



City of Seattle

Department of Finance and Administrative Services (FAS)
Capital Development & Construction Management (CDCM)

RFQ# CDCM 2018-03
On-Call Professional Architect Services for
Miscellaneous A/E Projects and Space Planning

ADDENDUM #2

October 25, 2018

Item #1 CHANGES TO THE REQUEST FOR STATEMENTS OF QUALIFICATIONS:

Section 3. *Consultant Qualifications, item 3 should read:*

3. Project experience in compliance with the 2010 ADA Standards for Design. A117.1-2009 and all applicable state and local codes.

Section 4 *Materials Available with this Solicitation* should read:

1. FYI Only Consultant Boilerplate ver. 5.10.2018
2. FYI Only – Exhibit Fingerprinting protocol
3. Mandatory Exhibit – Consultant Inclusion Plan ver. 3.30.18
4. Mandatory Exhibit – Consultant Questionnaire
5. RFQ CDCM 2018-03 On Call AE

Item #2 QUESTIONS AND ANSWERS RECEIVED THROUGH OCTOBER 24, 2018:

1. **Q.** The DJC Ad and RFQ have two different due dates, which one is correct? October 26th or October 31st?

A: Qualifications are due October 31. We will be issuing an addendum to clarify this shortly.

2. **Q.** We saw the eBid posting for RFQ# CDCM 2018-03 and were uncertain if we should submit. The scope is very broad, but there is no mention of landscape. Are you also searching for on-call Landscape Architecture or Master Planning services as part of this request?

A: While it's possible that landscape design services might be required, the likelihood is relatively low. We do use Master Planning services from time to time. You could consider teaming with an architectural lead.

3. **Q.** My firm specializes in master-planning, feasibility, and test-to-fit studies and therefore does not typically provide a number of the services (for example:



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construction document preparation and construction administration) that would allow us to be fully responsive to qualifications 2, 3, 4, 7, or 9 in CDCM 2018-03. Could we be considered for work just within our specialties or do we need to cover all elements to be considered responsive and be competitive?

A: Firms who have strengths in some of the specialties but cannot provide all of the services will still be considered on the basis of the services that they can provide.

4. Q. Are you requiring us to address all eleven items under Section 3, Consultant Qualifications on a total of 4 flat surfaces?

A: Yes, the executive summary of your qualifications is limited to 4 flat surfaces.

5. Q. If the answer to my first question is yes, can we expand on any of these items in any other sections of the Submittal Response. If so, what section? Identification of Team Members?

A: Yes, your full submittal can be up to 25 pages / 50 surfaces. It is up to your discretion how you use those (up to) 50 surfaces.

6. Q. What dollar amount does this contract have?

A: For firms not currently on the roster, the minimum contract duration awarded would be 5 years and the minimum contract value would be \$500,000. It has not yet been determined how much would be added to existing contracts, if firms with those contracts reapply.

7. Q. Is this the same Contract as CDCM 2016-004? If so, did the 2016-004 contract expire and this is a new one for the same on-call purposes?

A: This RFQ is similar to the one advertised in 2016 but is not replacing it. The 2016-004 contracts have not expired.

8. Q. We are currently on the On-call roster for the City of Seattle which was awarded in 2015. Is it necessary for any reason for us to submit under this RFQ?



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A: No, it's not necessary to submit but you may choose to, if you want. If selected for the current RFQ, your firm contract duration would be extended to a full five years beyond the negotiated amendment date and may have an increase in value. For firms not currently on the roster, the minimum contract duration awarded would be 5 years and the minimum contract value would be \$500,000.

9. Q. We are working with a new sub-consultant who we are considering including on our team. Is there a mechanism available, once the contract has been awarded, to change sub-consultants, if we discover an issue with the one proposed?

A: Yes, there is process by which you can substitute sub-consultants, as long as there is adequate justification provided. However, please note that it will be important to maintain your proposed WMBE inclusion numbers.

10. Q. The (3) years range will limit the number of firms and their projects that may be included. Would the City consider expanding this range to say (5) years?

A. We will give greater weight to recent work, however you may submit older projects if they are clearly indicated as such.

