

April 8, 2022

SOLICITATION ADDENDUM NO. 3
RFP 21-0025

Architectural/Engineering Services Master Contract

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. Proposer(s) 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 offer.

The closing date **REMAINS UNCHANGED:**
April 15, 2022 at 2:00 PM Pacific Time

QUESTIONS/CLARIFICATIONS-

QUESTION: On page 12 of the original RFP, under "v. Hourly Rates," the RFP states "Please provide hourly rates for all of your firm's staff as well as known rates for assumed sub-consultants." Addendum 1 states, "Although the solicitation documents reference Architectural/Engineering Services, we are primarily looking for qualified architectural firms for this Request for Proposal. "As well as "Please provide hourly rates for all of your firm's staff." Can you please clarify if hourly rates for sub-consultants are no longer required? And should proposers provide any resumes for sub-consultant team members at this time?

ANSWER: Section IV 3.b.v is revised to remove the portion of the sentence to remove the statement, "as well as known rates for assumed sub-consultants." Only submitting firm's rates are needed. No assumed sub-consultants or sub-consultant rates are to be included in response to Section 3.b.iii.

QUESTION: Page 12 of the RFP states that "You may submit individual resumes as Supplemental Information;" however, in Addendum 1 dated 3/24, it is stated "Do not submit individual resumes as Supplemental information." Can you please clarify where you would like to see individual resumes or how we should label them?

ANSWER: If proposer elects to include full resumes, they will need to be provided within the Personnel section and will count toward the page limit. Please submit resumes, if your firm elects to do so, (possibly edited for brevity) as part of the Personnel section of the Proposal.

QUESTION: Can the District confirm that all of the completed attachments should appear before the Proposal Content Requirements (per the Proposal Submission Checklist)? Specifically, should the three (3) completed Attachment E forms (References) appear directly before the Proposal Content Requirements or should the Reference forms be inserted at the end of the Proposal Content Requirements section (as outlined in Section IV 3.b.)?

ANSWER: The three completed references are part of the required documents. They should be before the Proposal Content.

QUESTION: In Section IV 3.b.v. (Hourly Rates), proposers are asked to provide hourly rates for all of the firm's staff "as well as known rates for assumed sub-consultants." Acknowledging that Addendum 1 states the District is "primarily looking for qualified

architectural firms,” would the District still like to see “assumed sub-consultant” rates? If so, should proposers also include any additional information about their “assumed sub-consultants” in their response to the Personnel section (3.b.iii.) of the proposal?

ANSWER: See answer to Question 1 above.

QUESTION: During the mandatory pre-proposal conference for 21-0025, it was mentioned by a facility staff member that if a firm were to propose on multiple solicitations (i.e. 21-0025 and 21-0029), to make sure we are not using the same projects under the experience section of the proposal, and that BSD is looking for specific projects meant for that solicitation. We understand we are to select projects that best fit the scope of work, however, would it be acceptable to include the same project example on separate solicitations? For example, a roofing/seismic upgrade project example may tie to both solicitations, but we wouldn't want to lose points if we showcased the same project twice.

ANSWER: Yes, it is acceptable to include the same projects on multiple solicitation responses. All solicitations are evaluated independently. The comment during the pre-proposal meeting for 21-0025 was meant to emphasize providing project examples which are relevant to the specific solicitation.

QUESTION: The three references we plan to include are references from projects outlined/included in our proposal. For line item "Name(s) of Project(s)" and "Date(s) Performed," are you looking for information on the specific projects outlined in our proposal -OR- are you looking for all projects we've completed with the Reference/Client/District? If the latter, is there a timeframe we should stay within? We have projects dating back 65 years with many districts.

ANSWER: Proposers may provide completed reference forms for individual projects or a group of projects for a single client should they elect to do so. Reference Forms should be completed based on the responses to the solicitation as a whole. Per the final line on the Reference Forms, “Each reference may be checked for, but not limited to, overall customer service, projects being of similar size, scope and complexity.”

QUESTION: Addendum 1 states “do not submit individual resumes as supplemental information”. Does this mean that any resumes should be included in section iii. key personnel and will count towards the page limit? Or, is it desired that no resumes be submitted at all?

