



Proposal

Building Condition
Assessment Services

Town of Los Gatos

October 26, 2020

FEA Proposal # P08.2020.000505



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October 26, 2020

Dan Keller, Facilities and Environmental Services Manager
Town of Los Gatos
Department of Parks and Public Works
41 Miles Avenue
Los Gatos, CA 95030

SUBJECT: Proposal for Building Condition Assessment Services

Mr. Keller,

Facility Engineering Associates, P.C. (FEA) is honored to provide this proposal in response to the RFP for Building Condition Assessment Services and Question & Answer addenda.

FEA is a specialty consulting firm founded in 1992 to provide support to owners and managers of existing facilities. Our focus is on facility life cycle management; our purpose is to improve the way you manage facilities. Our staff of facility management, engineering, security, data analysis and financial planning personnel is equipped with knowledge, experience and key industry qualifications and certifications to ensure our clients have the support they need. Our philosophy of asset management is built on three principles:

Understanding what you have...

- FEA has been performing facility condition assessments using the Facility Condition Index (FCI) as a key metric for over 20 years.

Understanding how you use it ...

- The key to helping our clients with condition assessments is not just in collecting data, it's how we help them use the data to justify and defend capital funding needs. Our mission is to provide accurate, defensible condition data that leads to better decision making.

Planning for the future ...

- Proper facility planning requires a focus on condition, the operational environment, and the Town's program needs. Our approach considers all of these needs in balance and provides planning tools for capital funding.

If you have any questions about this proposal or would like to meet our leadership team, please contact either Conrad Kelso or Laurie Gilmer.

Respectfully,

FACILITY ENGINEERING ASSOCIATES, P.C.

A handwritten signature in blue ink that reads "Conrad Kelso".

Conrad Kelso, P.E., CEM
Project Manager
conrad.kelso@feapc.com

A handwritten signature in blue ink that reads "Laurie Gilmer".

Laurie Gilmer, P.E., CFM, SFP
Vice President and COO
laurie.gilmer@feapc.com

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Relevant Experience and Expertise

About FEA

Improving the Way You Manage Facilities

FEA was founded in 1992 on the principle that there is a *better way* to manage the built environment by balancing the challenges of:

- Providing a safe, secure, and healthy environment
- Maintaining an aging infrastructure, and planning for maintenance and improvements
- Improving how the FM organization operates

We do this by helping our clients improve the way they manage, operate, maintain, and fund the built environment to enable facilities that are:

- Safer • Healthier • More Resilient
- Productive • Cost-effective



Our Approach

We help our clients with strategic facility planning, management and operational planning and implementation, facility condition and physical security assessments, security and emergency management planning, repair and restoration, and measurement and monitoring of facility performance.

Our Services

Our core services start with understanding the performance of facility assets, managing those assets with effective facility management, use of space, safety and security planning, efficient operational practices, and training and staff development.

Creating Safer and Healthier Environments

To help you create safer and healthier environments for your facilities, we offer physical security, emergency preparedness, and emergency response and business resilience services.

Maximizing the Life of Physical Assets

To productively and efficiently improve the way you manage facilities, we offer physical asset management, facility condition assessments, and engineering solutions.

Optimizing the FM Organization

To enable facilities that are resilient, safe, healthy, productive and efficient, we use a life-cycle approach to facility management, offering strategic planning, performance management, FM technology, financial analysis and workforce development services.

Office Locations

Fairfax, Virginia
Chicago, Illinois
Denver, Colorado
Cheyenne, Wyoming
Santa Rosa, California

