

ADDENDUM #2

Deschutes Public Library **REQUEST FOR QUALIFICATIONS (RFQ) #20-21/02** **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 6 – Page Limit

Q: Can you clarify whether the **Participating Architect Information Form** is included within the 20 page limit?

Page 6 – Revise “Submittal Format / Page Limit” to read:

Submittal Format/Page Limit: Responses must be submitted in the following format: Submit seven (7) hard copies plus one electronic submittal, including whatever photographs, divider sections, charts, graphs, tables, and text are appropriate to the review of the Participating Architect's qualifications. All electronic files must be submitted as portable document format (.pdf) files.

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. Transmittal letter, one page cover, section dividers, résumés, one-page table of contents, **Participating Architect Information Form**, and litigation history are not included in the 20-page limit.

Page 6 – Section Dividers

Q: Are physical/printed section dividers required?

Page 6 – Revise “Page / Font Requirement” to read:

Page/Font Requirement: Page size is limited to 8½ × 11 inches, with basic text information no smaller than 11-point font. **Provide physical section dividers between response sections indicated in the Prequalification Criteria.**

Page 7 - Participating Architect Information Sheet

Q: Is this required only for the lead architect/AOR? Or for any participating architecture firms on the team?

Page 7 – Revise Tab 1 to read:

Tab 1: Participating Architect Information Sheet (Provided) (3 points).

Each Participating Architect must provide the following information: full business name, address, phone number(s), e-mail address(es), Web site (if any), date formed, license numbers of principal architects, and any other information deemed appropriate to fully describe the business. **This sheet is required for the lead architect of project teams, and optional for additional team members.**

Page 7 - Satisfactory Record of Performance

Q: Will you consider expanding the past relevant projects window from five years to ten?

Page 7 – Revise Tab 2 to read:

Tab 2: Satisfactory Record of Performance—Similar Projects (~~10~~ 15 points).

Describe similar projects the Participating Architect has in process or completed in the last five years. Information is to include contract type, client, construction budget, amount of change orders, claims, and warranty action. Include reference contact information for each project listed. **Similar projects completed within the last ten years may be included for consideration without disqualification. Responses with projects beyond the five-year timeframe may be evaluated according to current relevancy at DPL's sole discretion.** Finally, include all past work/projects (regardless of type of project) specifically for DPL, including details of construction process, change order history, and warranty activity.

Page 7 – Revise Tab 5 to read:

Tab 5: Appropriate Expertise—Library Experience (~~25~~ 20 points).

Provide a detailed overview of the Participating Architect's expertise in library design and planning including conceptual design and material handling for central library systems. **Indicate creative and visionary approaches to making great library spaces for community engagement.**

Page 8 - References

Please provide clarification on the following:

- "Provide references for the last five projects completed by participating architect."
 - Q: Does this mean, specifically, the most recent finished projects, no matter the project type?
- "Provide additional references to show a minimum of five comparable projects to the ones in this RFQ."
 - Q: Will you please clarify exactly what is being asked here?

Page 8 – Revise Tab 8 to Read:

Tab 8: References (10 points).

Provide references for the last five projects **of any project type** completed by the Participating Architect. Provide additional references to show a minimum of five comparable projects to the ones in this RFQ. **If the last five completed projects are of similar size and scope to the project outlined in this RFQ, no additional references are necessary.** References should include, at a minimum three owners.

Reminder: Be certain to note receipt of this and any subsequent addenda on the RFQ "PARTICIPATING ARCHITECT INFORMATION 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