of degradation of each facility and report on the required reinvestment rate on an annual basis to replace components as such components become dysfunctional. Elements of the analysis will include:

- Identification of the approximate replacement cost of each building and building component;
- Rates of standard degradation of each component and the cost to replace/refurbish that component;
- Current condition of each building component; and
- The ability to analyze multi-year outlooks and various combinations of building type reinvestment rates.

The life expectancies of building systems must be based on BOMA, ASHRAE standards, or through any CoD driven renewal pattern.

10 SERVICES EXCLUDED

At this time the CoD does not anticipate including any of the following in the Scope of Work:

- Demographic studies;
- Site selection for recommended new facilities ;
- Available funding studies;
- Analysis of tax base ;
- Inventory of furniture and equipment not related to building operation;
- Any work related to buildings not owned by the CoD;
- Evaluation of conditions concealed by construction;
- Destructive investigation;
- Materials testing;
- Condition analysis of underground utilities; and
- Energy audits.

11 ADDITIONAL SERVICES

The CoD may ask the Proponents to perform additional services related to the subject of this RFP. The services, fees and other terms will be in a mutually agreed additional services amendment.

12 EVALUATION CRITERIA

The following may be considered, analyzed, and compared during the evaluation process:

- Inclusion of specifically requested items such as, but not limited to; schedule, price quotation, reference list, WorkSafe BC information, etc.;

- Qualifications, experience, past performance, and references of proponent;
- Specifications of the proposed methodology to be used to complete the Work;
- Clarity and readability of the proposal itself; and
- Quoted price.

Emphasis may be given by evaluators to the explanation of the methodology proposed and any innovative or alternate ideas or concepts for completing the work.