



**Request for Proposals**

**for**

**FACILITY CONDITION ASSESSMENT  
SERVICES**

**The Episcopal High School**

**Facilities Department**

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## Administrative Information

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### ***A. Institution Contacts***

For RFP and other facility related questions please contact:

Name: Patrick Andriuk  
Title: Director of Facilities  
Phone: 703.933.4047  
Fax: 703.933.4044  
Email: [pba@episcopalhighschool.org](mailto:pba@episcopalhighschool.org)

For information services/technology (IS/IT) related questions please contact:

Name: Alan Doi  
Title: Information Services Manager  
Phone: 703.933.4081  
Fax: 703.933.4053  
Email: [ajd@episcopalhighschool.org](mailto:ajd@episcopalhighschool.org)

### ***B. Attachments***

- Attachment 1: Campus Map
- Attachment 2: Facility Information Sheet (includes list of facilities and square feet)
- Attachment 3: Architectural Floor Plans (AutoCAD 2000)

### ***C. Due Date***

Proposals must be submitted by February 28, 2002. See “Instructions” in the Submission Requirements section of this document for details.

### ***D. Schedule of RFP Events***

- |   |                   |
|---|-------------------|
| • Request for Proposal Issued                                   | February 8, 2002  |
| • Proposals Due   | February 28, 2002 |
| • Interviews with Short-List (includes 20 minute software demo) | March 11, 2002    |
| • Notice to Proceed   | March 25, 2002    |

### ***E. Access To Facilities***

Members of the Episcopal High School facilities staff will be readily available to provide complete access to any campus facility throughout the duration of the assessment project. Normal working hours are from 7:30 AM to 4:00 PM, Monday through Friday; however, with advance notice, arrangements are easily made to provide facility access beyond the normal working hours and on weekends.

## Project Overview

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### *A. Services Requested*

The Episcopal High School requests proposals from professional services firms (also referred to as the consultant) for comprehensive facility assessment services including complete software capabilities as described herein. In general, the services will include:

- Identify and document current facility condition deficiencies
- Recommend corrections for all deficiencies
- Provide cost estimates for corrections
- Plan and package correction projects
- Forecast future facility renewal costs

### *B. Facilities to be Assessed*

This comprehensive assessment will encompass the entire 130-acre, 60 building Episcopal High School campus with approximately 550,000 square feet of occupied facilities, including 5 duplex & 29 single-family faculty dwellings.

Included in this inventory are academic, administrative, athletic, and residential structures and various support facilities. Respondents to this RFP are encouraged to review the Episcopal High School website at <http://www.episcopalhighschool.org> to gain a better understanding of the setting, character, and mission of our institution.

### *C. Project Requirements*

All assessment data must be stored in software that supports project objectives and requirements as described in this document. The software and other systems and procedures must provide Episcopal High School the capability to continually update all data, manage deferred maintenance reduction and predict future capital renewal.

Licensed architects and engineering professionals must perform inspections. These professionals may be supplemented with construction or building system-specific specialists when appropriate. In addition, services provided must meet the following requirements:

- Provide a plan to strategically and efficiently reduce the current backlog of deferred maintenance.
- Enhance facility-planning capabilities by addressing the highest priority needs and future needs.
- Develop present and future facility renewal budgets.

The objectives of the proposed project are to:

1. Identify and quantify all deficient conditions in terms of deferred maintenance, capital repair/plant renewal, and plant adaptation (including building and fire/life safety code non-compliance issues).
2. Describe clearly and accurately the cause or nature of each deficient condition and devise methods of correction for each deficient condition (correction projects).
3. Provide information and analysis formulated from the assessment process transferable to a sound methodology for determining staffing and operational needs for current and future projections.

