



## Sports & Exhibition Authority

When you have the time, Pittsburgh has the place.

Addendum #1 – Fire Alarm Monitoring, Support, & Inspection Services – DLCC

September 25, 2023

### 1) Dates:

- a) Deadline for Inquiries: 2:00pm | Tuesday, October 3, 2023
  - i) Email: [lkistler@pittsburghcc.com](mailto:lkistler@pittsburghcc.com)
- b) Deadline for Submission of Bids: 2:00pm | Friday, October 20, 2023

### 2) Additional Information:

- a) Contact information
  - i) SEA Procurement & M/WBE Specialist
    - (1) Alicia Matos
      - (a) Email: [amatos@pgh-sea.com](mailto:amatos@pgh-sea.com)
      - (b) Phone: 412.393.7106
    - ii) Non-Mandatory Pre-Proposal Meeting Summary
      - (1) Lucas Kistler reviewed Meeting Agenda (see Pre-Proposal Agenda attached).

### 3) Questions:

- a) Can you provide inspection reports for scope items?
  - i) *Example inspection reports can be found via the Dropbox link listed under Attachments.*
- b) Do you have any maps of the facility you can provide related to inspections, floor plans, and square footage?
  - i) *Related maps can be found via the Dropbox link listed under Attachments.*
- c) What would be the specific type of VESDA/IR System that is in the Convention Center.
  - i) *VESDA/IR Product Manual can be found via the Dropbox link listed under Attachments.*

### 4) Attachments:

- a) Pre-Proposal Meeting Agenda
- b) Pre-Proposal Meeting Sign-in Sheet
- c) Dropbox link [access here](#)<sup>1</sup>.

<sup>1</sup> Dropbox Link: <https://www.dropbox.com/scl/fo/352nhl6tjvjuhdtxddka/h?rlkey=mgb8vywlgwlfzefzi0x7kxwl8&dl=0>

**Fire Alarm Monitoring, Support, & Inspection Services**  
**Pre-Proposal Meeting**  
**September 15, 2023**  
**10:00 AM**

1. Project Team Introduction
  - a. Sports & Exhibition Authority – Owner
    - i. Doug Straley, Project Executive
    - ii. Bill Williams, Director of Facilities
    - iii. Alicia Matos, Procurement & M/WBE Specialist
  - b. ASM Global – Property Manager
    - i. Ryan Buries, Assistant General Manager
    - ii. Lucas Kistler, Director of Facility Services
    - iii. Spencer Girman, Facility Manager
2. Process Review
  - a. Timeline
    - i. Inquiries due to Project Manager (Lucas): 2:00pm | Tuesday, October 3, 2023
    - ii. Proposals due: 2:00pm | Friday, October 20, 2023
    - iii. Interviews, if necessary: Tuesday, October 24 – Thursday, October 26, 2023
    - iv. Board approval: Thursday, November 9, 2023
  - b. Review sample contract (included in RFP), submit concerns or questions with proposal
    - i. Note insurance requirements
    - ii. Contract Term
  - c. MBE/WBE Goals: SEA goals are to achieve 25% MBE and 10% WBE participation. Proposer is required to demonstrate good faith effort to identify MBE/WBE subcontractors or suppliers. SEA Procurement & M/WBE Specialist Alicia Matos is available to assist with identifying MBE/WBE participation.
    - i. Email: [amatos@pgh-sea.com](mailto:amatos@pgh-sea.com)
    - ii. Phone: 412-393-7106
  - d. Fee Proposal: Carefully review details in RFP. Highlights:
    - i. Indicate any changes to scope if recommended; break out associated costs (adds or deducts)
    - ii. Must identify all tasks, including alarm monitoring and inspections with submission of written reports.
    - iii. Established schedule of inspections annually.
    - iv. List of hourly rates and job classifications for personnel working, including subconsultants.
3. Project Overview
  - a. RFP – Scope of Work
4. Questions
5. Site Walk

