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|  | Rock Hill Schools <i>Request for Proposals</i> | Solicitation Number Date Issued Procurement Director Phone E-Mail Address | 16-1713 November 4, 2016 Nicole Hatch, CPPO 803-981-1154 Nhatch@rhmail.org |
|---|--|--|---|

Facility Assessment RFP

The Term "Offer" Means Your "Bid" or "Proposal" or "Quotation"

The Term "Offeror" Means "Vendor" or "Contractor" or "Bidder" or "Consultant"

SUBMIT OFFER BY (Opening Date/Time): December 8, 2016 – no later than 2:00 p.m.

NUMBER OF COPIES TO BE SUBMITTED: one (1) original, five (5) copies, and one (1) digital copy

Offer must be submitted in a sealed package. Solicitation number and opening date must appear on package exterior.

SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS:

| MAILING ADDRESS |
|--|
| Rock Hill Schools Purchasing Dept. 2171 West Main Street Rock Hill, SC 29732 <small>See "Submitting Your Offeror" provision</small> |

| | | | |
|--|--|---|--|
| CONFERENCE TYPE: Pre-proposal Conference DATE & TIME: November 17, 2016 and 10:00am | | LOCATION: Facilities Training Room 2171 West Main Street Rock Hill, SC 29732 | |
| AMENDMENTS | Any amendments will be posted at the following web address: http://www.rock-hill.k12.sc.us | | |
| You must submit a signed copy of this form with your offer. By submitting a bid or proposal, you agree to be bound by the terms of the solicitation. You agree to hold your offer open for a minimum of one hundred twenty (120) calendar days after the opening date. | | | |
| NAME OF OFFEROR (Full legal name of business submitting the offer) | | OFFEROR'S TYPE OF ENTITY: (Check one) | |
| AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small> | | <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax exempt corporate entity <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____ | |
| TITLE (Business title of person signing above) | | (See "Signing your Offer" provision) | |
| PRINTED NAME (Printed name of person signing above) | DATE SIGNED | | |
| Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc. | | | |
| STATE OF INCORPORATION | | <small>(If offeror is a corporation, identify the State of Incorporation.)</small> | |
| TAXPAYER IDENTIFICATION NO. | | <small>(See "Taxpayer Identification Number" provision)</small> | |

PAGE TWO

(Return Page Two with Your Offer)

| | | | | |
|--|--|---------------|------------------|------------------|
| HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business) | NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause) | | | |
| | Area Code | Number | Extension | Facsimile |
| | E-mail Address | | | |
| PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause) | ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses) | | | |
| <input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one) | <input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one) | | | |

ACKNOWLEDGMENT OF AMENDMENTS

Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue.

| Amendment No. | Amendment Issue Date | Amendment No. | Amendment Issue Date | Amendment No. | Amendment Issue Date | Amendment No. | Amendment Issue Date |
|---------------|----------------------|---------------|----------------------|---------------|----------------------|---------------|----------------------|
| | | | | | | | |

Minority Participation:

Are you a SC Certified Minority Vendor - Yes ☐ No ☐

If yes, SC Certification # _____

Are you a Non SC Certified Minority Vendor - Yes ☐ No ☐

Table of Contents

SECTION A: GENERAL BID INSTRUCTIONS AND CONDITIONS.....4

SECTION B: INTRODUCTION AND PURPOSE OF REQUEST FOR PROPOSAL.....9

SECTION C: SCOPE OF SERVICES.....11

SECTION D: PROPOSAL FORMAT.....15

SECTION E: EVALUATION CRITERIA.....18

SECTION F: REFERENCES20

SECTION G: BID FORM22

SECTION A: GENERAL BID INSTRUCTIONS AND CONDITIONS

1. INSTRUCTIONS TO BIDDERS:

A. Bids shall be publicly opened at 2:00 PM on the date stated in the RFP. Bid openings shall be conducted in a room designated by the Director of Procurement.

B. Sealed bids shall be enclosed in an envelope, and the "bid name and number" shall be clearly displayed on the lower left-hand corner of the envelope containing the bid. The name and address of the bidder shall also be displayed on the envelope. Bids that are mailed shall be addressed to the Director of Procurement, Rock Hill School District Three, 660 North Anderson Road, Rock Hill, SC 29730. Hand carried bids shall be delivered to the same address.

C. Bids shall be submitted NO LATER THAN 2:00 PM in the place and manner as described in paragraph 1B above. Bids received after 2:00 PM shall be late bids. Late bids shall not be considered for award and will be returned to the vendor unopened, unless the delay was caused by improper handling by District employees.

D. The District shall not accept responsibility for unidentified bids.

E. In the event that a bid is unintentionally opened prior to the official time set for a bid opening, the employee opening such bid shall immediately sign the envelope and deliver it to the Director of Procurement.

F. All prices shall be entered in ink or typewritten and shall remain firm for not less than 120 days from the bid date. Mistakes may be crossed out, corrections may be inserted adjacent, and shall be initialed in ink by the person signing the bid.

G. The District shall not accept oral or FAX bids.

2. TAXES: South Carolina Sales Tax shall be shown as a separate entry on the bid total, if applicable.

3. AMBIGUOUS BIDS: Bids, which are uncertain as to terms, delivery, quantity, or compliance to requirements/specifications, may be rejected or otherwise disregarded.

4. BIDDERS QUALIFICATIONS: Bids shall be considered only from bidders who are regularly established in the business called for, and who in the judgment of the District, are financially responsible and able to show evidence of their reliability, ability (to render prompt and satisfactory service in the volume required by this solicitation), experience, equipment, facilities, and personnel directly employed or supervised.

5. ACKNOWLEDGEMENT OF AMENDMENTS:

A. Bidders shall acknowledge receipt of all amendments either by signing and returning one copy of the amendment or by acknowledging the change on the bid form.

B. It is the bidder's responsibility to determine whether they have received any or all amendments.

6. AFFIRMATIVE ACTION: The successful bidder shall take affirmative action in complying with all Federal, State, and local requirements concerning fair treatment of all employees/applicants, without regard or discrimination by reasons of race, color, sex, religion, national origin, and physical handicap.

7. COMMUNICATION WITH PROSPECTIVE BIDDERS:

A. All communication concerning this RFP must be in writing to the Procurement Department. Email is the preferred method of communication.

B. Oral explanation or instructions provided prior to the award of a contract shall not be binding.

C. From the issue date of this Proposal until the completion of the selection process and the award notification is announced, vendors are not allowed to communicate with District employees and/or contracted agents related to this

RFP for any reason except as authorized by the Procurement Department. Violation of this provision may result in rejection of the vendor's response.

D. It is the vendor's responsibility to check the District's website procurement page for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation process.

- 8. WITHDRAWAL OF BIDS:** Any bidder may withdraw his bid prior to the closing time scheduled for the receipt of bids. All requests to withdraw bids must be submitted in writing and must document the fact that the acceptance of the bid will cause the bidder substantial loss.

9. STATEMENT OF COMPLIANCE AND ASSURANCE:

A. Bidders, to be eligible for consideration, shall be required to certify in writing that the firm or agency represented complies with all applicable Federal and State laws and regulations.

B. Statement of Assurances and Compliance is provided to vendors in Section H.

- 10. ASSIGNMENT:** No contract may be assigned, sublet, or transferred without the written consent of the Director of Procurement.

- 11. SUBMISSION OF DATA:** Each bidder, upon request, shall submit evidence of liability insurance, Workmen's Compensation, and any other data released to this solicitation, to satisfy the requirements of the solicitation and the execution of a contract.

- 12. BACKGROUND CHECKS:** Background screenings of employees and approval of the district for any employee with a criminal background shall be required for all vendors working on the premises.

- 13. FAILURE TO SUBMIT A BID:** Vendors not responding with a bid should not return this solicitation. Instead, they should advise the District by letter or postcard whether they want to receive future consideration for similar requirements. Any vendor failing to respond to three consecutive bids for the same items may be removed from the applicable bid lists.

- 14. ACCIDENTS:** The vendor shall hold the District harmless from any and all damages and claims that may arise by reasons of any negligence on the part of the vendor, his agents, or employees in the performance of this contract; and, in case of any action brought against the District or any of its agents or employees, the vendor shall assume full responsibility for their defense. Upon his failure to do so on the proper notice, the District reserves the right to defend such motion and charge all costs to the vendor. The vendor shall take all precautions necessary to protect the public against injury.

- 15. BIDDER'S RESPONSIBILITY:** Each bidder shall fully acquaint himself with the scope of work required for the execution of the work specified by this bid. It is expected that this will sometimes require on-site observations. The failure of a bidder to acquaint himself with existing conditions shall in no way relieve the bidder of any obligations with respect to this bid or any resulting contract.

- 16. TERMINATION:** Subject to the provisions below, this contract may be terminated by the Director of Procurement, provided a thirty- (30) day advance written notice is given to the contractor.

Termination for convenience. In the event this contract is terminated or canceled upon request and for the convenience of the District, the District shall negotiate reasonable termination costs, if applicable.

Termination for Cause. Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision. Termination cost, if any, shall not apply. The thirty- (30) day advance notice requirement is waived and the default provisions of this bid shall apply

17. EXAMINATION OF RECORDS:

- A. The Superintendent of Rock Hill School District Three, or his duly authorized representative(s), shall, until three (3) years after final payment under this contract, have access to and the right to examine any of the contractor's directly pertinent books, documents, papers or other records involving transactions related to this contract.

- B. The contractor agrees to include in first-tier subcontracts, under this contract, a clause to the effect that the Superintendent of Rock Hill School District Three, or his duly authorized representative(s) shall, until three (3) years after final payment under the subcontract, have access to and the right to examine any of the subcontractor's directly pertinent books, documents, papers, or other records involving transactions related to the subcontract.

18. COMPETITION: There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given the United States Government. Bidders may bid lower than the US Government contract price without any liability, because the District is exempt from the provisions of the Robinson-Patman Act and other related laws.

