



Denis Ryan  
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City of Camas  
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Camas, WA 98607

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Subject: City of Camas Facility Condition Assessment Scope & Fee Proposal

Dear Denis,  
MENG Analysis is excited for the opportunity to work with the City of Camas in support of your Facility Condition Assessment (FCA) project. This proposal provides our detailed scope and cost proposal for various options and levels of service for the assessment.

### Facilities

This FCA includes review and documentation of the following facilities:

FACILITY	ADDRESS	SQUARE FOOTAGE
Police Station	2100 NE 3rd Avenue	23,100
City Hall/Station 41	576 NE 4th Avenue	28,080
City Hall Annex	616 NE 4th Avenue	10,000
Public Works Operations Center	1620 SE 8th Avenue	21,190
Wastewater Treatment Plant	1129 SE Polk Street	4,250
Library	625 NE 4th Avenue	36,500
Lacamas Lake Lodge	227 NW Lake Road	4,615
Community Center	1718 SE 7th Avenue	21,420
Fire Station 42	4321 NW Parker Street	12,069
Scout Hall	621 NE 15th Avenue	1,200

### Level of Effort

Our team will use a rapid visual inspection technique to assess the condition of the facilities. No destructive or invasive testing is included in this scope of work.

We will document our findings with Uniformat Level III (subsystem) descriptions and scores. (Example at right.)

Figure 1 - ASTM UNIFORMAT II Classification of Building Elements (E1557-97)		
Level 1 Major Group Elements	Level 2 Group Elements	Level 3 Individual Elements
A. SUBSTRUCTURE	A10 Foundations	A1010 Standard Foundations A1020 Special Foundations A1030 Slab on Grade
	A20 Basement Construction	A2010 Basement Excavation A2020 Basement Walls
B. SHELL	B10 Superstructure	B1010 Floor Construction B1020 Roof Construction
	B20 Exterior Closure	B2010 Exterior Walls B2020 Exterior Windows Exterior Doors
	B30 Roofing	B3010 Roof Coverings B3020 Roof Openings

*Figure 1. Example Uniformat Level III Subsystems*

Issues that require attention within the next five years (2021-2026) and with a greater direct cost for correction than \$5,000 are "deficiencies." These deficiencies will be noted individually with a photograph and rough order-of-magnitude cost estimate. We will also provide a deficiency summary report that rolls up deficiencies to the system level and applies project markups to assist in planning your budget.



Our team will use custom-built cost models that predict the 20-year capital renewal and replacement needs for each of the facilities, based on their current age, condition, and industry standard useful life. These long-term costs can be provided in several formats such as total by year, total by facility by year, or some configuration of system or subsystem level costs.

We will review three years of historical energy use data to calculate the energy use intensity (EUI) for each facility (where data is available). The EUI helps our team identify possible issues with HVAC systems or the building enclosure which may not be evident via the rapid visual inspection.

Our team will also document opportunities to improve energy efficiency and enhance operations. The opportunities will be documented in a report with rough order-of-magnitude cost estimates.

### **Deliverables**

- We will provide a complete rough draft report within 30 days of the completion of field work. This report will be comprised of an Executive Summary document and a Facility Detail report. This draft will be provided to you for review and comment. We are flexible on the timing you need to complete your review comments and edits.
- We suggest a post-draft review meeting so that our team can answer questions and make sure we understand your comments and edits.
- We will incorporate your comments and edits into a final report within two weeks of receiving your complete feedback.
- Once the report is finalized, we will provide you with a Microsoft Power BI dashboard that allows you to create custom visualizations and list of deficiencies for populating your existing CMMS.

### **Additional Options**

In addition to the basic FCA scope described above, we also offer additional related services that the City of Camas may find valuable. These include:

- Seismic analysis (via a subcontracted structural engineer)
- Infrared thermography (to review electrical loads and building envelope)
- Mechanical equipment inventory and preventative maintenance planning

Additional services are available at our standard rates. If an additional service is desired, we will provide a separate fee proposal for your approval.



