

### ADDENDUM #3

## **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 3 – Evaluation Team**

Q: Who will be on the evaluation team?

### **Page 3 – Revise "Submittal Format / Page Limit" to read:**

#### **PREQUALIFICATION PROCESS**

To accomplish the objectives of the Deschutes Public Library (DPL) of efficient and effective utilization of resources, DPL is conducting a mandatory prequalification process pursuant to OAR 137-048-0220(3) to procure architectural services for bond-funded construction projects.

The prequalification process consists of the following basic steps:

1. DPL advertises and distributes RFQ.
2. Eligible bona fide architects (or teams) respond with Statement(s) of Qualifications based on solicitation ("Participating Architects").
3. DPL evaluation team (**DPL Representatives and Owner's Representatives**) grades all applicants based on criteria.
4. Successful architects are named and formally notified of prequalification ("Candidates").
5. Prequalified Candidates will be invited to participate in the formal RFP process described in this RFQ.

---

### **Page 4 – Architect Responsibilities**

Q: Is the list of Architects Responsibility specific for these projects? If so, can you clarify the extent of building systems to provide lifecycle analysis (Item #20) and clarification on potential test-fits for tenants (beyond DPL programmed areas)?

Q: Who will be the responsible party to obtain necessary entitlements for any properties?

Q: Are any green certifications a goal for the project(s)?

Q: Does DPL have a preferred AV and/or IT vendor that they would contract directly with for design assist or design-build? Would the preference be for the proposing architect to include these in our list of consultants?

#### **Page 4 – Revise “Architect Responsibilities” to read:**

#### **ARCHITECT RESPONSIBILITIES**

The selected architect will have the following responsibilities related to these projects, including but not limited to:

1. Programming and conceptual design
2. Facilities planning
3. Project feasibility and preliminary cost estimating studies
4. Site design/planning and permitting services. (Architect will provide support for DPL's land use consultant who will process entitlement applications)
5. Rendering/modeling
6. Virtual reality/3D modeling and video representation
7. Architectural design services (schematic design, design development, construction documents, including technical specifications)
8. Code analysis
9. Interior and exterior design
10. Space planning
11. Project administration and supporting services
12. Mechanical, Plumbing and Electrical layout and fixture selection
13. Energy analysis and design
14. Review seismic analysis and assist with integrating with architectural design
15. Existing facilities surveys including building condition and reuse feasibility studies
16. Americans with Disabilities Act (ADA) site and project review/plans
17. Value analysis
18. Assist with green building options, which may include, but are not limited to: eco-roofs, storm water management. (DPL is committed to sustainable building practices but is not seeking LEED or other certifications)
19. Materials research/specifications
20. Lifecycle evaluation
21. Preparation of test fits for potential tenant improvements (possible café vendors at new Central and Redmond libraries)
22. Construction procurement assistance services
23. Contract administration services as architect of record
24. Signage and graphic design

Specific scope items, and required consultants related to the individual projects outlined in this RFQ will be clarified in the subsequent RFP process.

## Page 6 – Single sided pages

Q: Is the 20-page limit 20 pages printed front/back or single sided?

### Revise Page/Font Requirement to read:

**Page/Font Requirement:** Page size is limited to 8½ × 11 inches, **single sided**, 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: The RFQ lists several pieces of information that should be included on the information sheet form in Tab 1 (address, phone, website, date formed, etc.), but there is not a space for all of this information on the form. I am wondering if perhaps our document is missing a page?

### Page 7 – Revise “Participating Architect Information Sheet” to read:

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

Each Participating Architect must provide the following **requested** 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 – Consultant Listing

Q: For the RFQ response, is the preference to list key consultants or provide a detailed list of all consultants?

Q: To clarify, DPL is only requesting resumes from the proposing architect, not all consultants. Is that correct?

### Page 7 – Revise Tab 3 Staff & Resources to Meet Contractual Responsibilities to read:

#### **Tab 3: *Staff & Resources to Meet Contractual Responsibilities (15 points).***

List the key individuals who will make up the team for the Project, identify their roles, and describe their relevant qualifications/experience with similar projects. Also, describe the overall resources that the Participating Architect has available to complete the project. Please list all **key consultants only** and their locations / addresses that the Participating Architect will anticipate hiring for the Project scope identified above.

---

**Page 8 – Claim History**

Q: Can you confirm intent on limited geographic area for claims proceedings given the attraction for firms outside the region? (Are you interested in whether submitting firms may have claims in other geographic areas besides those listed?)

**Page 8 – No change.**

---

**Page 10 – RFP Schedule**

Q: For the tentative RFP schedule, is the mandatory Pre-Bid conference anticipated to be in-person or virtual?

Q: Does DPL plan to conduct interviews after the RFP Stage?

Q: Are there any dates for anticipated interviews?

**Page 10 – Revise “Tentative DPL RFP Schedule for this Project (Prequalified Candidates Only)” to read:**

**Tentative DPL RFP Schedule for this Project (Prequalified Candidates Only):**

RFP Published	May 24, 2021
Mandatory Pre-bid Conference (Virtual)	June 1, 2021
Deadline for Clarifications/Questions	June 4, 2021
RFP Due Date	June 11, 2021
<b>Interviews</b>	<b>Week of June 28, 2021</b>
DPL Contract Award	July 15, 2021

---

**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