19. SOUTH CAROLINA LAW CLAUSE: Upon award of a contract under this solicitation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina, which requires such person or entity to be authorized/licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized/licensed to do business in this state. By submission of this signed bid, the bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability of taxes, licenses or fees levied by the state.

19. RIGHT TO PROTEST: Any actual or prospective bidder who is aggrieved in connection with the solicitation or award may submit a protest to the Director of Procurement. The protest shall be submitted in writing within fifteen (15) days of the date of issuance of the Invitation for Bids or Request for Proposals, date of issuance of an amendment, or date of notification of an award is posted.

20. PROPRIETARY INFORMATION: Contractors shall visibly mark as "**CONFIDENTIAL**" each part of their Proposal which they consider proprietary information. Price may not be considered confidential proprietary information.

21. AWARDING POLICY: The District reserves the right to select and award on an individual item basis, lot (group) basis or an "all or none" basis, whichever the District determines to be most advantageous. Therefore, individual prices per item must be indicated on the Proposal form. Contractors are encouraged to offer discounts for consideration of consolidated award. Furthermore, the District, in determining the lowest responsible Contractor on each of the items shall consider, in addition to the Proposal price, conformity to specifications, delivery, the District's opinion relative to the quality of materials/services being offered, training, suitability and adaptability of the services required by this solicitation. The District reserves the right to reject or accept any or all proposals and to waive any informalities and/or irregularities thereof.

In the event that identical proposals are received on like items, the Director of Procurement shall award proposals in accordance with the District's Procurement Code.

22. STATEMENT OF COMPLIANCE AND ASSURANCES: By submitting a Proposal and signing the Proposal schedule, vendors are providing written assurance of non-collusion and understanding and acceptance of all general and special conditions stated in this contract. In addition, this signature certifies that the firm or agency represented in the Proposal submitted complies with all applicable federal and state laws and regulations.

23. PATENTS: The vendor shall hold the District, its officers, agents, and employees harmless from liability of any nature or kind whatsoever, on account of use by the publisher or author, manufacturer or agent, of any copyrighted or non-copyrighted composition, secret process, article or appliance furnished or used under this Proposal.

24. PROPER INVOICE: Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:

- Name of business concern
- Contract number or other authorization for delivery of service or property
- Complete description
- Price and quantity of property or service actually delivered or executed
- Shipping and payment terms
- Name where applicable
- Title, telephone number and complete mailing address of responsible official to whom payment is to be sent; and other substantiating documentation of information as required by the contract

- All invoices shall be submitted via email to APINVOICES@rhmail.org with the Company name and purchase order# referenced in the subject line

- 25. TIME OF COMPLETION:** Date of delivery shall be a consideration factor in the awarding process. The Vendor shall include with his/her Proposal delivery dates for each item as requested, and shall furnish all items in accordance with the Proposal solicitation unless an extension was granted by the District in writing.
- 26. DEFAULT:** In the event the successful contractor defaults on any part or all of his Proposal, ROCK HILL SCHOOL DISTRICT THREE reserves the right to purchase any or all of the services in default in the open market and charge the defaulting contractor for the difference of the cost. Should such charge be assessed, no subsequent proposals of the defaulting contractor shall be considered unless assessed charge has been satisfied.
- 27. DRUG-FREE WORKPLACE:** This contract is subject to the Drug Free Workplace Act if the stated or estimated value is Fifty Thousand Dollars or more. The contractor shall comply with all terms and conditions of the Drug Free Workplace Act, S. C. CODE ANN. 44-107-10 et seq. (1976 as amended), if this contract is for a stated or estimated value of Fifty Thousand Dollars or more. By signing this Proposal, you are certifying that you will comply with the Drug Free Workplace Act.
- 28. POSTING OF AWARD:** Notice of Award or Intent to Award will be filed in the Procurement Department located at 660 N. Anderson Road, Rock Hill, SC, 29730, if the total value of the contract resulting from this solicitation is less than \$50,000.00. An "Intent to Award" shall be issued and posted on the District's procurement website should the total value of any contract resulting from this solicitation is \$50,000.00 or greater.
- 29. NON-APPROPRIATIONS:** Any contract entered into by ROCK HILL SCHOOL DISTRICT THREE resulting from this Request shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated period.
- 30. SUBMISSION OF DOCUMENTATION:** Documentation contained on pages 1 and 2 and Section "H" must be completed and submitted along with the bid. No award will be made without these sections being executed by the successful low bidder, **do not return the entire solicitation.**
- 31. SPECIFICATIONS:** Any deviation from the specifications must be clearly pointed out on the bid or attached as a separate sheet. Otherwise, the bidder will be held responsible for providing materials that are in strict compliance with the specifications. Deviations must be explained in detail. All materials shall be subject to inspection and approval after delivery. The District reserves the right to reject and return, at the risk and expense of the vendor, any portion of a shipment that is defective or fails to comply with specifications. The rejection of certain items will not invalidate the remaining order.
- 32. PACKAGING AND DELIVERY:** All shipments shall be FOB: to the District location as cited on the purchase order/contract. The purchase order/contract number shall be clearly stated on the shipping container. The parties agree hereto that delivery by the contractor to the common carrier does not constitute delivery to the District. Any claims for loss or damage shall be between the contractor and the carriers.
- 33. IRAN DIVESTMENT ACT:** (a) The Iran Divestment Act List is a list published by the Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently the list is available at the following URL: <http://procurement.sc.gov/PS/PS-iran-divestment.phtm> (.) Section 11-57310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330A is a material inducement for the District to award a contract to you. (b) By signing your offer, you certify that, as of the date you sign, you are not on the then current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List.
- 34. SUSPENSION AND DEBARMENT:** By submitting a proposal (IFB/RFO), the applicant certifies, to the best of its knowledge and belief that the applicant and/or any of its principals, sub grantees, or subcontractors are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency; have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining,

attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above. Applicant has not, within a three –year period preceding this application, had one or more contracts terminated for default by any public (federal, state, or local) entity.

35. INDEMNITY: Contractor agrees to protect, defend, indemnify and hold Rock Hill Schools District Three, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

36. INSURANCE REQUIREMENTS: Contractor shall maintain, throughout the performance of its obligations under this contract, a policy or policies of Worker's Compensation insurance with such limits as may be required by law, and a policy or policies of general liability insurance insuring against liability for injury to, and death of, persons and damage to, and destruction of, property arising out of or based upon any act or omission of the contractor or any of its subcontractors or their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract.

The successful contractor shall provide a certificate of insurance within ten (10) days after notification of award of the proposal. The insurance required shall be written for not less than totals listed below:

A. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

| | |
|-----------|-------------------------|
| \$500,000 | Each Accident |
| \$500,000 | Disease - Each Employee |
| \$500,000 | Disease - Policy Limit |

B. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

| | |
|-------------|---|
| \$2,000,000 | General Aggregate |
| \$2,000,000 | Products/Completed Operations Aggregate |
| \$1,000,000 | Each Occurrence |
| \$ 5,000 | Medical Payments |

C. COMMERCIAL AUTOMOBILE LIABILITY

| | |
|-------------|----------------------------------|
| \$1,000,000 | Combined Single Limit - Any Auto |
|-------------|----------------------------------|

SECTION B: INTRODUCTION AND PURPOSE OF REQUEST FOR PROPOSAL

1. **INTRODUCTION AND PURPOSE**

Rock Hill School District (RHSD) seeks a firm to conduct a comprehensive Facility Condition Assessment (FCA) of all major school campuses and district support sites.

Except as provided otherwise in this Request For Proposal (RFP), the objectives, purpose and scope of the FCA required shall be as presented in:

Kaiser, Harry. “Facilities Condition Assessment”, APPA Body of Knowledge, Chapter 15. APPA: Leadership in Educational Facilities, Alexandria, Virginia, 2009 (or current version: See www.appa.org)

This reference document will be referred to hereinafter as “**APPA FCA**”.

The RHSD real property inventory includes 32 major sites: one preschool; 17 elementary, five middle and three high schools; one adult education and alternative learning center; one career/technology center; and four district operations sites. Seven other sites, including out-leased and historic properties and properties for sale or demolition will not be included in the FCA. **Attachment 1 identifies the sites to be assessed under this RFP.**

2. **BACKGROUND AND REFERENCE INFORMATION**

A. **Background.** RHSD has approximately 17,800 students, 1,300 faculty and 1,100 administrators and support staff. It is the largest of four school districts in York County; 11th largest in South Carolina. RHSD is considered a compact, urban and suburban district; 70% of the district overlays the City of Rock Hill, South Carolina, and all RHSD schools and sites are located within 20 minutes of each other. Additional information about the District is available at www.rock-hill.k12.sc.us.

RHSD supports its students and staff at over 40 sites, comprised of almost 200 individual buildings. Total Current Plant Value (CPV) including furnishings, fixtures and equipment is \$550,805,287. The oldest buildings were built in the 1940s and our newest buildings were completed around 2010.

Currently, RHSD is in the second year of a \$110 million capital program supporting implementation of the 2015 – 2020 district Master Plan. The Master Plan includes projects in the following areas authorized by bond referendum:

- Safety and Sustainability Improvements
- Selected System Repairs and Replacements
- Vehicle Fleet and Grounds Improvements
- Technology Improvements
- Renovation and Modernization of Selected Buildings
- New Building Construction.

Since 2010 RHSD has used a formal Facilities Master Planning process with a permanent stakeholder-based team, the “Pathfinders”. Key steps in this process, including “collect data” and “assess real property”, have been accomplished “in-house” using manual, time-consuming and relatively inefficient methods. In their 2016 update, the Pathfinders recommended a more

systematic, comprehensive and efficient approach: a professionally prepared, comprehensive FCA. Rock Hill Schools has never conducted a comprehensive FCA.

The Charleston County School District's (CCSD) Facility Condition Assessment Program was benchmarked by the Pathfinders as a clear, proven approach to conducting an FCA. The RHSD Board of Trustees approved the Pathfinders' recommendation for a comprehensive FCA similar in scope to the CCSD program to be conducted.

