

April 30, 2021

SOLICITATION ADDENDUM NO. 1
RFP 20-0037
Design Team for Beaverton High 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: May 12, 2021 at 2:00 PM Pacific Time**

CHANGES:

- 1) **The following sentence is hereby added under SECTION IV – RESPONSE AND EVALUATION, DETAILED PROPOSAL CONTENT REQUIREMENTS:, Response Items:, D. PRICE PROPOSAL, 1):**

The fee proposal shall be separated into two sections. The first section shall be for Phase 1 Work with costs and fees itemized into architecture and all subconsultant categories. The second section will be the basis for negotiations of Phase 2 services, should the District elect to pursue such negotiations. The Phase 2 section shall include itemized costs and fees for the architect and each subconsultant per design phase. Please also include hourly rates for all personnel. Proposers shall provide allowances for sub-consultants in Phase 2 which are not present in Phase 1. The fee proposal for Phase 2 is starting point for negotiations and it is understood that decisions and information gathered in Phase 1 will affect the Phase 2 fee.

- 2) **In addition to the other exclusions stated in the RFP, ATTACHMENT G is also hereby excluded from the 20-page limit for Proposals.**
- 3) **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

- 4) 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.
- 5) SECTION II – STATEMENT OF WORK, 2. PROJECT DESCRIPTION:, Project Schedule:

Phase 1 Pre-design and scoping will begin immediately after contract execution and must be complete by December 1st, 2021. Phase 2 will commence shortly after a future bond measure is approved by voters and issued, as well as the District’s approval of the Phase 2 option in the Contract. Design is estimated to be complete in Fall of 2023. The District anticipates a three-year construction schedule with construction is anticipated to take place beginning in the summer of 2024 and completed by August 2027. Prior to the District’s decision to exercise the Phase 2 contract option, the District may choose to adjust cost, pricing, and service requirements as it may determine necessary to best complete the Project. Design services shall include Schematic Design, Design Development, and Construction Documents for permitting and bidding, bidding assistance, construction administration services, and warranty follow up for one year beyond substantial completion.

- 6) Exhibit A attached to this Addendum 1 is hereby incorporated to the Solicitation. Exhibit A is not required to be returned with Proposals and is solely for Proposers’ reference.

CLARIFICATIONS:

- Question: Is it acceptable to include a cover letter in the submittal, outside the 20-page limit?
- Answer: The RFP allows for a single cover page to fall outside of the 20-page limit. It is up to the Proposer’s discretion as to how that cover page is formatted/utilized. If Proposers include a cover page and a cover letter on a separate page, the cover letter will be counted in the 20-page limit.
- Question: If the proposer response contains a cover letter, will that be considered as part of the 20-page limit?
- Answer: See above Answer.
- Question: Is it acceptable to provide an appendix with team member resumes outside the 20-page limit?
- Answer: No, if resumes are provided, they will be counted in the 20-page limit.
- Question: Would you like us to include resumes in the PERSONNEL OR SUB-CONSULTANTS sections? If so, will that content be included in the page count?
- Answer: Resumes are not required to be included for any personnel, whether employed by the Consultant or any Sub-consultants, but Proposers must present adequate information to fully respond to the “Personnel” and “Sub-Consultants” Response Items. If Proposers choose to utilize resumes, the resumes will count toward the page count.

Question: The District lists that “The proposal shall be **no more than twenty (20) pages**”; does this mean 20 single-sided pages or 20 double-sided pages?

Answer: Single sided pages. Note that all submissions must be in an electronic format (WORD or editable PDF.)

Question: Does Attachment G count towards the 20-page limit?

Answer: No, see CHANGES 2) above.

Question: Can you confirm that Attachment G is not considered as part of the 20-page limit?

Answer: Confirmed, see CHANGES 2) above.

Question: Can the proposal be in either Landscape or Portrait page orientation?

Answer: Either portrait or landscape page orientation is acceptable, so long as all page limit requirements are met.

Question: Can you confirm the order and section titles of proposal content to account for the typo on page 18?:

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

Answer: Confirmed, see CHANGES 3) above.

