Saint Louis Science Center Foundation

Request for Proposal

FACILITY CONDITION AUDIT

RESPONSES TO THIS REQUEST FOR PROPOSAL MUST BE DELIVERED TO:

Saint Louis Science Center
Attn: Ron Schultz
5050 Oakland Avenue
St Louis, Missouri  63110

February 8, 2018

Written Proposals Due:
March 9, 2018
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REQUEST for PROPOSAL
Saint Louis Science Center Foundation
FACILITY CONDITION AUDIT

Section One – Who We Are

The Saint Louis Science Center traces its roots to the Academy of Science of St. Louis, founded in 1856 as the first scientific organization west of the Mississippi River. In 1959, the Academy created the Museum of Science and Natural History in Clayton’s Oak Knoll Park. When the Metropolitan Zoological Park & Museum District (ZMD) was formed in 1971, the Museum of Science and Natural History became a member, independent from the Academy, which continues to operate as a separate entity to this day.

The Museum outgrew the facilities at Oak Knoll Park in the mid-1980s and in 1984 the Museum acquired the James S. McDonnell Planetarium from the City of St. Louis. After extensive renovations, the Planetarium reopened in 1985 as the Saint Louis Science Center.

Following a $34 million expansion to construct the current main building on Oakland Avenue, the Science Center opened November 2, 1991 in its larger footprint including the five story OMNIMAX® Theater and a highway-spanning connection bridge. The Science Center added the EXPLORADOME in 1997 in order to provide an additional space for large traveling exhibitions. With the popularity of the EXPLORADOME, the Science Center took action to create a permanent exhibition space. In October, 2011 Boeing Hall opened dedicating 13,000 square feet of exhibit space for traveling exhibitions.

The 50,000 square foot area previously used for the EXPLORADOME was renovated into GROW, a permanent indoor/outdoor exhibit dedicated to the experience of the journey of the food supply from farm to fork. The agriculture exhibit opened to the public on June 18, 2016.

The Saint Louis Science Center was named a Smithsonian Institution Affiliate, the first in the St. Louis region, in 2016. This title provides access to Smithsonian artifacts, traveling exhibits, and educational collaborations locally and nationally.

The Saint Louis Science Center features more than 700 interactive exhibits in ten galleries, including GROW, Mission: Mars, Life Science Lab, Makerspace, Discovery Room, Ecology and Environment, Human Adventure, Structures, Liftoff and Experience Energy. In addition, guests can see science in action through Amazing Science Demonstrations at CenterStage, enjoy a thrilling film experience at the OMNIMAX® Theater and gaze at the stars at the James S. McDonnell Planetarium.

In 2011, Bert Vescolani joined the Science Center as President and CEO, leading a team of 225 staff members and more than 400 volunteers. Today the Science Center serves more than one million people each year, and is one of the nation’s 25 largest museums. It has built a national reputation for programs and exhibits, community partnerships, and visitor experience. The Science Center is part of many local, regional and national initiatives to build better and stronger links between formal and informal education.

Mission Statement:
To ignite and sustain lifelong science and technology learning.

Respondents are encouraged to review SLSC’s website at www.slsc.org to gain a better understanding of our setting, character, and mission.
Section Two – Project Overview

A. Services Requested
The Saint Louis Science Center (SLSC) is seeking proposals from professional architectural, engineering or other qualified firms to conduct facility condition audits (FCA) of four SLSC facilities – 5050 building, the Bridge, Planetarium, and GROW Pavilion – the first three of which are interconnected. Additionally, there is an optional fifth facility. When completed, information obtained in the audit (assessment) will allow SLSC to proactively plan for the maintenance, repair, and renewal of its facilities.

The project team will consist of designated SLSC personnel and those from the selected firm. Qualified professionals must perform inspections.

The term “firm” includes single or multidiscipline architect/engineering firms, joint ventures and/or other team combinations that can demonstrate the appropriate expertise and resources required to accomplish the purpose.

Facilities, in general, include buildings, building components, systems (MEP etc.), and system components (Section Two – Project Overview, C-3).

In brief, the purpose of this project is to:
• Inspect, document and grade the condition of the facilities
• identify and document deficiencies therein and corrective actions for each item
• identify code compliance deficiencies and corrective actions for each item
• provide useful life information and determine where each structure/system/major component falls within its life cycle
• develop prioritization systems for current conditions and identified deficiencies, i.e., immediate, one year, five year, and ten years.
• prepare cost estimates for corrective actions based on scoring and appropriate escalations
• identify opportunities for cost savings, increasing system efficiencies and performance, and cost avoidance

Specific requirements for the above are defined in (Section Two – Project Overview, C-3).

