



## **Unitarian Universalist Society of Sacramento**

2425 Sierra Blvd  
Sacramento, CA

[www.uuss.org](http://www.uuss.org)

July 20, 2010

## **REQUEST FOR PROPOSAL**

For

**Site Assessment**

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## **PURPOSE OF THE REQUEST FOR PROPOSAL**

The Unitarian Universalist Society of Sacramento (UUSS) is in the process of developing building and grounds Long Range Plans.

UUSS is interested in conducting a site assessment that will allow it to:

- A. Evaluate upgrading existing buildings versus replacing some or all of these buildings
- B. Gain a better understanding of potential use or sale of rental duplexes
- C. Understand safety, accessibility, fire, floods, seismic and use codes/permits

These activities are deemed necessary in developing Long Range Plans where cost tradeoffs must be evaluated.

The successful Bidder is required to perform the activities listed in Appendix A directly or indirectly as long as all assessments are done by a License Professional. The remainder of this document provides additional information that will allow a Bidder to understand the scope of the effort and develop a proposal in the format desired by UUSS.

### **1. UUSS OVERVIEW**

The Unitarian Universalist Society of Sacramento (UUSS) is a religious organization located at 2425 Sierra Blvd in Sacramento on a 5-acre campus. The main structures are a Sanctuary and 3 classrooms. Located on a 1-acre parcel are two duplexes. All of the buildings are more than 50 years old.

The Senior Minister is Rev. Doug Kraft and serves a congregation of about 400 members.

### **2. CONTACT**

To arrange for a site visit and questions concerning this RFP shall be directed to:

	Contact for Site Visit	Contact for RFP Questions
<b>Name</b>	David McMorris	Bob Oyafuso
<b>Phone</b>	916-483-9283 X202	916-353-0376
<b>Cell</b>	916-949-4228	916-365-6428
<b>Email</b>	david@uuss.org	boyafuso@sbcglobal.net

### **3. PRE-BID MEETINGS**

Pre-bid meetings are planned to provide additional information that is not included in this RFP and to explain how to access this information. This information includes web access to construction drawings of the site and posted questions and answers. Information on these meeting dates will be posted at [www.UUSS.org](http://www.UUSS.org).

### **4. DUE DATES**

An email confirmation of the Bidder's intent to respond to this RFP is required by 7/6/2010. All proposals are due by 5:00 pm on 7/30/2010. Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award. Bidders will inspect the site preparatory to submitting their proposal. Arrangements for a site walk through should be arranged by contacting the Contact listed above.

## 5. SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution to Bidders	6/28/2010
2. Email Confirmation of Bidders with Bid Intention	7/6/2010
3. Questions from Bidders about scope or approach due	7/14/2010
4. Responses to Bidders about scope or approach due	7/21/2010
5. Proposal Due Date	7/30/2010
6. Target Date for Review of Proposals	8/2/10
7. Final Bidders Selection Discussion(s)--Week of	8/2/2010
8. Anticipated decision and selection of Bidders (s)	8/6/2010
9. Sign Contract	8/27/2010
10. Anticipated commencement date of work	8/30/2010
11. Expected Draft Report date	9/27/2010
12. Expected Final Report date	11/1/2010

## 6. PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive Bidder whose offer will be the most advantageous to UUSS in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

UUSS reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Bidder,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Bidder's proposal shall be submitted in several parts as set forth below. The Bidder will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for UUSS evaluation of the Bidder's proposal.

In order to address the needs of this procurement, UUSS encourages Bidders to work cooperatively in presenting integrated solutions. Bidder team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery. For proposals based on bidder teams:

- The arrangements are identified and relationships are fully disclosed, **and**
- A prime Bidder is designated that will be fully responsible for all contract performance.

Bidder's proposal in response to this RFP will be incorporated into the final agreement between UUSS and the selected Bidder(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary (See paragraph 7)
2. Approach and Methodology (See paragraph 8)
3. Project Deliverables
4. Detailed and Itemized Pricing
5. References
6. Project Team Staffing
7. Company Overview

## **7. EXECUTIVE SUMMARY**

This section will present a high-level synopsis of the Bidder's responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed work.

## **8. SCOPE, APPROACH, AND METHODOLOGY**

This section should include a description of each major type of work/task being requested of the Bidder. All information that is provided will be held in strict confidence. The proposal should describe the approach and methodology to assess each of the sections listed in Appendix A. This information shall presented in a tabular format, illustrated by the example in Table 1. Strict adherence to the table format is not mandatory however a quantitative assessment is preferred over a qualitative assessment and factual information over anecdotal.

UUSS invites questions to clarify or explain Appendix A, Table 1 or any other section of this document.

