

ADDENDUM NO. 1

**SUNRIVER SERVICE DISTRICT
REQUEST FOR PROPOSAL
OWNER REPRESENTATIVE/PROJECT MANAGEMENT
SERVICES CONTRACT**

FROM: Mindy Holliday, SSD Board Administrator
Sunriver Service District (District)
57455 Abbot Drive
P.O. Box 2108
Sunriver, OR 97707
(541) 593-8622
SSDAdmin@sunriversd.org

I. RECITALS

- A. District issued its Request for Proposal Owner Representative/Project Management (OR/PM) Services Contract on June 29, 2022 (RFP) soliciting OR/PM service proposals for District's Public Safety Building Project (Project).
- B. District held an Optional Pre-Submittal Conference regarding the OR/PM services sought for Project on July 6, 2022, at 1:00 p.m.
- C. Following the conference, the District deems it appropriate to issue an addendum to modify the anticipated schedule within the RFP and amend the required insurance coverages and scope of work set forth within the Service Contract, attached to the RFP as Appendix A.

II. REQUEST FOR PROPOSAL

The District hereby makes the following amendments to the Request for Proposal:

- 1. **Article I, General Information, Subsection C, Anticipated Selection Schedule**, is hereby amended to read as follows:

District anticipates the following general timeline for its selection process. A voluntary Pre-Proposal Project Overview meeting will be held on July 6 at 1:00 PM at 57475 Abbot Drive, Sunriver, Oregon. The District reserves the right to change this schedule.

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| Advertise and Issue RFP | June 29, 2022 |
| Optional Pre-Submittal Conference | July 6, 2022 at 1:00 PM |
| Question Submittal Deadline | July 13, 2022 by 4:00 PM |
| Replies Issued | July 18, 2022 by 4:00 PM |
| Deadline for Submittal of Proposals | July 21, 2022 at 1:00 PM |
| Interviews (if desired by District) | August 5, 2022 |
| Selection Committee Identifies Preferred Team | August 8, 2022 |
| Contract Negotiations | August 9-11, 2022 |
| Final Contract Drawn | August 12, 2022 |
| Selection Committee Recommendation to the Board. | August 18, 2022 |
| Agreement Execution with Awardee | August 19, 2022 |
| Ground Breaking – Construction Begins | May 1, 2023 TBD by Project Team |
| Project Completion | November 1, 2024 TBD by Project Team |

2. **Article I, General Information, Subsection D, Scope of Services, 2.0, Pre-Design Planning**, is hereby amended to add Item 2.11 EXISTING APPARATUS BAY TRUSS, to read as follows:

“2.11 EXISTING APPARATUS BAY TRUSS. Existing apparatus bay trusses are compromised. Verify that Design Team addresses associated repairs in design documentation.”

3. **Article I, General Information, Subsection D, Scope of Services, 3.0, Design Phase, 3.7, Sustainability**, is hereby amended to add the following sentence as the last sentence of that subsection:

“District desires to incorporate infrastructure to allow charging of electrical powered vehicle apparatus in the future.”

4. **Article II, Proposal Instructions, Subsection E, Proposal Contents, 3- Project Manager**, is hereby amended to add a (d), as follows:

“(d) Confirm that OR/PM Lead Personnel will remain on the Project until final completion, unless a replacement is requested or approved by the District.”

III. PROJECT MANAGEMENT SERVICES CONTRACT - APPENDIX A

The District hereby makes the following amendments to the Project Management Services Contract, attached as Appendix A to the Request for Proposal:

1. Coverage limits set in **Section 7, Insurance Requirements, 7.1 Insurance Coverages, subsections a through d** are hereby amended to reflect the following required limits:

- a. Workers' Compensation and employer's liability insurance per ORS Chapter 656. The employer's liability limit shall not be less than \$500,000 per occurrence.
 - b. Commercial General Liability Insurance, applicable to all premises and operations, including Bodily Injury, Property Damage, Personal Injury, Contractual Liability, Independent Contractors, Products and Completed Operations, Broad Form Property Damage (including Completed Operations), and coverage for explosion, collapse, and underground hazards, with limits of not less than \$1,000,000 per occurrence.
 - c. Business Automobile Liability Insurance, applicable to owned, non-owned and hired automobiles, with a limit of not less than \$500,000 combined single limit each accident, \$1,000,000 aggregate.
 - d. Professional Liability Insurance, applicable to all acts and omissions of Consultant and its consultants at all tiers, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. **Exhibit C, Scope of Services, 2.0, Pre-Design Planning**, is hereby amended to add Item 2.11 EXISTING APPARATUS BAY TRUSS, to read as follows:
- “2.11 EXISTING APPARATUS BAY TRUSS. Existing apparatus bay trusses are compromised. Verify that Design Team addresses associated repairs in design documentation.”
3. **Exhibit C, Scope of Services, 3.0, Design Phase, 3.7 Sustainability**, is hereby amended to add the following sentence as the fourth sentence of that subsection:
- “District desires to incorporate infrastructure to allow charging of electrical powered vehicle apparatus in the future.”

All unamended provisions within the RFP and Contract remain in force and unchanged by this Addendum 1.

SUNRIVER SERVICE DISTRICT

By: John Ralston, Vice Chair

Date: July 12, 2022