4. Classify, rank and prioritize all deficient conditions and associated correction projects and associate information concerning associated building systems and deficiency classifications by severity and anticipated life-cycle in a package software application.
5. Identify the extent and severity of the deferred maintenance liability.
6. Identify, prioritize, and schedule deferred maintenance reduction projects that best take advantage of available funds and improve facility functions—Deferred Maintenance.
7. Identify the resources needed to maintain the operability, suitability, and value of the physical assets given their current function—Capital/Plant Renewal
8. Identify what is necessary to adapt the facilities to meet the facility requirements of the institution, the requirements of today's standards and codes, and the needs of changing technology as it impacts space—Plant Adaptation.
9. Develop a long-range comprehensive financial planning process that protects the value of the institution's facility assets.
10. Maintain a continuously updated facilities database for Net Asset Value, Current Replacement Value, and Facilities Condition Index that reflect Deferred Maintenance, Plant Renewal, and Plant Adaptation projects as they are implemented. Identify all projects by building name, building number, floor number and room number, and locate projects on facility floor plan drawings created in the latest version of AutoCAD for MS Windows.
11. Develop a full function Windows compatible database for maintaining all project data, modeling existing data to determine future funding requirements, and monitor ongoing code compliance/plant adaptation issues. Database must be capable of storing, analyzing, printing, and updating the facility condition data. The preferred database structure will be compatible with the existing campus Computerized Maintenance Management System (CMMS), so that the maintenance data can be easily integrated into existing facility systems.
12. The computerized system(s) developed as part of this project shall provide the ability to aggregate corrective actions into contract packages or bundles of projects for cost-effective contracting, purchasing, and correction. It shall enable the iterative analysis of various correction projects and bundling of approaches to analyze the most cost-effective approach for the work and integrate the full range of capital projects.
13. Computerized systems shall have the ability to project and analyze costs for deferred maintenance and capital renewal.
14. The proposal shall include an option, if applicable, for the Episcopal High School to use an Application Service Provider (ASP) model in which Episcopal High School will pay a monthly usage fee for the software application and also receive comprehensive services in lieu of purchasing the hardware / software. As an ASP, the Consultant will be responsible for hosting the application and all data on its server, providing adequate bandwidth to support three (3) concurrent users, and providing backup and continuous service, as well as software updates.
15. Any web-based software developed as part of this project shall utilize a standard relational database structure such as SQL Server™. All must be ODBC compliant. The system shall be accessed through Microsoft Internet Explorer 4.0™ or higher.

## Services & Scope of Work

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### ***A. Data Standards and Elements: Facility Conditions***

The consultant will direct and assist Episcopal High School facilities department personnel in the development of facility condition data standards and collection standards. The consultant will use these standards to inspect, measure and report conditions for the following property elements:

- Site: (building proper; approximately 50' out) utility connections and shut-offs, paving systems, stairs, retaining walls, exterior lighting, and other “landscaping” elements
- Exterior Systems: roofs, walls, window systems, exterior doors and structural components
- Interior Systems: walls, doors, floors and ceilings, visible structure, and finishes
- Health/Fire/Life Safety Issues
- Handicap Accessible (ADA) Requirements
- Heating, Ventilation and Air Conditioning
- Electrical and Electrical Distribution
- Plumbing Systems
- Fire Protection
- Special Construction
- Elevators
- Storm Water Management Ponds and Surface Drainage Structures
- Non-Building Campus Infrastructure: underground utilities and steam distribution tunnels, paving systems, roads, walks, utilities, exterior lighting, flagpoles, fences, gates, awnings, and other “landscaping” elements.
- Outdoor Athletic Facilities: Running Track , Baseball and Football Stadiums, Tennis Courts, and Swimming Pool.

### ***B. Existing Data Integration***

In addition to facility condition deficiencies identified during the assessment, Episcopal High School-supplied facility condition data must be incorporated into the assessment software, analytical studies and reports. All Episcopal High School-supplied facility condition data will be identified as such and includes but is not limited to:

- CMMS Equipment List
- Roofing Inventory Summary
- AHERA Management Plan

### ***C. Corrective Actions: Cost Estimating, Budgeting, and Scheduling***

Corrective actions must be recommended for each deficient condition identified and include cost estimates and details of the work required for repair. The data must be updateable.

