



REQUEST FOR PROPOSALS (RFP)
Comprehensive Facilities Conditions Assessment and Long-Term Capital Asset Plan
JACOB K. JAVITS CONVENTION CENTER
Addendum V

Release Date: September 16, 2019

The following is a list of responses to questions submitted by prospective respondents to the ESD Request for Proposals for Comprehensive Facilities Conditions Assessment and Long-Term Capital Asset Plan. A copy of the RFP is available at:

https://esd.ny.gov/doing-business-ny/requests-proposals/comprehensive-facilities-conditions-assessment-and-long-term

Comprehensive Facilities Conditions Assessment and Long-Term Capital Asset Plan
RFP - Responses to Questions

Table with 3 columns: No., Question, Answer. Contains 3 rows of questions and answers regarding plan holders list, team structure, and sign-up process.

No.	Question	Answer
4	Is the Site Visit mandatory?	No.
5	Is there an expectation of a time frame or deadline for completion of this study?	We will rely on the consultant to supply a schedule. However, we are looking to complete the Conditions Assessment by no later than spring 2020.
6	Critical Board or other dates we need to be mindful of?	The critical dates are listed in the RFP.
7	Will field survey teams need to be accompanied by Javits Center staff to access any/all areas of the complex? If so, what hours are they available?	Yes, Javits staff will need to accompany consultants initially, and are generally available during business hours.
8	What will be our survey team's level of access? Will we be issued keys /card keys for access to certain areas that might normally be secured?	Consultants should expect to be accompanied by Javits staff.
9	Will our survey teams need to wear high visibility vests while onsite?	Only on construction sites.
10	Will the use of walkie talkies be allowed and/or required for communications within the complex?	Not required but allowed
11	Can we be provided a schedule of the Center's events for the next 12 months? Please identify both firmly scheduled and tentatively scheduled events.	Please review the Javits Center web site for a list of currently scheduled events. A full schedule that includes move in, move out and maintenance dates will be provided to the winner.

No.	Question	Answer
12	What will be the permitted hours of the day / days of the week that field surveys can be accomplished when there are no major events scheduled in the Center?	Please review the Javits center web site for a list of currently scheduled events. However, we believe that coordination with the Javits staff can accomplish access to all areas as needed.
13	Can inspections of the façade be conducted using a bucket truck/scissor lift? If so, will the firm be required to provide for this equipment or can the Center provide use of its own equipment and equipment operator?	All inspections should be visual only. If use of a scissor lift is needed, consultant will need to coordinate with CCOC and CCDC. But visual inspection of the façade should be sufficient.
14	Will façade inspections conducted solely using binoculars or means other than bucket trucks, etc. be acceptable?	See answer to question 13.
15	Will Javits staff be available to temporarily operate certain equipment/systems (HVAC Equipment, motorized garage doors, etc.) in support of the field surveys?	Consultants must coordinate through CCOC and CCDC for access to and operation of equipment.
16	Will we have access to materials such as maintenance records, service contracts, warranties, etc. for our review and use in establishing underlying equipment/systems care and conditions?	Available records will be provided to the winning bidder. However, such records may not be available, and consultants should not expect to have them during the conditions assessment.
17	Based on prior ESD experience, can you project how many draft reports might be required?	We would look to the consultant to suggest an appropriate amount of draft reports.
18	Will there be a limit on the number of field survey teams that can be on the site at the same time?	All site visits will need to be coordinated with CCOC staff.



No.	Question	Answer
19	<p>If a bidding consultant is a certified MWBE firm, will they receive the full diversity practices score for meeting the 30% MWBE goal?</p> <p>Or do they require an additional MWBE subcontractor to meet this requirement?</p>	<p>Diversity practices scores are based on completion of the diversity practices questionnaire. If the bidding consultant is a certified MWBE or SDVOB, their certification can be used to meet the goal if awarded the contract.</p>
20	<p>Are existing maintenance costs and maintenance data available?</p>	<p>See answer to question 16.</p>
21	<p>Is resiliency part of the study (flooding, hurricanes, high tide, etc. impact on facility operations)?</p>	<p>Yes.</p>
22	<p>What is the timeline for project completion?</p>	<p>See answer to question 5.</p>
23	<p>Expectation in terms of cost estimating - what level of estimating is required?</p> <p>Are estimates by system, building, area, asset?</p>	<p>We look to the consultants to supply recommendations on this matter.</p>
24	<p>Can the survey be done while the building is occupied or will weekends/off-shifts be required?</p>	<p>Survey can be done while building is occupied, but events and key systems that are in operation during the day cannot be interrupted. All visits and inspections will need to be coordinated through CCOC.</p>



