



FAIRFAX TOWN COUNCIL MEETING

STAFF REPORT

MEETING DATE April 2, 2025

PREPARED FOR Mayor and Town Council

PREPARED BY Jeffrey Beiswenger, AICP, Planning & Building Services Director

SUBJECT Authorize Town Manager to execute Professional Services Agreement with Bureau Veritas to provide Town of Fairfax with Facilities Condition and Needs Assessment for Town Facilities in the amount of \$36,312

RECOMMENDATION

Adopt a resolution authorizing the Town Manager to execute a professional services agreement with Bureau Veritas to provide the Town of Fairfax with a Facilities Condition and Needs Assessment in an amount not to exceed \$36,312.

BACKGROUND

The Town owns and maintains seven buildings/structures including Town Hall/Police Department, Fire Station 21 (used by the Ross Valley Fire District), the Community Center (currently primarily used by the Finance Department and as a meeting space), the Women's Club (currently used as Council Chambers and other local programs), the Pavilion, the Corporation Yard offices and apparatus bays, and the buildings around the ball field (including a Little League work room, announcer's tower and restrooms). In many cases, the buildings have not experienced significant restoration or improvements since their original construction. The purpose of obtaining a facilities assessment is to review all of the buildings and structures at one time to ascertain the condition and maintenance needs of all of the Town's facilities to better anticipate and plan for maintenance and capital improvement needs now and in the future.

A facilities assessment removes the guesswork out of capital investment planning and resource allocation. Fairfax has limited resources and seeks to stretch funding as much as possible. And accurate and defensible facility capital plan provides data needed for grant applications to agencies such as FEMA, to help decision-makers make decisions related to major building systems like HVAC and plumbing, a proper accounting of repairs and replacements to determine a true facilities age, and a detailed inventory of spaces. A facilities assessment provides an objective baseline for so that funding can be used most effectively and provide information for future grant opportunities.

DISCUSSION

The Town issued a Request for Qualifications on September 9, 2024 seeking qualified firms to submit proposals to provide statements of qualifications to assess the Town's facilities. The RFQ was posted to Builder's Exchanges and shared with contacts and other contacts. The Town received four Qualifications packages. Each submitting firm was instructed to provide a Qualifications Package and a separate envelope with their cost estimate. A qualified group of Town Staff reviewed the Qualifications Package using a ranked scoring scale.

The following is a list of the firms that submitted proposals, along with a summary of the evaluation completed by Town staff.

1. Bureau Veritas. Local firm that specializes in facilities assessments with experience with many similar agencies in the Bay area including jurisdictions in Marin and surrounding counties. This firm provides a robust and easy to understand proposal that is tailored to fit the specific needs of Fairfax. The project would result in a facilities condition assessment, and a recommended plan for capital improvements over the next twenty years. The cost estimate is reasonable, at \$36,312.
2. Terracon. A California based firm that also specializes in facilities assessments. The experience of this firm was impressive and they were selected for an interview. The approach was not as clearly explained in the proposal as Bureau Veritas, and the \$68,900 price tag was significantly more. This firm did offer a lower, streamlined estimate of \$29,300, but that would only provide the Town with baseline property conditions analysis - insufficient for the Town's data needs and planning purposes.
3. Kappa Architects. A small local architecture firm submitted a proposal which included a team of five different consulting firms with a variety of expertise. This firm (or team) has significant experience with individual buildings, but not as much experience in facilities assessments across an entire organization. This firm had the disadvantage of not having all the required expertise "under one roof" unlike the other bidders. The total bid was \$35,450.
4. Roth IAMS. This large firm, based in Florida, was the lowest ranking bidder, with no local experience. It was also the highest cost proposal at \$96,700. The proposal was not tailored to Fairfax but appeared to be the firm's boilerplate approach that would be applied anywhere. The scope of work called for the Town to provide much of the information about each building to the firm remotely. Fairfax does not have the necessary staffing level to work with a firm of this type.

The top two firms, Bureau Veritas and Terracon, were selected for interviews. Upon conclusion of the interviews, the Town staff unanimously agreed that Bureau Veritas met the needs of the project and would provide the best product of evaluating the Town's facilities based upon their initial proposal, their interview and review of their previous and current relevant work experience. After making the determination, Town Staff opened the cost proposal envelopes and the estimate provided by Bureau Veritas was competitive and in line with the other vendor. Professional Services are not based solely upon the cost provided but upon qualifications and the proposed approach and responsiveness to the project.

Based upon the information provided and the quality of the interviews, Staff recommends the selection of Bureau Veritas and recommends that the Town enter into an agreement with the firm to provide the Town with a Facilities Condition Assessment for our Buildings and structures.

Upon approval, Bureau Veritas will begin their assessment examination of each of the Town's facilities which shall include existing building structure and layout investigation, HVAC systems and other plumbing and electrical equipment, assessment of building code and ADA issues, roofing and

waterproofing, and other existing conditions. Upon completion, the Town will be provided with a report outlining existing conditions and recommended maintenance and capital improvement plans and costs that the Town can use to assess priorities and needed maintenance programs for future budgetary needs.

FISCAL IMPACT

Each Firm was asked to submit a Qualifications Package to be evaluated and ranked prior to opening any cost proposal envelopes in order to ensure that the Town made a decision based upon qualifications and not only price. The two firms selected for interviews were Bureau Veritas and Terracon based upon the ranking of their qualifications package. Bureau Veritas submitted a proposal to provide the necessary services for a cost not to exceed \$36,312. The other second-ranked firm provided a baseline cost estimate of \$29,300, although additional services were offered that could potentially have raised their cost estimate to up to \$68,900. Even though the cost of Bureau Veritas was higher, staff determined that the scope of services offered would result in more complete and useful information than the Terracon scope.

Staff opened the other Cost proposal envelopes from the two firms not selected for follow-up interviews and the costs were \$35,450 and the other at \$96,700.

ATTACHMENTS

- A. Qualifications Package from Bureau Veritas
- B. Cost Estimate from Bureau Veritas
- C. Resolution



**BUREAU
VERITAS**

TOWN OF FAIRFAX

REQUEST FOR PROPOSALS FOR FACILITIES CONDITION & NEEDS ASSESSMENT

October 7, 2024

ATTACHMENT A

BUREAU VERITAS
180 PROMENADE CIRCLE, SUITE 150 | SACRAMENTO, CA 95834
P 800.733.0660 | BVNA.COM

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1. COVER LETTER

October 7, 2024

Town of Fairfax
ATTN: Loren Umbertis
Public Works Department
C/O Town Hall
142 Bolinas Road
Fairfax, CA 94930



RE: Proposal for Facilities Condition & Needs Assessment for the Town of Fairfax

Dear Ms. Umbertis :

Bureau Veritas Technical Assessments LLC (Bureau Veritas) is pleased to provide the Town of Fairfax (Town) with the enclosed proposal in response to the RFP for Facilities Condition & Needs Assessment. Bureau Veritas understands the requirements of the RFP and is well qualified to perform the services. BV acknowledges and has included in this response, Addendum #1 issued by the Town of Fairfax, dated October 1, 2024.

Proven Experience | Facility Condition Assessments are one of the core services of Bureau Veritas. We have completed thousands of projects with more than 800 million square feet of space in the last five (5) years for State and Local Government, Higher Ed, K-12, Public Housing, and Parks and Recreation clients.

Highly Qualified Team | Bureau Veritas is an architecture and engineering firm focused solely on building lifecycle and capital planning studies, with more than 800 building professionals nationwide. Bureau Veritas has over 30 years of experience conducting Facility Condition Assessments. We have provided similar services for the following similar clients:

- City of Sausalito, CA
- City of Mill Valley, CA
- City of Menlo Park, CA
- City of Napa, CA
- City of Vallejo, CA
- City of Monterey, CA
- City of Seaside, CA
- City of Milpitas, CA
- City of Santa Clara, CA
- City of Palo Alto, CA
- City of Fresno, CA
- City of Hayward, CA
- City of Stockton, CA

Bureau Veritas is committed to providing quality services and consistently demonstrating our corporate commitment to quality, continual improvement, and client satisfaction. Bureau Veritas is not debarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

The following pages detail our history, similar project experience, our key personnel and team, and our approach to your unique project. Bureau Veritas is committed to working with the Town of Fairfax to provide the highest possible quality of service. We appreciate the opportunity to present our qualifications for this project and look forward to working with the Town. I am available at 800.733.0660, ext. 7292704 or erik.piller@bureauveritas.com to further discuss our qualifications.

Sincerely,

Erik Piller
Senior Vice President

BUREAU VERITAS
180 PROMENADE CIRCLE, SUITE 150 | SACRAMENTO, CA 95834
P 800.733.0660 | BVNA.COM

2. PROJECT UNDERSTANDING AND APPROACH

Project Understanding

BV understands that the Facility Condition Assessment (FCA) project with the Town of Fairfax (Town) will:

- Include a comprehensive assessment of all sites, buildings, building systems, and infrastructure.
- Follow ASTM E2018-24 Standard Guide for Property Condition Assessments, as applicable.
- Determine the present condition and estimated life expectancy of various building systems and components.
- Identify and document present condition of all physical assets including grounds, facilities, and infrastructure.
- Recommend corrections for all deficiencies and provide cost estimates for corrections.
- Prioritize and categorize deficient conditions, associated corrective actions, and information concerning building systems and deficiency categories.
- Establish anticipated renewal and replacement costs for the various systems and components.
- Result in strategic plan for capital repairs, lifecycle component replacement, and building modernization.
- Calculate the Current Replacement Value (CRV) and Facility Condition Index (FCI) for each facility.
- Establish a protocol for FCA data to migrate/transfer to a CMMS/IWMS system.

