



City of Seattle

Department of Finance and Administrative Services (FAS)
Capital Development & Construction Management (CDCM)

RFQ# CDCM 2018-02
Strategic Facilities Master-Planning Services
For Seattle City Light Facilities Needs Assessment

ADDENDUM #1

Questions and Answers received through May 2, 2018

1. **Q.** *For the M/WBE Inclusion Plan, is there a specific percentage of the contract the city wants consultants to designate for W/MBE participation?*

A. *The city leaves it to the consultant to identify the highest level of potential subconsultant opportunities within the contract and does not set specific targets on each contract. We look to each consultant to provide robust Inclusion Plans that reflect the city's long held value toward inclusion of women and minority owned firms.*
2. **Q.** *On page 3 under 3. Consultant Qualifications, number 7 asks for "two references each from owners and contractors...". Is contractor referring specifically to construction companies, like a GC, or does that mean other consultants we've had on our teams for projects? In our case, or in the general case of facility condition assessments that anyone does, it usually does involve a General Contractor, so we would have a hard time providing a reference if that is the type of reference you're looking for. Please advise.*

A. *In this case we will accept two (2) owner references as meeting the RFQ requirements.*
3. **Q.** *Can you give any additional background on the impetus for this project? The title of the RFQ talks about "master-planning", but the scope of work does not really include any master-planning in the traditional sense. Is Seattle City Light preparing to do a new master plan and this needs assessment is helping inform that?*

A. *Our intent in including the language for master-planning experience is to ensure we get interest from architects and planners as prime consultants. We expect some strategic facilities planning will occur as a natural outgrowth of the needs assessment.*
4. **Q.** *Are additional details available regarding the 200 facilities? For example, a list with addresses and building square footages or basic descriptions?*

A. *We have no additional information to include at this point. The successful team will be given access to SCL property information during the discovery phase of the work.*
5. **Q.** *Are the facilities a mix of occupied and unoccupied sites?*

A. *Yes.*
6. **Q.** *What is the desired format of the most important products or deliverables from this effort?*

A. *That has not been determined.*



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7. **Q.** *Does RFQ Item 3 (Consultant Qualifications), part 5 reference tools that will track the project's progress, or tools that will track SCL's progress maintaining buildings once the study is concluded?*

A. **Tools to assist the owner in tracking progress maintaining buildings and meeting other project goals after the completion of the study.**
8. **Q.** *Regarding Item 3, part 7 (references), please clarify what "contractor" means in this context—other firms?*

A. **We have determined that contractor references are not relevant to this RFQ and will accept two references from owners as meeting the RFQ requirements.**
9. **Q.** *Is the Consultant Questionnaire required only from the prime or from all team members?*

A. **The Questionnaire (and Inclusion Plan) are only required from the Prime consultant.**
10. **Q.** *How does the effort in this scope interface with previous master planning efforts?*

A. **This study is a stand-alone effort with a focus on facilities conditions and a long-term strategy to address deficiencies. Previous studies and planning efforts will be available to the successful team to inform the work of this RFQ scope.**
11. **Q.** *Can images go on the tabs?*

A. **Titles and graphics may be put on tabs, but if the tabs include submittal response content, they will be included in the overall page count.**
12. **Q.** *With regard to the references under section 3 (Consultant Qualifications) in item 7, what type of contractors are you looking for as the two contractor references? Would you like general contractors?*

A. **For the purposes of this RFQ, we have ruled that contractor references are not relevant, and we will accept two owner references instead to meet the submittal requirements.**