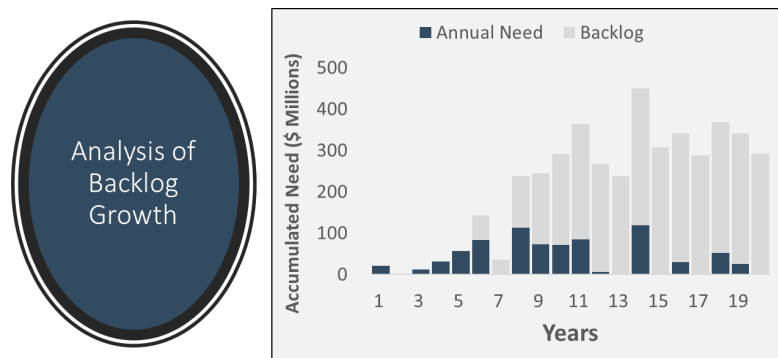


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Experience

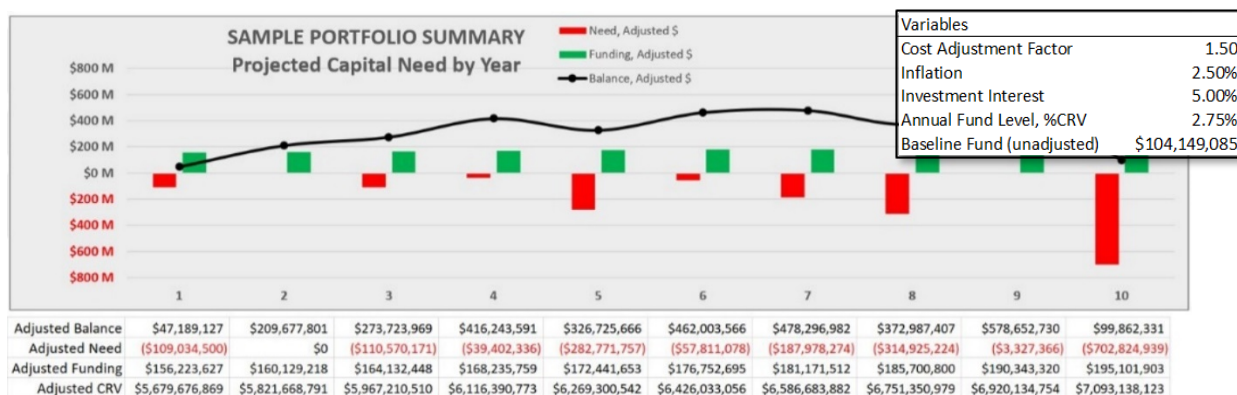
FEA offers several differentiators for performing facility condition assessments and providing a methodology for life-cycle management of facilities. Our innovative dashboard reports can be tailored to meet the Town's needs and will serve as the basis for the prioritization of repair, replacement, and renewal funding. In addition, FEA can provide physical asset management tools that allow for capital planning, management of facility life cycle costs, and strategic funding analysis.

Management of the backlog of maintenance and repair funding is necessary to manage risk of operational disruption. Operational disruptions can occur when equipment exceeds its expected useful life and poses a potential risk of failure. Equipment failure can lead to disruptions in service level, temporary loss of use of space, negative impacts on health and safety, and increased costs.



Facility condition assessments provide the raw data for projections in funding needs. The most common metric for facility condition is the FCI (Facility Condition Index). The FCI is the ratio of deferred maintenance to the value of the facility. Using FCI data, the Town can project repair and replacement needs and match needs with funding. Capital funding

projections provide a useful tool for managing long-term risk and matching capital funding with capital needs, providing a clear view to the changing backlog of maintenance and repair over time. Projecting annual capital spending as a percent of the replacement value of facilities is a commonly accepted practice, and a practical outcome of a facility condition assessment. Collecting and synthesizing condition assessment data allows for projection of capital spending levels that maintain the overall condition of facilities at an acceptable level.



FEA brings over 28 years of experience in the assessment of facility performance and the projection of capital needs. We have performed facility condition assessments on a national and state-wide level for government clients, educational clients (PK-12 and Higher-ed), municipal, and private clients. The following pages include a summary of some of our key clients and project profiles that demonstrate our experience in meeting the Town's needs.

FEA has conducted hundreds of building condition assessments across the United States. For states and municipalities, following is a partial list of clients for whom we have conducted condition assessments:

- City of Las Vegas (NV)
- City of New Braunfels (TX)
- City of Olathe (KS)
- City of Winston-Salem (NC)
- Mecklenburg County (NC)
- State of Minnesota (MN)
- State of Wyoming (WY)
- Travis County (TX)



Within the State of California, we have conducted condition assessments for many clients including:

- California Western School of Law
- City of San Jose
- City of Woodland
- Covance Laboratories
- Dominican Sisters of San Rafael
- Genentech, Inc.
- Los Angeles County Metropolitan Transportation Authority
- Medtronic Cardiovascular
- National Nuclear Security Administration
- San Diego Gas & Electric
- San Diego State University
- Sisters of St. Joseph of Carondelet
- United States Army Corps of Engineers (Warm Springs Dam)
- University of San Francisco



UNIVERSITY OF
SAN FRANCISCO



One of the challenges faced by our clients is the ability to obtain meaningful information from their condition assessments that allows them to prioritize needs, obtain needed funding, and articulate the impact and value of investing in their facility assets. Condition assessments need to be more than static reports. To be truly valuable, they must allow for better insight and decision making.

FEA has developed an approach to facility condition assessments that is ideal for clients like the Town of Los Gatos that have large portfolios that must be maintained. Our approach has followed industry-recognized metric for quantifying facility condition with the Facility Condition Index (FCI). Following a well-established condition assessment process for determining Deferred Maintenance (DM) and using the Current Replacement Value (CRV), both key components of the FCI, short and long-term budgetary decision-making is improved. FEA has developed data management tools that can synthesize large amounts of condition assessment data into an easy-to-see format and includes a funding projection tool that aggregates data into a portfolio-level view of funding needs.

Here are two project profiles that highlight our expertise.

City of San Jose

Scope: Condition assessment and life cycle cost analysis for facilities citywide, including pavements

- Provided lifecycle costing analysis for 36 buildings to date and associated pavements
- Performed visual analysis to determine current condition and estimated remaining useful life
- Created cost estimates for needed maintenance, repairs, and replacements

Outcome: Independent analysis enabling prioritization of funding needs across City departments and districts



Travis County (TX)

Scope: Facility condition assessments

- Comprehensive facility condition assessments of County corrections facilities and equipment
- Provided an updated building systems and equipment inventory
- Addressed needs for maintenance, future replacements, and budget planning
- Provided recommendations for preventative maintenance prioritization and schedule

Outcome: Enabled long-term capital planning and budgeting



Project Team

FEA consists of professionals, consultants, and support staff from five primary locations throughout the U.S. With credentials and certifications as professional engineers (P.E.), certified facility managers (CFM), facility management professionals (FMP), and project management professionals (PMP), FEA delivers a team of qualified professionals to meet the Town's needs.



