



The City Library

THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM

**Request for Proposal
Facilities Condition Assessment
Salt Lake City Public Library**

ADDENDUM #1

Questions & Answers

1. What is the square Footage of the Day-Riverside Branch?
 - a. Approximately 15,000 ft²

2. What is the GSF of site linear assets (parking lots, sidewalks, greenspace) in need of assessment, if at all?
 - a. THE GSF of parking areas and sidewalks has not been calculated. The Library and selected Consultant will agree on scope and detail of parking lot and exterior component assessments.

3. How many stories are each building?
 - a. The 3 buildings that comprise the Main Library each have 5 stories, with rooftop gardens on one of the buildings, a walkway and viewing platform on another, and mechanical systems on the roof of the third.
 - b. Anderson-Foothill - 2 stories
 - c. Chapman - 2 stories (incl basement used for library space)
 - d. Day-Riverside - 1 story
 - e. Glendale - 1 story
 - f. Marmalade - 2 stories
 - g. Sprague - 2 stories (incl basement used for library space)
 - h. Sweet - 1 story

4. What are the years of construction / age of the eight (8) locations / ten (10) buildings?
 - a. Main (3 buildings) - opened 2003, 15 years old
 - b. Anderson-Foothill - opened 1985, 38 years old
 - c. Chapman - opened 1918, 100 years old
 - d. Day-Riverside - opened 1996, 22 years old
 - e. Glendale - opened 2015, 3 years old
 - f. Marmalade - opened 2016, 2 years old

Main Library 210 E 400 S, SLC, UT 84111 801-524-8200

Anderson-Foothill Branch 1135 S 2100 E, SLC, UT 84108 801-594-8611

Chapman Branch 577 S 900 W, SLC, UT 84104 801-594-8623

Day-Riverside Branch 1575 W 1000 N, SLC, UT 84116 801-594-8632

Glendale Branch 1375 South Concord, SLC, UT 84104 801-594-8660

Marmalade Branch 280 W 500 N, SLC, UT 84103 801-594-8680

Sprague Branch 2131 S 1100 E, SLC, UT 84106 801-594-8640

Sweet Branch 455 F Street, SLC, UT 84103 801-594-8651

- g. Sprague - opened 1928, 90 years old
 - h. Sweet - opened 1985, 30 years old
5. Are any of the buildings historical sites and needs special consideration for cost estimating?
 - a. The Sprague Branch in Sugar House is listed on the National Register of Historic Places.
 - b. The Chapman Branch is a Carnegie Library
 6. Are we able to submit an example FCA report we have completed for another City library as a demonstration of the quality of our deliverable?
 - a. Yes, this would be acceptable.
 7. The RFP states that the assessment will be to “Uniformat level 4 (at a minimum) and as described below.” There was no description but normally FCA’s would be to level 3. Is this acceptable?
 - a. See answer to next question
 8. Please confirm the expected source of “UniFormat level 4” elemental classification – is the level 4 provided and outlined in the NISTIR 6389, “UNIFORMAT II Elemental Classification for Building Specifications, Cost Estimating, and Cost Analysis” acceptable? If not, what source of Level 4 elemental classification expected by the Library?
 - a. Beginning on page 50 of NISTIR 6389, Chart 5.1 details a suggested Level 4 for the UNIFORMAT II Classification of Building Elements that would be acceptable to use in this assessment. In most instances, these sub-elements will suffice as long as enough detail is in the FCA to identify specific elements or sub-elements that have deficiencies, ie. D3043 Steam Distribution System; it would be necessary to identify which sub-elements (if any) are deficient and need replacement or repair (pumps, valves, heat exchangers, etc.). Level 4 sub-elemental detail may not be required for every system and specifics can be agreed upon between the Library and Consultant.
 9. In the scope of work it states, “Consultant will...identify all elements requiring maintenance...; in essence all systems and elements require maintenance. Therefore, it is assumed that this SOW statement means ‘all elements with deferred maintenance that exceed the threshold amount’. Please confirm our understanding.
 - a. See answer to next question
 10. A description of the FCA is provided in the RFP. It is assumed that because the assessment is to use ‘non-destructive’ assessment methods that the ASTM E2018-15 (Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process) are to be used as the standard – please confirm ASTM E2018-15 is acceptable.
 - a. In general, yes, ASTM E2018-15 can be used as a guide standard with some deviations as requested in the RFP. Should the Consultant recommend further testing or evaluation that requires or necessitates more intrusive or destructive methods, the Consultant and Library shall agree on a Change Order for such work. Other deviations from the standard have also been requested in the RFP such as, but limited to, a separate report requested for each location; vertical transport evaluations and an ADA evaluation. The Library has also requested through the RFP that individual, not Representative Observations be conducted when the “potential individual failure results in the same outcome as a failure of the larger components or system.” The final report for each location should also include a discussion on the Useful and Remaining Useful Life of major building components as described in the RFP.

