

**CITY OF MEDFORD**  
**RFQ 20-02 MPRD**  
**Architectural & Engineering Services for**  
**Medford Sports & Events Complex**  
**ADDENDUM I**  
**September 15, 2020**

**I. GENERAL: The REQUEST FOR QUALIFICATIONS, Architectural & Engineering Services for Medford Sports & Events Complex and Contract Documents are modified as described in this Addendum.**

**II. ATTENTION IS CALLED TO THE FOLLOWING ITEMS:**

**A. ADDENDA** – Please include a response within the proposal acknowledging Addendum I.

**III. REVISIONS TO THE SPECIFICATIONS:**

**A. CLARIFICATIONS** – Any questions asked for more clarity or not specifically covered or answering where in the document the information is provided.

**Question – 1**

Is the page number limit 20 pages (40 page faces) OR 20 page faces?

**Response** – RFQ responses can be submitted on 8.5 x 11 pages size, portrait orientation, not smaller than 11 font, 20 pages printed on both sides for a total of 40 page faces.

**Question – 2**

What is the level of participation that the City is expecting of the Design Team with the City Planning Dept in regards to Land Use approvals referenced in Section 4.2 Item P? Will the Design Team need to attend department meetings, public meetings and hearings?

**Response** – City staff has already initiated the Conditional Use Permit process using the conceptual site plan, and we anticipate having Planning Commission approval by December 31st, 2020. There will also be a Site Plan and Architectural Commission Review once the design plans have been adequately developed in conformance with the Conditional Use Permit and other elements of the Municipal Code. City staff will act as the project representative, and the design team may be expected to provide drawings and attend the SPAC hearing in order to answer clarifying questions, as needed. Final site plan, building elevations and floor plans will need to be submitted to the

**CITY OF MEDFORD**  
**RFQ 20-02 MPRD**  
**Architectural & Engineering Services for**  
**Medford Sports & Events Complex**  
**ADDENDUM I**  
**September 15, 2020**

Building Department for permits prior to construction, which must adhere to all conditions of land use approvals.

**Question - 3**

Has a traffic study been completed for the project? Is the design team required to include a traffic consultant as part of our services for additional anticipated traffic studies?

**Response** - The City has engaged a Traffic Consultant and the traffic study is underway. Anticipated to be completed by December 31, 2020.

**Question - 4**

What are your expectations/deliverables for Life Cycle Cost Analysis/Cost of Ownership referenced in Section 4.1, A. and B.?

**Response** - The intent of section 4.1 A is to convey a message to the Design Team that the city desires a facility that will stand the test of time with regard to the structure itself (including mechanical components), as well as the aesthetics of the building (exterior & interior). The selected Architect will provide a life cycle analysis in conjunction with the CM/GC, and the owner's team as the design is developed, in a format that is at the discretion of the architect.

The intent of section 4.1 B is to design a facility that will minimize to the extent possible the cost of maintenance or equipment replacement, and be as efficient as possible with regard to consumable recurring resources (power, gas, water, chemicals, etc.).

**Question - 5**

What are your expectations for LEED or other sustainable design certifications?

**Response** - We are not trying to meet any specific LEED or sustainable design certifications. However it is our desire to have a facility that is designed to be as energy efficient as feasible.

**CITY OF MEDFORD**  
**RFQ 20-02 MPRD**  
**Architectural & Engineering Services for**  
**Medford Sports & Events Complex**  
**ADDENDUM I**  
**September 15, 2020**

**Question – 6**

Section 4.2 L references Operations, Maintenance and As-Built documentation as a design team deliverable. This information is provided by the Contractor. Please clarify.

**Response** – Plans and specifications prepared by the Design Team must state that the contractor is responsible to provide all operation manuals, maintenance manuals, and as-built documentation. The architect at the completion of the project will work with CM/GC to consolidate and incorporate as-built drawings into the project overall plans as a matter of record.

**Question – 7**

Do you expect the design team to provide Commissioning services or will Commissioning be provided under the owner?

