Massachusetts Institute of Technology
Association of Independent Living Groups

REQUEST FOR PROPOSALS

MIT FSILG PROPERTY CAPITAL NEEDS ASSESSMENT

On behalf of its **30** independently owned and managed Fraternities, Sororities, and Independent Living Groups (FSILGs), the Massachusetts Institute of Technology's Division of Student Life (MIT DSL), and the MIT Association of Independent Living Groups (AILG), requests proposals to perform a Capital Needs Assessment (CNA) of each of the 30 MIT FSILG properties located in Boston, Cambridge, and Brookline. A list of the properties to be surveyed is attached to this RFP.

This program is a joint project of MIT DSL, the AILG, and the individual alumni property-owning corporations who own and manage the FSILG properties (AILG member organizations).

The program will be conducted in two phases: Phase 1 will include a pilot assessment of two of the 30 properties; Phase 2 will include all other properties. Between the two phases, DSL and the AILG will review the initial findings and may request adjustments to survey methodology or reporting. Proposals shall include pricing for both phases based on the requirements of this RFP; if after the completion of Phase 1 adjustments to the study methodology result in a change in project scope, the Phase 2 fee will be adjusted by mutual agreement.

It is anticipated that Phase 1 assessments will be performed in January 2014. Phase 2 assessments will be performed starting 45 to 60 days after the submission of the draft reports of findings of Phase 1. Proposals should indicate how long you will require to compete each phase and submit final reports for each facility.

Administrative Requirements:

1. The CNA shall be performed by a competent entity (a registered architect, professional engineer, or licensed construction manager) that has demonstrated past experience performing similar facility assessments. A sample of the proposed report format shall be submitted with the proposal.
2. The following documents are available for the contractor to reference:
   - Floor plans of all properties in PDF or CAD format.
   - Copies of a 1998 assessment performed for each property by Vanderweil Facility Advisors.
3. MIT or the AILG will provide a Program Coordinator, who will be responsible for the following:
   - Act as the point of contact between the assessor and MIT DSL, AILG, and member organizations.
   - Provide contact information for all member organizations and schedule date and time of facility assessments.
   - Participate in the on-site interviews with the property managers immediately preceding facility assessments.
   - Receive and distribute draft copies of the reports to DSL, AILG, and the property owner for review and comment.

- Provide any comments to the contractor for incorporation into the final report.

Assessment Methodology:

1. The CNA shall include a comprehensive examination of all building systems, including the following, if present:
   - Building Structure
   - Building Envelope
   - Plumbing
   - Fire Protection, Sprinklers
   - Fire Protection, Alarm Systems
   - Heating, Ventilating, and Air Conditioning
   - Electrical
   - ~~Telecommunications and Data Systems~~
   - Conveying Equipment (Elevators, Dumbwaiters, and Chutes)
   - Interior Finishes
   - Food Service Equipment
   - Site Improvements and Site Utilities
   - Waste Handling
   - Accessibility concerns

   The report may be organized using Uniformat, CSI, or another industry-recognized format.

   A more detailed list of components within each system to be evaluated is appended.

2. The assessment shall include an informational interview with the facility manager and/or maintenance personnel, including alumni officers responsible for property upkeep, to learn more about the history of the facility and known or suspected problems. Ideally, this interview should occur on site immediately preceding the review. Telephone interviews may be scheduled when the facility manager is unable to be present.

3. For each building system, all major components shall be evaluated (for example, for the Building Envelope: roofing, exterior walls, windows, exterior doors, ornamental trim, stairs and railings, fire escapes, and any other major components).

4. Evaluations may be based on visual inspection and need not include invasive / destructive testing or monitoring.
   - Site utilities, concealed piping, and other inaccessible components *except wiring* may be evaluated by review of building records or interviews with facility managers if not visible for inspection.

5. Particular attention shall be paid to the condition of plumbing, mechanical, fire protection, and electrical systems.
   - The condition of electrical wiring must be ascertained by visual inspection, in order that the evaluator can draw an informed decision as to the safety of the power distribution system. This may be accomplished by opening device or junction boxes to determine wiring method and cable type. Cutting open walls is not required unless unapproved wiring methods are suspected to be present and concealed within.
   - The condition of existing plumbing piping shall be determined by whatever means are available, including observation of exposed piping , opening access panels, viewing above access ceilings, etc.

6. Building system and component evaluations shall include a review of current condition, expected remaining life of the component, and suitability of the system or component for its intended use.

CNA Report Requirements:

1. Deliverables:
   - Provide a draft CNA report in electronic form for review and comment.
   - Provide three hard copies and an electronic copy of the final report in PDF format.
   - A report shall be provided for each property. (When an AILG member organization owns two buildings, the assessment of both buildings may be presented in a single report at the contractor's option.)
2. The CNA report shall identify building systems or components that require more thorough review or investigation than is possible to do within the scope of the CNA.
3. The CNA report shall also identify and evaluate the property for the following other deficiencies:
   - Accessibility code compliance
   - Building code compliance, especially with regard to life safety
   - Code triggers that may necessitate major systems replacement (for example: sprinkler system repairs that may trigger the need to replace an obsolete fire alarm system)
   - Interior environmental concerns (including inadequate ventilation, lighting, fresh air, or the presence of mold)
   - Energy efficiency
   - The presence of suspected hazardous materials, if observed, should be noted, but confirmatory materials testing is not required
4. The CNA report shall make recommendations for repairs or improvements of each deficiency identified in the evaluation.
5. The CNA report shall provide a conceptual cost to complete the recommended repairs or improvements.
   - Cost estimates may be based on unit-price, lump-sum, or an allowance cost methodology and are not expected to be detailed.
6. To allow for proper capital planning, the CNA report shall establish an appropriate timeframe for prioritizing, budgeting, and correcting all deficiencies. The CNA report shall prioritize deficiencies into at least three categories:
   - Urgent or critical repairs, where occupant life safety or building integrity is at significant risk
   - High priority repairs and improvements, to be performed within 5 years
   - Lower priority repairs and improvements, to be performed in 6 to 10 years

   In addition to the above three required categories, a fourth is recommended for discretionary improvements and repairs that are not required for more than 10 years.

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The CNA shall include a comprehensive examination of the building systems and components (if present in the facility):

- **Building Structure**
  - Foundations
  - Superstructure (load-bearing elements)
  - Exterior fire escapes
  - Roofs and roof deck structures
  - Condition of parapets, chimneys, and other projecting structures
- **Building Envelope**
  - Roofing and flashing
  - Façade structural integrity
  - Wall cladding (masonry, siding, etc.) weather integrity
  - Doors
  - Windows
  - Joint sealants
  - Ornamental trim and decorative elements
  - Exterior stairs and railings (connected to building)
  - Rain drainage (gutters and leaders)
- **Plumbing**
  - Waste and vent piping condition and capacity
  - Supply / distribution piping condition and capacity
  - Freeze resistance of plumbing systems
  - Plumbing fixtures and fittings
  - Water heating plant condition and capacity
  - Grease traps
- **Fire Protection, Sprinklers**
  - System design and coverage; are all required spaces properly protected
  - Backflow assembly and control valve assembly
  - Distribution piping condition
  - Sprinkler head condition and protection
  - Tamper and flow switches
- **Fire Protection, Alarm Systems**
  - Code compliance
  - System design and coverage; are all required spaces protected
  - Fire alarm control panel and annunciator panel(s)
  - System smoke detector condition and placement
  - Pull station condition and location
  - Signaler (horn / strobes) condition and coverage
  - Alarm supervision
  - Local (non-system) smoke detector coverage
  - CO detectors
- **Heating, Ventilating, and Air Conditioning**
  - Boilers, pumps, and heating plant equipment condition and capacity
  - Cooling equipment

    - Distribution Piping and / or ductwork
    - Terminal units (convectors, fan coils, fin tube radiation)
    - Ventilation and exhaust ductwork
    - Fans
    - ATC systems
    - Chimney and flue liner condition

- **Electrical**
    - Main service condition and capacity
    - Distribution panel feeders condition and capacity
    - Distribution panels and circuit breakers condition and capacity
    - Wiring / cabling condition and capacity
    - Device condition
    - Receptacle spacing
    - Lighting fixture condition
    - Egress lighting condition and coverage
    - Egress signage condition and visibility

- **Telecommunications and Data Systems**
    - Not included in scope

- **Conveying Equipment (Elevators, Dumbwaiters, and Chutes)**
    - Code compliance (ANSI A17 and MAAB)
    - Shaft fire safety
    - Engines / motors
    - Platforms and cabs
    - Hoistway entrances
    - Controls

- **Interior Finishes**
    - Means of egress condition and capacity (exit access corridors, stairs, exits)
    - Fire separation assemblies condition
    - Fire doors and door hardware condition
    - General interior finishes (walls, floors, ceiling) condition
    - Toilet room finishes and suitability for use in student housing
    - Kitchen finishes

- **Food Service Equipment**
    - Sanitary code compliance
    - Cooking equipment condition
    - Cooking exhaust hood condition and fire protection systems

- **Site Improvements and Site Utilities**
    - Capacity and condition of underground utilities
    - Storm drainage systems
    - Hardscapes and walks
    - Site improvements

- **Waste Handling**
    - Compactors and other waste handling equipment
    - Dumpsters and waste storage containers
    - Recycling facilities