



ADDENDUM NO. 1 REQUEST FOR PROPOSALS 2025-039

KITSAP COUNTY

TO: All Respondents

FROM: Glen McNeill, Kitsap County Purchasing Supervisor

CLOSING DATE: October 23, 2025, at 2:00 PM [UNCHANGED]

REF NO.: 025-039 On Call Facility Condition Assessment Services

DATE: 10/17/2025

TO ALL PLANHOLDERS AND/OR PROSPECTIVE BIDDERS:

The following changes, additions, and/or deletions are hereby made as part of the Contract Documents for the On-Call Facilities Condition Assessment Services located in Kitsap County, Washington.

QUESTIONS & ANSWERS:

QUESTION 1: My firm intends to submit our qualifications in response to the County's RFQ for on-call FCA services. As we're putting together our submittal, I had a technical question I'm hoping you can answer. Under the general information for firm's profile, it asks for evidence of required license(s). I'm wondering if you are looking for our business license, or specific individual staff license information like PE/architect registration numbers. Any guidance you can provide would be greatly appreciated.

ANSWER 1: *We would like information related to any relevant licenses that staff may have.*

QUESTION 2: Can you please confirm if the 10-page limit is 10 single-sided or 10 double-sided pages.

ANSWER 2: *Maximum page limit is increased to 25 double-sided pages.*

QUESTION 3: Given the amount of information being requested (2.5 pages of submission requirements), and the breadth of services that are included in the scope of work, we are requesting that the maximum page limit be increased to 25 double-sided pages.

ANSWER 3: *Maximum page limit is increased to 25 double-sided pages.*

QUESTION 4: Can you please provide details of the in-scope buildings (date of construction, square footage, program type/usage).

ANSWER 4: *Specific Work Orders will be issued off this On-Call contract which will provide specific details of the buildings. In general we have facilities – courthouse, office buildings, juvenile detentions, jails, fairgrounds buildings, and inpatient recovery centers – that range from 600SF to nearly 150,000SF.*

QUESTION 5: ASTM E2018-24 which governs what we do clearly states that “Facility Condition Assessments” is not considered to be a professional service and licensing is not required. ASTM states that clients should choose assessors based on experience. Given that we are to follow ASTM standard, can the requirements for professional licensing be waived?

ANSWER 5: *No specific licenses are required in the RFQ.*

QUESTION 6: Please clarify the level of detail that is required to address ADA compliance for the buildings. A Level one is a checklist-based visual review that is acceptable by ASTM E2018-24 Baseline Guide for Property Condition Assessment. A level two assessment typically involves a carefully measured documented review of each ADA compliance issue. What is the performance expectation for Accessibility compliance in your RFP? Level One or Level Two?

ANSWER 6: *Level Two*

QUESTION 7: Please confirm if a detailed code assessment is required, or if a checklist focused on readily visible issues is sufficient. In the event that you want to have a detailed code assessment completed, given that the work often exceeds the effort required for an FCA, can you please provide a more detailed scope of work for the detailed code assessment, including a list of the applicable codes you wish the assessment to include to allow for all parties to submit a comparable cost.

ANSWER 7: *Depending on the specific Work Order, either method may be used. This is an RFQ, therefore no cost estimate is expected. Once the successful responder has been chosen, individual work orders will be issued and the successful responder will provide a cost estimate at that time for each Work Order.*

QUESTION 8: We plan on bidding on a few different tasks in the scope, do these need separate proposals or one full one (given the page limit)?

ANSWER 8: *The successful responder must be able to complete all assigned tasks. For tasks that the successful responder cannot complete in-house, sub-contracting is acceptable.*

QUESTION 9: Will the projects that take place under this on-call contract (CFA services on County

facilities) preclude the ability to propose on future design projects?

ANSWER 9: *No, it will not preclude the ability to propose on future design projects.*

END OF ADDENDUM NO. 1