

**RESOLUTION 19-155**

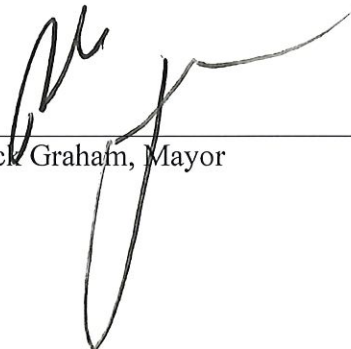
**A RESOLUTION TO AUTHORIZE REQUEST FOR QUALIFICATIONS  
(RFQ) FOR BUILDING ASSESSMENT PROJECTS**

**WHEREAS**, the City of Spring Hill Board of Mayor and Aldermen previously directed staff to begin the process of conducting assessments of certain municipal buildings; and

**WHEREAS**, City Staff and Aldermen have researched and developed a comprehensive Building Assessment Request for Qualifications.

**NOW, THEREFORE BE IT RESOLVED**, that the City of Spring Hill Board of Mayor and Aldermen authorizes the attached Request for Qualifications for Building Assessment Projects.


Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 19<sup>th</sup> day of August, 2019.

  
\_\_\_\_\_  
Rick Graham, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
\_\_\_\_\_  
Patrick Carter, City Attorney

# **REQUEST FOR QUALIFICATIONS FACILITIES CONDITION & NEEDS ASSESSMENT**



**City of Spring Hill, Tennessee**

**August 22, 2019**

Statement of Qualifications Due Date:

**Thursday, September 12, 2019 at 2:00 pm CST**

## **Project Overview**

The City of Spring Hill is located 35 miles south of Nashville, TN. Covering 28.4 square miles, Spring Hill lies within two counties - Williamson to the north, boasting the highest ranked school system in the state, and Maury County to the south, rich with history and known as the Antebellum Capital of Tennessee. Spring Hill is the home of a state-of-the-art General Motors manufacturing facility and is minutes from major corporate headquarters like Nissan, Mars Petcare and Jackson National Life. Spring Hill's population grew 276% between 2000 and 2010, reaching 29,036. A special census completed in April 2018 shows the population has grown to 40,436. Recent regional projections suggest Spring Hill could grow an additional 78% by 2030.

The continued growth and expansion of the City's population base creates expectations and demands for expanded municipal services and facilities including municipal offices, public works facilities, community facilities such a library, and emergency response and training facilities. The City has several existing building assets such as City Hall, Library, Fire Station No. 1, Public Works, and the recently acquired Northfield facility. Based upon the types of buildings and their respective uses, the completion of a facility condition and needs assessment will provide valuable information on the existing condition of these assets along with an understanding of their long-term viability as well as the preparation of an asset management strategy to identify and prioritize long-term capital investments in these facilities to ensure they meet the current and long-term needs of the community.

## **Solicitation**

The City of Spring Hill is seeking a Statement of Qualifications from qualified consultants to provide comprehensive, professional Facilities Condition and/or Needs Assessment services for five (5) buildings/structures/sites including City Hall, Fire Station No. 1, City Library, Public Works, and Northfield (see Exhibits A and B for description)

The purpose of the Facilities Condition and Needs Assessment is to provide comprehensive documentation and analysis of the City's existing built facilities. This analysis will be utilized for prioritizing capital improvements and maintenance requirements as well as assisting decision-makers with allocating operating budgets and long-term facility needs for various municipal facilities.

Prospective firms will be required to provide team qualifications, proposed work plans, proposed schedule, and other related items as part of the statement of qualifications submittal. The deadline for submitting a statement of qualifications is Thursday, September 12, 2019 at 2:00pm CST.

