



LAKE HAVASU CITY, ARIZONA
ADMINISTRATIVE SERVICES DEPARTMENT
◆ PROCUREMENT ◆

**PROPERTY CONDITION ASSESSMENT FOR THE FIRE STATIONS AND
PUBLIC WORKS MAINTENANCE FACILITY**

P23-PW-500278

ADDENDUM NO. 2

November 18, 2022

Attention is called to the following changes, additions, clarifications and/or deletions to the original solicitation and they shall be taken into account in preparing submissions:

There is no change in the opening date. **Submissions are due no later than 3:00 p.m., Arizona Time, November 30, 2022** at the City Clerk's Office, 2330 McCulloch Blvd. N., Lake Havasu City, AZ 86403.

ITEM	ACTION	QUESTION AND ANSWER
1	Clarification	<p>Question: Is the Lake Havasu City open to contract these services through either the Sourcewell Contract or The State of AZ FCA Contract?</p> <p>ANSWER: The City will consider and evaluate any proposal response submitted by the closing/opening deadline that proposes executing their contract for these services through a currently active cooperative purchase agreement.</p> <p>If proposed, the cooperative contract package does not count towards the thirty (30) page maximum limitation specified in Section 8.0 – Proposal Format. The proposal submitted must still meet the RFP conditions, minimum qualifications, and follow the formatting requirements as specified within.</p>
2	Clarification	<p>Question: Is the City interested in an annual subscription of a capital asset management software and Facility Condition Assessment that will list assets, develop recommendations, and budget estimates?</p> <p>ANSWER: The City currently has a system in place for Capital Asset Management.</p>
3	Change	<p>Question: Per section 3.0 assessors must be registered architect or hold a professional engineers license and at least five years' experience. Is this required for all field assessors or is it sufficient to have a registered architect or professional engineers license holder oversee all field assessors?</p> <p>ANSWER: Change Section 3.0 PROPERTY CONDITION ASSESSMENT ("PCA") OBJECTIVE, last paragraph on page 6, to read as follows:</p> <p>To accomplish the PCA objectives the assessment shall be carried out by a qualified assessment team such that all building components and</p>

