

## City of Forest Grove

### Addendum No. 1

#### Request for Proposals

Architectural and Associated Design Services  
for a New Development Services Annex and a Remodel of City Hall

#### **SUBMITTING FEE REVISED PROPOSAL LANGUAGE**

The City will only be requesting fee proposals from the three highest scoring proposals. To reflect that change, the following sections of the Request for Proposals (RFP) are deleted and replaced with the language below: Section 2.2; Section 4.1; Section 4.5.5; Section 4.5.6; Section 5.4; and Attachment A. A revised Attachment A is included as part of this addendum. The new language for those sections is included below.

#### **2.2 ISSUING OFFICE AND SUBMITTAL LOCATION**

Paul Downey, the Director of the Administrative Services for the City will issue the RFP and will be the point of contact for the City for all questions, concerns, and protests. His contact information is 503-992-3220 or [pdowney@forestgrove-or.gov](mailto:pdowney@forestgrove-or.gov).

In order to be considered for this project, proposals must be received no later than October 28, 2020, at 4:00 p.m. Due to COVID-19, the City is allowing the proposer the option of submitting the proposal electronically or by printed copy. Electronic submittal is preferred. Electronic proposals are to be submitted to Paul Downey at [pdowney@forestgrove-or.gov](mailto:pdowney@forestgrove-or.gov).

If paper copies are submitted, the Proposer must provide five total bound copies of their proposal; one copy should be marked "ORIGINAL". **The outside of the sealed envelope containing the proposal should state "Development Services Annex" and shall be addressed to:**

City of Forest Grove  
Paul Downey, Administrative Services Director  
1924 Council Street  
PO Box 326  
Forest Grove, OR 97116

#### **4.1 SUBMITTAL OF PROPOSALS**

In order to be considered for this project, proposals must be received no later than October 28, 2020, at 4:00 p.m. **The proposal is to be submitted without proposed fees. After the initial scoring is completed, proposed fees will be requested from the three highest scoring proposals.**

Due to COVID-19, the City is allowing the proposer the option of submitting the proposal electronically or by printed copy. Electronic submittal is preferred. Electronic proposals are to be submitted to Paul Downey at [pdowney@forestgrove-or.gov](mailto:pdowney@forestgrove-or.gov).

If paper copies are submitted, the Proposer must provide five total bound copies of their proposal; one copy should be marked "ORIGINAL". **The outside of the sealed envelope containing the proposal should state "Development Services Annex" and shall be addressed to:**

City of Forest Grove  
Paul Downey, Administrative Services Director  
1924 Council Street  
PO Box 326  
Forest Grove, OR 97116

#### **4.5.5 Proposed Fees**

Proposed fees are not to be included with the proposal. After the initial scoring, proposed fees will be requested from the three highest-scoring proposals. Selected proposers will have two business days to submit their proposed fees. Failure to do so will result in the proposal being deemed non-responsive and the City will request proposed fees from the next highest scoring proposer.

#### **4.5.6 Certifications (Attachment A)**

Please complete the attached certification form for non-collusion and conflict of interest, Attachment A, with the required signature and other information.

### **5.4 SCORING AND EVALUATION CRITERIA**

The criteria listed below will be used to evaluate the Proposers to determine the finalists and apparent successful Vendor. **Total possible evaluation points prior to consideration of cost and interviews will be 400. A possible seventy points are available for costs of the proposal bringing the total possible score before interviews to 470 points. If interviews are conducted, an additional 100 points are available to determine the final scores.**

#### **5.4.1 Comprehensiveness of Proposed Services (40 points) 10%**

Completeness of proposed services compared to requested services.

#### **5.4.2 Evaluation of Proposer's Services (100 points) 25%**

Evaluation of proposer's process to complete project including how tasks will be performed within the agreed-upon timeframe.

#### **5.4.3 Experience of firm to provide proposed services (100 points) 25%**

Overall capabilities and experience of the Proposer to provide the requested services described in this RFP.

#### **5.4.4 Qualifications of Proposed Staff (160 points) 40%**

The credentials and experience of the assigned staff selected to perform the requested services.

#### **5.4.5 Proposed Fees for Project (70 points)**

After scores of 5.4.1 through 5.4.4 are totaled, proposed fees will be requested from the three highest-scored proposals. The proposed fees will be awarded points which will be added to the point totals of 5.4.1 through 5.4.4 to arrive at a total point score for the three highest ranked

proposals prior to interviews, if held. Selected proposers will have two business days to submit their proposed fees. Failure to do so will result in the proposal being deemed non-responsive and the City will request proposed fees from the next highest scoring proposer.

**5.4.6 Interviews, if held (additional 100 points)**

If held, the purpose of the interviews is to evaluate presentations of proposals and Proposer's ability to work with City staff. Interview scores will be added to the scores from 5.4.1 through 5.4.5.

**5.4.7 Reference Check (no points)**

The City reserves the right to contact references as part of the decision making process and prior to making a final selection.

The revised Attachment A is included on the following page.

**OTHER CHANGES**

Questions are in black text. Answers are in purple text.

RFP states that proposal shall be submitted on 8.5" x 11" pages. Is it acceptable to submit our proposed/preliminary project schedule on an 11" x 17" page for ease of reading, and if so, should this be counted as one or two pages within the maximum allowed? You can do an 11"by 17" project schedule page and have it count as one page.