## **Scope of Work**

The City is requesting a statement of qualifications from qualified consultants for comprehensive facility condition and needs assessment services. The City anticipates the facility condition assessment will require significant involvement of design professionals representing the fields of architecture and engineering. Required services shall include, but are not limited to:

1. Identify and document current conditions of each existing City-owned building as outlined in Exhibit B, including structural integrity, physical state of each building, and compliance with current building and life safety codes.
2. Assess the ability of each building to serve current needs, including, its ability to accommodate the number of employees housed in each facility, and identify if the building is meeting the overall needs of the City.
3. Identify the replacement and/or renovation costs of each building, and make recommendations as to which (if any) buildings should be renovated, replaced, relocated, etc. as needed. Recommend alternative locations and/or civic facility combination or consolidation where appropriate.
4. Provide current market values of City-owned properties based on current zoning as well as highest and best use.
5. Recommend corrections for all identified deficiencies.
6. Provide a suggested priority list and/or timeline for accommodating the recommended replacement and/or renovation work that may be necessary for select facilities.
7. Provide estimate of probable cost for corrections, replacement and/or reconstruction or renovation work as may be necessary for each facility.
8. Forecast future facility renewal/reconstruction or renovation costs.
9. Provide an assessment of maintenance efforts to date as compared to industry standards. Also, provide preventative maintenance recommendations, to include minimum standards for day-to-day upkeep and their associated costs based on industry standards (including but not limited to: ongoing building maintenance, equipment replacement, janitorial needs and staffing, basic cleaning/deep cleaning, paint, flooring replacement, lighting replacement, etc.).
10. Assist and facilitate the preparation of a strategic plan for asset management of buildings and property owned by the City that provides comprehensive guidelines for more efficient and effective use and management of City of Spring Hill property and assets.

Consultant will meet with City staff to identify all reliable sources of existing information such as facility inventory lists, plans, maps, facilities assessments and studies, etc. Where applicable, existing studies and reports will be provided to the consultant for incorporation into the facility conditions and needs assessment process and final deliverables.

The types of building systems surveyed may vary with each building and shall include, but not be limited to, the following systems:

1. Site: topography, drainage, access/egress, paving, curbing, parking, flatwork, utilities, signage
2. Exterior Systems: foundation, roofs, walls, window systems, exterior doors, civil/structural components
3. Interior Systems: walls, doors, flooring, ceiling, hardware, lighting, architectural components
4. Fire/Life Safety Issues: including hazards, alarms, sprinkler systems and means of egress

5. HVAC: description and data on equipment location, age and life expectancy and condition including controls, terminal units, and adequacy/condition of ventilation system
6. Electrical: electrical service serving building and sufficiency to support electrical load of building; survey to include internal electrical distribution and back-up generation (if applicable)
7. Plumbing Systems: fixtures, supply, storm and sanitary sewer drainage, valving, irrigation
8. Fire Protection
9. Specialized Construction and Outbuildings
10. Specialized Equipment and Systems
11. Elevator Systems (Northfield only)
12. ADA Compliance: interior and exterior accessibility components

The consultant is expected to generally address observed seismic deficiencies and general hazardous materials (lead, asbestos, etc.) conditions and/or concerning environmental consideration based on known/assumed age and type of construction for each facility. Specialized destructive testing or hazardous material sampling/testing is not in the scope of proposed facility condition and needs assessment services.

The consultant shall inspect all identified facilities to produce an accurate analysis that identifies all components and elements requiring maintenance, repair, and/or major capital investment. It is anticipated that the consultant team will be an interdisciplinary team (potentially involving multiple consultants or firms) likely to include structural engineer, mechanical engineer, electrical engineer, architect, and real estate appraiser, as appropriate. The consultant will thoroughly examine building systems using non-destructive, on-site observations to compile a complete understanding of current building conditions and municipal operations needs for each facility. Consultant will ensure that the inspection staff has the appropriate training and equipment to record and produce consistent and accurate data for each facility.

### **Inspections**

The method of the inspection process shall allow for a comprehensive inspection of observable systems, while utilizing input from City staff to complement the assessment of current conditions with details of the facilities background. This will be augmented with information provided by City staff regarding the current and projected uses of each facility, the current and projected staffing levels for each facility, and any known deficiencies current affecting these needs.

At a minimum, inspectors shall gather the following information on each property:

1. Property Characteristics: An inventory of all building systems with each system component quantified as a count, an area, a length, and/or height; whichever measurement is most appropriate for each system. Confirmation/validation of building area (square footage) shall be confirmed during inspection.
2. Age: Identification/approximation of the year each system component was installed.