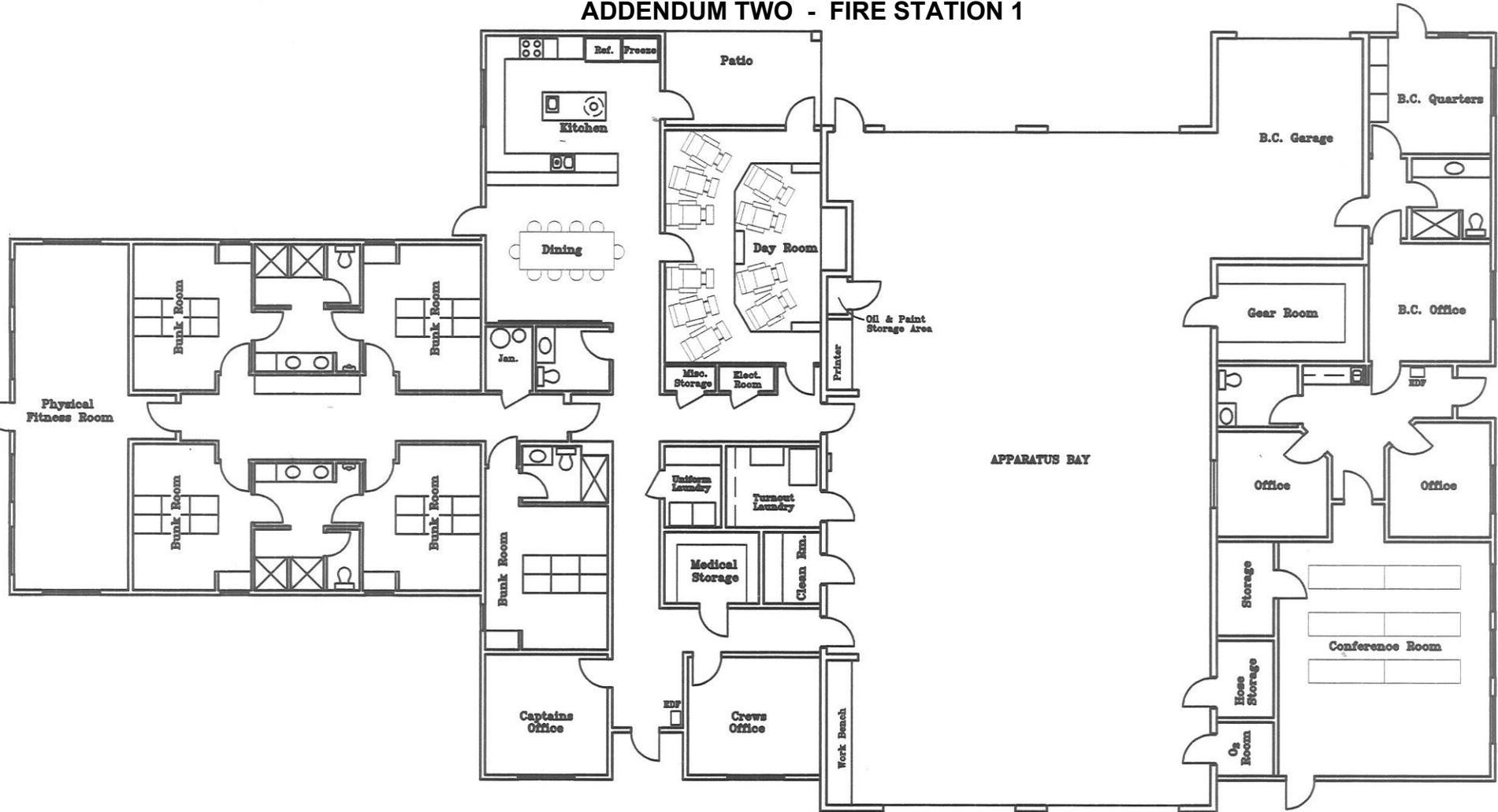
		<p>systems are assessed in accordance with this scope of work. To be considered qualified, assessors must meet the requirements and provide the documentation as identified in Section 5.0 – MINIMUM QUALIFICATIONS and Section 12.0 – EVALUATION MATRIX; PROJECT TEAM AND KEY POSITIONS. be a registered architect or hold a professional engineer's license and at least five years' experience on the behalf of owners, institutions and/or government agencies. The senior project manager responsible for report review, quality control, final sign-off and answering rebuttal questions, if any, must be an architect or professional engineer. Each proposer must provide a resume of all proposed personnel demonstrating possession of these qualifications and a list of associate firms to be used.</p>
4	Clarification	<p>Question: Do architects and engineers have to be registered or licensed in the State of Arizona?</p> <p>ANSWER: Please note that licensed engineers or architects are not required, but each Project Team and Key Position participant should be experienced in work similar to that requested in the RFP. If a participant's area of expertise is a Registered Professional Engineer or Registered Professional Architect, they should be registered and licensed in the State of Arizona if required their services as proposed.</p>
5	Clarification	<p>Question: Will ASTM E2018-15: Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process be followed?</p> <ul style="list-style-type: none"> • How detailed of an ADA assessment will be needed? • How detailed of a zoning and code review will be required? <p>ANSWER: Yes, this can be used but the PCA must meet the scope of work and deliverables outlined in the RFP.</p> <ul style="list-style-type: none"> • A fairly reasonable detailed assessment of ADA is requested. The PCR shall address meet the ADA requirements per local code. • The City will work with its own Planning and Zoning division on code review.
6	Clarification	<p>Question: Will FOIA's be required to be collected?</p> <p>ANSWER: No. As identified in Section 3.0, PROPERTY CONDITION ASSESSMENT ("PCA") OBJECTIVE, City staff will review previous reports and other facilities documentation, and provide necessary copies.</p>
7	Clarification	<p>Question: Will the City be expecting separate PCA reports for each site, a single report for all sites, or hybrid portfolio report?</p> <p>ANSWER: Separate Property Condition Report (PCR) for each site.</p>
8	Clarification	<p>Question: If a general contractor is involved in this project, P23-PW500278_RFP-PCA will they be disallowed in bidding any future CONSTRUCTION projects that may be associated with the outcomes of the report?</p> <p>ANSWER: They would be allowed to bid any future construction project that may be associated with the outcomes of the report. They would only be disallowed if the City directly contracted with the general contractor to write technical specifications or scope of services for future requests for solicitation for work to be performed.</p>
9	Clarification	<p>Question: Does LHC have record or as built site plans, plans or design/ construction related documents for all or any of the buildings/ sites included in this study? If so, which ones?</p>

