

**MINOR CAPITAL OUTLAY PROJECTS  
REQUEST FOR PROPOSAL**

**ADDENDUM NO. 1**

**Professional Services for Facility Condition Assessments**

**File No. 071/09150.JNS  
Index No. 43000**

**Department of Management and Budget  
Department of Management and Budget Owned Facilities  
Various Locations, Michigan**

**Item 1. Proposal Due Date:**

To allow adequate time for Professionals to review the responses that have been provided below for questions received by the Department of Management and Budget concerning the Scope of Work for the RFP referenced above, the Proposal Due Date has been extended until Tuesday, November 24, 2009 at 2:00 PM Local Time.

**Item 2: Responses to questions received are as follows:**

**Does the selected Professional need to be licensed pursuant to Public Act 299 of 1980, Article 20?**

Per Section V – Definitions of the Sample Professional Services Contract, the Prime Professional Services Contractor / Professional is defined as follows:

PRIME PROFESSIONAL SERVICE CONTRACTOR/PROFESSIONAL: Shall mean an individual, firm, partnership, corporation, association, or other legal entity permitted by law and licensed under the State of Michigan's professional licensing and regulation provisions of the Occupational Code, Act 299 of the Public Acts of 1980, as amended, to practice architecture, engineering, environmental engineering, land surveying, or landscape architecture in the State of Michigan and designated by the Department of Management and Budget, Infrastructure Services, Design and Construction Division in a Construction Contract to recommend progress payments to the Construction Contractor.

As this Request for Proposals requires the Professional selected to identify current facility condition deficiencies and provide recommendations for corrections of deficiencies, this work falls under the definitions of the practice of architecture and the practice of professional engineering per Article 20 of the State of Michigan Public Act 299 of 1980. As a result, the Professional providing these recommendations needs to be a licensed architect or professional engineer within the State of Michigan.

**Regarding section 3, Part II proposal format, our most current overhead calculation is not audited by outside CPA but reflects most correct staffing. Can we include this now and follow up with audited statement if the proposal goes to negotiation stage.**

The audited statement does not need to be submitted with your Proposal but the multiplier submitted in your proposal can not change and, as is indicated in the RFP, can not exceed 2.70. If, through the selection process, the Ad-Hoc Committee would recommend your firm be awarded this Contract, your audited statement would need to be received prior to this recommendation being submitted to the DMB Director for approval of Contract Award.

**Regarding software specifications clarifying the Electronic Database Requirements paragraph in the Scope of work – The comprehensive inventory and condition analysis electronic database shall contain lifecycle curves and deterioration indices for each building system and component following the Construction Specification Institute's UNIFORMAT II classification hierarchy and taxonomy.**

**Should we assume the database will be expected to provide detail to Uniformal Level 4?**

The database prepared for the VanWagoner, Mason and Flint State Office Buildings, as indicated in the Pre-Proposal Meeting, should be completed to Uniformal II, Level 3. The remaining 26 buildings listed in the RFP, should be completed to Uniformal II, Level 2.

**In Section III, Page 4, there is no clarification to how we are to break out the pricing for software. We would like to know if we are including pricing for software as a fixed fee or if it has to be broken down by team member and hours?**

The cost of software should be treated as a reimbursable cost. You should provide a breakdown of these reimbursable software costs including as a minimum, software costs, license costs, training, etc. If the software provider is also going to act as a consultant to the selected professional, man-hours associated with these consulting services should be split out and shown with a separate multiplier. There is no markup allowed by the Prime Professional for Consultant services.

**Does the DMB Facilities Dept. have a preference or are they aware of a particular software data base that they think would be most appropriate for this project in terms of the comprehensive attributes that would be used to populate the data base & permit the transfer (integration) & manipulation of data within MAXIMO?**

Although we have looked at a number of different software packages, the Department of Management and Budget has no preference for any particular software as long as it meets the requirements that have been listed. As was indicated in the Pre-Proposal Meeting, the Ad-Hoc Committee reviewing proposals will likely narrow the list to four or five professionals and then, assuming some of these professionals are proposing software that we may not be familiar with, request that the software be demonstrated, prior to the committee making a final selection and recommendation.

**Detailed Assessment includes:**

**Inventory of facility assets**  
**Present and future maintenance**  
**Present and future repairs**  
**Maintenance and repair costs**  
**Facility condition rating**  
**Funding requirements for maintaining facility status**  
**Database for DMB iterative options and funding constraints**

**What is the time period associated with this part of the contract for the licensing agreement?**

The RFP indicated that the actual schedule of service completion will be determined after initial meetings with the selected Professional. That being said, as indicated in the Pre-Proposal Meeting, the State would like to be able to use information generated by the Facility Condition Assessment during updates of our five year plan to be submitted for Fiscal Year 2011 starting in October 2010. To do this, we would like, if possible, to see information as early as May 2010.