We understand that a key factor to performing FCAs is the evaluation of physical needs and accurate forecasting for capital repair and replacement budgets. Pre-emptive measures to manage maintenance budgets and programs are essential in ensuring the elimination of potential issues, which can range from deferred maintenance, or premature replacement of building systems that can prove costly.

Data Gathering and Interview

Our project plan details three distinct phases of the project. During each phase, we will require coordination and support from the Town's facility management.

Data Gathering Phase – BV will need the support of staff who can provide us access to drawings and records. The following is a typical list of exhibits requested.

- Inspection reports (sewer, boiler, chiller, etc)
- Building systems Maintenance Records
- Maintenance policy documentation

- Owner elected repair list (if available)
- Original building plans (can be viewed on-site)
- Capital expenditure schedules (prior or planned)
- Fire protection / life safety plans
- Rehabilitation budget and scope (draft or final)
- Certificates of occupancy / facility license
- Prior assessments
- Site plan / floor plans
- Accessibility transition plans / studies
- CMMS / IWMS data set

In addition to the drawings and records, we will supply a pre-survey questionnaire for each facility or site. Our expectation is that someone with knowledge of maintenance and operations of the facility will complete this survey and be prepared to discuss it with us while on-site.

Site Phase – BV will need support in the form of escorts while in the facilities to help us access mechanical areas, to discuss with us any known issues in the facility, and to answer other technical questions.

Report Review Stage – BV will provide a complete deliverable for each building.

BV will become familiar with the Town's existing Project Directory - property list and contact directory for each location. We will contact or interview the facilities contacts as part of our process to determine current use requirements and priority of properties based on agency goals.

Working with the Town, we will develop procedures to gain Facility Access. Our visits will be coordinated and pre-approved by the Town prior to the visit. We will work with the Town to establish a protocol that will ensure that our activities will have minimal disruption to the operation of each facility and will maintain a safe work environment.

Technical Approach

Prior to assessments beginning, BV will conduct a Kick-Off Meeting to review requirements and to consolidate exhibits such as drawings and prior completed reports.

During the term of the project, BV will conduct regular Progress Meetings to maintain open communication with the entire project team and the Town. BV will lead with an agenda that includes a focus on work plan, schedule, and project needs. This will permit the opportunity to proactively address challenges encountered, so that course adjustments may be made. Each meeting will conclude with

task assignments, schedules, and goals to be met. BV will provide the Town with a written status report that tracks and monitors the progress of the assessments against the schedule submitted.

BV has allocated time for regular teleconference meetings and the following in-person meetings: Kick-Off Meeting, Pilot Review Meeting, and a Final Findings Presentation meeting. Any additional in-person meetings will be on a time and expense basis.

PILOT PROGRAM

To begin the work, BV proposes a Pilot Program where we will perform an assessment of a single building and prepare a written Draft Report for review. A meeting will be held with the Town staff to review the draft report before assessing the remaining buildings. BV's Assessment Team will visit the building to evaluate the general condition of the buildings and site improvements, review available construction documents in order to become familiar with, and be able to comment on the in-place construction systems, life safety, mechanical, electrical and plumbing systems, and the general built environment.

FIELD ASSESSMENTS

The Assessment Team will conduct a walk-through survey of the facility and site to observe systems and components, identify physical deficiencies, and formulate recommendations to remedy the physical deficiencies.

As a part of the walk-through survey, the Team will survey 100% of each facility. BV will survey the exterior and grounds, including the building exterior, roofs, sidewalk/pavement, and recreational/other areas as applicable. They will interview the building maintenance staff about the property's historical repairs and replacements and their costs, level of preventive maintenance exercised, pending repairs and improvements, and frequency of repairs and replacements. The Assessment Team will develop opinions based on their site assessment, interviews with the Town's building maintenance staff, and interviews with relevant maintenance contractors, municipal authorities, and experience gained on similar properties previously evaluated.

The Team may also question others who are knowledgeable of the property's physical condition and operation or knowledgeable of similar systems to gain comparative information to use in evaluation of the subject property.

The Assessment Team will review documents and information provided by the Town's maintenance staff that could aid the knowledge of the property's physical improvements, extent and type of use, and/or assist in i

identifying material discrepancies between reported information and observed conditions.

The facility condition assessment will include the Town identified assets and will focus on the following facility and site systems and components:

Site + Infrastructure

- Topography: Observe general topography and note any unusual or problematic features or conditions observed or reported.
- Paving, Curbing, and Parking: Identify material types of paving and curbing systems at the property.
- Flatwork: Identify material flatwork at the property (sidewalks, plazas, patios, etc.).
- Landscaping and Appurtenances: Identify material landscaping features, material types of landscaping (fences, retaining walls), and site appurtenances (irrigation systems, fountains, lighting, signage, ponds).
- Utilities: Identify type of material utilities provided to the property (water, electricity, natural gas); and assess condition, physical deficiencies, life cycle repair, and replacement issues.

Structural Frame + Building Envelope

- Identify material elements of the structural frame and exterior walls, including the foundation system, floor framing system, roof framing system, facade or curtain-wall system, glazing system, exterior sealant, doors, commercial overhead doors, sliders, windows, and stairways, etc.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed. Observations may be subject to grade, and rooftop vantage points.
- Visually inspect observable areas for cracking and moisture infiltration as well as areas of apparent foundation settlement and displacement.
- In the event more information or exploratory testing is required, in order to provide remedial measures, the report may include recommendation for additional investigative testing (Tier 1 or Tier 2).

Wall Evaluation

- Photograph elevations and details both from internal and external vantage points, as well as from adjacent structures where possible.
- Observe representative operable and fixed panels on all facades, operating a representative sample of units to assess hardware and visually inspect exterior conditions and condition of waterproofing seals.

- Assess curtain wall condition to determine water infiltration, damage, caulk degradation, metal panel degradation, stone degradation and anchoring, and other related curtain wall issues.

Curtain Wall

- Review curtain wall condition and a sampling of fixed panels on facades to assess hardware and visually review exterior conditions and the condition of waterproofing seals, where accessible without the use of lifts, ladders, scaffolding, suspension devices, or the like; may include observations from internal and external vantage points, as well as adjacent structures. Observations are limited to grade and may include accessible balconies or rooftop vantage points.
- Review provided drawings and records of repair, replacement, and maintenance of framing and glazing.

Roofing (Non-Invasive Visual)

- Identify material roof systems (roof type, reported age, slope, drainage) and any unusual roofing conditions or rooftop equipment.
- Observe general conditions of the roof system (membranes, attachment methods, flashings, counter flashings, pitch pans, gravel stops, parapets, miscellaneous appurtenances, insulation).
- Observe for evidence of material repairs, significant ponding, or evidence of material roof leaks. Note if a roof warranty is in effect. Note any physical deficiencies identified or unusual items observed or reported.
- Identify material rooftop equipment or accessories (antennas, lightning protection, HVAC equipment, solar equipment). Include any material problems reported.
- BV understands that the Town will provide OSHA compliant ladders, lifts and/or scaffolding (depending on roof type) so that the Project Manager may safely access roof areas. If requested, BV can provide a quote for lift and/or ladder access as needed. Observations will be limited to readily accessible areas.

Plumbing

- Identify material plumbing systems at the property including domestic water supply, sanitary sewer, or any special or unusual plumbing systems (such as water features, fuel systems, gas systems, etc.).
- Identify type and condition of restroom fixtures, drinking fountains and/or other plumbing equipment.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed. Include any reported material system inadequacies.

Heating

- Identify material heat generating systems at the property.
- Observe general conditions, identify reported age of the equipment, note past material component replacements/upgrades, note apparent level of maintenance, and identify if a maintenance contract is in place. If heating equipment is not operational at the time of the walk-through survey, provide an opinion of the condition to the extent reasonably possible.
- Identify and observe any special or unusual heating systems or equipment present (fireplaces, solar heat, etc.) and note any reported material problems or inadequacies.

Air-Conditioning + Ventilation

- Identify the material air-conditioning and ventilation systems at the property. Include material equipment such as cooling towers, chillers (type of refrigerant used), package units, split systems, air handlers, thermal storage equipment, etc.
- Identify material distribution systems (supply and return, make-up air, exhaust) at the property.
- Observe general conditions, identify equipment reported age, note past material component upgrades/replacements and apparent level of maintenance, and identify if a maintenance contract is in place (contractor name). If AC and ventilation systems are not operational at the time of the walk-through survey, provide an opinion of the condition to the extent reasonably possible.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed. Additionally, include any material reported system inadequacies or operating deficiencies.
- Identify and observe any special or unusual air-conditioning and ventilation systems or equipment (cold storage systems, special computer cooling equipment, etc.) and note any material reported problems or system inadequacies.

Electrical

- Identify the electrical service provided and distribution system at the property.
- Include material switchgear disconnects, circuit breakers, transformers, meters, emergency generators, general lighting systems, and other such equipment or systems.
- Observe general electrical items (distribution panels, type of wiring, energy management systems, emergency power, lightning protection).

- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed. Also, note the presence of any special or unusual electrical equipment, systems, or devices at the property, and include reported material problems or system inadequacies.

Life Safety + Fire Protection

- Identify material life safety/fire protection systems at the property, including sprinklers and stand pipes (wet or dry), fire hydrants, fire alarm systems, water storage, smoke detectors, fire extinguishers, emergency lighting, stairwell pressurization, smoke evacuation, etc.
- Observe general conditions and note any material physical deficiencies identified or unusual items or conditions observed or reported including any reported system inadequacies.

Elevators + Vertical Transportation

- Identify vertical transportation systems at the property. Include the equipment manufacturer, equipment type, location, number, capacity, etc.
- Observe elevator cabs, finishes, call and communication equipment, etc.
- Identify the company that provides elevator/ escalator maintenance at the property. Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed or reported including any reported material system inadequacies.
- Out of Scope Issues: Performing any calculations, examination of operating system components such as cables, controller, motors, etc.; entering elevator/ escalator pits or shafts.