		<p>ANSWER: Lake Havasu City Fire Department (LHCFD) and Public Works will provide the available site plans for the Fire Stations. Reference the attached Fire Station floor plans included herein.</p>				
10	Clarification	<p>Question: Will LHC be able to provide existing plans digitally and prior to the RFP due date or after the project is awarded?</p> <p>ANSWER: Attached are the digital plans LHCFD has on file.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Station1</div> <div style="text-align: center;"> Station2</div> <div style="text-align: center;"> Station2a</div> <div style="text-align: center;"> Station3</div> <div style="text-align: center;"> Station4</div> <div style="text-align: center;"> Station6</div> </div>				
11	Clarification	<p>Question: Does LHC expect the evaluating firm to measure, confirm and document the existing site or floor plan conditions as part of this contract?</p> <p>ANSWER: LHC does recommend taking measures of the existing site or floor plan as needed.</p>				
12	Clarification	<p>Question: Part 4C on Page 7 requires a discussion of the ‘Ventilation air in CFM per person’ at the fire stations. Does the city mean the overall CFM based on the number of firefighters in the station, or the CFM per person in each room at the fire station using the IBC occupant loads for that room?</p> <p>ANSWER: CFM per person in each room of the Fire Station using the IBC occupant loads.</p>				
13	Clarification	<p>Question: Section 3.0 does not list ADA assessments as part of the scope, but section 4.0 does; may the City clarify which is correct?</p> <p>ANSWER: LHC wants an Americans with Disability Act, ADA assessment for each facility. What items are required to bring the facility in compliance with ADA.</p>				
14	Change and Clarification	<p>Question: We would like to request some clarification on the 25 points awarded during the evaluation period. Is the criteria for maximum points based on the firm with the lowest fees? Or, perhaps the submission with the most detailed fee proposal? Any additional information of the breakdown of this would be appreciated!</p> <p>ANSWER: Remove the following from Section 12.0 Evaluation Matrix, page 11</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">25</td> <td>Fees: List proposed fee for suggested Scope of Work as well as optional annual updates.</td> </tr> </table> <p>Replace with the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">25</td> <td>Total Project Cost and Compensation</td> </tr> </table> <p>Add the following to Section 10.0 Proposal Requirements, page 9:</p> <ul style="list-style-type: none"> • Total Project Costs and Compensation <ul style="list-style-type: none"> ○ The Proposer shall provide a financial proposal, which shall be in the form of a lump sum amount. Provide a total “not to exceed” amount for the project. ○ A project price structure must accompany the proposal detailing specific itemized menu of services broken down by project components and cost. Costs must be unbundled and listed separately. ○ List the hourly rates for any applicable position which may work on the project, and the hours to be spent on the project. Include any other additional expenses (travel, or probable out of pocket 	25	Fees: List proposed fee for suggested Scope of Work as well as optional annual updates.	25	Total Project Cost and Compensation
25	Fees: List proposed fee for suggested Scope of Work as well as optional annual updates.					
25	Total Project Cost and Compensation					

		<p>expenses).</p> <ul style="list-style-type: none"> ○ The number of travel trips and individuals traveling shall be identified. ○ Additional expenses will not be allowed unless specified in the proposal. There shall be no additional reimbursement for disbursements, such as copying or binding, travel time, or travel expenses. All project costs shall be identified in the detail specifics. ○ The actual contract amount will be negotiated after the Proposer has been selected and the scope of work finalized. ○ Multi-term contract hourly rate and compensation schedule shall be provided by the Proposer for inclusion in the multi-term contract for additional services or future smaller projects as requested by the City.
<p>14 (cont)</p>	<p>Clarification</p>	<p>The criteria for maximum points will be based on the following scoring method.</p> <p><u>Scoring Method:</u> The Lowest total not-to-exceed amount and detailed fee proposal will receive the full 25 points. The remainder of the proposals will be calculated by the Lowest total not-to-exceed amount and equivalent detailed fee proposal divided by the Highest total not-to-exceed amount and equivalent detailed fee proposal times the evaluation points.</p>

