



TOWN OF MANSFIELD

Facilities Management Department Request for Qualifications (RFQ)

Facilities Study and Conditions of Facilities Master Plan

SUBMISSION DEADLINE:

3:00 p.m., Friday, August 21, 2015

SUBMISSION CONTACT INFORMATION:

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Proposals will be accepted in electronic PDF Version only.

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BACKGROUND / OVERVIEW

BACKGROUND

The Town of Mansfield is located east of Hartford, Connecticut. The Facilities Management Department is a shared entity that serves both the Town of Mansfield and the Mansfield Public Schools. The Department maintains the following municipal buildings: Beck Municipal Building, Mansfield Discovery Depot Daycare, Mansfield Community Center, Senior/Wellness Center, Public Library, Public Works complex, Maintenance Shop, Historical Society, Eagleville Schoolhouse (a historical building), three fire stations, three small park buildings and the Nash-Zimmer Transportation Center. (Refer to Addendum A – attached – with full listing of each facility address and square footage.)

The Facilities Management Department manages these municipal buildings using operational and capital funds. In addition, the Department maintains four (4) schools for the Mansfield Public Schools. The square footage information for the school buildings is also included in Addendum A, should this information be needed for possible alternative planning.

About Mansfield

The Town of Mansfield, Connecticut has a population of 25,648 (roughly 14,000 year-round) and is located in the northeastern corner of the state, approximately 25 miles east of Hartford. The Town operates under the council-manager form of government. A nine-member elected town council functions as the legislative and policymaking body and an appointed town manager serves as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town.

Home to the University of Connecticut, Mansfield offers the unique blend of rural and suburban living in a university setting. Storrs Center, construction of a new mixed-use urban center, is underway. Mansfield has a variety of cultural and educational offerings, as well as an abundance of natural resources ideal for activities such as hiking, cycling, and kayaking.

Mansfield is a full-service municipality providing the following services: animal control; building and housing inspection; fire and emergency services; human services; library; parks and recreation; planning and development; police; public works; and a number of administrative functions such as finance, human resources, information technology, and facilities management. The Town of Mansfield has approximately 155 full-time equivalents but employs approximately 375 people.

The Town has nine strategic priorities as identified in its strategic plan, *Mansfield 2020*: K-12 education and early childhood development; historic and rural character, open space and working farms; housing; public safety; recreation, health and wellness; regionalism; senior services; sustainability and planning. The *Mansfield Tomorrow* planning initiative is currently underway; once completed it will replace *Mansfield 2020* as the Town's over-arching policy document.

Mansfield Tomorrow

In December 2014, the Planning and Zoning Commission published a draft Plan of Conservation and Development for public review and comment. Goal 5.5 addresses the vision for community facilities: "Mansfield maintains high-quality public facilities that support Town goals." Included within the strategies for this goal are several actions related to improving community facilities, including a recommendation that a public facilities master plan be prepared to identify needed improvements to current facilities.

Several of Mansfield's Town buildings are over 50 years old. While improvements have been made over the years, many of these facilities may need updates to improve both energy efficiency and overall function based on current operations. Other sections of this Plan have recommended specific facility planning for operations

such as emergency services, schools and parks/recreation; similar planning should be done for Town facilities as well as park restroom and storage buildings. The resulting master plan should be formally adopted by the Town Council after review by the Planning and Zoning Commission and other relevant Town advisory committees.

Where new construction is considered, options for reusing portions or all of existing buildings should be explored. Master plans should also identify policies for the amount of demolition and construction debris produced on a construction site should be reused or recycled.

Once the respective facilities master plans have been completed, improvements will need to be prioritized prior to inclusion in the Capital Improvement Program. Factors to be considered in developing a priority list of improvements should include costs, financing, service impacts, potential for energy/operations savings, and ability to phase improvements over time.

The Commission recently completed a public hearing on the draft plan and is currently discussing proposed changes based on comments received.

OVERVIEW

The Facilities Management Department is requesting qualifications from architectural/ engineering professionals experienced in renovation, alteration and the evaluation of the condition of building equipment and public buildings. The Town wants the buildings evaluated for future use and needs, in addition to an evaluation of whether current facilities can meet future needs. Due to aging of our buildings, the Town of Mansfield is seeking an assessment of current conditions and recommendations for repairs, improvements, and modernization of the facilities. The selected firm will work with the Facilities Management Department, building managers, and Town Manager. The finished product will be a Facilities Master Plan for repairs, alterations, replacement and improvements for all Town buildings and equipment.

