



Addendum 1

FACILITY CONDITION ASSESSMENT, RFQ NO. 2022.10.11

October 31, 2022

QUESTIONS AND ANSWERS

1. Q: Accessibility: Please clarify the level of detail that is required to address ADA compliance for the libraries. A Level one is a checklist-based visual review that is acceptable by ASTM E2018-15 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?

A: A Level One assessment is desired.

2. Q: Measurements: Please clarify the expectation for measuring library spaces. What spaces will be included? What spaces will be excluded? Are measured drawings available for the libraries? Is the intent of the measuring to verify the total square footage? Is the consultant expected to update floor plans?

A: Measurements should be taken for interior spaces occupied by the library and shared interior spaces at locations where the library is in a building occupied by other business partners. Most of our buildings are stand-alone buildings so the number of shared spaces is limited. Not all buildings have accurate as-built drawings, so the intent of the measurement is to verify square footage. The consultant selected will not be updating floor plans as a part of this proposal.

3. Q: FF&E: Please clarify the expectations for inventorying equipment and cabinetry. What is included and what is excluded?

A: The listed equipment in Part 3 of the RFP includes the list of maintainable equipment to be inventoried. There is no desire to have individual pieces of furniture or installed cabinetry to be individually inventoried.

4. Q: If the facility is not owned by the library, is the FCA to be conducted on the entire building or only on those components maintained by the Library District? If there is a distinction, please clarify what is to be included in the assessment of the non-owned facilities.

A: Ownership of the building will not impact the level of the FCA.

The intent is a thorough assessment of the entire building, not just systems maintained by the library.

5. Q: Please clarify what is required in "Exhibit A" in terms of the visualization tools, etc.?

A: This is to allow your company to present an example of how you present your findings, including any visual tools (charts, graphs, etc.) that help show the information. There is no set standard expectation for what is required in your visualization tools.

6. Q: Please expand on the expectations of "Exhibit B - Sample asset survey"? If this is a full inventory list, please clarify the details required.

A: This is to allow your company to provide an example of an asset survey you have previously conducted. This is a sample of your work and is not expected to be a full inventory list of any job.

7. Q: Please confirm that the bonding section of Attachment C is not applicable.

A: It is not applicable as this project is not a public works.

8. Q: Would Sno-Isle Libraries like pricing for the optional libraries listed on the facilities list worked into the overall cost for this RFP, or separated out?

A: Yes.

END OF ADDENDUM