

Pre-Proposal Conference:

The Pre-Proposal Conference for the City of Pittsburgh Facility Optimization Plan RFP will be held on July 29th, 2015 at 2:00 pm in room 646 of the City-County Building, 414 Grant Street, Pittsburgh, PA 15219.

Site Visit:

We will be visiting ten (10) different City of Pittsburgh facilities on August 5th, 2015 starting at 8:30 am. Each site visit will last thirty (30) minutes and allow fifteen (15) minutes to travel to the next site.

Everyone in attendance shall be responsible for their own transportation. Please register for the site visit by emailing Peter McDevitt at peter.mcdevitt@pittsburghpa.gov. The sites and schedule are as follows:

Facility	Street Address	Zip Code	Start Time
Public Works Admin Office	611 Second Ave	15222	8:30
Salt Dome 4th Division	414 Bausman St	15210	9:15
Southside Market House	12th St. & Bingham St.	15203	10:00
DPW Storage Building	4501 Centre Ave	15213	10:45
Police Zone 4	5858 Northumberland St.	15217	11:30
BREAK FOR LUNCH			
DPW 2nd Division Warehouse	6814 Hamilton Ave.	15208	1:00
Firehouse 8	5714 Penn Circle W.	15206	1:45
West Penn Rec Center	450 30th St.	15219	2:30
Cowley-Goettmann Rec Center	1200 Goettmann St.	15212	3:15
Medic 10	2800 Shadeland Ave.	15212	4:00

RFP Questions:

The following questions were submitted regarding the Facilities Optimization Plan RFP, and will be answered at the Pre-Proposal Conference on July 29th, and an addendum will be sent out on August 5th with all of the questions and answers.

1. Page 3, Scope of Services, Condition Assessment, item B: "Evaluate the condition of each building, including: Interior, envelop, entrances, windows/doors, parking lot, electrical/plumbing/HVAC systems, meters"
 - a. What level of detail is expected in the asset condition assessment? For example, will each HVAC system have an overall score, or will individual components of the system be assessed (compressor, condenser, boiler, distribution, etc...)?
 - b. Is the consultant expected to generate an overall facility condition score, such as a facility condition index (FCI)?

2. What is the level of documentation of the existing buildings, as an example, does the city have buildings in electronic drawing format (Autocadd, etc.)? Will pdf copies of all facilities be available?
3. It has been our experience that the City has records of the original construction drawings of the buildings we have renovated. These are an excellent resource; do drawings exist for most of these buildings as well? Are there CAD files of any of them?
4. Are there existing facility drawings available? What format are they in?
5. Are drawings available that depict the building construction?
6. In Exhibit B, Mayor Peduto's Executive Order references the development of a long-term Fixed Asset Management System, and the Office of Management and Budget will issue a Request for Proposal to develop this System. Does the City currently have any type of asset management system in place (such as for space usage, equipment inventory, etc.) and if so, what system(s) is used? How does the city currently track space utilization and/or equipment?
7. Can you describe the current facilities database? What information/fields are included in that, other than the ones in Exhibit A?
8. Besides reports for the 33 buildings evaluated in 2010, what other previous studies and reports are available?
9. What Level of Detail are you anticipating for the architectural designs noted in Conditions Assessment task E?
10. Do you have utility and maintenance cost history for the buildings that we can use in Conditions Assessment task J?
11. Do you have an inventory of which buildings have been designated 'historic', and by whom?
12. The RFP states the Facility Optimization Plan will include a "Comprehensive forensic building evaluation." Please define in more detail, "forensic".
13. Please confirm that the scope of work presented in this RFP falls under "Phase III" of the Executive Order, or if it includes elements of Phases I and II as well (Items 1.a, 1.b, 1.c).
14. Regarding "The objectives of the proposed project" list on RFP page 1:
 - a. Please define a "maintenance monitoring baseline":
 - i. Is this development of maintenance standard operating procedures (SOPs)?

- ii. Is this development of maintenance service level agreements (SLAs), customized with the City of Pittsburg's business requirements?

 - b. Are adjacent, non-building areas included within the scope of the condition assessments (i.e. grounds, pools, sidewalks...etc.)?
15. Regarding "Overall Analysis", items A-D on RFP page 3: Are there expectations for which work is expected to occur on-site versus remotely?
16. Is the focus of this study the thirty-three facilities that were assessed as part of the 2010 study, or all 300+ facilities?
17. What is the level of detail the City anticipates for the evaluation of ADA requirements?
18. What is the level of detail included under "sustainability initiatives" (e.g. material waste reduction, water efficiency, reduced employee commuting, etc.)?
- a. Is the consultant expected to complete an on-site analysis / audit using specialists in energy / sustainability, or use the findings from the more general condition assessments to identify energy / sustainability improvement opportunities?