LAURA HERZOG, PROCUREMENT SPECIALIST

ADDENDUM TWO - FIRE STATION 1



FLOOR PLAN SCALE = 1/16" = 1' - 0"

SQUARE FOOTAGE BREAKDOWN

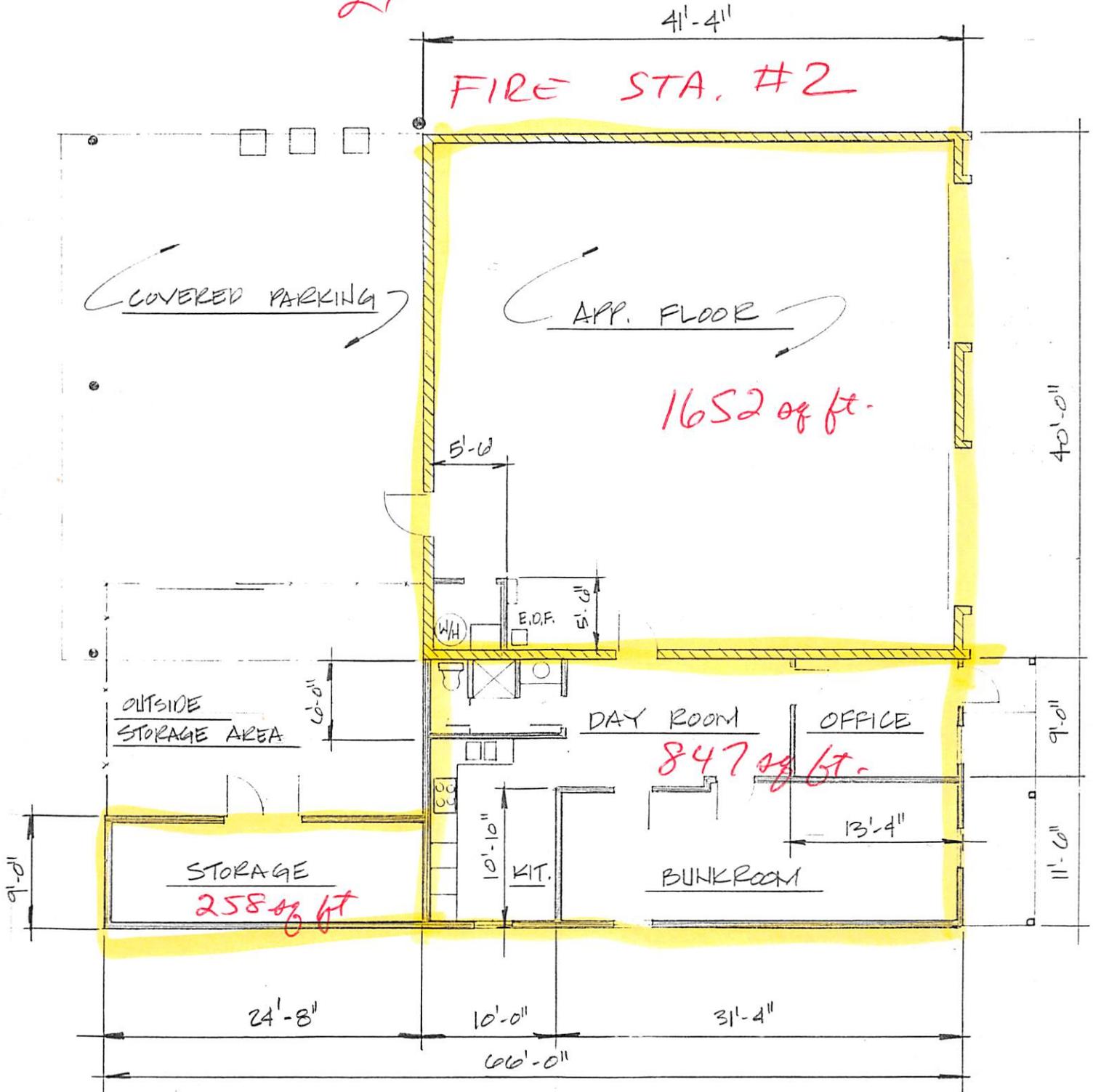
CREWS QUARTERS (NORTH SIDE OF STATION)	4,518.10	SQ. FT.
APPARATUS BAYS	3,453.33	SQ. FT.
B.C. QUARTERS AND PUB. ED. AREAS	1,910.44	SQ. FT.
COVERED PATIO AREA & ENTRY WAYS	280.75	SQ. FT.
TOTAL UNDER ROOF	10,162.37	SQ. FT.

