



# Request for Proposals (RFP)

## Facility Condition Assessment (FCA)

RFP No. 2502

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### Introduction

The Child Parent Institute (CPI) is seeking proposals from licensed architectural, engineering, or building inspection firms to conduct a comprehensive Facility Condition Assessment (FCA) at the CPI Community Resilience Center, Clinic Building (Warehouse A), and Administrative Building (Warehouse B) located at 3650 Standish Avenue, Santa Rosa, CA 95407. This assessment will support planned capital improvements to existing buildings funded by the California Strategic Growth Council's Community Resilience Centers (CRC) Program and subject to all applicable state procurement, labor, and reporting requirements.

### Project Overview

The selected contractor will play a key role in CPI's Facility Condition Assessment (FCA), a critical step in strengthening year-round climate control and community safety amid increasingly frequent climate emergencies. The FCA is essential for evaluating the current condition of the buildings, identifying structural and system deficiencies, and prioritizing upgrades that will extend the life of the facilities. This assessment ensures the center can safely function as a cooling center during extreme heat events and enhances infrastructure resilience to better serve vulnerable populations during natural disasters and emergencies.

### Point of Contact/ Inquiries/ Request for Information

The point of contact for this RFP is Lizbeth Torres. All correspondence and other communications regarding this RFP shall be directed to Lizbeth Torres, Child Parent Institute, 3650 Standish Avenue, Santa Rosa, CA 95407.

Vendors are prohibited from contacting any CPI staff, board members, or partners regarding this RFP other than the designated Point of Contact. Unauthorized contact may result in disqualification.

Inquiries and/or Requests for Information are due via email to [lizbetht@calparents.org](mailto:lizbetht@calparents.org) no later than the timeline stated in the anticipated proposals timetable below. Any request received after that time may not be reviewed for inclusion in this RFP. The request shall contain the requester's name, address, and telephone number.

CPI will issue a response to any inquiry if it deems it necessary, by a written addendum to the RFP, posted online at [\[weblink\]](#), and issued before the RFP's Delivery Deadline. The proposal shall not rely on any representation, statement, or explanation other than those made in this RFP or in any addenda issued. Where there appears to be a conflict between this RFP and any addendum issued, the last addendum issued will prevail.

### Specifications

The FCA report must include a narrative summary, tabular system inventory, cost tables, annotated photos, and completed forms where required. The selected subcontractor will be responsible for the following tasks:

### Building Systems

- System description and location (e.g., rooftop HVAC units, electrical panels in utility room)
- Age and type of equipment (e.g., forced-air, split system, original to building)
- Condition rating (e.g., Excellent, Good, Fair, Poor) with explanation
- Remaining Useful Life (RUL) and Expected Useful Life (EUL)
- Cost estimates:
  - Immediate repair or replacement
  - Routine maintenance over 20 years
- Observed issues such as corrosion, capacity limits, outdated components

### Required Systems:

- HVAC (heating, ventilation, and air conditioning)
- Plumbing (fixtures, water heaters, visible piping)
- Electrical (lighting, panels, outlets, wiring condition)
- Vertical transportation (elevators, lifts, or dumbwaiters, if present; explicitly note if none exist)

### Structural Systems

- Description of structural system (e.g., wood-frame with concrete slab)
- Inspection of foundation, beams, columns, slabs, walls, and floors
- Signs of cracking, moisture intrusion, deflection, or foundation settlement
- Observations of load paths and any modifications to structural elements
- Estimated costs for any structural remediation

### Exterior and Envelope

- Roof type, age, roof weight capacity, and observed condition (including drainage and flashing)
- Exterior materials and conditions (e.g., paint, siding, trim, sealants)
- Condition of windows, doors, and thresholds
- Exterior elements such as:
  - Stairs, railings, ramps
  - Balconies, canopies, decks
  - Paved areas, driveways, hardscapes
- Estimates for repair, resurfacing, or replacement

### Health and Fire Safety

- Smoke detectors, pull stations, audible/visual alarms, emergency lighting
- Fire extinguishers and suppression systems (e.g., sprinklers, hoses)
- Exit signage, marked egress routes, and door hardware
- Notes on system coverage, functionality, and observed deficiencies
- Replacement cost estimates and code compliance commentary

**Note:** If these systems are absent, explicitly state so and recommend required installations with cost.

### Environmental Hazards

- Visual assessment for:
  - Asbestos (e.g., floor tile, pipe insulation, roofing mastic)
  - Lead-based paint (especially on wood trim, doors, windows)

- Mold or moisture damage
- PCBs (e.g., fluorescent ballasts, caulking)
- Past or present pest infestation and/or damage
- Reference:
  - Building age, materials, and prior documentation
- Recommendations for additional testing, if warranted
- Estimated abatement costs for any observed or suspected materials

**Note:** Do not conduct sampling; the report should recommend testing if visual signs or age suggest potential hazards. This visual assessment does not constitute a hazardous materials survey and shall not be relied upon for abatement or regulatory compliance purposes.