 - b. Is the consultant expected to provide estimated cost and savings for each energy & sustainability initiative, at the facility level?

 - c. Is the consultant expected to evaluate how energy efficient each facility is (i.e. by calculating each facility's energy utilization index (EUI) / baseline energy efficiency)?
19. What is the level of detail the City would like to achieve for the evaluation of architectural design and 3D modeling? Will the City provide architectural designs of all facilities, or is the consultant expected to create new architectural designs for each facility?
20. What is the purpose of assessing wireless networking capabilities? Is the purpose to understand larger infrastructural elements—for example, the feasibility of cell phone towers—or is the focus more along the lines of ensuring the provision of wireless access for users at each facility?
21. Does the City have specific requirements for wireless capabilities?
22. Will the Respondent have access to current utility bills to evaluate energy usage?

23. What is the extent of the sustainability initiatives expected for this proposal? Are any of the 300 city owned facilities registered under the 2030 Business District?
24. Which thirty-three facilities have already had a condition assessment completed?
25. Does each facility require a BIM?
26. Are any previous condition assessment studies/reports available?
27. Will other operating costs be available for review?
28. Are warranties available for review?
29. Does the City want Greenhouse Gas impacts captured for energy efficiency opportunities?
30. Is identification of energy efficiency opportunities anticipated to include benchmarking?
31. Can proprietary software be used in the energy efficiency analysis?
32. Are there building management or energy management control systems installed that track building equipment usage or energy use?
33. Are there at least 12 months of utility data available?
34. Are the 3-D models to be based on as-built drawings? Will field measurements be expected? Will the City require conformance to BOMA?
35. How does the City envision implementation of the Maintenance Management Plan (database, reports, CMMS?)
36. The City asks for qualified firms to develop an overall facilities optimization plan that will maximize space and utilization while reducing operating costs, but only includes its owned portfolio. Would the City consider including its leased portfolio to achieve the maximum optimization, efficiency, and space utilization results?
37. Who performed the 2010 condition assessment of 33 City facilities? Can the City provide the final deliverable to vendors to better understand the level of effort anticipated for this procurement?
38. Should vendors expect to re-examine the 33 City facilities that were examined in 2010, or will the FCA's be made available for use?

39. On page 2 of 36, please define “maintenance monitoring baseline”.
40. For Conditions Assessment, please fully define the level of effort and expected deliverables required to complete Items A – K (i.e., architectural drawings, digital 3D models, and sustainability initiatives). Does the City intend to have this deliverable for every property on the list? Can the City please specify if ASHRAE audits are expected or if the contractor is simply expected to produce high level recommendations identified during the facility condition analysis?
41. Within Exhibit B, the Fixed Asset Management Program called for in the Mayor’s executive order does not appear in the project objectives or SOW. Can the City please clarify if this system is in Scope, and if so, please provide specific information pertaining to the required capabilities.
42. Will the successful vendor be precluded from performing transactions or services recommended in the study?
43. How does the City expect delivery of photographs?
44. How does the City expect delivery of the 3-D models?
45. Is there are a risk management committee or task force, and do reports exist?
46. Does the city also own the geographic information system esri?
47. Is the Cartegraph OMS updated and uses on a daily basis?
48. Can the firm selected have access to Cartegraph in their own iPad to upload data directly to the software?
49. Will we be able to see a demo of the City Cartegraph OMS during the pre-proposal meeting or this will be only opened to the firm selected later on?
50. The RFP references the Cartegraph Operations Management System and input of data from the Overall Analysis. With the potential for a Fixed Asset Management System, will the City utilize the Master Plan data in a space management application which would require input of usable building plan/space information?
51. Are you able to identify the scope of services in the Cartegraph System utilized by the City (maintenance, operations, work orders, etc.)?
52. Would training be required by the consultant in order to learn how to input data directly into the City’s Cartegraph Operations Management System?
 - a. If so, please estimate the time requirement (0-10 hrs, 10-20 hrs. >20 hrs.)