B. Facilities to be Audited
This comprehensive audit (assessment) will encompass four facility sections (three are interconnected) located on two sites separated by Interstate 64 in St. Louis, Missouri. The square footage under this RFP totals ~267,124 sq. ft. with an optional, additional facility totaling ~85,039 sq. ft. on a site located one block west of the main SLSC site. See facility detail on Page 10-11 and map on Page 12.

C. Project Requirements
1. Overview
There are several goals that SLSC has set related to facilities, planning, and capital budgeting. Facilities issues include developing a system of forecasting capital projects related to the upkeep and renewal of its facilities in a predictable, proactive manner.

Planning issues involve placing large cost preventive maintenance items, deficiencies identified in building audits and other continuing or predicted interval projects into a long range financial planning process.

Items identified from the cost estimates and schedules drawn from the gathered information will be
included in applicable portions of future capital and operating budgets. This will enable SLSC to not only allocate monies to the items needing attention, but will allow costs to be more predictably allocated over budget cycles.

2. **Perform Condition Audit (Assessment)**
Consultant will audit (inspect) the buildings, building components, systems and systems components as described below. Data may be collected using a written inspection form format or by keying data directly into an electronic device. Nondestructive inspection methods shall be used except in those instances where the consultant recommends otherwise and SLSC approves in advance. Digital photographs are to be used to support the inspections and taken in sufficient quantity to adequately illustrate the inspector’s evaluation.

3. **Items Included in Audit (Assessment)**
It is anticipated that more attention will be paid to the larger, costlier components as well as those that, upon failure, will prove harmful to persons or property or disrupt SLSC operations for extended periods. It is not necessary to inspect/test every component of every system unless potential individual failures create the same outcome as the larger components.

Four (4) groups have been referenced above. They are buildings, building components, systems and systems components. A building includes the entire structure and any extension attached to it. It does not include improved exterior areas adjacent to it. Building components are those individual parts that when put together, make a building. Included on the exterior are roof systems, gutters, windows, doors, envelope and foundations and structural members. Interior items are ceilings, walls, floors, doors, structural members and appearance items.

Systems are those items that provide utilities and services to the building and its occupants. Included are mechanical, electrical, plumbing, fire protection, vertical transportation and specialty items such as ADA and codes. System components are those individual items that make up a system such as boilers, chillers, generators, electrical distribution panels, etc.

Exterior site components include walks and railings, paved areas, site lighting, landscaped areas, drainage systems (visible only), fencing and outdoor facilities.

SLSC and consultant shall agree on the specific items to be included.

4. **Items Not Included in Audit (Assessment)**
The following are not intended to be part of the audit (assessment):

- Telecommunications equipment
- Movable equipment or nonphysical plant items
- Shop or testing equipment
- Underground sewer lines
- Alarm Systems (fire, security, access control, etc.)

Unless specifically identified as critical to an audit (assessment) of an included item, the following are not included. If it is determined that any of the following are required, they will be done as a pre-authorized change order to the consultant’s contract or contracted out by SLSC.

- Testing for asbestos, mold, lead paint, VOC’s or IAQ sampling
- Air balancing
- Sewer line video inspection
- Infrared or thermo scans
5. **Identify Deficiencies**
Using information obtained in the inspections, consultant shall identify all deficiencies requiring attention, the causes of each deficiency and the corrective action(s) required. SLSC may have additional information available to supplement the inspection data such as roof maintenance reports, fire system and elevator inspection reports.

6. **Establish Useful Life Criteria**
Consultant shall provide useful life expectancies for components of the four (4) prime groups using generally accepted national guidelines. The consultant shall include these items in the cost estimates. For example, if a boiler is expected to have five years left of useful service, a new boiler shall be included in the five year estimate.

7. **Develop Prioritization of Corrective Action**
All corrective action shall be broken down into immediate, one year, five year and ten year categories in order to plan proactively. Estimates of these categories shall be escalated appropriately based on generally accepted national guidelines.

Consultant shall recommend and SLSC and consultant shall agree on method and standards to be used in classifying identified deficiencies. An example of priority standards:

- **Priority 1**: currently critical (year 1)
- **Priority 2**: potentially critical (year 2)
- **Priority 3**: necessary, not yet critical (years 3 – 5)
- **Priority 4**: recommended (years 6 – 10)
- **Priority 5**: does not meet current codes/standards, but is exempt because it met the codes at the time of construction. If substantial work is undertaken, some existing conditions may need to be corrected.