3. Current Condition: An assessment of the current condition of each system component and a determination of the level of repair necessary to restore or replace these components to achieve optimal condition.
4. Facility Needs: A summary of how each facility is being utilized and an analysis regarding the suitability of the facility to its current and potential future use.

For the purpose of consistency, system components shall be defined along with a standard list of repairs and action levels for inspectors to choose from in rating each system condition. Action level recommendations and timelines shall be defined for individual components. Standard definitions and systems of actions are intended to provide a more accurate assessment of each facility.

### **Asset Management Strategic Plan for City Buildings and Property**

The consultant shall assist and facilitate the preparation of an asset management strategy and plan for the comprehensive management of municipal buildings and assets. The facilitation process will include facilitating meetings with City staff and elected officials to develop an understanding of asset management goals and objectives and the formulation of a strategic plan framework for managing property assets. The asset management plan will provide:

1. Needs assessment to identify essential elements regarding maintenance, repair, replacement and renovation or new facilities including consideration of financial, operational, administrative, regulatory, strategic and best practices.
2. Property management goals and objectives including real property strategies to meet short and long-term facility needs.
3. Gap analysis to identify gaps between current property and asset management policies, practices and procedures, while reviewing current and long-term facility needs and best management practices for property and asset management.
4. Guidelines for maintaining and optimizing City building and facility assets.
5. Decision-making processes consistent with City policies and procedures.
6. Prioritization of capital expenditures and ongoing operational expenditures.

### **Format**

The consultant shall have a thorough understanding and knowledge of ASTM Designation E2018, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process, for each subject of the facility condition and needs assessment for each facility identified in Exhibit B. Format, including individual and summary reports, shall be confirmed by the City and consultant prior to commencing assessments.

Once an acceptable format is confirmed by the City, the City will require a “pilot” facility condition and needs assessment be conducted on a facility of its choosing to confirm the facility condition and needs assessment deliverable format individually and in summary is acceptable before proceeding with remaining facilities. Once the pilot facility condition and needs assessment format and accuracy is confirmed by the City, the remainder of the facility condition

and needs assessments for each of the remaining facilities in the project will be given authorization to proceed. Two hard copies and one digital deliverable will be required.

**Schedule**

Responses to the RFQ must be submitted to the City of Spring Hill as outlined in this section.

Responses are due no later than **Thursday, September 12, 2019 at 2:00pm CST**. Responses received after this date and time will not be considered.

The tentative schedule for the review and selection process and desired timelines for deliverables are as follows:

<b>MILESTONE</b>	<b>DATE</b>
Release RFQ	August 22, 2019
Non-Mandatory Pre-Submittal Meeting (City Hall)	August 29, 2019
Question submittal deadline	September 4, 2019
Response to Questions posted on City website (www.springhilltn.org)	September 6, 2019
Statement of Qualifications Due Date	September 12, 2019
Review and Scoring of Submittals	September 19, 2019
Interviews w/ Finalists (Optional)	September 26, 2019
Negotiate Contract w/ Selected Consultant	October 2, 2019
Award of Contract	October 21, 2019
Execution of Contract and Issuance of Notice to Proceed	October 24, 2019
Kickoff Meeting	October 31, 2019
Pilot Building Facility Condition and Needs Assessment Due	December 4, 2019
Preliminary Draft Due	February 21, 2020
Presentation to Board of Mayor and Aldermen (Work Session)	March 2, 2020
Final Deliverable Due	March 18, 2020

*The tentative schedule may be further modified and/or extended if necessary.*

**Instructions to Proposers**

All submittals must follow the format described in this section. Respondents are encouraged to submit clear and concise responses to the RFQ. The City of Spring Hill reserves the right to include or exclude any part of the submittals in the final agreement with the selected consultant.

Faxed, emailed, or electronic submittals will not be accepted. Please submit three (3) hard copies plus one (1) electronic PDF file version (flash drive) of your Statement of Qualifications shall be submitted in a sealed package clearly marked as provided below. Submittals shall be no more than twenty (20) pages single-side or ten (10) pages double-sided, 8.5"x11" formatting and numbered, excluding transmittal letter. Font shall not be less than 10pt. All pages shall be numbered. The transmittal letter, if desired, should be no more than one (1) page in length and single sided. Drawings, charts and diagrams must be placed with the 8.5"x11" page format. The transmittal letter and page tabs and cover will not count against the page limit.

