

RFP 12-1903
ARCHITECTURAL AND ENGINEERING SERVICES

Note: The following changes, additions and deletions to Request for Proposal 12-1903, hereby become part of the Request for Proposals. It is essential that all prospective Proposers note the content of the Addendum.

Due to the time constraints of the fiscal year end, the deadline for proposals has been extended from close of business July 12, 2011 to close of business, July 21, 2011. The deadline for proposer questions and requests for information has also been extended to 3:00 p.m. July 7, 2011.

Pre-Proposal Meeting June 22, 2011

The attendees of the Pre-Proposal Meeting were as follows:

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The following are questions and answers given at the Pre-Proposal Meeting held June 22, 2011 or information that the Zoo stated it would provide. In the interest of fairness and equity, this information is being provided to all interested proposers.

- 1- Are there CAD drawings of the Beaver Marsh and Lagoon areas?
 - o There are only hard drawings for the Beaver Marsh area.
 - The Zoo does have a basic floor plan CAD drawing of the Lagoon building. There is a CAD drawing of the Lagoon mesh enclosure that was completed when the mesh and poles were replaced in 1999.

- 2- Are there surveys of the areas?
 - o There is a 90% base map for most of the Zoo, however, both of these areas are not complete. The Zoo is in the process of obtaining estimates to have these areas completed.

- 3- There was concern mentioned of what services will need to be provided by the teams. The following are clarifications of services required.
 - o The Zoo will be responsible for all surveys and geotechnical information required upon request for all projects.
 - Engineering; Landscape and Architectural services will likely be needed for the “Cascades Beaver Marsh Aviary and Exhibit” project. The Zoo will be responsible for all permits, surveys and geotechnical.

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- Architectural, Landscape, Mechanical and Civil services will likely be needed for the “Africa Lagoon” project. This project will most likely go through regular city permitting and will require the firm chosen to accommodate this. The Zoo will be responsible for all surveying and geotechnical services required.
 - Architectural, Engineering, Landscape, Mechanical, Electrical and Civil services will likely be needed for the “On-Call Services.” The Zoo will provide all surveys and geotechnical services as needed. Permitting under regular City of Portland permits or the Facilities Permit will be determined for each project.
- 4- Can you submit a proposal on one project only?
- Yes, firms may propose on one or all projects, as well as the on-call services. Evaluation and selection will be based on the strengths of the proposals received.
- 5- Will the Zoo interview firms who submitted a proposal to assist in scoring process?
- Yes, if the evaluation committee feels it is necessary to narrow the field down to make final selection.
- 6- What types of projects are anticipated for the on-call contract?
- The projects the Zoo anticipates will be all facility related projects that may include roof replacements, coatings, renovations to existing buildings and exhibits as demonstrated by the two projects listed. The projects will be selected from our renewal and replacement, capital improvement and maintenance lists from year to year.
- 7- Is there a construction budget for projects?
- Normally a budget is determined with the project. However, many projects will require estimates upon scope definition and the funding will be determined at a later time.
- 8- In looking at the bigger picture, if a firm is on the on-call list, will they be available to bid larger (bond) projects?
- The Zoo Bond projects are separate from the maintenance projects on this solicitation. The Zoo bond team will solicit those projects and any firm may propose, including those already under contract with the Zoo.
- 9- For projects included in this solicitation, proposers need to assemble teams. For the on-call contract, should a team be assembled as well or just individual?
- Firms may propose either teams or individuals for the on-call services.
- 10- Do projects have a defined scope of work?
- As the projects are planned and selected, some will have a specific scope of work. However, others may require the consultant team to assist in defining the work scope, schedules and cost estimates for the project.

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11- How many on-call contracts will be awarded?

- The intent of the Zoo is to award on-call contracts to multiple firms. Based on the responses received, the evaluation committee will make a determination on the exact number.

12- Is Metro rigid with sample contract and requirements?

- Any contract changes proposers may want Metro to consider must be identified in their proposal under "Exceptions". Metro may consider these revisions during contract award and negotiation.

13- Are environmental assessments needed?

- Environmental assessments are not anticipated at this time.

The following item is hereby deleted:

In Introduction page 2, number 3) of the Request for Proposals (RFP 12-1903) the words "Coordinate with Existing Civil" is deleted.

All other terms and conditions of this solicitation remain the same.

Issued June 27, 2011

Karen Slusarenko, CPPB
Metro Procurement Analyst