ADDENDUM TWO - FIRE STATION 2

1.3
40
652

41.3
20.5
847

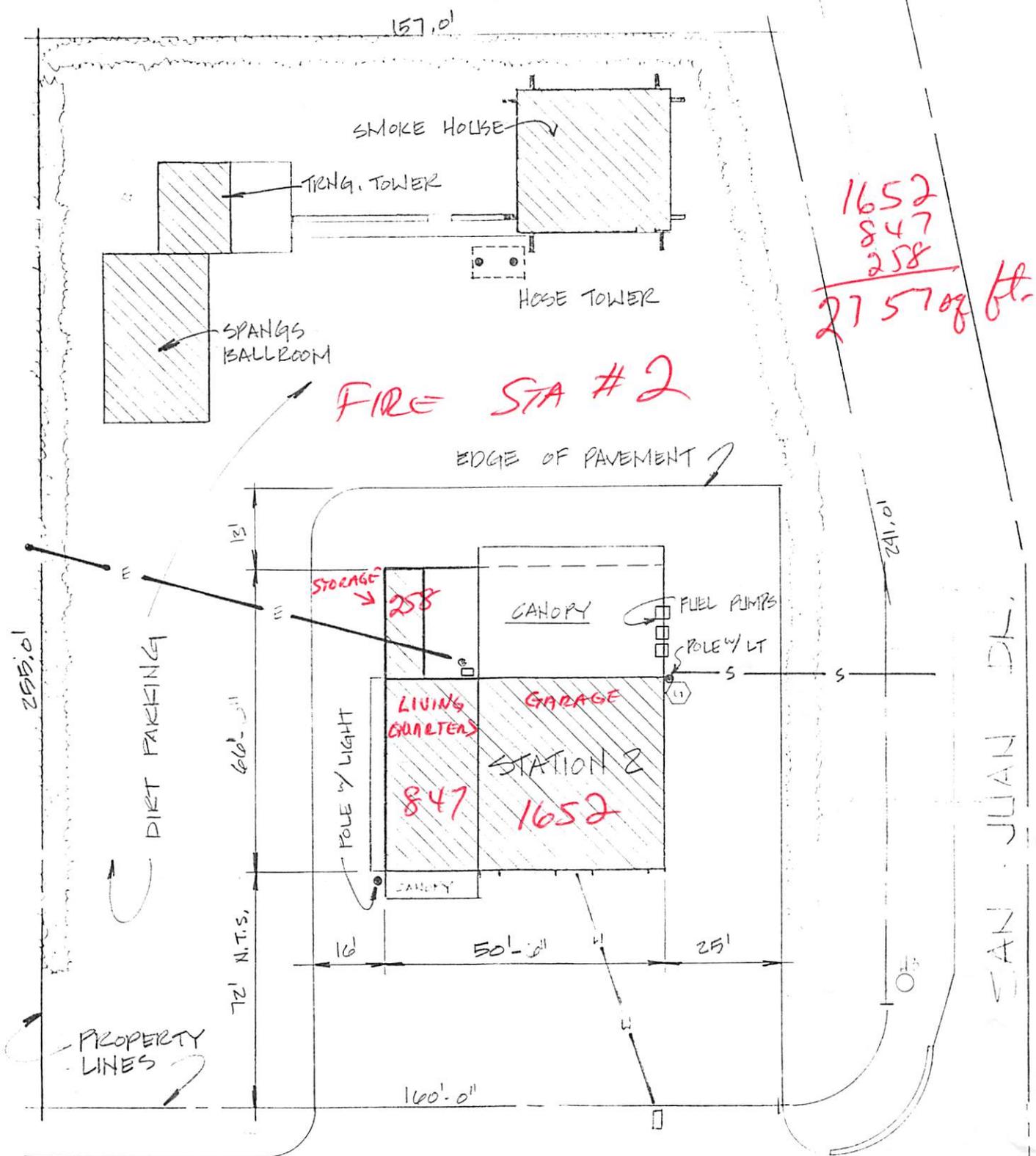
1652
847
2499 sq. ft. - garage + living quarters.
258
2757 w/ storage room



10.5
24.6
258

FLOOR PLAN 3/32" = 1'-0"

ADDENDUM TWO - FIRE STATION 2



1652
 847
 258

 2757 sq. ft.