Interior Elements

- Identify offices, special use areas, and building standard finishes, including flooring, ceilings, walls, etc. Furnishings and fixed components will be reviewed and included in the cost estimate tables for replacements. BV will identify material building amenities or special features.
- Observe general conditions and note any physical deficiencies identified or unusual items or conditions observed or reported.

Food Service Spaces and Equipment

- Assess all food service equipment and spaces (kitchen, cafeteria, dining, serving areas). Food service equipment (fixed equipment) will be evaluated for adherence to life/ safety code and ventilation requirements as well for condition and capital replacement.

Special Systems and Equipment

- Include all special systems and equipment, such as Emergency Medical Systems (EMC), chillers, radio

towers, equipment lifts, chair lifts, chemical storage or treatment areas, storage tanks, dumbwaiters, vaults, public address systems, and telephone systems.

Limited Accessibility Compliance

- Provide a general statement of the building's likely compliance to the Americans with Disabilities Act to help identify whether the Town may be exposed to issues and there is the need for further review.

Suspected Fungal Growth

- Perform a limited assessment of accessible areas for suspected fungal growth. If the presence of mold, conditions conducive to mold growth, and/or evidence of moisture, elevated relative humidity, water intrusion, and mildew-like odors is discovered, affected areas will be photographed and recommendations for any additional moisture intrusion studies will be made.

Environmental Features

- Review environmental features of the property, to include appearance, cleanliness, acoustics, ventilation, and humidity.

Lead-based Paint

- Review existing testing data and other documentation regarding lead-based paint available on site (included in the cost of the FCA); evaluate physical condition and develop cost estimates for remediation of paint necessitated by pending renovations.
- Able to provide a licensed lead-based paint inspector to conduct testing using an x-ray fluorescence analyzer at the Project as an additional service. The instrument is completely non-destructive and yields instantaneous results.

Asbestos

- Review existing testing data and other documentation regarding asbestos available onsite (included in the cost of the FCA); evaluate physical condition and develop cost estimates for remediation of asbestos likely to be disturbed by renovations.
- If asbestos testing is requested, BV will provide a licensed asbestos inspector to collect samples of suspect asbestos-containing materials at the Project as an additional service. Scope of this sampling will be determined after review of existing data, costs will be based on daily rate plus the cost of analysis.

Energy Conservation Analysis

- Consider energy conservation savings when making repair or replace recommendations and include these projects in the project prioritization.
- Able to provide an Energy Audit (ASHRAE Level I, II, or III) or Benchmarking (EnergyStar) services as an additional service.

Ranking and Classification

Based upon our observations, research and judgment, along with consulting commonly accepted empirical Expected Useful Life (EUL) tables; BV will render our opinion as to when a system or component will most probably necessitate replacement.

Accurate historical replacement records provided by the facility manager are typically the best source for this data. Exposure to the weather elements, initial system quality and installation, extent of use, the quality and amount of preventive maintenance exercised are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its effective age.

BV can rate the condition of each facility with the below rating system, or another Client-specified scale:

- 5 Excellent** - No visible defects, new or near new condition, may still be under warranty if applicable
- 4 Good** - Good condition, but no longer new, may be slightly defective or deteriorated, but is overall functional
- 3 Adequate** - Moderately deteriorated or defective, but has not exceeded useful life
- 2 Marginal** - Defective or deteriorated in need of replacement; exceeded useful life
- 1 Poor** - Critically damaged or in need of immediate repair; well past useful life

BV can also include alternative categories to rank and weight priorities as required by the Town, such as functional deficiencies, aesthetics, time-based urgencies, and other mission critical factors. The analysis will include all cost observations ranked by Priority Classes.

The five classes to the right are typical but can be altered to meet your specifications and needs:

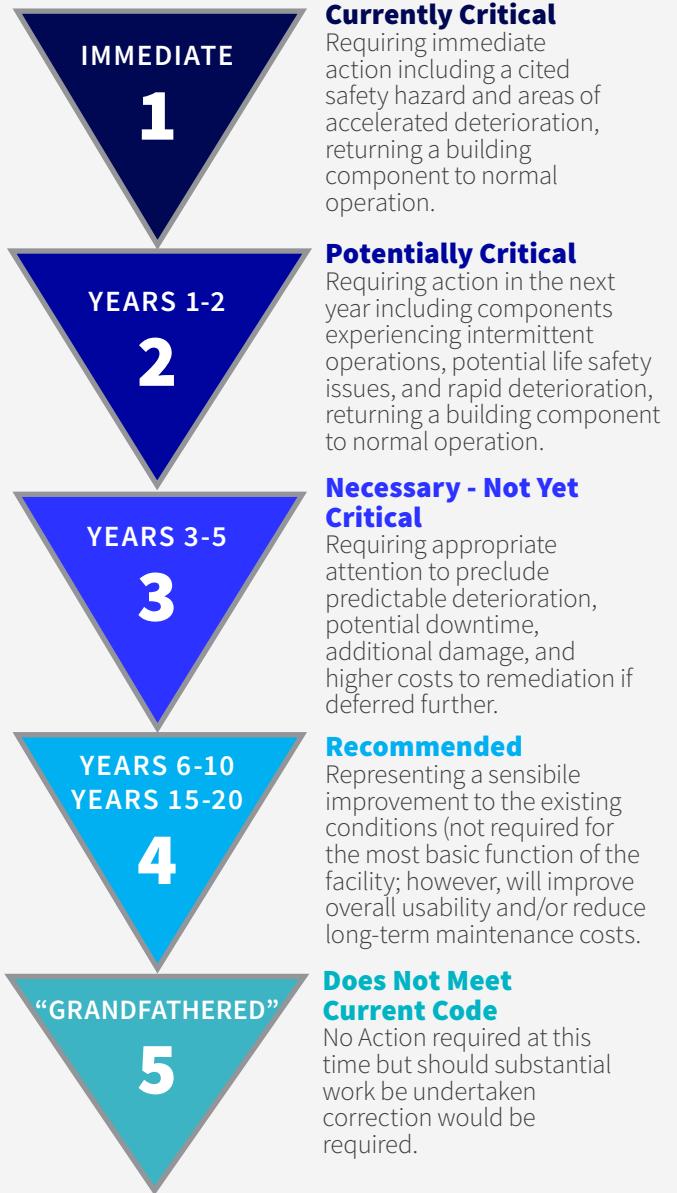
DEFICIENCY CATEGORIES/PLAN TYPES

Each deficiency identified in the Assessment shall be classified in the following manner (or other Client-defined categories):

Category 1- Scheduled Maintenance: Maintenance that is planned and performed on a routine basis to maintain and preserve the condition.

Category 2 - Deferred Maintenance: Maintenance that was not performed when it was scheduled or is past its useful life resulting in immediate repair or replacement.

PRIORITY CLASSES



Category 3 - Capital Renewal: Planned replacement of building systems that have reached the end of their useful life.

Category 4 - Energy and Sustainability: When the repair or replacement of equipment or systems are recommended to improve energy and sustainability performance.

Category 5 - Security: When a system requires replacement due to a security risk or requirement.

UNIFORMAT CATEGORIES

The deficiencies observed will be classified into categories using the Unifomat System (up to Level 4):

Level 2

A10 Foundations

A20 Basement Construction
 B10 Superstructure
 B20 Exterior Enclosure
 B30 Roofing
 C10 Interior Construction
 C20 Stair
 C30 Interior Finishes
 D10 Conveying
 D20 Plumbing
 D30 HVAC
 D40 Fire Protection
 D50 Electrical
 E10 Equipment
 E20 Furnishings
 F10 Special Construction
 F20 Selective Building Demolition

Cost Estimating

BV uses a cost library model for cost estimating. Our database follows Unifomat Level 4 framework and is based in part on data from national commercial cost estimating guides. BV maintains and updates our Unifomat-based cost estimating system with information received from the field. Through construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This data allows us to calculate costs based on local conditions to maintain a cost database that is typically more current than national cost estimating platforms.

Each report will include a Capital Needs Analysis including an estimated cost for each system or component repair or replacement anticipated during the evaluation term. The report will provide options for repair of the deficiency, and the capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item.

A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair, but may at Client's option, also include project management costs, construction fees, and design fees. Project management costs, construction fees, and design fees will be derived using actual costs from previous projects. After determining these costs, we will confirm these costs with your staff.

Equipment and Asset Inventory

During the assessment, each field team will be responsible for collection and storing the inventory and condition assessment data in an electronic format that is readily

transferable to the Town's CMMS system.

BV will collect information on the major pieces of facility equipment. Specifically, the data collection will include Client-defined assets, and also focus on the following components:

- **HVAC (level of detail for which Preventive Maintenance would be performed)**
 - Heating System
- **Identify boilers, furnaces, unit heaters and major labeled equipment**
 - Ventilation System
 - Identify the major labeled equipment; exhaust hoods, fans
 - Air Conditioning System
 - Identify the material air-conditioning components, including cooling towers, compressors, chillers, package units, roof top units, split systems and major labeled equipment. Excluded are window units, terminal units, VAV boxes, and thermostatic controls
- **Electrical**
 - Major panels only-for identification to track maintenance
 - Transformers
 - Switchgear
- **Equipment**
 - Building Automation System
- **Plumbing**
 - Pumps external to HVAC systems
 - Domestic Hot Water heaters over 80 gallons
 - Other major labeled equipment
- **Commercial Kitchen - major equipment (above approximately \$2000 value)**
 - Walk-in freezer and refrigerator equipment
 - Ovens, stoves, broilers, grills
 - Reach-in refrigerators and freezers
 - Dishwashers
 - Fryers
- **Life Safety/Security**
 - High Level (system level) only-for identification to track maintenance
 - Alarm Panels
 - Emergency generators
 - Exhaust hood fire suppression

- **Vertical Transportation**

Where appropriate, the following data will be collected for each component:

- Location data
- Model
- Serial Number
- Manufacturer
- Manufactured Date

OPTION: Barcoding / QR Coding

For the above referenced equipment, BV will apply a durable barcode / QR code/asset tag with a unique number for use as an identifier in the CMMS system. We will use labels supplied by the Town or a vinyl tag for indoor applications, and a durable foil tag for outdoor use. Barcode / QR code numbers will be recorded in the database and all future work orders etc., and can be tied back in to a single piece of equipment or system. The cost of Barcoding / QR coding assumes that we will tag equipment during the FCA process.