B. Reference Information. **Attachment 2** is a part of the Master Plan and provides a general profile and assessment of district facilities. The most current published version of the district's master plan may be found at <http://www.rock-hill.k12.sc.us/Page/4085> .

RHSD can supply approximately 85% of available school drawings digitally via CAD files, the rest in hard copy. A thorough set of system Operation and Maintenance Manuals exists, in either digital or hard copy. RHSD has several previous system or component assessments available as reference information, including:

- "High School Athletics Facilities Assessment" – Rock Hill Schools Facilities Services Department, July 13, 2015.
- "Track Evaluation Study" – Campco Engineering Inc., January 17, 2014
- "Roof Assessment, RHSD" – REI, May 8, 2013
- "District Three Stadium Assessment" – REI, August 31, 2016
- "Stormwater Systems Assessment" – Keck & Wood, 2016 (draft)
- Various AHERA, indoor air and water quality reports and other Environmental Investigations (ETM, et. al.)
- "Proposal for Demographics and Planning Services" – Cropper-McKibben, April 2016 (ongoing)

Note: The selected consultant will incorporate existing studies and reports provided for building systems or areas into FCA data, analysis and recommendations.

SECTION C: SCOPE OF SERVICES

1. **GENERAL SCOPE OF ASSESSMENT**

A. General Intent. Except as provided otherwise in this Request For Proposal (RFP), the objectives, purpose, scope, methodology and phases of the FCA shall be as outlined in "APPA FCA", as referenced in Section B. Primary services required under the FCA are described in **Attachment 3, Facilities Assessment Requirements**. The successful offering firm ("the consultant") will provide a **comprehensive facilities condition assessment**, as defined in APPA FCA, combining two methodologies:

- (1) Facilities Systems Inspection: referred to in APPA FCA as "Physical Condition Assessment and Life-Cycle Modeling". Detailed requirements are provided in paragraph 2, below.
- (2) Functional Program Assessment: referred to in APPA FCA as "Functionality Assessment". Detailed requirements are provided in paragraph 3, below.

B. Deliverables. Basic deliverables for this project are described in Attachment 3. The consultant shall deliver the FCA results in two basic formats:

- (1) The SchoolDude Capital Forecast Direct ® Database Module ("CFD").
 - a. RHSD currently owns the CFD module as part of broad package of SchoolDude products employed as the district's Facilities Management System and seeks to fully integrate an operational CFD into this system.
 - b. The consultant shall use the results of its assessment to populate the CFD and commission this module complete and ready for operation by RHSD as a daily management tool of generating long range capital needs and programs for district facilities.
 - c. Details on CFD commissioning are provided in paragraph 4, below.
- (2) Formal Report. In addition to the operational CFD module, the consultant shall provide a formal written report documenting FCA results, findings and recommendations. At a minimum this report shall:
 - a. include an executive summary.
 - b. include requirements and deliverables as outlined in Attachment 3.
 - c. include digital photo documentation of facilities as described in Attachment 3 and paragraph 3, below. Only key, representative and demonstrative photos are required to be embedded in report text. Full photo documentation shall be provided as separate files, organized by site and system and labeled in caption (non-numeric) style.
 - d. include printed reports suggested in APPA FCA, Figure 6 (2009 version). Reports generated from CFD to fulfill this requirement are preferred, as a means of demonstrating module operational capability.
 - e. be provided as five (5) hard copies of the report in an appropriate binder and two (2) Adobe PDF electronic copies on separate digital storage devices.

C. Schedule. The consultant will provide its approach to scheduling on-site work to conduct this FCA as a part of its proposal. Approach shall include basic methods, inspection team structure and sequencing of areas and/or building systems.

- (1) All schedules will be approved by the RHSD designated Project Manager (PM).

(2) Possible Pilot Assessments. RHSD reserves the right to require up to three sites to be assessed as “pilot projects” prior to the rest of the sites being scheduled. Pilot facility assessment(s) will serve as test cases to ensure the consultant’s means, methods, procedures and reports prepared in the final FCA are in alignment with RHSD expectations.

(3) RHSD intends to prioritize the order of school facility assessment completion, consistent with the consultant’s scheduling approach, based in part on the guidance in Attachment 2 and in the Master Plan.

(4) Every effort shall be made to accommodate consultant flexibility in scheduling, including access to site and building areas during normal working hours. However, consultant shall consider the firm RHSD requirement not to disrupt classroom instruction in scheduling work. After-school programs may be considered classroom instruction.

D. Additional Services by Contract Modification. RHSD anticipates using the results of this FCA to develop projects to be funded in the FY 2017 – 2027 Capital Outlay Programs. The scope of this work shall include being able to retain the consultant for additional or “follow-on” services not originally funded or covered in this RFP. RHSD reserves the right to modify the contract for additional in-scope services with the consultant.

2. FACILITIES SYSTEMS INSPECTION

A. **Physical Inspection and Modeling.** As described in APPA FCA, RHSD expects the consultant to propose a combination of physical site condition assessment (inspection) and predictive (life-cycle) modeling to fully characterize all the sites and systems listed in the attachments. The approximate distribution of effort between these two approaches is anticipated to be 75% physical inspection and 25% predictive modeling, but the consultant should recommend the best mix based on experience and preliminary survey or research on the RHSD inventory.

B. **Facilities Systems to be Inspected.** The consultant shall conduct physical site inspection and modeling, as proposed, at all sites listed in Attachment 1, and for all facilities systems listed in Attachment 4 at each site. A list of systems excluded from inspection and modeling (at any site) is also listed in Attachment 4.

(1) UNIFORMAT. The RHSD prefers the use of the following recognized system for the organization and format of results of the facilities systems inspection:

National Institute of Standards and Technology (NIST) publication NISTIR 6389, “UNIFORMAT II Elemental Classification for Building Specifications, Cost Estimating and Cost Analysis”, October 1999.

Thus, Attachment 4 consists of UNIFORMAT II Level Codes to describe systems for assessment.

(2) Compatibility with Capital Forecast Direct (CFD). The form and format of results of the Facilities Systems Inspection shall be compatible with the database field structure of CFD, which is to be populated and made ready for use as a core deliverable of this project.

(3) Priority Facilities Systems. RHSD has identified the systems in the first section of Attachment 4 as highest priority for assessment, for purposes of designing the consultant's physical inspection and modeling strategy and for prioritized use of resources to conduct the assessment.

C. **Systems for Additional Consideration.** Certain systems under assessment are listed separately in Attachment 4 and shall be given the following consideration:

(1) Inventory of Specialized Equipment. Certain high-priority systems containing fixtures, appliances and dynamic equipment shall be inventoried, tagged and assessed for condition and recommendation for long-term repair or replacement including upgrades. Attachment 3, step C contains further details.

(2) Use of Available Assessment Data. Certain systems, listed in Attachment 4, have current assessments available, such as those listed in Section B. The consultant may use these assessments and data in lieu of a physical inspection. The consultant is still expected to assess, analyze and evaluate these systems as discussed in paragraph 4, below.

D. **Digital Photo Documentation.** The consultant is required to provide comprehensive photo documentation of each facility system at each district facility, as applicable. Interior photographs will be used to document critical life safety, major repair, maintenance, housekeeping issues and/or unusual conditions. No students will be included in any photograph. Exterior photographs will be taken for:

- (1) School identification (including a high quality image of the school/site main entrance).
- (2) Documentation of building envelope issues
- (3) Documentation of structural issues
- (4) Major site deficiencies
- (5) Each specific section of the roof as set forth in the roofing study (see Section B.)

E. **Determination of Condition and Replacement Standard.** As described in Attachment 3, Step D, the consultant will use results of the Facilities Systems Inspection to characterize each facilities system for its suitability for continued use, ability to be repaired or re-conditioned economically, and the projected time of replacement. The recommendations for repair, modernization or replacement of a given system will be based on, and demonstrated by the use of calculated, recognized performance indicators and by the assignment of a condition code on a scale of 1 – 5 for each system, as prescribed in APPA FCA.

F. **Special Assessment for Readily Achievable Barrier Removal (ADA).** The consultant shall propose an assessment or audit designed to identify barriers to accessibility for persons with disabilities, as defined by the Americans with Disabilities Act (ADA), at all sites listed in Attachment 1. Requirements for this additional, special assessment are:

- (1) The consultant shall describe in the proposal the approach to be used, such as assessment during each facilities system inspection described above, or as a separate audit/assessment.

- (2) The consultant shall describe the process and standards to be used, such as the Americans with Disabilities Act Accessibility Guidelines (ADAAG), or equivalent accepted approach.
- (3) The consultant should prepare a separate report of findings for this special assessment, and
- (4) The consultant shall price this portion of the scope of work separately, as described in section G.

3. FUNCTIONAL PROGRAM ASSESSMENT.

The consultant shall conduct and provide an assessment of the sites listed in Attachment 1 for the functionality of the spaces at these sites for their currently assigned RHSD missions or programs. In general, the consultant will follow the process and guidance outlined in APPA FCA on "Functionality Assessment", including but not limited to:

- A. User interviews
- B. Facility utilization inspection
- C. Calculation of core function capacity
- D. Calculation of classroom capacity

Further details for this portion of the FCA are listed at Attachment 3, Step F. The consultant will provide specific qualifications and experience in conducting this type of assessment with its proposal. RHSD reserves the right to require a separate cost proposal for this portion of the project.

4. ASSESSMENT SYNTHESIS, EVALUATION AND ANALYSIS

A. General. The consultant should follow a process similar to that described in APPA FCA to bring together efforts discussed above. Attachment 3, steps A, B, E, G and H are guided by remarks in this section.