Project Manager

Conrad Kelso, P.E., CEM

Senior Advisor

Laurie Gilmer, P.E., CFM, FMP

Assessment Team

Andrew Morse-Privett

Serena Zahrah, P.E.

Doug Yon, P.E., CEM

Conrad Kelso, P.E. will function as our **Project Manager** and main point of contact. He will coordinate FEA's efforts thorough the project, and he will have overall responsibility for providing updates to the Town, gathering historical information, arranging site visits and interviews, coordinating field activities and production of deliverables, final presentation of data, and managing the schedule. Conrad has experience providing cost estimating services for condition assessment projects for municipalities across the county.

Laurie Gilmer P.E., CFM, FMP will serve as **Senior Advisor** to the team. Laurie has extensive experience with large, complex condition assessment projects for clients with large portfolios and will provide her expertise throughout the project.

Our **Assessment Team** consists of field assessors, data analysts, and support personnel that have experience performing condition assessments, managing and analyzing data, and producing deliverables that allow our clients to build processes for continuous monitoring of condition and performance.

Full resumes can be found in Appendix A: Resumes.

References

County of Sonoma

Mark Abel
Project Specialist
2300 County Center Drive
Santa Rosa, CA 95403
P 707.565.1366
mark.abel@sonoma-county.org



Scope: Design, plans, and specifications for new roofing systems at the Sonoma County Airport, Sonoma Veterans Memorial Hall, and Sonoma Administration Building.

Project dates: April 2018 – Ongoing

City of San Jose

Edwin Garcia
Project Specialist
1661 Senter Road
San Jose, CA 95112
P 408.975.7247
edwin.garcia@sanjoseca.gov



Provided life-cycle cost assessments to document the current state of facilities across the City so the City could better plan its future capital needs.

Project dates: April 2017 – November 2019

Travis County Texas

Wallace Sefcik
Building Maintenance Division Manager
700 Lavaca Street, Ste 1300
Austin, TX 78701
P 512.854.9700
wallace.sefcik@traviscountytexas.gov

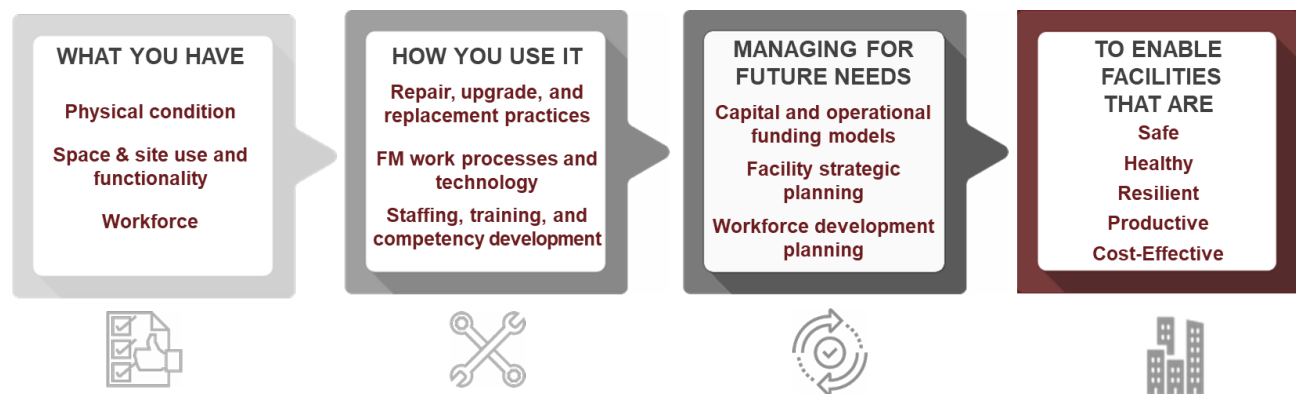


Provided comprehensive facility condition assessment services of County-owned facilities.

Project dates: November 2019 – February 2020

Project Scope and Approach

We understand that the Town requires a facility condition assessment that will help identify ongoing facilities needs and provide a reliable means of planning and budgeting. In over 28 years of serving those who operate and occupy existing facilities we have learned that for organizations such as the Town, to be most successful, a simple approach is best. We have distilled our approach down to three things that any government Town should know about its facilities: ***what you have*** under your care, ***how you use it***, and a consistent approach to ***managing for future needs***.



Project Scope

The Town has identified the following scope for this effort. The approach, articulated in the next section of this proposal, outlines how we will address the needs the Town has communicated in the project scope. The following is an excerpt from the Scope of Work identified in the RFP.

1. The consultant shall visit sites, inspect, collect and review available manufacturer information and work with Town staff to gain historic maintenance documentation to determine age and condition of buildings and equipment.
2. The Consultant shall assess the age, condition and functional life expectancy and projected replacement costs of these systems. The consultant shall visually evaluate the conditions of each of these elements and include documentation of findings with photographs and graphs.
3. The Consultant shall include deficiencies in building code compliance of equipment and ADA requirements per building code in reports.
4. The consultant shall provide a preventative maintenance program including a list of maintenance tasks with a schedule of effective intervals to achieve optimal performance and reach the maximum life of equipment.
5. The consultant shall assemble an all-inclusive comprehensive report for each Town facility, to be made available in electronic and hard copy formats.

