compliance issues). Architects, Engineers, and other Facilities Professionals shall perform inspections.

2. Provide clearly and accurately the cause or nature of each deficient condition and devise methods of correction for each deficient condition (correction projects).
3. Classify, rank and prioritize all deficient conditions and associated correction projects and associate information concerning associated building systems and deficiency classifications by severity and anticipated life-cycle in a Windows supported database.
4. Identify, prioritize, and schedule Deferred Maintenance projects that best take advantage of available funds and improve facility functions—Deferred Maintenance.
5. Identify the resources needed to maintain the operability, suitability, and value of the physical assets given their current function—Facility Renewal.
6. Identify what is necessary to adapt the facilities to meet the facility requirements of the institution, the requirements of today's standards and codes, and the needs of changing technology as it impacts space—Plant Adaptation.
7. Develop a long-range comprehensive financial planning process that properly identifies the optimum reinvestment rates to preserve (or enhance) the value of the institution's facility assets.
8. Develop a maintainable continuously updated facilities database for Current Replacement Value, and Facilities Condition Needs Index that reflect Deferred Maintenance, Plant Renewal, and Plant Adaptation projects as they are implemented. Identify all projects by building name, building number, and floor number, and locate projects on facility floor plan drawings created in the latest version of AutoCAD, Autodesk Revit or ArcGIS for MS Windows.
9. Develop a full function Windows compatible database for maintaining all project data, modeling existing data to determine future funding requirements, and monitor ongoing code compliance/plant adaptation issues. Database shall be capable of storing, analyzing, printing, and updating the facility condition data.
10. The computerized system(s) developed as part of this project shall provide the ability to aggregate corrective actions into contract packages or bundles of projects for cost-effective contracting, purchasing, and correction.
11.

1. Perform a walk-through survey of each facility to become familiar with its construction, equipment, operation, and maintenance and conditions of all systems and components.
2. Meet with District Facilities staff and site staff to become familiar with their evaluation of problem areas.
3. Review existing data, such as work order histories, previous reports, etc., provided by the District.
4. Photograph all conditions and prepare drawings and notes on all site visits.
5. Identify and quantify all deficient conditions in terms of Deferred Maintenance, Preventative Maintenance, Capital Renewal, and Plant Adaptation (including building and fire/life safety code noncompliance issues).
6. Define clearly and accurately the cause or nature of each deficient condition and propose methods of correction for each deficient condition.
7. Classify and rank all deficient conditions and associated correction projects and associate information concerning associated building systems and deficiency classifications by severity and anticipated life-cycle in a Windows compatible database.
8. Identify the resources needed to maintain the operability, suitability, and value of the physical assets given their current function.
9. Identify what is necessary to adapt the facilities to meet the facility requirements of the District, the requirements of today's standards and codes, and the needs of changing technology as it impacts space.
10. Provide data entry in a format to ensure an updated facilities database using the District's current facilities work order and work planning system, " for use in determining Current Replacement Value, criticality of need and other planning criteria.
11. Database, pre-approved by the Facilities Department, shall be capable of storing,

Correction type
Repair cost

Before data collection begins, the consultant and the District will establish prioritization standards. The assessment software must be customizable to support these standards. An example of priority standards is as follows.

Priority 1 – Currently Critical (Immediate)

Priority 1 projects pose an identifiable and immediate health and safety risk to either students, staff or other school site users.

Correct a cited safety hazard
Stop accelerated deterioration
Return a facility to operation

Priority 2 – Potentially Critical (year 1)

Priority 2 projects, if not addressed within the next year, have a high probability of resulting in health and safety risks (Priority 1 projects).

Intermittent operations
Rapid deterioration
Potential life safety hazards

Priority 3 – Necessary/Not Yet Critical (years 2-5)

Priority 3 projects, if not addressed within the next five years, have a high probability of resulting in damage to building envelope, site conditions, or systems (priority 2 projects). These projects typically include systems that are still operational, but have exceeded operational lifecycles.

Predictable deterioration
Potential downtime
Associated damage or higher costs if deferred further

Priority 4 – Recommended (years 6-10)

Priority 4 projects are not hierarchical, meaning that if they are not addressed they will not escalate to either priority 1, 2 or 3 projects. Priority 4 projects are specific to improving the delivery of the educational program.

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 but “Grandfathered”

Priority 5 projects are not hierarchical, meaning that if they are not addressed they will not escalate to either priority 1, 2 or 3

No action is required at this time

Each correction project identified will be assigned to one or more of the following categories:

Life-safety code compliance
Building code compliance
Building integrity
Educational adequacy standards
Handicap Accessibility
Appearance
Energy

Because long-range funding for facilities is accomplished by identifying the rate of renewal required to maintain components of each facility as it depreciates and becomes unusable, the consultant must:

1. Analyze and model the standard life cycle deterioration of each facility and report on the annual reinvestment rate to replace components as they become unusable.
2. Establish the cost to replace/refurbish each component/system as it reaches the end of its economically useful life span.
3. Have the ability to analyze multiple year outlooks and various combinations of building type reinvestment rates.
4. Provide a system capable of generating multi-level financial modeling based on the identified facilities renewal backlog and selected time frames. Systems should be capable of analyzing and projecting funding for time periods up to 20 years.
5. Establish a building component life-cycle model to forecast renewal investment rates required to maintain facilities over time. The database shall enable graphical reporting of renewal requirements for individual facilities or grouped facilities, and shall provide life cycle evaluation.
6. Provide multi-level financial modeling capabilities and the ability to benchmark facility condition to other campus buildings. Systems should be capable of tracking and modeling for current situations as well as the future.

