

**TOWN OF NEWPORT, NEW YORK  
TOWN FACILITIES CONDITION ASSESSMENT  
REQUEST FOR PROPOSALS**

**I. PURPOSE**

This RFP is issued by the Town of Newport (“Town”) for the purpose of obtaining the services of an experienced firm to assist in the performance of a facilities condition assessment of the Town Barn to prepare a ten-year maintenance plan based on those assessments.

It is the intent of the Town to review and assess the RFP responses to determine if the response from providers can meet the needs of the Town.

Service providers are expected to provide their best and most competitive proposal.

**II. GENERAL INFORMATION**

<b>Item</b>	<b>Date/Time</b>
RFP Release	December 4, 2024
Questions Due by	December 31, 2024 by 6:00 p.m.
RFP Due to the Town by	January 6, 2025 by 2:00 p.m.
Announcement of Award	January 7, 2025

One (1) hard copy of the proposal and one (1) electronic copy should be mailed or delivered to the address below by 2:00 p.m. on Monday, January 6, 2025.

Send the completed hard copy of the RFP response to:

Town of Newport  
Attn: Newport Town Clerk  
Newport Town Barn  
2788 Newport Road  
P.O. Box 519  
Newport, New York 13416

The electronic copy shall be submitted as a single .pdf file via email to [townsupervisor@townofnewportny.org](mailto:townsupervisor@townofnewportny.org).

### **III. BACKGROUND**

The Town does not currently have a long-term plan for the maintenance of Town facilities, nor a facilities condition assessment. Since their construction, apart from occasional cosmetic changes, Town facilities have not been remodeled and/or upgraded for code compliance and current professional best practices.

The purpose of this RFP is to obtain proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate that best fulfills the needs of the Town.

### **IV. SCOPE OF WORK**

The Town seeks a firm to assist in the performance of a facilities condition assessment of the Town Offices and Highway Department Garage located in the Town Barn at 2788 Newport Road Newport, NY 13416.



Figure 1: Town of Newport, New York Town Barn

The primary goal of this project is to provide detailed inspections and assessments of all facilities and major components as specified herein by architectural, building trades, and/or engineering professionals or other equivalent facility assessment professionals to produce an accurate analysis that identifies visible and discernable (through non-destructive means) components and elements requiring maintenance or other planned action. The project team ideally would include a company office within the State of New York.

The complete study will consist of the following phases:

- Phase I: On-Site Facility Condition Assessment
- Phase II: Analysis of Facility Conditions Assessment
- Phase III: Facility Condition Assessment Report

#### **Phase I: On-Site Facility Condition Assessment**

Conduct a detailed on-site condition assessment for the facility. The assessment should be structured and include all necessary information to assign an industry-standard building system classification.

The on-site assessment will be performed using both component-level and system-level inspection methods.

The assessment team(s) will evaluate each asset to determine whether there is sufficient evidence to warrant complete replacement of the system, or if repairing only portions of the system is preferable or more cost effective.

The following minimum assessments will be accomplished:

1. Identify all major maintenance, repair, and replacement requirements including recommendations for more efficient operations and the reduction of greenhouse gas (GHG) emissions.
2. Recommend upgrades and improvements where applicable, considering efficiency and reduction of GHG emissions.
3. Perform a thorough visual assessment of all architectural, civil/structural, mechanical, electrical, fire, plumbing, and sewer components/systems.
4. Identify and report all significant civil, structural, roofs, mechanical and electrical deficiencies and recommended upgrades and improvements.
5. Identify and immediately report to the Town components or situations that are considered urgent (endangering life and/property).
6. The facility condition assessments will focus on the following property elements:
  - a. Substructure – foundations, basements
  - b. Building envelope – exterior siding, curtain wall windows, exterior doors, windows
  - c. Interior Construction - walls, doors, flooring, visible structural components, ceilings, and ceiling systems
  - d. Interior Finishes: Flooring, wall coverings, ceiling tiles
  - e. Lighting
  - f. Health/Fire/Life Safety systems, emergency egress lighting
  - g. Accessibility – ADA requirements
  - h. Heating, Ventilation and Air Conditioning
  - i. Plumbing Systems
  - j. Building Electrical and Service Distribution
  - k. Site Electrical and Service Distribution
  - l. Fire Suppression
  - m. Special Electrical Systems and Emergency Power
  - n. Roadways, parking lots, sidewalks, exterior lighting
  - o. Water (not irrigation), sanitary and storm sewers
  - p. HVAC Building Control Systems
  - q. Security System