Submittals shall be placed in a clearly marked envelope, titled "Facilities Condition & Needs Assessment" and hand delivered or mailed by **Thursday, September 12, 2019 at 2:00pm CST** to:

City of Spring Hill  
Attn: April Goad, City Recorder  
199 Town Center Parkway  
P.O. Box 789  
Spring Hill, TN 37174

It is the sole responsibility of the proposer to ensure timely delivery. Late submittals shall not be considered. Statements of Qualification will not be accepted at any other location other than the address specified above. Faxed or emailed statements of qualifications will not be accepted.

For any questions regarding this RFQ, please contact Victor Lay, City Administrator, at 931-386-2252 Ext. 215 or [vlay@springhilltn.org](mailto:vlay@springhilltn.org), or Chuck Downham, Assistant City Administrator, at 931-386-2252, Ext. 257 or [cdownham@springhilltn.org](mailto:cdownham@springhilltn.org). Responses to written questions will be compiled into an addendum that will be posted to the City's website. Questions may be submitted in writing until Wednesday, September 4, 2019 at 5:00pm CST after which time the City will not respond to further inquiries. The City will provide a written response to questions in the form of an addendum reflecting the compilation of questions received from consultants and corresponding responses and will become part of the RFQ. It is the responsibility of the consultant to periodically check the City's website for updates.

A non-mandatory RFQ pre-submittal meeting will be hosted by City staff on August 29, 2019 at 2:00pm CST at Spring Hill City Hall located at 199 Town Center Parkway, Spring Hill, Tennessee.

### **Submittal Requirements**

Submittals must include the following components in the order listed below:

Part 1: Cover Letter/Executive Summary (5 points)

Part 2: Experience and Qualifications of Consultant/Team Members (30 points)

Part 3: Understanding of Project Scope & Detailed Work Plan (35 points)

Part 4: Delivery Schedule and Timeline (20 points)

Part 5: Reference Review (10 points)

Total Possible: 100 points

#### **Part 1: Cover Letter/Executive Summary (5 Points)**

In no more than three (3) pages, the Cover Letter and Executive Summary shall include:

1. The names of the key members of the consultant team.



2. The mailing address, telephone number, and the name of the main point of contact for the consultant team.
3. A summary of the consultant's Facility Condition Assessment experience and qualifications and the significant advantages to selecting the consultant.
4. An acknowledgement of receiving any addendum(s) to the RFQ document sent out by the City.

#### Part 2: Experience and Qualifications of Consultant Team/Team Members (30 Points)

Provide detail relating to the experience and qualifications of the members of the team, including an organizational chart showing all key personnel who will be assigned to this project. Submit brief resumes demonstrating the training, experience, and other qualifications of the key personnel who will be assigned to this project.

Consultant should further document expertise by including the information regarding the following:

1. Facility and Property Condition Assessments to include applicable facility inventory use, type, and area (square feet).
2. Experience of proposed consultant team working together as a team on similar scope and type of projects.
3. Understanding of operations, activities, staffing needs and maintenance of public facilities.
4. Experience with the use of life-cycle cost and value engineering.
5. Any other information that would assist the review team in understanding the consultant team's capacity to efficiently and effectively complete the project.

#### Part 3: Understanding of Project Scope & Detailed Work Plan (35 Points)

Each respondent shall demonstrate its capacity to deliver comprehensive, professional, facility condition and needs assessment services. Respondent should outline methodology and logistics capable of meeting the goals outlined in the facility condition and needs assessment scope, as well as provide a proposed work plan for development and implementation of the facility condition and needs assessment as described in the scope of work. Respondents should draw from previous experience and demonstrated competence to articulate how their capabilities are distinct, comprehensive, and add value. Examples of report format (formal hard copy and digital deliverables) are recommended.

