

SUNRIVER PUBLIC SAFETY BUILDING  
Request for Proposal  
ORS 279B Project Management Services  
Question and Answer Log  
Rev 1 July 15, 2022

**QUESTION 1**

June 29, 2022

I did a quick look and everything is approachable but I will note the insurance limits are double what is typically seen on a project this size. Should this be a question asked for clarification or is this a standard your team has researched and set based on industry standards?

**RESPONSE**

We will be revising the ins requirements.

ADDED NOTE: See Addendum #1 available on the Sunriver Service District Website. Revised insurance requirements listed.

Also, please remember to us form in RFP to acknowledge receipt of Addendum.

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**QUESTION 2**

Request July 1, 2022

I am writing regarding the RFP for Owner's Representative/Project Manager for your Fire and Police departments' additions and renovations project. This is an exciting project and we look forward to submitting a proposal for our firm. We will not be able to attend next week's site walk, due to a prior commitment, but would like to visit the following week, either the 11th or 13th. Would it be possible to come by then, see the site, and perhaps meet with you briefly?

**RESPONSE**

*Unfortunately, now that the RFP's have been formally issued and the submittal / selection process has begun we are not able to accommodate your request.*

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**QUESTION 3**

Request July 2, 2022

I am writing regarding the RFP for Owner's Representative/Project Manager for your Fire and Police departments' additions and renovations project. We will not be able to attend next week's site walk, due to a prior commitment, but would like to visit the following week, either the 11th or 13th. Would it be possible to come by then, see the site, and perhaps meet with you briefly?"

**RESPONSE**

*Unfortunately, now that the RFP's have been formally issued and the submittal / selection process has begun we are not able to accommodate your request.*

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**QUESTION 4**

Request Jul 5, 2022

Our firm is interested in this project. GRI provides geotechnical engineering, pavement engineering, geological, and hazmat consulting services. From the RFP, we understand you will be directly contracting the geotechnical services. We are interested in learning how your agency plans to solicit these services – if there will be a future RFP issued, whether the selection will be through your selected AE team, or if there will be another way.

**RESPONSE**

*The OR/PM will handle contracting Geo when they are selected in August.*

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**QUESTION 5**

Request July 6, 2022

In section 2. Firm Experience (page 15) asks to “Provide examples of at least three (3) relevant projects completed by Proposer within the last five (5) years.” Would it be acceptable to list project experience from proposed team members here that was completed while with another firm if we clarify that in the proposal? We want to ensure we’re giving you the most accurate picture of the team.

**RESPONSE**

*Section 2 is specifically entitled “Firm Experience”. This requirement asks Proposers to “Provide examples of at least three (3) relevant projects completed by Proposer within the last five (5) years.” Both of these indicate interest in the actual FIRM submitting the proposal, not an individual point person’s background experience. Of course, if a firm just adopted a new name, the experience of the prior firm that changed its name IS relevant and responsive.*

*This proposer would be able to submit information about its employees’ experiences before joining Proposer under Section 3, Project Manager (“Identify the specific personnel to whom responsibility for the District’s Project will be assigned, including individual name(s), title(s), role(s), and relevant experience.) We only want to know about employee’s personal experience that will be working with the District.*

*If proposer is a team of two firms or a joint venture, the experience of both can be considered "Firm Experience"*

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**QUESTION 6**

Request July 1, 2022

Where is the CMGC RFP?

**RESPONSE**

*The first duty of the OR/PM is to get the CM/GC RFP out. My schedule shows him on board Aug 19. Currently on the website is the notice for CM/GC Exemption Approval. Our Board will meet July 14 @2 pm for public input, then at 2:30 to approve.*

*The RFP's for the Design Team and OR/PM are on the website. You might take a look at their scopes.*

*Additional comments: See Scope item 2.1. CM/GC Exemption was approved by Sunriver Service District Public Contract Review Board on July 14, 2022.*

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**QUESTION 7**

Request July 11, 2022

On page 17 of the RFP under Evaluation Criteria, item 4 says the proposal will be scored for “Availability and capability to manage the commissioning services described in this RFP on an ongoing basis”. The only reference we’ve found to commissioning in the RFP is item 5.2 on page 12 under Post-Construction Phase. Are you looking for demonstrated experience managing commissioning activities and, if so, where would you like this included in the proposal so it’s easiest for your selection committee to review?

**RESPONSE**

*You are asking where in their proposal should a proposer include information regarding its “Availability and capability to manage the commissioning services described in this RFP on an ongoing basis.” That material should address the commissioning services required under 5.2 of the scope of service.*

*We cannot direct how a proposer organizes its proposal, beyond the instructions already provided under Section II, E, Proposal Contents. See subsection E.4.d, which asks proposers to “Describe what special services, systems or qualifications your firm has that would benefit the District in carrying out its Project.”*

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**QUESTION 8**

Request July 13, 2022

Page 15, #4 c, asks that we “demonstrate project understanding by submitting a proposed approach to the project including key activities, milestones, possible design concepts, potential challenges, and areas of concern.” Question: Can you confirm you are not expecting the OR/PM to submit design concepts?

**RESPONSE**

*No, we do not expect the OR/PM Proposers to submit design concepts.*

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**QUESTION 9**

Request July 13, 2022

Page 16, item g “include with your proposal a sample overall project budget report including construction and soft costs”. Question: Can we submit any sample or are you asking us to prepare one specific to their project at this stage?

**RESPONSE**

*No, we do not expect Proposers to submit an overall project budget report specific to the Sunriver Public Safety Facility project. We would like to see a sample of what you typically would create for past projects.*

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