**Attachment A**

**Facility Condition Assessments (FCA) for**

**Comprehensive Educational Facilities Plans (CEFP)**

## Facility Condition Assessment - Roles and Responsibilities

1. The A/E firm(s) selected to perform the facility condition assessment services will serve as an integral part of a unified technical team that shall jointly work in a collaborative fashion to achieve completion of all CEFPs for which they are contractually assigned. The technical team shall consist of:
   1. Architect/Engineering (A/E) firms (“the Firms”) supporting the preparation of CEFPs for the counties of West Virginia
   2. Technology Provider/Integrator (“the TPI”)
   3. Program Manager (“the PM”).
2. The roles assigned to the entities contracted to support preparation of the CEFPs are as follows:
   1. Architect/Engineers: ***Your Selected Firm Name*** – The Firm(s) shall be responsible for collecting, compiling, and submitting FCA data into the tools provided by the PM. The Firm(s) will have other CEFP-related requirements, as further described within their County-specific contracts.
   2. Technology Developer/Integrator: ***Dude Solutions*** – The TPI shall provide the School Building Authority of West Virginia (SBA) and the West Virginia Department of Education (WVDE) with a web-based automated CEFP program to streamline the current process using the existing state-wide Dude Connect Assessment Module. The automated CEFP Program will provide an efficient and consistent way for counties to submit their facility information via a common web-based template. The TDI has been retained under separate contract and will have no contractual relationship with the A/E.
   3. Program Manager: ***ALPHA Facilities Solutions*** – The PM shall provide an electronic platform for the collection and integration of FCA data necessary for the Evaluation and Inventory of Existing Facilities (section E of the current CEFP document outline). The PM will provide training on the methods and electronic tools to be used during the FCA. The PM has been retained under separate contract and will have no contractual relationship with the A/E.
3. The Firm(s) shall provide a QA/QC Plan outlining their processes to ensure FCA data accuracy, completeness, and timeliness to provide the county with high quality data that satisfies CEFP requirements.
4. The Firm(s) shall develop and submit an FCA execution schedule for the schools for which they are assigned.
5. Milestones to be met consist of the following:

|  |  |
| --- | --- |
| Milestone | Date |
| Attend FCA Training | February 1, 2019 |
| NTP | TBD |
| QA/QC Plan Due | TBD |
| FCA Field Schedule Due | TBD |
|  |  |
| Begin School Assessments | TBD |
| Begin FCA Data Submittals to PM | TBD |
| Complete School Assessments | TBD |
| Complete FCA Data Submittal to PM | TBD |

All ion-site assessments shall be completed no later than Monday, September 30, 2019. All facility condition assessment data shall be submitted to the PM no later than Friday, October 11, 2019.

1. The Firm(s) shall use the methods and FCA data collection programs specified by the PM. FCA data collection and School Building Inventory forms will be provided to the firm(s). The firm(s) shall be responsible for providing the hardware necessary for data collection. Hardware requirements include the following:
   1. Device to support populating an Excel form.
2. The Firm(s)’ facility condition assessors shall attend an 8-hr training session provided by the PM on the methods and electronic tools to be used during the FCA. Firm(s) shall provide documentation upon request attesting that all staff conducting the CEFP facility assessments have received PM-provided training prior to field mobilization.
3. The Firm(s) shall be responsible for the quality of their written narratives, accuracy of the FCA data and addressing QC items resulting from the Program Manager review prior to final acceptance by the county.
4. The Firm(s) shall provide Monthly Status Reports to PM within 10 days of month-end, documenting the following:
   1. School assessments completed (list all schools, with assessment dates)
   2. Data uploads complete (list all schools, with upload dates)
   3. School assessments planned for next month
   4. Issues encountered

## Facility Condition Assessment Requirements

### Project Mobilization

In preparation for on-site assessments, Firm(s) shall coordinate with the County to produce a School/Building inventory of all schools within the County and the buildings associated with each school. The completed School/Building inventory will be submitted to PM on or before Friday, March 1.

### Data Collection

The Firm(s) shall perform a systems-level facility condition assessment of the systems shown below, including but not limited to:

* Exterior systems: roof systems, wall systems, window systems, and exterior doors
* Interior systems: walls, doors, floors, and ceilings
* Heating, ventilation and air conditioning systems
* Electrical and electrical distribution systems
* Plumbing systems
* Fire protection systems
* Elevator systems
* Technology infrastructure systems
* Security systems

Firm(s) shall use only qualified architects, engineers and/or construction professionals which meet WVDE/SBA requirements to conduct assessments.

### Existing Data Integration

The Firm(s) will assist the County in assembling and organizing all relevant study data. This may include previous studies, floor plans, CAD documentation as available, maintenance records, and school evacuation plans. The Firm(s) will also review previous assessment data and incorporate the County’s data into the assessment.

### Photographs

1. The Firm(s) will provide approximately 10 to 20 digital photographs for each facility. Photographs will need to follow a standard naming convention provided during FCA training so that they can be uploaded to an FTP site or similar central repository to be confirmed during training.

* Exterior photographs will be used for building identification and documentation of structural problems, major site deficiencies or special conditions. At least one photograph of each building entry elevations shall be collected and be of presentation quality for use on the FCA report cover page.
* Interior photographs will be used to document critical or unusual conditions.

## **Supplemental Data Collection Requirements – SBA 134**

The Firm(s) will also gather data and complete the requirements described within SBA 134 within the following sections.

1. Facility General Information Worksheet
2. Site Evaluation Worksheet
3. Building Component Evaluation Worksheet (only the sections shown below)
   1. Technology Infrastructure
   2. Technology Assessment
   3. School Access Safety Audit
4. Facilities Spaces Evaluation – Early Childhood/Primary
5. School Improvement Cost Summary Early Childhood/Primary
6. Facilities Spaces Evaluation – Middle/Junior High School
7. School Improvement Cost Summary Middle/Junior High School
8. Facilities Spaces Evaluation –High School
9. School Improvement Cost Summary High School
10. Digital Floor Plans of each school showing appropriate detail and accurately reflect existing layouts