Preventative Maintenance Schedules Services

BV will provide preventive maintenance (PM) schedules for the equipment listed in the equipment inventory provided by client. Preventive maintenance schedules will include the following information:

- Safety precautions specific to the recommended PM instructions
- Description of tools required for recommended PM instructions. Tool list will not be exhaustive but identify common tool sets and specialty tools required for tasks.
- Recommended preventive maintenance instructions and frequencies specific to the equipment classification and type. PM instructions are based on the following sources:
 - Prevailing national standards
 - Survey of Common Manufacturers recommendations
 - Industry best practices
- Estimated labor hours required to complete each PM work order

BV will provide the PM schedules in spreadsheet format suitable for upload into clients CMMS. Spreadsheet will also contain analysis of PM labor hour requirements for use by client for planning purposes. BV will review PM schedules with client and adjust frequencies and start dates as required to meet clients' needs and match available resources.

Report Deliverables

BV will provide an in-depth report including a description of each of the building components and systems as described in the approach sections above. Each report is organized by building system and include digital photos of major systems and components and of all deficiencies identified. Reports will include current and anticipated repairs and deficiencies, recommended repair and component life-cycle replacements, and applicable options for repair or maintenance of building components.

The Capital Needs analysis will include a cost database sorted by building system and ranked by priority for repair. The format of the database will allow for reporting by building, system, or priority for repair, and a year-by-year analysis of capital needs.

Facility Condition Index

A Facility Condition Index will be calculated for each building. This index will be a function of required repairs compared to building replacement costs. The Facility Condition Index will be generated from the data collection/capital planning database and will be updated as components age or are replaced.

Capital Plan

Reports will reflect a 5, 10, or 20-year capital plan based on BV's 20-year building system evaluation. The analysis will include a cost table sorted by building and system and ranked by priority for repair. Tables will allow for the customization of reporting and a year-by-year capital needs analysis. The report will include:

- An Executive Summary with graphic presentation of results to provide a quick, user-friendly summary of the property's observed condition and estimated costs assigned by category. These estimated costs shall be cross-referenced to report sections where an elaboration of cost issues will be presented.
- Components observed that are exhibiting deferred maintenance issues and estimates for immediate and capital repair costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last five-year periods, or currently under contract. BV shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- Recommended schedule for replacement or repairs (schedule of priorities).

- Digital photographs for the buildings including photos of deficiencies.
- General description of the property and improvements and comment generally on observed conditions.
- Critical repairs and life safety issues separately from repairs anticipated over the term of the analysis.
- Facility Condition Index (FCI) number for the building.

BV will submit draft reports electronically via PDF format and once approved and finalized, a program summary report is provided to include a roll-up of all prioritized capital needs across all facilities. All electronic copies of the report will include all text, deficiency tables, digital photos, and supporting documentation and report appendices.

Program-wide Report

In addition to each building report, BV will develop a program-wide report that includes a ranked system-wide Capital Plan for all facilities with programmatic conclusions and recommendations. The report includes a brief narrative description of each facility/building component and system, and discusses the current and anticipated repairs and deficiencies of all buildings assessed. The report analyses will include tables sorted by building system and ranked by priority for repair. The format of the tables will allow for the several perspectives of reporting by FCI, building, system, or priority for repair, and a year-by-year analysis of capital needs.

AssetCALC™ - Assessment Software and Database Deliverable

Bureau Veritas proposes utilizing AssetCALC™ as its platform for all data collected on this project. AssetCALC™ is a cloud platform developed, licensed, maintained, and supported solely by Bureau Veritas for our clients. The use of this software is at your option and there are no licensing fees for this software for **three (3) years**.

AssetCALC™ is a web-based SQL database platform that enables users to:

- query, edit, and analyze their facility condition data
- plan immediate and short-term repairs
- budget capital expenditures throughout the lifecycle of a building or an entire portfolio

The system unites Bureau Veritas' experienced field data collection methods with advanced planning and reporting tools, construction cost libraries, location mapping (GIS) features, digital photo management, and document storage.


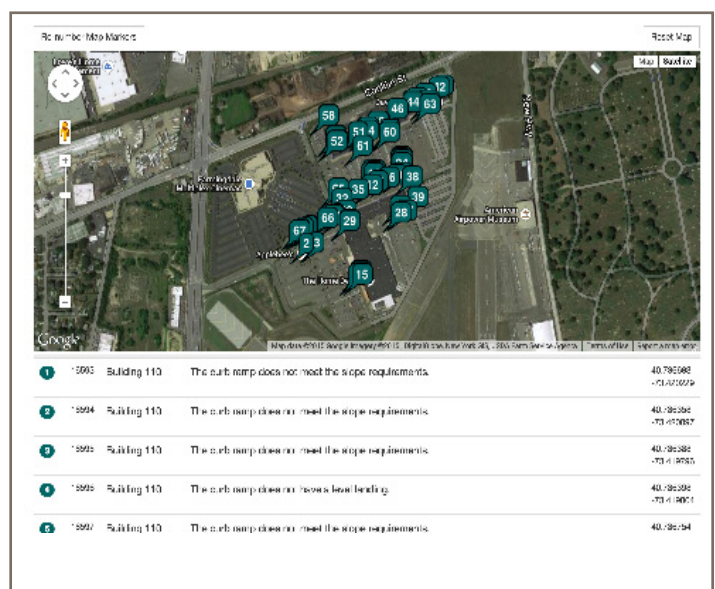
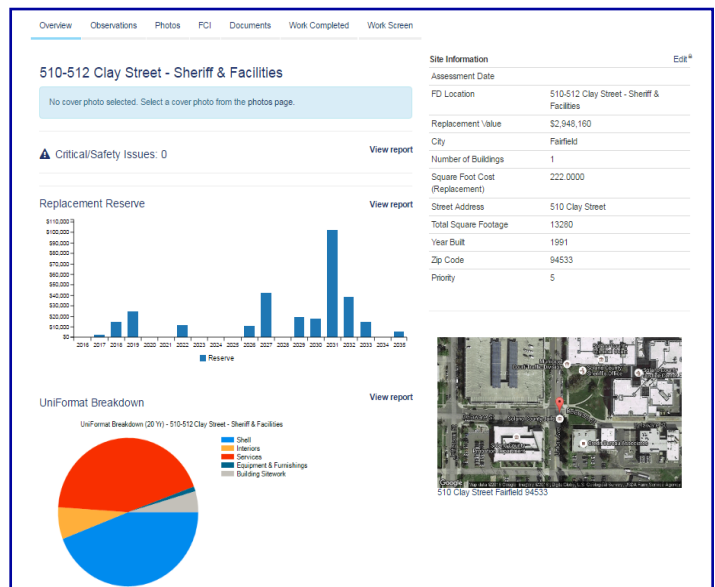
DATA DEVELOPMENT

AssetCALC™ includes a configurable facility hierarchy and asset data architecture - this will include all of your assets

Photos FCI Documents Work Completed Work Screen Inventory

Observation Details - Obs #36672

Description	B2032 - Entrance door replacement to meet ADA guidelines
Component	
Attributes	
Action	
Master Cost Id	1916
Category	Exterior Enclosure / Exterior Doors / Solid Exterior Doors
Location	Main DeLaigas south entry door
Condition	Fair
Report Section	3.3
Comments	Install remote-controlled door (or other appropriate building entry accommodation) for resident(s) at main northeast entrance door.
EMIG Comments	
Capacity Description	
Flagged for Review	No
GPS	
Created	svogr on 4/17/2010 2:41:40 PM
Last Modified	manderson on 10/27/2010 2:37:52 PM

grouped based on site location, asset group, and function. Data can be exported to an Excel, XML, or an ODBC database format compatible for upload into your CMMS, EAM, or work-order systems.

FEATURES INCLUDE:

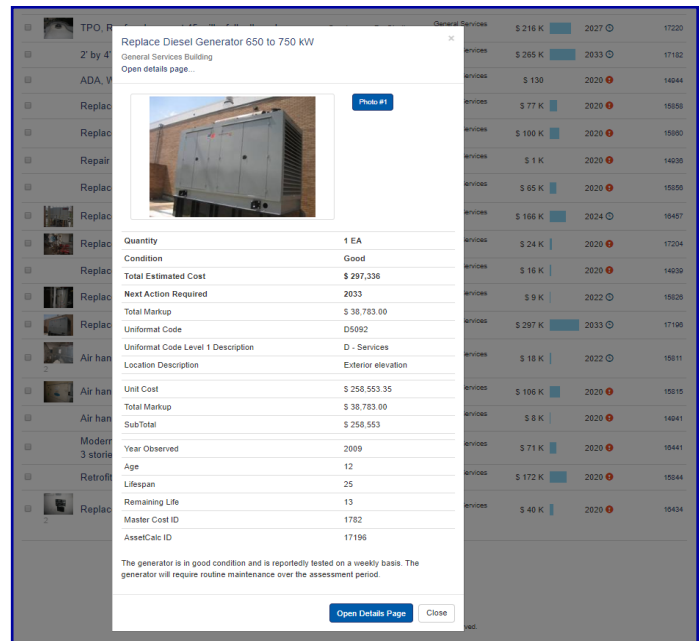
- Facility Condition Assessment access:
 - Component/system descriptions
 - Locations
 - Conditions and EUL/RUL
 - Repair and replace recommendations
 - Digital photos
 - Search and Sorting Functionality
- Prioritization of maintenance projects
- UniFormat II Cost Database
- Project Budgets and Capital Plans
- Unlimited concurrent user licensing
- Secure IT platform and back-ups
- Client is the owner of data collected and residing in the database
- Online User Training and Documentation

REPORTING

AssetCALC™ includes more than a dozen standard options for data summaries and reports:

- Facility Condition Index (FCI) Reports
- Rank and Prioritize Capital Improvement Projects
- Deferred Maintenance Backlog
- Facility Queries (by building, priority, system, or dollar deficiency amount)
- Capital Budget Planning
- Year-by-Year Capital Needs Analysis
- 5, 10, or 20-Year Replacement Reserve Reports
- Custom 3rd party form automation available

Screen Shots - Additional screen shots of the AssetCALC™ Database and a live demo are available upon request.



