



PURCHASING

July 23, 2026

MEMO TO: Prospective Bidders

FROM: Kimberly Toon, Purchasing Manager

SUBJECT: **Addendum #2:** Facilities Condition Assessment Space Utilization Study and Facilities Master Plan

DUE DATE AND TIME: **JULY 30, 2026 at 2:00 p.m.**

1. The Bid Documents are hereby modified by this Addendum #2 dated July 23, 2026. To include the following:

a. Q&A

2. The foregoing changes shall be incorporated in the Bid Documents, and a copy of the Addendum 2, signed by the Bidder, must accompany the Bid to indicate the Bidder's familiarity with the changes.

a. Q&A Responses

GENERAL CLARIFICATION

Respondents should understand that this initiative includes the collection, organization, validation, and analysis of information maintained across multiple City departments.

The City will provide available records and facilitate access to appropriate staff; however, the selected consultant will be expected to lead the research, stakeholder engagement, field verification, data development, and analysis required to complete the Facilities Condition Assessment, Space Utilization Study, and Facilities Master Plan.

1. Will the City be sharing all bidders' questions as part of the RFI process with every team?

Response: Yes. Questions received by the stated deadline, together with the City's official responses, will be issued to all prospective respondents through an addendum or other formal

solicitation communication. Firms should rely only on written information issued by the City through the formal procurement process.

2. Appendix A provides a facility inventory but does not include square footage. Can the City provide the square footage for each facility, or the total square footage of the portfolio included in this effort?

Response: The City does not currently have a single, fully validated source containing the square footage of every facility in the portfolio. Available facility information will be provided to the selected consultant. The selected consultant will be expected to review available records, identify missing or inconsistent information, and validate or develop the facility data necessary to complete the work. Respondents should describe their proposed approach to facility data collection and verification.

3. Can the City provide current staffing levels by facility and/or department?

Response: Staffing and occupancy information may be maintained by individual departments and may not be organized by facility. The City will facilitate access to appropriate departments and provide available information to the selected consultant. The selected consultant will be expected to collect, organize, validate, and analyze staffing and occupancy information as part of the Space Utilization Study and Facilities Master Plan.

4. Will existing floor plans, CAD/Revit files, and other building documentation be available for all facilities?

Response: The availability and completeness of floor plans, drawings, CAD/Revit files, as-built documents, and other facility records will vary by location. The City will provide available documentation and facilitate access to relevant departments and records. The selected consultant should anticipate reviewing existing information, identifying documentation gaps, conducting field verification, and developing the level of existing-condition information necessary to complete the assessment and planning services. Final requirements will be refined during scope and fee negotiations.

5. Has the City completed any previous Facility Condition Assessments, space utilization studies, strategic facility plans, workplace studies, or related analyses?

Response: The City may have previous assessments, studies, plans, reports, and related facility information maintained by various departments. Available and relevant information will be provided to the selected consultant. The selected consultant will be responsible for reviewing that information, determining its reliability and continued applicability, identifying gaps, and incorporating appropriate findings into the current effort.

6. As part of Phase 1, how should Order-of-Magnitude and capital improvement costs be developed, and does the City expect the consultant team to provide estimating services?

Response: Yes. The City anticipates that the selected consultant team will provide planning-level Order-of-Magnitude cost estimates for identified deficiencies, corrective actions, and capital improvement recommendations. Respondents should describe their proposed estimating methodology, cost basis, escalation assumptions, geographic adjustments, contingencies, and quality-control process. Final estimating requirements and level of detail will be refined during negotiations.

7. Does the City have staffing projections, departmental growth forecasts, strategic initiatives, workplace standards, or hybrid work policies?

Response: The City may have strategic plans, operational initiatives, staffing information, departmental projections, and workplace practices maintained across multiple departments. The City will facilitate coordination with appropriate personnel and provide available information. The selected consultant will be expected to lead stakeholder engagement and develop or validate the assumptions necessary to evaluate future staffing, operational, and space needs.

8. Can the City provide an anticipated number of stakeholder groups, departments, interviews, workshops, and/or engagement sessions?

Response: The final number of stakeholder groups, interviews, workshops, and engagement sessions has not been predetermined. The selected consultant will be expected to recommend an appropriate stakeholder engagement strategy based on the City's organizational structure, facility portfolio, and project objectives. Respondents should describe their proposed methodology and identify reasonable assumptions. The final engagement plan and level of effort will be established during negotiations.

9. Will the City provide the evaluation weighting associated with each selection criterion, and approximately how many firms are expected to be shortlisted for interviews?

Response: The evaluation criteria are provided in the RFQ; however, the associated point values were not included. The City has not established a predetermined number of firms that will be invited to interview. Interviews may be conducted with the highest-ranked firms if they are determined to be beneficial to the selection process.

