



City of Sisters Adams Avenue Streetscape Design Services Project

Addendum #1
Publish Date: October 8, 2018

To all bid document holders:

The following changes, additions, and/or deletions are made a part of the Request for Proposal as fully and completely as if same were included in the original. Remember to acknowledge receipt of this addendum in your proposal.

Revised Proposal Due Date: There will be a revision to the due date for proposals for the Adams Avenue Streetscape Design Services Project as a result of this addendum. Sealed proposals must be received no later than **4:00 p.m., Friday, October 19, 2018.**

Scope Item Clarification: Under Scope of Services Item A, Project Scoping, the consultant shall provide a scoping analysis which includes recommendations for portions of the project which will have the greatest economic benefit for the City. The analysis shall identify phasing scenarios for design and construction timelines based on anticipated economic impact to the City. Economic impact shall be evaluated by the consultant as those properties most likely to be developed or re-developed as a result of potential streetscape improvements. The Site Analysis and Assessment Report shall include a summary these recommendations and phasing scenarios.

Responses to Questions: The following responses to questions are incorporated into the project scope of work:

***Question:** Under B. Time Period, do you/we have flexibility to shift the schedule for start/finish to a little later? (for example, set the project to begin in February or March 2019 and run through summer 2019). The example adjustment would allow us more options for aligning our best staff to the assignment. And there is also consideration of winter weather for performing site analysis, which would benefit from a start in the spring.*

Response: The schedule is set. It is a City Council goal for this work to be accomplished within this fiscal year, by June 30, 2019.

Question: *Under Scope of Services, item B, do you envision stakeholder meetings being independent of public meetings? How many total stakeholder and/or public meetings do you think will make sense for your community?*

Response: Stakeholder meetings will be open public meetings. We expect several meetings (at least three) with a stakeholder group to include property owners along Adams and select other interested persons + a Chamber of Commerce rep. Two meetings with the Planning Commission and at least two with Council as well. However, we are looking for the consultant to propose a concise schedule.

Question: *Under Scope of Services, item C, for the lighting plan, do you envision utilizing lighting products that are found elsewhere downtown, or should this task factor in selecting new/different products?*

Response: Lighting products are on the table for consideration but public input will inform if it's a reality.

Question: *Under Scope of Services, item C, Deliverables, there is reference to 3-D Renderings in AutoCAD. Would it be acceptable to produce the 3-D visuals in alternative software, such as SketchUp? Would you like a 3-D model of the full project area, or 3-D still shots of selected locations/features?*

Response: The 3D renderings of landscape features is acceptable in SketchUp format but we need AutoCAD file types for plan views and typical cross sections that can evolve into construction drawings and we will need pdf formats for all plan sheets. 3D still shots of selected areas (street intersections especially) will suffice.

Question: *Has a topographic survey been prepared for the existing conditions to document the existing conditions? If not, what alternative base information will be available?*

Question: *Will survey be required to be completed by the selected team?*

Response: The City will provide the successful proposer with a topographic survey of the project area in AutoCAD format. The topographic survey will be available prior to Notice to Proceed.

Question: *Under Evaluation Criteria, item 4. References, are you seeking more than basic contact information for the persons that will be listed?*

Response: Just basic contact information is required: Name, telephone and email.

Question: *Under Evaluation Criteria, item 5. Pricing, do you have a fee budget or an*

amount you are wanting the total to be within?

Response: The Sisters City Council has allocated a maximum of \$80,000 for this project. It is anticipated that the available funding for consultant services under this RFP will be approximately \$70,000.

Question: *The evaluation points listed total 90, instead of 110. Should 90 total points be assumed?*

Response: Yes, under the evaluation criteria item B. Scoring Criteria, the total points possible will be 90 points.

Question: *Will as-builts and design reports from Main Street and Cascade Avenue be provided to the selected team?*

Response: Yes, as-builts and design reports for Main Avenue and Cascade Avenue projects will be made available in PDF format prior to Notice to Proceed.

Question: *The scope discusses work to be completed for a future estimate. Is developing estimates not part of the scope of work?*

Response: Under Scope of Services, Item C: Finalize Conceptual Design and Planning Level Cost Estimates, a planning level cost estimate for proposed improvements is required as a deliverable as part of this scope item.

Question: *Are there limitations on the project from federal or state funding sources?*

Response: At this time, there are no State or Federal funds associated with this project.

City of Sisters

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