**The RFP asks for recommendation of corrections for ALL deficiencies.**

**Is it correct to assume that destructive openings will not be part of this assessment?**

DMB is not anticipating that any destructive openings will be required as part of this Facility Condition Assessment. Repair / restoration recommendations may recommend, for certain systems, the opening of building finishes to further examine system condition. If this would be the case, DMB could potentially make and repair openings with DMB maintenance staff or could have the consultant provide that service through a Change Order to your Professional Services Contract.

**Are repair / restoration recommendations required on both detailed and limited assessment facilities?**

As your inspection on the limited assessments will be minimal, any recommendations would likely be based on actual system age and normal expected life. For example, if one of our facilities would have HVAC equipment in excess of what would be considered its normal useful life, you may recommend that a more detailed Level 3 inspection be performed on this particular system to determine current condition and if repairs may be beneficial to extend this systems useful life.

**Can we assume these are conceptual repair / renewal recommendations?**

On the buildings receiving only limited assessments, conceptual repair / renewal recommendations can be assumed.

**Are design / oversight costs included with repair estimates?**

Estimated repair / replacement costs should include a separate line item for design / oversight costs.

**Can the inventory and assessment proposal be presented in a cost per square foot basis with strategic planning per hour or lump sum?**

As per Section III Proposal Format – Part II – Cost, the inventory and assessment proposal must be presented showing total cost estimated based on direct payroll rates times a multiplier not plus reimbursables. A proposal presented in a cost per square foot basis with strategic planning per hour or lump sum would not be acceptable.

**Will drawings be available for all facilities?**

The Department of Management and Budget has drawings in electronic format for all buildings listed in this study with the exception of the Records Center. The Records Center was purchased by the State of Michigan late last year, had formerly been a sales and distribution facility for John Deere and more recently been converted to a warehouse. Drawings of this facility were not provided by the former Owner at the time of the State's purchase. There is no guarantee associated with drawings that the State may have available for any of the buildings in this study as to drawing completeness and accuracy.

**Are previous assessment reports available?**

I am not currently aware of any previous assessment reports. If previous assessments have been completed for any of these buildings and copies of reports can be located, they would be made available for use by the selected Professional.

**Are renovation / replacement historical documents available?**

The Department of Management and Budget, Facilities Administration, Operations Division retains paper copies of drawings for renovations / replacements associated with the buildings included in this study. Some more recent projects may also be available in electronic format. The completeness of their records has not been verified. The Professional selected would be allowed to review the DMB Operations Division Record Drawing Files and mark any drawings that may be beneficial in completing this study. DMB would then make necessary copies for your use.

**Several facilities are currently being assessed / renovated / repaired. How do we address these facilities, systems, or components?**

If portions of a facility are being renovated or repaired at the time of the assessment, you will need to note the limits of renovations and/or repairs in your assessment. You would not be required to return to the building to complete the assessment after renovations / repairs are completed.

**Are facilities, systems, and components already established within Maximo?**

The Department of Management and Budget, Facilities Administration, Operations Division uses Maximo to maintain an equipment inventory and to generate work orders for equipment repairs and preventive maintenance. Equipment from all of the buildings within this study has been entered into the Maximo system. Completeness of these entries can not be guaranteed.

**Are individual fixtures to be identified, do they need to be labeled in the field so they can be identified in the future (tags)?**

Individual fixtures such as light and plumbing fixtures do not need to be identified. The Condition Assessment in the VanWagoner, Mason and Flint State Office Buildings will extend as far as lighting panels but would not include individual light fixtures. This would also be true of plumbing fixtures where the assessment would consider the condition of water supply and sanitary systems but would not address the condition of individual plumbing fixtures.

**Does electrical assessment stop at panel boards or do we include switches, small fans, outlets, lights, and exit lights?**

As indicated above, the electrical assessment will stop at the panel boards.

**What about piping runs, domestic hot and cold, heating and cooling, sprinkler?**

Condition of piping runs should be included as a part of the assessment.

**Any underground tanks?**

I am not aware of any underground storage tanks at the listed facilities.

**Do we include interior doors, exterior roll-up?**

All exterior doors including exterior roll-up doors should be included as a part of the building envelope. Interior doors will generally not be included. Interior doors that represent a fire barrier such as doors to mechanical rooms and stairwells should be included.

**Proposal notes structural components, most are concealed behind arch. features, Do we include concealed structural components?**

Concealed structural components would generally not be included. DMB is not anticipating that any destructive openings will be required as part of this Facility Condition Assessment. If, in the process of completing the facility condition assessment, there is reason to suspect that there may be a concealed structural component requiring repair or replacement, you may recommend the opening of building finishes to further examine the condition of this structural component. If this would be the case, DMB could potentially make and repair openings with DMB maintenance staff or could have the consultant provide that service through a Change Order to your Professional Services Contract.