10. Do any facilities within the study portfolio have historic designation, preservation requirements, or other regulatory considerations?

Response: Certain facilities may have historic significance, preservation requirements, or other regulatory considerations. The City will provide available information and facilitate coordination with appropriate departments and agencies. The selected consultant will be expected to identify applicable requirements, validate available information, and incorporate the necessary expertise into the project team when warranted.

11. What is the City's anticipated project start date following consultant selection and contract execution?

Response: The City anticipates initiating the project following completion of the qualifications-based selection process, scope and fee negotiations, contract approval, and issuance of a Notice to Proceed. The anticipated start date will be established as part of the final solicitation schedule and contract development process.

12. Does the City have sustainability objectives, target certifications, or performance goals that should be considered?

Response: The City expects the selected consultant to work with City departments to identify applicable sustainability, energy-efficiency, resiliency, operational-performance, and life-cycle objectives. The City has not established a mandatory third-party certification requirement for the overall initiative unless subsequently identified through the project development process. Respondents should describe their experience integrating these considerations into facilities planning.

13. Does the City have a target budget allocation or level-of-effort expectation between Phase 1 and Phase 2?

Response: The approximately \$270,000 amount represents the City's current planning-level budget for the combined initiative. A final allocation between Phase 1 and Phase 2 has not been established. The appropriate allocation and level of effort will be developed through discussions with the selected consultant and relevant City departments during scope and fee negotiations. Phase 2 will proceed only at the City's discretion following completion and acceptance of Phase 1.

14. Beyond the evaluation criteria identified in the RFQ, are there any additional factors, priorities, or considerations the City will use?

Response: No undisclosed evaluation factors will be used. Qualifications will be evaluated based on the criteria identified in the RFQ and any formal amendments issued by the City. The

City may seek clarification of submitted information, conduct interviews, or request additional information consistent with the RFQ and applicable procurement requirements.

15. Does the City allow redlines to the sample agreement?

Response: The City will consider clearly identified exceptions or requested revisions to the sample agreement. Any proposed exceptions should be submitted as a separate document identifying the applicable agreement section, the proposed revision, and the reason for the request. Submission of proposed exceptions does not obligate the City to accept them. The City reserves the right to reject exceptions that materially alter the solicitation requirements, transfer unreasonable risk to the City, or conflict with applicable law or City policy. Respondents should not submit a fully revised agreement unless specifically requested by the City.

16. Does the City maintain an existing CMMS, EAM, GIS, or other asset database that the consultant must align with?

Response: The City currently uses City Works for CMMS.

17. Is there an existing asset inventory or CMMS used for the equipment at each building?

Response: No, City Works, the CMMS used by the City, does not contain an existing equipment inventory.

18. What level of ADA review is expected: high-level observational review, checklist-based screening, or detailed compliance assessment?

Response: Detailed compliance assessment.

19. What level of code and life-safety review is expected during the FCA?

Response: Detailed life safety assessment.

20. What level of detail does the City expect in the HUB participation section of the SOQ?

Response: At the time of the RFQ release, HUB requirements were still in place. Those requirements are no longer applicable. SDBE requirements must still be met in accordance with City policy.

21. Please confirm the exact number of hard-copy SOQ submissions required.

Response: Five (5) original hard-copy proposals and one USB Flash Drive

22. Please confirm the required electronic file format for the USB submission.

Response: PDF

23. Is the City amenable to negotiating changes, within reason, to the Contract Terms and Conditions?

Response: The City will consider clearly identified exceptions or requested revisions to the sample agreement. Any proposed exceptions should be submitted as a separate document identifying the applicable agreement section, the proposed revision, and the reason for the request. Submission of proposed exceptions does not obligate the City to accept them. The City reserves the right to reject exceptions that materially alter the solicitation requirements, transfer unreasonable risk to the City, or conflict with applicable law or City policy. Respondents should not submit a fully revised agreement unless specifically requested by the City.

24. Please identify the expected access level for roofs, above-ceiling spaces, mechanical rooms, locked areas, confined spaces, and other restricted areas.

Response: The City will provide escorts, keys, and/or access.

25. Will the City provide escorts, keys, and access coordination?

Response: Yes.

26. Are there building square footages for the buildings in Appendix A that can be provided? What is the total gross square footage

Response: The City does not currently have a single, fully validated source containing the square footage of every facility in the portfolio. Available facility information will be provided to the selected consultant. The selected consultant will be expected to review available records, identify missing or inconsistent information, and validate or develop the facility data necessary to complete the work. Respondents should describe their proposed approach to facility data collection and verification.

Bidder Acknowledgement:

Bidder Name (Print):_____

Bidder Signature:_____

Date of Signature:_____