Approach

Our approach to performing facility condition assessments (FCA) includes developing a thorough understanding of the drivers, standards, and requirements that govern the physical environment of the Town's buildings. This approach includes substantial knowledge of methodologies for developing key facility condition metrics such as the Facility Condition Index (FCI), and standards such as ASTM E 2018 (Property Condition Assessments).

The primary purpose of the assessment is to identify visually apparent deficiencies in the facility. The evaluation will include site visits to observe the building(s) and site systems, interviewing building management and maintenance personnel, and reviewing available reports or studies, maintenance records, design and construction documents and plans. Our scope of work includes:

Document and Data Review:

Prior to starting field work, we will request pertinent information about the facility included in the scope of work. We will review provided and/or available building and engineering files, preventative maintenance logs, previously prepared reports and studies, building plans and specifications, and testing reports, as they pertain to the facility. We will also review current management/facility operating procedures, maintenance contracts, CMMS data, and previous expenditures, when available.

Personnel Interviews

We will interview building management and maintenance personnel on common maintenance and repair practices, as well as on capital renewal projects that have been completed at the facility. Interviews will typically occur concurrently with the field assessment.

Condition Assessment Field Work:

We will perform visual assessments of above-ground, visible, and accessible interior and exterior components of the building(s) and site systems that support the facility. Observations will be made during daytime hours on business days. The facility condition assessment will consist of observation of the building structure and building systems. We will note the construction or system type and will comment on age, overall condition, visible deficiencies, and remaining useful life. We will require a building escort to provide access to mechanical and electrical rooms, roofs, and equipment enclosures. The following building(s) will be assessed:

We will perform a limited visual assessment of the following major components and systems:

Site Systems – We will directly observe the property's hardscapes and site systems. We anticipate that the extent of site systems will include roadways, parking lots, sidewalks, curb and gutter, fountains, plazas, patios, courtyards, etc. We will observe the current condition of these features for evidence of visible deficiencies. Our scope does not include planted areas (landscaping) or irrigation systems.

Building Exterior Elements – We will observe the current condition of the exterior wall, window, and door systems for visible evidence of deficiencies, continuity of seals, and other types of distress and report an overall condition of the systems. Our observations will be based on those conditions that can be observed from the ground, from accessible roof levels, and from operable windows, as appropriate and available.

Roof Systems – We will observe the current condition of the building’s roof systems, accessories and details. We will observe flashing and penetration details for condition and conformance with accepted practice. The evaluation will include discussion of existing warranties, replacement costs and remaining useful life. We have assumed that access to the roof will be arranged by the on-site contact (at no cost to FEA) for low-slope roofs.

Mechanical/HVAC Systems – We will observe the age and condition of the heating, ventilating, air conditioning systems, building controls and related mechanical systems and comment on their condition and visible deficiencies. Please note that the review will not include any invasive investigations or testing of equipment.

Electrical Systems – We will observe the age and condition of the electrical service entrances, grounding, electrical distribution systems, lighting, and emergency back-up systems and comment on their condition and visible deficiencies. The review will include discussions of power utilities presently serving the buildings.

Plumbing Systems – We will observe the age and condition of the water service entrances, potable water distribution systems, sewer systems, gas distribution, and other plumbing components and comment on their condition and visible deficiencies. The review will include discussions of water/sewer utilities presently serving the buildings.

Fire and Life Safety Systems – We will observe the type, size, age, and condition of the fire and life safety elements and comment on their condition and visible deficiencies. The elements to be observed will consist of structural fire protection, fire suppression systems, and fire detection/alarm systems, and means of egress. We will generally observe each location for significant violations in regards to standard building practices of fire and life safety issues.

Interior Finishes – We will observe the current condition of the interior wall, ceiling, and floor finishes and provide recommendations for cyclical maintenance projects. Refurbishing and replacement of finishes is discretionary, and the recommendations provided will be based on both the condition of the finishes observed and discussions with management and our experience with other properties.

Accessibility Issues – We will observe each building for visible evidence of compliance issues with ADA requirements. We will also observe access from parking areas to the building.

Evaluated elements will be limited to building systems and system components as noted above. Furniture, fixtures and equipment (FF&E) such as office furnishings; office fixtures, audio/visual, security, and program support equipment; and food preparation equipment is not included in the evaluation.

The evaluations are visual in nature and not intended to be destructive to property in order to gain access to hidden conditions. We do not propose to expose any system members. We will document the type and extent of visually apparent defects in the systems in order to perform the condition assessments. As this scope of services is limited to visual observations, these assessments will not identify conditions hidden by interior finishes, exterior finishes, or within any enclosed construction.

Consistent with standard condition assessment practices, FEA will not access all areas of the facilities, but will endeavor to access a sample of the areas. As such, our report will not warrant or guarantee that the conditions noted in the areas observed will not vary from other areas not observed. In addition, our findings and recommendations will not be based on a comprehensive engineering study. Our report is not intended to be a complete review of all systems or a check of design professional's computations. Our observations and resulting report will not warrant or guarantee the performance of any building system or site improvement.

