

Addendum 1
To RFP 24-1033 for Building Automation System Study
Questions and Answers

Issued on October 25, 2023

RFI #	Question/RFI	Answer/Clarification
1.	Does Corporation require that the BAS study include review of all terminal equipment control valves or just the major AHU control valves?	All control valves including AHU shall be reviewed.
2.	Are mechanical design documents and equipment coil approved shop drawings available electronically for the control valve review?	Additional mechanical drawings will be provided to the awarded Consultant.
3.	Is the study/report to include upgrade/replacement design documentation (Section 3-J for example references design drawings) including specification, one-line drawings, points schedules, and sequence of operations for all systems requiring upgrade or replacement or for the complete BAS?	Yes.
4.	Section 3-N in the scope of work (Complexity of System): Is it intended that the BAS study/report include modified design sequence of operations? Is the sequence of operations solely regarding the fire safety systems, or are HVAC systems also included?	Yes. HVAC and any other relevant systems shall be included.

5.	<p>The RFP mentions future BAS Contractor collaboration for upgrade/replacement and that the final report documentation shall serve as a guide for implementing BAS system enhancements.</p> <p>Can Corporation provide scope on what is required in the BAS study to support future contractor collaboration?</p>	<p>To support future BAS contractor collaboration, the BAS study should provide the following scope:</p> <ul style="list-style-type: none"> • Detailed documentation of existing BAS system, including system architecture, device locations, and wiring diagrams. • A thorough system assessment of current system’s performance, reliability, and limitations. • A clear and detailed sequence of operations for the existing system should be outlined. • Provide functional specifications that describe the desired outcomes and performance criteria for the upgraded BAS system. • If the BAS is integrated with other building systems (HVAC, Lighting, or security), outline the integration requirements and any potential enhancements needed. • Create an inventory of all BAS equipment and devices that may require upgrade. • Propose a plan for future BAS system enhancement, including a roadmap for implementation, estimated costs, and timelines. • Ensure proposed enhancement aligns with relevant industry standards and compliance requirements.
6.	<p>Section 3-E in the scope of work (Field Panels and their Locations): Is this a requirement only for new BAS panel locations associated with BAS study upgrade/replacement recommendations and not the existing BAS panel locations?</p>	<p>Analysis shall include current BAS field panels and related locations.</p>
7.	<p>Can Corporation provide documentation on the scope of the current Central Plant upgrade project that is required to be addressed (potential impacts and recommendations) in BAS study/report?</p>	<p>Please refer to Exhibit C, Central Plant Project Scope of Work. Consultant shall review all modules and accessories for equipment outside of the Central Plant in addition to the software/ server.</p>

8.	<p>Section 4-A in the scope of work (Overview of Corporation's existing system) second bullet: Can Corporation describe in more detail what is meant by devices this requirement is referring to?</p> <p>Is this in reference to space mounted devices or all BAS devices?</p>	<p>Consultant shall list all devices associated with the BAS reporting system (sensors, controllers, actuators, user interfaces, etc.).</p>
9.	<p>Section 3-A in the scope of work (Compatibility of Components): Are all system components to be included?</p> <p>Is this to mean it is desired for the entire BAS to have multiple suppliers, or only individual devices?</p>	<p>System components (sensors, controllers, actuators, and user interfaces) shall be reviewed. Should a component fail within the BAS system, it is the desire to have it not be proprietary to a specific BAS technician company to limit competition.</p>
10.	<p>Is there fire alarm as-builts for the building?</p>	<p>Fire alarm as-builts will be provided to the awarded Consultant.</p>
11.	<p>What is the expectation of the fire alarm deliverable?</p> <p>Is Corporation looking for plans showing locations of smoke detectors and a sequence of operations?</p>	<p>The assessment/ report should identify the locations of all smoke detection sensors, the sequence of operations, and feedback identifying recommended changes for efficiencies or code compliance requirements to be corrected.</p>
12.	<p>Will reflected ceiling plans be provided?</p>	<p>For a copy of the drawings, please email Margaret McCloskey at margaret.mccloskey@visitsandiego.com.</p>
13.	<p>Are plans being submitted to the city for permit?</p>	<p>Permit pricing (application for permit, coordinating with the City of San Diego, etc.) shall be submitted as add alternate pricing within the Bid Form. Permits shall be complete and no deferred submittals.</p>
14.	<p>How much support will there be from the current controls contractor/servicer, or facilities staff to conduct the assessment and access the system, sequences, points, etc.?</p>	<p>Limited support will be provided from the current maintenance contractor of the system. The awarded Consultant conducting this assessment will coordinate information with Corporation staff comprising of HVAC technicians, engineers, etc.</p>
15.	<p>Is there any capability for remote login into the system for monitoring and assessment efforts?</p>	<p>Yes, remote login access may be granted to the awarded Consultant.</p>
16.	<p>Section 3-I in the scope of work (Fire Safety): Is the ask of this scope related to smoke sensors directly mounted within HVAC infrastructure, and/or controlling smoke control/pressurization systems, or is it intended to be requesting a review of all duct mounted and area smoke detectors within the facility?</p>	<p>Section 3-I includes working with smoke detectors that are associated with the BAS system throughout the building. This will include all smoke detectors.</p>