## Scope

### Task 1. Facility Assessment Planning

#### 1.1 Kickoff Meeting

At the kickoff meeting, we will define the parameters of the FCA, determine customized categories/departments/prioritization for your facilities, agree on the overall project timeline, select a facility for the pilot review, and identify next steps to solidify a project plan and schedule.

#### 1.2 Review Facility Materials

We will send a list of requested background data for each facility. We use this data to set up the database and gain a baseline understanding of each facility and site. This includes floor plans, site plans, etc.

#### 1.3 Prepare & Distribute Occupant & Facility Staff Questionnaires

We will prepare a questionnaire for facility staff (and building occupants if desired) to note known issues, concerns, or upcoming work on the facilities.

#### 1.4 Review and Compile Questionnaire Data

We will compile the questionnaire data and look for trends or inconsistencies. Our surveyors will review these questionnaires prior to beginning the onsite assessment.

#### 1.5 Review & Analyze Energy Use Data

We will calculate the energy use intensity (EUI) for facilities for which data is available. The EUI helps surveyors identify possible concealed issues.

#### 1.6 Set Up Database Cost Model & Custom Deficiency Categories

We will calibrate our database to be used for data storage and future cost predictions. We will update the building cost model based on the building type and usage, and update the deficiency categories as directed by the Client.

#### 1.7 Schedule, Access, and Logistics for Field Surveys

We will review building use to establish best dates and times to be in which areas, then confirm access procedures and logistics.

### Task 2. Onsite Facility Condition Assessment

#### 2.1 Discussion with Facility Staff

At each site during the field survey, MENG Analysis surveyors will discuss the information from the questionnaires and ask other pertinent questions to facility staff if they are available. Facility staff may disclose other information if not included on the questionnaire responses.

#### 2.2 Pilot Assessment

The purpose of the pilot assessment is for your team to see firsthand how the assessments are conducted in order to be fully prepared for the onsite work. We also prepare a detailed facility report for your review. Your early feedback on the pilot report allows us to calibrate our reporting to ensure we are meeting your needs.

#### 2.3 Onsite Facility Assessment

MENG Analysis staff will perform a detailed onsite assessment of the facilities listed on page one of this proposal. Building subsystems types, age, and condition will be estimated and recorded. Roof access will be required, as well as access to locked spaces such as mechanical and electrical rooms. Facility staff to provide ladders if roof access is not built into the building.



## Task 3. Analysis of FCA Data

### 3.1 Complete Assessment Writeups & Quality Control

After the completion of the onsite assessment, surveyors will finalize their detailed writeups. The project technician and project manager will review the data for quality, consistency, and completeness.

### 3.2 Categorize Deficiencies & Opportunities

Deficiency and opportunity data will be reviewed, categorized, and prioritized.

### 3.3 Organize and Label Photos from Field Work

Any photos taken as part of the assessment will be organized and labeled. The report will include a photo of each facility and a photo of each deficiency at a minimum.

### 3.4 Cost Estimating

MENG Analysis will prepare costs for each deficiency and create updated cost models to estimate future capital needs over a 20-year horizon.

## Task 4. Reporting

### 4.1 Prepare Draft Condition Assessment Report

MENG Analysis will prepare a draft Condition Assessment Report which will include a standalone Executive Summary with the intended audience of executives, board members, and other high-level and non-technical readers. We will also provide a facility detail report, intended for a technically-oriented audience which has detailed documentation of building systems, conditions, deficiencies and their estimated remediation costs, and long-term predicted costs for building maintenance.

### 4.2 Meeting with the Client's Staff Post-Draft

After completion of the draft Condition Assessment Report, MENG Analysis will meet with the Client staff to discuss findings and review comments or edits from the Client.

### 4.3 Finalize Condition Report

Any edits resulting from the post-report meeting will be incorporated into the final Condition Assessment Report.

### 4.4 Presentation

Formal presentation of report findings for City Council or similar (cost proposal assumes remote presentation).

### 4.5 Visualization Tool

We will create a custom data visualization tool showing conditions and costs across the Client's portfolio.

## Task 5. Equipment Inventory & Scoring

### 5.1 Gather Existing Information

Request & organize any past information about major maintainable equipment. This may be from existing maintenance plans, work orders, installation receipts, etc.

