

# Architectural Consulting Services to Address the Future Needs of Skagit PUD's Public Facilities

## Addendum No. 1

July 10, 2017

To All Prospective Consultants,

The following answers to clarifying questions are hereby made a part of the Architectural Consulting Services RFQ. Receipt of this Addendum must be acknowledged on your Proposal Signature Page. Failure to acknowledge receipt of this Addendum may result in your submittal being disqualified.

*Q1 Other than the materials provided in the RFQ, has any pre-planning or architectural work been done by any firms in regards to this master plan project?*

**A: Tom Theisen, a local architect, spent a short amount of time with the District performing a brief analysis of our existing site and some options for other potential sites. This should not be considered as "pre-planning" work, as a report was not prepared as a deliverable.**

*Q2 Is there anything in particular driving the 5-month schedule in the scope of work?*

**A: There is nothing in particular driving the 5-month schedule.**

*Q3 How many vehicles are in the PUD system?*

**A: The District currently owns 66 vehicles and 46 other pieces of equipment.**

*Q4 What is the breakdown of administrative, engineering and field crews out of the 76 FTEs?*

**A: The District currently has 36 employees that can be considered as "field crews", and 40 employees that are administrative/engineering that work out of the main office building. A more detailed study of the staffing and space needs is expected to come out of this needs assessment.**

Q5 The schedule lists August 11 for contract execution. Is the plan to perform the interviews and have the contract signed by the 11<sup>th</sup>, or is the 11<sup>th</sup> the day you will announce the selected firm and at that point start the contract negotiation?

**A: The tentative schedule is to conduct the interviews, select the successful firm and have the contract signed by August 11<sup>th</sup>.**

Q6 In 2.1, the first paragraph says "District submittal pages". I just want to verify if the Proposal Signature Page is the only such page or if there are others.

**A: The Proposal Signature Page is the only District submittal page that is to be returned with your submittal.**

Q7 Can you please define the page limit? Is it 15 sides or pieces of paper (so 30 sides)?

**A: The first sentence in Section 2.1 states "The SOQ shall be a single volume of double-sided pages, bound such that they lay flat when opened and shall be no longer than 15 pages..". That is meant as 15 double sided pages.**

Q8 Are tabs included in the page limit?

**A: Tabs will not count against the page limit.**

Q9 What are your expectations in terms of a sub-consultant team (i.e. are you requiring any particular subs)?

**A: The District does not have any expectations in terms of the consultant team. The District does not have a preference, nor are we requiring the use of any particular subs.**

Q10 Under Consultant Experience and Workload the RFQ asks for the project team on our similar projects examples, with a **description of their role on the project**. Do you want this only for those team members who will be on the Skagit team or for any team members in our firm?

**A: The description of roles for the people on our team should be included at a minimum, but for others as you have room. If there is a chance that someone may be on our team at some point, then they should be included.**

Consultants are reminded that the submittal date has not changed, and all submittals are due by Friday, July 14, 2017 at 3:00 pm.

This concludes the Addendum. The Addendum consists of three (3) total pages.

A handwritten signature in blue ink, appearing to read "G. Sidhu". The signature is fluid and cursive, with the first name "George" and last name "Sidhu" clearly distinguishable.

George Sidhu, P.E.  
General Manager  
PUD No. 1 of Skagit County