17.	Section 3-J in the scope of work (Point Schedules): Is the scope to review the existing drawings and current points list and identify if there are points on the current system that are not otherwise currently indicated on the as-built drawings, or is the intent to provide a revised and updated set of drawings?	Scope is to review existing drawings and identify missing/ incorrect points on the system.
18.	Section 3-N in the scope of work (Complexity of System) bullet 2: Is the RFP asking for the Consultant to provide recommendations for modifications to current sequences of operation? If so, for which systems? The language of the bullet appears to be referring to smoke control systems, and not standard HVAC equipment control sequences. Most of the RFP appears to be dealing with identification, recommendation, analysis, not necessarily creation of new control sequences as this bullet seems to be suggesting.	Yes. Consultant shall provide suggestions that can illustrate if sequence of operation can be tuned in. This includes all devices in place and their respective control units. Consultant shall outline if the current system is too complex, and determine if it can be simplified.
19.	Please clarify the expectations for Section 4.D in the scope of work. Is there a defined structure envisions for what "collaboration" means with the future contractor responsible for the upgrade? A certain number of meetings that need to be established. Virtual? In person? Site walks and site collaboration?	The awarded Consultant shall coordinate and meet with the future implementation contractor to assist in answering questions and explaining findings from assessment. These meetings may either be conducted virtually or in-person depending on need and preference of individuals.
20.	Would the successful consultant be prohibited from pursuing the future controls implementation work? What level of separation would be required between the successful consultant and that future controls upgrade implementation agency?	Yes, the awarded Consultant to conduct the BAS assessment study cannot be awarded the resulting controls implementation/replacement scope. Firms with a shared financial interest are precluded as this would constitute a conflict of interest.
21.	Please clarify what is meant by, and/or please provide examples of, any kind of person or entity that would conflict with the Services provided herein, as contemplated by Section 5.6, Exhibit A (Sample Contract).	Please refer to all paragraphs listed in Section 5.6 of Exhibit A - Sample Contract.
22.	It has been mentioned that this may not be the 1 st RFP issued for pricing. Possibly two previous requests. What is the probability of this work being awarded?	BAS replacement projects have been bid previously and work on the BAS system has been performed by previous contractors. This project is very likely to be awarded.

23.	Can the bid date be extended to at least November 17 th , in order to have sufficient time to review the RFI responses and to prepare an accurate proposal?	Corporation is unable to extend the RFP Bid Deadline.
24.	Can the awarded Consultant also be awarded the modifications?	No. Please refer to RFI # 21.
25.	Is a Professional Engineer license required?	No.
26.	Can access to the existing performance logs and data related to the Building Automation System (BAS) be provided?	Access to the existing performance logs will be provided to the awarded Consultant.
27.	What specific actuating devices are currently integrated into the BAS, and what is their operational status?	This information will be provided to the awarded Consultant.
28.	What type of host computer is currently in use, and how does it interface with the BAS components?	Corporation has a dedicated PC running Windows 10 for Metasys in the Central plant and another similarly configured PC in the Electricians shop.
29.	What software is currently running the BAS, and what version is it? Are there any known software-related challenges or limitations?	Metasys version 10. It is currently limited remote access.
30.	Will Corporation provide a list of key personnel or stakeholders within the Corporation who are knowledgeable about the BAS operations and requirements?	The awarded Consultant shall review the system with our internal HVAC technicians and IT team to review the current system operations and challenges.
31.	Are there any specific performance metrics or benchmarks that the Corporation aims to achieve with the BAS?	The ideal outcome is to include, but not limit to, energy savings, operational efficiency, indoor environmental quality, system reliability, occupant comfort, sustainability, and return on investment.
32.	How would Corporation describe the current performance and functionality of the BAS in meeting the Corporation's needs?	The purpose of this analysis will focus on the current performance and functionality of the BAS system which Corporation will consider for future enhancements.
33.	Are there any specific pain points or areas of improvement that have been identified with the existing BAS setup?	No.

