



PELHAM SCHOOL DISTRICT

REQUEST FOR PROPOSALS FOR:

Facility Condition Assessment FY25

TO: All Prospective Submitters (“Vendor”)

DATE: May 9, 2025

1.0 Project Summary

The Pelham School District is seeking proposals for a comprehensive Facility Condition Assessment (FCA) of all District school buildings. This includes Pelham Elementary School (61 Marsh Rd), Pelham Memorial School (59 Marsh Rd), and Pelham High School (85 Marsh Rd). The two portable buildings are not included in the scope.

The square footage of each building is listed below.

Pelham Elementary School	127,296 sq ft
Pelham Memorial School	99,740 sq ft
<u>Pelham High School</u>	<u>131,956 sq ft</u>
Total Square Footage:	358,992 sq ft

The District is seeking proposals for a comprehensive review of the current condition of the facilities, including all assets as indicated in the Scope of Work section, and a FCA report of the findings. The assessment is requested to be started in the month of June 2025, with a subsequent comprehensive report available following the assessment completion.

For Pelham School District to ensure a truly independent understanding of the condition of the buildings, as well as to avoid perceived or real conflict of interests, firms that perform the assessments (including subcontractors) will not be eligible for any repair, remediation, and renewal work as a result of this solicitation.

2.0 Proposal Instructions and Timeline

1. May 9, 2025 RFP is issued
2. Vendor Questions: Please direct any questions regarding the RFP in writing to: Brian Kinney (Facilities Director) at bkinney@pelhamsd.org and CC Deborah Mahoney (Business Administrator) at dmahoney@pelhamsd.org
3. One copy of the proposal shall be received no later than 12:00 pm EST on **Wednesday, May 28, 2025**. Proposals shall be submitted by mail or in person in a sealed envelope

labeled "Facility Condition Assessment FY25" to the address listed below or alternatively may submit electronically to Brian Kinney and Deb Mahoney at the email addresses listed. Please indicate "Facility Condition Assessment FY25" in the subject line in order to be considered.

Pelham School District
ATTN: Brian Kinney/Deb Mahoney
59A Marsh Road
Pelham, NH 03076
dmahoney@pelhamsd.org

4. Proposals will be opened at **1:00 PM** on **May 28, 2025**.
5. The Pelham School District (School Administrative Unit 28) reserves the right to reject any and all proposals or parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision of the Request for Proposal, to modify the terms of the Request for Proposal, and to select the vendor whom, in the District's sole discretion it determines is in the best interest of the District even though the vendor may not submit the lowest proposal. The District reserves the right to negotiate with the selected vendor. The District reserves the right to make no award to any responder.
6. Under no circumstances will the District be responsible for the cost of preparing any proposal. Any proposal may be withdrawn prior to the scheduled time for the opening of proposals. Any proposal received after the time and date specified shall not be considered.
7. Each vendor receiving and/or otherwise acquiring this RFP package acknowledges that, in the determination as to award of the ultimate contract, the Pelham School District will exercise discretion in making the final decision. Each party submitting a proposal does so recognizing that no cause of action or claim will arise in such party's favor in any way relating to the exercise of such discretion against the Pelham School District, any consultant, or any person, firm, corporation, or other legal entity engaged by the Pelham School District to assist in making the final decisions.
8. No vendor may withdraw their proposal for at least thirty (30) days after the time and date set for the receipt of proposals to ensure time to manage the bid award.
9. All proposals must be signed by an authorized representative of the vendor.

3.0 Scope of Work

As a minimum requirement, the Vendor will thoroughly know ASTM Designation: E 2018-01, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process documents.

The Vendor will visually inspect all assets in the project's scope to assess the current condition, remaining life cycle of major asset systems, energy efficiency or systems and potential

improvements, and will identify deferred maintenance requirements with a replacement planning schedule. Requirement categories include conditional, operational, and system replacement needs, all relating to the system life cycle. Each requirement must be individually classified by priority, requirement category (cause of issue), asset system, inspector, and cost, allowing multiple queries and data analyses.

The Vendor will generate base data on the assets and this data will include location, asset number, name, date of construction, number of floors, gross area, uses, types of heating and cooling systems, site maps, principal asset activities, and outstanding asset code violations. The Pelham School District will provide as much historical data as available to support this assessment.

The assessment will include the following systems for type and existing conditions:

- Building exterior systems: roofs, walls, window systems, exterior doors, and structural components
- Building interior systems: walls, doors, floors, and ceilings
- Linear systems
- Heating, ventilation and air conditioning, controls and instrumentation, special equipment
- Electrical service and distribution
- Lighting and branch wiring
- Communications and security
- Plumbing
- Fire protection
- Elevators
- Parking Lots

Photos shall be taken to identify and document the major asset systems.