11. Q. Is the City only looking for what the firm specializes in over the last (3) years or would the City be also interested in the specific experience of Project Team members from previous firms? (Our principal specializing in commercial work has recently joined our firm, so none of his projects at past firms would be valid..except for as indicated in his resume).

A. Again, we will consider prior team experience, however, the submitting firm would have to make it very clear how these individuals would be involved in the project and define what efforts the firm would make to ensure that the team assigned to the project would be adequately qualified.

12. Q. Our firm has been asked to be a consultant on one of the A/E teams submitting a proposal. Does our firm have to have a Seattle location (physical nexus in the City) in



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order to successfully apply for a City of Seattle business license? We are located out of Olympia, WA and currently do not have a Seattle location.

A. Your company does not need to reside in the City of Seattle. The physical nexus question is just asking you to identify where your business is located but that does not exclude you from obtaining the City of Seattle Business License.

13. Q. Can you please tell me if just the Prime Firm needs to submit a “Consultant Questionnaire”, which is a mandatory form, or is this expected from all of our sub-consultants as well?

A. Only the prime firm needs to fill out the mandatory “Consultant Questionnaire”.

14. Q. The RFQ lists “tenant move management” as a possible service. Can you elaborate on the specifics of this desired service? Are you looking for generalized planning services, or more of a moving/management company that can provide asset management, furniture inventory and storage, possible assistance with disposal on unwanted inventory/furniture, IT move coordination, etc.?

A. This work might include leading move coordination meetings with the client’s staff, assisting the client and /or furniture vendor to identify furniture that needs to be surplus or disposed of, coordinating temporary staging locations for furniture in a multi-phase move, assisting the client with staff seating assignments, coordinating with SEAIT for IT installation timing, and similar move logistics.

15. Q. Is it required to have the WMBE sub-consultant firms’ signatures on page of the form since this is more of a hypothetical team of consultants since the RFQ isn't project specific?

A. Your WMBE sub-consultants need to sign the form per the instructions given on the mandatory form. These consultants are your proposed team for any project that may come up. Depending on the scope of the project, not all of your team may be required. If a project presents, that has requirements outside of the skills of the WMBE consultant



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that you've identified, there is a mechanism for a team to make a justified substitution, however, ideally the proposed sub-consultant is also WMBE.

16. Q. 2015 ICC 117.1 is a draft version and became the 2017 ICC 117.1, but was not adopted under the 2018 IBC. Anticipated adoption is currently 2021 IBC cycle. Please clarify required code references.

A. Good catch! We had a typo in our code reference. Until the new version is adopted, the design teams will be required to meet 2010 ADA Standards for Design and A117.1-**2009**.

17. Q. In Section 2.0 (Scope of Services) it states that sub-consultants may include, but are not limited to mechanical, electrical, acoustical and/or structural and cost estimating. Would you like us to include our proposed consultants as part of our response? If yes, should we include resumes?

A. Yes, you should include your proposed consultants in your submittal, including their resumes.

18. Q. We are having trouble logging into EBID. Is the link provided correct? We don't have an existing login.

A. The website is not super clear but essentially you need to go to the Register tab and create a new vendor registration. When you complete this, you will have access to the Solicitations Tab.

19. Q. Since the RFQ is for on-call services we don't currently have a specific contract or value to reference on the Consultant Inclusion Plan. Also, the RFQ doesn't require that we include sub-consultants in our qualifications. How would you like us to respond to this given the circumstances?

A. While a sub-consultant team is not required for eligibility to be considered for this contract, a WMBE inclusion plan is required. Firms that have no proposed WMBE participation will be scored lower than teams who have a robust WMBE inclusion plan.



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Knowing your contract value is not required in order to complete the WMBE Inclusion Plan; only an estimated % of the overall contract. You might consider reviewing your typical projects that include MEP to understand their approximate percentage of the overall project or you could use the State Fee schedule as a guide.

20. Q. The executive Summary is limited to 2 pages (4 surfaces) and needs to cover the 11 questions outlined. We would like to share additional projects and imagery – would it be acceptable to utilize some of the remaining pages within the page allowance?

A. While the executive summary of your qualifications is limited to (4) flat surfaces, you are allowed up to (25) pages, (50 surfaces) for your full submittal to use however you wish to represent your experience.

END OF ADDENDUM #2