

NOTICE INVITING PROPOSALS

The Town of Fairfax is seeking proposals from qualified consultants to provide comprehensive professional Facilities Condition and Needs Assessment (FCNA) services for seven Town facilities:

- Town Hall/Police Station Approximately 3634 SF
- DPW Corporation Yard Approximately 3388 SF
- Pavilion (Gym/Community Center) Approximately 9380 SF
- Fire Station 21 Approximately 6104 SF
- Community Center Approximately 1512 SF
- Women's Club/Council Chamber Approximately 2288 SF
- Little League Facility Structures Approximately 1464 SF

The purpose of the FCNA is to provide comprehensive documentation and analysis of the seven built facilities. This analysis will be utilized for prioritizing capital improvements and maintenance requirements, as well as assisting with on-going maintenance schedules.

Prospective firms will be required to provide team qualifications, proposed work plans, proposed schedule, and other related items as part of the proposal submittal. The deadline for submitting proposals is **2:00 p.m. Tuesday, October 9, 2024.**

A Non-Mandatory Pre-Proposal Conference will be held on **Thursday September 19, 10:00 a.m., 2024** to familiarize prospective organizations to the buildings, facilities and locations. **Meeting location shall be 142 Bolinas Road, Fairfax, CA 94930** This meeting is not intended as a comprehensive inspection opportunity to inspect the facilities. Should prospective organizations wish to perform additional inspections or walkthroughs of the facilities, prospective consultants shall schedule any inspections with the Public Works Director Loren Umbertis and if approved, shall not overly impact or impede Town operations and services in the performance of any walkthrough inspections.

It is expected the consultant team will be interdisciplinary and will likely include an Architect, California Licensed Civil/Structural Engineer, Mechanical Engineer, and Electrical Engineer as appropriate.

It is expected the Consultant team shall have a thorough understanding of ASTM Designation E2018, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process and Americans with Disabilities Act (ADA). A final comprehensive report for each of the seven buildings is required. Two sets of hard copies and a digital copy are required.

Interested Parties may access information about the project from the Town of Fairfax's website at <https://www.townoffairfax.org/requests-for-proposals-and-bids/> including addendums and other relevant information.