

## ADDENDUM #1

### NESTUCCA VALLEY SCHOOL DISTRICT

REQUEST FOR PROPOSALS  
FOR  
COMMISSIONING SERVICES  
**NESTUCCA VALLEY ELEMENTARY SCHOOL**

This addendum is part of the RFP solicitation documents for the above name project and modifies the original RFP documents dated February 27, 2020. The RFP for the above referenced project and the work covered are modified as follows and, except as set forth within, otherwise remain unchanged and in full effect.

#### **Item #1**      **Questions and Responses**

- Do work samples of the proposal requirements count towards the 15 page limit or can these be listed in an appendix that is not part of the page limit?
  - *It would be acceptable to provide work samples in an appendix and they will not count against the 15 page limit. Note that a commissioning plan is not required so do not provide an example of one of those.*
  
- Do resumes for our proposed team members count towards the 15 page limit or can these be listed in an appendix that is not a part of the page limit?
  - *Yes, project team resumes count towards the 15 page limit.*
  
- Are proposals required to be two hard copies and a PDF version delivered to the District office by closing or is solely an electronic submission by email of the PDF version to you by the closing without and hard copies acceptable/preferred?
  - *Two hard copies of the proposal are required. An electronic PDF version can be emailed to Mike DiPasquale ([mike.dipasquale@otak.com](mailto:mike.dipasquale@otak.com)) prior to the proposal deadline or a thumb drive that contains the electronic version can accompany the hard copies of the proposal.*

- On page 7 of the RFP is there doesn't appear to be a section 5. Will there be additional information coming?

**4. References and Work Samples:**

a) Provide project references for four (4) commissioning projects where your firm or a sub-proposer and sub-consultant was the principal consultant. Provide a brief description of the project, along with the following information:

- Owner contact name, address, phone number
- Month and year of construction completion
- Commissioning services provided by your firm or sub-consultant
- Project team members from your firm associated with the project and/or the tasks they performed

b) Work Samples –Provide concise, non-volume samples of work that members of the Commissioning Team wrote for previous projects.

**6. Fee Proposal and Agreement:**

a) Fee Proposal: Provide a lump sum fee proposal for the following project:

1. Nestucca Valley Elementary School \$

- *Fee Proposal and Agreement should be section 5, see correction below.*

**4. References and Work Samples:**

a) Provide project references for four (4) commissioning projects where your firm or a sub-proposer and sub-consultant was the principal consultant. Provide a brief description of the project, along with the following information:

- Owner contact name, address, phone number
- Month and year of construction completion
- Commissioning services provided by your firm or sub-consultant
- Project team members from your firm associated with the project and/or the tasks they performed

b) Work Samples –Provide concise, non-volume samples of work that members of the Commissioning Team wrote for previous projects.

**5. Fee Proposal and Agreement:**

a) Fee Proposal: Provide a lump sum fee proposal for the following project:

1. Nestucca Valley Elementary School \$

- Does a cover page count towards the 15 page limit?
  - *No, a cover page does not count towards the 15 page limit.*
- Does a cover letter count towards the 15 page limit?
  - *Yes, a cover letter counts towards the 15 page limit.*

END OF ADDENDUM #1