FIRE STA #2

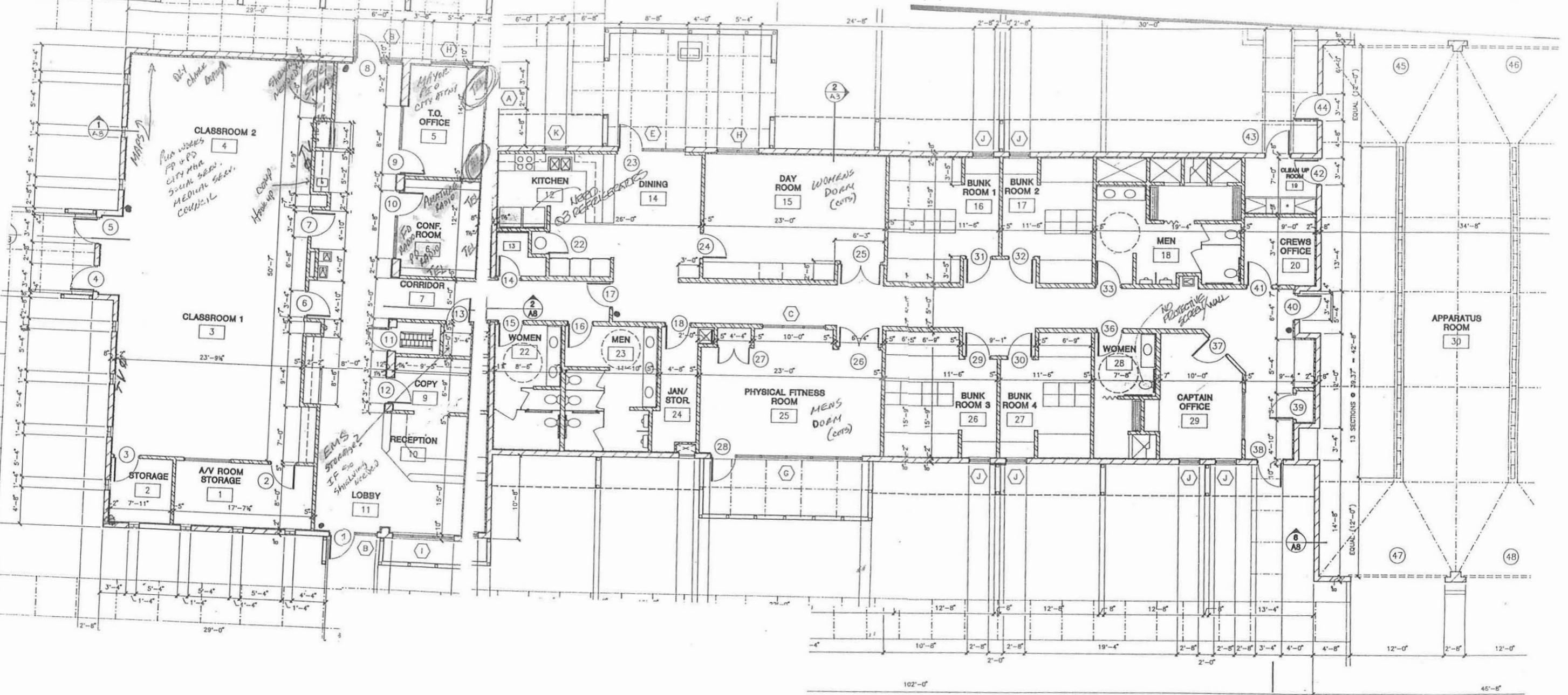
SITE PLAN

N. KIOWA

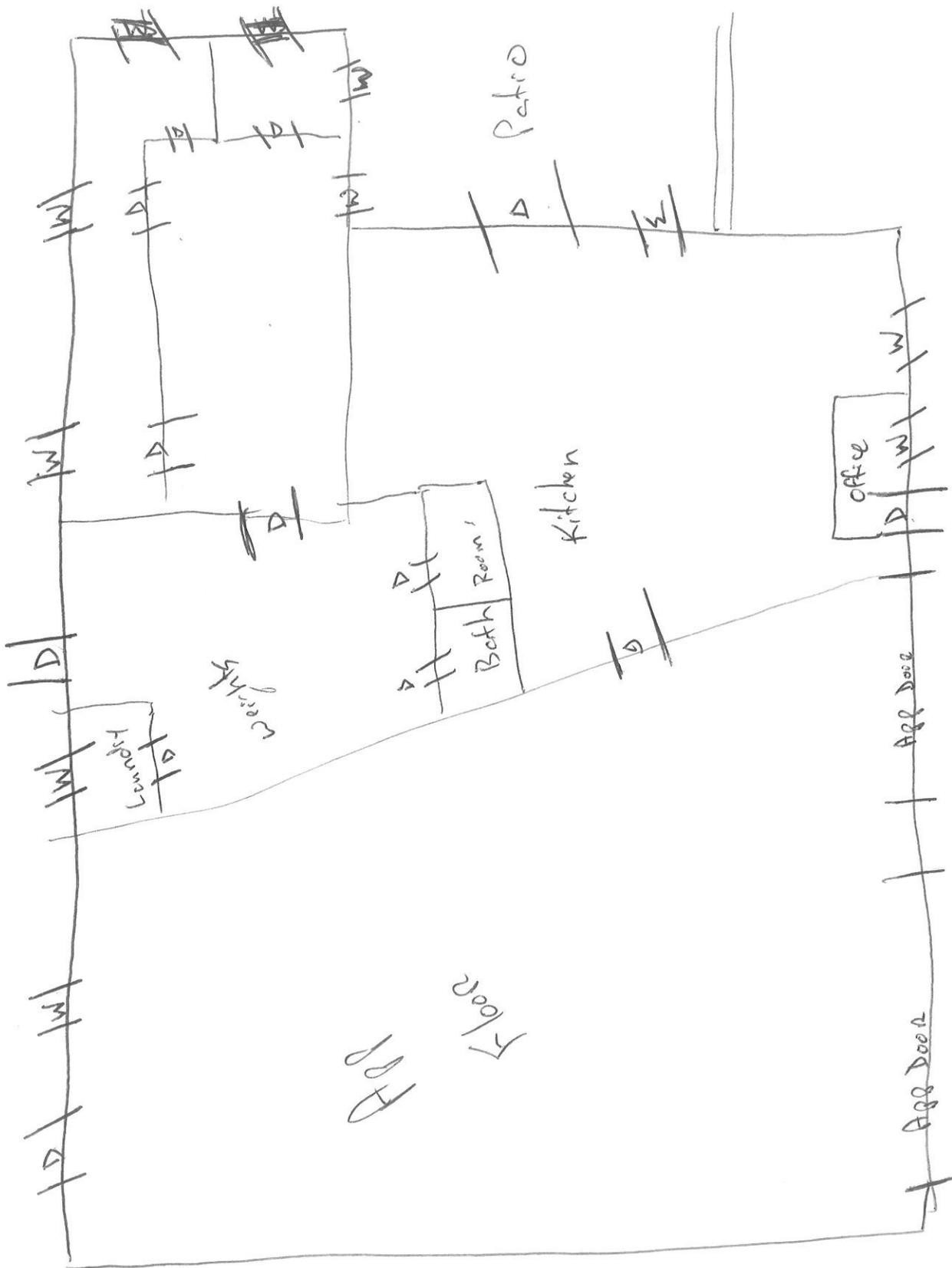
1980 N. KIOWA
 TRACT 2157, BLOCK 3, LOT 3

SAN JUAN DL.

ADDENDUM TWO - FIRE STATION 2(A)