34.	What are Corporation's long-term goals and expectations for the BAS, in terms of functionality, scalability, and energy efficiency?	<p>Corporation's expected result of this analysis shall include functionality that integrates advanced features, user friendly interface, remote access and control, cyber security, scalability that features modular design, future proofing, & cloud integration.</p> <p>The BAS study/analysis should actively optimize energy usage in real time, adjusting based on occupancy, external weather conditions, and other variables. Features to reduce energy consumption during peak demand periods, potentially leveraging energy storage or demand response strategies.</p>
35.	What is the budgetary allocation for potential modifications or upgrades to the BAS controls and modules?	There is no anticipated cost data currently available.
36.	Does Corporation have a schedule in mind to complete the study (i.e. preferred number of calendar days)?	Yes. See section 6 of the scope of work.
37.	Section 2 of the scope of work (Specific Services): States codes and standards to adhere to. Please confirm if ASHRAE Guideline 36 "High-Performance Sequences of Operation for HVAC Systems" is required.	Yes, please follow the guidance of all applicable ASHRAE standards.
38.	Section 2 of the scope of work (Specific Services): States codes and standards to adhere to including California Building Code Title 24. Please confirm that the intent of this project is limited to a controls upgrade and not to bring up the related systems (i.e. HVAC, Lighting, etc.) to the current California Building Code.	The project is limited to the controls/ software upgrade.
39.	Section 5 of the scope of work, (Meetings): States that the Consultant shall attend meetings as needed. Please provide anticipated meeting frequency and clarify if meetings are required to be in person or remotely.	Meetings will be scheduled either weekly or bi-weekly to receive updates on project progress and assist to answer questions. Meetings may be conducted virtually.
40.	Section 4-D of the scope of work, (Future Contractor Collaboration): states that the Consultant shall collaborate with the future Contractor responsible for implementation. Please clarify if this Contractor is known, will be provided by the Consultant as a result of this project, or will be determined following the completion of this project.	The future Contractor who will oversee the replacement/ implementation of the recommendations will be determined at a later date.

41.	Section 4 of the scope of work, (Final Report & Presentation): A draft or progress report as part of the project is not included. Please confirm that there is only one round of deliverables in the final report phase.	A final report is to be issued to the Corporation at the conclusion of the assessment phase. Minor clarifying modifications may be requested.
42.	<p>Section 3 of the scope of work (System Component Analysis): Will a TAB (Testing, Adjusting, and Balancing) be required to be performed as part of the BAS study to identify HVAC system deficiencies that will impact the Corporation's ability to implement the BAS upgrades that cannot be determined by visual inspection alone?</p> <p>For example, a TAB report can determine if an outdoor air vent (OSA damper) is jammed open or if a fan is running in the wrong direction. This information is useful in determining existing conditions, identifying any potential workarounds to resolve issues, and providing recommendations for any upgrades.</p>	No.
43.	This project focuses on the Building Automation System (BAS) and associated control system components. Please confirm that a facility conditions assessment on the equipment served by the control system is not part of the scope of work including non-operational equipment.	Refer to RFI # 39.

Please Note: Addendum 1 to RFP 24-1033 incorporates one (1) new document:

- Exhibit C – Central Plant Project Scope of Work

RFP documents are available for download at: [RFP 24-1033 - Building Automation System Study - San Diego Convention Center \(visitsandiego.com\)](#)