Any future planning needs to consider sustainability. Any proposed building alterations needs to meet at a minimum LEED Silver Standards, or the vendor must have a conversation about meeting a higher standard and the impact to the project.

GENERAL SPECIFICATIONS

PURPOSE

As part of a strategic planning directive, the Town has decided to undertake a comprehensive condition audit of existing municipal facilities and an analysis of future facility needs. The purpose of this analysis is to ascertain (1) the present condition of the facilities, (2) whether the facilities and building systems meet the needs of the Town's demographic and programmatic needs, (3) what future funding and management programs are required to maintain the functional operations of the facilities, and (4) based upon the facilities study, determine what facilities are needed for future use and/or whether or not repurposing can achieve the desired ends. In general the project has been broken down into four phases: Assessment; Data Analysis; Future Planning; and Data. These phases must enable the Town to do the following:

1. Identify the extent and severity of the deferred maintenance liability.
2. Identify what is necessary to adapt the selected facilities to meet the planned future requirements of the Town, the requirements of today's standards and codes, and the needs of changing technology as it impacts space (i.e., facilities adaptation).
3. Identify and prioritize deferred maintenance reduction projects that best take advantage of available funds and improve the functional aspects of the facilities.
4. Identify the resources needed to maintain the operability, suitability, and value of the physical assets given their current function (i.e., the facilities renewal investment requirement).
5. Identify the building replacement costs and property/building condition indices. Develop a long-range comprehensive financial planning process that protects the value of the Town's assets.
6. Develop a tool that supports the Town's planning process by providing readily accessible facilities information for the Town facilities decision making process.
7. Tie into a current database to support the above mentioned goals and manage plant assets and their functional use. The system should leverage an inter/intranet structure with relational database technology and full analytical and decision support tools and methodologies.

OVERVIEW

The Town is soliciting interest from firms to conduct a detailed condition assessment of existing facilities and an analysis of future facility needs. The completed study would include a full hard copy report, and tie into our current facility management system (FacilityDude Maintenance Module). This tie-in will utilize the current system for maintenance and use facility condition and cost data that enables strategic capital reinvestment planning and the integration of physical assets.

In general, the objectives of the proposed project are the following:

1. Identify deficient conditions in terms of deferred maintenance, capital renewal and building and life safety code non-compliance issues.
2. Provide a detailed space analysis/utilization of the Town facilities using data from the demographic study as well as the facilities assessment to determine the most efficient and effective use of existing facilities.
3. Devise a method of correction for each deficient condition (corrective actions).
4. Classify and prioritize deficient conditions, associated corrective actions, and information concerning building systems and deficiency categories (cause or nature of deficiency).
5. Provide cost estimates for each correction of each project using published, industry standard construction, facilities maintenance and repair cost estimating data that reflects location and labor types as per the direction of the Town.
6. Establish a building component depreciation analysis to forecast renewal investment rates required to maintain facilities over time.

7. Provide multi-level financial modeling capabilities and the ability to benchmark facility conditions to like buildings.

SCOPE OF SERVICES

ASSESSMENT

A. Facility Condition Survey

This survey will require inspections by architectural and engineering professionals of all facilities as specified herein. It will produce an accurate analysis that identifies visible and discernible (through non-destructive means) components and elements requiring maintenance or other planned action.

The facility conditions survey will focus on the following property elements:

- Exterior Systems – roofs, walls, window systems, doors
- Interior Construction – walls, doors, flooring, visible structural components
- Interior Finishes – flooring, ceiling, wall finishes
- Health/Fire/Life Safety Systems
- Accessibility – ADA requirements
- Heating, Ventilation and Air Conditioning
- Plumbing
- Electrical and Service Distribution
- Fire Suppression
- Special Electrical Systems, Emergency Power, Telecommunications
- Special Construction
- Vertical Transportation, if needed
- Site utilities
- Site surface structures (out buildings)
- Exterior Site – driveways, curbing, hard top play areas
- Provide an analysis of potential grant funding

B. Integration of Client-Supplied Facility Condition Data

In addition to observed facilities deficiency conditions, existing client-supplied facility condition data shall be reviewed by the Consultant for possible incorporation into the facility database. The Consultant will review and conduct brief interviews with building managers/directors to determine if the data is suitable and in electronic form, and to determine data integrity and completeness. All client-supplied facility condition data shall be identified as such in the database. Other types of client-supplied data may include any of the following: prior engineering studies, hazardous materials audits, air or water quality studies, or other related facility condition data. Inclusion of existing client-supplied reports, electronic databases or spreadsheets, and other data needs to be considered on a case by case basis.