### 5.2 On-Site Documentation

While on site, field surveyors will record detailed equipment data for major maintainable equipment. Only readily available and accessible equipment will be surveyed.

### 5.3 Scoring & Reporting

The list of recorded equipment will be reviewed, scored, and formatted. This data will be included in the FCA reports and in the Microsoft BI dashboard.



## Task 6. Project Management & Administration

### 6.1 General Project Management & Admin

General project management activities including progress updates, team oversight, and communication with City of Camas.

#### Fee

Our proposed fee for this scope of work totals \$115,166 which includes labor, mileage, lodging, and meal expenses. This does not include an allowance for printing and mailing deliverables. This fee assumes all meetings will be remote via video conferencing and all deliverables will be electronic only.

#### Fee Breakdown

		Project Manager	Surveyor - Civil, Structural, Architectural	Surveyor - Mechanical, Electrical, Plumbing	Cost Estimating	Technician/Support	Cost per Task
		Sarah Partap	Timothy Buckley	Doug Smith	Matt Lersch	Cam Iseri	
<b>Task #1</b>	<b>Facility Assessment Planning</b>	8	6	6	3	39	\$11,370
1.1	Kickoff Meeting	4	2	2	2	2	
1.2	Gather & Review Background Materials	2	1	1	1	12	
1.3	Prepare Questionnaires	0	0	0	0	1	
1.4	Review & Consolidate Questionnaire Data	0	1	1	0	2	
1.5	Review & Analyze Energy Use Data	0	0	2	0	12	
1.6	Customize Database	0	0	0	0	10	
1.7	Schedule, Access, Logistics	2	2	0	0	0	
<b>Task #2</b>	<b>On-site Condition Assessment</b>	4	102	102	4	4	\$48,240
2.1	Discussions with Facility Staff (included in survey time)	0	0	0	0	0	
2.2	Pilot Assessment	4	10	10	4	4	
2.3	Onsite Facility Examination & Write Ups	0	92	92	0	0	
<b>Task #3</b>	<b>Analysis of FCA Data</b>	8	8	8	32	38	\$18,630
3.1	QC data for accuracy & completeness	8	0	0	0	32	
3.2	Categorize Deficiencies & Opportunities	0	4	4	0	4	
3.3	Organize Photographs	0	4	4	0	2	
3.4	Cost Estimating	0	0	0	32	0	
<b>Task #4</b>	<b>Reporting Tasks</b>	16	6	6	4	20	\$10,020
4.1	Draft FCA Report	4	0	0	2	8	
4.2	Post Report Workshop	2	2	2	2	2	
4.3	Final Report	2	0	0	0	2	
4.4	Presentation to City Council (or similar)	4	4	4			
4.5	Data Management & Dashboard	4	0	0	0	8	
<b>Task #5</b>	<b>Equipment Inventory</b>	2	0	24	0	28	\$10,410
	Gather Existing Information					4	
	On-site Documentation			16			
	Scoring, Follow Up & Reporting	2		8		24	
<b>Task #6</b>	<b>Project Management &amp; Admin</b>	32	0	0	0	32	\$11,520
5.1	General Project Management & Admin	40				40	\$110,190
	Total Hours	70	122	146	43	161	
	Hourly Rates	\$195	\$225	\$225	\$225	\$165	
	Total Labor	\$110,190					
	Direct Costs	\$4,976					
	<b>Total</b>	<b>\$115,166</b>					

<b>Direct Costs</b>	<b>\$4,976</b>
<b>Mileage (local &amp; from Seattle)</b>	<b>\$992</b>
Surveyor 1	
(3 trips RT + local)	\$794
Surveyor 2	
(Vancouver to Camas daily)	\$198
<b>Lodging &amp; Meals</b>	<b>\$3,984</b>
Surveyor 1	\$3,192
Surveyor 2	\$792
<b>Assume no Printing</b>	<b>\$0</b>



After reviewing this proposal, please contact me with any questions. We look forward to exceeding your expectations!

Thank you,

Sarah Partap  
Principal  
MENG Analysis  
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