**Are individual bathroom fixtures included?**

No – As indicated above, individual fixtures would not be included. Domestic water and sanitary piping supplying these fixtures should be included.

**Does the paving assessment include parking structures?**

There are no parking areas included in this assessment. The Project Statement indicates that the Condition Assessment should extend out from the building proper approximately 50 feet. This would include entrance walkways and loading docks but would not include parking lots.

**Which parking lots and square foot areas are included in the assessments?**

As indicated above, there are no parking lots included within the assessment.

**How many meetings should we use for strategic plan development (several before and several after)?**

The sixth bullet point on page 3 of the Project Description Scope of Work should be rewritten as follows:

*“The comprehensive inventory and condition analysis electronic database shall provide the Department of Management and Budget with the necessary tools for plan development that will strategically and efficiently reduce the current backlog of deferred maintenance, and accurately plan for Capital Renewal”*

Based on this revision, strategic plan development will be performed by the Department of Management and Budget Facilities Administration staff. The selected Professional will be responsible for providing software that contains the tools necessary and for providing training in the use of those tools that will allow the Department of Management and Budget to perform effective strategic planning.

**How many individuals will have input in strategic planning?**

It is expected that there would be no more than five to six persons within the Department of Management and Budget that would be trained in the use of the Facility Condition Assessment software such that they could complete strategic planning.

**Explain how mission critical programs will be incorporated into the priority ranking and strategic planning (Prior to starting inventory or after)?**

As Department of Management and Budget Facilities Administration staff will be responsible for the performance of strategic planning, the Professional's incorporation of mission critical programs into the strategic plan is not within the scope of this project.

**Explain how budgets will be established for strategic planning (Number of iterations, who develops constrained budget)? Will the state be responsible for mid-year re-evaluation or multiple iterations?**

As Department of Management and Budget Facilities Administration staff will be responsible for the performance of strategic planning, the Professional's assistance in the establishment of constrained budgets and for mid-year budget evaluations is not within the scope of this project.

**Who will be responsible for elevating the limited assessments to detailed assessments in the future?**

As funds become available, additional Requests for Proposals will be issued and Contracts will be established with Professional Services Contractors to perform detailed assessments on those facilities currently scheduled for limited assessments within this Project. Due to budget restraints, a time table can not be placed on when this will be completed.

**Please qualify the level of detail required for the comprehensive inventory. Specifically, please define "all major components within the systems listed above" on page 2 of the Project Description Section of the RFP.**

Site and Exterior Systems are as defined. Health/Fire/Life Safety Systems would include all components of fire alarm systems including fire panels and devices. Vertical transportation systems would include condition of elevator equipment and cabs. Heating, ventilation and Air Conditioning Systems would include complete inspection of all systems including controls through the VAV boxes or mixing boxes, steam and hot water heating systems, chillers and cooling towers. Inspection of heating and cooling distribution systems from the VAV or Mixing Boxes to the diffusers would not be required. Electrical and Electrical Distribution Systems would include building feeds, switchgear, motor control centers and distribution panels. Assessment of lighting would not be required. Plumbing systems would include water feeds into the buildings, domestic water heating systems, and domestic water and sanitary piping. Inspection would not need to include various building fixtures. Fire Protection Systems would include all components of fire suppression systems including fire pumps, fire suppression piping and sprinkler heads.

**On the same page, please explain what is meant by the statement "...a computer-based electronic database that supports project objectives and that is compatible with DMB's CMMS. Please define "compatible".**

The Department of Management and Budget, Facilities Administration, Operations Division currently utilizes Maximo® Asset Management Computerized Maintenance Management Software. The Department of Management and Budget has populated the Maximo software with all major equipment in each of the 29 buildings included as a part of this Facilities Condition Assessment and uses this software to generate work orders for routine, preventive and special maintenance activities associated with this equipment inventory. The software selected for the Facilities Condition Assessment database shall be capable of importing and exporting data to and from Maximo such that equipment inventories including unique equipment numbering, building information, as well as maintenance and repair activities can be entered once with data transferred between systems.

