

ADDENDUM #3

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".

- Q: Where is DPL with organizing internal efforts to support the launch of design work?
- Q: What is your structure for review and decision making related to the bond work?
- Q: How will your internal teams of stakeholders work within the project team structures?
- Q: Will you have separate stakeholder groups organized for each of the work packages?
- Q: We presume there will be a group that will be representing the library's leadership relative to the overall bond program delivery – can you tell us more about how you'll be structuring this involvement?

Section #3 – SPECIFIC ARCHITECTURAL REQUIREMENTS – Revise the section to read:

DPL will internally provide services of an **Owner's Representative** to assist with coordinating and managing the planning, design, and construction program, **and has created a four-person "DPL Bond Executive Team" composed of DPL management members capable of making timely decisions for the four Work Packages to maintain the milestones outlined in the Master Development Schedule. The DPL Bond Executive Team will interface directly with the architect at appropriate intervals throughout the project, with primary communication handled through the Owner's Representative.**

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- Q: How do you foresee the architecture team's involvement in community engagement?

Section #3 – SPECIFIC ARCHITECTURAL REQUIREMENTS - Clarification:

See Addendum #2 revisions for clarification.

Q: It is understood that a FFE Purchasing manager will be hired by the client. With this role in place, what is the desired level of involvement from the architect during the FFE procurement phase?

Q: Assuming a FFE bid package will be produced, will this include both systems and ancillary furniture?

Section #3 – SPECIFIC ARCHITECTURAL REQUIREMENTS - Clarification:

Refer to **Addendum #2** changes and additions.
The FFE bid package **will** include both systems and ancillary furniture.

Q: Do you have a formula you will be using to score the fee proposals? You mentioned in the pre-proposal meeting that lowest fee will score the best, but how do you anticipate assigning points?

Section #7 - SPECIFIC SUBMITTAL REQUIREMENTS - Clarification:

The fee scoring formula will be provided to the 3 finalists upon the invitation to submit pricing.

Q: Given the duration of the contract, will the design team be able to submit multiple rate tables for the duration of the contract or will only one rate table be allowed?

Appendix #2 – Schedule of Hourly Rates - Clarification:

Provide a single rate table indicating hourly rates that will be applicable throughout the duration of the project as indicated in **Appendix #3 R1 Master Development Schedule**.

Q: When will the CM/GC be on-boarded?

Appendix #3 – Revision:

Refer to **Appendix #3 R1 Master Development Schedule** issued in Addendum #3.

Q: For the consultant fees in Appendix 4, Is a full breakdown of each consultant's fee per all nine Design Phases required for this proposal fee submission? There is a note on this spreadsheet indicating this requirement, but it is unclear if this is required for the proposal or for a later date by only the selected firm? "all consultant fee to be broken down per phase as above"

Appendix #4 – Clarification:

A full breakdown of each consultant's fee per all nine Design Phases **is** required for this proposal fee submission.

Q: Please confirm what is included in the 'Color' consultant scope noted in Appendix 4.

Appendix #4 –Clarification:

Proposers may edit specific job roles as needed.

Q: It is understood that the projects will not be obtaining any LEED certification, but LEED checklists are required. Does DPL have specific LEED levels for which they hope to get equivalency for each work package?

Appendix #5 –Clarification:

DPL hopes to achieve a minimum equivalent LEED Silver rating for the various work packages.

Q: Does the scope for A.8.01 Graphic Design Services include all signage associated with the Library collection and/or on top of shelving?

Q: For A.8.01 Graphic Design Services, is it correct to assume that we are designing one signage system for the entire library system involving signage guidelines that will be used at all branches?

Appendix #5 – Section A8.01 - Clarification:

The scope for A.8.01 Graphic Design Services **does** include all signage associated with the Library collection and/or on top of shelving. A single signage system will be designed for the entire library system involving signage guidelines that will be used at all branches.

Q: A Roofing-Waterproofing consultant scope is defined in section A.8.11 of the Appendix 5, contract form. Does DPL want waterproofing consultant services for the remaining envelope on all the work packages? If so, can you provide an outline of this scope for each package?