B. SchoolDude Capital Forecast Direct Relational Database Module. The consultant should use the CFD module as the primary means of data collection, analysis, evaluation and synthesis required to complete the facility condition assessment. Attachment 3, Step A provides guidance for the establishment of a database for each facilities system inspected. The consultant will set up CFD and certify to RHSD its readiness for operation as a daily tool of the Facilities Services Department by:

- (1) Demonstration of the full range of module functions and capabilities, including data importing, data sorting and selection, analysis functions and data exporting and reports generation.
- (2) Training of designated personnel in the operation and ongoing maintenance of the CFD.

C. Digital Site and System Drawings. As described in Attachment 3, Step B, the consultant will develop digital drawings, based on existing as-built drawings where feasible, which accurately describe and portray each facilities system to be assessed. The ability to hyperlink data from the FCA report and/or CFD module is preferred for applicable systems, including those which are required to be inventoried as special equipment systems under Attachment 4.

D. Long Range Plans, Strategy, Needs and Projects. The consultant shall integrate and synthesize all other work efforts to provide, by report and through the capability of the CFD, the work products described below:

(1) System Maintenance and Sustainability Plans. As described in Attachment 3, Step E, the consultant will use the results of previous steps to generate a 20-year plan to recommend the repairs, renovation, modernization or replacement of each facilities system for each site assessed. The plans will serve as graphic representations of the system conditions and investments needed to sustain the systems by year.

(2) Statement of Capital Renewal Needs and Strategy. As described in Attachment 3, Step G, the consultant will collaborate with RHSD personnel managing the district's capital program for a comprehensive statement of the facilities capital needs and strategy for meeting those needs. The statement will include the assignment of an overall building condition code from 1 – 5, analogous to that used for each facilities system, to characterize the magnitude of need for each building. The consultant shall propose such a code, based on criteria such as building age, amount of deficiencies, and degree of previous renovations. A condition code similar to that developed by the Charleston County School District, or an equivalent rubric recommended by the proposer, will be considered. Recognized key performance indicators such as the Facility Condition Index should be used in the development of the statement and strategy. Recommendations for replacement of buildings beyond extended, useful life cycle should also be included.

(3) Ten-Year Facilities Projects List. The penultimate product of the FCA shall be a justified and supported list of facilities capital renewal projects for the fiscal years 2018 through 2027. The list shall identify the following elements, at a minimum:

- a. Project title.
- b. Project scope (summarized).
- c. Project type (new construction, major repairs, equipment installation, renovation, modernization or building replacement)
- d. Phases, if applicable.
- e. Cost estimate, including direct and "soft" costs.
- f. Site, school or campus
- g. Building or system, if applicable.

SECTION D: PROPOSAL FORMAT

The RFP submittal shall be in two sealed envelopes. One containing the technical specifications and the other containing the Bid Form with the cost proposal. The Section H Bid Form attached shall be submitted in the cost proposal.

The proposal shall include the following elements. The proposal shall be double-sided, no less than 12 point font, shall not be excessive in length. Unnecessary, elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal, is not desired.

Elaborate artwork, expensive paper, bindings, visual and other presentations aids are not required. Well marked tabs shall be used to separate each section for easier review. The District encourages the use of recycled products, therefore, it is urged that proposals be submitted on paper made from or with recycled content and be printed on both sides. One (1) original, five (5) copies and one (1) digital copy of the proposal shall be submitted to Rock Hill School District, Purchasing Department, 660 North Anderson Road, Rock Hill SC 29730

It is the Consultant's responsibility to provide all documentation required in the RFP and clearly identify and describe the services being offered in response to the Request for Proposals. Failure to provide the information requested in this Request for Proposal, or the inclusion of any conditional limitations, or misrepresentations, may adversely affect the evaluation of your submittal, or be cause for consideration as non-responsive to the RFP.

Consultants are cautioned that organization of their Response, as well as thoroughness, is critical to the District's evaluation process. The RFP forms must be completed legibly and in their entirety; and all required supplemental information must be furnished and presented in an organized, comprehensive and easy to follow manner.

1. COVER LETTER

The cover letter shall include a brief statement of intent for the services offered to the District, and signatures of an authorized officer of the organization, who has legal authority in such transactions. Proposals with unsigned cover letters will be rejected. The cover letter must also provide the name, position and full contact information for the individual designed as the Vendor's contact for this proposal.

2. TABLE OF CONTENTS

The table of contents shall identify the contents of the proposal in a format consistent with the proposal requirements and format set forth herein.

3. BACKGROUND AND EXPERIENCE

The description shall show that the Vendor possesses demonstrated skills, experience and equipment in specific areas of the RFP. The section shall include:

A. Vendor name, address, telephone, fax number, email addresses of authorized representatives. Full-time and part-time staff, proposed Consultants, and sub-Consultants who will be assigned direct work on this project should be identified. Information is required which will show the composition of the task or work group, its specific qualifications, and recent relevant experience. Special mention shall be made of direct technical personnel, and approximate percentage of the total time each will be available for this project. The technical area, character and extent of participation by any sub-Consultant or Consultant activity must be indicated and the anticipated sources will be identified.

B. Resumes of staff and proposed Consultants are required which will indicate education, background, and recent relevant experience with the subject matter of the project. Current telephone numbers must be included.

C. Background of company and detail any project that relates specifically to this RFP.

D. Describe the company's experience in conducting this type of service.

- E. Satisfactory evidence of the Vendor's financial resources. Detailed information validating the financial stability of the Vendor including a description of the Vendor's ability to secure (either by purchase or lease) the equipment necessary for the services listed in this RFP and a description of all financial or other liabilities in excess of \$50,000 that may threaten the ability of the Vendor to perform all services required.
- F. A description of all pending legal disputes including matters in litigation, mediation, arbitration, and/or at trial.
- G. A list of all public sector clients to which the Vendor has provided similar services over the past three (3) years. Reference forms attached.
- H. A copy of company's W-9.

4. UNDERSTANDINGS OF PROJECT AND TECHNICAL APPROACH

- A. Statement and discussion of the requirements as they are analyzed by the Consultant.
- B. Consultant's proposed definitive Scope of Work with explanation of technical approaches and a detailed outline of the proposed program for executing the requirements of the technical scope and achieving objectives of the project.
- C. Preliminary layouts, sketches, diagrams, other graphic representations, calculations, curves, and other data as may be necessary for presentation, substantiation, justification or understanding of the proposed approaches and program.
- D. Consultant should demonstrate an awareness of difficulties in the completion of this undertaking, and a plan for overcoming them. Special attention should be given to methodology and schedule issues that will be encountered in such a project.
- E. Consultant shall provide a sample copy of FCA previously conducted by their firm.

5. STATEMENT OF WORK/ ACTION PLAN

The preliminary work plan shall describe how the successful Vendor(s) will satisfy the District's requirements once the District's Governing Board has approved the contract (if applicable). The vendor shall present a description of the phases or segments into which the proposed program can logically be divided and performed, together with flow charts. The technical narrative should address separately each of the tasks described in the Request for Proposal and responses should be keyed to appropriate paragraph numbers. The vendor shall include a schedule of the work to be completed. This section should also contain a discussion of any changes proposed by the Consultant which substantially differs from the project scope described in these Special Provisions. Timelines, milestones, meetings, District responsibilities and all other important information should be included in the section with clear detail.

6. ACKNOWLEDGEMENT OF ADDENDA

Vendor shall acknowledge all Addenda received. If there are no addenda or bulletins issued prior to the RFP due date, this form will not be required to be included in the proposal package.

7. RFP BID FORM

Vendor shall return the RFP Bid Form, fully executed in accordance with the Instructions to Vendors. To more easily compare proposals with the cost of the District's current service arrangement, the District is requiring that the Proposal contain an "all inclusive" format in which the costs of all of the related costs are incorporated into the rates charged for said services.

Proposed costs must be inclusive of all services outlined in the RFP, including:

- A. Cost to bill the District
- B. Insurance, workers' compensation and all other business-related costs
- C. Labor costs
- D. Fuel costs
- E. Overhead costs
- F. Disposal costs
- G. Travel, Lodging and Meals
- H. Printing

8. VALUE ADDED

Vendor may provide on a separate page any unique elements of your offer, not already specified or proposed that you believe will bring value to this contract.

SECTION E: EVALUATION CRITERIA

A Selection Advisory Committee will be established to review and evaluate all proposals submitted in response to this Request for Qualifications. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal, and the evaluation criteria listed below.

The District may engage in individual discussions with one or more Consultants deemed fully qualified, responsible, and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. At the conclusion of discussion, as outlined in this subdivision, on the basis of the evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the District shall select in order of preference two or more Consultants whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Consultant ranked first. If a contract satisfactory and advantageous to the District can be negotiated at a price considered fair and reasonable, the award shall be made to that Consultant. Otherwise, negotiations with the Consultant ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Alternatively, the District may elect to cancel this solicitation and make no award. Should the District determine in writing and in its sole discretion that only one Consultant is fully qualified, or that one Consultant is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Consultant.

Consultants are advised that, in the event of receipt of an adequate number of proposals, which, in the opinion of the District require no clarification and/or supplementary information, such proposals may be evaluated without further discussion. Hence, proposals should be submitted initially on the most complete and favorable terms from a technical standpoint which Consultants are capable of submitting to the District. Should proposals submitted require additional clarification and/or supplementary information, Consultants should be prepared to submit such additional clarification and/or supplementary information, in a timely manner, when so requested.

Proposals that, after discussion and submission of additional clarification and/or supplementary information, are determined to meet the specifications of this Request for Proposal will be classified as "acceptable". Proposals found not to be acceptable will be classified as "unacceptable" and no further discussion concerning same will be conducted.

Evaluation of the Technical Proposal will be made based on the following criteria:

1. Cost 30%
2. Proposal Presentation
 - a. Compliance with solicitation
 - b. Completeness and clarity
3. Consultant's Qualifications 25%
 - a. Management plan
 - b. Experience in similar facilities assessments and demonstrated ability
 - c. Personal qualifications and availability for project implementation
 - d. Experience and demonstrated ability in conducting more than five facility condition assessments using SchoolDude capital planning software modules
 - e. Demonstrated ability to combine facility condition assessments with California-based energy savings programs and/or solar feasibility studies
 - f. Demonstrated experience in performing large-scale, geographically dispersed K-12 assessments nationally and internationally for portfolios with more than 18 million GSF.
4. Technical Approach 20%
 - a. Details of data collection and process
 - b. Comprehensiveness of approach
 - c. Sample methodology and calculations
5. Ability to Implement Project 15%
 - a. Management
 - b. Staffing
 - c. Quality assurance
 - d. Schedule of implementation
6. References 10%
 - a. List of other similar assessments with point of contact, number of facilities and type, and gross square footage.

The District reserves the right to make on-site visitation to assess the capabilities of individual Consultants and to contact references provided with the proposal.

SECTION F: REFERENCES

References are to be comparable to services described in the RFP

Reference 1

| | | | |
|-------------------------------|---------|--------------------|----------------|
| Name | Address | City/ State Zip | Contract Dates |
| | | | |
| Contact | Title | Phone No. | Email Address |
| | | | |
| Description of work performed | | Contract Amount \$ | |
| | | | |
| | | | |
| | | | |
| | | | |

Reference 2

| | | | |
|-------------------------------|---------|--------------------|----------------|
| Name | Address | City/ State Zip | Contract Dates |
| | | | |
| Contact | Title | Phone No. | Email Address |
| | | | |
| Description of work performed | | Contract Amount \$ | |
| | | | |
| | | | |
| | | | |
| | | | |

Reference 3

| | | | |
|-------------------------------|---------|--------------------|----------------|
| Name | Address | City/ State Zip | Contract Dates |
| | | | |
| Contact | Title | Phone No. | Email Address |
| | | | |
| Description of work performed | | Contract Amount \$ | |
| | | | |
| | | | |
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| | | | |

Reference 4

| | | | |
|-------------------------------|---------|--------------------|----------------|
| Name | Address | City/ State Zip | Contract Dates |
| | | | |
| Contact | Title | Phone No. | Email Address |
| | | | |
| Description of work performed | | Contract Amount \$ | |
| | | | |
| | | | |
| | | | |
| | | | |

Reference 5

| | | | |
|-------------------------------|---------|--------------------|----------------|
| Name | Address | City/ State Zip | Contract Dates |
| | | | |
| Contact | Title | Phone No. | Email Address |
| | | | |
| Description of work performed | | Contract Amount \$ | |
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Reference 6

| | | | |
|-------------------------------|---------|--------------------|----------------|
| Name | Address | City/ State Zip | Contract Dates |
| | | | |
| Contact | Title | Phone No. | Email Address |
| | | | |
| Description of work performed | | Contract Amount \$ | |
| | | | |
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SECTION G: BID FORM

| | | |
|---|--|-----------------------------------|
| | | Total Cost of Facility Assessment |
| Facility Assessment for RHSD | | |
| Alternate 1 – Functional Program Assessment | | |
| Alternate 2 – ADA Complete Assessment | | |
| Estimated Start Date | | |
| Estimated Completion Date | | |
| Comments: | | |

BIDDER'S STATEMENT OF ASSURANCES AND COMPLIANCES

The Undersigned, as a responsive bidder, certifies that the General and Special Conditions of this bid have been read and understood.

The bidder hereby provides assurance that the firm represented in this bid as indicated below:

1. Will comply with all requirements, stipulations, terms, and conditions as stated in the bid document; and
2. Currently complies with all applicable Federal and State Laws and Regulations relative to non-discrimination in employment practices; and
3. Is not guilty of collusion with, other vendors possibly interested in this bid, in arriving at or determining prices to be submitted; and
4. That such agent, as indicated below, is officially authorized to represent the firm in whose name the bid is submitted.

FIRM REPRESENTED

AGENT

| | |
|-------------------------|---------------------------|
| Name of Firm | Signature of Agent |
| Street Address | Printed Name |
| City & State | Title |
| Zip Code | Date |
| Phone Number | Cell Number |
| Email Address | Fax Number |

ATTACHMENT 1

FACILITIES CONDITION ASSESSMENT SITES

PRE-SCHOOL

Central Child Development Center 414 East Black Street

ELEMENTARY SCHOOLS

| | |
|-----------------------|----------------------------|
| Bellevue | 501 Bellevue Road |
| The Children's School | 929 Sylvia Circle |
| Ebenezer Avenue | 242 Ebenezer Avenue |
| Ebinport | 2142 India Hook Road |
| Finley Road | 1089 Finley Road |
| Independence | 132 West Springdale Road |
| India Hook | 2068 Yukon Drive |
| Lesslie | 250 Neely Store Road |
| Mount Gallant | 4664 Mount Gallant Road |
| Mount Holly | 1800 Porter Road |
| Northside | 840 North Annafreel Street |
| Oakdale | 1128 Oakdale Road |
| Old Pointe | 380 Old Pointe School Road |
| Richmond Drive | 1162 Richmond Drive |
| Rosewood | 2240 Rosewood Drive |
| Sunset Park | 1036 Ogden Road |
| York Road | 2254 West Main Street |

MIDDLE SCHOOLS

| | |
|----------------|-------------------------|
| Castle Heights | 2382 Fire Tower Road |
| Dutchman Creek | 4757 Mount Gallant Road |
| Rawlinson Road | 2631 West Main Street |
| Saluda Trail | 2300 Saluda Street |
| Sullivan | 1825 Eden Terrace |

HIGH SCHOOLS

| | |
|---------------------------|--------------------------|
| Applied Technology Center | 2399 West Main Street |
| Northwestern High | 2503 West Main Street |
| Rock Hill High | 320 West Springdale Road |
| South Pointe High | 801 Neely Road |

DISTRICT SUPPORT SITES

| | |
|------------------------------|-----------------------------|
| Flexible Learning Center | 1234 Flint Street Extension |
| Facilities Services | 2171 West Main Street |
| Transportation Complex | 1060 Goldenrod Road |
| District Three Stadium | 211 South Cherry Road |
| District Three Stadium South | 801 Neely Road |

ATTACHMENT 1
FACILITIES CONDITION ASSESSMENT SITES

SITES EXCLUDED FROM THIS ASSESSMENT:

| | |
|---------------------------------------|--------------------------|
| District Office | 660 North Anderson Road |
| Carroll School | 4789 Mobley Store Road |
| ParentSmart Family Resource Center | 410 Black Street |
| Rock Hill Aquatics Center | 325 Rawlinson Road |
| Rock Hill Tennis Center | 897 Maplewood Lane |
| Catawba Rosenwald School Liberty Hill | 3071 South Anderson Road |
| Edgewood Center | 1446 Russell Street |

PART 4 - ASSESSMENT OF CURRENT RESOURCES AND FACILITIES

A. Summary Assessment of Facilities: Inventory and Condition

1. Quantity

a. General Description. Rock Hill Schools is the 11th largest school district in the state of SC. Real estate holdings encompass sites totaling over 1,136 acres. Twenty-eight sites serve as school campuses. Combined with central district administration locations, there are 31 occupied sites. Overall a total of 42 sites and centers are valued at \$550,728,006 according to insurance records. Facilities currently operated and maintained include 88 permanent buildings and structures and an inventory of 28 mobile classrooms and semi-permanent buildings, all totaling 3,446,777 square feet.

Appendix 7F shows the district's school zones and sites (real estate holdings).

b. Itemized facilities by use

- | | |
|---|---|
| 1 Preschool | 1 Family Resource Center (ParentSmart) |
| 17 Elementary Schools | 1 Educational Museum (The Carroll School) |
| 5 Middle Schools | 2 District Stadiums |
| 3 High Schools | 1 Career / Technology Center |
| 1 Alternative Center (The Phoenix Academy, Renaissance, Rebound, Adult Education, Special Education) | |
| 3 District Support Centers (District Office, Facilities Services, Transportation) | |
| 3 out-leased sites (Edgewood Center, Aquatics Center, McConnells Hwy Property) | |

c. Age of facilities (date constructed shown w/ expansion or renovation dates following)

(1) Elementary Schools:

Max. Age

| | | |
|--|-------------------------------------|----|
| Central Child Development Center | 2002 | 14 |
| Bellevue ES | 1955 w/exp. '76, '83, '91, '98, '07 | 61 |
| Ebenezer Ave ES | 1987 | 29 |
| Ebinport ES | 1949 w/exp. '55, '84, '91, '98 | 67 |
| Finley Road ES | 1957 w/ exp. '78, '84, '89, '98 | 59 |
| Independence ES | 1978 w/ exp. '91 | 38 |
| India Hook ES | 2007 | 9 |
| Lesslie ES | 1954 w/ exp. '89, '97, 2013 | 62 |
| Mt Gallant ES | 1978 w/ exp. '81, '90 | 38 |
| Mt Holly ES | 2008 | 8 |
| Northside ES of the Arts | 1951 w/exp. '84 | 65 |
| Oakdale ES | 1949 w/exp. '56, '78, '89, '97 | 67 |
| Old Pointe ES | 2002 w/exp. '06 | 14 |
| Richmond Drive ES | 1949 w/exp. '52, '54, '90, '97 | 67 |
| Rosewood International ES | 1960 w/exp. '63, '90 | 66 |
| Sunset Park Center for Accelerated Studies | 1954 w/exp. '56, '61, '63, '65, '91 | 62 |
| The Children's School at Sylvia Circle | 1950 w/exp. '56, '89, 2002 | 66 |
| York Road ES | 1971 w/exp. '89 | 45 |