DATA ANALYSIS

A. Prioritization/Categorization/Classification of Audit Data

Each correction project shall associate within the relational database technology the following four items from which multiple sorts, reports and analysis may be conducted:

- 1) Demographics: Deficiency and/or surplus categories shall be determined, in part, by the demographic projections.

- 2) Facility Deficiency Priorities: Each deficiency identified in the field audit shall be prioritized in the following manner:

Priority 1: Current Critical - Conditions in this category require immediate action to:

- i. Correct a cited safety hazard
- ii. Stop accelerated deterioration
- iii. Return/Keep a facility to/in operation

Priority 2: Potentially Critical - Conditions in this category, if not corrected expeditiously, will become critical within a year. Situations within this category include:

- i. Intermittent operations
- ii. Rapid deterioration
- iii. Potential life safety hazards

Priority 3: Necessary; Not yet critical – Conditions in this category require appropriate attention to preclude predictable 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; however, Priority 4 projects will improve overall usability and/or reduce long-term maintenance costs.

Priority 5: Does Not Meet Current Codes/Standards – “Grandfathered” conditions in this category include items that do not conform to existing codes, but are “grandfathered” in their condition. No action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require correction.

- 3) Facility Deficiency Categories: Each correction project identified shall be assigned one of the following categories:

- Life-Safety Code Compliance
- Building Code Compliance
- Accessibility Code Compliance (ADA)
- Building Integrity
- Functionality:
 - Curriculum / Instructional needs
 - CSDE programmatic recommendations
- Appearance
- Energy
- Environmental (as provided in Town supplied facilities condition data)
 - ASBM (Asbestos Containing Building Material)
 - PCBs
 - Lead-Based paints
 - CFCs
 - IAQ (Indoor Air Quality)
 - Water Quality

The above categories represent sample definitions and may be revised to meet the requirements of the Town through the initial stages of the audit process.

- 4) Classification: Each deficiency shall be classified by the major property components identified for survey in the field. That is, each deficiency shall be either of the following classifications: Programmatic Needs; Site; Exterior Systems; Interior Systems; Interior Finishes; Health/Fire/Life Safety Systems; Handicap Accessibility; Heating, Ventilation and Air Conditioning; Plumbing; Electrical and Service Distribution; Special Electrical Systems; Fire Suppression; Special Construction; or Vertical Transportation.
- 5) User Specified Classifications: In addition to the standard categories and classifications available within the software system, the Town should have the ability to edit support tables to allow for the Town specified classifications to be added to the above list.

B. Future Planning

- 1) Correction – Deficient Facility Conditions: For every deficient condition identified in the audit, a means of correcting the condition (a correction project) shall be developed. Each correction project shall entail a detailed description of the methods and quantities of labor and materials necessary to conduct the work. A detailed, multiple line item, construction estimate will also be developed. The estimates shall be based upon R.S. Means Construction and Facilities Maintenance and Repair Costs data and estimating format. Where appropriate, and at the direction of the Town, multiple correction methodologies should be developed indicating the range of possible corrective measures and the associated costs. The computerized system shall enable toggling between multiple corrections methodologies at user's discretion.

Each correction project shall be assigned a unique identifier within the computerized system and shall enable correction tracking by Facilities Department staff as deficiencies are corrected.

- 2) Targeting and Benchmarking: The system should be capable of targeting and benchmarking facilities and building condition and performance. Benchmarking of the facilities condition index should follow standard industry practices.

The utilizing of our current system should be tied into our current facility management system (FacilityDude Maintenance Module).

