



City of Tacoma

Questions and Answers

Facility Condition Assessment RFP Specification No. PW23-0121F

All interested parties had the opportunity to submit questions in writing by email to Brandon Snow, Senior Buyer, by date questions were due. The answers to the questions received are provided below and posted to the City's website at www.TacomaPurchasing.org. Navigate to [Current Contracting Opportunities / Services Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

Question 1: Would performing the onsite assessments in Q1 of 2024, with draft deliverables provided at the end of Q1 2024, work for the City?

Answer 1: Yes, the City is open to the proposed schedule. Please note that once an award recommendation is made, final contract approvals and execution could take 6-8 weeks. Please provide a conceptual project schedule as noted in Section 10.3.

Question 2: Does the City require 1 summary report for all facilities, or 4 separate summary reports for the 4 different facility groups?

Answer 2: The City would prefer to have a summary for each facility groups as well as an overall summary of the findings that includes all facilities.

Question 3: Who is on the City advisory team?

Answer 3: The City Selection Advisory Committee will consist of project and operations managers from various City Departments.

Question 4: Can the presentation to the City advisory team be virtual?

Answer 4: Yes, the presentation to the City advisory team can be virtual.

Question 5: Can the pre submittal questions date be extended by a few days?

Answer 5: No, the pre submittal questions due date cannot be extended.

Question 6: Is there a list of the 76 facilities showing GSF and building age or build date?

Answer 6: Yes, please reference Appendix D

Question 7: What is total GSF?

Answer 7: Total estimated GSF is 2,528,060. This is also listed in Appendix D



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Question 8: Are parking lots at each facility to be included?

Answer 8: Yes, site improvements including parking lots are to be included in the assessment

Question 9: Has a previous FCA been performed?

Answer 9: Yes, the last Facility Condition Assessment was performed for Facilities Management and Library buildings in 2018. A recent assessment has not been performed for Parking System and Tacoma Venue and Event facilities. The 2018 FCA will be provided for reference.

Question 10: What electro-mechanical equipment will receive Thermographic Inspection at facilities identified in Appendix D? (Reference Section 3.3.C)

Answer 10: Please see prior thermographic inspection reports conducted as part of the 2018 FCA for the Tacoma Municipal Building, Tacoma Municipal Building North, Police Headquarters and Police/Fleet Warehouse. Thermographic inspections scope for other facilities will be coordinated with successful during contract negotiations.

Question 11: What types of site improvements would the City want to collect? Would the items need to be geolocated? (Reference Section 3 Scope of Services and Deliverables)

Answer 11: The assessment should include documentation apparent (visual) Site Improvements including, but not limited to: parking lots, pedestrian paving (including adjacent sidewalks), landscaping and enclosures. Geolocation is not required.

Question 12: What types of civil and mechanical utilities would the City want to collect? Would the items need to be geolocated? (Reference Section 10.2)

Answer 12: The assessment should include documentation apparent (visual) Civil and Mechanical Utilities including, but not limited to: water supply, sanitary sewer, storm sewer, gas service, electrical service, telecommunications, site lighting, HVAC equipment and generators. Geolocation is not required.

Question 13: Can ongoing projects be included in the proposal? (Reference Section 10.2)

Answer 13: Yes, ongoing projects can be included in the proposal.



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Question 14: Assuming the City of Tacoma intends to use a UNIFORMAT II designation, to what level should the Contractor locate, inventory, and assess Site Civil and Mechanical Utilities? (Reference Section 3.0 Scope of Services)

Answer 14: Please utilize UNIFORMAT II, Level 3 – Individual Elements for Building Elements and Building-Related Sitework.

Question 15: Does the City have, and can provide, GIS/CAD data for Site Utilities and Paving?

Answer 15: The City has limited GIS/CAD data for the sites, but will provide available information to the successful respondent

Question 16: Will ASTM level (D6433) Pavement Condition Index's be required for site pavements?

Answer 16: ASTM D6433 is not required for site pavements, but respondents are not precluded from utilizing this method to document pavement conditions

Question 17: Are the surface lots adjacent to the Tacoma Dome included in the Site Improvements for the Scope of Work?

Answer 17: Yes, surface lots adjacent to the Tacoma Dome are to be included in the assessment Scope of Work

Question 18: Is there a maximum number of assessments completed within the last 10 years that can be listed? (10.1)

Answer 18: There is not a maximum number of assessments completed within the last 10 years that can be listed. Please reference assessments most relevant to the proposed scope of work. The intent is to demonstrate experience completing a minimum of five assessments within the last ten years.