Our scope of services will include only those specifically indicated. This proposal does not include any environmental services such as sampling or testing of asbestos, lead-based paint, lead-in-water, indoor air quality, PCB's, radon, mold, or any other potentially hazardous materials, air-borne toxins or issues not outlined in this scope of services. In addition, this assessment does not include identification of underground soils or identification or quantification of underground contaminants.

Reporting

FEA will prepare a written report for each town facility of our physical condition assessment in a format that will include "Description" and "Condition" statements, noting existing conditions and estimated useful remaining service life of the systems and infrastructure, and "Recommendations" statements for each of the systems reviewed. The "Recommendations" sections will include information on the deficiencies noted and recommended repairs and/or replacements, along with an opinion of cost. The report will include an executive summary that will provide a brief description of recommended repairs and replacements that may require immediate attention.

Our opinions of cost associated with replacing or repairing these components will be provided in summary form in a capital expenditure forecast spreadsheet, which will be prepared to reflect a 15-year repair/replacement period for required repairs/replacements. Cost estimates required for the facility repairs/recommendations shall be Rough Order of Magnitude (ROM) estimates to be used to allocate funding for the specific corrective action including construction and design costs. The opinion of costs will be based upon the anticipated costs as calculated in the year in which the capital expenditure is anticipated. It will not include fees or charges related to the building occupancy, tenant costs, or other lease- or ownership-related costs unknown to FEA. FEA will provide an opinion of cost for repairs for any noted deficiencies discovered as part of this project with an estimated cost of \$2,000 or higher, and will include a recommended method of repair where options are available. We will include supporting photographs of key deficiencies and/or repair items noted.

Preventative Maintenance Recommendations

For applicable equipment observed during the building assessments, FEA will provide a list of preventative maintenance tasks with recommended service intervals.

Client Responsibilities

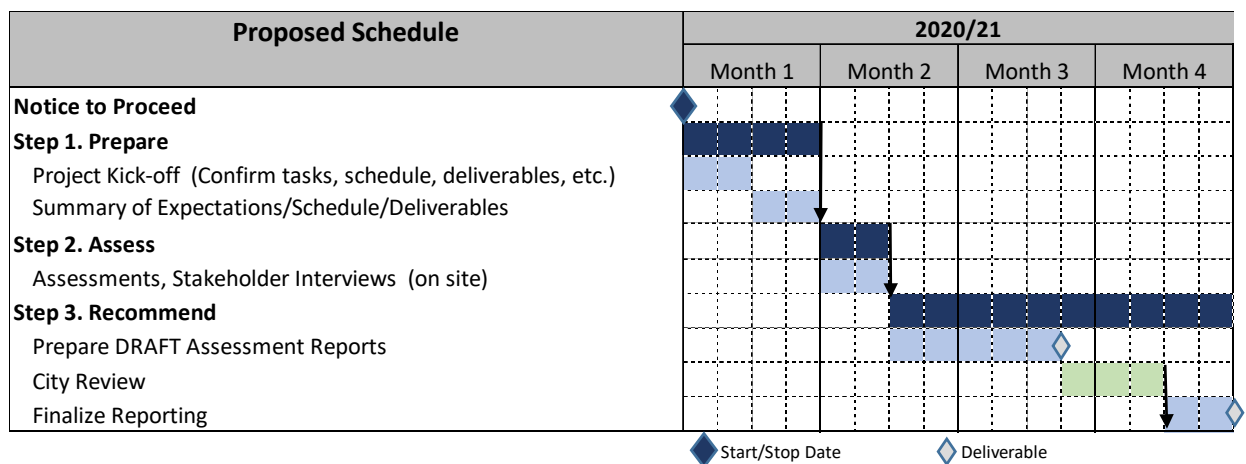
In order to provide our services, we ask the client to furnish the following information and/or services to FEA before or during the field evaluation:

- Notify the property occupant(s) of the evaluation to be performed and obtain permission for FEA to have access to all areas of the property, which would include mechanical and electrical rooms, the roofs, and representative interior office, retail, and common areas.
- Name(s) and telephone number(s) for on-site facility contact person(s).

- Arrangement for the building management/maintenance staff to be available to provide field escorts to the FEA team during the site visit.
- Assist FEA in obtaining access to all pertinent project documentation including construction documents and any modifications subsequent to the original construction, previous condition reports, investigations/studies/test documentation, maintenance records, AutoCAD drawings, etc.
- Provide or assist in obtaining any additional data or information relevant to the performance of services.

Project Schedule

We anticipate two teams of two people will conduct data gathering and field assessments during a 2-week period. The following scheduling shows key activities and durations for project completion based on a 120-day contract period following the Notice to Proceed.