**Response** – It is the city's desire to have the installation contractor provide commissioning of all systems and equipment installed. The Architect will need to certify that all systems are installed per plans and specifications, and in compliance with manufacturer's requirements. This can be accomplished in house (architects staff) or a sub-consultant can be retained by the Architect to perform these services.

**Question – 8**

At what phase of the project is the CMGC expected to be engaged?

**Response** – It is the city's intention to have CM/GC agreement in place before the end of March 2021. The successful A&E firm will participate in the CM/GC selection process.

**Question – 9**

Will the construction contract be based on a Guaranteed Maximum Price (GMP)? If yes, at what phase of the project will the GMP be established? Please elaborate on the construction delivery method/process.

**Response** – It is anticipated that the CM/GC selection process will be based on qualifications and pre-construction services, plus a fee-based, cost plus arrangement with regard to the construction costs. It is envisioned that the Design Team, the CM/GC, and the city will work together through the design

**CITY OF MEDFORD**  
**RFQ 20-02 MPRD**  
**Architectural & Engineering Services for**  
**Medford Sports & Events Complex**  
**ADDENDUM I**  
**September 15, 2020**

phase to keep the facility within existing budgeted cost estimates. A GMP will be determined and finalized before actual construction services get underway sometime in April of 2021. The GMP amount will be determined as a collaborative effort by the Owner, Architect, and the CM/GC.

Per City of Medford Municipal Code - MMC 2.563(C)(2)(b) and (c), those read as follows:

(b) Setting the GMP. The GMP shall be set at an identified time, after supporting information reasonably considered necessary to its use has been developed, and the supporting information shall define with particularity both what is included and excluded from the GMP. A set of drawings and specifications shall be produced establishing the GMP scope.

(c) Adjustments to the GMP. The contract shall clearly identify the standards or factors under which changes or additional work will be considered outside of the work scope that warrants an increase in the GMP, as well as criteria for decreasing the GMP. The GMP shall not be increased without a concomitant increase to the scope defined at the establishment of the GMP or most recent GMP amendment

**Question - 10**

Define any independent cost estimating scope carried by the design team. If the Design Team needs to include cost estimating services, at what design phases or milestones are cost estimates expected?

**Response -** We have already obtained third party cost estimate based on our conceptual plans, which will be provided to the successful Design Team. This preliminary estimate will be utilized as a cost control point for the project, and a cost to be mindful of and to not exceed. The Design Team, the CM/GC contractor, and the city will work in a collaborative manner to keep the project within the budgeted amounts. We will heavily rely on the CM/GC to continuously track estimated costs as part of their pre-construction services as the design evolves.

**CITY OF MEDFORD**  
**RFQ 20-02 MPRD**  
**Architectural & Engineering Services for**  
**Medford Sports & Events Complex**  
**ADDENDUM I**  
**September 15, 2020**

**Question - 11**

Is there a preferred page format (8.5x11 portrait or 11x17 landscape)?

**Response** - RFQ responses can be submitted on 8.5 x 11 pages size, portrait orientation, not smaller than 11 font, 20 pages printed on both sides for a total of 40 page faces.

**Question - 12**

Page 19 Criteria 5 asks for evidence of current and projected workloads. How would you like respondents to illustrate our current workload? With a graph/chart or with a narrative? By each team member or just by the prime?

**Response** - A combination of a narrative explaining current and future obligations along with a graphic illustration would be ideal.

**Question - 13**

Can resumes be excluded from the 20 page limit?

**Response** - RFQ responses can be submitted on 8.5 x 11 pages size, portrait orientation, not smaller than 11 font, 20 pages printed on both sides for a total of 40 page faces. All items submitted must be within the limits described.

**Question - 14**

Is a cover letter included in the 20 page limit?

**Response** - RFQ responses can be submitted on 8.5 x 11 pages size, portrait orientation, not smaller than 11 font, 20 pages printed on both sides for a total of 40 page faces. All items submitted must be within the limits described.