16. Prepare a financial evaluation of the estimated total potential investment to complete all practical operational and capital improvement measures and proposed solar PV.
17. Create a database to prioritize District campuses based on the cost and savings estimates from all measures, deficiency priority of equipment and District Sustainability Program Participation.
18. Following submission of the report of the ZNE Assessment, meet with the District to discuss priorities.

The consultant should be knowledgeable about current technology trends and work with the District to develop and prioritize technology readiness standards, incorporating any existing District and state standards. These standards will be used to assess technology infrastructure in each instructional building.

Working with the District's Staff and demographer, utilize existing demographic data and enrollment projections to identify and project student populations by attendance area, school, and grade level in order to define future facility needs. The analysis should include a review of demographic trends, city and county building or growth plans, and D

Provide an analysis of safety and security upgrades that are necessary at school sites to be in compliance with Crime Prevention through Environmental Design (CPTED) principles.

The consultant should provide an inventory of fixed, visibly-accessible building equipment to include the following suggested list:

Boilers
Condensing Units
Pumps
Variable speed drives
Building electrical service entrances, transformers, panels and switchgear
Moto control centers
Unit air conditioners (excluding window units)
Chillers
Air handling units, fan coil units and other unit ventilators
Packaged roof top units
Return air fans, roof fans, and exhaust fans (excluding small inline duct fans)
Generators
Cooling towers
Building Control Systems (Main Panel)
Energy Management Systems (Main Panel)
Fire suppression systems (wet, dry, gas and chemical)
Dry sprinklers
Building distribution panels, lighting panels, power panels
Elevator equipment, pumps, motors, controls
Fire alarm systems (Main and Auxiliary Panels)
Wet Sprinkler system
Automatic (Chemical/Gas) fire suppression
Building utility meters
Intrusion Alarms
Intercom Systems
CCTV (Close Circuit Television)
LCD Projectors

The consultant will collect the following data where applicable for each equipment component:

Serial Number
Horsepower
Locations by facility, building, floor, room
Inventory tag number (durable weather resistant bar-coded tag directly attached to the component)
Manufacturer and Model
Capacities
Voltage
Date placed in service, if available
Refrigerant type, if applicable and available

The consultant shall collect data designated by the district and affix a highly durable barcode tag to each piece of equipment. Barcode tags shall be able to synchronize with district's Computerized Maintenance Management System (CMMS) or Computer-aided Facility Management (CAFM) system and consultant's software programs. If necessary, consultant shall verify and update the existing CMMS equipment inventory list. The updated, verified inventory list will be provided in a format acceptable to District's existing CMMS for uploading of data.

Inventory data will be housed in consultant's assessment database for future transfer to CMMS application and for equipment capital renewal budgeting. District will have the ability to download data to an MS Excel format from the contractor database.

Space to be inventoried includes total facility portfolio, subtotal by building area, and subtotal by type of space. Type of space includes:

Instructional
Custodial
Administrative
Facility support

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

Inventory of furniture and equipment not related to building operation
Any work related to buildings not owned by the District
Evaluation of conditions concealed by construction
Destructive investigation
Materials testing
Condition analysis of underground utilities

1. Provide firm name, address, contact, and number of years providing facility condition and functional adequacy assessment services and master planning services Include statement of capability to complete the scope of work.
2. Include an organizational chart that depicts reporting responsibilities of proposed team members—from company officers to professional field staff. Include resumes for each team member. Please list possible consultants you might use.
3. Provide a brief description of Facility Condition Assessment, Deferred Maintenance

Telephone, electronic or facsimile proposals will not be considered. Proposals received after the time and date of closing will not be considered.

Evaluation Criteria

The Sacramento City Unified School District will use the following criteria in evaluating proposals received in response to this RFP. The successful proposal will be the proposal submitted in response to this RFP by the submittal deadline that is the most advantageous to the District. A review and selection committee composed of key District officials will evaluate proposals. The evaluation of proposals and the selection of the successful proposal will be based on the information provided by the Proposer in its proposal, including without limitation, the Proposer's qualifications. Consideration may also be given to any additional information helpful to the District. The District is not bound to accept the lowest priced proposal if that proposal is not the most advantageous to the District as determined by the selection committee.

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

30% Firm experience and staff
10% Technical approach and management plan
30% Sample deliverables
10% Proposed schedule
20% Proposed fee

At the District's discretion oral interviews may be scheduled.

Fee Proposal

Firm name: _____

Date of proposal: _____

5-Year Facilities Master Plan	_____
Facility Condition Assessment	_____
Educational Specification Assessment	_____
Zero Net Energy Assessment	_____
Technology Readiness Assessment	_____
Demographic, Capacity and Utilization Analysis	_____
Stakeholder Engagement	_____
Database and Technology	_____
Safety and Security Assessment	_____
Equipment Inventory	_____
Space Inventory	_____
	_____

_____ _____

Signature of Officer Date

_____

Printed Name and Title

Exhibit 1: Facilities to be Assessed

Maintenance and Operations	Administration		40,215
Print Shop/Nutrition Services	Administration		59,470
Serna Center	Administration		155,000
A. Warren McClaskey	Adult	1921	

Pacific	Elementary	1951	55,167
Parkway	Elementary	1954	40,851
Peter Burnett	Elementary	1950	44,557
Phoebe A. Hearst	Elementary	1953	49,075
Pony Express	Elementary	1964	44,177
Sequoia	Elementary		