

October 19, 2017

RFP– A/E Services Alder Elementary School Structural Seismic Upgrades

Addendum #1

From: Robert Collins
Senior Project Manager
Day CPM Services

REQUEST FOR PROPOSALS

A/E Services Alder Elementary School Structural Seismic Upgrades

Reynolds School District

The RFP for the above referenced project and the work covered are modified as follows, and except as set forth herein, otherwise remain unchanged and in full effect. This addendum is part of the RFP solicitation Documents for the above-named project and modifies the original RFP Documents dated September 21, 2016. Acknowledgement of receipt of this addendum is required as part of the Proposal.

Item #1 Questions:

- Question 1: Is there a planned replacement of the Gymnasium roof in 2018?
- Answer: Yes, the report issued by ZCS Engineering does include a replacement roof under the “Roof Strengthening Construction” section of Appendix C.
- Question 2: Are there any planned HVAC or other Mechanical/electrical replacements planned for 2018?
- Answer: Yes, the report issued by ZCS Engineering does include a cost for “Miscellaneous HVAC/Electrical/Plumbing” upgrades in Appendix C.

Item #2 Attachments:

- Pre-proposal agenda held on October 17, 2017.
- Signup Sheet for the Mandatory pre-proposal meeting held on October 17, 2017.

End of Addendum #1



Sign in Sheet

10/17/17 3:30PM

A/E ALD Seismic Upgrades – Pre-Proposal Meeting - Alder Elementary School

Company Name:	Attendee Name:	E-Mail Address:	Office Phone:	Cell Phone:
PETERSON STRUCTURAL ENGINEERS	LINDSAY DUNTON	lindsay.dunton@ psengineers.com	903.292. 1635	
SIMON E GOLD FEDER	→ CONSTRUCTIVE FORM ARCHITECTURE AND DESIGN LLC	sgoldfede@ constructive form.com	503.309. 4762 / 503.894. 9638	
WRK Engineers	Russell K-ford	russellk@ wrkengrs.com	360.619.2604 → 360.645.9731	



Architectural and Engineering Services Pre-Proposal Meeting Information presented for the
Reynold School District – Alder Elementary School Structural Seismic Upgrades

October 17th, 2017 @ 3:30 P.M.

I. Introduction

- A. Project Description, (A/E Services for the Alder Elementary School Gym Structural Seismic Upgrades)
- B. Sign-in Sheet must be signed, (This is a mandatory pre-proposal meeting)
- C. Reynolds School District: Rachel Hopper
Day CPM Services: Bob Collins/Bond Program Manager
Dave Wang/Construction Manager

II. Request for Proposals, (Areas to be covered)

- A. Proposal are due 2:00 PM PDST, on October 24, 2016
 - Scope of Work – Section A of the RFP, Introduction
 - Dates & Deadline – Section B of the RFP
 - RFP Terms – Section D of the RFP
 - Proposal Requirements – Section E of the RFP
 - Selection Criteria – Section F of the RFP
 - Minority, Women and Emerging Small Business (“MWESB”) – Section H of the RFP
 - Security Verification – Section I of the RFP
 - RFP Attachments – Section H of the RFP
- B. Scope of Work
 - Alder Elementary School (Structural Seismic Report for the Project by ZCS Engineering, Inc.)
 - Project Budget of \$1,071,450 for all costs associated with Construction including any contingency
 - Present Preliminary Schedule for Alder Elementary School Structural Seismic Gym Upgrades:

A/E Services	November 10, 2017 –February 15, 2018
Permit, Bid, & Negotiate	February 16, 2018 – March 30, 2018
Early Procurement & Shop Drawings	April 1, 2018 – June 14, 2018
Construction to Substantial Completion	June 15, 2018 – September 1, 2018
Punch & Final Completion	September 2, 2018 – October 3, 2018
- C. Dates & Deadline

RFP issue date	October 3, 2017
Mandatory pre-proposal meeting at 3:30 PM	October 17, 2017
Deadline for proposer questions	October 22, 2017

RFP Addenda issuance	October 13, 2017
Proposals due at 2:00 PM	October 26, 2017
Shortlisted firms identified	October 29, 2017
Proposer interviews	November 2, 2018
Board approval of selection	November 8, 2018
Beginning of services	November 15, 2018

D. RFP Terms

- Attachment A, (Form Professional Services Agreement)
- Questions or Comments

E. Proposal Requirements

1. One original, five copies, and one electronic PDF on flash drive
2. Attachment C, (Proposal Certification)
3. Proposals submitted in a sealed envelope that is plainly marked “Proposal to Provide A/E Services – Reynolds School Middle School Classroom Structural Seismic Upgrades” and bears the proposer’s name, address, telephone number, and email address
4. Due October 24, 2016 prior to 2:00 PM & deliver to:
Reynolds School District
RE: Reynolds Middle School Classroom Structural Seismic Upgrades
RFP – Architectural/Engineering Services
204 NE 201st Avenue
Fairview, OR 97024
5. Question prior to 2:00 PM of October 12th to be directed to:
Bob Collins, Project Manager
DAY CPM SERVICES (Owner Representative)
12745 SW Beaverdam Rd. Ste. #120
Beaverton, OR 97005
Email: rcollins@daycpm.com
6. Proposal must include, (Attachment D – References)
 - o All items in §6. through 11. of Proposal Requirements, (Section E of the RFP)

F. Selection Criteria

- Evaluation of technical proposals, §2., (i) – (vii) (100 possible points)
- References (50 possible points)
- Interview (If deemed necessary – 100 possible points)

H. Minority, Women & Emerging Small Business, (MWESB)

- Understanding & Questions

I. Security Verification “Security and Background Check Requirements”

- Understand of the Process and time to become badged
- Questions

J. RFP Attachments

- Attachment A – Form Professional Services Agreement

- Attachment B – A/E Design Team Matrix for Project
- Attachment C – Proposal Certification, (**Must be filled out & submitted with proposal**)
- Attachment D – References, (Selection Criteria)
- Attachment E - Structural Seismic Evaluation Report for the Reynolds Middle School Classroom

III. Other items

- Security Background Check Applications
- Others

IV. Tours of Project sites

- Schedule of site tour after this non-mandatory pre-proposal meeting.