

City of Albany
Professional Services – City Buildings Assessment RFP
Addendum #1

Responses to Questions

- 1) Are the park areas to be included in the reports? Or are just the buildings within the parks included? If parks are to be included, will they be separate reports and what needs to be assessed?

Proposer is not expected to provide assessment of park areas under this RFP. Refer to Appendix D for specific designations on what is considered a Park area. Given this clarification, Park assessment data will not be necessary for completion of work and only Facility Record information will be distributed to Proposers who have registered an intent to submit proposal.

- 2) Are the following buildings to be in one report or two?
- a. City Hall and Police Department

The Civic Center (consisting of City Hall/Police Department, Emergency Operations Center and Fire House) can be in one report with subsections for the 3 individual buildings. City Hall/Police Department should be treated as a single facility.

- b. Community Center and Library

The Community Center & Library are located in a single building, and a single report is sufficient.

- 3) The City received a number of questions relating to Tyler EAM & database structure. These are grouped together for response.

The City currently does not have an asset database nor an asset management system and will be implementing/deploying Tyler EAM software concurrently with this project. This project is expected to support the implementation & deployment by providing the asset inventory and condition assessment data. The selected consultant is also expected to assist the City to identify an appropriate classification system and associated level of category subdivision.

- a. Can the city provide the full data schema or database dictionary for the requested .xlsx template, including required data types, character limits, mandatory fields, and closed-loop dropdown list like UNIFORMAT II or MasterFormat codes?

The City does not have data schema/database directory. Proposal should include description of assumptions on code type and level (Uniformat II, MasterFormat, etc.). See also response to Question #3 above.

- b. Is the provided .xlsx file a native template generated directly by the Tyler EAM system for automated bulk-import, or is it a custom spreadsheet designed internally by city staff?

Tyler EAM does not have a native template available. See also response to Question #3 above.

- c. What specific version of Tyler EAM is the city currently running?

The City is not currently running Tyler EAM. Implementation is expected to be with Version 2024.6.

How many specific data fields (columns) are included in the city's .xlsx upload template?

Tyler EAM does not have a native template. See also response to Question #3 above.

- d. Will the city provide the .xlsx template with the 19 buildings and their core asset registries already pre-populated with active Tyler IDs, or is the architectural firm expected to generate the rows from scratch?

The City does not have data schema/database directory. See also response to Question #3 above.

- e. How does the template handle multi-layered asset hierarchies, such as multiple distinct deficiencies identified on a single HVAC unit?

Tyler EAM does not have a native template. See also response to Question #3 above.

- f. Does the template require our team to manually calculate and input the Estimated Useful Life (EUL) and Remaining Useful Life (RUL) for every individual asset line item, or does Tyler EAM calculate those values automatically based on the installation date?

Proposer should assume that the final report is a stand-alone document.

- g. Does the city support direct API integration for FCAs, and will the city provide access to its Tyler Developer Portal and API endpoints as an alternative to the manual .xlsx upload?

The City has not had experience with direct API integration.

- h. Has the city previously integrated third-party FCA software platforms directly with their specific Tyler EAM environment, and if so, which platforms are natively supported?

The City has not had experience with third-party FCA integration.

- i. Can the city provide a sample of a previously successful .xlsx asset upload from their current Tyler EAM system?

The City does not currently use Tyler EAM and Tyler EAM does not have a native template. See also response to Question #3 above.

- j. If the Tyler EAM system rejects specific data rows during the import process due to formatting mismatches or database conflicts, is the architectural firm responsible for troubleshooting the software data logs, or will that be handled by the city's IT department?

Tyler EAM does not have a native template. Responsibility for correction of conflicts will be issue dependent.

- k. Has the Tyler EAM system been populated with preventative maintenance tasks based upon Unformat code?

The City does not currently use Tyler EAM. See also response to Question #3 above.

- l. Will the Tyler EAM system utilize Unformat code for asset identification?

Tyler EAM does not have a required classification system. See also response to Question #3 above.

- 4) ASTM E2018-24, which governs what we do, clearly states that "Facility Condition Assessments" are not considered to be a professional service and licensing is not required. ASTM states that clients should choose assessors based on experience. Given that we are to follow the ASTM standard, can the requirements for professional licensing be waived? This still requires an experienced professional in conducting Facility Condition Assessments.

