

ADDENDUM #1

**Deschutes Public Library
Request for Proposal 21/22-10
Commissioning Services
in Support of
Bond-Funded Construction Projects**

Make note of the following changes and additions to the request for proposals document. ~~Strike-Through~~ indicates "DELETE" and **RED TEXT indicates "INSERT."**

Page 10 – General Submittal Requirements

Q: Would DPL be willing to **remove the wet signature requirement** from the RFP and instead accept a digital/electronic signature?

Revise Page 10 – General Submittal Requirements to read:

- 1. Number and Form:** One original (~~wet signed~~), three (3) hard copies and one (1) electronic copy of the proposal must be submitted. **Proposals must include either a physical wet signature, or an embedded electronic / digital signature for certification.** The submittals shall be tabulated in separate sections and labeled to match the requirements of section 7 below. All materials, except potentially for charts, shall be in 8-1/2" x 11", portrait style format. Files are to be submitted on USB "flash" drive, which will become the property of DPL. It is the responsibility of the respondent to ensure that the documents are readable and not corrupt or otherwise inaccessible. Any submission with inaccessible documents may, at DPL's sole discretion, be deemed nonresponsive, or DPL may take whatever alternative action it deems appropriate. The hard-copy responses are not to exceed 20 pages in length, single sided. Transmittal letter, one page cover, section dividers, résumés, one-page table of contents, and the **Certification and Contract Offer** form are not included in the 20-page limit.

Page 13 Minimum Qualifications:

Q: Will DPL accept a Certified Commissioning Professional with 10+ years of verifiable relevant experience accredited to ANSI/ISO/IEC 17024:2012 as CxA in lieu of the Professional Engineer requirement?

Page 13 Minimum Qualifications:

No change.

Page 13 Minimum Qualifications:

Q: Please clarify the requirement to provide design and engineering work. It is typical that CxA responsibilities are independent from design and construction; design responsibility is held by the Architect/EoR.

Revise Page 13 Minimum Qualifications to read:

A. MINIMUM QUALIFICATIONS

District will review proposals received to determine whether or not each proposer meets the following minimum qualifications:

- Professional Engineer on staff licensed to work in the State of Oregon.
- Ability to provide the design and engineering work to local, state and federal standards, **as to the extent** required by the scope of services **in Section I D. of this RFP**.
- Has the financial resources for the performance of the desired Commissioning services, or the ability to obtain such resources.
- An Equal Opportunity Employer and otherwise qualified by law to enter into the attached Commissioning Related Services Contract.

Reminder: Be certain to note receipt of this and any subsequent addenda on the RFP "Appendix 1: Proposer Certification Forms." Acknowledgment of this addendum is a mandatory requirement. Responses received without acknowledging all addenda may be considered non-responsive.

Greg Holcomb
Owner's Representative
Deschutes Public Library