

# ADDENDUM No. 1

## RFP No. 19-19

### Municipal Facilities Energy Audits

**Due: July 10, 2019 at 2:00 P.M. (local time)**

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes three (3) pages.**

**The offeror is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

**The following forms provided within the RFP Document must be included in submitted proposal:**

- **Attachment B - Non-Discrimination Ordinance Declaration of Compliance**
- **Attachment C - Living Wage Ordinance Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

**Proposals that fail to provide these forms listed above upon proposal opening will be rejected as non-responsive and will not be considered for award.**

#### I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Offerors are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: On page 9, paragraph 2, the RFP requests ASHRAE Level 2 as well as ASHRAE Level 3 audits. Will some buildings be ASHRAE Level 2 only and others Level 3, or will all buildings require a level 3 audit? Please specify.

Answer 1: We are looking for fees for both ASHRAE level 2 vs ASHRAE level 3 for all buildings, as well as a description of what will be included at each level. From there we will decide whether all buildings will be evaluated according to ASHRAE level 2, ASHRAE level 3, or a combination thereof.

Question 2: Page 10 of the RFP has a table listing the each building to be audited. Can the square footage of each building be added to this table to assist in developing a fee proposal?

Answer 2: Site Name, Address and approximate Square Footage  
Airport, 801 Airport Drive – 7,200 sqft.  
Ann Arbor Senior Center, 1320 Baldwin Ave – 3,834 sqft  
Buhr Park, 2751 Packard Rd. – 4,970 sqft  
City Hall/Justice Center, 301 E Huron – 199,125 sqft.  
Farmers Market, 315 Detroit St. – 700 sqft  
Fire Station 1, 111 N 5th Ave – 44,441 sqft  
Fire Station 6, 1881 Briarwood Circle – 8,542 sqft  
Fuller Pool, 1519 Fuller Rd. – 6,624 sqft  
Veterans Memorial Park Pool and Ice Arena, 2150 Jackson Ave. – 39,740 sqft.

Water Treatment Plant, 919 Sunset Rd – 59,672 sqft.  
Waste Water Treatment Plant, 49 S Dixboro Rd – 1,053,162 sqft (Campus)  
Wheeler Center, 4251 Stone School – 138,831 sqft

- Question 3: Page 10, Requirements 3.b references “preparation of drawings and design specifications required for the project”. Typically an ASHRAE Level 3 audit may require schematic sketches to describe a more complex energy savings measure, but engineering/architectural design services and construction documents are provided as a separate service. Is this the intent?
- Answer 3: This text refers to providing the necessary drawings and design specifications needed to implement the recommended energy efficiency improvements regardless of level.
- Question 4: Would you like the fee broken out into 12 numbers (one per site)?
- Answer 4: Ideally there would be an evaluation of what it would cost to ASHRAE level 2 and ASHRAE level 3 assessments for each site. The reason for this is that there is flexibility as to which level each site will be evaluated at. So, optimally the fees would be broken down by site.
- Question 5: It appears some of the sites have multiple buildings. Will all buildings be audited?
- Answer 5: Primary buildings will be the focus of the audits but large adjacent energy users on site (such as pools, ice rinks, ect) should also be included in the audit.
- Question 6: Do mechanical and electrical drawings exist for each building?
- Answer 6: They do exist but depending on the age of the building it might be harder to track down. Respondents should be comfortable completing the audit from information gathered onsite.
- Question 7: Can mechanical drawings or an HVAC equipment list be made available to the bidders to assist in developing the fee proposal?
- Answer 7: No. Such a list cannot be provided in advance of bids. A list of known existing equipment will be provided to the successful bidder, however, part of the audit should include taking stock of the equipment at the location.
- Question 8: Will there be an opportunity to walk through any of the buildings prior to the proposal submission?
- Answer 8: At this time we do not anticipate doing any building walk throughs prior to the proposal submission deadline.
- Question 9: Is a separate report required for each of the 12 buildings, or will it be compiled into a single document?
- Answer 9: A report will be required for each site, which can be delivered as a stand-alone document or integrated into a single report.
- Question 10: Do the buildings have a direct digital controls (DDC) with a computer interface or does each piece of equipment have stand-alone controls?
- Answer 10: This depends on the building in question and the equipment located at each site. The larger facilities have control systems.
- Question 11: If there is a web-based building automation system, will the awarded offeror be given access to view the graphics remotely?
- Answer 11: Please see Answer #10 above.
- Question 12: Will exterior lighting, parking lot lighting, and sports field lighting be included in the audit?
- Answer 12: Recommendations on interior and exterior lighting should be part of the audit.

Question 13: Will process equipment (such as equipment related to the waste water plant, ice generation for the ice arena, pool filtration pumps, pool heating, etc.) be included in the scope?

Answer 13: The audit should be comprehensive and recommendations on process equipment should be included, especially as they pertain to saving energy loads.

Question 14: Is the end of December 2019 a hard deadline for completing the projects? With expected City Council Authorization not occurring until September 2019, this is a tight timeframe.

Answer 14: There is some flexibility with deadline completion. We anticipate working with the successful offeror to revise the timeline as needed.

Question 15: What is the state of as-built drawings/documents of the 12 buildings? Are they readily available and accurate?

Answer 15: Many exist but a few are proving challenging to find. As such, offerors should feel comfortable completing the audit from information gathered onsite.

Question 16: Which facilities/buildings have central control systems? Will the auditor have access to building control system(s)?

Answer 16: The larger facilities have control systems and they will be made available.

Question 17: Are process water systems such as those for pools and water/wastewater treatment to be included in the audit and recommendations provided for these types of systems?

Answer 17: The audit should be comprehensive and recommendations on process equipment should be included, especially as they pertain to saving energy loads.

Question 18: How are these projects to be managed on the City's side? Will they all be through the same person/people or will there be different representatives depending on which buildings are being audited? For example, is there only one Facility Manager for all buildings?

Answer 18: The Energy Coordinator for the City of Ann Arbor will assist in managing the audits and will assist in connecting the awarded offeror with the correct individuals throughout the City.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.