Question 19: Can the client provide more information regarding the level of support that may be required to assist the City with the public process and extent of public involvement (in person briefing the utility board and/or City Council or providing presentation materials)? (10.3)

Answer 19: Level of support may include, summarizing information and development of presentation materials for City staff to provide milestone briefings and presentations to senior leadership, Council Committees and City Council. Milestone briefing to senior leadership may occur after data collection and onsite assessments, draft report, and final report



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Question 20: The current state of the art in the FCA industry involves utilization of relational database systems to generate and manage data. Such database systems require a custom front-end to allow for efficient management and utilization of such data. All reputable FCA providers utilize a software system that provides this function (either of their own design or a commercially procured system). However, none of these systems are nonproprietary. The only manner to provide a dataset that meets the requirement of being nonproprietary would be to utilize a spreadsheet (such as MS Excel) which does not have the capability to handle data from a relational database, or to just provide a data dump file from the system (for example in MS SQL Server format). The city, however, would have no effective way to utilize the data dump file without a properly designed front-end. Will the City waive this “nonproprietary” requirement? (Reference Pg. 7 Section 3.4.E *“Provide Facility Condition Assessment information in a digital (nonproprietary) format that can be utilized by the City to track and document the status and costs of observed deficiencies.”*)

Answer 20: The intent is for the City to receive digital FCA information to be able to extract and track data, this could be through MS Excel or Access. The City is open to other systems to accomplish this. In your response to Section 10.2, please describe your proposed system, user end system requirements, applicable licenses and fees, and other relevant information regarding the proposed system.

Question 21: Under Section 10.1 Qualifications & Experience of Firm: Include lists of assessment of similar scope and size (minimum five, completed within the last 10 years), on which the firm has had a major role together with the location, cost, and basic description of the project, start and completion dates, the names of the client, description of the firm’s responsibility on the project, and the specific roles of the individuals proposed for this project.
Q: Can this be excluded from the 20 pages given that you are requesting 5 examples?

Answer 21: No, please keep the submittal to 20 pages or under.

Question 22: Under Section 10.2: Provide relevant excerpts from a recent assessment that demonstrate the detail and complexity of the final product. Excerpts can be in a separate section and will be excluded from the recommended maximum number of pages for the submittal.
Q: Are you requesting a sample redacted Facility Assessment Report of similar type facilities?

Answer 22: Yes, please provide a sample from previous assessments completed by your company for an example of what would be provided to the city. Sensitive client information may be redacted from the sample.



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Question 23: Under Section 10.3: Describe the firm's process and/or approach, which outline tasks required to accomplish the proposed scope of work. Please include the public process and extent of public involvement.
Q: Please clarify Public Involvement

Answer 23: Please see the answer to question 19.

Question 24: Under Section 10.4: Client References
Q: Can these references be the same as those requested in Section 10.1?

Answer 24: Yes, the reference can be the same as the projects mentioned in 10.1.

Question 25: Under Section 3. Scope of Services and Deliverables: Is the Vertical Transportation assessment considered to be visual and not a specialist review?

Answer 25: Correct, an elevator specialist is not required. Vertical transportation systems will be a visual inspection of mechanical rooms and equipment, cabs, and lift pits.

Question 26: Is the contract fee to be based on a fixed price, Lump Sum, Time and Materials, or Time and Materials Not to Exceed fee basis?

Answer 26: The contract fee is anticipated to be on a fixed price basis and will be finalized with the successful respondent during contract negotiations (Section 21).

Question 27: Section 3.1 – What is the frequency of anticipated progress report meetings with the City. Are the meetings required to be in person, or can they be electronic?

Answer 27: The frequency of the progress report meetings will depend on the schedule and progression of the assessment. It is anticipated that progress meetings be held every two weeks and can be virtual.

Question 28: Section 3.2, D – Has the City ever conducted an FCA of City owned buildings in the past? If yes, when, and who completed the assessment?

Answer 28: Please see the answer to question 9.

Question 29: Section 3.3, C – Is there a detailed scope of work or requirement for deliverables resulting from the Infrared Thermographic Inspections required?

Answer 29: Please see the answer to question 10.



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Question 30: Section 10.7 – The response to this section may be lengthy, because it asks for “additional information” for items marked “Yes”. Is the response to this section required within the 20-page limit, or can additional responses be made part of an Appendix to the 20-page proposal?

Answer 30: The additional information is only in reference to questions A in Section 10.7, the City would prefer to have this information to be included in the 20 page limit, however if an appendix is necessary it will be accepted.

Question 31: Appendix D – List of Facilities – For sites that do not list a square footage, can we assume there are no building structures at these sites?