PART 4 - ASSESSMENT OF CURRENT RESOURCES AND FACILITIES

(2) Middle Schools:Max. Age

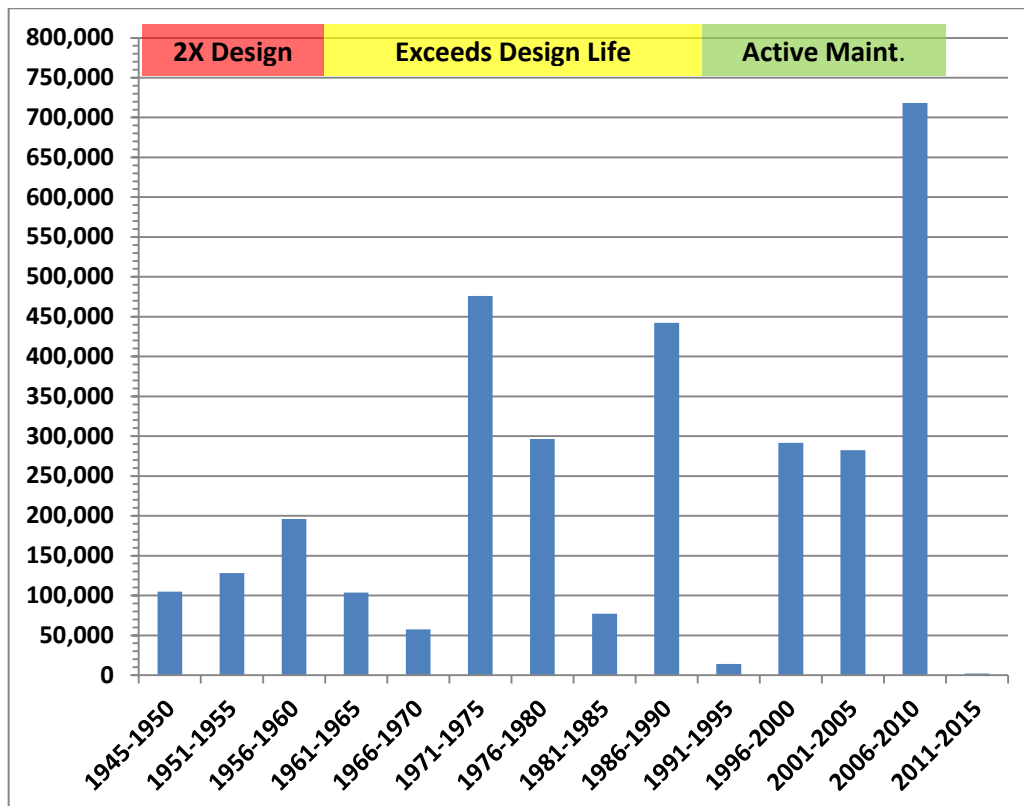
| | | |
|---------------------------|---------------------------------|----|
| Castle Heights MS | 2004 | 12 |
| Dutchman Creek MS | 2008 | 8 |
| Rawlinson Road MS | 1972 w/ exp. '89, '99, '06 | 44 |
| Saluda Trail MS | 1999 | 17 |
| Sullivan International MS | 1959 w/ exp. '61, '63, '65, '03 | 57 |

(3) High Schools:

| | | |
|---------------------------|---------------------------------|----|
| Northwestern HS | 1971 w/ exp. '86, '89, '97 | 45 |
| Rock Hill HS | 1977 w/ exp. '84, '86, '89, '97 | 39 |
| South Pointe HS | 2005 | 11 |
| Applied Technology Center | 1973 | 43 |
| Flexible Learning Center | 1968 w/exp. '70 | 48 |

Appendix 7G displays a construction history of the current occupied school buildings, showing square footage constructed by site and by year. This history shows a steady amount of building construction over the past 70 years, including expansion of existing campuses, construction of new schools and replacement of older, obsolete buildings at some elementary school sites.

The construction history is color-coded along the time axis to reflect typical “Design Life Expectancy” of a commercial or institutional building. Based on accepted facilities industry standards, the expected (or “design”) life of a permanent school building is 25 – 30 years.

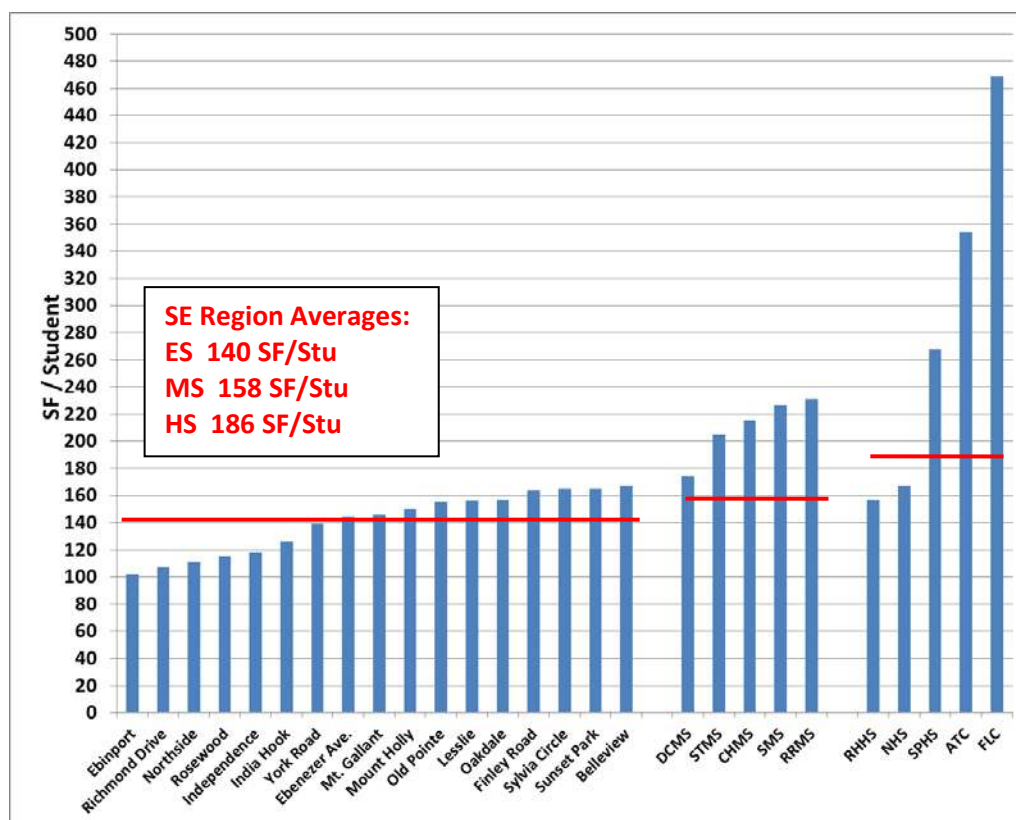


Graph 1. Construction History for Rock Hill Schools (Square Feet).

PART 4 - ASSESSMENT OF CURRENT RESOURCES AND FACILITIES

Graph 1 displays the data from Appendix 7G as district totals over time, showing a pattern of construction which correlates to the history of capital bond issuance and referendum-based building programs. It is noted that there are only a couple of periods with a low rate of construction activity. Interestingly, the least activity has occurred over the last five years. Other trends in the construction history data include:

- a moderate but significant amount of buildings, mostly elementary schools, are double the average life expectancy.
- a larger inventory of “middle-aged” buildings which have now reached the designed lifespan without major renovation. This includes most of the West Main Street properties and the Rock Hill High campus.
- the largest group of buildings that are newer, but are almost all now out of the warranty period and have to be maintained fully by the district.



Graph 2. Facility Use Density for Rock Hill Schools.

d. Quantity Summary. Rock Hill Schools maintains a total facilities inventory of 3,446,777 square feet, currently serving an enrollment of 17,750 students. This equates to a Facility Use Density of 194.2 SF/student, which is substantially higher than both the regional (148 SF/student) and national (139 SF/student) average densities. Graph 2 provides a breakdown of the Facility Use Densities by school category, compared with averages for the southeastern U.S. Elementary Schools are close to the average, middle schools are well above the average, and high schools are variable, with Rock Hill and Northwestern High Schools “tight” compared to

PART 4 - ASSESSMENT OF CURRENT RESOURCES AND FACILITIES

South Pointe High Schools. This graph clearly shows the biggest opportunity for better space management at the Flexible Learning Center.

Elementary schools are the oldest group of buildings at 43.9 years average. High schools average 34.8 years while middle schools are the newest group at 25.6 years average age.

1. Quality

a. Maintenance Record. In general, the 'shell' or external skin of each school is the top priority for facility maintenance. Without an adequate roof, wall, window and door systems, the effort of maintaining the facility is multiplied due to water infiltration and damage the moisture may cause. With the building envelope in order, the focus can be turned to interior finish maintenance and cleanliness. Additional measures include utility maintenance, especially energy efficiency concerning the HVAC and lighting for an economical life cycle. School sites also require maintenance with the heavy duty nature of bus, car and service traffic required. Landscaping is also always an issue as it is linked to the perception of the initial impression of the school. The overall maintenance record of the Rock Hill Schools is adequate and maintenance planning is on schedule. Facilities and grounds are assessed on an ongoing basis with advanced use of the "SCHOOLDUDE" Maintenance Management System, including preventive maintenance inspection and use of planning and work-order modules of the system. In addition, specialized inspections are routinely conducted by Moseley Architects and by roofing, civil/environmental, mechanical, electrical and other consultants and regulatory agencies.

Specific projects identified for component systems are highlighted in Part 6A of this report. District Technology Systems are assessed in overview in Part 4B.

Of particular note is fact that over one third of the district's entire inventory has been constructed in the last 15 years. While this has led to lower levels of required maintenance in recent years, this large number of buildings are now "coming out of warranty" and are leading to significantly increasing maintenance demands in the near future.

Likewise, the increasing age of the oldest component of the inventory will demand ever increasing maintenance due simply to an average age over twice the design life.

b. Summary of Inventory Condition. The quality of the existing conditions of the RHSD3 facilities is impressive in light of the current and recently past school budgets and funding. The maintenance program and the ability to stay 'ahead of the curve' in a pro-active maintenance regimen has increased the potential use and life span of each facility. The above maintenance criteria has been followed and implemented in providing a safe, attractive school facility. Even the facilities or areas of facilities built in the late 1940's and 1950's are in good shape. This diligent process has eliminated the question of 'What do we have to demolish and replace?' but has allowed the idea of 'How can we re-use and/or add onto these facilities to optimize the existing campus?' The past and present board members, district staff, school staff, teachers, janitorial staff and maintenance staff should all be commended.