## **Phase II: Analysis of Facility Conditions Assessment**

The contractor shall conduct an onsite facility assessment to evaluate, analyze, and identify deficiencies and projects. Each deficiency and project shall be prioritized and classified as noted below:

### 1. Deficiency Priorities

Each deficiency and project shall include the following decision-making classifications prioritizing each action according to its criticality and classification type:

#### Priority 1 Essential Improvement

Conditions in this category require immediate action to:

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

#### Priority 2 Potentially Essential Improvements

Conditions in this category, if not corrected expeditiously, will become critical within a year. Situations within this category include:

- Intermittent operations
- Rapid deterioration
- Potential life safety hazards

#### Priority 3 Necessary - Not yet critical

Conditions in this category require appropriate attention to preclude 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.

#### Priority 5 Appearance

Conditions in this category include finishes that have deteriorated and are required to maintain the required aesthetic standards.

#### Priority 6 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 to comply with current code standards.

### 2. Capital Requirements Classification Categories

Each deficiency and project identified in the field assessment shall be further classified in the following manner:

Category 1 – Security

When a system requires replacement due to a security risk or requirement.

Category 2 - Scheduled Maintenance

Maintenance that is planned and performed on a routine basis to preserve the condition.

Category 3- Deferred Maintenance

Maintenance that was not performed when it was scheduled or is past its useful life resulting in immediate repair or replacement.

Category 4 - Capital Renewal

Planned replacement of building systems that have reached the end of their useful life.

Category 5 - Energy & Sustainability

When the repair or replacement of equipment or systems are recommended to improve energy and sustainability performance and/or aid in the reduction of GHG emissions.

The contractor's analysis will include the calculation of the overall facility condition index (FCI). An FCI will provide a simple measure of the relative condition of the facility. The FCI is the ratio of the deficiencies (regular and deferred maintenance, and repair and replacement cost) to the current replacement value.

$FCI = \text{Deficiencies} / \text{Current Replacement Value}$

The contractor shall develop a ten-year expenditure plan, which is a schedule of all capital expenditures and actions required to maintain and repair facilities, unconstrained by available funding limitations.

### **Phase III - Facility Condition Assessment Report**

Using the data collected during the on-site facility condition assessment and analysis phase, the contractor shall provide a comprehensive condition assessment report.

The report shall contain the following minimum information:

1. Capital requirement costs summarized by Priority.
2. Calculation of the Facility Condition Index (FCI).
3. Multi-year annual expenditure forecast.
4. A detailed description of building assets and equipment detailing the observed condition and deficiency cause providing recommendations to correct the deficiency.
5. A list of the information provided and collected for each asset, such as equipment type, manufacturer, model number, serial number, capacity, and year installed in excel.
6. Digital photographs for the facility and each piece of equipment inventoried. Exterior photographs will be used for identification and documentation of structural problems, major deficiencies or special conditions. Interior photographs will be used to document

critical or unusual conditions. Photographs will be used to explain and/or justify the prioritization of corrective actions.

7. A schedule of annual forecast expenditures itemizing each deficiency against each asset classification of the total cost for the actions required to correct the deficiencies of the facility.

## **V. PROPOSAL CONTENTS & REQUIREMENTS**

Proposals should contain the following information:

1. Title Page: Provide the name of your company, mailing and email addresses, website, telephone number, and name of a primary contact on a title page.
2. Letter of Transmittal: Provide a complete statement regarding your understanding of the project and your interest in working with the Town. A duly authorized officer shall sign the transmittal letter with the right to bind the applicant submitting a Proposal for consideration.
3. Firm Background: Provide information on the size, location, available resources of your firm, and a list of references for the Town's review.
4. Cost Proposal: Provide a total all-inclusive maximum bid price which accounts for all anticipated costs, both direct and indirect, not to exceed \$10,000.00.
5. Insurance: Include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies.

## **VI. QUESTIONS**

Questions regarding the Request for Proposal contents may be sent via email to Town Supervisor Nathaniel Lowell at [townsupervisor@townofnewportny.org](mailto:townsupervisor@townofnewportny.org) or shared by phone at (315) 845-8340 until 6:00 p.m. on December 31, 2024. The Town will make every effort to provide an email response to emails received within five (5) business days. Whenever responses to inquiries constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposal, a copy of which will be forwarded via email.