

SUMMARY OF REQUEST FOR PROPOSALS (RFP) RESPONDENT QUESTIONS

**RE: THE CITY OF UMATILLA, OREGON (CITY) DESIRES TO SELECT A CONSTRUCTION MANAGER GENERAL CONTRACTOR (CMGC) FOR THE NEW POLICE STATION PROJECT**

Addendum #03  
September 13, 2024

It is the responsibility of the proposer to note the contents of this addendum and notify the Owner that this addendum has been received. The Respondent shall acknowledge receipt of all addenda on the Cover Page of the submitted proposal. Failure to provide acknowledgment may result in the submittal being rejected as not responsive.

The addendum includes:

Proposer Questions:

1. *With a Page Count limit of a maximum of 8, are the forms for Appendix A & B included in the 8 pages? Also, are our General Conditions and Sample Budget included in the 8 pages, as these can be multiple-page documents by themselves?*
  - a. Appendix Forms do not count to the page limit.
  - b. General conditions, sample budget, and other fee estimates do not count to the page limit.
2. *The RFP requests an "Auditor's Letter for each participant (15% of fee or greater) indicating the Respondents are viable and not subject to bankruptcy." Can you provide an example or additional information?*
  - a. The Owner has elected to waive this requirement for inclusion in the proposal.
3. *Finish schedule calls out for polished concrete but does not specify level of finish, will this information be provided to quote this scope properly?*
  - a. The design documents in RFP Appendix D are schematic and should not be considered complete Construction Documents. The RFP is not asking for a quote on the construction price.
4. *I am unable to find the specs for Kawneer 1600 IR on their site to quote. Please confirm I'm getting the correct series.*
  - a. The design documents in RFP Appendix D are schematic and should not be considered complete Construction Documents. The RFP is not asking for a quote on the construction price.
5. *I am not finding the form you have called out as Form BC in the Score sheet under the pass or fail section. Please advise on what form this is.*
  - a. Providing notice that the submittal is inclusive or not inclusive of a Claim of Business Confidentiality on the submittal Cover Page is adequate to meet this requirement.
6. *Section 2.5.2 on page 5 states that the "Respondent shall acknowledge receipt of addenda on the Submittal Forms in Appendix A. Failure to provide acknowledgment may result in the submittal being rejected as not responsive." The forms in Appendix A do not have a section regarding addenda acknowledgement. Please clarify if a form will be provided or if the proposer should insert their own section or form.*
  - a. Signed acknowledgement of receipt of all addenda on the submittal Cover Page is adequate to meet this requirement.
7. *Section 5 on page 9 gives specific requirements for fee proposals for preconstruction services, fixed fee, general conditions, and self-perform work. The Appendix B Scoring Matrix does not call out the items from Section 5 as being required for inclusion and scoring. Please clarify if the items from Section 5 are required to be included in responders' submission and if so in which section.*
  - a. Fee proposals are to be included as a pass/fail component of the scoring criteria under Section 1 of the RFP Score Sheet.
8. *Please clarify that you want the proposal in the order following the scoring matrix? I do not see anywhere in the RFP outlining the order.*
  - a. Under Section 7 the second sentence is intended to imply that content should follow the scoring matrix to make it easy for the selection team to grade the proposal. "The criteria have been structured to make it clear to the Respondents and the Selection Team where content should be included. The Respondents are encouraged to include in each subsection the content they wish to be scored in that subsection".

9. *In reviewing the GC template, we generally would include several items in the GC that are not present and others that you have a line item for, for which we traditionally do not bill directly to the job. Are we to follow this form exactly, or can we provide our form with the breakout we would typically assign in a CM/GC project?*
  - a. Respondents are to use the provided estimate table included in Section 5 of the proposal.