

ADDENDUM # 1

**CITY OF TORRANCE
3031 Torrance Blvd.
Torrance, CA 90503**

RFP NO. B2022-48

RFP for Facility Assessment Services for the City of Torrance

ADDENDUM # 1- Issued 12/9/22

THE FOLLOWING CHANGES ARE HEREBY INCORPORATED INTO AND MADE A MANDATORY PART OF SUBJECT RFP:

Proposal Due Date remains on **Monday, January 23, 2023 by 3:00 PM** in the Office of the City Clerk's, 3031 Torrance Blvd., Torrance CA 90503. Questions regarding the subject RFP must be submitted in writing to Nina Schroeder (NSchroeder@TorranceCA.Gov) by 12:00 noon on Wednesday, December 21, 2022.

Below is a question raised during the proposal preparation period with the answer provided in bold.

1. FCAs usually must comply with ASTM 2018-15 or the latest property condition surveys. Will this be the guiding standard for the FCAs? If so we would not need to have licensed Engineers or Architect doing the assessments. Is it acceptable to comply with the ASTM requirements?

ASTM 2018-15:

6.2 Staffing of the Field Observer—This guide recognizes that for the majority of commercial real estate subject to a PCA, **the field observer assigned by the consultant to conduct the walk-through survey most likely will be a single individual having a general, well rounded knowledge of pertinent build [1]ing systems and components.** However, a single individual will not have knowledge, expertise, or experience with all building codes, whether such codes are nationally or locally accepted, building systems, and asset types, which are applicable in all locales. The decision to supplement the field observer with specialty consultants, building system mechanics, specialized service personnel, or any other specialized field observers, should be a mutual decision made by the consultant and the user prior to engagement. This decision should be made in accordance with the requirements, risk tolerance level, and budgetary constraints of the user, the purpose the PCA is to serve, the expediency of PCR delivery, and the complexity of the subject property

Facility Conditions Assessments must comply with ASTM 2018-15 or the latest property condition surveys. This will be the guided standard for the Facility Conditions Assessment.

ASTM E2018-15 Standard - Property Condition Assessments. The ASTM E2018-15 Standard is the industry standard for baseline [Property Condition Assessments](#). Fully named "ASTM E2018-15 Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process," the Standard outlines the purpose and scope of the [Property Condition Assessment](#) including the walk-through survey, document reviews, and interviews, as well as the contents of the Property Condition Report. According to ASTM E2018, the goal of the Property Condition Assessment is to identify and communicate physical deficiencies of the subject property. Standards for PCA assessments are published by the ASTM. Standards should be carefully reviewed to fully understand the work to be completed as well as the limitations of reports. In addition, the National Engineering and Environmental Due Diligence Association (NEEDDA) has published a white

paper that can provide a useful starting point. The National Engineering and Environmental Due Diligence Association or “NEEDDA” is a 501(c)(6) non-profit organization formed to improve the practice of engineering and environmental due diligence for all stakeholders, members, clients, vendors, and non-member firms. Read the full [White Paper here](#).

Please return this addendum with your proposal.

I hereby acknowledge receipt of this addendum.

Name of Company

Address

City

State

Zip Code