



# CITY OF TOPEKA

Contracts & Procurement Division  
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## HOTEL FACILITIES SYSTEM ASSESSMENT

### Request for Proposals (RFP)

#### I. Background and Objective

In June 2023, the City of Topeka (City) purchased the former Hotel Topeka at a foreclosure auction. The City purchased the facility “as-is” and was not able to conduct a proper facility inspection. With a planned redevelopment to commence in the fall of 2023, the City desires to understand the status of the facility’s major systems and to obtain recommendations for repairs and replacement of these systems necessary to serve as the foundation of a major hotel improvement.

- A. The City seeks proposals from qualified firms to:
  - 1. Evaluate the property’s major mechanical systems.
  - 2. Provide written assessments of the status of maintenance and repair of each system.
  - 3. Provide professional estimates of the remaining useful life of each system.
  - 4. Provide written recommendations to the City regarding immediate repairs or maintenance to be undertaken on each system (if any).
  - 5. Provide written recommendations to the City regarding replacements or rebuilding to be undertaken on each system (if any).
- B. The systems to be studied include but are not limited to:
  - 1. Building envelope, including roofing and windows
  - 2. Elevators
  - 3. Mechanical
  - 4. Electrical
  - 5. Plumbing
  - 6. Structural
  - 7. Environmental
  - 8. HVAC
  - 9. Exterior drives, parking and sidewalks
  - 10. Building canopies, awnings, overhangs and porticos
  - 11. Fire Protection
  - 12. Fire/Life Safety Issues
  - 13. Audio Visual Equipment
  - 14. Kitchen Equipment and Restaurant Items
  - 15. Interior to include: flooring, doors, room amenities (beds, TV’s, AC units, refrigerators, microwaves), Gym Equipment, Indoor Pool, Wifi Connectivity, Business Center

The City intends to select one consulting firm for the project. Please note any of the above disciplines that will be subcontracted in your proposal. The awarded consulting firm will be responsible for delivering a comprehensive report covering all disciplines above.

## **II. Consultant Minimum Qualifications**

- A. Must be a professional engineering, contracting, or general construction firm
- B. Significant expertise designing, installing, maintaining, and repairing building envelopes, mechanical, electrical, plumbing, and/or HVAC systems for large commercial facilities
- C. Experience providing similar assessment studies to other building owners
- D. Specific experience evaluating hotel properties is preferred

## **III. Proposal Response Format and Submittals**

Interested proposers will need to provide the following information in order for their proposals to be considered. Technical proposals shall not exceed 10 pages, excluding the cover letter and example report if applicable. As stated below, fee proposals should be submitted separately from the technical proposal.

- A. 1-2 page cover letter
  - 1. Provide a brief introduction of the firm
  - 2. Key contact information for parties responsible for submitting the response
  - 3. Team member(s) with the authority to bind the firm
  - 4. Affirm the firm's ability to meet the minimum qualifications
  - 5. Directly identify which systems are included in the firm's proposal
- B. A description of qualifications including:
  - 1. Proposer's firm name, history, background, location(s), general description of services offered and contact information.
  - 2. A description of Proposer's project team, their roles in the engagement, their backgrounds and qualifications and their contact information.
  - 3. A detailed description of how Proposer meets the minimum qualifications described herein
  - 4. A narrative approach of Proposer's understanding of the project and how it would proceed if selected
  - 5. List of recent work (last three years) illustrating Proposer's expertise in evaluating each system including references. Reference information shall include:
    - i. Name of project
    - ii. Location of project
    - iii. Point of Contact: Name, Title, and direct contact information
    - iv. Project budget
    - v. Date of completion and details of meeting project milestones
  - 6. Project management expertise, in the event the City chooses to address any of the identified deficiencies in the short to long term, provide qualifications and expertise in preparing plans for rehabilitation, assisting with permitting, construction administration, and inspection services.
- C. An example report from a current or past project to illustrate the format and content of Proposer's deliverables. Identifying information may be redacted.
- D. A timetable identifying the expected submittal of a draft report to the City on a schedule from the date Proposer has access to the project.
- E. A fee proposal submitted separately from the technical proposal. Fees may be proposed as hourly or fixed fees. If hourly, please provide a full schedule by position title. Include, for each system, an estimate of total hours by position classification. Fixed fees should

cover inspection, assessment and delivering a comprehensive report. Any prospective project management fees are not to be included in the initial response.

**IV. Evaluation Criteria**

The City's Contracts and Procurement staff, assisted by Public Works staff, will evaluate the proposals. Proposal will be evaluated on the following criteria with weighting:

- A. 25% Quality of Project Team
- B. 35% Prior Expertise with Similar Commercial Projects
- C. 20% Estimated Delivery Timing
- D. 20% Fee Proposal

**V. Response Deadline**

Questions and Answers are due to be posted on the bid event in the ePro system before 12:00 p.m. CT on June 23, 2023.

Technical and Pricing proposals must be received before 2:00 p.m. CT on June 30, 2023.

Proposals should be submitted in the ePro system using the response option.