#### ADA Compliance

- Assessment of accessibility barriers for:
  - Entryways, thresholds, ramps, and sidewalks
  - Door widths and hardware
  - Restrooms (e.g., toilets, grab bars, sinks, signage)
  - Elevators/lifts
- Note any noncompliance with 2010 ADA Standards and California Building Code
- Include photos and annotations
- Provide itemized cost estimates for required upgrades

#### Seismic Risk Screening (FEMA P-154)

##### Conduct Rapid Visual Screening (RVS) per FEMA P-154, 3rd Edition:

- Complete FEMA P-154 Level 1 Data Collection Form, including:
  - Building address, number of stories, year built, occupancy, construction type
  - Seismicity region, soil type, and site hazard level
  - FEMA structural building type (e.g., URM, C2, W1)
- Identify the following:
  - Vertical or plan irregularities
  - Exterior falling hazards
  - Adjacent building pounding risks
  - Observed deterioration
- Apply Basic Score and Score Modifiers to compute Final Seismic Score
  - Score  $\leq 2$  must be flagged as potentially at-risk and trigger recommendation for full ASCE 41 assessment
- Include the following:
  - Photos and diagrams
  - Narrative explaining rating
  - Completed FEMA form (PDF and editable Excel or ROVER-compatible)
  - Risk category and benchmarking to 1976/1990 code years (per FEMA guidance)

**Note:** The licensed professional preparing the FCA may, based on their professional judgment, opt to conduct the seismic risk assessment utilizing ASCE Seismic Standards (ASCE/SEI 7 & 41) as an alternative to FEMA P-154, as appropriate.



## Proposal Requirements

Each proposal must include the following information

### 1. Cover Letter

A cover letter including the contractor's name, contact information, and a brief description of their qualifications for the project.

### 2. Qualifications and Experience

Information about your qualifications, including relevant experience in similar projects. Provide details on key staff for the project and availability over the term of the project. Include details such as resumes, certifications, and references from past clients.

### 3. Licensing and Certifications

The proposal must possess, or have on its project team, the appropriate licenses and certifications required to perform the scope of work described in this RFP under California law. At a minimum:

#### Required Professional Licensure (California)

The FCA must be led and signed by one or more of the following, licensed and in good standing in the State of California:

- California Licensed Architect (CA License – Architect)
- California Licensed Professional Engineer (PE)  
(Civil, Structural, Mechanical, or Electrical, as appropriate to scope)

At least one licensed Architect or Professional Engineer must take responsible charge of the overall assessment and final report.

### 4. Work Plan and Timeline

A detailed work plan that outlines the steps needed to complete the project, including a proposed timeline for each task.

### 5. Detailed Cost Estimate

The contractor shall ensure that all labor cost estimates reflect state prevailing wage requirements. This project is based on a fixed-cost budget. Proposals must include a comprehensive, itemized breakdown of all anticipated expenses and revenues, with each line item tied to specific repairs or upgrades and aligned with the proposed schedule. Budgets must include system-level cost estimates, Remaining Useful Life (RUL), and Expected Useful Life (EUL), along with unit costs, quantities, and totals. Each budget item shall be accompanied by a brief narrative justification explaining its necessity and relevance. Contractors must also describe how estimates account for tariffs, supply chain issues, and market demand to ensure price stability throughout the project.

### 6. References

Examples of at least three similar projects completed within the past five years, including references with contact information.



## Proposals Evaluation Criteria

Proposals will be evaluated using a best-value approach. While cost will be a primary consideration, CPI will also evaluate proposals based on experience, qualifications, approach, timeline, capacity, references, and past performance to determine the most responsive and responsible proposal.

All proposers must be in good standing with the California Secretary of State and verify appropriate licensure and insurance through the California Contractors State License Board, as applicable.

Proposals will be evaluated and scored using the following weighted criteria:

- **Qualifications and Relevant Experience (25%)**  
Vendor's demonstrated experience and past performance on similar projects, including relevant expertise, capacity to perform the work, and successful completion of comparable scopes.
- **Approach and Methodology (25%)**  
The proposed work plan and timeline, including the vendor's understanding of the scope of work, methodology, and ability to deliver services efficiently and effectively.
- **Cost Proposal (40%)**  
Reasonableness of the proposed costs in relation to the scope of work, level of effort, and overall value to CPI.
- **References (10%)**  
Feedback from previous clients regarding the vendor's performance, reliability, communication, and ability to meet project expectations.

The contract will be awarded to the lowest responsive and responsible proposer that meets all procurement requirements and demonstrates the capacity to successfully perform the scope of work.

