

ADDENDUM No. 1

RFP No. 23-53

Architecture Consulting Services

Due: November 7, 2023 by 11:00 a.m. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes two (2) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment B - Non-Discrimination Declaration of Compliance**
- **Attachment C - Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Can you clarify if it is your office's expectation to receive full responses including an engineer consulting team as opposed to exclusively an architectural team? Does the inclusion of an engineering team align more with the city's needs?

Answer 1: While not required, subconsultants that you regularly collaborate with can be helpful to include, as architectural projects often require services from other disciplines.

Question 2: If we decide to include engineering consultant firms as part of our intended team, can you confirm that full resumes, personnel qualifications and portfolios are needed although they are considered only for informational purposes?

Answer 2: While not required, resumes and qualifications of key subconsultant staff as well as project examples would be helpful in the overall evaluation.

Question 3: Could you clarify the city's expectations regarding the work plan within the proposal? While the RFP requires us to outline project management and scheduling, the scope of work is not explicitly defined within a fixed timeframe for a single project. Are you seeking a sample work plan for a specific project as part of the proposal?

Answer 3: A sample work plan for how you approach projects and in what capacities you may include any subconsultants would be helpful.

Question 4: In order to provide a more accurate work plan, could the city share information on any specific projects anticipated for the upcoming year, including their scope and duration as a reference?

Answer 4: Examples of some projects we have done in recent years include renovation and expansion of the restrooms at the Argo Canoe Livery, renovation of restrooms at Cobblestone Farm and the Farmers Market to meet ADA requirements, and structural repairs to Veterans Memorial Park Ice Arena.

Question 5: Besides architecture and planning, the RFP mentions several disciplines such as civil, mechanical, electrical, plumbing, structural, landscape, and cost estimating. Are there any other disciplines we should include in our proposal?

Answer 5: The disciplines you listed are what is most typically included in responses, but are not required.

Question 6: Section II-6 outlines certain requirements that differ from the proposal format in Section III. Would it be advisable to reformat the outline and provide the required information following the structure in Section III?

Answer 6: Section II-6 includes information that should be addressed in the proposal where the offeror sees fit. Please organize the proposal based on the proposal format listed under Section III.

Question 7: Regarding the Fee proposal in Section III, it's clear that overhead factors are dependent on the scope and duration of each specific project. Would it be preferred if we incorporate these factors into the hourly rate?

Answer 7: If your firm has a standard overhead factor, please include it. If not, please provide the standard hourly rates.

Question 8: Could you confirm whether the awardee will be expected to sign a single contract within a fixed time period without a predetermined quantity of work? Or should we anticipate signing multiple contracts based on specific projects?

Answer 8: The as-needed services contracts will be awarded to firms with no guarantee as to the quantity of work. As project needs arise, firms with as-needed contracts will be considered based on their qualifications and estimated fees. They will then execute work statements for each project performed as part of the as-needed services contract.

Question 9: The sample contract includes requirements for insurance. Should our proposal include proof of an insurance certificate, or is this a step to be taken after the award of the contract?

Answer 9: No insurance is required for your proposal response. Insurance will be required for the firms that are awarded a contract.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.