All Buildings General Services Building (Building 161)

Overview Executive Summary Assets & Observations Inventory Photos FCI Documents Work Completed Work Screen Tools

Assets & Observations 19

Search by ID, Uniformat, Description, etc. Group By Next Action Uniformat Code Location Plan Years Window More Fields

Description	Condition	Uniformat Code	Location	Subtotal	Next Action	Plan Type	ID
Replace 12' x 12' steel roll-up door	Good to Fair	B - Shell	General Services Building	\$ 27 K	2020		16429
TPO, Roof replacement 45 mills, full adhered	Good	B - Shell	General Services Building	\$ 216 K	2027		17228
2' by 4' aluminum window	Good	B - Shell	General Services Building	\$ 265 K	2033		17182
ADA, Wrap drain pipes below accessible lavatory	Poor	C - Interiors	General Services Building	\$ 130	2020		14844
Replace carpet, standard commercial, medium traffic	Good	C - Interiors	General Services Building	\$ 77 K	2020		15858
Replace Vinyl tile	Good to Fair	C - Interiors	General Services Building	\$ 100 K	2020		15869
Repair interior wall damage	Poor	C - Interiors	General Services Building	\$ 1 K	2020		14838
Replace vinyl wall covering	Fair to Poor	C - Interiors	General Services Building	\$ 65 K	2020		15856
Replace Air-cooled reciprocating chiller 110 to 130 ton	Good	D - Services	General Services Building	\$ 166 K	2024		16457
Replace Circulation Pump 30 HP	Good	D - Services	General Services Building	\$ 24 K	2020		17204
Replace pumps & piping for chiller	Poor	D - Services	General Services Building	\$ 16 K	2020		14839
Replace water heater, commercial 100 gal	Good	D - Services	General Services Building	\$ 9 K	2022		15826
Replace Diesel Generator 650 to 750 kW	Good	D - Services	General Services Building	\$ 297 K	2033		17196
Air handler 21,000-24,500 CFM	Good	D - Services	General Services Building	\$ 18 K	2022		15811
Air handler 21,000-24,500 CFM	Fair	D - Services	General Services Building	\$ 106 K	2020		15815

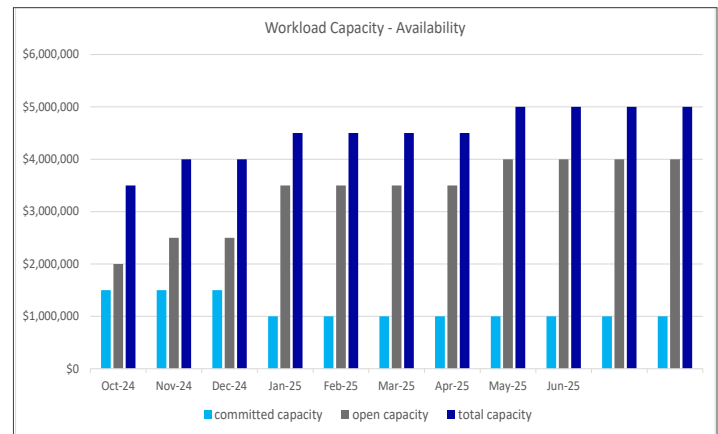
CMMS-Ready Data

BV will collect and store all information in our SQL database. Our database allows us to routinely update and run reports for the Town after the initial assessment is complete. This system also allows us to export the Town's FCA data into existing or future CMMS work order platforms. BV has experience with more than 50 CMMS platforms including: CityWorks, Lucity, Brightly, Archibus, Maximo, TMA, Corrigo, Cartegraph and many more.

3. ORGANIZATION CHART

Bureau Veritas has maintained itself as a viable, professional assessment services corporation. Bureau Veritas is fully staffed to manage any size project load, including simultaneous multiple site projects. Our field staff can provide a commitment of time suitable to the needs of the proposed Town program. The proposed project would be a significant one for Bureau Veritas, and we have the in-house resources to fully staff this project without program disruption or cost impact.

Bureau Veritas has 800 staff and a dedicated Asset Management team. The regional team usually has approximately three to five concurrent assessment projects engaged that range from 400,000 SF to 1,000,000 SF. For example, currently we have three School Districts, one University, and three Municipal projects concurrently in progress. Bureau Veritas has a very scalable staff and can provide resources from one team to over ten teams on a project.



Availability of all key personnel is included in the chart below.

Key Personnel	Project Role	Years of Exp	Certification / Registration	Availability to Project	FCA Experience	Municipal Experience
Erik Piller	Project Executive	20		20%	✓	✓
Mary Venable	Program Manager	22	RA, CEM, LEED AP, BPI	80%	✓	✓
Matt Anderson	QA/QC	30+	RA	30%	✓	✓
Mary Endsley	Assessment Team	23	RA	100%	✓	✓
Kay Van der Have	Assessment Team	30+	RA	100%	✓	✓
Allen Manning	Assessment Team	16		100%	✓	✓
Aren Hofland	Assessment Team	15		100%	✓	✓
Shannon Vogt	Assessment Team	24		100%	✓	✓
Richard Henrikson	Assessment Team	30+	PE, LEED AP	100%	✓	✓

4. STAFFING PLAN

Bureau Veritas' Team includes Registered Architects, Accessibility Professionals and Energy Managers with an average of over 22 years of relevant experience. These life cycle subject matter experts coordinate logistics, conduct comprehensive site assessments, analyze collected data, provide asset management strategies, create capital planning studies, and develop facility condition reports. Bureau Veritas also has an internal information technology group that migrates the field data and findings into CMMS platforms and other client database applications.

Erik Piller | Project Executive

Mr. Piller will oversee all contractual aspects of the project and be available to meet with the Town for the duration of the project on an as-needed basis. He will have primary responsibility for defining the scope of engagement, and will meet regularly with Bureau Veritas' Program Manager and Assessment Team to assure that the Town's needs are being met, and that the project is adequately staffed, running smoothly, and on schedule.

Mary Venable, RA, CEM, LEED AP, BPI | Program Manager

Ms. Venable will be the primary point of contact for the Town throughout the duration of the project. He will work with the Assessment Team and the Town to assure project success. Ms. Venable will be responsible for the assessment team's overall performance, delivery of the project, and will work with the Town staff to develop the implementation plan based on the results.

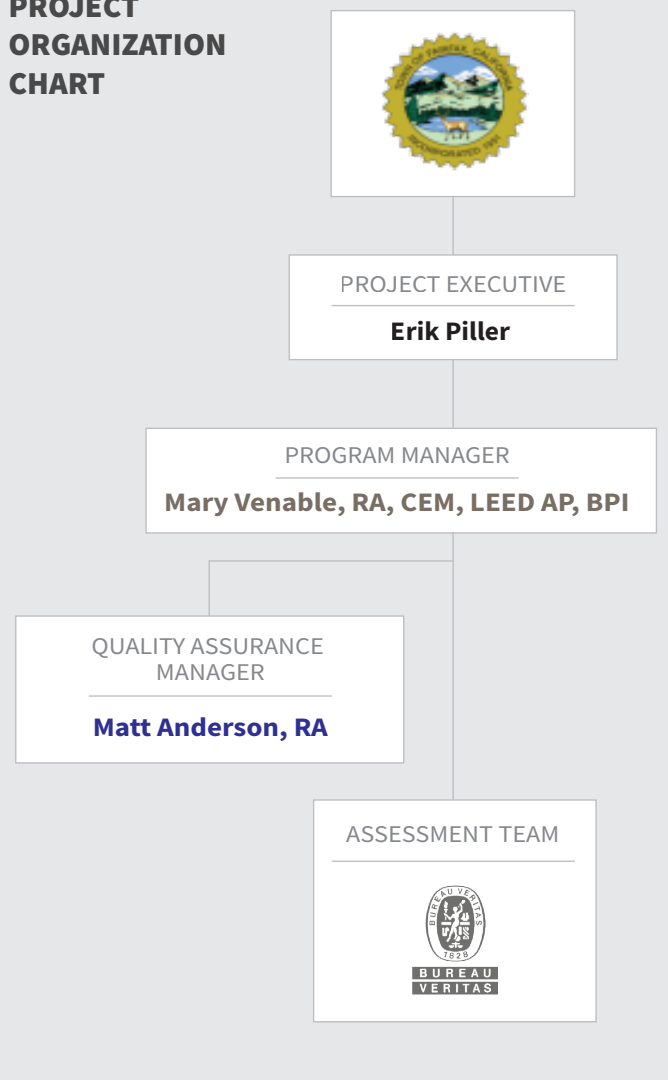
Matt Anderson, RA | Quality Assurance Manager

Mr. Anderson will oversee the project, assuring technical, process, and content quality. He will have direct management responsibility for all technical personnel, which will allow for quick and effective implementation of quality assurance measures both at inception and throughout the duration of the project.

