

REQUEST FOR PROPOSALS

The Faith Seventh-Day Adventist Church (FSDA) is soliciting proposals from qualified consultants for the performance of a comprehensive building systems and infrastructure assessment and preparation of a written report of findings, conditions and a proposed capital plan for the FSDA's facility located at 500 Woodland Street in Hartford, Connecticut (the "Facility").

Proposals must be submitted no later than **February 1, 2019** by email to:
Clerk@faithsdachurch.org

Subject Line: *Attention Primus/Simpson XYour Company NameX Building Infrastructure Assessment Quote*

Questions regarding this solicitation should be sent by email to:
PrimusLS@netzero.com.

INTRODUCTION

The Facility, built in 1926, is listed as an historic place in the Federal National Register of Historic Places. The Facility has three floors (excluding basement) and is generally described below:

Building Style: Romanesque Revival

Foundation: Concrete

Square Footage: 61,660

Flooring Type: Combination

Frame Type: Steel

Basement Floor: Yes

Roof Structure: Flat Membrane

Heating Type: Hot water

Heating: Gas

Siding: Brick

Air conditioning: Yes (partial)

Interior walls: Drywall

I. SCOPE OF SERVICES

The scope of services will include the following:

Assessment: The services to be provided include an assessment of the following structural elements and mechanical systems of the Facility:

Ceiling • Floors • Interior Walls & Partitions • Stairs and steps • Columns • Doors • Windows • Cooling & Ventilation • Heating • Electrical • Plumbing • Drainage • •Fencing •Sidewalks • Masonry • Foundation• Exterior Lighting • Roofing • General Safety • Wi-Fi • ADA Accessibility.

Meetings: The services will include a meeting with FSDA representatives at the Facility to discuss the services to be performed and to tour the Facility as well as a meeting with such representatives to present and discuss the consultant's findings and proposed capital plan.

Deliverables: The services will include the preparation and delivery of a report which includes:

1. Comprehensive Property Condition Evaluation: Consultant's findings as regards the physical condition of the Facility which outlines each element and system, describes the condition thereof, and provides a rating as to each (poor, fair or good) along with a brief concise basis for such rating.
2. Capital Plan: A detailed summary of improvements, repairs and ongoing maintenance recommended for the Facility and a capital plan and budget for the performance of the same based on 1 to 3 year, 3 to 5 year, 5 to 10 year periods.

II. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include the following information in the following order:

Section 1 - Identity of Proposer

- a. Name and Business Address
- b. Contact Name, Telephone number(s) and Email Address
- c. Company Profile (in narrative form)

- d. Copies of Licenses applicable to the services
- e. Resume of the lead individual who will be in charge of the project.

Section 2 - Reference information from 3 former clients for whom proposer has performed services comparable to the scope of services described for this project.

- a. Name and address of client
- b. Contact Telephone number and email address
- c. Date of services and short description of services provided

Section 3 - A general description of the proposer's intended approach to the project, assessment steps or tasks to be performed and projected schedule for completion of the services.

Section 4 - The proposed lump sum fee for the services including a cost breakdown by assessment steps or tasks along with a proposed payment schedule.

Section 5 - Estimate and types of expenses for which proposer requires reimbursement.

Section 6 - Financing or payment plan option available to the FSDA.

Section 7 - Other information proposer believes to be pertinent to the submission.