

## CITY OF WESTMINSTER



### FACILITIES CONDITION ASSESSMENT AND MASTER PLAN RFI RESPONSES

1. We see the listing of facilities on exhibit B. Is it possible to get the associated gross square feet of each of those facilities?

*RESPONSE: Please see revised Attachment B.*

2. What are the city's plans to put the resulting data set into a CMMS or capital planning software, if any?

*RESPONSE: The City currently isn't using a CMMS software but will consider a proposal.*

3. In the interest of sustainability, would the City allow electronic submissions?

*RESPONSE: No, please follow the instructions in the RFP.*

4. Can you please confirm which specific equipment types you want to include in the collection of the Make and Model Information?

*RESPONSE: The project scope is stated on page no. 15 of the RFP. The Proposer is encouraged to conduct field visits for equipment verification.*

5. With regards to facilities meeting current code requirements, please confirm if a detailed code assessment is required, or if a checklist focused on readily visible issues is sufficient. If you want to have a detailed code assessment completed, given that the work often exceeds the effort required for an FCA, can you please provide a more detailed scope of work for the detailed code assessment, including a list of the applicable codes you wish the assessment to include, to allow all parties to submit a comparable cost? Keep in mind that a detailed code assessment is not part of a standard FCA and is rarely undertaken in the absence of a major renovation of a specific facility, not done portfolio-wide.

*RESPONSE: The City is interested in the visual inspection-based facilities condition assessment.*

6. Concerning the reference to the assessment of energy, is the City looking for an ASHRAE Level 1 or Level 2 assessment, or just looking for a condition assessment of the energy-consuming equipment within the subject buildings?

*RESPONSE: The scope of work is stated on page no. 15 of the RFP.*

7. With regards to the GPS data, is the City looking for location information for each asset, or for individual elements within the buildings themselves? If elements, can you please provide which specific equipment types you want to include in the collection of the GPS data?

*RESPONSE: The City is looking for elements as stated in the project scope shown on page no. 15 of the RFP. The Proposer is encouraged to conduct field visits for equipment verification.*

8. Please clarify the level of detail that is required to address ADA compliance for the buildings. A Level one is a checklist-based visual review that is acceptable by ASTM E2018-24 Baseline Guide for Property Condition Assessment. A level two assessment typically involves a carefully measured, documented review of each ADA compliance issue. What is the performance expectation for Accessibility compliance in your RFP? Level One or Level Two?

*RESPONSE: Level one will suffice.*

9. Concerning the reporting on Hazardous Materials, will the City provide completed Hazardous Materials reports for the proponent to review, or is the proponent expected to identify potential hazardous materials as part of the FCA?

*RESPONSE: The Proposer will identify potential hazardous materials as part of the FCA.*

10. Does the City have a current replacement value for its buildings that can be used in the FCI calculation, or will the successful proponent be expected to calculate that as part of the FCA?

*RESPONSE: The successful Proposer will provide replacement costs as stated in the RFP.*

11. Can you please provide the square footage and date(s) of construction for the in-scope buildings?

*RESPONSE: Please see the revised Attachment B.*

12. Are leased facilities to be included in the FCA?

1. If so, are the FCAs only to include the elements that the City is responsible for or all of the elements within the facilities?

*RESPONSE: All elements within all facilities shall be included in the FCA.*

2. If limited to City responsibility, can you please provide a list of the elements that the City is responsible for at each leased facility?

13. For the assets listed as Wells, are the FCAs focused on the facilities housing the wells or just the wells themselves?

*RESPONSE: The FCA will focus on wells, equipment, and buildings.*

14. Is there any process equipment associated with the Water Facilities included in the assessment, or just base building?

*RESPONSE: The FCA will focus on wells, equipment, and buildings.*

15. For the City parks, is the scope of work limited to the on-site buildings/structures?

1. If so, can you please provide a list of buildings/structures, with dates of construction and size at each park location?

*RESPONSE: Please see the revised Attachment B.*

16. If the parks include site elements (paths, roads, parking lots, fences, etc. can you please provide site plans for each park and a list of the man-made assets to be assessed at each park location?

*RESPONSE: Please see the revised Attachment B. The Proposer is encouraged to conduct field visits for verification.*

17. Do you already have an Inventory file/list of all the major building equipment for each facility?

*RESPONSE: No, there is no inventory list. The project scope is stated on page no. 15 of the RFP. The Proposer is encouraged to conduct field visits for equipment verification.*

18. What is the proper approval procedure, and can you please provide any forms (if required), should a substitute employee replace any of the original proposed key personnel?

*RESPONSE: The Proposer shall submit a formal letter to request an employee substitution to the City Engineer for approval.*

19. What is the gross square footage for all the facilities? Individual breakdown?

*RESPONSE: Please see the revised Attachment B.*

20. Total number of copies, including the 'ORIGINAL'?

*RESPONSE: 3 hard copies, including the original copy, will be required.*

21. Are there any specific font requirements (i.e., size, style, etc.)?

*RESPONSE: The font size and style shall be 12 and Times New Roman, respectively.*

22. Overall page count? Section page limits?

*RESPONSE: There shall be no page count limit.*

23. Do you require 'wet' signatures on the 'ORIGINAL' Forms?

*RESPONSE: Yes.*

24. How many copies of the Sealed Proposal and Fee Proposal would the City like to be delivered?

*RESPONSE: 3 copies, including the original copy.*

25. Please provide the Gross Square Feet (GSF) for all buildings listed in Attachment B Facilities List so appropriate pricing can be provided.

*RESPONSE: Please see the revised Attachment B.*

26. How much detail does the City require for the City Park locations included in Attachment B Facilities List? For example, does the City want the Park assessment to include an inventory of the playgrounds, benches, parking lots, lighting, fencing, water supply and distribution in addition to the requested list on page 15, which includes shade canopy, restroom facilities, and roof type?

*RESPONSE: Please see the revised Attachment B.*

27. Can the City please provide the square footage for each facility?

*RESPONSE: Please see the revised Attachment B.*

28. Can the City provide the acreage and an amenity list for each park?

*RESPONSE: Please see the revised Attachment B.*

30. Is the City utilizing a CMMS? If so, which platform?

*RESPONSE: No, the City currently isn't utilizing a CMMS.*