

Conservation Resource Center – Plaza and Landscaping Design Services

Questions and Answers – Set 2 (Final)

February 6, 2024

Will the owner have a project manager for construction, or is the consultant being asked to provide full construction administration services?

CSWCD will oversee the construction and will likely conduct a formal bid process for construction, depending on the estimated design installation costs. However, as stated in the RFP Attachment A: Scope of Work on page six, Required Services item 3, it is expected that the winning bidder will:

Answer technical Requests For Information (RFI's) in a timely manner during construction related to the design, construction plans, drawings, and specifications.

Provide as-built documents, consisting of reproducible copies of original drawings with modifications including electronic files in standard CAD format.

These costs should be captured and included in the cost proposal.

The following sentence in Required Services item 3 on page 6 of the Scope of Work can be disregarded and was left in place by mistake:

RFI's will need to be properly submitted to the City or its representative.

Will the owner be providing an updated (as-built) survey of the original project design constructed in 2019, or is the consultant expected to provide it with their design services?

If a proposer feels like an updated as-built survey of the original design is necessary, that should be explained in the approach and the cost should be included in the cost proposal. The drawings we have for the 2019 construction have been shared with all site visit attendees.

Please contact Jason Faucera at jfaucera@conservationdistrict.org or (503) 210-6013 and provide your contact and company information to be sent a link to download the drawings.

Can we receive confirmation that electronic submittal is an accepted substitute for mailed or delivered paper copies?

Electronic submittal is permitted, with no need to deliver or send a hard copy. Proposals will remain unopened until the formal opening on Friday, February 9 at 2:30pm, which can be viewed over Zoom or attended in person. Please clearly indicate on your email or mailing that you are sending or delivering a proposal for Landscape Design Services.

Are Cover Letter, Table of Contents, Resumes, and Page Dividers excluded from the page count?

Table of Contents and Page dividers will not count against the page limits.

Resumes would count against Proposal Content Item B: Contact Information and Staffing page limits. Resumes should be condensed if you feel they need to be included and they cannot fit within the page limits in Item B.

Cover letters will not count toward page limits; however they will not factor into our scoring. Any information critical to the proposed approach will need to be included in Proposal Content Item C: Proposed Project Approach, or it will not be considered.

Are the drawings of the existing facility also available in .dwg CAD format?

We have as-built .dwg CAD drawings from the building construction, but we are unable to verify which drawings are included in the file. We believe it is a full set of building drawings but cannot verify as we don't have CAD viewing capabilities. We would provide access to those drawings for the winning bidder.

Will you be providing a form for proposers to certify receipt of all Addenda to be submitted with their proposals?

No form will be provided. Per instructions: "Proposers shall expressly acknowledge receipt of this Addendum in their proposal." Proposers may include their own form or standalone statement that will not be counted against the page limit if included separately. Including the acknowledgement elsewhere in the proposal is acceptable, but subject to the page limit of the section it is included in.

How far does the septic leach field encroach onto the project footprint in the "Extended Landscaping" polygon on the far west end of the property, beyond the parking lot?

The blue "Extended Landscaping" area should be clear of the drain field. We would avoid any planting or ground disturbing activities in or around septic system components. Proposers can assume that the blue area on the Request for Proposals Scope of Work map does not impact the septic system. We would verify that for the winning proposer. This photo shows the access lids of the septic system in regard to the leach lines as installed. The lids are 15 feet into the field from the driveway.