Assessment Team

The Assessment Team is comprised of industry professionals with direct experience in conducting Facility Condition Assessments. They will observe and describe building systems and components, identify physical deficiencies, and formulate recommendations to remedy the deficiencies.

PROJECT ORGANIZATION CHART





ERIK PILLER

PROJECT EXECUTIVE

Mr. Piller has 18 years of experience in client coordination of assessment, architectural-engineering, energy consulting, and construction phases services. He has been involved with projects of similar scope to the proposed project. As Project Executive, Mr. Piller is responsible for overseeing all contractual aspects of the project and will be available to meet with the client for the duration of the project on an as-needed basis. He will have primary responsibility for defining the scope of engagement, and will meet regularly with BV's Program Manager and Assessment Team to assure that the client's needs are being met, and that the project is adequately staffed, running smoothly, and on schedule.

PROJECT EXPERIENCE:

City of Fresno, CA

Facility Condition Assessment

City of Brea, CA

Facility Condition Assessment & ADA Assessment

City of Oceanside, CA

Facility Condition Assessment

Sacramento Metropolitan Fire District, CA

Facility Condition Assessment

City of Monterey, CA

Facility Condition Assessment

City of Fremont, CA

Facility Condition Assessment

City of Milpitas, CA

Facility Condition Assessment

City of Napa, CA

Facility Condition Assessment

City of St. Helena, CA

Facility Condition Assessment

City of Redwood City, CA

Facility Condition Assessment & Energy Audit

City of Phoenix, AZ

Facility Condition Assessment & Inventory

Salt River Pima-Maricopa Indian Community, AZ

Facility Condition Assessments

State of New Mexico, NM

Facility Condition Assessment

YEARS OF EXPERIENCE: 20



Industry Experience

Government
K-12 Education
Multi-Family Housing

Higher Education
Industrial
Office

Retail
Hospitality



MARY VENABLE, RA, CEM, LEED AP, BPI

PROGRAM MANAGER

Ms. Venable has been the Senior Project Manager for government, educational, and private sector clients. She supervises teams of architects, engineers, and facility professionals in conducting facility condition assessments, physical needs assessments and energy audits. As Senior Project manager, she will lead onsite efforts for the duration of the project. Ms. Venable will manage the Assessment Team and meet with the Client on an agreed-upon basis to ensure project success.

PROJECT EXPERIENCE:

City of Palm Desert, CA

Facility Condition Assessment, Inventory

City of Fresno, CA

Facility Condition Assessment

City of Cudahy, CA

Facility Condition Assessment

City of Lacy, CA

Facility Condition Assessment

City of Milpitas, CA

Facility Condition Assessment

City of Oxnard, CA

Facility Condition Assessment, inventory, PM

City of Glendora, CA

Facility Condition Assessment

City of Santa Monica, CA

Facility Condition Assessment

City of Menlo Park, CA

Facility Condition Assessment

City of Palm Desert, CA

Facility Condition Assessment

Judicial Center of California, CA

Facility Condition Assessment

Las Vegas Convention Center, NV

Facility Condition Assessment, Inventory

City of Phoenix, AZ

Facility Condition Assessment

City of Austin, TX

Facility Condition Assessment

YEARS OF EXPERIENCE: 22



Education

Master of Architecture, University of Nevada
MS, English, University of Virginia

License & Certification

Registered Architect | NV #4224
Certified Energy Manager | NV #18462
LEED Accredited Professional | 38469
BPI Multi-family Building Analyst | 5006070



MATT ANDERSON, RA

QUALITY ASSURANCE MANAGER

Mr. Anderson is a registered architect with experience in the assessment and design of residential projects in addition to construction management processes and procedures. He routinely supervises teams of architects and engineers conducting property condition assessments. He also specializes in cost estimating, government programs, and an array of other services. As Quality Assurance Manager, he will assist the Program Manager by providing QA/QC review on the data collection and reports.

PROJECT EXPERIENCE:

City of Monterey, CA

Facility Condition Assessment

City of Milpitas, CA

Facility Condition Assessment

City of Palo Alto, CA

Facility Condition Assessment

City of Menlo Park, CA

Facility Condition Assessment & Energy Audit

City of Mill Valley, CA

Facility Condition Assessment

City of St. Helena, CA

Facility Condition Assessment

City of Vallejo, CA

Facility Condition Assessment

City of Poway, CA

Facility Condition Assessment

Solano County, CA

Facility Condition Assessment

City of Laguna Niguel, CA

Facility Condition Assessment

City of Pico Rivera, CA

Facility Condition Assessment

Kern County, CA

Facility Condition Assessment

County of San Diego, CA

Facility Condition Assessment

Judicial Courts of California, CA

Facility Condition Assessment

City of Fresno, CA

Facility Condition Assessment

YEARS OF EXPERIENCE: 30+



Education

Bachelor of Architecture, California
Polytechnic University

Registration

Registered Architect | CA | C15753



KAY VAN DER HAVE, RA ASSESSMENT TEAM

PROJECT EXPERIENCE:

City of South San Francisco, CA

Facility Condition Assessment

City of Mill Valley, CA

Facility Condition Assessment

City of Fremont, CA

Facility Condition Assessment

City of Milpitas, CA

Facility Condition Assessment

City of Garden Grove, CA

Facility Condition Assessment

Education

Bachelor of Architecture, University of Minnesota

YEARS OF EXPERIENCE: 30+



License

Registered Architect | CA | C23054



ALLEN MANNING ASSESSMENT TEAM

PROJECT EXPERIENCE:

City of Brea, CA

Facility Condition Assessment, ADA Assessment

City of Burbank, CA

Facility Condition Assessment, Inventory

City of Covina, CA

Facility Condition Assessment

City of Cudahy, CA

Facility Condition Assessment, Space Utilization, Preventative Maintenance

City of San Marino, CA

Facility Condition Assessment

YEARS OF EXPERIENCE: 16



Education

Bachelor of Arts, Psychology, University of California



AREN HOFLAND ASSESSMENT TEAM

PROJECT EXPERIENCE:

City of Burbank, CA

Facility Condition Assessment, Inventory

City of Napa, CA

Facility Condition Assessment, Transition Plan

City of Oxnard, CA

Facility Condition Assessment, Inventory,
Barcoding

City of Pico Rivera, CA

Facility Condition Assessment, Inventory

City of Fresno, CA

Facility Condition Assessment, Inventory

Education

Bachelor of Science, Mechanical Engineering, San Francisco State University, CA

YEARS OF EXPERIENCE: 15



SHANNON VOGT ASSESSMENT TEAM

PROJECT EXPERIENCE:

City of Fremont, CA

Facility Condition Assessment & Inventory

City of Fresno, CA

Facility Assessment

City of Monterey, CA

Facility Condition Assessment

City of Sacramento, CA

Facility Assessment, Master Plan

City of Phoenix, AZ

Facility Condition Assessment, Inventory

Education

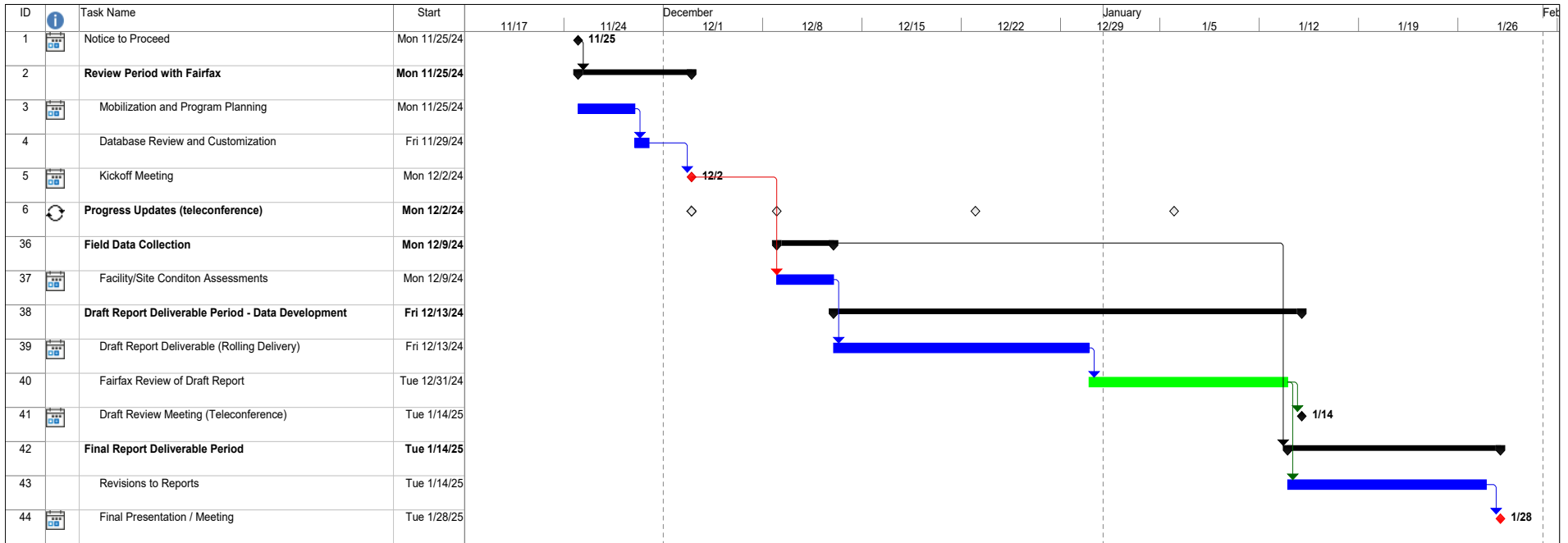
Master of Science, Engineering and Management, University of California
Bachelor of Science, Mechanical Engineering, Penn State University




















YEARS OF EXPERIENCE: 24



5. Work Plan/ Schedule/ Deadline

Bureau Veritas has the ability and resources to complete the Facility Condition Assessments in a timely manner. The following details our proposed timeline to complete the project. This schedule is open to negotiations between the client and BV.