ANSWER: See answer to Question 2 above

QUESTION: Who will be on the selection committee?

ANSWER: See Solicitation document Section V Par 1

QUESTION: Are covered play scopes included in this RFP scope?

ANSWER: Covered play areas may be included in the RFP scope if they are included in a larger overall project scope.

QUESTION: Is the kitchen remodel at Beaver Acres ES included in this RFP scope?

ANSWER: It is currently undecided if the Beaver Acres kitchen remodel will be included as a project included in this solicitation

QUESTION: Will the MS seismic improvements projects include the roofing replacements scope? Or will roofing replacement at these schools be included in the deferred maintenance RFP (21-0029)?

ANSWER: Roofing projects may be included as projects covered by this solicitation if they are determined to be reasonably combined with larger scopes such as seismic upgrades.

QUESTION: Are the new athletic structures at Aloha HS, Southridge HS, and Westview HS included in this RFP scope or will they be included in the forthcoming Site + Athletic Field RFP?

ANSWER: Athletic structures as noted in this question are not currently being considered as projects covered by this solicitation.

QUESTION: Can the District clarify to what extent we will need to fill out The Form Current Contracts in Force in Section V? If our firm is currently under more than four contracts, will we be required to fill multiple copies of this form?

ANSWER: The Current Contracts in Force section should include projects intended to demonstrate the proposing firm has the contracting resources to be able to complete the project described in this solicitation. If additional copies of the form are considered necessary by the proposing firm they may attach extra copies.

QUESTION: P12, #3, Item b., numeral v states: "lease provide hourly rates for all of your firm's staff as well as known rates for assumed sub-consultants. Although this information will not be evaluated or scored, it is required to establish the Master Contract. Annually, when/if the contract is renewed, these rates may be adjusted by mutual agreement." This contradicts the information discussed at the Pre-proposal meeting. Can the District confirm that Sub-consultant rates are to be included in the hourly rates?

ANSWER: See answer to Question 1 above.

QUESTION: Should proposers provide any resumes for sub-consultant team members at this time?

ANSWER: See answer to Question 2 above

QUESTION: The three references we plan to include are references from projects outlined/included in our proposal. For line items "Name(s) of Project(s)" and "Date(s) Performed," are you looking for information on the specific projects outlined in our proposal - OR- are you looking for **all** projects we've completed with the Reference/Client/District? If the latter, is there a timeframe we should stay within?

ANSWER: Yes, it is acceptable to include the same projects on multiple solicitation responses. All solicitations are evaluated independently. The comment during the pre-proposal meeting for 21-0025 was meant to emphasize providing project examples which are relevant to the specific solicitation.

QUESTION: Can the District confirm that all of the completed attachments should appear before the Proposal Content Requirements (per the Proposal Submission Checklist)? Specifically, should the three (3) completed Attachment E forms (References) appear directly before the Proposal Content Requirements or should the Reference forms be inserted at the end of the Proposal Content Requirements section (as outlined in Section IV 3.b.)?

ANSWER: All of the required forms should be in front of the proposal and do not count in the total page count.

QUESTION: For **Field C** – Contract Amount, does this dollar value refer to the Architect’s Contract Amount, or the Contractor’s? (As Architects, we don’t typically know the Construction Contractor’s contract amount.)

ANSWER: This refers to the contracts and contract amount of the proposing firm’s current projects.

QUESTION: Both of the forms are identical, however, there are fields that can be applied to “Current Contracts,” which are not applicable to “Completed Contracts,” and vice-versa. We assume that the fields that do not apply to the particular category of project should be left blank. Please confirm/clarify.

ANSWER: This refers to the contracts and contract amount, of the firm’s completed projects

QUESTION: We use the OregonBuys website frequently for many of the projects we pursue. however, though I see several open Solicitations listed by BSD in the “Bids – Open” portion of the OregonBuys website, I have looked several times for the Master Contract opportunity, and don’t see that it has been posted.

ANSWER: The solicitation is posted on OregonBuys, Solicitation: S-P34048-00002423