Answer 31: Sites that do not list square footage may have unoccupied structures that will be included as part of the assessment. Street Operations Upper Yard has covered parking and storage; Chinese Reconciliation Park has a Ting (Pagoda), Old Town Dock & Restroom has a restroom structure, Ruston Way Waterwalk does not have any structures, Parking Surface Lots do not have any structures.

Question 32: How many electrical panels are on-site at each facility that requires Infrared surveys?

Answer 32: Please see the answer to question 10.

Question 33: Could you also please provide a copy of the Standard Terms and Conditions document as the link provided in the RFP document on page 14 doesn't appear to be active. It also appears that several other links provided throughout the document are also not active.

Answer 33: Yes, the active link is: [City of Tacoma – Standard Terms & Conditions](#)

Working links for other referenced documents have been provided in Addendum No. 3.

Question 34: Page 6 of the RFP states that consultants must “Provide Infrared Thermographic Inspection of selected electro-mechanical equipment at facilities as identified in Appendix D.” Can you confirm whether that scope of work is included in the \$500,000 budget? If so, can you clarify whether there is a threshold for the size of panel that will be included in this scope? Also, can you provide a total count?

Answer 34: Please see the answer to question 10. Thermographic inspections are anticipated to be included in the \$500,000 budget.

Question 35: Would the City consider allowing the demography work to be done on an allowance basis?

Answer 35: Demography work is not currently anticipated in the scope.



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Question 36: To what level of granular detail do you expect to receive a system/component inventory and assessment of building systems such as HVAC, plumbing, finishes, doors, windows, roofs? A composite summary rating by major system category (without individual component breakdowns) can be gathered with much less effort and cost, providing a consistent basis for benchmarking need. Conversely, a detailed assessment of each component broken down by building location would entail much more effort and cost, though would provide much more precise and actionable findings. Related, if the latter, does the district already have a detailed system component inventory, or should we include effort/cost for creating this along with the assessment? Specifying scope expectations on this point will better ensure comparable competitive pricing.

Answer 36: Please utilize UNIFORMAT II, Level 3 – Individual Elements for Building Elements and Building-Related Sitework. The 2018 FCA will be provided for reference.

Question 37: Does the City require ADA assessment as part of this project? If so, would this be a high-level visual ADA assessment or a legal compliance review with a full evaluation of federal ADA standards where measurements and calculations are performed?

Answer 37: An ADA standards assessment is not required. High-level visual deficiencies can be documented and recommended for compliance modification.

Question 38: Does the City currently utilize a CMMS Work Order system, or are you looking for a software solution?

Answer 38: The City currently utilizes a CMMS Work Order system and is not seeking a software solution.

Question 39: Has the City performed facilities condition assessments in the past? If so, at what level of detail?

Answer 39: Please see the answer to question 9.

Question 40: Can you provide clarification about the assessment requirements for the park and waterwalk? Does this include only assessment of structures on those properties, or does this also include items like roadways, parking, curbing, walkways, sports fields, sports surfaces, playgrounds, and equipment?

Answer 40: Assessment of parks and waterwalk would include site improvements and amenities.



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Question 41: Does the City plan to conduct interviews in-person or virtually?

Answer 41: The City plans to conduct interviews virtually.

Question 42: The City is requesting a total of 8 references (5 firm and 3 project manager), including contact information and a description of each of the corresponding projects. Is this information included in the 20-page maximum, or can this requirement be considered outside of that total?

Answer 42: Please include references within the 20-page maximum.

Question 43: Does the City have an existing enterprise asset management program?

Answer 43: No, the City does not have an existing enterprise assets management program.

Question 44: Does the City intend to integrate in their City Computerized Maintenance Management System (CMMS)?

Answer 44: At this time the City does not intend to integrate the CMMS.

Question 45: Does the City have aspirational goals for staff training in regard to the FCA Assessments?

Answer 45: Staff training is not anticipated.

Question 46: Would you please advise if the Cover Page and Table of Contents is included in the total count of 20 single-sided pages?

Answer 46: No, the cover page and table of contents does not need to be counted in the 20-page maximum.

Question 47: Can you provide specifics on which elements of Civil & Mechanical Utilities are needing to be assessed?

Answer 47: Please see answers to questions 12 and 14.

Question 48: What level of detailed will be required for Vertical Transportation?

Answer 48: Please see the answer to question 25.



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Question 49: How long does the city anticipate for contracting (assuming award is made Sept 1)?

Answer 49: The Advisory Committee award recommendation is anticipated by mid-September; development of scope, fee and contract is anticipated to be 3-4 weeks; Contract & Awards Board and City Council approval is anticipated to be 3-4 weeks, and final contract and insurance execution is anticipated to be 2-3 weeks.