## Submission Instructions

Proposals must be submitted no later than **May 1, 2026, by 5 p.m.** to [lizbetht@calparents.org](mailto:lizbetht@calparents.org). Late submissions will not be considered.

## Submission Requirements

Proposals must be submitted electronically via email or in person attention Lizbeth Torres

- Maximum electronic file size 250 MEG's
- Please verify your submission has been received by emailing [lizbetht@calparents.org](mailto:lizbetht@calparents.org) no later than the submission deadline.
- Include "Proposals Response to RFP No. 2502" in the subject line of the email.
- All questions regarding this RFP should be directed to the point of contact in this RFP in writing by **April 3, 2026**
- A pre-proposals meeting to present project requirements will be held on **March 20, 2026**. The pre-proposals meeting will be held online via Zoom, time TBD. All interested parties must email [lizbetht@calparents.org](mailto:lizbetht@calparents.org) for a Zoom Meeting Invitation.



## General Terms and Conditions

### 1. Right to Conduct Interviews

CPI reserves the right to conduct interviews with the top-ranked contractors as part of the final selection process.

### 2. Right to Reject Submissions

CPI reserves the right to reject incomplete or late submissions, to waive any informalities, and to accept the lowest proposals from a responsive and responsible contractor. Any proposals that do not fully comply with all the provisions of the “Submission Instructions” and the “Specifications” will be deemed non-responsive.

### 3. Appeals Process

CPI will not accept appeals for this Request for Proposals (RFP). However, proposals are welcome to submit requests for clarification or feedback by email regarding decisions made in the selection process.

### 4. Contract Award

CPI will enter into a written contract with the successful vendor. The contract will include this RFP, the contractor’s proposals, and any mutually agreed-upon terms. If a contract is not executed by the successful vendor, CPI will attempt to negotiate a contract with the next responsive and responsible proposer.

The Contract may be awarded to a single vendor or to separate vendors, whichever should appear to be in the best interest of CPI. If two or more vendors are received, equal in amount and lower than any other proposals, CPI reserves the right to evaluate the proposals and to decide which proposals will be accepted.

All proposal pricing shall remain firm for a period of ninety (90) days after the date of proposal opening.

### 5. Conflicts of Interest

The contractor must disclose any actual or potential conflicts of interest in compliance with federal, state, and local laws. The awarded contractor must sign the Strategic Growth Council CRC Program Conflict of Interest Form. See Attached.

### 6. Prevailing Wages

As a “public works” project in the State of California, the contractor must ensure workers are paid prevailing wages. The contractor’s duty to pay State prevailing wages can be found under Labor Code Section 1770 et seq.

### 7. Product Preference

The naming of a certain brand, make, or manufacturer, or definite specifications is used only to denote the quality standard of product desired and that the proposal is not restricted to a specific brand, make,



manufacturer or specification named but that the brand, make, manufacturer or definite specification is used only to set forth and convey to prospective vendor the general style, type, character, and quality of product desired and that equivalent products will be acceptable.

## 8. Errors or Omissions

CPI will not be liable for any error in any proposals. Proposers will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: CPI reserves the right to make corrections or clarifications due to patent errors identified in proposals by CPI or the proposers. CPI, at its option, has the right to require clarification or additional information from the proposal.

## 9. Cost of Preparation

CPI is not liable for any costs incurred by prospective proposals or Contractors prior to issuance of or entering into a Contract. Costs associated with developing the proposals, and any other expenses incurred by the proposal in responding to the RFP, are entirely the responsibility of the proposer and shall not be reimbursed in any manner by CPI.

## 10. Confidentiality Clause

All data, reports, photographs, and findings generated through this FCA shall be the property of CPI and treated as confidential unless otherwise authorized in writing.

## Schedule of Events

**RFP Issued:** March 16, 2026

**Pre-proposals meeting:** March 20, 2026

**Deadline for Questions:** April 3, 2026

**Posting of Addendum for Questions:** April 10, 2026

**Schedule Site Visit by:** April 3, 2026

**Proposals Submission Deadline:** May 1, 2026

**Proposals Review/Opening Date:** May 4, 2026

**Anticipated Contract Award:** May 18, 2026

*Site visit is mandatory so proposals can complete the necessary take-off to accurately cost the job. Proposers will also be allowed to ask questions during the site visit; however, all answers will be considered informal until confirmed in writing through an official addendum.*

## Additional Information

All proposals must comply with applicable labor laws and safety regulations.

Child Parent Institute reserves the right to reject any or all proposals and to negotiate terms with the selected subcontractor.