11. What level pest assessment is required? For example, do you expect the assessment to include the investigation of bed bugs and the physical systems to handling books and other checked in materials?
 - a. Pest assessment does not need to be included in this FCA

12. "Appearance and aesthetic items such as permanently affixed artwork" would not normally be in a facility condition assessment as the value and condition is very specialized. Can these be excluded?
 - a. Sub-elements under E2010 of UNIFORMAT II Classification include Fixed Artwork. An appraisal of such artwork is not required for this FCA, but an assessment of the supporting elements of any such artwork should be. For example, is the cabling and suspension of a hanging piece adequate or in need of repair; is the foundation of an outside piece of art crumbling or otherwise deficient?

13. Is the ASTM E2018-15 'Americans with Disabilities Act (ADA) Accessibility Survey' the expected ADA / ABA review for the FCA? If not, what standard?
 - a. Yes

14. What is the threshold amount for opinions of costs? Is the ASTM E2018-15 individual or in the aggregate cost threshold of \$3,000 what is expected for capital deficiency reporting? If not, what is the threshold?
 - a. The threshold should be \$3,000 as per ASTM E2018-15 for individual elements or sub-elements or \$10,000 in aggregate for like or similar elements or sub-elements.

15. Are there any specialized collections with specialized fire suppression and humidity controls systems in the buildings?
 - a. The Main Library does have a Data Center with specialized fire suppression and a rare books collection / art gallery with humidity controls

16. Is there a complete set of As-Built drawings for each facility. Will assessors be given a copy for reference?
 - a. The Library has some construction and As-Built drawings, particularly for the newer buildings in the system; however, the availability of As-Built for all buildings cannot be guaranteed. The Library will supply whatever other plans or drawings are available.

17. Are the libraries currently using a preventative maintenance software. Will assessor be given an equipment listing/print out from the software?
 - a. The Library does possess current licenses for MicroMain, but so far has not made use of this software for asset management, PM or maintenance tracking. The Library plans to utilize the results of the FCA to begin that effort.

18. Under general qualifications on page 7 it asks to provide our firm experience, a statement of our firm's experience and qualifications, including an overview, and a fee proposal. However, it doesn't state to provide a list of consultants that we are teaming with. Are we submitting this proposal solo, meaning just firm will be submitting without teaming with any consultants? If this isn't the case, should our firm provide a list of consultants that we are teaming with and include it in the proposal?
 - a. Please provide a list and background for any key consultants you will rely on top complete the FCA.

19. The vertical transportation assessment would need to be carried out by certified elevator assessors. Under a normal FCA the cabs and Machine rooms would be reviewed but nothing within the shafts. Is this acceptable or do you want the consultants to sub this portion out which would increase the costs?
 - a. Please see next question

20. For the vertical transportation devices (elevators, escalators, chairlifts and dumbwaiters) will the Library expect that these systems are inspected by an ASME certified Qualified Elevator Inspector (QEI)?
 - a. Yes

21. How many elevators, escalators, dumbwaiters and chairlifts are at each site?
 - a. There are seven (7) elevators and one (1) dumbwaiter at the Main Library. Each branch with 2 stories has a single elevator being 4 in total.

22. Will the successful consultant be provided a copy of the most recent ASME Category 1 Annual Inspection report for each vertical transportation device?
 - a. Yes, where one is available.

23. Will the Library provide one escort for all facilities, or will our assessors coordinate with individual escorts for access to each facility?
 - a. The Point Of Contact (POC) for the project will be the Library's Assistant Director of Facilities, Gordon Bradberry. Mr. Bradberry plans to escort the Consultant to all facilities with other Library personnel possessing specialized knowledge of a particular system or location also accompanying the Consultant.

24. Please provide clarification on what a "qualified firm licensed in the State of Utah" means. Does this mean our firm needs to have a business license in the State of Utah? Or do we just need to staff it with personnel who are licensed in the State of Utah?
 - a. It is expected that the selected firm will possess a license to operate in the State of Utah and individual architects / engineers / inspectors will be licensed, credentialed or certified as may be required by state law.

25. Are there any minimum set aside requirements for the Project (Small Business Enterprise [SBE], Woman Business Enterprise [WBE], etc.)?
 - a. No.

26. Are you able to supply a sample contract term and conditions that the project will be procured under?
 - a. The Library negotiates each contract independently. As noted in the RFP:
"Following the evaluation of the proposals and ranking of the firms, only the top ranked firm's fee proposal will be opened. The Library will attempt to negotiate and award the contract to the top ranked firm. If the Library, for any reason, is unsuccessful in negotiating a contract with the top ranked firm, the Library will continue the process with the next highest ranked firm."