RFP does not prescribe a specific standard for the assessment work nor a requirement for professional licensing. The project is considered a Professional Service as the work will be procured using a Request for Proposal and selection is based on evaluation of Proposer's competence and qualifications. Professional license and sealing of documents will not be required, but professional qualifications will be reviewed as part of consultant selection. However, any assumptions of this type that were made in the course of developing a proposal should be listed in the proposal for clarity during proposal review.

- 5) Appendix A-20 requires inspections for Architectural, Structural, Mechanical, Plumbing, Life Safety, and Site. Electrical systems are not mentioned. Does the scope include: electrical

systems, panels, motor control centers, generators, transfer switches, elevators and parking gates?

Yes, electrical systems should be included.

- 6) Section 1-2 requires an inventory of all equipment. Is the equipment to be tagged as well?

Tagging of equipment is not a required scope but Proposer may address tagging in proposal and include cost as a separate line item for review. Based on prior experience and expertise, Proposer may elect to include other scopes of work which are often added or desired as part of this type of project in the proposal.

- 7) Section 2b. Requires the development of "Best Management Practices". Is any work history data available for the equipment to be serviced?

Work history is limited and will be provided to the selected Proposer.

- 8) Section 2b requires cyclic/regular inspection schedules. Will this inspection system be set up using mobile handheld cellular or WiFi Devices?

For the purposes of this RFP, the proposal should expect the deliverable under Section 2b to be a written document that details recommended frequencies for inspection to be incorporated into an asset maintenance plan (see Appendix C, Page A-21 Section 3c).

- 9) Task 1 requires budget and schedule tracking. Is this requirement for the building condition assessment, or also to coordinate the actual project work to be completed based upon the BCA findings?

This requirement only applies to the building condition assessment. Coordination of actual project work will be performed by others.

- 10) Is there an estimate on the total number of pieces of equipment which will need to be inventoried and set up with a maintenance plan?

Facility list with description of usage and age of buildings is provided to assist with developing assumptions. Available record drawings will be sent to those who have registered an intent to submit proposal and received a response from the City confirming receipt of intent.

- 11) Please confirm which email address is the correct one for submissions and communications regarding this RFP, is it City Clerk at CityClerk@albanyca.org or CityClerk@Albanyca.gov?

CityClerk@albanyca.gov is the correct email, however, we are in the transition from .org to .gov and we have received emails from interested at both addresses.

- 12) Can the winning firm apply for a Business License upon Award?

Business License is not needed until award.

13) Do we need to include a Certificate of Insurance with our submission?

Certificate of Insurance is not needed until award.

14) Section 1.3 requires assets to be inventoried. Does every building system need to be inventoried and quantified or is the intent to inventory major mechanical systems only?

Every building system will need to be inventoried.

15) Section 6 says the services are considered professional engineering. ASTM E2018, the standard typically referenced for these types of services, specifically notes that these types of assessments are not professional engineering. Will the City require project documents to be sealed by a CA licensed engineer?

See response to Question #4.

16) Section 14 Appendices - Appendix C is titled Detailed Scope of Services, Example Milestones and Deliverables. The information in Appendix C does not appear to include example milestones and deliverables.

Example deliverables are identified under Item 3 "Deliverables" on page A-21. For milestone dates, please assume Notice to Proceed October 1, 2026, and final delivery June 30, 2027. Interim milestones to achieve completion by June 30, 2027, should be provided in proposal based on the consultant's prior experience with level of effort required on similar prior assessment projects.

As a reminder, the City encourages the Proposer to incorporate modifications or propose alternative scope of services that meet the stated objectives of the project, as appropriate. Tasks and corresponding deliverables outlined in this RFP may be modified based on professional recommendations from the qualified Proposer's previous experience with similar type and scale of assessment projects.

17) On page two of the RFP which is supposed to be filled out and returned with our submission, asks for Amendment Issue Date, however I don't see the date the Addendum was issued anywhere, could you please advise what the correct date?

RFP does not include a form that is supposed to be filled out and returned with submission. However, as noted in Section 7 – Questions During Proposal Period, please identify receipt of all responses and addenda in Transmittal.

18) Also, are we supposed to complete the cover page and page two from the original RFP or are we supposed to complete the cover page and page two from the Addendum file issued.

RFP does not include a required cover page and form that is supposed to be filled out and returned as part of the original RFP, nor is one required as part of this Addendum #1.