1. Provide cost estimates for correction of each project identified by industry standards, published construction and facilities maintenance, construction and repair cost estimating data, reflecting appropriate location and labor types. The cost estimating system shall be embedded within the overall software.
2. Calculate the costs for each deficient condition utilizing R.S. Means Corporation's published construction and remodeling cost estimating data and format. R.S. Means Facilities Data for the Washington DC Metropolitan Area will be the basis for all cost estimates. Costs must be appropriately adjusted to reflect local and real unit costs based on actual location design/bidding experience in the Washington D.C. Metropolitan Area. Costs shall include customary soft costs for A/E and PM fees.
3. The computerized system will automate annual updating of correction costs based on changes to published construction costs.
4. Provide specific work scopes and cost estimates for each individual item in all categories. Include all related costs such as fees, etc.
5. All items will be designated and grouped either as a maintenance item or a capital project.
6. Provide appropriate groupings to delineate between routine maintenance, major repairs and replacement items and/or costs.
7. The use of life cycle cost analysis and remaining useful life will be used to determine if an item should be repaired or replaced.
8. Provide all documentation and calculations to support repair or replace recommendations.
9. Provide related budgets for each priority ranking.
10. Provide comparative analysis of year-by-year penalty for denial of conditions requiring repair or replacement.
11. Provide master plan for 3, 5, 10 and 15-year budget plan.
12. Calculate the Current Replacement Value (CRV) for each facility and site.
13. Calculate the Facility Condition Index (FCI) for each facility and site.

### ***D. Data Sorting***

To reduce Episcopal High School's deferred maintenance backlog, the assessment software must help to identify and manage future construction contracts or work orders. Because the Episcopal High School facilities department will group deficiencies into single construction contracts or work orders, the software must allow data to be sorted by, at least, the following characteristics:

- Construction Specification Institute (CSI) Code
- Deficiency priority (defined below)
- Deficiency category (defined below)
- Facility type
- Facility location
- Correction type
- Repair cost

### ***E. Deficiency Prioritization***

Because Episcopal High School expects the reduction of the current backlog of maintenance items to be a multi-year task, we must be able to assign a priority to each deficiency. Before data collection begins, the consultant and Episcopal High School will establish prioritization standards. The assessment software must be customizable to support these standards. An example of priority standards:

#### Priority 1 – Currently Critical (Immediate)

Conditions in this category require immediate action to:

- Correct a cited safety hazard
- Stop accelerated deterioration
- Return a facility to operation

#### Priority 2 – Potentially Critical (year 1)

Conditions in this category, if not corrected expeditiously, will become critical within a year:

- Intermittent operations
- Rapid deterioration
- Potential life safety hazards

#### Priority 3 – Necessary/Not Yet Critical (years 2-5)

Conditions in this category require appropriate attention to avoid:

- Predictable deterioration
- Potential downtime
- Associated damage or higher costs if deferred further

#### Priority 4 – Recommended (years 6-10)

Conditions in this category include items that represent:

- Sensible improvement to existing conditions that are not required for the basic function of the facility
- Overall usability improvement
- Long term maintenance cost reduction

#### Priority 5 – Does Not Meet Current Codes but is “Grandfathered”

- No action is required at this time—however, substantial work performed in the future may require correction

### ***F. Deficiency Categorization***

Each correction project identified will be assigned to one of the following categories:

- Life-Safety Code Compliance
- Building Code Compliance
- Accessibility Code Compliance (ADA Standards)
- Building Integrity
- Functionality (Acoustics, Lighting, Temperature Control, Space/Educational Adequacy)
- Appearance
- Energy
- Environmental (ACBM, IAQ, CFC’s, PCB’s, Lead-Based Paints, Water Quality)

The assessment software must support this categorization.



### ***G. Energy Conservation Projects***

Energy conservation opportunities within the facilities must be identified as projects. The estimated simple payback in years (maximum five-year payback period) and the annual cost avoidance must be calculated and reported for each energy conservation project. All reporting, summaries, totals, and models must illustrate potential as well as realized energy savings.

### ***H. Facility Renewal Forecasting***

Because long-range funding for facilities is accomplished by identifying the rate of renewal required to maintain components of each facility as it depreciates and becomes unusable, the consultant must:

1. Analyze and model the rates of depreciation of each facility and report on the annual reinvestment rate to replace components as they become unusable
2. Determine approximate replacement cost of each building component where cumulating of components will equal the replacement value of the building.
3. Establish rates of standard degradation of each component and the cost to replace/refurbish that component.
4. Have the ability to analyze multiple year outlooks and various combinations of building type reinvestment rates.
5. The system must be capable of generating multi-level financial modeling based upon deferred maintenance backlog capital renewal and selected time frame. Systems should be capable of analyzing and projecting funding for time periods up to 100 years.
6. Establish a building component depreciation analysis to forecast renewal investment rates required to maintain facilities over time. Computerized system shall enable graphical reporting of renewal requirements for individual facilities or grouped facilities, and shall provide life cycle evaluation.
7. Provide multi-level financial modeling capabilities and the ability to benchmark facility condition to other campus buildings. Systems should be capable of tracking and modeling for current situations as well as the future.
8. Project and analyze costs for deferred maintenance and capital renewal. Identify the Current Replacement Value (CRV) and the Facility Condition Index (FCI) of all facilities.