No.	Question	Answer
25	Can multiple people be accommodated during the surveys (multiple engineers/architects for various disciplines at a time)?	All visits will need to be coordinated with CCOC.
26	Is there a list of current assets and associated data (manufacturer, submittals/cutsheets, date of installation, etc.)?	We will provide a list of architectural drawings to all firms signing an NDA.
27	Is there an asset management program being used to track individual assets, capital investments, and maintenance activities? If so, what program/software is being used?	The primary solution for asset management and tracking is EcoDomus. E-maintenance and Siemens BMS are also used.
28	Can a prior sample Master Plan for the Javits Convention Center be shared with us at this time?	No. However, relevant available prior plans will be provided to the winning bidder.
29	Can insurance company (i.e., FM Global) reports be shared at this time?	No. However, relevant available data will be provided to the winning bidder.
30	Will the CCDC have standard format or estimate templates that will be provided, or can the team present a format based on the project requirements or do we develop our own project-specific form?	We will look to the consultant to provide templates.



No.	Question	Answer
31	Are mark-up percentages for Design, Escalation and Construction contingencies set by the client or will the team be responsible for setting appropriate contingencies based on project schedule, market conditions and level of information provided?	The selected consultant will work with CCDC and CCOC to establish a cost structure suitable for the Javits Center long-term capital plan.
32	Will costing need to be provided by program area, level by level basis, phasing or any other breakout format?	We look to the consultants to supply recommendations on this matter.
33	Will the estimates provided require a labor, material & equipment split, or can unit pricing be all inclusive of labor, material & equipment?	We look to the consultants to supply recommendations on this matter.
34	Will the team be provided with energy consumption costing, operation and maintenance costs as an overall cost per month/year or itemized by equipment, parts, finish materials, etc.?	Available relevant data will be provided to the winning bidder.
35	Are estimates required to be live documents (excel) or can they be provided as PDF deliverables?	Editable documents will be required.
36	Will a spend/cashflow analysis be required as a deliverable for the project once format and cost breakouts are confirmed?	Yes.

No.	Question	Answer
37	<p>(From Page 7 of the RFP, General Requirements, Item 5b) “If needed, Bidder shall inspect all electrical panels in each building including, but not limited to, inspection with an infrared gun to detect hot spots and to correct any loose connection found in the panels. Deficiencies that will require less than 16 hours to correct will be reported to CCDC for CCOC correction. Descriptions of deficiencies need to be in sufficient detail for work crews to locate and correct the deficiencies. This includes deficiencies that are beyond the scope of service calls. Should the inspectors find an immediate life threatening or property-damaging situation they shall notify the CCDC within one hour of discovery.” We propose to carry this task as an allowance (time and material estimated upset). Is this acceptable to the New York Convention Center Development Corporation?</p>	Yes.
38	<p>Please clarify the survey scope for the new building that is currently under construction. Limited to plans and specifications review?</p> <p>No physical observations of the new building.</p>	Correct; limited to plans and specification review.
39	Were prior assessments/studies of the facility performed. If so, can these be provided?	See answer to question 28.

No.	Question	Answer
40	<p>Section B.1.c lists "... life Safety code compliance deficiencies" as part of the Combined Javits assessment. Also, Item B.1.d Priority 5 refers to meeting codes/standards and conforming to existing codes. However, Item B.5.c contradicts all references to code compliance and states "...this is a condition assessment not a code compliance assessment."</p> <p>Does the Scope of Work include assessing code compliance for all components? Please clarify.</p>	<p>Code compliance review should be conducted, but the primary purpose for this assessment is to develop a long term capital plan for the Javits Center.</p>
41	<p>Define the term "Deficiency" as used in Item 5a.</p>	<p>Condition needing repair.</p>
42	<p>B.1.c calls for a "...visual, non-destructive inspection..." while Section B.5.b describes inspection of electrical panels, detection of hot spots and correction of loose connections found, which is beyond a visual inspection and would most likely require union electrical labor. Please clarify the expectations for this component of the assessment.</p>	<p>Section B.5.b calls for inspection of electrical panels with an infrared gun "if needed". We look to the consultants to determine if this is necessary. Any necessary immediate repair will be performed by or on behalf of CCOC. See also answer to question 37.</p>
43	<p>Section B.5.b calls for "... correction of loose connections found". Is it really intended that we're to correct this defect during the condition assessment."</p>	<p>See answer to question 42.</p>
44	<p>Provide more information of the process by which certain electrical panel deficiencies requiring more than 16 hours to correct are to be documented by the inspector/bidder.</p>	<p>See answer to question 42.</p>

No.	Question	Answer
45	The level of investigation described in item B.5.b is not described for other components of the assessment; is the same level of investigation as described in item 5b expected for all components of the assessment?	See answer to question 42.
46	Which Building Code(s) and version(s) will be used to assess the existing facility?	The facility should be assessed under current NYC building code but note that much of the building was constructed under older versions of the city's building code. That information will be provided to the selected consultant.
47	Is assessing bringing the existing facility up to date with the current Building Code(s) in the Scope of Work?	No.
48	Are updated Certificate of Occupancy and Place of Assembly plans part of the scope of work?	No.
49	Will base building data and maintenance history records be made available for the 2015 renovation of the existing facility (page 2 items i-xi)?	Relevant available data will be provided to the winning bidder.
50	Are details available of the base building data and maintenance history of the remaining portions of the existing facility that were not repaired or replaced during the 2015 renovation?	Relevant available data will be provided to the winning bidder.

