

Request for Qualifications
Scope of Work: Facility Condition Assessment for
2000 Marbury Drive, District Heights, MD 20747

Issue Date: October 26, 2023

Deadline for Questions: November 17, 2023, 5 PM

Closing Date and Time: November 30, 2023, 5 PM

1. Introduction:

- The purpose of the Scope of Work is to outline the requirements for a comprehensive Facility Condition Assessment (FCA) at 2000 Marbury Drive.
- The assessment aims to provide a detailed analysis of the existing building's condition, identify deficiencies related to codes and maintenance, prioritize maintenance needs, estimate costs, and make phasing recommendations.

2. Project Overview:

- The facility condition assessment is initiated in response to concerns regarding the viability of significant improvements to the facility.
- The assessment will be conducted to informed decision-making regarding future renovations and investments in the building.

3. Objectives:

- The main objectives of this facility condition assessment are as follows:
 - a. Evaluate the overall condition of the building's structural, mechanical, electrical, and architectural components.
 - b. Identify code compliance issues and maintenance deficiencies.
 - c. Prioritize maintenance and renovation needs based on severity and importance.
 - d. Provide estimated costs for addressing identified issues.
 - e. Offer phasing recommendations for addressing deficiencies and implementing improvements.

4. Assessment Components:

- The FCA will encompass the following components:
 - a. Site Inspection: A comprehensive inspection of the building, its exterior, and the surrounding site.
 - b. Building Systems Evaluation: Examination of structural, mechanical, electrical, and plumbing systems.

- c. Architectural Assessment: Evaluation of interior and exterior components, finishes, and fixtures.
- d. Code Compliance Review: Identification of code violations and non-compliance issues.
- e. Maintenance Deficiency Assessment: Documentation of existing maintenance deficiencies.
- f. Cost Estimation: Provision of cost estimates for necessary repairs and improvements.
- g. Phasing Recommendations: Development of a recommended timeline and phasing plan for addressing issue.

5. Reporting:

Upon completion of the assessment, a comprehensive report will be generated, including:

- a. A detailed summary of findings and observations.
- b. A list of maintenance and code compliance deficiencies.
- c. Prioritized recommendations for addressing identified issues.
- d. Cost estimates for each recommended action.
- e. A phasing plan outlining the sequence of work and proposed timelines.

6. Timeline:

- The FCA is expected to be completed within 6 months after being awarded.
- A preliminary report will be submitted after assessment is completed.
- The final report will be submitted following management comments.

7. Budget:

- The budget for the facility condition assessment is \$40,000.
- The selected service provider is responsible for adhering to this budget.

8. Proposal Submission:

- Interested parties are invited to submit qualifications/proposals by November 30.
- For any questions or clarifications, please contact by email to CityManager@DistrictHeights.org.

This scope of work serves as a foundation for obtaining quotes and proposals for the facility condition assessment at 2000 Marbury Drive, District Heights. It provides a clear understanding of the objectives and expectations for potential service providers.