Project: Facility Condition Assessment Date: Fri 10/4/24	Task		Project Summary		Inactive Summary		Manual Summary		External Milestone	
	Split		External Tasks		Manual Task		Start-only		Progress	
	Milestone		External Milestone		Duration-only		Finish-only		Deadline	
	Summary		Inactive Milestone		Manual Summary Rollup		External Tasks			

6. PROJECT COST

Project Cost is provided in a separate sealed envelope.

7. REFERENCES

Below is the contact information for each of our references. Profiles for our reference projects, including a description of the scope and other project details, are included in the Similar Work section of this proposal.

CITY OF MENLO PARK, CA FACILITY CONDITION ASSESSMENT

Brian P. Henry
Assistant Public Works Director
City Corporation Yard
333 Burgess Drive
(650) 330-6799
bphenry@menlopark.org

CITY OF MONTEREY, CA FACILITY CONDITION ASSESSMENT

Janna Aldrete
City of Monterey
353 Camino El Estero
Monterey, CA 93940
(831) 646-1743
Aldrete@monterey.org

HAYWARD AREA RECREATION AND PARK DISTRICT, CA FACILITY CONDITION ASSESSMENT, ADA SELF- EVALUATION & TRANSITION PLAN, ENERGY AUDIT

Meghan Tiernan
Hayward Area Recreation and Park District
1099 East Street
Hayward, CA 94541
(510) 881-6712
Tiem@haywardrec.org

Similar Work

Bureau Veritas has extensive experience with Facility Condition Assessment projects. The following chart highlights a partial list of recent Bureau Veritas FCA projects completed for clients in the region.

CLIENT	STATE	SERVICES	YEAR COMPLETED
City of Sausalito	CA	FCA	Just Awarded
City of Pacific Grove	CA	FCA with Inventory	2024
City of Monterey	CA	FCA with Inventory	2024
City of Placentia	CA	FCA with Inventory	2024
City of Burbank	CA	Facility Condition Assessment	2023
City of Pasadena	CA	Facility Condition Assessment	2023
City of Glendale	CA	Facility Condition Assessment	2023
City of Seaside	CA	Facility Condition Assessment	2023
City of Goleta	CA	Facility Condition Assessment	2023
City of Glendora	CA	Facility Condition Assessment	2023
City of Covina	CA	Facility Condition Assessment	2023
County of Riverside	CA	Facility Condition Assessment	2023
City of Alameda	CA	ADA Assessment	2022
City of Rancho Cucamonga	CA	Facility Condition Assessment	2022
City of Menlo Park	CA	Facility Condition Assessment	2022
City of Palo Alto	CA	Facility Condition Assessment	2022
City of Rancho Palos Verdes	CA	Facility Condition Assessment	2022
City of Laguna Niguel	CA	Facility Condition Assessment	2022
City of Pico Rivera	CA	Facility Condition Assessment	2022
City of Aliso Viejo	CA	Facility Condition Assessment	2021
City of Montebello	CA	Facility Condition Assessment	2021
City of Vallejo	CA	Facility Condition Assessment	2021
Judicial Courts of California	CA	Facility Condition Assessment	2021
City of Temecula	CA	Facility Condition Assessment	2021
City of Oceanside	CA	Facility Condition Assessment	2020
San Joaquin County	CA	Facility Condition Assessment	2020
City of Montebello	CA	Facility Condition Assessment	2020
Sutter County	CA	Facility Condition Assessment	2020
City of Garden Grove	CA	FCA, ADA Transition Plan	2020
County of Nevada	CA	Facility Condition Assessment	2019
City of San Marino	CA	Facility Condition Assessment	2019
City of Sacramento	CA	FCA, Master Plan	2019
City of Fullerton	CA	FCA with Inventory	2019
City of Napa	CA	FCA with Inventory	2019
City of Portola Valley	CA	Facility Condition Assessment	2019
City of Mill Valley	CA	FCA, Needs Assessment	2019
City of Stockton	CA	Facility Condition Assessment	2019
City of Covina	CA	Facility Condition Assessment	2019
California Dept. of Veterans Affairs	CA	Facility Condition Assessment	2019



PROJECT PROFILE

CITY OF MENLO PARK

FACILITY CONDITION ASSESSMENT

The City of Menlo Park, CA Department of Public Works is a long-time Cartegraph OMS customer who wanted to expand their use of Cartegraph to include some municipal facilities under their jurisdiction. At the same time the City was looking to improve their understanding of the capital needs of their facilities and park infrastructure, audit the energy performance of their buildings, and assess their critical risks associated with hazards such as seismic disruption, intrusion from exterior air pollution (especially smoke from wildfires), and flooding. Cartegraph recommended Bureau Veritas (BV) to the City as a trusted partner with the breadth and depth of skills needed to deliver these assessments and get all the data into OMS.

The City hired BV to perform an in-depth Facility Condition Assessment (FCA), detailed energy audit, and critical hazards risk assessment for 26 of their major municipal buildings and multiple parks within the City limits. Additionally, BV was contracted to capture detailed equipment data and apply durable bar code tags on all major equipment in each facility to allow maintenance technicians to directly access equipment information and maintenance records using the Cartegraph mobile application on their phones and tablets. Deliverable products from this engagement included:

- Condition assessments for all city-owned buildings (Individual facility reports)
- Energy conservation measures (ECMs) and electrification options for all buildings (included in each facility report and consolidated in the Consolidated Electrification table)
- Risk and Vulnerability Assessments (included in each facility report, Seismic assessment and maximum loss statement in a separate report)
- A consolidated table describing every major building component of each facility, the current condition and remaining life (Observation report)
- Consolidated annual capital improvement costs to maintain facilities (Consolidated Cost Table and Replacement Reserve Report table)
- Recommendations for annual maintenance procedures and staffing requirements. Also, added scannable barcode tags to all equipment requiring regular maintenance (Preventative Maintenance Schedule and table)

LOCATION

Menlo Park, CA

SERVICE

Facility Condition Assessment
Energy Audit
Critical Risks Assessment
Preventative Maintenance
Plans & Equipment Tagging
Data Integration with
Cartegraph OMS

SIZE

26 Municipal Buildings
Multiple City Parks

FACILITY TYPE

City Hall & Police HQ
Recreational Facilities &
Amenities
Municipal Offices
Library

COMPLETION

2022

REFERENCE

Brian P. Henry
Assistant Public Works Director
City Corporation Yard
333 Burgess Drive
(650) 330-6799
bphenry@menlopark.org



PROJECT PROFILE

HAYWARD AREA RECREATION AND PARK DISTRICT

FACILITY CONDITION ASSESSMENT, ADA SELF-EVALUATION & TRANSITION PLAN, ENERGY AUDIT

Bureau Veritas Technical Assessments LLC (BV) was awarded a contract for the Hayward Area Recreation and Park District. Services included a comprehensive facility condition assessment, energy audits, and an ADA transition plan. Facilities included an art center, nature center, community centers, administrative building, corp yard, theater, senior centers, swim centers, and recreation centers.

The District required a comprehensive building evaluation including architectural, structural, mechanical, electrical, plumbing, and code compliance evaluation. The project scope included corrective recommendations, budget estimates for the corrective work, an estimated schedule for the completion of all recommended corrective work at District-owned facilities, and preventive maintenance recommendations for major systems. An energy audit was also conducted at each facility utilizing ASHRAE Level 2 protocols.

In 2019, we conducted an ADA Self-Evaluation, which included individual park assessments and a Transition Plan. Components of the Transition Plan included a schedule of improvements necessary to meet ADA requirements, associated order of magnitude cost estimates for barrier removal, a prioritized list of improvements, and a timeline for completion of needed improvements or modifications.

BV used AssetCALC™, a proprietary capital asset management database for data collection and capital planning reports. AssetCALC™ enables the District to generate reports to address maintenance backlog, funding projections, and life cycle forecasting.

LOCATION

Hayward, CA

SERVICE

Facility Condition Assessment
ADA Self-Evaluation & Transition Plan
Energy Audit

SIZE

88 Parks & Facilities
603 Acres
193,000 SF

FACILITY TYPE

Parks
Community & Recreation Centers
Senior Centers
Administrative Buildings
Corp Yard

COMPLETION

2020

REFERENCE

Meghan Tiernan
Hayward Area Recreation and Park District
1099 East Street
Hayward, CA 94541
(510) 881-6712
Tiem@haywardrec.org



PROJECT PROFILE

CITY OF MONTEREY

FACILITY CONDITION ASSESSMENT

Bureau Veritas Technical Assessments LLC (BV) was contracted to perform a facility condition assessment and equipment inventory for 445,861 square feet of facilities, including fire station. Community centers, parking structures and wharfs. The facilities were assessed to the building system and component levels for condition, remaining life cycle, cost to replace, and evaluation of repair versus replace options.

The property assessments included complete visual inspections of facility components (exterior systems, interior finishes, fire/life systems, accessibility issues, MEP systems). We will describe facility deficiencies, provided corrective action for each deficiency, and establish prioritization standards to characterize deficiencies.

BV established a database to include square footage delineations, immediate/ short-term repairs and 10-year capital estimates, and digital full color photographs of each property. The database provides a property description and improvements and comments on observed conditions. The project came in on time and within budget.

BV was just awarded another city-wide assessment program for the City of Monterey consisting of 66 buildings.