**Question - 15**

Are covers and dividers included in the 20 page limit?

**Response** - RFQ responses can be submitted on 8.5 x 11 pages size, portrait orientation, not smaller than 11 font, 20 pages printed on both sides for a total of 40 page faces. All items submitted must be within the limits described. Covers and dividers will not count, however these pages can only contain a title or section reference.

**Question – 16**

There are various locations in the RFQ Documents that reference an overall budget:

- PDF Page 3 - \$57.5 Million
- PDF page 10 - between \$56.9 and \$60.7
- PDF Page 10 - up to \$60 million bonding
- PDF Page 12 - \$57.5 Million

Please clarify the total budget and, if possible, the expected direct construction cost and soft cost allocation. Has the budget been indexed for inflation to the targeted bid date?

**Response** – City Council approved funding for the project is \$60M. This is inclusive of all direct construction costs and all soft costs associated with the project.

**Question – 17**

Is there an overall project schedule or completion date for the project? Are there specific phase milestones?

**Response** – It is anticipated that the grading and much of the onsite infrastructure will be completed Spring-Fall of 2021. The building construction as early as possible in 2022. The facility is expected to open Summer of 2023, and must be completed by September 1, 2023.

**Question – 18**

Has a written program been completed defining the specific scope of the project, or is it expected that it will be part of design services to develop or confirm the program?

**Response** – Written program information that has been prepared to date can be found in Section 1.2, pages 6 & 7:

The Sports and Events Complex dimensions are approximately:

Area Building Size (sq. ft.) Pool Size (sq. ft.)

Recreational Pool 22,000 6,500

Competitive Pool 23,000 8,000

Event Center 90,000 N/A

Shared Support Space 25,000 N/A

Totals 160,000 14,500

**CITY OF MEDFORD**  
**RFQ 20-02 MPRD**  
**Architectural & Engineering Services for**  
**Medford Sports & Events Complex**  
**ADDENDUM I**  
**September 15, 2020**

The recreational pool features a versatile three-lane, 25-yard swimming lesson and lap swim area; a beach-entry, interactive climb-on structure; a current river with water features and sprays; and a circular vortex current. The recreational area of the aquatics facility also contains two flume slides and an outdoor splash pad.

The competitive pool is a 25-yard-by-33-meter tank with 11 deep-water lanes conducive for local, state, and regional swim meets, water polo competitions and other aquatic activities.

The event center encompasses open space with a multi-purpose surface that would be striped and configured for recreational and competitive athletics when not used for trade shows, banquets, and large meetings.

The shared support space provides sufficient restrooms, changing rooms, storage areas, offices, and rentable multi-purpose rooms to serve both aquatics and event center buildings simultaneously.

About 600 paved parking stalls are depicted on the conceptual site plan, but the actual number needed will be determined in the land-use approval process.

**Question - 19**

Was a community outreach process completed as part of the program development, or is it expected to be included as part of design services?

**Response** - The selected Architectural firm will not be required to participate in any community outreach programs.

**Question - 20**

If selected as one of the top three proposers one week would be tight for assembling a comprehensive cost proposal with input from the entire proposed design team. Could this timeframe be expanded to two weeks?

**Response** - The date pricing is due will be changed to October 29th, 2020.

**CITY OF MEDFORD**  
**RFQ 20-02 MPRD**  
**Architectural & Engineering Services for**  
**Medford Sports & Events Complex**  
**ADDENDUM I**  
**September 15, 2020**

**Question - 21**

In the sample contract - Article 21. Indemnity - as written this clause is uninsurable as it pertains to Professional Liability Insurance as it establishes a duty to "defend" and is not tied to "professional negligence". Will the City of Medford be open to negotiation of the terms of this clause to assure insurance protection is provided?

**Response -** The City of Medford is open to negotiating Article 21, Indemnity, in a manner consistent with industry-standard terms.

**END OF ADDENDUM I**