- b. Is it expected that condition assessment findings and data for all 300 sites will be uploaded into this system?
 - i. If so, can a flat file (or comparable template) be uploaded, or does the information have to be uploaded on a facility-by-facility, asset-by-asset basis?
- 53. What specific data is required to be entered into the City's Cartegraph Operations Management System? Is there an existing format that new data can be added to versus creating a new format?
- 54. What does the City plan to do with the data collected during the Facility Assessments? Will the facilities related data be input into a CMMS?
- 55. Does the City currently operate a Maintenance Management System other than Cartegraph OMS for facilities-related data?
- 56. Are there any requirements for security of data acquired?
- 57. Under Programmatic Assessment task A, how will this study interface with the Fleet and Public Safety consolidation/ relocation studies that are just beginning?
- 58. Has there been any previous demographic analysis done for the City of Pittsburgh in the past 10 years?
- 59. Should the demographic analysis focus on potential users of City facilities, the City's employment base, or both?
- 60. Is there a community outreach element to the scope that the consultant is expected to handle, particularly as it relates to community facilities?
- 61. Given the need to provide economical services to the citizens of the City, and the inherent inefficiency in applying certain conditions assessment, programmatic assessment, and portfolio optimization strategies to all facilities (i.e., inability to consolidate pool houses), can vendors collaborate with the City to prioritize the assets that will be included in the study?
- 62. For Programmatic Assessment, item A states "Evaluate the program use for each facility and identify opportunities for consolidation and co-locations". Is the vendor required to evaluate revenues and costs associated with the operation of the programs and services provided in the recreational facilities (user fees, labor, supplies, FF&E/personal property replacement, etc.)?
- 63. To help with project scoping, under Programmatic Assessment, how much revenue is generated by your recreation assets? Also, how much revenue is generated by concessions?

64. Please clarify the meaning of “divest in facilities where programmatic services can be handled by the private sector” as it is used under “Marketability and Disposition Strategy”, Item C on RFP page 4. Does the City mean opportunities to sell facilities outright or to outsource operations (while the City retains ownership)?
65. Will the City issue a separate RFP for the disposition of properties, or can these activities be a component of this project?
66. If a separate RFP is issued for disposition, will consultants who executed the scope of services under this RFP be excluded from responding due to a conflict of interest?
67. For Marketing and Disposition Strategy, item A states “Determine Fair Market Value”. Please define the “Fair Market Value” and the expectations around this task. Does the Fair Market Valuation have to be performed and signed by an MAI?
68. For Marketability and Disposition Strategy, item G states “Interact with such entities as the Pittsburgh History and Landmarks Foundation to ensure protection of historical features and structures.” Is the RFP referring to features/structures that have previously been designated as historical, or is the intention to have the selected contractor opine on historical significance?
69. On Exhibit A, are the 18 buildings listed under Phase 1 the ones referenced as Phase 1- Critical Facility Projects in the Executive Order? Has analysis of these buildings been completed? Is that also the case for buildings listed as Phase 2- is that underway, and what will be produced? What is the significance of the Phases on Exhibit A- are those priority rankings?
70. Is the City prioritizing certain types of facilities over others? For example, are dugouts of the same priority as office buildings?
71. What is purpose of the “Phase” field in Appendix A?
72. What is the significance of phasing within the building list?
73. Within Exhibit A, the facilities list categorizes the buildings into five “phases”. Please provide additional information on the purposes of the phasing, the desired schedule for each phase and how that affects the overall analysis and final deliverables.
74. Within Exhibit A, there is missing information and data fields. Please confirm if this information is available, but not currently present in the document or if the information is unavailable.
75. For Phase I Critical Facilities – will the Respondent be provided with availability – permitted / access hours (i.e. any security or restricted facilities) to required buildings to coordinate an efficient schedule/timeline for completion?

76. Is a breakdown of the \$1.6 million in funding available for the Phase I – Critical Facility Projects?
77. Is the total square footage presented in Appendix A the basis on which consultants should base their per square foot price proposals?
78. The RFP notes on page 5 that “Additionally, you may show cost over the project’s several stages or based on one or more hourly rates.” May consultants communicate a price proposal based on these metrics as an alternative to presenting a per square foot price proposal, or does the City wish to have a per square foot (PSF) price proposal regardless and is offering consultants additional metrics they may use in concert with (but not in lieu of) a PSF proposal?
79. The RFP instructs vendors to “provide the project cost on a per square foot basis. Additionally, you may show cost over the project’s several stages or based on one or more hourly rates.” Can vendors provide pricing on a cost per square foot basis or hourly rates? Can vendors provide costs using a mix of both cost per square foot basis and hourly rates for the various scopes?
80. The evaluation criterion does not provide an order or preference to each category. Can the City please assign a numerical weight to each evaluation criteria?
81. Page 2 indicates “The City reserves the right to make suggestions related to the team structure during final contract negotiations.” Does the city have a list of preferred / pre-qualified vendors for professional services?
82. I am very interested in participating on this consulting project, as a Sub-Consultant. My company has all the necessary licenses, certifications, and commercial insurances in place. As an employee of the City of Pittsburgh, I designed, planned, managed, many projects on City facilities. And, since 2003, my company has completed many assignments in diverse industries, many of which I have personally executed. I am submitting my resume, and the Company brochure for your interest.

-Andrew Bailey , P.E., President, Treasurer
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