Pricing

Based on the proposed Scope of Work, we will perform the work for the following not-to-exceed fee of **\$69,680**. This fee is inclusive of all labor, material and expenses to perform the project as described in our Approach. The following table includes a pricing breakdown per building:

FACILITY		COST
Section A. Primary Buildings		
Civic Center (est. 1964)	110 E. Main St.	
Town Hall	"	\$ 5,820.00
Police Department Head Quarters	"	\$ 3,650.00
New Museum & Friends of Library Bookstore	106 E. Main St.	\$ 2,200.00
Sub total		\$ 11,670
Corporation Yard – PPW Service Center (est. 1977)	41 Miles Ave.	
White House (moved onto site and renovated 1991)	"	\$ 2,920.00
Engineering Bldg.	"	\$ 3,650.00
Maintenance Bldg. (Outback)	"	\$ 2,920.00
Equipment Bldg.	"	\$ 2,920.00
Sub total		\$ 12,410
Forbes Mill Museum (1854)	75 Church St.	\$ 5,820.00
Library	100 Villa Ave.	\$ 4,370.00
Police Operations Building (POB)	15900 Los Gatos Blvd.	\$ 4,370.00
Recreation Center (Adult) ARC	208 E. Main St.	\$ 3,650.00
Recreation Center (Youth) YRC	123 E. Main St.	\$ 3,650.00
Tait Museum	213 Tait Ave.	\$ 3,650.00
Venue	4 New York Ave.	\$ 3,650.00
Lot #4 Underground Parking Garage	Grays Lane	\$ 4,370.00
Sub total		\$ 32,800
(Section A) Total		\$ 56,880
Section B. Secondary Buildings		
Balzer Field - Restroom Building	41 Miles Ave.	\$ 2,560.00
Belgatos Park - Restroom Building (est. 1977)	330 Belgatos Rd.	\$ 2,560.00
Blossom Hill Park - Restroom Building	16300 Blossom Hill Rd.	\$ 2,560.00
Creeside Sports Park - Restroom/Snack Shack Bldg	930 University Ave.	\$ 2,560.00
Oak Meadow Park - Restroom Building	233 Blossom Hill Rd.	\$ 2,560.00
(Section B) Sub total		\$ 12,800
(Sections A & B) Total		<u>\$ 69,680</u>

Assumptions

Building Condition Assessment Services require Town resources in order to perform the work. The following is a list of assumptions and outline of Town-needed resources and other contractual provisions required by FEA to perform the assessment:

Scope of Services

- Access to the buildings will be provided by the Town.
- Escorts will be provided by the Town to help guide the field team. Escorts will remain with the assessors when appropriate, especially in facilities where escorts are required due to security or privacy reasons.
- Drawings, including layout and dimensioned drawings will be made available by the Town.

Pricing

- The proposed fees include all labor, materials, and expenses to perform the project as described in our Approach.
- The fees assume all onsite assessments will be performed during the same calendar weeks.
- The fees assume that the kickoff meeting and the meetings to review the draft deliverable will be a combination of onsite presence and through web or teleconference technologies.

Contract Requirements

- Indemnity – FEA will seek mutual indemnification from the Town in the final contract form.

Appendix A: Resumes



Conrad Kelso, PE, CEM

Project Manager/Office Manager

Years with FEA: 11

Total years of experience: 14

Education • Registrations • Certifications

- University of California, Davis, Bachelor of Science in Mechanical Engineering
- Registered Professional Engineer (CA)
- Certified Energy Manager

Qualifications and Experience

Conrad has led projects for facility condition assessments and energy audits for buildings across the United States. He has also provided assistance for LEED point analysis and submitting buildings for LEED certification. Conrad has performed ENERGY STAR Statement of Energy Performance Validations for several buildings, which have subsequently earned their ENERGY STAR. He is a member of International Facility Management Association (IFMA) and the Association of Energy Engineers (AEE). Conrad has previous work experience for the City of Sacramento's Development Services Department performing commercial building plan reviews. He has reviewed hundreds of building projects including tenant improvements, multi-family residential buildings and new commercial high-rises for compliance with building, mechanical, plumbing, fire and energy codes. Conrad has extensive knowledge of the Uniform and International Building, Fire, Mechanical, and Plumbing Codes and NFPA Standards 13, 14, 20 and 72.

Selected Client Experience

- City of San Jose Master Agreement for Life Cycle Cost Analysis, San Jose, CA
- City of Las Vegas Facility Condition Assessment Services, Las Vegas, NV
- City of Santa Rosa Facilities Vulnerability Assessment, Santa Rosa, CA
- City of Woodland Condition Assessment & Facilities Maintenance Plan, Woodland, CA
- County of Sonoma Data Center Commissioning, Santa Rosa, CA
- General Services Administration Heartland Region Engineering Technical Consulting Services, Iowa, Nebraska, Missouri, Kansas
- General Services Administration Inventory Quality Assurance Services, Nationwide
- MIT Lincoln Laboratory Facility Condition Assessment, Westford, MA
- National Park Service, Comprehensive Condition Assessment, Nationwide
- Stanford University, Facility Consulting Services, Stanford, CA
- Travis County Corrections Complex Facility Condition Assessments, Austin, TX
- United States Patent & Trademark Office (USPTO) Campus Energy Assessment, Alexandria, VA
- University of Maryland College Park Facilities Condition Assessment, College Park, MD
- University of San Francisco Facility Condition Assessment, San Francisco, CA
- Wyoming K-12 Security Assessment, Statewide, WY
- Wyoming School Facilities Condition Assessment, Statewide, WY