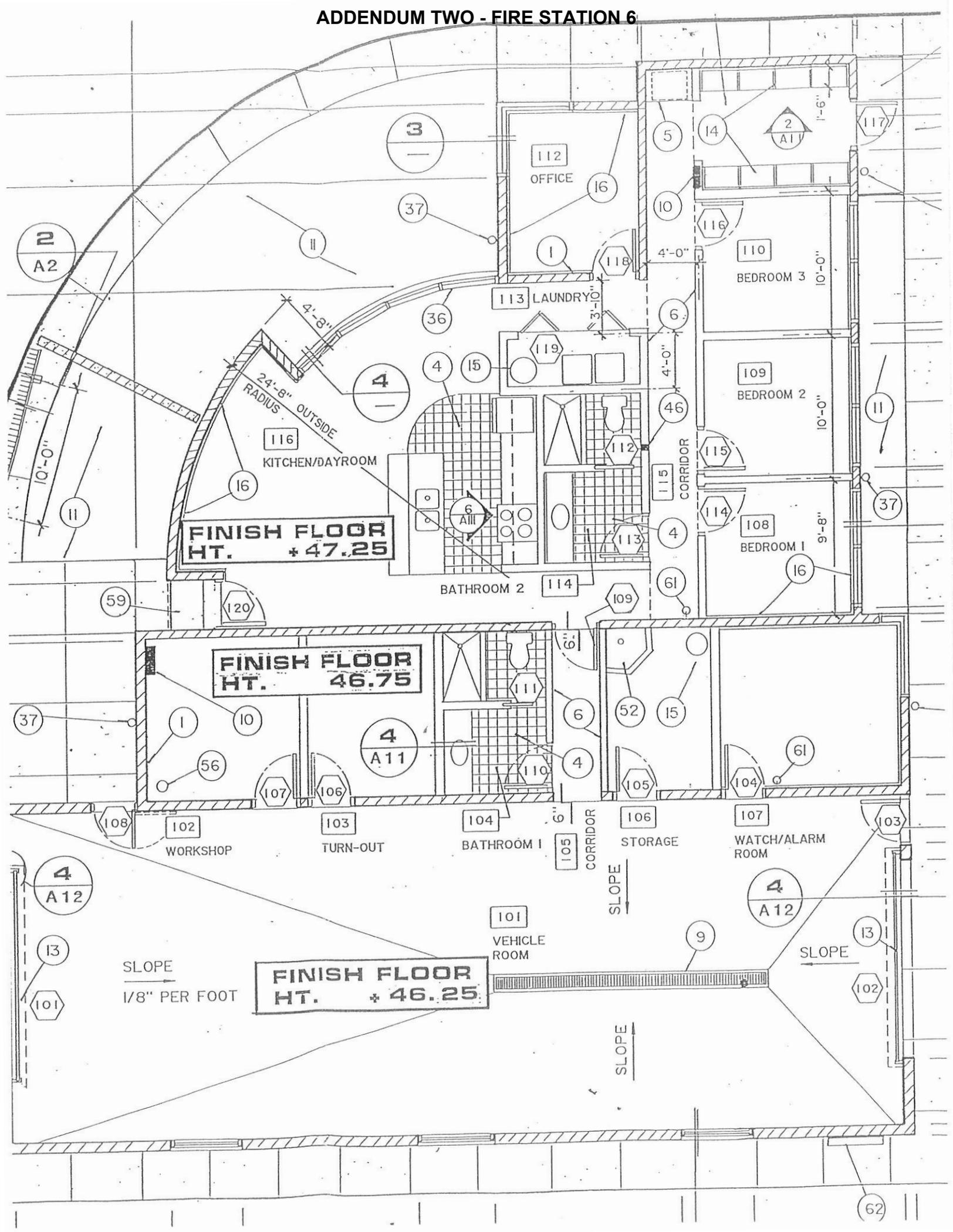


ADDENDUM TWO - FIRE STATION 4



Sta. #4

ADDENDUM TWO - FIRE STATION 6



FINISH FLOOR
HT. +47.25

FINISH FLOOR
HT. 46.75

FINISH FLOOR
HT. +46.25

SLOPE
1/8" PER FOOT

SLOPE

SLOPE

SLOPE

2
A2

3
—

4
—

4
A11

4
A12

4
A12

62

112
OFFICE

113
LAUNDRY

116
KITCHEN/DAYROOM

BATHROOM 2

110
BEDROOM 3

109
BEDROOM 2

108
BEDROOM 1

102
WORKSHOP

103
TURN-OUT

104
BATHROOM I

106
STORAGE

107
WATCH/ALARM ROOM

101
VEHICLE ROOM

2
A11

6
A11

59

120

37

1

10

56

108

102

103

104

105

106

107

103

13

101

101

9

13

102

3

37

1

16

5

14

116

110

6

36

4

15

119

46

115

115

114

108

16

37

61

109

6

52

15

4

61

105

104

11

11

11

117