

April 16, 2021

SOLICITATION ADDENDUM NO. 1

RFP 20-0031

Design Team for Raleigh Hills Elementary School Replacement

THE FOLLOWING CHANGES/ADDITIONS TO THE ABOVE CITED SOLICITATION ARE ANNOUNCED:

This Addendum modifies the Request for Proposal (RFP) document(s) only to the extent indicated herein. All other areas not changed or otherwise modified by this Addendum shall remain in full force and effect. This Addendum is hereby made an integral part of the RFP document. Proposers must be responsive to any requirements of this Addendum as if the requirements were set forth in the RFP. Failure to do so may result in Proposal rejection. See the RFP regarding requests for clarification or change and protests of this Addendum, and the deadlines for the foregoing.

This addendum is to be acknowledged in the space provided on the Proposer Certification Form supplied in the solicitation document. Failure to acknowledge receipt of this addendum may be cause to reject your Proposal.

The closing date **REMAINS UNCHANGED: April 23, 2021 at 2:00 PM Pacific Time**

CHANGES:

- 1) **SECTION II – STATEMENT OF WORK, 6. Addenda, b. is hereby replaced with the following:**
 - b. **Notice and Distribution.** The District will publish notice of all Addenda on the ORPIN (Oregon Procurement Information Network) website. Addenda may be downloaded from the ORPIN website. It is the Proposers' responsibility to inquire about Addenda. Proposers should frequently check the ORPIN website until Closing about any Addenda that may be issued.
- 2) **The letters before each Response Item listed under SECTION IV – RESPONSE AND EVALUATION, Response Items: are as follows:**
 - A. **APPROACH**
 - B. **EXPERIENCE**
 - C. **PERSONNEL**
 - D. **SUB CONSULTANTS**
 - E. **REFERENCES**
 - F. **PRICE PROPOSAL**
- 3) **The PROPOSAL SUBMISSION CHECKLIST under SECTION V – ATTACHMENTS is hereby replaced with the version of the PROPOSAL SUBMISSION CHECKLIST that is attached to this Addendum 1.**
- 4) **The following is added under SECTION IV – RESPONSE AND EVALUATION, PROPOSAL SUBMISSION FROMAT:**

iii. The proposal shall be no more than sixteen (16) pages. The 16-page limit does not include a single cover page, ATTACHMENTS A through E, ATTACHMENT G, or the separate Price Proposal.

5) On SECTION V – ATTACHMENTS, PROPOSER REFERENCE FORM, The sentence under the space for the Proposer’s Name is hereby replaced with the following:

Proposer shall provide three (3) references and shall use a separate copy of this form for each reference.

CLARIFICATIONS:

Question: Have you set the enrollment yet?

Answer: The current enrollment is approximately 750 students not counting the pre-k program of approximately 40 children.

Question: Will the District be hiring its own Land Use consultant?

Answer: Yes.

Question: Will the new school remain a K-8?

Answer: No, the new school to be designed by the awarded Consultant will be a Pre-K through 5.

Question: Will any of the portables remain on site?

Answer: No, the portables will not remain.

Question: Is there plumbing out to the Portables?

Answer: No, there is no plumbing going out to the Portables.

Question: Is a fee above your \$3 M stated expectation going to exclude a proponent from being successful?

Answer: No. The Price Proposals are used as a basis for contract negotiations as specified under SECTION IV – RESPONSE AND EVALUATION, SELECTION AND NEGOTIATION: (on page 18 of the RFP). The District will spend a reasonable amount of time attempting to negotiate a fee amount that is fair and reasonable to the District.

Question: On page 16, Section B.3 and D.2, it is requested to fill out Attachment G. However, on page 19 at the bottom of the Checklist, it states that Attachment G is NOT to be returned with the proposal. Do you want this form returned with our proposal?

Answer: Attachment G Proposed Key Personnel Table is required to be completed and returned with Proposals. See CHANGES 3) above.

