



COUNTY OF ROANOKE

FINANCE DEPARTMENT

PURCHASING DIVISION

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REQUEST FOR PROPOSALS

#2018-088

Comprehensive Facilities Condition Assessment
for
Roanoke County

Issued on June 28, 2018

ADDENDUM NO. 2

Sealed Proposals Due:
August 9, 2018
2:00 PM
(Local Prevailing Time)

RFP #2018-088 Addendum No. 2

Addendum No. 2 addresses the below items

1: Questions and Responses

Questions and Responses

- 1) Page 7 indicates that an Offeror must use the Request for Proposal price form furnished by the county. Is this form posted to this specific bid on the website or is this a form that is on the website in another downloadable location?

RESPONSE: There will be no bid form provided by Roanoke County for this project, each offeror will be responsible for providing their Proposal Response. This Project will not require pricing to be submitted with the RFP Response from the Offeror. Specific pricing for this project will be determined through negotiation starting with the offeror ranked first by the committee.

- 2) Page 4, Item 4 instructs “the consultant shall identify what remaining and project maintenance, reconstruction or replacements are required and place each building, building components, system and system components appropriately in the life cycle continuum.” Does the County intend for the Offeror to develop a Preventative Maintenance plan with PM costs for building components that do not require repair, reconstruction or replacement? Or, should the interpretation by the Offeror be that those items categorized beyond the ten year requested time frame do not require cost data for maintenance?

RESPONSE: The ten year time frame is eliminated per addendum one. Item 4 essentially requires that the firm include useful life criteria (based on nationally accepted guidelines). The useful life would be projected assuming industry standard maintenance. Once they actually assess, they will show how the actual condition relates to where it should be in the respective life cycle. From there, the firm should incorporate what needs to be done if the item’s useful life is less than appropriate.

- 3) Page 5, Item 9 instructs “the consultant shall incorporate and categorize any life safety related code items for which a facility is not compliant or “grandfathered”. Can the price for this service be listed as a separate line item on the price proposal form?

RESPONSE: This Project will not require pricing to be submitted with the RFP Response from the Offeror. Specific pricing for this project will be determined through negotiation starting with the offeror ranked first by the committee.

- 4) Page 5, Item 10 instructs “ the consultant shall identify cost saving opportunities such as items related to utility costs, fragmented HVAC systems, etc.” Does the County intend for the Offeror to use a specific guideline by which to conduct this analysis such as the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) procedure for building energy audits? If using ASHRAE standards for energy audits, this analysis is offered at three levels of detail – ASHRAE Level-1, Level-2, or Level-3. Which level is required by the County?

RESPONSE: The intent is not to do detailed energy audits but to provide tangible cost saving opportunities that would be consistent with inspections, data, etc... through the course of the assessment process by professional staff. The offeror should provide a suggested methodology and expectations.

- 5) Page 12, CONTRACT section states “this proposal shall consist of the following document: the General Terms and Conditions and the Specifications, both of which are contained in the Request for Proposal ...” Does the County have Specifications to include with this RFP?

RESPONSE: All items required have been posted either in the RFP itself or Appendix A from the original solicitation

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posting. Any additional requirements or changes will be posed via addendum.

- 6) Within the “Appendix A – Summary of Park and Recreation Facilities” listing are specialty recreation facilities – such as the Water Park, which may require a specialty consultant beyond the normal scope of a facility condition assessment. Can the price for this service be listed as a separate line item on the price proposal form?

RESPONSE: This Project will not require pricing to be submitted with the RFP Response from the Offeror. Specific pricing for this project will be determined through negotiation starting with the offeror ranked first by the committee.

- 7) Within the “Appendix A – Facility Inventory” listing are four Tower Sites. Can you provide more detail about what is required in this assessment? Is this the building structure only or is the tower and specialty communications equipment included? Can the price for this service be listed as a separate line item on the price proposal form?

RESPONSE: This Project will not require pricing to be submitted with the RFP Response from the Offeror. Specific pricing for this project will be determined through negotiation starting with the offeror ranked first by the committee.

- 8) Will the price proposal form allow the FCA to be priced by the categories in the “Appendix A – Facility Inventory” such as: General, Fire & Rescue, Libraries, Parks and Recreation, and Miscellaneous/Other?

RESPONSE: There will be no bid form provided by Roanoke County for this project, each offeror will be responsible for providing their Proposal Response. This Project will not require pricing to be submitted with the RFP Response from the Offeror. Specific pricing for this project will be determined through negotiation starting with the offeror ranked first by the committee.

- 9) Can you elaborate on the software system required, preferred, and can we assume this will be a contractor expense?

RESPONSE: Yes, the software used to provide the data from the assessments conducted by the firm will be at the contractor’s expense. The capability and utilization for what each firm proposes to use will be one of the many items evaluated by the committee.

- 10) Bullet 2 in the Scope of Work for RFP# 2018-088 (Comprehensive Facilities Condition Assessment for the County of Roanoke) states “Upon project closeout, the County will own the database and all information used in development. The County shall have complete use and control of the database.”

Question # 1: For clarification purposes, can you please specify if the intent is to only own the data or is the County of Roanoke seeking to own the software to include the county-specific data collected during the Facilities Condition Assessment.

RESPONSE: The intent is to have the ability to use the data as indicated in item 2 from the scope and ensure that it is always available and accessible. The database of information is part of the deliverable and as is typical, the County needs to retain ownership for whatever needs. Roanoke County is not familiar with the specific databases or softwares and will evaluate how each offeror proposes to provide.

Question #2: Has an FCA ever been conducted for these facilities and, if so, who is the incumbent?

RESPONSE: There is no current incumbent. This is the first such formal and comprehensive assessment process.

- 11) Can you provide any additional information regarding the list item from page 5 of #2018-088 Comprehensive Facilities Condition Assessment? (**See Below**)

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The County is evaluating existing and other facility management software platforms, to include capital forecasting. The County may wish to incorporate potential options for the interface of applicable data gathered during the assessments into the platform determined. It is intended that this would be a defined additional service if warranted.

Does the County have an active solicitation for the software platform referenced above?

RESPONSE: No. We are informally evaluating options. We included this and recognize that it likely would be an additional service in that ideally, data from the assessment and ongoing M&R data collected in our facility management software would be able to be easily managed and applied by internal staff for the periods in between formal assessments for annual planning needs.

Roanoke County does not know the types of databases or softwares that may be available and utilized by assessment firms. We would be interested in evaluating potential capabilities to either interface assessment data into a separate software and/or perhaps any possible integrated database and facilities management software (i.e. the data is populated in some complete facilities management system platform).

Offerors are encouraged to present options that may be beneficial to the County as they are the subject matter experts for how they accumulate and deliver assessment data.

IMPORTANT

*****Please sign and return with your bid package*****

Sign Name:

Print Name:

Date: