

## ADDENDUM #2

### **Deschutes Public Library** **REQUEST FOR QUALIFICATIONS (RFP) #20-21/03** **FOR ARCHITECTURAL 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 3 – Section 1**

**Q:** Clarification for development of scope and pricing for the Redmond Library, should the design team anticipate a new library versus renovation and expansion of the existing library for planning response to project scope development?

#### **Page 3 – Section 1 - Revise the Section to read:**

1. **The Redmond Library** will be reinvented in its current downtown location as a vibrant library for growing community needs. The new library will serve as a primary location for children exploration and discovery in Redmond and will provide expanded programming and classes in flexible and multi-use spaces for all ages. Project scope will include the analysis and possible demolition of the current facility built in 1929, site development for connection to existing downtown infrastructure, and a possible café vendor. **Analysis of the current facility will include recommendations on providing a new library versus renovation and expansion.** DPL's budget for project engineering and design fees for all project consultants in this work package is \$4,381,900.

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#### **Page 4 – Section 2**

**Q:** Confirm the intent is to engage a single CM/GC for all four work packages as noted on page 2 of the Draft Architectural Services Contract.

#### **Page 4 – Section 2 - Revise the Section to read:**

DPL intends to utilize a separate CM/GC for each individual development package, but reserves the right to **award more than one Work Package to any single CM/GC,** or employ any project delivery methods that are in alignment with Oregon statutes.

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#### **Page 4 – Section 3**

**Q:** Can you confirm that the Project Engineering and Design fees listed under the four work packages only cover the awarded Design team's professional

consultant fees, and do not includes those professional fees DPL intends to contract directly for Land use, Transport, Survey, Testing & Inspections, etc.?

**Q:** Do we include Cost Consulting within our team or is this being provided as indicated in Exhibit 12 of Appendix 5?

**Q:** Will DPL be directly contracting services for Hazardous Material Surveying and Abatement, if necessary?

**Page 4 – Section 3 - Revise the Section to read:**

DPL will contract directly with the following consultants:

1. Land use consultant for Central Library location (See **RFP Appendix #8** for scope of services)
2. Traffic consultant for Central Library location
3. Surveyor for Central and Redmond sites
4. Commissioning Agent
5. Testing and Inspection Services
6. Other Consultants as noted in the attached **Contract Form Exhibit #12**.
7. **Cost Consultant**
8. **FF&E Purchasing Manager**
9. **Hazardous Material Surveying and Abatement (as required)**

The Architect will develop the initial budget for FF&E, and support the Purchasing Manager as required for successful project delivery.

The fees for these consultants are included in the budgets listed in the Program Descriptions of Section 1.

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**Page 5 – Section 3**

**Q:** What stakeholders are you planning to engage in the design process?

**Q:** Will project outreach be on a project-by-project basis, or district-wide?

**Page 5 – Section 3 - Revise the Section to read:**

The Architect will be a member of the evaluation committee for the CM/GC selection process.

The Architect will facilitate public outreach on a project by project basis, and engage with DPL stakeholders during the design process. These stakeholders will include DPL Management, DPL's Project User Group, and Citizen Committee. There may be additional stakeholders involved with the individual Work Packages (e.g., Historic Preservation at the Redmond site).

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### Page 5 – Section 4 - Revise the Section to read:

A proposer may be requested by DPL to provide pricing policies, rates, and other cost information (collectively, Price Information). Proposers should refer to Section 7.4 7.6 for information on Price Information and associated evaluation procedures.

The evaluation committee's rankings along with a recommendation to negotiate a contract with the highest ranked finalist will be submitted to DPL Board of Directors, who, in turn, will make the final **selection** ~~determination of ranking~~ based on the above criteria and other determining factors which may be deemed to be in the best interest of DPL. DPL will proceed to negotiate a contract with the top ranked firm. ~~If negotiations are not successful after 10 calendar days,~~ If DPL and the selected candidate are unable for any reason to negotiate a contract within 10 calendar days following notification of intent to negotiate, at a compensation level or with terms that are reasonable and fair to DPL, DPL shall either orally, or in writing, formally terminate negotiations with the selected candidate. The negotiation process may continue in this manner through the identified top three candidates until an agreement is reached or DPL terminates the RFP.

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### Page 8 – Section 7.3 Staffing

- Q:** Under staffing in RFP, please confirm that a single person (project manager) is to head up the job (and attend all meetings) for all four work packages? Or is it a single point of contact for each work package?
- Q:** What is meant by "work history" and what specific information are you looking for on the resumes to address item?
- Q:** Are there any COBID goals or requirements for team composition?