# Community Resilience Center (CRC) Program Facility Condition Assessment (FCA) Report

## Facility Condition Assessment Report

Facility and Report Information	
<b>Facility Name and Address:</b>	
<b>Date of Assessment:</b>	
<b>Prepared for (Agency/Owner Name):</b>	
<b>Prepared by (Firm Name):</b>	
<b>Professional Name and License Number:</b>	

### 1. Executive Summary

Provide a general description of the facility, key findings, priority issues, and overall cost summary.

Summary: \_\_\_\_\_

### 2. Methodology

Describe inspection methods, reviewed documents, and interviews.

Methodology: \_\_\_\_\_

### 3. Building Systems Assessment

HVAC	
Location and Description:	
Age and Type:	
Condition Rating:	
Remaining Useful Life (RUL):	
Expected Useful Life (EUL):	
Observed Issues:	
Cost Estimates:	



# Community Resilience Center (CRC) Program Facility Condition Assessment (FCA) Report

Immediate:	
20-Year Maintenance:	

Plumbing	
Location and Description:	
Age and Type:	
Condition Rating:	
Remaining Useful Life (RUL):	
Expected Useful Life (EUL):	
Observed Issues:	
Cost Estimates:	
Immediate:	
20-Year Maintenance:	

Electrical	
Location and Description:	
Age and Type:	
Condition Rating:	
Remaining Useful Life (RUL):	
Expected Useful Life (EUL):	
Observed Issues:	
Cost Estimates:	
Immediate:	
20-Year Maintenance:	

Vertical Transportation	
Location and Description:	



# Community Resilience Center (CRC) Program Facility Condition Assessment (FCA) Report

Age and Type:	
Condition Rating:	
Remaining Useful Life (RUL):	
Expected Useful Life (EUL):	
Observed Issues:	
Cost Estimates:	
Immediate:	
20-Year Maintenance:	

## 4. Structural Systems Assessment

Describe framing, foundation, damage signs, and repair needs.

Response: \_\_\_\_\_

## 5. Exterior and Envelope

Include roof, windows, siding, doors, ramps, and site hardscape.

Response: \_\_\_\_\_

## 6. Health and Fire Safety

Summarize alarms, extinguishers, egress, and code compliance.

Response: \_\_\_\_\_

## 7. Environmental Hazards Assessment

Note asbestos, lead, mold, pests, and abatement recommendations.

Response: \_\_\_\_\_

## 8. ADA Compliance Review

Evaluate all ADA barriers and upgrade costs.



# Community Resilience Center (CRC) Program Facility Condition Assessment (FCA) Report

Response: \_\_\_\_\_

## 9. Seismic Risk Screening

Include FEMA P-154 form summary, seismic score, and risk observed or ASCE Seismic Standards (ASCE/SEI 7 & 41), as appropriate.

Response: \_\_\_\_\_

## 10. Code Compliance Summary

Document all observed code violations and compliance references.

Response: \_\_\_\_\_

## 11. Cost Tables and Replacement Schedule

Provide complete costs breakdowns, RULs, and reserves.

Response: \_\_\_\_\_

## 12. Appendices Checklist

- a. Appendix A: Annotated Photo Log
- b. Appendix B: Tabular System Inventory
- c. Appendix C: Cost Summary Workbook
- d. Appendix D: FEMA P-154 Forms
- e. Appendix E: Supporting Documents Reviewed



# CALIFORNIA STRATEGIC GROWTH COUNCIL

## Community Resilience Center Program Conflict of Interest Certification Form

CRC Project Name : \_\_\_\_\_

CRC Grantee Name (Grantee) : \_\_\_\_\_

CRC Grantee Designated Signee : \_\_\_\_\_

Contractor Company Name (Contractor) : \_\_\_\_\_

Contractor Designated Signee : \_\_\_\_\_

The aforementioned parties have contracted to work collaboratively in support of the SGC CRC Project Development grant for Southwest Santa Rosa/Roseland Community Resilience Hub. This certification is intended to memorialize the relationship between Grantee and Contractor and ensure that no direct or perceived conflicts of interest exist between the two that may have influenced the procurement of Contractor’s services on the CRC project.

By signing below, both parties certify:

1. No Executive Officers or employees of Grantee are financially interested in Contractor in their official capacity, or by any body or board of which they are members.
2. No Executive Officers or employees of Grantee accepted any gift, entertainment, or other favor where such acceptance might create the appearance of influence on them in connection with Contractor (other than gifts of nominal value, which are clearly tokens of respect and friendship unrelated to any particular transaction).

After review of the above information, I hereby affirm that neither Grantee nor Contractor have any Conflict of Interest. If within the course of the project a Conflict of Interest is determined by myself or other agency staff, I agree to disclose the conflict and seek immediate advice from SGC staff.

Grantee Signature:

Contractor Signature:

\_\_\_\_\_

\_\_\_\_\_

Date:

Date:

\_\_\_\_\_

\_\_\_\_\_