

Pre-proposal Meeting Questions and Answers

A non-mandatory pre-proposal meeting was held on August 5, 2014. The questions shown below were presented and answered during the session.

Shown below are the questions followed by the answers in red.

- 1) The RFP indicates that land will be included. As the purpose of the work is for insurance, can you please confirm if this should be removed/omitted? Another question was submitted regarding land – GUC is requesting that land be appraised. Is this for GASB 34 purposes or other?

Answer – GUC is requesting a separate, itemized appraisal, in its entirety, for the property at each physical address within GUC's infrastructure including land, buildings, contents and land improvements. With the exception of the land, the appraisal should include replacement costs where applicable.

- 2) The deliverables raises the questions of how you intend to include the process equipment (i.e., pumps, motors, clarifier, etc.). Are these currently recorded as part of the structures or separately, as contents?

Answer – The contents of the buildings should be listed separately. Pumps and motors are part of the contents. Clarifiers, when attached to a structure, should be valued as part of the structure. Appraisal firms will not be expected to get as granular as appraising chairs, desks, cabinets, etc. When a building has special use contents, such as engineering equipment, GUC will expect the special use equipment to be valued separately as contents of the specific building.

- 3) Can you please clarify specifically which data is required for secondary characteristic reporting?

Answer – Data to include as secondary characteristic includes construction quality, roof covering, age/condition, roof geometry.

- 4) The deliverables sub-point g states the deliverable should indicate the “insurance requirements by locations”; can we interpret this to mean the total values by location?

Answer - Refer to the answer provided in question 1.

- 5) The deliverables references the valuation requested of your equipment listing. Is it the expectation of the Commission that the appraisers reconcile this listing in the field, or will we rely on the accuracy of your data, as provided?

Answer - The equipment listing is accurate and does NOT need to be reconciled by the appraiser. Specific information regarding generator capacity and size will be provided to the successful firm.

- 6) We've reviewed your website and found information on treatment capacity for the plants. Can you indicate if there have been any recent expansions or (major) construction at any of the facilities?

Answer – Yes, the Waste Water Treatment Plant had recent expansions. Information on the expansion will be available to the successfully awarded firm.

- 7) Can you please confirm the successful firm will have access to blueprints for the major locations, and advise as to the accessibility/availability of electronic copies?

Answer - Yes, electronic copies of plans/blueprints will be provided to the successful firm. However, a confidentiality agreement will be required to be signed by the successful firm.

- 8) The website implies street lighting may be owned by the City. Can you please confirm if this is to be excluded from the scope?

Answer – Yes, street lights should be excluded.

- 9) Values have been omitted from the SOV. For bidding purposes, it is useful to review these especially for locations such as pumping stations, wells, and substations where general specifications are unknown?

Answer – Yes, the firms will be provided with a SOV showing the values by location on/before August 8th.

- 10) Is there any equipment inventory/valuation threshold for this engagement?

Answer - Yes, \$5,000 or above.

- 11) More information was requested regarding the security requirements (reference Pgs. 15, 3.7)

Answer – The purpose of this section is to identify and describe the measures that will be taken by the firm to protect the documents of the Commission.

- 12) More information was requested regarding the vendor registration (pg. 16, section 3.9)

Answer – The successful bidder will be required to register as a vendor in order to facilitate the payment of invoices.

- 13) How should the firm plan to handle pump stations in progress?

Answer – GUC will provide the firm with contractor breakdown information and the major components of construction in order to provide an accurate appraisal. In addition, the firm may be required to appraise other properties as requested; however, any special requests will be handled one on one as an amendment to the RFP.