LOCATION

Monterey, CA

SERVICE

Facility Condition Assessment

SIZE

17 Facilities
445,800 SF

FACILITY TYPE

Wharf
Pump House
Concessions
Restaurants
Parking Garage

COMPLETION

2023

REFERENCE

Janna Aldrete
City of Monterey
353 Camino El Estero
Monterey, CA 93940
(831) 646-1743
Aldrete@monterey.org

8. PROFESSIONAL SERVICES CONTRACT

BV agrees to accept the terms and conditions in the Sample of Agreement for Consultant Services, provided in the RFP, without exceptions.

ADDENDUM NO. 1
October 2, 2024

Project: **Fairfax Facilities Condition and Needs Assessment Project**
 Town of Fairfax

From: Loren Umbertis
 Public Works Director
 142 Bolinas Road
 Fairfax, CA 94930

This Addendum forms a part of the Contract Documents and modifies the original proposal documents as noted below. Acknowledge receipt of this Addendum in your cover letter. Failure to do so may subject the Bidder to disqualification.

RESPONSE TO QUESTIONS

Question: The Town’s website and the RFP document on page 3 notes that this is due on Tuesday October 09, 2024. The Cover page of the RFP and page 7 of the RFP note this is due on Wednesday October 09, 2024. October 09, 2024, in the calendar is a Wednesday, please confirm if this is due on Tuesday Oct 08 or Wednesday October 09, 2024.

Answer: Proposals are due **Tuesday October 8, 2024 at 2:00 p.m.**

Question: Please clarify the level of detail that is required to address ADA compliance for the buildings. A Level one is a checklist-based visual review that is acceptable by ASTM E2018-15 Baseline Guide for Property Condition Assessment. A level two assessment typically involves a carefully measured documented review of each ADA compliance issue. What is the performance expectation for Accessibility compliance in your RFP? Level One or Level Two?

Answer: Level One is acceptable.

Question: Please confirm if a detailed code assessment is required, or if a checklist focused on readily visible issues is sufficient.

Answer: Checklist of readily visible issues is sufficient.

Question: What would be considered Specialized Equipment & Systems?

Answer: Part of the Facilities Condition and Needs Assessment is to identify and catalogue equipment and systems. Items that may fall under “Specialized Equipment” may include a photovoltaic array and associated equipment. Emergency generators would also qualify under this category. Fire and Police may also have equipment unique to their operations.

Question: Please confirm that the Condition Assessments for the buildings and facilities are to be visual only, no invasive investigations or engineering design calculations are required.

Answer: Per the RFQ, no destructive testing or inspection is required. Information desired will be based upon visual inspection of construction to ascertain issues such as seismic status, flood protection, fire ratings, etc.

Question: ASTM E2018-15 which governs what we do states clearly that “Facility Condition Assessments” is not considered to be a professional service and licensing is not required. ASTM states that clients should choose assessors based on experience. Given that we are to follow ASTM standard, can the requirements for professional licensing be waived?

Answer: As per the RFQ, it is expected that the proposed team will be interdisciplinary and may include architects or engineers. The proposed team will be evaluated on experience and the proposal package and the understanding of the project. It is not necessary that professional licensing be required but relevant knowledge and understanding of the various systems should be clearly described. If certain submittals do require licensing for whatever reason, then they would be required.

Question: Can you please confirm if the Proponent’s California licensure is required? If yes, does licensure need to be at the time of submittal?

Answer: If the question is understood, a firm that desires to submit a proposal may not be currently licensed within the State of California, does that disqualify a firm from submitting? Possessing a CA license to operate or do business is not required at time of submittal of RFP, but certainly will be a condition of award if the submitting team is selected.

Question: With regards to the assessment of maintenance efforts, Can the Town please confirm that it has a Computerized Maintenance Management System (please indicate which one) that includes detailed records of specific maintenance activities tracked at the equipment (Boilers (all) or equipment-type (Boiler #1, Boiler #2, etc.) that will be provided to the successful proponent.

Answer: Town does not have or use a CMMS system currently.

Question: For the Preventative Maintenance Recommendations is the Town looking for PM tasks by equipment type (based on Uniformat II) or individual recommendations for specific pieces of equipment?

Answer: The Town seeks information on its existing systems and information regarding maintenance. If it is apparent that there are specialized systems that would require non-standard maintenance activities, it will be helpful for the Town to know this information.

Question: Can you please provide a list of equipment for which the Town wants to receive Preventative Maintenance recommendations.

Answer: Part of the reason for the FCNA is to catalogue the different systems of equipment that the Town possesses for the purpose of determining potential costs to continue to maintain as well as staffing needs that may be required to maintain the equipment.

Question: Does the Town have asbestos surveys and/or detailed seismic assessments of the subject buildings that will be made available to the successful proponent?

Answer: the Town has one limited survey of the Fire Station, which can be made available. It is assumed that based upon the ages of the buildings, ACM may be present, as well as lead paint. Documents related to the construction of the facilities is limited or lost, but any available documents will be made available to the successful proponent.

Question: To support sustainable initiatives and reduce overall paper consumption and the impacts of shipping documents will the Town accept digital proposal submissions?

Answer: Two (2) hard copies will be required by all interested parties.

Question: The overall costing of the response does not appear to be part of the selection criteria presented on Page 7. Can the Town please confirm that this is the case and that the costs will have no impact on the project award.

Answer: Correct. Interested parties will include their costs in a sealed envelope per the proposal documents. The submittals will be evaluated per the information given in the RFQ documents. Upon selection of highest scored proposal, the envelope containing the project price shall be opened.

Question: Will the Town accept an electronic submission?

We request that the Town responds to the above questions prior to October 7th (question deadline) to allow us the opportunity to ask follow-up questions based on the initial answers.

Answer: The Town will accept an electronic submission in lieu of a thumb drive, but the Town still requests two (2) hard copies for our internal use and review. And electronic submission will qualify as submitting within the required date and time, but the Town will still need hard copies to be provided on or about the date of the opening.

Signature


Public Works Director, Fairfax

END OF ADDENDUM NO. 1



**BUREAU
VERITAS**

TOWN OF FAIRFAX

PROJECT COST PROPOSAL

October 7, 2024

ATTACHMENT B

BUREAU VERITAS | ERIK PILLER
220 TECHNOLOGY DRIVE | IRVINE, CA 92618
P 800.733.0660 | ERIK.PILLER@BUREAUVERITAS.COM

6. PROJECT COST

The following fees include all costs associated with travel, lodging, car rental, food, tools, equipment, and all other miscellaneous expenses applicable to the work related to this project.

SERVICES	Lump Sum Total
Total	\$36,311.75

TASK BREAKDOWN

Task	Fee
Program Management	\$6,861.25
Facility/Site Assessments	\$5,665.00
Facility/Site Reporting	\$23,785.00

HOURLY RATES

Team Role	Hourly Rate (\$)	Hours	Sub-Total
Program Manager	\$140.00	55	\$7,700.00
Project Manager I (PE/RA)	\$120.00	4	\$480.00
Project Manager II (PE/RA)	\$130.00	155	\$20,150.00
Quality Control Manager	\$135.00	8	\$1,080.00
Technical Report Reviewer	\$115.00	21	\$2,415.00
Administrative	\$80.00	7.5	\$600.00

Data Development	\$1,621.25
Expenses	\$2,265.50

BV will submit a monthly invoice inclusive of all services performed during that period. The per site fee will be established per the schedule of values provided at the program kick-off, and invoiced at the billing milestones stated below. Invoices will be payable within 30 days of receipt:

Completion of onsite assessments: 50% of per site fee
Delivery of Draft Reports: 45% of per site fee
Delivery of Final Reports: 5% of per site fee

Upon receipt of each monthly invoice, the amount due per billing milestone is fully collectible. Please forward payments to: Accounting Department, Bureau Veritas Technical Assessments LLC, PO Box 74007289, Chicago, IL 60674-7289 or contact BV-invoicing@BVNA.com to pay via credit card or to receive wiring instructions. Please ensure that BV Proposal #170966.24P or invoice number is clearly identified on all payments and correspondence for proper credit.

Please submit all draft comments to BV within 60 days of draft delivery. Unless otherwise communicated, BV will consider all drafts approved for finalization after 60 days, and the remaining balance due will be invoiced.

RESOLUTION NO. 25-

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX AUTHORIZING THE TOWN MANAGER TO EXECUTE AND PAY FOR A CONTRACT WITH BUREAU VERITAS FOR AN AMOUNT NOT TO EXCEED \$36,312.00 TO COMPLETE A FACILITIES CONDITION & NEEDS ASSESSMENT OF TOWN FACILITIES

WHEREAS, the Town Council has prioritized the maintenance and repair of critical infrastructure, including public facilities, in the Fiscal Year 2024-25 Budget; and

WHEREAS, the Public Works budget includes funding for a facilities condition and needs assessment; and

WHEREAS, the Town owns and maintains seven buildings and structures that have seen limited restoration since original construction; and

WHEREAS, a comprehensive assessment is necessary to evaluate the condition and maintenance needs of Town facilities for future planning and budgeting; and

WHEREAS, the Town issued a Request for Qualifications on September 9, 2024, and received four responses; and

WHEREAS, after evaluation and interviews, Bureau Veritas was selected as the most qualified firm to conduct the assessment; and

WHEREAS, the total cost of \$36,312 will be paid from Fund 01-510 (Public Works Administration);

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Fairfax that the Town Manager is authorized to execute a contract with Bureau Veritas for a Facilities Condition and Needs Assessment in an amount not to exceed \$36,312.

PASSED AND ADOPTED by the Town Council of the Town of Fairfax on this 2nd day of April, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

LISEL BLASH
MAYOR

CHRISTINE FOSTER
DEPUTY TOWN CLERK