Question: Can page 17 states:

"Shall include an electronic copy of the Proposal in WORD or editable PDF format except for the attached Excel sheet, which may be returned in Excel format."

On Page 18, C and D - The RFP also lists completion of Attachment G as part of both the Personnel and Sub-consultant Sections.

Can you confirm that the district requires the submission of Attachment G, and that this submission is to take the form of an additional excel attachment alongside the separate price proposal and proposal document itself? If not a separate attachment, is there a preferred section of the proposal for this attachment?

Answer: It is preferred that ATTACHMENT G is submitted in Excel format, separate from the other Proposal documents.

Question: On page 18, the Sub-consultants section reads:

"Fully Complete ATTACHMENT G Proposed Key Personnel Table to demonstrate the proportion of time that each proposed sub-consultant’s proposed key personnel will be spending on the project at each phase of design. Though specific Phase 2 sub-consultant firms are not to be identified in Proposals, ATTACHMENT G should include the types of sub-consultant firms that would be used for Phase 2 services

and complete the table 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 personnel with adequate availability to support the proposed approach/this project."

Are we to only fill out the sub-consultant information for phase 2 with the roles and time commitments of consultants, leaving out business and key team member names?

Answer: Yes.

Question: Can you clarify what qualifies as an "editable" pdf? Is this in reference to security settings that limit printing or text edits or other features?

Answer: Editable PDF is a PDF file that is not secured, thereby preventing recipients from the types of limitations your question describes and others.

Question: Page 17, under Proposal Submission, A.i. - It states: "include an electronic copy of the proposal in WORD or editable PDF."

Can it be a document created in InDesign and flattened to a pdf? The viewer will have the ability to "Edit" in Adobe Acrobat if they so choose. Or must it be provided in WORD? And why does it need to be editable? Can it include imagery?

Answer: The document you described in the question would meet the requirements so long as the District can use the edit/related functions in Adobe. The RFP states WORD or editable PDF, so either format will be acceptable.

Question: Can you provide any additional information on the level of stakeholder involvement (teachers and staff) anticipated within the design team's scope for Phase 1?

Answer: The District plans to form a planning committee made up of teachers, staff, and District stakeholders. The design team will be expected present their conceptual design to this committee, receive, and incorporate comments. Additionally, the design team will be expected to present to the community and receive feedback in at least one open house style meeting. Deliverables from Phase 1 will be used by the District for further community meetings and bond advertisements.

Question: Is the expectation that a separate fee proposal will be provided for Phase I and Phase II? Or just Phase I?

Answer: Per the Section IV, Response Items, D. Price Proposal, the complete and itemized fee proposal shall encompass fees for all services described in the Statement of Work. The Statement of Work includes both phase I and phase II fees. The fees for the Phase 2 will be used as a basis for negotiating fees for the Phase 2 option, if it will be exercised. See CHANGES 1) above.

Question: Regarding the request for an itemized fee, can more clarification be provided of what is expected? Should it be broken down in terms of consulting services, design phases, etc.?

Answer: The Price Proposal shall be separated into two sections. The first section shall be for Phase 1 Work with costs and fees itemized into architecture and all subconsultant categories. The second section will be the basis for negotiations of Phase 2 services, should the District elect to pursue such negotiations. The Phase 2 section shall include itemized costs and fees for the architect and each subconsultant per design phase. Please also include hourly rates for all personnel. While the Price Proposal will not be evaluated in making an award decision, a more detailed and transparent fee proposal will benefit the contract negotiation process. See CHANGES 1) above.

Question: In "Response Items" Section D Price Proposal, the RFP states: "Proposer shall provide a complete and itemized fee for the services described in the State of Work Section."

- a. For Phase 1: Pre-design. Please provide clarification and detail regarding the level of fee itemization the District requires. Does the RFP only require that Phase 1 fee be broken out separately from the Phase 2 fee (both as single line items), or does it also require separate breakouts for each sub-consultant discipline identified for Phase 1 work?
- b. For Phase 2: Design and Construction Administration. Since specific sub-consultants are not to be identified for Phase 2 work, it is difficult to provide itemized fees for these disciplines. Please provide clarification and detail regarding District requirements for a "complete and itemized fee" related to Phase 2 work. Is the requested Phase 2 fee only for "Basic Services" shown as a single line-item, or does the District require more itemization? Does the requested fee extend beyond "Basic Services", with itemization to include potential additional service fees?