**Section III, Under III-1 1st paragraph, there is a reference (see attached guideline page for instructions regarding the "Overhead Items Allowed for Professional Services Contractors Multiplier Calculations") Please provide direction on where to locate the referenced attachment.**

The "Overhead Items Allowed for Professional Services Contractors Multiplier Calculations" document is included within Appendix 7 of the Sample Standard PCS Contract for Professional Services. This Sample Contract is included on the Buy Michigan First Web Site under Sample Contracts and can be accessed at the following link:

<http://michigan.gov/buymichiganfirst/0,1607,7-225--171876--,00.html>

**On the first page of the project description in the 4th paragraph talks about condition assessments based on limited inspection and based on data that can be modeled from a sampling of condition assessments for twenty-six additional facilities. Is it the desire or intention of DMB to have the selected vendor physically visit each of the 26 buildings to collect limited data?**

Yes – It is the Department of Management and Budget's intent that the Professional would visit each of the 26 buildings to perform a walkthrough of the facility with the Facility Manager and key Maintenance staff and that information received during the walkthrough on the condition of various systems within this building would become a part of this building's condition assessment to be input into the database.

**The term comprehensive inventory is used a few times in the RFP along with components such as fans, pumps, heat exchangers, switchgear etc. Are you looking for name plate data, sizes capacities horsepower, etc.? Does Maximo have this data already and you are looking for verification?**

General equipment Information such as name plate data, sizes, capacities, horsepower, etc. should be available from data already input into Maximo. Completeness and accuracy of this information is uncertain.

**Is there an approved budget for this project? If so can you share how much that is or an estimated range?**

As was indicated in the November 3<sup>rd</sup> Pre-Proposal Meeting, the Department of Management and Budget had initially budgeted approximately \$150,000 out of 2009 Operating funds for completion of this Facility Condition Assessment. If further funding is required, these funds may be made available out of 2010 Operating funds with the State's 2010 fiscal year starting October 1, 2009.

**Can a list of the vendors who attended the pre-proposal meeting be made available?**

A complete list of attendees at the Pre-Proposal Meeting was e-mailed to all in attendance on November 4, 2009

**If a firm responds as a prime vendor can they also be a sub-consultant on another primes team?**

Yes

**Will the State accept integration to MAXIMO version 7.1 as the standard?**

Yes

**Does the State have the resources to perform the Integration?**

Yes

**Will the State allow the awardees' remote user access to Maximo?**

No – Remote access to Maximo from outside of the State of Michigan Firewall will not be allowed. Equipment inventory lists can be provided in both paper and electronic format.

**What are the Maximo file and field population requirements for interfacing?**

It is anticipated that the selected Professional would meet with the Department of Management and Budget Operations Staff to establish interfacing requirements once a Contract has been awarded and further information is available on the capabilities of the selected Facility Condition Assessment software.

**Is there a State approved Functional Specification for the IT portion of this project.**

There is currently no State approved Functional Specification for the IT portion of this project.

**Is the State Licensed for Maximo Integration Framework MEA?**

I currently do not have an answer from the DMB Facilities Administration staff operating Maximo as to whether the State is currently licensed for Maximo Integration Framework MEA. This answer will be provided to the selected Professional Services Contractor.

**Will the State accept all reporting in the BIRT format or Actuate?**

As the Department of Management and Budget's upgrade to Maximo 7.1 has not yet been completed with this upgrade scheduled for 2010, the answer to this question is uncertain. This will be addressed with the Selected Professional once a Contract has been established and the Department of Management and Budget has a better understanding of the requirements of the Maximo 7.1 upgrade.

**Who would hold the Application Software License?**

The Application License would be held by the State of Michigan, Department of Management and Budget.

**Would the State or the vendor need to host Application Software?**

Application software would be hosted on an off site server outside of the State's network.

**Who would perform the database administration for Application Software?**

Database administration including software updates would be performed by the software supplier under a License Agreement that would be established between the Supplier and the Department of Management and Budget. Initial Data input, based on results of the Facilities Condition Assessment would be completed by the selected Professional. Manipulation and additional data input would be performed by the Department of Management and Budget or other selected Professionals as further detailed condition assessments are completed and as needed for Project Planning and Budgeting.

**We understand that the State has Maximo and ARCHIBUS at this time. Is the State planning on integrating Maximo to ARCHIBUS?**

The State has no current plans to integrate Maximo to ARCHIBUS.

**Is Maximo interfacing with other government systems/databases?**

No – I am not aware that the Maximo system currently interfaces with any other government systems / databases.

**If deemed more advantageous [cheaper, unlimited users, web based, etc), are you open to entertaining other turn-key PM/Work Order/Asset Management software packages that could eventually be set up to phase out the use of Maximo?**

The Department of Management and Budget would consider other turn-key software if it can be shown that it would be more advantageous than continuing use of Maximo. Part of that consideration would need to include time that has already been spent in the set up of Maximo, the training that has been invested for the Operations staff in use of Maximo and the time that may be required to bring our staff up to speed on a new system.

**Is there information on when the Records Center (John Deere Building) was constructed?**

The new Record Center facility, purchased by the State late in 2008 was originally constructed in the late 1950's or early 1960's. The facility was expanded with a large addition to the north side of the original facility in the late 1980's.