### ***I. Project Planning and Packaging***

1. Develop software tools that provide readily accessible facilities information to support the institutional planning and decision-making processes on issues that impact campus facilities. Identifying the current deficiencies and predicting future deficiencies will provide a basis for purchasing facility capital renewal. Strategic purchasing will reduce our overall facility operation costs.

2. The assessment software must provide the ability to package multiple deficiencies into a single construction project based on priorities (see the section on prioritization), associated work items, trades involved, building name and building type. It must also allow for future changes and updates to already developed work packages.
3. Provide the ability to aggregate correction projects into contract packages or bundles of projects for cost-effective contracting, purchasing, and correction. The software shall be capable of providing analysis of various correction project bundling approaches to analyze the most cost-effective approach for the work, integrating the full range of capital projects.
4. Episcopal High School will participate in determining appropriate work packaging strategies. We envision an iterative optimizing process, one that draws upon the consultant's expertise and uses the analytical capabilities of the deficiency database. The packaged corrections must interface with Episcopal High School's existing Computerized Maintenance Management System (CMMS)—*TMA/Power Base Version 6.0.1 (Database Engine Version 7.0.2)*

### ***J. Targeting and Benchmarking***

The system must be capable of targeting and benchmarking facilities, building conditions, and performance. Benchmarking of the facilities condition index must follow standard industry practices.

### ***K. CAD Conversion***

1. The consultant must scan and vectorize existing blue line drawings (to include one architectural floor plan of each building). The status of existing plans are estimated as follows:
  - No drawings exist: 1%
  - Blueline drawings exist: 4%
  - Drawings currently on CAD: 95%      **See Attachment 3**
2. Where drawings do not exist, the consultant must produce CAD drawings that show exterior walls, interior spaces, fixed equipment and doors.
3. Consultant must be able to attach CAD drawings (as read-only documents) to Episcopal High School's existing CMMS and consultants software programs.

### ***L. Equipment Inventory***

Equipment to be inventoried includes chillers, air-handling units, boilers, exhaust fans, rooftop air-conditioning units, fire-sprinkler pumps, elevator motors, main switchgear, circulation pumps, fire alarms, and sump pumps.

A highly durable barcode tag must be firmly affixed to each piece of equipment. Barcode tags must be able to synchronize with Episcopal High School's existing CMMS and consultants software programs. Consultant must verify and update Episcopal High School's existing CMMS equipment inventory list.

### ***M. Photographs***

Provide digital photographs for each facility and deficiency and include these in the consultants software tool and Episcopal High School's existing CMMS computer system.

- Exterior photographs will be used for campus identification and documentation of structural problems, major site deficiencies or special conditions. Photographs of building entry elevations shall be presentation of quality.
- Interior photographs will be used to document critical or unusual conditions.
- Photographs will be used to explain and/or justify the prioritization of corrective actions.

### ***N. Documentation***

Provide written documentation of processes, inspection methods, cost data, adopted standards, computer software and applications. Include all information necessary to enable Episcopal High School staff to continue to use and update the information and systems as a permanent planning tool.

Provide written reports as directed by Episcopal High School for documentation of progress and for final presentation.

### ***O. Review Meetings***

Conduct or attend meetings as directed by Episcopal High School, which may include:

- Presentations to Episcopal High School's Board Members, Faculty, and Administration.
- Progress meetings with Episcopal High School's facilities department staff.

## Technology Requirements

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As described in other sections of this document, the consultant must:

- Provide an appropriate set of software, systems and procedures that enable Episcopal High School to continue to update all data, manage deferred maintenance reduction and predict future capital renewal
- Provide assessment software that can sort, prioritize and support strategic work planning and packaging
- Provide option for off-site web hosting and/or provide alternate recommendation for optimum system.