## **9. EVALUATION CRITERIA**

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Completion of all required responses in the correct format.
2. The extent to which Bidder's proposed solution fulfills UUSS's stated requirements as set out in this RFP.
3. The Bidder's stability, experiences, and record of past performance in delivering such services.
4. Overall cost of Bidder's proposal.

UUSS may, at their discretion and without explanation to the prospective Bidder, at any time choose to discontinue this RFP without obligation to such prospective Bidder.

## Appendix A

### Existing Conditions Assessment Outline

- Document ‘what is’ physically
  - Identify deficiencies or concerns
  - Possible strategies to address the deficiencies and concerns
  - Objective facts with minimal narrative
    - Specifics are helpful
      - Examples: calculations, wire type and temperature rating; R value and comparison to current standards; code references; etc
1. Historic
    - a. Site: improvements, landscape, etc: description, quantity, key features
    - b. Structure: number, dates, key features
    - c. Approvals obtained: permit history from county
    - d. Base Information that is available: drawings, calculations, reports, etc
  2. Site
    - i. Landscape and irrigation
    - ii. Security
    - iii. Lighting
    - iv. Accessibility
    - v. Property considerations: easements, survey/boundary, title, CCR’s
    - vi. Drainage: surface and underground
    - vii. Existing site improvements: deficiencies or concerns and strategies to address
  2. Buildings
    - b. Code: Life safety: exiting, type of construction, use and occupancy limitations; Existing deficiencies or concerns and strategies to address
    - c. Building assemblies/elements
      - i. Roof systems: existing performance; deficiencies and strategies to address
      - ii. Wall systems: existing performance; deficiencies and strategies to address
      - iii. Windows and Doors: existing performance; deficiencies and strategies to address
      - iv. Design: color, detail, materials, themes
    - d. Structural
      - i. Structural System evaluation and constraints affecting future use incl seismic
      - ii. Existing condition deficiencies and strategies to address
    - e. Electrical System
      - i. Power
      - ii. Lighting
      - iii. Phone, internet, video
      - iv. Existing condition deficiencies and strategies to address
    - f. Mechanical Systems: Heating, Cooling and Ventilation
      - i. Existing system: type, equipment; ducting underslab
      - ii. Energy use
      - iii. Existing condition deficiencies and strategies to address
    - g. Plumbing Systems
      - i. Water
      - ii. Waste
      - iii. Gas
  3. Legal
    - h. Entitlement/Land use
      - i. Planning constraints: Setbacks, density etc; signage;
      - ii. Use permit conditions
    - i. Code Issues related to site
      - i. Fire/emergency access and fire flow
      - ii. Utilities: water, sewer, flood/drainage, heritage trees, etc

3. Accessibility assessment
  - i. Application of the various accessibility standards, regulations and codes
  - ii. Existing condition deficiencies and strategies to address: site and buildings
4. Sustainability
  - i. Energy use
  - ii. Operational efficiency (conservation of people power)
  - iii. Flexibility to accommodate an unknown and uncertain future
5. Toxics assessments
6. Specialty Areas:
  - i. Fire Protection Systems: sprinklers and alarm
  - ii. Acoustics
  - iii. Kitchen
  - iv. Security
  - v. Services: Trash/recycling
  - vi. Geotechnical
  - vii. Signage
  - viii. Interior design

**Table 1 Assessment Summary**

<b>Topic Area</b>	<b>Notes</b>	<b>Concern Level</b>	<b>Potential Financial Impact</b>	<b>Concern Type</b>	<b>Notes</b>	<b>Basis of Findings</b>
Historic	UU historic record documents are scanned and on-line at an FTP site					
Structures and Dates of Construction	See narrative	None				Permit History: county of Sacramento
						Dates on Original Documents
Building Systems						
Code Conformance	Exiting and Life Safety	Moderate		Code	Structure does not conform to current code requirements for occupancy	Code overview analysis based on type of construction and occupancy
Roofing: Main Sanctuary	Last installation:	Low				Visual Observation by Licensed Roofer
Structural System Main Sanctuary		Significant		Code	Structure does not conform to current code requirements for occupancy	Review of plans, destructive on site observation of connections; structural engineering analysis

<b>Topic Area</b>	<b>Notes</b>	<b>Concern Level</b>	<b>Potential Financial Impact</b>	<b>Concern Type</b>	<b>Notes</b>	<b>Basis of Findings</b>
Underground Utilities						
Water Service	Single service to Property	Moderate		Service Life	Line is within 85% of End of Useful Projected Life	Direct Observation of Line by exposing lateral
		Moderate		Code	Line does not meet current code capacity	Code reference
Main Capacity	Line in Sierra Blvd	Low		Code	Line has recent tested capacity to provide projected needs including fire protection service	Utility Provider Information
Fire Protection Systems	None Present	Significant		Code	Current code requires fire sprinkler system for assembly occupancy	Code Reference