8. **Derive Cost Estimates.**
Consultant shall develop estimates for items based on the scoring system. Estimates shall be broken down into “hard” costs and “soft” including contingencies for both estimates.

9. **Identify Opportunities for Cost Savings.**
In addition to documenting deficiencies, identify opportunities that increase system efficiencies and performance, and cost avoidance.

10. **General**
- Architects, Engineers, and other Facilities Professionals must perform the inspections.
- Final reports shall be provided in hard copy format.
- Additionally, submit all data and documentation in .XLXS, .PDF and .DOCX format, as appropriate.

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**Section Three – Administrative Information**

**A. Facility Location & Institutional Contact**

Saint Louis Science Center  
5050 Oakland Ave.  
St. Louis, Missouri 63110  
For Facility and RFP questions, please contact:  
Ron Schultz  
Managing Director – Facility Operations  
314-289-4455  
Ron.Schultz@slsc.org
Please direct all written questions during the proposal preparation phase to this individual only. A complete list of questions and answers will be provided.

B. Due Date
Proposals must be received by SLSC by March 9, 2018 at 4:00 PM, CST. See Section Six - Submission Requirements, page 7, for details.

C. Bid Process Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for proposal issued</td>
<td>February 9, 2018</td>
</tr>
<tr>
<td>Written questions due</td>
<td>February 19, 2018</td>
</tr>
<tr>
<td>Written answers provided by</td>
<td>February 21, 2018</td>
</tr>
<tr>
<td>Optional site walk-through</td>
<td>February 28 &amp; March 2 – Registration Required</td>
</tr>
<tr>
<td>Proposals due (by 4:00 PM)</td>
<td>March 9, 2018</td>
</tr>
<tr>
<td>Proposal evaluation</td>
<td>March 10-16, 2018</td>
</tr>
<tr>
<td>Notification to short-listed firms</td>
<td>March 19, 2018</td>
</tr>
<tr>
<td>Oral presentations, if necessary</td>
<td>March 27 - 30, 2018</td>
</tr>
<tr>
<td>Contract negotiations</td>
<td>April 4-9, 2018</td>
</tr>
<tr>
<td>Project Award - Notice to Proceed</td>
<td>April 11, 2018</td>
</tr>
<tr>
<td>Mobilization of Project</td>
<td>April 25 (approximate)</td>
</tr>
</tbody>
</table>

D. Access to Facilities
Once project is underway, members of The SLSC engineering staff will be available to provide access to the facility throughout the duration of the audit (assessment) project between 7:30 AM and 4:30 PM Monday through Friday. Weekend access is possible with advance notice.

Section Four – Services & Scope of Work

A. Corrective Actions: Cost Estimating, Budgeting, and Scheduling
Corrective actions must be recommended for each deficient condition identified, with cost estimates and details of the work required. The data must be provided in an electronic format that is updateable (i.e Microsoft Excel).

1. Provide cost estimates for renewal needs identified by
   a. industry standards,
   b. published construction and facilities maintenance data, and
   c. construction and repair cost estimating data, reflecting appropriate adjustments for local labor and material costs.
2. Cost projection will include annual inflation rate.
3. Provide specific work scopes and cost estimates for each individual item in all categories.
4. Use lifecycle cost analysis and remaining useful life to determine when an item should be replaced.
5. Calculate the Current Replacement Value (CRV) for each facility.
6. Integrate CRV’s within estimate documentation.
7. Calculate the Facility Condition Index (FCI) and Facility Condition Needs Index (FCNI) for each facility and site.

Section Five - Evaluation Criteria
Proposals will be evaluated by SLSC using a quality based point system to score and rank the submittals.
A. **Criteria**

SLSC will consider the following criteria in evaluating proposals received in response to this RFP. The evaluation and selection of successful proposal will be based on the information provided by the consultant, including, without limitation, responses to the consultant’s qualifications. Consideration may also be given to any additional information helpful to SLSC. We are not bound to accept any proposals, or to accept the lowest priced proposal if that proposal is not the most advantageous to us as determined solely by SLSC. Criteria to include, but may not be limited to:

- Firm experience and staff.
- Technical approach and management plan for facility condition audit (assessment).
- Sample deliverables.
- Proposed timeline.
- Proposed fee.

B. **Completeness of Proposal**

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

Section Six - Submission Requirements

A. **General**

Proposals shall be submitted bound, or in three- (3) ring binders. The proposal must follow the “Content’ requirements, shown immediately below.

Submit five (5) copies and one electronic .pdf file of the proposal due date shown in Bid Process Schedule, page 6.

Incomplete or proposals that do not follow the required format may be rejected.

B. **Content**

1. **Project Schedule**

Provide a project schedule starting with award and ending with the final presentation of your findings to the SLSC.

2. **Sample Deliverable**

Submit complete hard copy samples of deliverables that will be provided to SLCS at project completion.

3. **About your firm**

Provide firm name, address, contact, and number of years providing facility condition services. Include statement of capability to complete the scope of work.

4. **Project Team**

Include an organizational chart that depicts reporting responsibilities of proposed team members. Include resumes for each team member.

5. **Firm Experience.**

Project experience: Provide three detailed examples of projects ongoing or completed within the last three years that included Facility Condition audit (assessment) services for institutions similar to the SLSC. List references and provide phone numbers of owner’s representatives. The following minimum experience must be demonstrated:

- Firm must have been actively engaged in provision of Facility Condition Audit (assessment)
services for a minimum of five (5) years.

- Firm must have successfully completed Facility Condition Audits (assessments) for at least ten (10) clients. Provide a sample of one of these reports or a portion of one of these reports.

6. **Project Approach.**

Explain how your firm would approach this project from data gathering through final report. Include your expectations of the roles that SLSC personnel will play in the project.

7. **Fee Proposal**

Provide proposed fees on or in a format similar to Attachment D – Fee Proposal Form.

Base Project: Fixed fee price for all facilities shown in Attachment A - Facilities Included in Audit. Bid price quotations must be fixed fee for the entire base project broken down by individual facility. Included in this fixed fee are all expenses associated with performing the Facilities Condition audit (assessment), such as travel, meals, lodging, printing, etc.

Additional, Optional Project: provide a separate fixed fee price for the facility shown in Attachment B - Optional Facility in Addition to Base Bid. Bid price quotations must be fixed fee for the entire Additional, Optional Project. Included in this fixed fee are all expenses associated with performing the Additional, Optional Project, such as travel, meals, lodging, printing, etc.

No reimbursable expenses/fees will be accepted.

8. **Proposed Audit Tool Samples.**

Include a sample of your proposed methods and forms (and/or screen shots) to be used for assessing building conditions and deficiencies.

9. **Facility Access**

Since the Science Center will be in session during the proposal and execution phases of this project, disruption to visitors and office operations must be kept to a minimum. In order to permit firms to access the facilities prior to the submittal of the RFP, SLSC staff will be available to conduct group tours of the buildings on February 28 and March 2. Firms must contact Ron Schultz at least one (1) day in advance of either of these dates to schedule visits.

During the bid process, SLSC staff will not be available to provide access to facilities at times other than those listed immediately above.

**Section Seven - Work Products**

Using data gathered, consultant shall provide a manual that will form the foundation of the Facility condition audits.

1. **Reports.**

Consultant shall design one report for each building. The reports will be presented in manuals that provide readers with an accurate view of each facility’s current conditions and deficiencies. Final format of the reports shall be mutually agreed upon by SLSC and successful consultant and may follow a format similar to:

- Building Overview / Executive Summary
- Current conditions
- Identified deficiencies
• Corrective actions required
• Cost estimates for corrective actions. Estimates shall be prioritized into Immediate, One Year, Five years and Ten years intervals. (Escalated appropriately)

Consultant shall provide ten (10) copies of the final report for each building and one (1) .pdf version of each.

2. Presentation.
Consultant team shall present their findings to the SLSC Board of Commissioners’ Facilities Committee at a regularly scheduled committee meeting is tentatively scheduled for July 10 but is subject to change. This presentation shall be executive in nature and give an overview of the consultants’ findings and costs.

