



citycounty insurance services  
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## Request for Proposals (RFP) Addendum 1

### Architectural/Engineering Services

CIS  
15875 Boones Ferry Road, #1469  
Lake Oswego, OR 97035  
(503) 763-3800

RFP Schedule	
Issuance of RFP:	March 9, 2022
Submission of Questions about the RFP:	March 18, 2022, 5:00 p.m. (PT)
Proposal Due:	March 30, 2022, 5:00 p.m. (PT)
Anticipated Contract Commencement:	May 2022

## ADDENDUM

### A. BACKGROUND

On March 9, 2022, CIS issued a Request for Proposals (RFP) for design/architectural services.

CIS is issuing this Addendum to the RFP to respond to written questions we received from potential proposers. The Addendum modifies the original RFP document only to the extent indicated. All other areas of the original RFP remain in effect and can only be modified in writing by CIS. This Addendum is made an integral part of the original RFP. It is the responsibility of all proposers to conform to this Addendum. Proposers who have already submitted proposals may either: 1. submit an addendum to their proposal; or 2. withdraw the original proposal and submit a new one. Any addendum or revised proposal must be submitted no later than the **Proposal Due Date of 5:00 p.m. (PT) on March 30, 2022.**

### B. RESPONSES TO QUESTIONS

**Question 1:** Do you have a survey or site plan and the development feasibility study that you've had performed that you can share?

**Response 1:** The feasibility study and survey report will not be made available to the proposers but will be provided to the selected firm.

**Question 2:** Which architect completed the study?

**Response 2:** Mackenzie Architecture

**Question 3:** Can you provide a map showing the location of the site in Wilsonville and property extents?

**Response 3:** See Attachment 1.

**Question 4:** Is it expected the AE team will include geotechnical services or will the Owner retain these services directly?

**Response 4:** CIS is contracting with a Geotech consultant, and a report will be available to the selected firm.

**Question 5:** What is the anticipated project schedule, such as start/end of construction?

**Response 5:** As stated in the RFP, the desired construction completion date is end of 2024. We estimate a construction start date of Spring 2023 with a 12- to 15-month construction period.

**Question 6:** The RFP doc state the due date/time is 03/30/2022 at 5:00 PM PT, however, from the OregonBuys Procurement website, it states, "Bid Opening Date: 03/30/2022 05:15:00 PM". Please confirm the due time on 3/30/2022.

**Response 6:** The proposals are due by 5:00 pm (PT) on March 30th.

**Question 7:** Where is the project site?

**Response 7:** Wilsonville, Oregon – See Attachment 1.

**Question 8:** Do you have any more detailed information about the building program other than it is an office building?

**Response 8:** No additional or detailed information at this time.

**Question 9:** Are there any specific desires about the height, shape or construction type of the building? Is the building expected to be one-story or are multi-story options under consideration?

**Response 9:** CIS has not yet determined any particular desires for the building, except that it will likely be one-story.

**Question 10:** What type of project experience are you looking for in selecting the AE team?

**Response 10:** Similar size office building experience.

**Question 11:** Can you provide an address of the site, so we can take a look at it?

**Response 11:** YES. 9990 SW Wilsonville Rd., Wilsonville, OR. The site is bordered by Wilsonville Road on the north and SW Kinsman Road on the east. See Attachment 1.

**Question 12:** Is the site a brownfield? Greenfield?

**Response 12:** To the best of CIS' knowledge, our understanding is this is a greenfield site.

**Question 13:** We infer that you'd like us to provide a fee for doing the work. Do you have a format that you'd like to see for the fee portion of the proposal?

**Response 13:** The proposal requests fee estimates from previous similar projects and how you determined the fee. A fee will be negotiated with the highest ranked firm.

**Question 14:** And those the projects we are sharing under Section B.3, and not B.2?

**Response 14:** The fee estimates should be from the projects in B.2.

**Question 15:** Will Front and Back covers be included in the page count?

**Response 15:** The front and back covers will not be included in the page count.

**Question 16:** We are assuming the sample standard agreement is not included in the page count. Please confirm.

**Response 16:** The standard agreement will not be included in the page count.

**Question 17:** Do you want us to include a full consultant team in our proposal? If so, would you like us to include their resumes as well?

**Response 17:** We expect proposals to include all relevant team members needed to complete the scope of services.

**Question 18:** Schematic Design Item 4 and Design Development Item 4 mentions public outreach and feedback. - Please provide additional clarity on your goals for public communication and feedback? We often facilitate robust public engagement campaigns when securing funding and public support is required or there is concerned of opposition from the neighborhood, etc. Beyond a required neighborhood meeting for the land use approval process, we do not understand the goals for the public outreach. Could you help us understand the drivers behind public outreach for this project so we can better tailor our approach?

**Response 18:** We do not expect any additional public engagement beyond the land use approval process which the consultants will lead on behalf of CIS.

**Question 19:** Proposal Format and Content - Item H Sample Contract - We would recommend that we negotiate the contract based on CIS's AIA contract that will be issued in an Addendum noted in Appendix A, please let us know if this is acceptable or if you would still like a copy of our AIA Contract with our standard comments?

**Response 19:** It is acceptable to negotiate the contract based on CIS' AIA contract that will be issued in a separate addendum.

**Question 20:** Have any Land Use or Development Review Approvals from the City of Wilsonville been obtained or are in process to date?

**Response 20:** No, Land Use or Development Review approvals have not been obtained.

**Question 21:** Has the wetlands been delineated?

**Response 21:** CIS has hired a wetlands consultant and this information will be made available to the selected firm.

**Question 22: Has a Natural Resources Delineation been completed?**

**Response 22:** No, a Natural Resource Delineation has not been completed.

**Question 23: Are there any restrictions /restraints on utilities? Our biggest concern is stormwater. Since Coffee Creek is so close, will water detention be required?**

**Response 23:** We will expect our design consultants to vet any restrictions and water detention requirements.

**Question 24: Knowing that Wilsonville Road and Kinsman Road are relatively new, does the City expect any transportation upgrades, changes or other impacts for the proposed development? Since the existing road has a lot of new concrete, it would be a major cost to make changes.**

**Response 24:** We will expect our design consultants to determine any transportation upgrades, changes, or other impacts due to the development.

**Question 25: Can you please clarify the contracting process (is this simple CM/GC or lean process delivery?)**

**Response 25:** This will be a CM/GC project, refer to Section I Introduction, Part B Background of the RFP.

**Question 26: Insurance clarification: Section 4.b/Comprehensive General Liability Insurance requiring the inclusion of Contractual Liability Coverage. Many insurance policies specifically restrict this / can this requirement be changed?**

**Response 26:** As stated in Section IV General Instructions, Part C Exceptions and Deviations of the RFP, any exceptions to or deviations from the requirements of the RFP and addendums should be declared in a separate element of the proposal under the heading "Exceptions and Deviations".

**Question 27: Section D4 asks for detailed fee information for each highlighted project. Two of the four most recent and relevant projects we are presenting are ones for which we've been contractually prohibited from sharing any cost/budget information. The other two have no such restrictions. Please confirm that this is acceptable.**

**Response 27:** We will accept a project cost range for project examples included in proposals.



## ATTACHMENT 1 – CIS PROPERTY LOCATION

Parcel 1, Partition Plat No. 2012-057



**Detail Aerial Photograph**



**Neighborhood Aerial Photograph**