No.	Question	Answer
51	What is the expected documentation/deliverable of the review and analysis of the plans and specification of the new facility currently under construction?	We look to the consultant to provide guidance on this matter.
52	Will the actual expenditures for the last three (3) years be provided and categorized in a way consistent with the proposed expenditure categories listed?	Relevant available data will be provided to the winning bidder.
53	Section B.5.c states that we do “.... not include analysis to initiate new construction to bring buildings into code compliance”, but that B.1.c says that we can flag any component as not meeting current code. We interpret this as being that for all component items that are flagged as “Not meeting Code” we do not include any financial analysis in our Capital Asset/Investment Plans for that “Remedial Work” Is this correct??	No that is not correct. This paragraph starts with “Facility replacement is not an option for analysis...” We are looking for a plan of projects that will keep the Javits Center a long term functional asset for the State of New York. The intent of this paragraph is that the consultant should not consider replacing this structure with a new structure.
54	Can we assume that only the Prime Bidder need to complete the forms listed in this section (specifically page 10)	Yes.



No.	Question	Answer
55	Depending on the responses to some of the above questions, our RFP responses may be impacted. Can the RFP due date of 10/11/19 be extended, by at least a week to allow full vetting of our price and schedule as a result of responses to above questions?	Please see updated schedule in Addendum I.
56	Is there a specific format or form for the required MBE/WBE Utilization Plan for the Javits Convention Center proposal response?	Please use the OCSD-4 form.
57	When can we expect drawings/floor plans to be added to the ESD RFP website as indicated at the site walk-through?	See answer to question 26.
58	<p>With respect to assessing food service areas: Can we assume that we will be assessing only back-of-the house food service kitchens and their associated equipment (ovens, bulk mixers, walk-in boxes, dishwashers, stainless steel counters/cabinetry, etc.)?</p> <p>We assume that food court vendors (such as Starbucks and others) typically own their own equipment and would not be subject to the assessment. Please confirm and/or advise.</p>	Confirmed correct.

No.	Question	Answer
59	Do the EcoDomus, E-maintenance and Siemens BMS systems include an asset hierarchy that establishes the parent-child relationships for all of the Existing Facility assets that the Conditions Assessment and the Long-Term Capital Asset Plan are intended to include?	A BIM model of the facility will be provided to the winning bidder. Parent-child relationship can be determined from the BIM model.
60	<p>Does CCOC maintain a set of inspections and preventive maintenance procedures believed to be appropriate, and, if so:</p> <p>a. What metrics are used to determine whether or not those procedures are being performed as intended and on-time, the annual cost of those inspection and preventive maintenance activities, and whether a backlog of unmet regular maintenance needs has been growing?</p> <p>b. Does the system separately track the extent of corrective maintenance activities being performed – whether in response to asset damage, failure or non-functioning – documenting which assets are being repaired and/or replaced, and the cost of those repairs? How many years of data are available?</p>	<p>A. Preventive maintenance is tracked via E-Maintenance and EcoDomus.</p> <p>B. Both EcoDomus and E-Maintenance can track extent of corrective maintenance. EcoDomus will launch December 2019, E-maintenance is also new. Preventive maintenance module was launched in 2019.</p>
61	Do subconsultants need to provide an explanation for any instances, where they were removed from the project?	If the question is, whether both primes and subs should disclose instances when they have been removed from prior projects? The answer is yes.
62	Can you specify redundancy in the company of staff Experienced in this type of work? Do subconsultants need to provide this info as well?	If the question is, whether both primes and subs should submit evidence of past experience? The answer is yes.



No.	Question	Answer
63	<p>It is noted that your answer to question 5 is that ". we are looking to complete the Conditions assessment by no later than Spring 2020".</p> <p>Is the answer intended to include the complete scope of work defined in the RFP i.e. The Long- Term Capital Asset Plan is also to be completed by no later than Spring 2020></p>	Yes
64	<p>Please identify "blackout" or "limited access" dates on the calendar where survey teams would not have full access to the facility. Which areas of the facility will not be available on which dates?</p>	Consultants must coordinate with CCOC for access to the facility.

Each of the foregoing is added to and made part of the RFP. Any questions regarding this addendum may be submitted to the designated contact account at CCDC_Assessment&CapitalPlanning-RFP@esd.ny.gov.