3. Summary Assessment of Facilities Inventory.

Appendix 7H provides a detailed assessment of elementary school sites, with summary statistics, floor plans and site infrastructure assessment. Table 1, Analysis of Capacity for Rock Hill Schools, is derived from Appendices 7D, G and H. The table includes the core space capacity, as determined by Moseley Architects. Core capacity is defined as commons or assembly spaces, including the media center, cafeteria / kitchen, gymnasium, auditorium and other multi-purpose spaces, which can greatly affect the schools efficiency and operation.

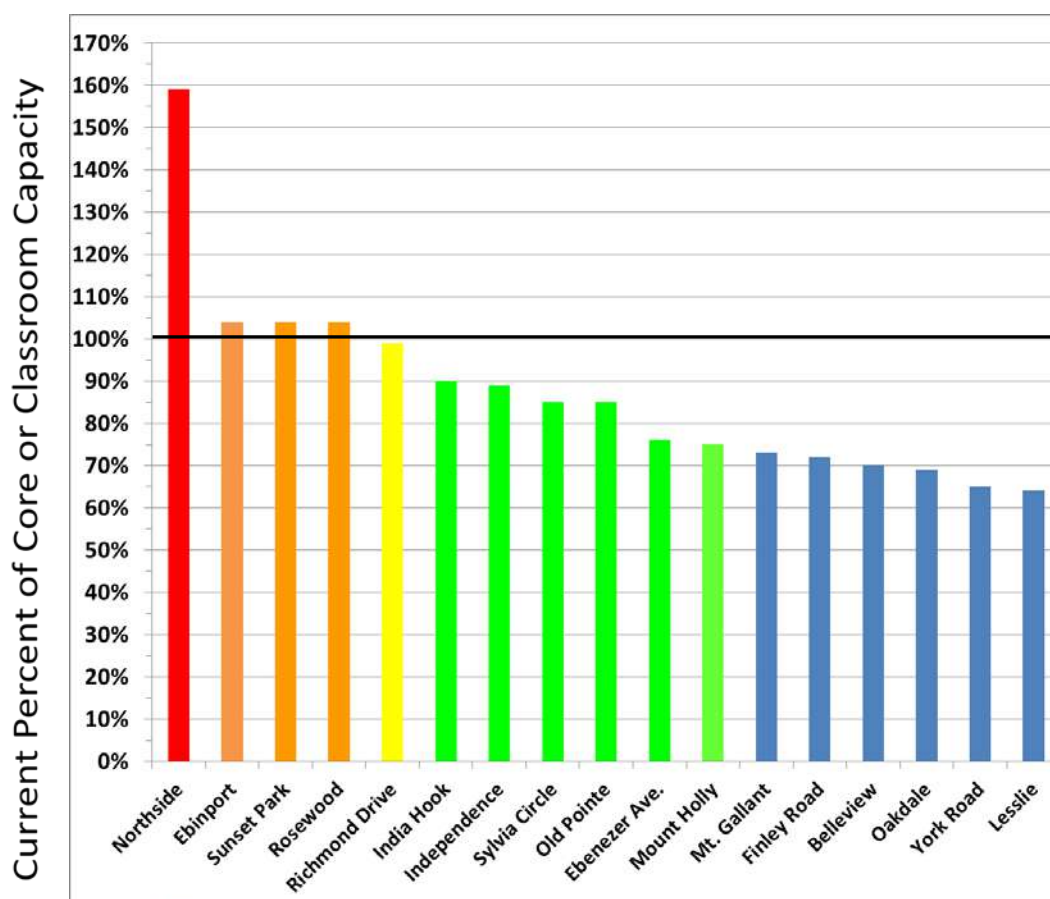
PART 4 - ASSESSMENT OF CURRENT RESOURCES AND FACILITIES

| School Campus: | Square Feet | Capacities (1) | | 45th-Day Enrollment 2015-16 | Master Plan Projection 2015-16 |
|---|----------------|--------------------|---------------|-----------------------------|--------------------------------|
| | | Classroom Capacity | Core Capacity | | |
| Elementary Schools | | | | | |
| Bellevue | 74,311 | 690 | 679 | 486 | 438 |
| Ebenezer Ave. | 44,439 | 437 | 398 | 303 | 300 |
| Ebinport | 63,795 | 644 | 595 | 621 | 627 |
| Finley Road | 64,140 | 667 | 555 | 400 | 412 |
| Independence | 61,690 | 621 | 833 | 554 | 552 |
| India Hook | 75,979 | 690 | 798 | 621 | 590 |
| Lesslie | 55,812 | 621 | 510 | 325 | 372 |
| Mt. Gallant | 67,057 | 667 | 834 | 486 | 463 |
| Mount Holly | 75,979 | 690 | 798 | 515 | 507 |
| Northside | 55,657 | 552 | 326 | 517 | 538 |
| Oakdale | 67,072 | 667 | 650 | 446 | 418 |
| Old Pointe | 86,284 | 690 | 748 | 583 | 566 |
| Richmond Drive | 68,572 | 621 | 631 | 614 | 582 |
| Rosewood | 67,389 | 690 | 567 | 589 | 620 |
| Sunset Park | 74,452 | 621 | 438 | 455 | 460 |
| Sylvia Circle | 54,352 | 460 | 375 | 319 | 364 |
| York Road | 57,790 | 644 | 882 | 420 | 386 |
| Totals | 1,114,770 | 10672 | 10617 | 8254 | 8195 |
| Middle Schools | | | | | |
| Castle Heights | 176,678 | 1144 | 1144 | 833 | 818 |
| Dutchman Creek | 168,952 | 1144 | 1144 | 958 | 929 |
| Rawlinson Road | 148,823 | 1196 | 1196 | 645 | 619 |
| Saluda Trail | 161,419 | 1040 | 1040 | 809 | 757 |
| Sullivan | 175,848 | 1352 | 1352 | 807 | 803 |
| Totals | 831,720 | 5876 | 5876 | 4052 | 3926 |
| High Schools | | | | | |
| Applied Technology Center | 106,239 | | | | |
| Flexible Learning Center | 126,498 | | | | |
| Northwestern | 309,472 | 1976 | 1976 | 1912 | 1729 |
| Rock Hill | 314,035 | 2158 | 2158 | 2003 | 2016 |
| South Pointe | 346,052 | 1872 | 1872 | 1313 | 1303 |
| Totals | 1,202,296 | 6006 | 6006 | 5228 | 5048 |
| Other Sites | | | | | |
| Central Childhood Development Center (3) | 25,267 | 230 | na | 403 | 392 |
| ParentSmart Resource Center | 16,284 | | | | |
| Carroll School | 3,072 | | | | |
| District and Support Sites (three total) | 98,479 | | | | |
| Stadiums (two total) | 26,418 | | | | |
| Outleased Sites (two total - one to maint.) | 85,433 | | | | |
| Portables and Outbuildings utilized | 43,038 | | | | |
| Totals | 297,991 | | | | |
| System Totals | 3,446,777 | 22784 | 22499 | 17937 | 17561 |
| Capacity Legend: | | | | | |
| | < 75% | 75- 95% | 95 - 100% | 100-105% | > 105% |
| | Core Capacity: | | | <80% of optimum | |
| NOTES: | | | | | |
| (1). Capacity based on analysis by Moseley Architects. Classroom capacity calculated from 23 students/class and other special program factors. | | | | | |
| (2). To be conservative, Percent Capacity is calculated based on the higher of enrollment or ADM, divided by the lower of classroom or core capacity. | | | | | |
| (3). CCDC Enrollment is two sessions/day. | | | | | |

Table 1. Analysis of Capacity for Rock Hill Schools.

PART 4 - ASSESSMENT OF CURRENT RESOURCES AND FACILITIES

Again this year Table 1 has been expanded to consider cases of possible under-utilization of existing capacity, reflecting an imbalance in enrollment numbers driven by concurrent re-assignment policy and recently expanded choice selection in schools (See part 3 for a detailed discussion of these impacts). Graph 3, using the same color-coding convention of Table 1, better displays the large variation among elementary schools in terms of School Utilization Rate (enrollment divided by core capacity).



Graph 3. School Utilization Rate (Core) for Rock Hill Schools.

4. Conclusions.

The following conclusions are drawn from the data above:

- Ebenezer Avenue ES and The Children's School at Sylvia Circle are both significantly below the optimum elementary school size reported in Part 3 of this Master Plan. These are the only two schools in the district's inventory which are smaller than the recommended size range.
- The Children's School, Sunset Park Elementary Center for Accelerated Studies, Rosewood IB Elementary School and the Northside Elementary School of the Arts all have cafeteria core capacities significantly below the optimum size for elementary schools in the district.

PART 4 - ASSESSMENT OF CURRENT RESOURCES AND FACILITIES

- Additionally, the current (2015-16) year enrollment for Northside Elementary School of the Arts remains significantly higher than the current limiting core capacity (cafeteria).
- Rock Hill High School approaches 100% capacity by 2018. Interestingly, this trend corresponds to a drop in the enrollment of South Pointe High School to less than 70% of capacity.
- The Central Child Development Center, as a managed enrollment pre-school, appears to be able to remain at or above full capacity for the foreseeable future.

The data and conclusions point to the need for additional core space capacity at successful choice schools which continue to sustain or increase enrollment beyond building capacity. Opportunities for re-alignment of schools may result in more efficient facilities operations while improving or expanding choice options and curriculum quality overall. Some rezoning at the high school level may be needed in the coming years.