Laurie Gilmer, PE, CFM, SFP, LEED AP O&M, CxA, FMP, CDT

Vice President and COO

Years with FEA: 15

Total years of experience: 22

Education • Registrations • Certifications

- Cal Poly, San Luis Obispo, Bachelor of Science in Mechanical Engineering
- Registered Professional Engineer (CA, CO, DC, FL, IN, KS, MA, MD, MN, TX, VA, WA, WI, WY)
- Certified Commissioning Authority
- Certified Facility Manager
- Sustainability Facility Professional
- LEED Accredited Professional

Qualifications and Experience

Laurie is Vice President and COO at FEA. Laurie's primary areas of expertise include facility systems assessments, energy management, sustainability, and facility management organizational analyses. Laurie is a published author, regularly contributing to multiple Facility Management publications and co-authored the International Facility Management Association's (IFMA) second manual in the Sustainability "How-To-Guide" Series, EPA's ENERGY STAR Portfolio Manager. Laurie is currently serving a term on IFMA's Board of Directors. Laurie also serves on the Northwest Energy Efficiency Council's Building Operator Certification program advisory committee, and was the committee's first chair. Laurie is a member of the National Visiting Committee of Building Efficiency for a Sustainable Tomorrow (BEST) Center. Additionally, Laurie is an instructor for IFMA's Sustainability Facility Management (SFP), Facility Management Professional (FMP) and Certified Facility Manager (CFM) programs. She is also the past chair of IFMA's Sustainability Facility Credential scheme committee and member of IFMA's Environmental Stewardship, Utilities, and Sustainability (ESUS) Strategic Advisory group.

Selected Client Experience

- Alexandria City Public Schools Facilities Audit, Alexandria, VA
- Alexion Pharmaceuticals Facility Management, Consulting Services, New Haven, CT
- City of Olathe Facility Consulting Services, Olathe, KS
- City of San Jose Master Agreement for Life Cycle Cost Analysis, San Jose, CA
- City of Richmond Facilities Operations Plan & Benchmarking Study, Richmond, VA
- Fort Bend ISD Facilities Audit, Fort Bend, TX
- Harvard Medical School Facility Management Operations, Boston, MA
- Hillsborough County Public Schools Educational & Operational Efficiency Audit, Tampa, FL
- Johns Hopkins School of Nursing Facility Condition Assessment, Washington, DC
- Lake County Facilities Management Consulting, Lake County, CA
- University of San Francisco Facilities Condition Assessment, San Francisco, CA
- Killeen Independent School District Facilities Audit, Killeen, TX
- Pitkin County Facilities Condition Assessments, Pitkin County, CO
- Stanford University Facility Consulting Services, Stanford, CA



Andrew Morse-Privett

Project Professional

Years with FEA: 6

Total years of experience: 18

Education • Registrations • Certifications

- University of the West England, Bachelor of Science in Building Surveying (Honors)
- Member of Royal Institute of Chartered Surveyors (London)

Qualifications and Experience

Andrew's experience in repair and restoration engineering – including structural stabilization and aesthetic rehabilitation – both in the UK and USA, ranges from historic buildings such as castles and churches to modern, multimillion dollar high-rise developments. He is conversant in full condition assessments of building systems, due diligence surveys and underground utilities testing and evaluation. He has gained extensive experience in waterproofing, glass, masonry and stucco building enclosures, roofing systems, balconies, parking garages and asphalt and concrete pavements. Andrew has also been involved in a variety of construction administration and monitoring projects, working with facility managers and owners to develop short and long-term capital strategies and has extensive experience with structural and materials restoration projects and fall protection certification.

Selected Client Experience

- City of San Jose Master Agreement for Life Cycle Cost Analysis, San Jose, CA
- City of Olathe Facility Consulting Services, Olathe, KS
- City of Santa Rosa Facilities Vulnerability Assessment, Santa Rosa, CA
- Defense Health Agency (DHA) BUILDER Assessor Support, Nationwide
- General Services Administration Inventory Quality Assurance Services, Nationwide
- Inter-American Development Bank Facility Condition Assessment, Washington, DC
- Minnesota Department of Administration Site Condition Assessment, Statewide, MN
- National Park Service Comprehensive Condition Assessment, Nationwide
- Northern Virginia Community College Facilities Management Consulting, Annandale, VA
- Stanford University Facility Consulting Services, Stanford, CA
- University of Connecticut Asset Management & CMMS Optimization, Storrs, CT
- University of Maryland Facility Management Consulting, College Park, MD
- University of San Francisco Facility Condition Assessment, San Francisco, CA
- Wyoming K-12 Security Assessment, Statewide, WY
- Wyoming School Facilities Facility Condition Assessment, Statewide, WY



Serena Zahrah, P.E.

Project Manager

Years with FEA: 5

Total years of experience: 5

Education • Registrations • Certifications

- University of Virginia, Bachelor of Science, Civil Engineering
- George Mason University, Master of Science, Civil Engineering
- Registered Professional Engineer (VA)

Qualifications and Experience

Serena is a project manager for FEA. She is experienced in AutoCAD, Revit, Microstation and SAP2000. Serena previously worked as an assistant construction manager overseeing the quality of materials and methods used by contractors on a construction site. She also worked in transportation design to aid with the design of roadways and drainage systems. Serena earned a master's degree in engineering focusing on geotechnical, construction and structural engineering from George Mason University in Fairfax, Virginia.

Selected Client Experience

- Defense Health Agency (DHA) BUILDER Assessor Support, Worldwide
- General Motors WTC Emissions Building Facility Condition Assessments, Warren, MI
- Montgomery County Public Schools Facility Condition Assessment, Montgomery County, MD
- MWAA DCA Terminal A Facility Condition Assessment, Washington, DC
- National Park Service Comprehensive Condition Assessment, Nationwide
- Washington Convention Center Facility Condition Assessment, Washington, DC



Doug Yon, PE, CEP, CEM, CDSM

Project Manager

Years with FEA: 14

Total years of experience: 39

Education • Registrations • Certifications

- U.S. Coast Guard Academy, Bachelor of Science in Civil Engineering
- Registered Professional Engineer (MA) (Mechanical)
- Certified Energy Procurement Professional
- Certified Energy Manager
- Certified Demand Side Manager

Qualifications and Experience

Doug is a project manager with more than 35 years of experience in condition assessments, energy management, facilities management and construction management. He is a registered professional engineer and is certified by the Association of Energy Engineers® (AEE®) as an Energy Procurement Professional, Energy Manager and Demand Side Manager. He has performed energy and sustainability audits and evaluated energy and utility consumption profiles. As a facilities condition assessment project manager and assessor for both component based and system level evaluations, he is well versed in identifying, analyzing and determining solutions for issues associated with mechanical, electrical, plumbing and general building infrastructure.

Doug has been a part of facility condition assessment projects ranging from single-building facilities to multi-building facilities involving hundreds of buildings and millions of square feet. Clients have included local, state, and federal governments, K-12, higher education, houses of worship and research organizations. Capital plan development has covered five, 10 and up to 20 years or more. Assessments have included an equipment inventory element and analysis of operations and maintenance requirements.

Selected Client Experience

- Allegany County Public Schools Facility Utilization Study, Cumberland, MD
- Arlington Schools & Community Center Facility Condition Assessment, Arlington, VA
- General Services Administration Asset Management and FM Technology, Nationwide
- Howard County Public Schools Facility Condition Assessments, Ellicott City, MD
- John Paul II Center Condition Assessment and O&M Costs, Washington, DC
- Minnesota Department of Transportation 20-Year Strategic Facilities Assessment, Statewide
- MIT Lincoln Laboratory Facility Condition Assessment, Lexington, MA
- Montgomery County Public Schools Facility Condition Assessment, Rockville, MD
- National Park Service Comprehensive Condition Assessment, Nationwide
- University of Maryland (UMD) Facility Management Consulting
- University of San Francisco Facility Condition Assessment, San Francisco, CA
- Wyoming State School Facilities Condition Assessment, Wyoming

Appendix B: Forms

ATTACHMENT B
Proposer's Information Form

PROPOSER (please print): Laurie Gilmer

Company: Facility Engineering Associates, PC

Address: 3554 Round Barn Blvd, Suite 308
Santa Rosa, CA 95403

1st Contact person (Name): Laurie Gilmer

Title: CFO/Vice President Office Tel: 707-546-7600

Direct/Cell: 707-304-5413 Fax: 707-546-7601

Email: laurie.gilmer@feapc.com

2nd Contact person (Name): Conrad Kelso

Title: Project Manager/Office Manager Office Tel: 707-546-7600

Direct/Cell: 707-304-5414 Fax: 707-546-7601

Email: conrad.kelso@feapc.com

Proposer, if selected, intends to carry on the business as (check one):

☐ Individual ☐ Joint Venture ☐ Partnership ☒ Corporation

Year incorporated? 1992 In what state? Virginia

When authorized to do business in California?): 8/22/2005

☐ Other (explain): _____

ADDENDA

To assure that all Proposers have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of an addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

☒ _____ No Addendum/Addenda Were Received (check and initial)

PROPOSER'S SIGNATURE

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

**(1) If Proposer is *INDIVIDUAL*,
sign here:**

Proposer's Signature

Proposer's typed name and title

Date: _____

**(2) If Proposer is *PARTNERSHIP* or
JOINT VENTURE, at least (2) Partners
or each of the Joint Ventures
shall sign here:**

Partnership or Joint Venture Name
(type or print)

Signature

Name of Member of the Partnership or Joint Venture
(type or print)

Date: _____

Signature

Name of Member of the Partnership or Joint Venture
Name (type or print)

Date: _____

(3) If Proposer is a **CORPORATION**,

the duly authorized officer(s) shall
sign as follows:

The undersigned certify that they are respectively:

CFO/Vice President (Title)

and Project Manager/Office Manager (Title)
of the corporation named below; that they are
designated to sign the Proposal Cost Form by
resolution (attach a certified copy, with corporate seal,
if applicable, notarized as to its authenticity or
Secretary's certificate of authorization) for and on
behalf of the below named CORPORATION, and that
they are authorized to execute same for and on behalf
of said CORPORATION.

Facility Engineering Associates

Corporation Name (type or print)



Signature

Laurie Gilmer

Name of Member of the Corporation (type or print)

Date: 10/26/2020



Signature

Conrad Kelso

Name of Member of the Corporation (type or print)

Date: 10/26/2020