Page 14, item D, "Key Personnel". RFP states "provide a company-wide organizational chart that highlights the key personnel that will be assigned to the work should your firm be selected. Please clarify if you are looking for our Firm Org. Chart, or the Project Team Org. Chart which would include directly assigned personnel from our firm as well as sub-consultant personnel (all staff being proposed for this specific project). Looking for the latter which I put in purple text.

Item 3.2.9 (page 10) states that the Architect will work with the City to select additional consultants. Is the intent of this RFP to only select the Architect, with additional subconsultants to be selected later in coordination with the City? Or should the Architect propose a full A&E team? The intent is that you would propose a full A&E team. I want you to propose the engineers and other members of the team you will need as some firms are full service and others usually have other firms with which they regularly partner.

There are answers to clarifying questions following Attachment A which do not need to part of Addendum No. 1 but are being provided to all potential proposers so everybody knows what questions have been answered.

**Acknowledgment of Addendum #1**

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I certify that I have received and read Addendum #1 for the Request for Proposals for Architectural and Associated Design Services for a New Development Services Annex and a Remodel of City Hall.

Or as an alternative to signing and returning this Addendum, you can acknowledge receipt of it in the email you use to submit the Proposal.

**REVISED ATTACHMENT A – CERTIFICATIONS**

**Non-Collusion**

The undersigned Proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, potential Proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Proposers or potential Proposers, or to secure through any unlawful act an advantage over other Proposers or the City. The fees and prices submitted herein have been arrived at in an entirely independent and lawful manner by the Proposer without consultation with other Proposers or potential Proposers or foreknowledge of the prices to be submitted in response to this solicitation by other Proposers or potential Proposers on the part of the Proposer, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

**Conflict Of Interest**

The undersigned Proposer and each person signing on behalf of the Proposer certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of this Proposal, or in the services to which this Proposal relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Proposal to furnish all work, services systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Proposal, Professional Services Agreement, and associated inclusions and references, specifications, Proposal Form, Proposer response, mutually agreed clarifications, appropriately priced change orders, exceptions which are acceptable to the City, and all other Proposer submittals.

**Reciprocal Preference Law - Residency**

Resident Proposer (  ) Non-Resident Proposer (  )

**Signature Block**

The Proposer hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
Proposer Name Proposer Telephone Number

\_\_\_\_\_  
Proposer Mailing Address, City, State, Zip

\_\_\_\_\_  
Proposer Facsimile Number

\_\_\_\_\_  
Proposer E-mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Answers to Other Questions

Questions are in black text. Answers are in purple text.

- When is the last date Addenda will be distributed? **October 13, 2020.**
- Am I correct in assuming that since we have had email correspondence, that we will automatically be included when Addenda is distributed? **Yes, all consultants who have submitted correspondence will automatically receive addendum.**
- On page 4 of the RFP it notes that you have design funding for current fiscal year. I am assuming that should be 2021. **The fiscal year in which the design funds are budgeted started on July 1, 2020, and ends on June 30, 2021.**
- You noted that the fee proposal will not be required at this part of the RFP process and that the addenda will clarify this. It was noted that the top 3 ranking proposers would provide cost proposals. When will that proposal be presented as the current timeline from RFP due date to interview is very tight as is the period between interview and notice. I apologize if this is all addressed with the clarifying addenda coming out. **The schedule is the anticipated schedule and is subject to revision. If we receive a significant number of proposers that could extend the schedule. The City will modify the schedule as needed to ensure consultants have time to submit fees and to prepare for interviews as needed.**
- Does the city have detailed existing building drawings for either of the two structures, or survey of the site(s)? Or should the field measure and verification be assumed to be required by consultant. **We have detailed building drawings for City Hall except for a few recent small changes we made such as taking part of the lunch room for an office. Not sure about Engineering Office but we are checking. City Hall is approximately 7,080 square-feet on two floors (both floors same size). Based on measurements by the Engineering Department, the current Engineering Office is 3,600 square-feet (50 feet (street frontage) by 72 feet). If the alley is used as part of the new building, the new building would be 4,248 square-feet for one floor (59 feet (street frontage) by 72 feet). I am not aware of any recent surveys of the site.**
- Since the project will be bid, we assume that you will require full design services including MEP designs, in lieu of having those services as Design/Build scopes by the sub-contractors. **That assumption is correct.**
- For cost estimating, if this service is provided by a general contractor as part of our design team, would that preclude them from bidding on the project when advertised to GC for bids? **No, that would not preclude the general contractor from bidding on the project when advertised to GC for bids.**
- Resume length – **each resume can be one to pages**
- Connecting the new building with City Hall – **the City would like to have an internal connection(s) between the two buildings possible one on each floor but the City does not want to do seismic upgrades to City Hall as a result of this project.**
- The other project related to this building – **Matrix Consulting is doing a development process review in conjunction to this project. That review is underway and the intent is have that project possibly help inform space planning for the new DSA building.**
- Construction costs estimate and bid timing- **the City had a rough cost estimate of about \$3 million for construction costs a few years ago. No further costs estimates have been done. The City hopes to bid this project sometime during the summer of 2021.**