A separate record must be created for each asset surveyed. Assets shall be defined as buildings and linear elements. Included as an optional service, the Vendor will describe their equipment inventory, tagging and barcoding services, and the approach to catalog and document inventory equipment information for future consideration by Pelham School District.

4.0 Vendor Overview

At a company level, the Vendor will discuss its skills and expertise, knowledge and experience, and professional qualifications in providing the services set out in this RFP. In doing so, the Vendor will provide in its Proposal:

- A brief description of the Vendor
- A description of the goods and services the Vendor is currently delivering
- Information on experience the Vendor has that is directly relevant to this project and specifically with school districts/buildings.

5.0 Experience, Qualifications and References

Describe the Vendor's experience on at least five projects that are similar in size, geographic distribution, and magnitude to Pelham School District's portfolio, and other qualifications that prove the Vendor's abilities.

Additionally, the Vendor is requested to provide **three (3)** references from customers who have obtained similar services from the Vendor within the past five (5) years, and include the following information:

- Company Name
- Company Address
- Contact Name and Title
- Contact Telephone Number
- Date Work Undertaken (start date and actual/projected end date)
- Nature of Assignment

6.0 Facility Assessment Team

The Vendor will determine the overall make-up and number of resources for their facility assessment team or teams. However, Pelham School District requires that the Vendor designate a single, dedicated Project Manager who has overall responsibility for all Assessments.

The Assessment Team shall have the appropriate discipline expertise (i.e., architectural, mechanical, electrical, etc.) for the facility or site and systems being assessed. The Vendor will ensure that all other resources provided by the Vendor are properly trained, qualified (holding all appropriate professional designations), and experienced to conduct the comprehensive Facility Condition Assessment.

7.0 Description of Services

The Vendor will provide a detailed description of how FCA Services will be provided. Describe your facility assessment methodology/scope of work, to include:

- The depth and breadth of your assessment offerings
- Incorporation of existing assessment data as provided by Pelham School District, explain what data will be needed from the District
- Field collection techniques
- Adherence to industry standards such as ASTM E 2018-01, Uniformat II, and BOMA
- Nature and source of any asset cost data used during the process
- How priorities and categories are defined
- Costing and funding analyses to be conducted
- Preparation of reports and findings

The Vendor will provide a detailed overview of its strategy/approach to the completion of FCA, addressing topics such as resourcing, process management, inspection process for each Facility and System and the costing of recommended actions.

Upon completion of the assessment, the Vendor will collaborate closely with Pelham School District to craft a strategic multi-year investment plan to maximize the impact of limited resources. Using buildings, systems, work items, and actions data compiled about Pelham School District's asset portfolio, the Vendor will construct building portfolios, develop a comprehensive multi-year capital plan, and systematically rank projects to facilitate informed project selection and generate cost estimates.

8.0 Estimated Project Schedule

Provide an example of a typical facility condition assessment project schedule showing the following relevant information:

- Mobilization of the project (Pelham School District desires a start of the project during the month of June 2025 -within the current fiscal year)
- Field data collection and historical asset information
- Preliminary report as described in the deliverables section
- Final report documents
- Final presentation

9.0 Sample Deliverable

Submit a PDF of a sample condition assessment report representative of the report to be produced as part of this scope of services.

10.0 Fee Proposal Requirements

The Fee Proposal shall be included in the submission for consideration. It shall be provided with a fixed price for completing the services for this RFP. The fixed price quoted will include the cost of travel and accommodation incurred by the Vendor in delivering FCA services, if applicable.

11.0 Submission Requirements

To ensure a fair comparison of the responses received, please address all items included in this RFP. See Section 2.0 for deadlines and methods of submission details. The Vendor submission will include the following:

1. Vendor Overview with Experience
2. Three References
3. Facility Assessment Team/Contact Info
4. Description of Services/Methodology
5. Estimated Project Schedule
6. Sample FCA Report
7. Price/Quote

12.0 Evaluation Criteria

Pelham School District will use the following criteria in evaluating proposals received in response to this RFP. The evaluation of proposals and the selection of the successful proposal will be based on the information provided by the Vendor in its proposal, including, without limitation, responses to the Vendor's qualifications.

Consideration may also be given to any additional information helpful to Pelham School District. We are not bound to accept the lowest-priced proposal if that proposal is not the most advantageous to our organization as determined solely by Pelham School District.

Any proposal that does not contain each element described in this RFP, fully completed may be judged to be incomplete and may not be considered further.

Evaluation Criteria: Proposal fee (45%), Approach, Management plan, and Report for facility condition assessment (25%), Vendor experience and staff (15%), References (10%), and Project Timeliness and Proposal Schedule (5%). Total Score 100%.