#### Part 4: Delivery Schedule and Timeline (20 Points)

Discuss in this section the steps the consultant team proposes to use. Clearly outline the delivery schedule and timeline of each component of the project. Specific dates should be used assuming an award to this RFQ and an executed agreement in October 2019. Consultant shall be prepared to begin work within two (2) weeks of the Notice to Proceed. Completion of this assessment in a timely fashion will be a factor in scoring this section. Indicate in the proposed scheduling the necessary involvement and various decision points required of the City. A Gantt

chart or schematic representation of the delivery timeline with pertinent milestones and events is required in this section.

#### Part 5: Reference Reviews (10 Points)

The review team will conduct a background reference review of each respondent. Please include the following information for three (3) projects that the proposed consultant team worked on together in the past three (3) years:

- Name of the project/study
- Location of the project
- Name, title, and contact information for the client
- Project budget
- Date of completion of the project

#### **Contract Award Schedule**

City staff anticipates presenting a recommendation for contract award along with a corresponding professional services agreement to the Board of Mayor and Aldermen for their review and consideration tentatively in October 2019.

The City reserves the right to cancel award of the contract at any time before execution of the contract by both parties if cancellation is deemed to be in the best interest of the City of Spring Hill. In no event shall the City have any liability for the cancellation of the award.

#### **Public Records**

This RFQ document and all submittals in response thereto are public records. Prospective consultants are cautioned not to include any material into the Statement of Qualifications that is strictly proprietary in nature.

#### **Statement of Qualification Costs**

All costs associated with the preparation of RFQ submittals shall be borne by the respondent. This RFQ does not constitute any form of offer to contract.

#### **Product Ownership**

Any documents resulting from the contract will be the property of the City.

#### **Professional Services Agreement**

The City will seek to enter into a Professional Services Agreement prepared by the City upon successful selection and negotiation with a Consultant.

## **General Conditions**

The City reserves the right to modify or cancel the selection process or reschedule at any time. Additionally, the City may seek clarification or additional information from proposers. This RFQ does not commit the City of Spring Hill to sign a Professional Services Agreement, award a contract, or to pay any costs incurred in the preparation of a response to this RFQ.

**EXHIBIT A**  
**CITY OF SPRING HILL FACILITY DESCRIPTIONS**



City Hall was constructed in 1987-88 and contains approximately 14,294 square feet located on two floors. The lower level houses police and fire functions and the upper level contains legislative, finance and administration functions including the court room where public meetings and City court are held.



The City Library was formerly the Saturn Daycare Center for Discovery and was purchased in 2001. The building contains 17,380 square of building area located on a single ground-level floor. The facility contains a variety of functional areas including lobby, meeting rooms, adult collection, children collection, teen area, staff support and related facility spaces.



The Northfield building was the original headquarters building for General Motors' Saturn Manufacturing Facility. The two story plus a mechanical penthouse building contains 348,155 square feet completed in 1989. The majority of the building is office space apart from the roughly 60,000 square feet of warehouse space, a 100-seat theater, +/- 4000 square foot dividable meeting room, and a +/-12,000 square foot cafeteria with a commercial kitchen.



Fire Station #1 was built in 1989 and is a 3,100 square foot building consisting of 1,240 square feet of living quarters and 1,860 square foot equipment bays for fire apparatus and an EMS unit.



The City of Spring Hill Public Works Department is located on approximately 9 acres of the City's Wastewater Treatment Plant property. Building 1 is 7,800 square feet and contains offices, meeting room, sign shop, and water department storage. Building 2 is the fleet vehicle mechanic's shop and is 6,000 square feet. Building 3 is a 4,000 square foot pole barn for vehicle and equipment storage. There is also a 1,200 square foot salt barn and a half acre lay-down yard.

## EXHIBIT B

### SUMMARY OF INDIVIDUAL CITY FACILITIES TO BE EVALUATED

<b>FACILITY</b>	<b>ADDRESS</b>	<b>ESTIMATED SQUARE FOOTAGE</b>	<b>NUMBER OF FLOORS</b>	<b>NUMBER OF EMPLOYEES</b>
City Hall	199 Town Center Parkway	14,294	2	25
Spring Hill Public Library	144 Kedron Parkway	17,380	1	13
Northfield	5000 Northfield Lane	348,155	2 plus mechanical penthouse	550+
Fire Station #1	440 Beechcroft Road	3,450	1	6
DPW Facility	3893 Mahlon Moore Road	17,075	1	55