### *A. Software Specifications*

1. The software will be licensed to Episcopal High School and meet the following criteria:
  - Be a centrally shared database
  - Have an easy-to-use interface
  - Allow multiple user access through the Institution's current network
  - Allow a minimum of 3 concurrent users
  - Allow access via the Internet
  - Provide security levels (read-only, read and edit, full system capability)
  - Allow for updating by the licensor on a regular basis
  - Include online help files and detailed print documentation
2. Provide a computerized software system that utilizes a robust, scaleable relational database, preferably Microsoft Access<sup>TM</sup>. All must be open database connection (ODBC) compliant. The system shall have the capability of being accessed via the internet.
3. Provide user licenses for all sites of the computerized system. Install the computerized system, an Internet capable relational database management program for the ongoing management and maintenance of said data by Episcopal High School staff.
4. The software database must provide for and be capable of performing the following functions:
  - Latest MS Windows compatible functions
  - Complete published documentation detailing every function of the software system
  - Reproduce all reports within the individual building reports, including the floor plan location drawings
  - Allow free lance "SQL" type custom report generation
  - Produce presentation quality graphics including pie charts and bar charts associated with the Condition Analysis data.
  - Model all project data in order to create funding data for various multi-year time frames. The objective is to allow the Facilities Department to calculate the required funding levels for retiring backlog maintenance. This model must be dynamic in order to allow for input of actual funding levels and maintenance completion.
  - Allow for report queries based not only on project cost, category and priority class, but also physical proximity to other projects or building structural elements. The software must allow the project location CAD drawing to be viewed while the system user is reviewing any detailed project on the screen.

- Interface the software database with the Schools database to share data to/from each database so that duplication of input is not required.
- Database shall include a section for the Schools input of Fire & Life Safety Recommendations.

### ***B. Training and Technical Support Requirements***

The consultant must provide appropriate training and technical support.

1. We require a structured training program to be conducted at Episcopal High School's facilities for approximately 5 individuals (to include a training manual for each user).
2. In addition, the consultant must provide a toll-free technical support phone line.
3. Provide training for Episcopal High School staff in all aspects of the process and program including updating information and generating reports based on various budget options.
4. Provide training, documentation, upgrades and support for the installed computer system, for a period of one year from installation date, with options for extension.

### ***C. Conditions and Exclusions***

1. This survey should not deal with the condition of scientific equipment, furniture or moveable equipment. The study is limited to assessing and reporting on the condition of building shell elements, built-in features, building components, fixed equipment, service equipment and building and utility systems.
2. The survey does not include asbestos inspection. However, when it is apparent that building repair will require attending to asbestos abatement, consideration must be given to the effect of the asbestos abatement on the repair cost. In addition, the School's ACBM's/AHERA Management Plan information must be incorporated into the survey and associated documents and software tools.
3. The survey does not include cost for any digging or demolition that may be required; however, if digging or demolition is required or necessary for a more thorough inspection and/or clarification, Episcopal High School facilities staff will perform and/or coordinate such activities.
4. Use approved methods and forms to gather, record, report, index and number data throughout the contract which are acceptable to The Episcopal High School.
5. Conduct facility inspections with sensitivity to activities and needs of occupants and other members of the School community.
6. The facilities condition analysis uses neither disassembly or special testing equipment, but is a thorough visual inspection of accessible equipment and building components. It is expected that the inspection team will, for example, lift ceiling tiles in suspended ceilings and open access doors to reveal hidden equipment and building components that are integral to the survey.

## Submission Requirements

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### A. Content

1. **About your firm:** Provide firm name, address, contact, and number of years providing facility condition and educational adequacy assessment services. Include statement of capability to complete the scope of work.
2. **Project team:** Include an organizational chart that depicts reporting responsibilities of proposed team members—from company officers to professional field staff. Include resumes for each team member.
3. **Project experience:** Provide a brief description of facility condition assessment, educational adequacy assessment and deferred maintenance reduction planning experience. Provide three examples of projects ongoing or completed within the last three years, that included facility condition assessment, educational adequacy assessment and deferred maintenance reduction planning services. List references and provide phone numbers of owner’s representatives.
4. **Assessment software:** Describe the proposed software and its ability to meet the criteria listed in the Software Specifications section of this document. In addition, include information about:
  - Sorting, prioritizing, and planning and packaging capabilities
  - Ability to interface with existing Computerized Maintenance Management System (CMMS)
  - Training and technical support
  - Documentation
  - Data security
  - Customization capabilities
5. **Hardware requirements:** Provide the minimum hardware requirements to effectively run the proposed software. Describe bandwidth access requirements and concurrent user capabilities.
6. **Technical approach and management plan:** Provide the technical approach and management plan. Describe the software and systems to be left in place for continued updating and use by Episcopal High School.
7. **Schedule:** Provide a proposed schedule that includes at least the following:
  - Start date
  - Reviews with the Episcopal High School
  - Field data collection
  - Project planning
  - Budget development
  - Project building workshop
  - Final report draft
  - Final report
  - System and process delivery
  - Training
  - Final presentation

