

CITY OF LAKEPORT

*Over 100 years of community,
pride, progress, and service*



December 9, 2021

Request for Proposal Building Assessment

GOALS: In order to maintain the safety and efficiency of city owned buildings; The city seeks to develop a ten-year capital plan for maintenance and improvements to the following city owned properties. City Hall 225 Park St. - Community Center 500 N Main St - Police Department 2025 S Main St.- Tailored Living Choices 912 N Forbes St – Carnegie Library 200 Park St. – Park Office 200 Park St. – Corporation Yard at 591 Martin St. has three office buildings and a large shop area. Water Treatment Plant 562 Konocti Ave. – Wastewater Treatment Plant 795 Linda Ln.

This project will include:

- Inventory of all major building equipment including quantity, manufacturer, model and serial number.
- Identification of conditions in terms of deferred maintenance and building condition.
- Provision of cost estimates and recommended prioritization for the above items.

SCOPE OF WORK: The scope of work includes a thorough assessment of the building and exterior property and a final report.

- Inspection and Assessment Consultant will visually inspect facilities and properties. Inspections shall be conducted using applicable codes and accepted industry standards. Specifically, the assessment will focus on the following components:
 - Site structure. Provide a description of the building structure such as materials used in construction including the foundation, floors, walls, windows, and roof, etc.
 - General building systems. Provide a description of building systems noting any visible deficiencies.
 - Mechanical/electrical systems/HVAC. Provide information regarding the electrical service going into the building (i.e. overhead or underground). The HVAC system should be described and include data on the equipment's specific location, age and life expectancy, and condition.

- Plumbing. Assessment should detail the condition and note any deficiencies in the plumbing systems for the building.
- Lifecycle. Provide lifecycle data on components listed above including stage in life, estimated life remaining, and cost to repair or replace at conclusion of life.
- Assess building for mold and excess moisture.
- The Consultant will report any immediate life and/or property safety issues to the City upon discovery separately from the overall building report.
- 6 copies of a final report that includes:
 - A general description of the property, including the condition, for the items identified for Inspection and Assessment.
 - A description of components that are or will be in need of maintenance over the next ten years based on observed conditions, available maintenance history and industry standard useful life estimates.
 - A prioritized ten-year schedule for recommended replacement or repairs and a summary of improvement options.
 - Cost estimates based on a standardized cost estimating system.
 - A summary of other needed improvements that would improve service delivery, safety, or appearance at the facility and estimated cost.

Compensation

Provide Lump sum quote.

Only one payment will be made at the completion of the work.

Proposals are due by 4:00 PM on Monday, January 10, 2022. Bids shall be submitted via email to both Ron Ladd and Olivia Grupp

Contact Information

The contacts for questions or additional information regarding this RFP are:

Ron Ladd, Public Works Superintendent or Olivia Grupp, Projects Manager
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