In certain circumstances involving schools, district support activities or other specialized support activities, potential opportunities for consolidation or closure of sites may emerge:

- Efficiency – Enrollment has declined or the space available at a school or schools in close proximity is not being used in the most efficient and cost-effective manner.
- Physical condition of building – The physical condition of the school building makes continued operation of the site cost-prohibitive or continued occupancy of the site unsafe or impractical.
- Alternative use of school facilities – The Board may close a school to use its facilities for other programmatic/educational purposes, for support services, to open a new school or to expand an existing school.
- Change in educational focus – The Board may determine that a school closure, consolidation or reorganization is necessary to address the educational needs of students such as by implementing new curricula or instructional programs.

If this is the case, it is recommended that the process be fully public and transparent to all stakeholders.

ATTACHMENT 3 FACILITIES ASSESSMENT REQUIREMENTS

*... Continue For Each
Specified Facilities System*

| TASK | REQUIREMENT or DELIVERABLE | System 1 | System 2 |
|--|--|---------------------|---------------------|
| A. Develop Databases For Each Facilities System | <p>1. Consultant shall be provided access to the existing digital plans and O/M manuals for each facilities system or shall develop and provide same. Vendor will scan areas to develop an overall district-wide database of each system that identifies the attributes of the system including type, size, number of component fixtures or assemblies, area of installation, etc. as required to characterize the system.</p> <p>2. Consultant will visit district facilities using random sampling techniques to confirm validity of information provided, or shall use 100% inspection to determine information otherwise. Predictive modeling may supplement this effort in certain cases.</p> <p>3. Consultant will develop and provide a database for each school to quantify each facilities system in Excel Spreadsheet, or by population of the SchoolDude Capital Forecast Direct module ("CFD"), as agreed.</p> | | |
| B. Develop Digital Site and System Drawings | <p>1. Consultant will develop and provide digital drawings for each school that identifies each facilities system location and layout within the school. The drawing will include a clear key code identifying system attributes.</p> <p>2. Capability to hyperlink from digital drawing to database files for specialized equipment systems (discussed below) is preferred.</p> | | |
| C. Inventory Specialized Equipment | <p>1. Consultant will be provided or will work with district to develop a standardized asset/inventory tag process and procedure for designated equipment systems.</p> <p>2. Consultant will tag equipment as required to complete recording of equipment inventory.</p> <p>3. Consultant will ensure all designated equipment inventory data is uploaded or otherwise included in the database developed for each applicable facilities system.</p> | | |

ATTACHMENT 3 FACILITIES ASSESSMENT REQUIREMENTS

| TASK | REQUIREMENT or DELIVERABLE | System 1 | System 2 |
|---|--|-------------|-------------|
| D. Assess Condition & Determine Replacement Standards for Each Facilities System | <ol style="list-style-type: none"> 1. Consultant will research national trade literature, facilities or building management sector and K12 associations publications to provide the district with a recommended life cycle renovation or replacement standard for each facilities system. 2. Consultant shall employ recognized key performance indicators and other measures to facilitate decisions for major component repair vs. modernization vs. replacement for each facilities system, as applicable. 3. Consultant shall assign a condition code from 1 – 5 to each facilities system as described in APPA: Leadership in Educational Facilities Body of Knowledge Chapter 15, Facilities Condition Assessment (“APPA FCA”), for use in further analysis and plan development. | | |
| E. Develop 20 Year Maintenance & Sustainability Plan for Each Facilities System | <ol style="list-style-type: none"> 1. Consultant will assess and develop a 20-year plan for the maintenance and sustainability of each facilities system through renovation, modernization and/or systemic, life-cycle based replacement or renewal. 2. The 20-year plan will be developed based on the information gathered and analyzed in steps A through D above, and through a joint collaboration with the RHSD Facilities Services Foreman assigned to the system. 3. The 20-year plan shall include, at a minimum, the school name, system name, location of the system, installation date and recommended replacement date (year) for the system. | | |

ATTACHMENT 3 FACILITIES ASSESSMENT REQUIREMENTS

... Continue For Each Specified Space Type

| F. Conduct Functional Program Assessment | REQUIREMENT or DELIVERABLE | Space Type 1 | Space Type 2 |
|---|---|---------------------|---------------------|
| 1. User Interviews | <p>A. Interviews with RHSD program, department and school / site representatives about building functionality should be recorded and reviewed with the persons interviewed.</p> <p>B. Issues and protocol shall follow APPA FCA guidance.</p> <p>C. Final meeting notes shall be provided as part of an interim report.</p> | | |
| 2. Facility Utilization Inspection for Each Space Type | <p>A. Consultant shall visit each school site to evaluate functionality issues and standards such as space configuration, SF assigned, adjacency, finishes, fixtures and equipment.</p> <p>B. Specific standards for evaluation and the RHSD programming or “Ed Spec” comparison standard will be provided prior to assessment start.</p> | | |
| 3. Calculate Core Capacities of Site | <p>A. Consultant shall measure and calculate the student capacities of commons areas designated as core assembly or large group service areas such as media center, gym or P.E. room, multipurpose rooms, cafeterias, and auditoriums.</p> <p>B. Core capacities calculated shall be single even capacity for assembly areas (auditoriums) and daily service capacities for multiple shift services (e.g., Cafeterias). Comparison to recognized standards for evaluation of capital needs shall be included in the assessment.</p> | | |
| 4. Calculate Classroom Capacity of Site | <p>Consultant shall measure and calculate capacities using an acceptable and recognized standard which accounts for a standard suite of specialized, exceptional or enrichment type school functions. Results shall be coordinated with ongoing separate Demographics Study.</p> | | |

ATTACHMENT 3 FACILITIES ASSESSMENT REQUIREMENTS

| | |
|--|---|
| <p>G. Develop Facilities Capital Renewal Needs</p> | <ol style="list-style-type: none"> 1. Consultant shall analyze and synthesize information from the Facility Systems Inspection (Steps A through E, above) and from the Functionality Assessment (Step F, above) to results to produce a statement of capital needs for the district. 2. Consultant shall calculate and consider applicable performance indicators, such as the Facility Condition Index (FCI), in the generation of the statement of capital needs. 3. The statement of needs shall be the product of a joint assessment review conducted between the consultant and the District Capital Program Director and Facilities Capital Program Manager. 4. The joint assessment will include assignment of a condition “C” Code of 1 – 5 to each building assessed. Coding will be based on APPA BOK Chapter 15 or similar. 5. The statement of needs shall recommend, where efficient or academically practical, the replacement of a building, portion of a building or an entire facility on a campus or site in lieu of continued renovation or modernization. 6. The statement of needs shall be organized by site, in general. A special section may be used for district-wide needs, including, where assessed as economically or functionally feasible, any opportunities to combine or consolidate programs or sites. |
| <p>H. Develop Ten-Year Facilities Projects List (FY2018 - 2027)</p> | <ol style="list-style-type: none"> 1. Consultant shall develop a proposed list of construction, major repair or equipment installation projects for the RHSD Master Plan and Capital Program 2. The Ten Year Projects List shall be based on and consistent with the statement of Capital Renewal Needs in Step G., above, and prior steps. |

ATTACHMENT 4 FACILITIES SYSTEMS INSPECTION

NOTE: ASTM UNIFORMAT II designation is used unless otherwise noted.

A. Systems to be Inspected and Assessed – High Priority

B2020 Exterior Windows
B2030 Exterior Doors
C1020 Interior Doors
C3020 Flooring
D1010 Elevators*
D2010 Plumbing Fixtures*
D2020 Water Service Piping and Equipment
D2030 Sanitary Waste Piping
D2094 Interceptors
D3015 Hot Water Supply System*
D3020 Heat Generating Systems*
D3030 Cooling Generating Systems*
D3040 HVAC Distribution Systems*
D3050 HVAC Terminal and Package Units*
D3060 HVAC Controls and Instrumentation
D4010 Fire Sprinkler Systems
D5010 Electrical Service Distribution
D5030 Communications and Security Systems* (except Telephone Systems)
D5091 Grounding Systems
D5092 Emergency Light and Power Systems
E1093 Food Service Equipment*
G2020 Parking Lots
G2057 Irrigation Systems

*** Specialized Equipment for Inventory Step of FCA.**

ATTACHMENT 4 FACILITIES SYSTEMS INSPECTION

B. Other Systems for Routine Priority Inspection (Level 2 includes Subordinate Levels):

| | | |
|----------------------|---------------------------------|---|
| A10 Foundations | C20 Stairs | E1025 Audio-Visual Equipment |
| A20 Basements | C30 Interior Finishes | G1030 Lawns, Fields and grassed areas** |
| B1010 Flooring | D2040 Rainwater Drainage | G2010 Roadways |
| B2010 Exterior Walls | D3090 other HVAC | G2030 Pedestrian Paving |
| C1010 Partitions | D5020 Lighting & Branch Wiring | G2040 Site Development |
| C1030 Fittings | E1023 Theater & Stage Equipment | G3010 Water Supply |
| | G3030 Storm Sewerage | G3020 Sanitary Sewerage |
| | | |

** Other than Athletic Fields. See RHSD Study, "High School Athletics Facilities Assessment", July 13, 2015.

C. Systems Excluded from Inspection – Use Existing Data for Assessment Only:

| | |
|------------------------------------|--|
| B1020/B3010/B3020 Roofing | Athletic Fields Lighting |
| G3035 Storm Water Detention Basins | Facilities Systems covered in previous studies (see Section B) |

D. Systems Excluded from Inspection and Assessment at This Time:

| | |
|-------------------------------------|---------------------------------------|
| D4020 Standpipes | F Special Construction and Demolition |
| D4030 Fire Extinguishers | G2050 Landscaping |
| D4090 Other Fire Protection Systems | G3040 Site Heating Distribution |
| D5033 Telephone Systems | G3050 Site Cooling Distribution |
| D5039 Local Area Networks | G4030 Site Comm & Security |
| G3060 Fuel Distribution | G90 Other Site Systems |
| E1010 Commercial Equipment | All Mobile Classrooms |
| E1020 Institutional Equipment | |
| E1090 Other Equipment | |
| E20 Furnishings | |