

**Administration Building HVAC System Upgrade
RFP No. FES 17-01: Pre-Proposal Questions & Answers**

- 1. Question:** I have a question regarding the insurance forms to be completed by the bidder (page 41, section 7.5). It alludes to 4 .doc files. They may have been hyperlinks the in the past, but it's not functioning in my copy of the PDF. Can you please provide those forms?

Answer: The links on page 41, Section 7.5, are part of the sample Consultant Agreement that we provided for reference only. As indicated in Exhibit B, page 31, insurance certificates are not required at the time of submission. However, minimum insurance requirements are stated in the RFP. We will provide sample insurance certificates for your review in Addendum No. 1.
- 2. Question:** Under REQUIRED DOCUMENTATION AND SUBMITTALS (Exhibit A page 6), for #3 Experience, should we submit three one-page project examples total (3 examples total) or three pages for each of the five categories (15 examples total)?

Answer: Please provide three (3) examples minimum demonstrating experiences with the five (5) categories of experience required of this project.
- 3. Question:** Is there a scoring preference for Local businesses in EBMUD's service area? If so, how should we indicate this in our proposal? Exhibit A page 3 only seems to have boxes for Small and DVBE businesses.

Answer: Local businesses receive up to 5% of the total applicable points. Consultants shall state in their transmittal letter that they have a local office. Generally the District gets their location from the P-25 form that they submit and the address used in their proposal. The District also checks its database and the consultant's website to see if they have a local office.
- 4. Question:** Do you have a rough range of consultant costs you are anticipating for this scope of work?

Answer: The consultant cost is approximately \$1.3M.
- 5. Question:** Do you expect the winning consultant to serve as the Engineer of Record for the three phases of design work?

Answer: Yes, the selected consultant will be the Engineer of Record for all design work.

6. **Question:** Can the BMS provide trends of the central plant and air handling equipment?

Answer: Yes. The BMCS is currently trending the central plant and air handling equipment's operation and this data will be available to the winning consultant.

7. **Question:** Are there any electrical submeter trends available? If so, could you specify which equipment has a submeter?

Answer: Electricity is supplied to the building through two main switch gears. Both switch gears are metered by PG&E and 15 min interval data is available for both. Interval data is also available for the output of the cogen plant. Power data is also available on the following individual pieces of equipment:

1. High rise cold and hot deck supply fans (electricity)
2. Main & Auxiliary cooling tower fans (electricity)
3. Garage supply fans (electricity)
4. Temperature & Flow meter data is available for the chilled water plant, cogen heat recovery & building boiler loop, and the building & auxiliary cooling loops. (thermal)

8. **Question:** Can you please provide any information you currently are planning regarding the schedule for each of the 3 phases (duration, milestones, # meetings expected per week, including Construction Admin phase), so that we can plan accordingly? We would like to make sure our thinking aligns with yours on schedule and is consistent.

Answer: The current planned schedule/milestones are as follows:

Phase 1 - Data Center Improvements (20 months total)

- Design start - Jan. 2017
- Bid date - Oct. 2017
- Construction start - Feb. 2018

Phase 2 - Occupied Space Improvements (20 months total)

- Design start – Jul. 2017
- Bid date - Dec. 2017
- Construction start – Apr. 2018

Phase 3 – Central Plant Improvements (21 months)

- Design start – Dec. 2017
- Bid date - Jun. 2018
- Construction start - Oct. 2018

Completion of project(s) - May 2019

These are approximate dates based on a staggered design/construction sequence. We are open to alternative scheduling as recommended by the selected consultant.

9. Question: We have a few more about the CAD requirements. Our typical workflow uses Revit (which we can export CAD files from), so we want to better understand your requirements. We could assist you using Revit if you choose to. Could you answer the following?

- 1) Is EBMUD planning on using Revit for future projects?
- 2) Is EBMUD willing to accept us using Revit if we can export to CAD format without modifying CAD Layers per EBMUD's Standard?
- 3) How stringent are the CAD requirements?

Answer:

- 1) EBMUD is currently using Revit on pilot projects and is not opposed to using Revit for future projects.
- 2) If the exported CAD Layers are consistent within the drawing(s) and clearly identified systematically prior to drawings production, EBMUD can approve CAD files with a different layer naming convention.
- 3) Consultants should note the key features of the CAD Guidelines as described in Exhibit F "EBMUD CAD and Specification Writing Standards". Mainly, we are monitoring the drawing formatting with respect to line weights, fonts, scales, drawing borders, cross referencing, abbreviations, and signatures. Other guidelines are more flexible as approved by the Engineer.