### Page 8 – Section 7.3 Staffing. Revise the Section to read:

**7.3 Staffing. (15 Points)** Provide a project organizational chart showing your proposed staff for this job, including all professional staff in the following areas: Project management; corporate oversight and administration; design, engineering and estimating; and construction administration. The Architect must provide a single **Principal-In-Charge for the entire project, and one single** person to head up ~~the job~~ **each individual Work Package** as project manager. ~~That single person~~ **The project manager** must attend all weekly design and construction administration meetings throughout the life of the projects. Include resumes for all personnel listed in the chart. Indicate the proposed percentage or full time equivalent (FTE) that each key architectural project member will work on these projects during (1) design and (2) construction (100% = 1.0 FTE). Clearly state or indicate by which firm each proposed person is employed.

For those individuals that are not full time, describe how they will work on the projects. If your proposal includes individuals from more than one architecture firm, describe prior experience, if any, of the firms and individuals working with each other (please be

specific) and how the proposed team will work for these projects. The resumes must include each individual's education, **any** work history **considered relevant to describing the individual's background and specialization**, length of tenure with the firm, and prior experience with an emphasis on library design. Also clearly describe experience working with public sector CM/GC-GMP jobs. **There are no specific COBID goals or requirements for team composition. See state statutes and DPL Administrative Rules relating to minorities, women and emerging small businesses.**

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**Page 10 – Section 8**

**Q:** Was the RFQ shortlist ranked? If so, will the scoring of the RFP phase build on that ranking, or will it be scored independently?

**Page 10 – Section 10 - Revise the Section to read:**

**8. SCORING OF PROPOSALS/INTERVIEWS**

**The scoring of this RFP will be independent from the previous RFQ.**

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**Page 10 – Section 10**

**Q:** Are the DPL 2020 Public Contracting Rules available for review?

**Page 10 – Section 10 - Revise the Section to read:**

**10. ADDITIONAL REQUIREMENTS**

**10.1 Proposer** agrees to comply with all applicable Federal, State, County, DPL, and local ordinances, statutes, rules, and laws governing this project and its financing. Proposer agrees to comply with the provisions of DPL's **2020 Public Contracting Rules**, **available at the DPL website:** <https://www.deschuteslibrary.org/about/bond/> .

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**Page 11 – Section 15**

**Q:** Can you provide more information on the content and format for the interview? Will DPL issue specific requirements that need to be covered during the presentation portion?

**Q:** Are the interviews anticipated to be in person or virtual?

**Q:** Can you share who is on the evaluation panel for the Stage II RFP and/or if they will have reviewed teams' Stage I materials?

**Q:** Question regarding Appendix 2 Schedule of Hourly Rates: do we need to adhere to the specific job roles as listed, or can we edit?

**Q:** Are we permitted to change or modify the consultant discipline list in Appendix 4?

**Q:** For the fee component, are we to provide the consultant phase breakdown in a project-by-project format, or overall?

**Page 11 – Section 15 - Revise the Section to read:**

**14 15. SUPPORTING DOCUMENTS**

- APPENDIX #1 Schedule of Key Personnel \*
- APPENDIX #2 Schedule of Hourly Rates \*\*
- APPENDIX #3 ~~Work Package and Phase Cost Breakdown\*\*~~ **Master Project Development Schedule**
- APPENDIX #4 **R1** ~~Master Project Development Schedule~~ **Work Package and Phase Cost Breakdown\*\***
- APPENDIX #5 Contract Form and Exhibits \*\* (~~Note: Contract Paragraph 11 (Insurance Provisions) is currently under review by DPL. Any modifications will be issued via Addendum.~~)
- APPENDIX #6 DPL Conceptual Design for Future Libraries Report
- APPENDIX #7 DPL 2018 Facilities Capital Plan
- APPENDIX #8 DPL Land Use Consultant Scope of Work
- APPENDIX #9 Interview Schedule, Questions and Evaluator List**
- APPENDIX #10 Final Insurance Provisions (See Contract Form Sections 11 and 12, pages 32 and 33, strikethroughs and additions noted in blue color)**

\*Return with initial RFP response.

\*\*Return with Phase II pricing information (post interview).

**Provide the consultant phase breakdown in a project-by-project format.**

**Edit specific job roles as needed.**

**All evaluators have reviewed the responses to the previous RFQ for Architectural Services.**

**Reminder: Be certain to note receipt of this and any subsequent addenda on the RFP “CERTIFICATION AND CONTRACT OFFER” form. 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