



ARLINGTON VIRGINIA

ATTENDANCE and MINUTES

- BID OPENING PRE-BID/PROPOSAL CONFERENCE SITE VISIT
PRESENTATION MANDATORY MANDATORY
NON-MANDATORY NON-MANDATORY

BID/RFP NUMBER: 23-CPHD-RFP-362 DATE: February 7, 2022

BID/RFP TITLE: Vertical Lift Inspection and Plan Review Services

Table with 3 columns: Name, Email, Firm. Lists attendees like Sy Gezachew, Tammy Watson, Shahriar Amiri, Dan Waldrop, Ryan Tkach, Chris Dodds, Robert STUART, Gloria Duque, and Chalie Slater with their respective email addresses and firms.

Minutes

- 1. Introductions:
2. Disclosure: Oral representations made at the pre-proposal conference are not binding upon the County.
3. SCC Registration required for award.
4. Any questions asked today, please submit to Vendor Registry by the question deadline for a formal response from the County.
5. All Communications during the process must go through the Purchasing Office

7. RFP No. 23-CPHD-RFP-362 - TENTATIVE SCHEDULE

Table with 2 columns: Event, Date. Lists RFP ISSUANCE (January 26, 2023), OPTIONAL VIRTUAL PRE-PROPOSAL CONFERENCE (February 7, 2023 at 9:30 a.m.), QUESTION DEADLINE (February 24, 2023 at 5:00 p.m.), ADDENDUM ISSUANCE (if applicable) (February 27, 2023), PROPOSALS DUE (March 7, 2023 at 3:00 p.m.), and CONTRACT AWARD (TBD).

Minutes:

The County currently has a little bit over 3000 equipment – existing equipment – elevators moving walk escalators in the county on a typical year, we add about 100 new devices annually. By the state law, we are required to do annual inspection or referred to as periodic inspection. We don't conduct routine inspection every six months. So those 3000 plus units every year needs to be annually inspected plus the portfolio keeps growing by about 100 every year. The expectation is to do a plan review services under the Virginia Construction Code, which basically references NCA 17, one for majority of it. Most of the work in terms of issuing permits, issuing certificates is done in house by inspection services staff. So the third party vendor is responsible for doing the technical work and investigating, investigating accidents and incidents as required. The Plan review service also includes plan review not only for new installation but for modernization, change of equipment at some points and what have you residential elevators is part of the program but not for annual inspection just for the startup. And acceptance testing at the beginning.

Q Are submittal of inspection reports and such through your system? Is it something that we are inspectors would log into the system and submit a report via the system? Or is it something where we would utilize that as we have App of our own where we would submit PDF copies or paper copies to the jurisdiction.

A the expectation of the vendor is to use our system and it's a web-based system called permit Arlington for new inspection installation and for annual inspection. The expectation is that vendor uses are a system and inputs the data directly into our system. So that's the expectation from the vendor.

Q Is that something that currently the inspectors do from the field via tablet or computer or is that something that's done?

A it's done in the field most of the time when they have a A when they have connection you can use it because it's a web-based system. We use an Excel system and that is really does this type of stuff and there is also app version that you can use a tablet or iPad to do the inspection. we will be providing training for the system.

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