10. Question: Is any portion of the property irrigated?

Answer: Yes, the planters on the ground floor and the trees in front of the building on 11th Street are irrigated with recycled water.

11. Question: What is the occupancy percentage (i.e. if you have a 10 story office building that on average has 9 of its 10 floors fully leased and occupied, the occupancy would be 90%)?

Answer: The Admin Building is an owner occupied building. Our occupancy percentage is 100%.

12. Question: Can you provide a minimum of 3 weeks of trend data for AHUs, Chillers, Boilers, and Cogeneration System (page 7 of Exhibit D) for summer and winter (i.e. run time on/off, set points)?

Answer: This data is available and will be provided to the consultant hired.

13. Question: How many computers?

Answer: Approximately 400 to 500 based on occupancy (assuming everyone

has one computer).

- 14. Question:** Are computers, printers, copiers, etc. being turned off?
Answer: Not consistently. There are no circuits currently that can be timed out for office occupancy.
- 15. Question:** How many utility meters (electricity, gas, and water)?
Answer: 2 x gas meters
6 x electric meters, but 97% of our electrical energy is captured on three)
2 x potable water meters (1 for potable water and 1 for fire protection)
1 x recycled water meter
- 16. Question:** Does the electricity meter include parking areas?
Answer: Yes. Our main electrical meters including the lighting and ventilation systems in our parking garage.
- 17. Question:** Can you provide the bill data for the last 3 years?
Answer: Yes, this data is available and will be provided to the hired consultant.
- 18. Question:** Can you provide the lighting audit completed by Lighting Technology Services in 2001?
Answer: Yes, this data is available and will be provided to the hired consultant.
- 19. Question:** When were thermostats last calibrated to ensure ambient temperature readings are accurate?
Answer: Unknown. Some have been calibrated recently as a result of comfort complaints, but many have not been touched in many years. We have no plan of keeping the existing thermostats. We want to replace all our thermostats.
- 20. Question:** Are options such as "solar screens," "solar films," awnings, or vegetation in place?
Answer: The District would be willing to consider these options during the planning/design phase subject to costs and maintenance considerations.

21. Question: Will there be funds budgeted for Test, Adjust, & Balancing (TAB) during phase one as it relates to airflow verification, thermostat calibration, VAV box operation, etc.?

Answer: The RFP indicates that the consultant will provide commissioning services for the electrical and mechanical equipment installed in Phase 1. As indicated on page 5 of the RFP, this includes:

“The services shall include verifying that the systems are operating as designed by reviewing installed set-points, control sequences, trend review, balance reports, functional testing, and other parameters defined during design.”

Therefore, that work will be included in the construction of Phase 1.

22. Question: We have more labor categories than the two listed on page 5 of Exhibit A ("Senior Consultant" and "Junior Consultant") in the RFP. Are we able to use our actual labor categories in the table, or should we condense our labor categories so that only two labor categories are used ("Senior Consultant" and "Junior Consultant")? Is the intent of this table to show a summary only of our hours/fee, or is it intended to show all the labor rates we would bill under the contract?

Answer: The labor categories listed are for reference only. Consultants may adjust this table to include labor categories consistent with their office composition and proposed services.

23. Question: Are Exhibits B-1 and B-2 intended to be examples only, or do they need to be filled out as part of our proposal?

Answer: Exhibits B-1 and B-2, and the sample Consultant Agreement, are for reference only. These are not required to be submitted for the proposal due on October 14, 2016.

24. Question: I have a question about pricing in this RFP, if it is appropriate for you to respond to clarify. Exhibit A includes a proposal form for bidders to list hours and costs. However, I am unclear if these are the firm proposed fees or not. One sentence states that these "shall be the cost the district will pay" and another sentence states "Quantities listed herein are annual estimates based on past usage and are not to be construed as a commitment." And though pricing is not listed as a criteria in the evaluation, Section III.C. states that "Prices submitted shall be firm".

Answer: The hours and cost are for consideration only as an understanding of

the level of effort required to complete this project and will be evaluated as such. The proposed cost is not a firm commitment of total contract cost between the District and consultant.