Appendix #5 – Section A8.11 - Clarification:

DPL would like to engage waterproofing consultant(s) for the roof and building envelope on all the work packages. Additional services may be required as determined by DPL and the awarded project team.

Q: Is the scope of work for the Library Special Systems Consultant limited to A.8.13 Automated Material Handling System Services listed under “supplemental service” on pg. 30 of the Appendix 5? Are there any additional scope of service included for the Library Special Systems Consultant?

Appendix #5 – Section A8.13 - Clarification:

The scope of work for the Library Special Systems Consultant **is** limited to A.8.13 Automated Material Handling System Services listed under “supplemental service” on pg. 30 of the Appendix 5. Additional services may be required as determined by DPL and the awarded project team.

Q: In Appendix 5, Page 25 states “fully coordinated ...3D model in Revit.” With an overall LOD of 350 and major systems at LOD 400. A typical LOD for this type of project is 250. In our experience, a LOD of 350 or 400 is onerous and often unnecessary and will result in additional BIM modelling fees. Please confirm this LOD of 350 and 400 as noted is required or if a LOD 250 is acceptable.

Appendix #5 – Page 25 –Clarification:

A LOD of 250 **is** acceptable. CMGC will be contracted to provide a Revit model with a LOD of 350. Architect will support CMGC as needed in their execution.

Q: In the Bidding section of Appendix 5, possible phased construction is noted. What should be assumed for phasing, multiple bid sets, etc. for the purposes of providing a fee?

Appendix #5 – Bidding –Clarification:

DPL reserves the right to employ any project delivery methods that are in the best interest of the project. Refer to the phasing indicated in **Appendix #3 R1 Master Development Schedule** for the purposes of providing a fee.

Q: Are full energy analysis and life cycle cost analysis required for all work packages including all existing buildings?

Appendix #5 – Bidding –Clarification:

Energy analyses and life cycle cost analyses **are** required for **Work Packages 1, 2 and 3.**

Q: Is the intent to perform energy modeling and life cycle cost analysis updates at every design phase?

Appendix #5 – Bidding –Clarification:

The intent is to develop energy modeling requirements in the Schematic Design phase, with the modeling and life cycle cost analyses completed by the end of the Design Development phase. The modeling and analyses will be checked to verify compliance during the Construction Documents phase.

Q: The total budget for project engineering and design fees for all project consultants is noted for each work package. Is the intent for our total team fees to be in line with these limits?

Appendix #5 – Section 1 F –Clarification:

DPL's budgets for project engineering and design fees for all project consultants in the work packages are inclusive of **all** engineering and design costs, including escalation, incurred throughout the duration of the project as indicated in the **Appendix #3 R1 Master Development Schedule.**

Q: Our contracts team would like you to consider some suggested alterations to language regarding indemnity and insurance provisions. Will there be an opportunity to review or alter any contract language included in the RFP during the negotiation phase?

Appendix #5 – No Change.

Q: Is DPL anticipating having commissioning on all 4 work packages? What level of design team support is anticipated for the commissioning process?

Appendix #5 –Clarification:

DPL **is** anticipating having commissioning on all 4 work packages. The design team will support the commissioning activities as needed to ensure successful project delivery.

- Q:** Will there a limit to number of participants from the design team or are there any mandatory team members you would like to have participate in the interview?
- Q:** Could you confirm if our 30 min. presentation should be structured to respond to all 17 questions noted or is the presentation somewhat separate and the 50 min. Q and A will allow time to address and expand on our presentation with responses to the 17 questions if they haven't been addressed directly in the presentation?
- Q:** Are our scores based on the responses to these questions or are you looking for a more holistic presentation that may touch on some of these questions with follow up that responds to all?

Appendix #9 –Clarification:

Up to ten key team members actively involved with the project may participate in the interview. The additional questions may be addressed either within the presentation or during the Q and A. The scoring will be based on the entire interview.

Attachments: Appendix #3 R1 Master Development Schedule

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