8. **Sample deliverables:** Submit brief, hard copy samples of deliverables that will be provided to Episcopal High School at project completion. The consultant shall provide the following deliverables:

- A. Ten (10) Copies of the Draft Report (for review/comment by the School) to include:
  - Executive Summary
  - Methodology Description
  - Summary Reports of ten (10) different sorts and queries on data
  - Detailed Building and Deficiency Data
- B. Twenty (20) Copies of the Final Report
- C. Project Schedule
- D. Schedule of Values for Partial Progress Payments
- E. Meeting Minutes

9. **Fee Proposal:** Use the attached form for proposed cost of services.

- A. Lump Sum Base Price = Entire Campus (~550,000 sq. ft.)  
Base bid price quotations must be lump sum fixed fee for the entire general fund campus, including infrastructure. All costs, expenses, and profit must be included in this fixed lump sum fee. Breakdown the lump sum for the infrastructure from the rest of the general fund campus. Budget constraints may require that the School award a partial contract for select buildings and/or school. See additional pricing requirements below.
- B. Infrastructure Price  
Provide separate lump sum fee for just the Infrastructure—Attach a list of all items/facilities that would fall into this category. All costs, expenses, and profit must be included in the price.
- C. Square Foot Price(s)  
Budget constraints may require that the School award a partial contract for select buildings. Provide square foot price quotation for partial work scope. If necessary the bidder may provide a list of square foot prices that covers a range of square footages. All costs, expenses, and profit must be included in the square foot prices.
- D. Reimbursables  
There will be no reimbursables permitted. Include in the above pricing, all expenses associated with performing the facilities condition analysis including, travel, meals, lodging, printing, etc.

***B. Instructions***

**1. Request for Qualifications:**

**Please submit one (1) original and three (3) copies by February 28, 2002 to:**

**Patrick Andriuk  
Director of Facilities  
Episcopal High School  
1200 North Quaker Lane  
Alexandria, Virginia 22302**

Telephone, electronic or facsimile proposals will not be considered. Proposals received after the date of closing will not be considered.

**2. Request for Proposals:**

**Place one original of the completed “Fee Proposal” form included in this RFP (no copies) in a sealed envelope marked with the words:**

**PRICING DOCUMENTS**

**Include the envelope with your proposal submission.**



## Evaluation Criteria

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The Episcopal High School will use the following criteria in evaluating proposals received in response to this RFP. The successful proposal will be the proposal submitted in response to this RFP by the submittal deadline that is the most advantageous to the Episcopal High School. The Episcopal High School facilities department personnel will evaluate proposals. The evaluation of proposals and the selection of the successful proposal will be based on the information provided by the Proposer in its proposal, including without limitation responses to the Proposer's qualifications. Consideration may also be given to any additional information helpful to the Episcopal High School. The Episcopal High School is not bound to accept the lowest priced proposal if that proposal is not the most advantageous to the Episcopal High School as determined by the Episcopal High School.

**Completeness of Proposal:** Any proposal that does not contain each element described in this RFP, fully completed, initialed or executed, as appropriate, may be judged to be incomplete and may not be considered further.

### Scoring Criteria:

- 15% Firm experience and staff
- 35% Proposed software and systems
- 15% Technical approach and management plan for facility condition assessment
- 5% Sample deliverables
- 5% Proposed schedule
- 25% Proposed fee

**Software Demonstration & Oral Presentation:** If a presentation is requested by the Episcopal High School, Proposers will be judged for their presentation based upon clarity of presentation and software capabilities, ability to answer both technical and application questions, and demonstrated understanding of the project.



Fee Proposal

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Firm name: \_\_\_\_\_

Date of proposal: \_\_\_\_\_

**Lump Sum Fee:**     \$ \_\_\_\_\_

Infrastructure Price:     \$ \_\_\_\_\_

Square Foot Price:     \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of officer

\_\_\_\_\_  
Date