

**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR PARKS AND BUILDINGS ASSESSEMENT**

Questions and Answers.

1. Do you have drawings of any/all of the buildings and/or parks?

A couple of the buildings and parks have drawings. The majority do not have drawings.

2. Do you have CAD files of any/all of the buildings and/or parks?

A couple of the buildings and parks have CAD files. The majority do not have CAD files.

3. What is your project budget for this scope of work?

Project budget has not been determined.

4. What is your anticipated schedule for awarding the project through completion?

Project award is tentatively scheduled for March 2023. Consultant to include a project schedule to complete the project in the proposal.

5. Is a Fee and Rate schedule part of the SOQ or only noted as an Exhibit on the professional services agreement?

Fee and rate schedule are not required to be submitted with the proposal. Fee and rate schedule will be provided by the consultant after the project is awarded and will be included as an exhibit in the professional services agreement.

6. On page 2 of the RFP, the document requests website links if available for electronic examples of ADA and FCA reports. Can we create a dropbox link for the City to access in lieu of including website links?

Yes. Link must be emailed to monzaki@snohomishwa.gov no later than 3:00 PM (PST) on Thursday, January 19, 2023.

7. Does the city already have a particular database either in place or selected to be implemented?

The city uses iWorQ by iWorQ Systems, Inc. for parks and facilities maintenance work orders.

8. Does the city want the consultant to help select an asset management database?

The city would like to hear from the consultants their preferences and experiences with asset management databases.

9. Does the City have a target completion date for the assessment and final delivery?

No. Consultant to include a project schedule to complete the project in the proposal.

10. Will the following items count in the page count:

- a. Cover Sheet – No.
- b. Cover Letter – Yes.
- c. Table of Contents – No.
- d. References – Yes.

11. What is the budget for the ADA Transition Plan?

Project budget has not been determined.

12. What is the budget for the Building and Parks Assessment?

Project budget has not been determined.