Additionally, a detailed report shall be presented to SLSC staff earlier on the day of the Facilities Committee meeting as noted above.
<table>
<thead>
<tr>
<th>Name, Location</th>
<th>Buildings 1 &amp; 2 (“5050” including the Bridge)</th>
<th>Building #3 (“Planetarium”)</th>
<th>Building #4 (“GROW”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Use</td>
<td>Public exhibition &amp; programming space; administrative &amp; production workspace</td>
<td>public exhibition &amp; programming space</td>
<td>public exhibit space &amp; programming space; visitor services for GROW outdoor exhibit</td>
</tr>
<tr>
<td>Site Area</td>
<td>9.2 acres</td>
<td>6.9 acres</td>
<td></td>
</tr>
<tr>
<td>Bldg Sq Footage</td>
<td>169,360 sq ft</td>
<td>40,486 sq-ft</td>
<td>4,740 sq-ft.</td>
</tr>
<tr>
<td>Construction</td>
<td>Poured cast concrete &amp; pre-cast concrete T-slabs, metal framing, gypsum board &amp; aluminum panels, glazing.</td>
<td>Poured cast concrete, cinder block, metal framing, gypsum board, terrazzo, glazing</td>
<td>Glulam wooden beams w/ wood cross-members, glass curtainwall, concrete slab.</td>
</tr>
<tr>
<td>Electrical Service</td>
<td>3,500A, 480/277V, 4-wire.</td>
<td>2,000A, 480/277V, 4-wire</td>
<td>800A, 480/277V, 4-wire.</td>
</tr>
<tr>
<td>Boiler(s)</td>
<td>Two natural gas @ 2,154,000 BTU ea.</td>
<td>One natural gas @ 2,730,000 BTU</td>
<td></td>
</tr>
<tr>
<td>Emer Generator</td>
<td>Diesel-fueled, 350Kw, 526A</td>
<td>Chloride battery UPS, 20Kv, 34A</td>
<td>None</td>
</tr>
<tr>
<td>Heating</td>
<td>Central variable air volume with hot water reheat (type III heat wheel &amp; humidifier, with water softener, in Boeing Hall exhibit space)</td>
<td>Central variable air volume with hot water reheat</td>
<td></td>
</tr>
<tr>
<td>Cooling</td>
<td>High-efficiency centrifugal chillers with variable speed pumping primary loop</td>
<td>Central variable air volume</td>
<td></td>
</tr>
<tr>
<td>Heating/Cooling</td>
<td>Packaged natural gas/electric rooftop variable air volume unit on pad. Electric pedestal mount baseboard heaters in front of glazing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Boeing Hall addition (LEED Silver Certified) added 2010-11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Attachment B - Optional Facility in Addition to Base Bid

<table>
<thead>
<tr>
<th>Name, Location</th>
<th>Building #5 (“Macklind”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Use</td>
<td>Storage &amp; Office Space (currently used for storage); one section sublet to “Health Works” for a children’s museum</td>
</tr>
<tr>
<td>Site Area</td>
<td>3.7 acres</td>
</tr>
<tr>
<td>Bldg Sq Footage</td>
<td>85,039 sq ft</td>
</tr>
<tr>
<td>Construction</td>
<td>Masonry, metal framing, cinder block, gypsum board, glazing</td>
</tr>
<tr>
<td>Roof</td>
<td>Roof Replacement completed 12/2017</td>
</tr>
<tr>
<td>Electrical Service</td>
<td>1,000A, 480V, 3-wire</td>
</tr>
<tr>
<td>Boiler(s)</td>
<td>two natural gas, one @ 80,000 BTU and one @ 100,000 BTU</td>
</tr>
<tr>
<td>Emer Generator</td>
<td>None</td>
</tr>
<tr>
<td>Heating</td>
<td>(Office bldg. section) Circulated hot water via radiators fed by in-line pumps from natural gas hot water boilers, natural gas furnace split DX.</td>
</tr>
<tr>
<td>Cooling</td>
<td>(Office bldg. section) Air-cooled condensing units circulated by dual duct air handler.</td>
</tr>
<tr>
<td>Heating/Cooling</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
Attachment D – Fee Proposal Form

Base Fee:

Buildings 1 & 2 (5050 and Bridge)  Lump Sum $__________  ($______ per sq/ft)
Building 3 (Planetarium)  Lump Sum $__________  ($______ per sq/ft)
Building 4 (GROW)  Lump Sum $__________  ($______ per sq/ft)

Base Fee Total Lump Sum $__________  ($______ per sq/ft)

Optional Facility:

Building 5 (Macklind)  Lump Sum $__________  ($______ per sq/ft)

All Bldgs Total Lump Sum $__________  ($______ per sq/ft)

Proposal Submitted By:

<table>
<thead>
<tr>
<th>Company:</th>
<th>____________________________</th>
<th>Respondent company states that it is a...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>____________________________</td>
<td>□ Minority Business Enterprise (MBE)</td>
</tr>
<tr>
<td></td>
<td>____________________________</td>
<td>□ Women’s Business Enterprise (WBE)</td>
</tr>
<tr>
<td>Signed:</td>
<td>____________________________</td>
<td>□ Neither</td>
</tr>
<tr>
<td>Name:</td>
<td>____________________________</td>
<td>...as defined in Section One of Executive Order No.</td>
</tr>
<tr>
<td>Date:</td>
<td>___ <em><strong>/</strong></em>/___</td>
<td>47¹ issued by the City of St. Louis Mayor’s Office.</td>
</tr>
</tbody>
</table>