Question: We want to get a better understanding of the information you are looking for in regards to subconsultants. On page 16, Question D.1, it states that we are not to include any sub-consultants that would only be necessary for Phase 2 services. However, in question D.2, for Attachment G, it states “ATTACHMENT G should include the types of sub-consultants that would be used for Phase 2 services and be completed for any types of key staff from the to-be-identified sub-consultants that the consultant would procure to support Phase 2 services. This table should indicate a comprehensive list of key staff with adequate availability to support the proposed approach/this Project.” Do you want the key staff names from these to-be-identified sub-consultants? Or just the roles that would need to be filled and the ideal availability that would be associated with those roles?

Answer: To-be-identified Phase 2 sub-consultants should be identified as a role as opposed to a staff member's name within the separate MS Excel File "Attachment G" which is to be included in its native file format with the RFP response.

Question: On page 17, Q C References 2, mentions that written recommendations do not count toward the total page count. What is the total page count limit?

Answer: The page limit is 16 pages in PDF format. See Changes 4) above for details.

Question: On page 16. Section C References. It's requested that we provide three references, however on the Proposer Reference Form (Page 27), it asks to provide five references. How many references would you like? Also, can you confirm that we only need to provide three written recommendations from past clients?

Answer: Provide a minimum of three references (agency name, contact name, phone, email, brief description of the project see attached reference forms) and 3 written recommendations from past clients. See CHANGES 5) for details.

Question: How exacting of a cost estimate are you looking for?

Answer: While designing this school, the project budget is of critical importance. In the first phase, cost certainty will be of the utmost importance and will inform the budget put forward in the Bond Measure (if issued). This proposed budget will need to be maintained through Phase 2 of the project. A couple of examples (non-inclusive list) illustrating the importance of this in the Solicitation are; Accuracy of cost estimates will be an evaluation factor in scoring the Experience section of the proposals and track record of accurate estimates should be provided. Additionally, Cost Certainty is one of the Project Goals.

Question: Can you confirm if the site will be occupied during construction of the Raleigh Hills replacement project?

Answer: The site will not be occupied during construction.

Question: Will team resumes be counted towards the total pages?

Answer: If Resumes are provided, they will count toward the total page limit.

Question: Is including the resumes in an attached appendix acceptable?

Answer: Including resumes as a separate appendix outside of the page limit is not acceptable.

Question: Can you confirm the order and section titles of proposal content to account for the typo on page 16?:

- A. Approach
- B. Experience
- C. Personnel
- D. Sub Consultants
- E. References
- F. Price Proposal

Answer: Confirmed. Please see CHANGES 2) above, which corrects the lettering.

PROPOSAL SUBMISSION CHECKLIST

**ALL CERTIFICATIONS, FORMS AND PROPOSAL CONTENT REQUIREMENTS AS SPECIFIED IN SECTION IV
MUST BE INCLUDED IN PROPOSALS.**

_____ **REQUIRED AFFIDAVIT, CERTIFICATIONS AND FORMS**

The following completed certifications and forms must be signed by the person authorized to represent the Proposer regarding all matters related to the Proposal and authorized to bind the Proposer to the agreement. Failure to submit any of the required, completed and signed certifications/forms shall result in disqualification of the proposing firm.

- ___ PROPOSER CERTIFICATION - This serves as the cover sheet for your Proposal. (Attachment A)
- ___ AFFIDAVIT OF NON-COLLUSION / COMPLIANCE WITH TAX LAWS. (Attachment B)
- ___ NON-CONFLICT OF INTEREST CERTIFICATION. (Attachment C)
- ___ PROPOSER RESPONSIBILITY FORM – All Pages. (Attachment D)
- ___ PROPOSER REFERENCE FORMS – Include the # specified on the form. See SECTION IV. (Attachment E)
- ___ PROPOSED KEY PERSONNEL TABLE (Attachment G)

_____ **RESPONSES TO RESPONSE ITEMS**

Detailed Proposal Content Requirements are specified in SECTION IV.

The following attachment(s) are **NOT** to be returned with the Proposal. The content of these attachment(s) must be reviewed by the Proposer. The terms and conditions will apply to the Contract to be executed for the work.

ATTACHMENT F Sample Contract

This checklist is provided for the Proposer's convenience in assembling your proposal and is NOT required to be returned with the proposal.