Questions & Answers

Facilities Condition Assessment

Project No. 20011329

April 10, 2013

1) Are you interested in a building envelope assessment only (Exterior surfaces) or are you interested in a total facility assessment including building mechanical systems, electrical systems, structural conditions, etc.?

   The City of Redmond is interested in an assessment that would include the structure and all the building systems (electrical, mechanical, etc.).

2) Would the requested recent Condition Assessment Report example be included within the 10 page limitation?

   As stated in the request for proposal from March 22, 2013, the Condition Assessment Report is exempt from the ten page limitation.

3) Would the examples of completed projects be included in within the 10 page limitation?

   The examples of completed projects are included within the ten page limitation.

4) Resumes would be important to illustrate individual team member qualifications. Would they be included in the 10 page limitation?

   Resumes will not be counted toward the ten page limitation.

5) Can you provide an approximate anticipated contract value or current budget for the condition assessment services?

   The contract value will be determined after the scope has been negotiated with the selected firm.

6) Please provide the current schedule for project start and completion?

   As noted in the Request for Proposal, the City expects the design to begin in May after Council approval of the consultant agreement. The goal is to receive the final report in the early fall of this year. As part of the proposal, consultants are welcome to include a preliminary schedule based on their experience performing similar work. The final schedule will be determined with the selected firm as part of the scope and fee negotiation.

7) Going through the RFP, I noticed that it says "no more than 10 single-side pages". I just wanted to clarify if we are able to print double-sided to reduce the amount of paper being used?

   Yes, you may print double sided to reduce the amount of paper being used.

8) Does the assessment include the exterior site (e.g. parking, paving condition, frontage, etc.) or is the focus of this assessment the buildings only?

The focus of the facility condition assessment will be the buildings, not the frontage, parking, etc.

9) Do facilities have digital control systems for HVAC?

They will vary. Not many of the buildings typically have them.

10) Do you have some form of a computer maintenance software for tracking building maintenance?

No.

11) Are you looking for one?

Potentially. We would be looking for that advice from the consultants with the pros and cons and benefits of various programs.

12) Are there any plans to take advantage of the PSE energy efficiency incentives?

We have an application to do that for the Public Safety Building.

13) Do you have detailed shopping list of exactly what you are looking for each building?

We are looking for the consultants to address this in their approach.

14) Are these proposals only to address the higher priority buildings? Would you like the mediums and lows broken out price wise?

This is not a price proposal. We are interested in how the consultants would approach completing the assessment considering that there are high, medium and low priorities.

15) Is the use likely to change for these buildings?

No change is anticipated at this time. The result of the assessment will help inform our decisions on how to use the buildings going forward.

16) Do you anticipate seismic being part of the first step or part of the follow-up analysis?

Part of the assessment process will be to determine the need for additional analysis.

17) Do you know if the original drawings are available for all or most of the buildings?

We have a majority of the original drawings, maintenance records, and record drawings will be provided to the selected consultant.

18) Will we have access to utility bills and that kind of data?

The selected consultant will be provided with recent energy data for all of the buildings included in Attachment A of the Request for Proposal.

19) What are your database expectations or standards?

We do not currently have a database. The consultant can make a recommendation toward that in the proposal.

20) Does the City have specific protocols and standards?

We are interested in the consultant recommendations for the appropriate standards and protocols for assessing the buildings.

21) Are the proposal evaluation criteria equally weighted?

Yes.

22) Who will be on the selection panel?

Public Works, Parks, and Planning staff will evaluate the proposals.

23) What is the anticipated budget for this project?

See answer to question five.

24) On the RFP, the schedule indicates contract will be finalized and approved in May. When would the work start?

We expect work to start in late May or early June.

25) Is your goal to get through all the facilities in order to complete the report in the fall?

We are looking for the consultant to address this in their proposal. However, the City prefers the high priority buildings to be completed within this timeframe.

26) Will this assessment address life safety, ADA, working environment, etc.?

We are looking for the consultant to recommend what they would include in the assessment.

27) Does the City have a goal or requirement for minority or women business enterprise?

No.

28) Is there an issue of access to the buildings?

No. The maintenance will be able to get you access. The Public Safety Building does have some restrictions and you'll need to get badged, etc. We will work out the details.

29) Why is the City Hall building not included in the list?

City Hall is currently owned and operated by an outside company.

30) Are there two or three chronic issues that a number of facilities have?

Each building has its own unique issues, including HVAC, exterior, seismic, etc.
For further information, a recreation design study was completed in 2011 includes background information on that may be helpful to you. It is accessible through the following link: http://redmond.gov/cms/One.aspx?portalId=169&pageId=96292.

31) Any other reports that have been done on other buildings?

Relevant building information will be assembled and provided to the selected firm.

32) Would a cover letter be counted in the ten page count?

A single-paged cover letter will not be counted toward the ten page limitation.

33) When is the cutoff date for questions?

Questions will be received up to 3:00 PM on Thursday, April 11th to Katherine McPherson (kamcpherson@redmond.gov). All answers will be posted by the end of the day on Thursday, April 11th.

34) What is your physical address for FedEx and other courier options?

Please address packages as follows:

Katherine McPherson
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