Answer: a. See the answer above, there should be two itemized fee proposal sections: one for Phase 1 and one for Phase 2

b. Please provide allowances for sub-consultants in Phase 2 which are not present in Phase 1. The fee proposal for Phase 2 is starting point for negotiations and it is understood that decisions and information gathered in Phase 1 will affect the Phase 2 fee. See CHANGES 1) above.

Question: We are pursuing the Beaverton HS concept design study, and I'm wondering if it's possible to post the most current Beaverton High School Education Specifications for us to review?

Answer: Below is the link to the most current version:

<https://app.e-builder.net/public/publicLanding.aspx?QS=b1f1e964cdd24b12917e7ef01fbe448a>

Question: On page 8, item I) the link to the Beaverton School District Educational Specifications are for the elementary schools, can you please share the link for the high schools?

Answer: See above.

- Question: Can you provide a property line map of all properties associated with the High School?
- Answer: Please see Exhibit A.
- Question: Can you provide a property line map of all properties associated with the High School?
- Answer: Please see Exhibit A.
- Question: On page 6, Item 2 Construction/Design Project Budget, the RFP states: "Construction cost will be informed in Phase 1, but is currently estimated to be between \$220M-\$240M". Does the District's estimate of \$220M-\$240M represent "construction cost" or "total project cost"? If it is "total project cost", can you please provide the estimated "construction cost"?
- Answer: The District's estimate of \$220-240M currently represents the "total project cost". This estimate is based on preliminary District budgeting. A key purpose/goal of the Phase 1 Work is to develop cost certainty and to refine project estimates.
- Question: On page 14, Item 1 Selection Procedure, the RFP states: "In accordance with the District's Estimated Fee of \$3,750,000.00 to \$4,500,000.00 (Phase One and Phase Two combined) the District shall use the formal selection procedure to select a Consultant. The Estimated fee shall only be used to identify the appropriate selection procedure". Can you please provide a clarification of what this statement means: "The Estimated fee shall only be used to identify the appropriate selection procedure"?
- Answer: This statement is meant to clarify that \$3,750,000.00 to \$4,500,000.00 represent the "Estimate Fee" as defined under OAR 137-048-0010 (2), which is used to identify the correct Contract solicitation method for A&E services (Formal RFP in this case). This estimated fee is distinct from the total amount payable under any Contract that may be awarded under this RFP.
- Question: On page 9, item 9) notes that the consultant will provide preliminary cost estimates. This is in conflict with page 11, Item 16) that states the District will provide an Independent Cost Estimator. Which is correct? Or does the District intend to have 2 estimates that are reconciled?
- Answer: The District intends to have two estimates that are reconciled.
- Question: On page 17, Response item 2) We Expect Excellence – Item D is listed but there is no text written under that item. Is there a response required for 2)D?
- Answer: No, this is a typo, there is no section D.
- Question: Does the district have a topographic survey off the site that it could share?
- Answer: Please see Exhibit A.
- Question: Does the district have drawings of the existing buildings that it could share?

Answer: Please see Exhibit A.

Question: Has the district initiated any geotechnical investigations?

Answer: Not specific to school's replacement.

Question: Will interviews be in person or via ZOOM?

Answer: In person, at the Beaverton School District Central Office.

Question: Will interviews be in person or via ZOOM?

Answer: See above.

Question: On page 28, Attachment D, Section III – Key Personnel, would you like us to list ALL principals of our firm or just the ones that will be staffed to this project?

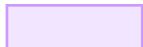
Answer: Key Personnel should only be staff employed on this project.

Exhibit A

Beaverton High School Property Lines

13000 SW Second St Beaverton, OR

Tax Lots: 1S116AC02100, 1S116AD2900, 1S116AD7100, 1S116AC250, 1S116AD10900

 Beaverton High School Campus

