MC-0670 City Facilities Needs Assessment

Questions and Answers

August 7, 2020

1. In order to be considered. the Consultant must comply with the Resolution establishing procedure for "Selection of Architects, Engineers. and Planners" adopted by' the City Council on November 18, 1986, a copy of which may be obtained at okc.gov/departments/public-works/engineer-architect-         resources/notice-to-a-e from the office of the Public Works Department Director – Please provide a copy. Are bidders required to complete any forms prior to bidding or is this a form that should be submitted with the bid?

The City is requesting an architect and/or engineer qualification proposal. This is not a request for bids.

The Resolution establishing the procedure for "Selection of Architects, Engineers. and Planners" can be found at okc.gov/departments/public-works/engineer-architect-resources/notice-to-a-e/consultant-forms/consultant-selection-procedures

1. Is OKC requesting pricing at this time or simply a letter of interest?

Pricing is not required. Please submit a proposal with the firm’s understanding of the project, experience, and qualifications to perform the work advertised.

1. If pricing is required will there be a more detailed scope of work in terms of deliverables?

No pricing is required.

1. If pricing is required, please provide the missing square footages for the YELLOW highlighted facilities?

No pricing is required.

1. Would those 99 facilities have any civil engineering aspects (parking lots, sidewalks, etc.)? No
2. What architect has exceeded your expectations in the past in related experience?

This information is not relevant to submit a letter of interest.

1. Form 254 1(A) - Is “an Oklahoma Certificate of Authority number” required for this project?

Yes, one is required. The advertisement stated “Please include a 254 form with your letter of interest”

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1. Exhibit A – There appears to be some locations with missing SQ. FT. areas, will these be made available prior to the bid being required? They can be provided to the firm that is selected for the project.
2. It appears that no interior construction or finishes are included in this scope. Please verify. Correct.
3. Does the city currently have a software to manage this data? No
4. Is the city interested in a software to manage this data? Possibly
5. Has the city done this type of assessment before?  If so will that assessment data be made available? No, not for all City facilities.

Is it the City’s intent to have the preliminary report for all 99 buildings completed within 120 days as stated in the RFQ letter. The submittal timeline can be extended to 150 calendar days.

1. Does the City require a 254 Form from the prime firm and each consultant on the team, or from the prime firm only? We prefer that all the consultants listed on the project submit a 254 form.
2. Will the City provide the successful offeror with the previous year’s report? There is no previous year’s report to share.
3. Does the City require the information to be provided in any specific software? No

1. What is the City’s expectation of the budget for this project? Not to exceed $500,000

2. What are the licensure requirements of the condition assessors (i.e., P.E.)? based off the qualifications presented in the letter of interest

3. Is there one Oklahoma City trust or authority responsible for the 99 facilities, or will the consultant be working with each of the entities listed in the RFP? The firm will work with the General Services Department

4. Will the consultant be provided with one contact person to coordinate access to the facilities, or multiple contact persons? The General Services Department will coordinate all activities.

5. How will the City assist with building access, including crucial mechanical and electrical rooms in sensitive facilities? The General Services Department will coordinate all activities.

6. The RFP mentions 99 different facilities, but the attached list only has 88. Provide clarification. The list is accurate. Error in the advertisement.

7. Several of the facilities include specialized components (swimming pools, fish hatchery, fueling facilities, greenhouse, etc.). To what extent would this condition assessment include those components? Assessment will include swimming pools and fueling facilities.

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8. The time schedule for inspection, documentation and preliminary report is 120 days for 99 facilities. Can this time schedule be lengthened? The submittal timeline can be extended to 150 calendar days.

Does the scope include any structural evaluations, such as soil/foundation issues? Assess foundation and structural integrity of the buildings.

Is the scope limited to buildings only, or does the study extend to the entire site (paving, drainage, parking lots, landscaping, drainage, area lighting, etc.)? Does not include the entire site.

Does the electrical system evaluation include all interior and exterior building lighting, as well as exterior area/pathway lighting? No

Does the scope include any low-voltage systems (IT/data, WiFi, security, access control, etc.)? No

Does the scope include fire protection and suppression systems? No

Does the scope include any evaluation of elevators, escalators or wheelchair lifts? No

Does the scope include any special equipment (pool equipment, theatrical rigging/lighting, decorative fountains, food service equipment, wash bay equipment, fueling equipment, A/V systems, furnishings, etc.)? No

Does the scope include any aesthetic or cosmetic considerations inside or outside of the buildings?  No