- 3) Facility Renewal or Decommission Calculations: Identifying the rate of reinvestment required to maintain components of the facility 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. In addition, the consultant will calculate potential income from surplus property sale, as well as annual savings from property disposal. Elements of the analysis will include:
 - i. Identification of the approximate replacement cost of each building and building component.
 - ii. Rates of standard degradation of each component and the cost to replace/refurbish/sell that component.
 - iii. Current condition of each building component.
 - iv. The ability to analyze multi-year outlooks and various combinations of building type reinvestment/disposal rates/savings.

The system should also be capable of generating multi-level financial modeling based on the deferred maintenance backlog, capital renewal and selected time frame. The system should be capable of analyzing and projecting funding/savings for time periods up to fifty (50) years.

- 4) Project Planning: The system should provide the ability to create, track, and execute actual projects. The system will aggregate projects into contract packages or bundles of projects for more cost-effective contracting/purchasing/correction. In doing so, the system will enable the iterative analysis of various correction projects to analyze the most cost-effective approach for the work, giving the Town the ability to develop logical and strategic deferred maintenance reduction plans and capital expenditure plans most appropriate to budget allocations.
- 5) Data:
 - i. The data will be comprehensive and give the Town the ability to project and analyze costs for deferred maintenance and capital renewal.
 - ii. Data will be provided in a format that the Town can import into readily available software, such as Excel or Access (e.g. tab delimited or comma separated values).
 - iii. Provide digital photographs integrated with the data to document individual buildings and each deficiency (as required) that will be associated with the physical assets.
- 6) Deliverables: The consultant shall provide the following deliverables, the cost of which shall be included within the Base Bid for respective phase of work:
 - i. One (1) electronic copy in Excel of the assessment.
 - ii. Three (3) Hard copies of Draft Report (for review/comment by the Town) to include:
 - a. Executive summary.
 - b. Methodology description.
 - c. Summary Reports of Priority 1 and 2 deficiencies with estimated costs.
 - d. Detailed Building and Deficiency Data.
 - e. Appendices of the Town data used.
 - iii. One (1) copy of Draft Report in electronic format.
 - iv. Three (3) copies of Final Report (contents similar to Draft Report).
 - a. Including short term and long term plan to correct deficiencies.
 - b. Including short term and long term plan to maintain project backlog.
 - v. One (1) copy of Final Report in electronic format.
 - vi. Project Schedule – included with Bid.
 - vii. Schedule of values for partial progress payments – included with Bid.
 - viii. Meeting Minutes – within one week of meeting.
 - ix. Presentation to the Town Council, if awarded.
 - x. All presentations to be provided in both PDF and editable electronic format.

SUBMISSION OF QUALIFICATION STATEMENTS

Proposals submitted in response to this Request for Qualifications and Proposals shall include the following:

- A. Letter of Interest
- B. Company Information
 - a. Name of company and parent company, if any. Description of the firm and all proposed subcontractors' major services and activities.
 - b. Names, titles, reporting relationships, background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the Town of Mansfield.
 - c. Address of principal office and office from which Projects will be managed.
 - d. Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the Facilities Department.
 - e. Legal form of ownership. If a corporation, where incorporated.
 - f. Years engaged in above services under your present name.
 - g. Litigation – Describe any litigation, including arbitration proceedings (past and present), involving your firm.
 - h. Default – Have you ever failed to complete any work awarded to you? Have you ever defaulted on a contract or been notified of a default by your client? If so, where and why?
- C. Relevant Experience – Short description of recent projects that demonstrate successful performance conducting facilities condition surveys and analysis of future facility needs for municipalities and/or county governments of equal complexity.
- D. References – Include three (3) references, with a contact name and phone number that the Town may contact at each institution. It is preferred that references include those clients for whom the respondent has provided services similar in nature, quality, and quality to those requested in this RFP.
- E. Plan – Detailed descriptions of the management plan to be used to accomplish the work. Include the proposed methodology, the schedule, and the process to be used. List, categorize and submit samples of all deliverables.
- F. Resumes – Resumes of the team members that will be assigned to the project. Resumes should demonstrate the team members' education and recent experience performing similar services. Also, provide a project organizational chart and detail the experience of senior management and the support staff that will be used in this project.
- G. Data – Demonstration of data collection and presentation for performing the proposed work at Town facilities, following the initial review process by the Town.

SELECTION PROCESS AND RIGHT TO REJECT

The Town intends to “short-list” firms responding to this RFQ and to interview one or more firms to accurately assess their qualifications. The Town may invite one or more firms to respond to a Request for Proposals (RFP) and will negotiate a scope of services and a fee proposal with the selected firm. The Town will evaluate and select the firm based on qualifications, experience and performance with similar engagements, references, ability to provide timely services, awareness of project issues, opportunities and constraints, and estimated fees and expenses. The selected firm must be able to meet all municipal, state and federal affirmative action and equal employment opportunity practices and guidelines.

The Town does not expressly state or imply any obligation to reimburse responding firms for any expenses incurred in preparing submissions in response to this request. The Town reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the municipality and to waive all formalities in the bidding. Neither the Town, nor any of its respective officers, directors, employees or authorized agents

shall be liable for any claims or damages resulting from the evaluation, selection, non-selection or rejection of any proposal submitted in response to this Request for Qualifications and subsequent Request for Proposals. The project will not be deemed to be awarded until a written contract, in a form acceptable to the Town, has been fully executed by both parties.

Note that personnel in charge of the project will be required to possess and maintain a valid Professional Engineering License in the State of Connecticut.

Additional Information

Additional information may be obtained by contacting Allen N. Corson, Facilities Management Director, at 860-429-3326 or corsonan@mansfieldct.org.

TIMELINE OF THE RFQ PROCESS

- A. RFQ due no later than 3:00 p.m., Friday, August 21, 2015.
- B. Interviews with perspective firms -- Anticipated date range: August 24, 2015 to September 25, 2015
- C. Notice to selected firms from interviews pertaining to next step procedures (RFP): Anticipated date: Fall 2015.

All inquiries relative to the specifications must be made in writing to Allen N. Corson, Director of Facilities Management at corsonan@mansfieldct.org, with a copy to Cherie Trahan, Finance Director at trahanca@mansfieldct.org, and Matthew Hart, Town Manager at hartmw@mansfieldct.org, on or before 3:00 p.m., Monday, August 17, 2015.

TOWN OF MANSFIELD – ADDENDUM A

BUILDING	LOCATION	SQUARE FOOTAGE
Audrey P. Beck Municipal Building	4 S. Eagleville Road Mansfield, CT 06268	26,000
Bicentennial Pond Bath House	230 Clover Mill Road Mansfield, CT 06268	600
Bicentennial Pond Pavilion	230 Clover Mill Road Mansfield, CT 06268	600 1,000 with cover
Bus Garage	1725 Stafford Road Mansfield, CT 06268	2,500
Eagleville School House (Office Space not in use)	898 Stafford Road Mansfield, CT 06268	1,000
Fire Department Station #107	879 Stafford Road Mansfield, CT 06268	9,284
Fire Department Station #207	1722 Storrs Road Mansfield, CT 06268	7,820
Fire Department Station #307	999 Storrs Road Storrs, CT 06268	7,778
Historical Society (two buildings)	954 Storrs Road Mansfield, CT 06268	4,200
Nash Zimmer Transportation Center	23 Royce Circle Storrs Mansfield, CT 06268	4,291
Landfill/Transfer Station Buildings	221 Warrenville Road Mansfield Center, CT 06250	4,200
Lions Park Concession Building	Warrenville Road Mansfield, CT 06268	420
Maintenance Shop	105 Walters Avenue Mansfield, CT 06268	18,000
Mansfield Community Center	10 South Eagleville Road Mansfield, CT 06268	38,500
Mansfield Discovery Depot (Daycare)	50 Depot Road Mansfield Depot, CT 06251	12,200
Mansfield Animal Shelter	230 Clover Mill Road Mansfield, CT 06268	800
Mansfield Public Library (Buchanan Ctr.)	54 Warrenville Road Mansfield Center, CT 06250	16,735

Public Works - Mansfield Town Garage	230 Clover Mill Road	7,765
	Mansfield, CT 06268	
Public Works Grounds Building	230 Clover Mill Road	1,560
	Mansfield, CT 06268	
Public Works Vehicle Garage	230 Clover Mill Road	9,600
	Mansfield, CT 06268	
	Mansfield Depot, CT 06251	
Senior Center	303 Maple Road	9,243
	Mansfield, CT 06268	
Storrs Center Parking Garage	33 Royce Circle	130,000
	Storrs Mansfield, CT 06268	
	Town Buildings:	183,396