



RFP#: 25-09

RFP Title: Facility Condition Assessment Services

Issued Date:9/24/2024.

Responses to Questions Received:

- Q. The RFP references a schedule of 6 months. For a portfolio of this size, that is very condensed, and we are slightly concerned about the ability to complete all 70 + facilities in that time. Is there flexibility in the schedule?
- R. (Yes, there is flexibility in the schedule.)
- Q. Also related to that, for the occupied schools, is the school district comfortable having assessments completed while school is in session or is there preference for this assessment to be completed during winter / spring / summer breaks?
- R. (Intent is to complete assessments while schools in session as well as during any scheduled breaks during the school year.)
- Q. Was all assessment data from the previous assessment successfully imported into the intellis system?
- R. (Previous assessment was not loaded into the intellis system.)
- Q. Will the selected vendor have access to a full export of data currently stored in that system and/or have access to the previously completed reports?
- R. (Selected vendor will have access to the PDF reports from the last conducted FCA.)
- Q. Does the double-spaced 12-point font requirement apply to the appendices?
- R. (No. Although there is no page limitation for the appendix, the appendix should not be excessive in length.)
- Q. Will the Intellis system be preloaded with the menu of assets to be surveyed?
- R. (Yes, there will be a menu of assets preload in the intellis system.)
- Q. Is the scope strictly to collect the data to be used as outlined in the Intellis system?



- R. (Yes.)
- Q. RFP Primary objective 2: Requires estimators to calculate building reproductive costs and replacement values? Or will MPS provide the cost replacement cost per square feet?
- R. (The expectation is that the selected vendor shall provide building reproductive costs and replacement values using it's estimating expertise.)
- Q. Proposal table does not really allow to put in hours for QA review, the required 2-hour training, managerial tasks or if estimators are needed per above. May we modify the table accordingly?
- R. (Yes.)
- Q. Can you provide a list of in-scope assets including building gross square footage, addresses, and year of construction for each building? This information is a critical part of determining accurate scheduling and pricing information for this proposal.
- R. (Section II B. Description of expected Services provides a preliminary list of in-scope assets to base your initial pricing on. Accurate detailed pricing will be finalized with selected vendor.)
- Q. Page 4 of the RFP lists the implementation period as December 2024-June 2025 (7 months), but page 7 says lists the expected project duration as one year. Can you please clarify which is correct?
- R. (The intention is to complete the project within the 7 months but there is some flexibility in the schedule.)
- Q. Page 5 of the RFP states that the RFP must be double-spaced. Can you please confirm whether that also includes items in the appendix section such as sample deliverable reports (which are not currently formatted that way) or resumes?
- R. (No. Appendices are not required to be double spaced 12-point font.) Although there is no page limitation for the appendix, the appendix should not be excessive in length.)



- Q. Page 9 of the RFP states that the scope of services includes “analysis that identifies, describes, and estimates facility maintenance or enhancement.” Can you elaborate on your expectations regarding “enhancement?”
- R. (Anything that may extend the life cycle of facility asset.)
- Q. May we submit a cover letter along with the cover page, or would that be considered part of the 25-page maximum for sections III and IV?
- R. (Yes, you may include a cover letter along with cover page. This will not count against 25-page limit.)
- Q. Does the Intellis software have built-in cost estimating data for facilities of this type?
- R. (Yes, as well as consultant that will assist in any additional cost-estimating data needs)
- Q. Does the Intellis software use UniFormat as its primary organizational structure?
- R. (Intellis software does support UNIFORMAT II reporting. The field data collection app uses a component hierarchy (PBS) to optimize data collection in the field.)
- Q. How many high schools, middle schools, and elementary schools are included in the assessment? May we have a facility list?
- R. (RFP Section II A Project Background provides a preliminary list of schools.)