

Redmond Community Recreation Center Architectural Services RFP Q & A
Questions received as of 1/19/2023

1. Regarding the Redmond Area Park and Recreation District Architectural/Design Services for a new Community Recreation Center RFP, is there any chance you could provide our firm with a sample contract or contract template?
 - A. RAPRD doesn't currently have a contract template for this project.
2. Is the architect, Barker Rinker Seacat, that worked on the concept design in 2022 allowed to pursue this project?
 - A. Yes.
3. Please clarify what you are requiring in the Project Experience and References when asking "Please clarify the role of owner/client."
 - A. The district is requesting the following information for references; agency name, client contact name, title, email address and phone number.
4. Does the 15 page limit include staff resumes? Or could those be provided as an appendix to our response?
 - A. Staff resumes are included in the 15-page limit. We are interested in brief information regarding the key staff who will be involved in the project, including name, anticipated role for the project, qualifications and experience with similar projects, and available capacity. Multiple staff may be on a page. Full resumes may be included in an appendix.
5. For the Pricing Proposal, do you want schedules of charges from each firm on our team, or just the prime architect?
 - A. Please provide a schedule of charges for each member on your team who would participate in the project.
6. Would you want the design team to provide commissioning services in their scope, or is that something the District may contract for separately?
 - A. Please include commissioning services in your scope.
7. In the Scope of Services I did not see mention of the design team providing cost estimates. Should we include an estimator in our team, or will estimates be handled by a CM/GC?
 - A. It is anticipated that estimates will be handled by a CM/GC.
8. Has it been determined yet if there are any right-of-way improvements that would be required as part of the project? New traffic signals, improved intersections, etc.?
 - A. Right of way improvements have not been determined, yet.

9. The RFP references "Exhibit A" under Schematic Design and Community Engagement, but there is not an Exhibit A included in the RFP.
- Is Exhibit A the BRS Feasibility Report? Or is it referring to something else?
 - A. Yes, Exhibit A is the BRS Feasibility Report.
10. Is there an existing geotechnical report?
- if not will the Redmond Area Park and Recreation District be providing one or is the intent for the design team to contract the work?
 - A. There isn't an existing geotechnical report. A decision hasn't been made if the design team or the District will contract the geotechnical work. It would be helpful if this was added as a optional fee in the cost estimate.
11. Is there an existing Site Survey?
- If not will the Redmond Area Park and Recreation District be providing one or is the intent for the design team to contract the survey work?
 - A. There isn't an existing Site Survey. A decision hasn't been made if the design team or the District will contract the this. It would be helpful if this was added as a optional fee in the cost estimate.
12. The RFP indicates the Pricing Proposal must include the total not-to-exceed cost for in-house and subconsultant services. For services provided in-house, hourly rates, estimate of hours and expenses need to be provided.
- Can subconsultant services be included as a total not to exceed cost for each consultant?
 - A. Yes
 - Should subconsultant reimbursable expenses be broken out from their fee total or included in their total not to exceed cost?
 - A. Reimbursables expenses should be broken out from the fee total.
13. Can you share who will make up the selection committee? It helps to know our audience.
- A. The selection committee will be one RAPRD Board Member, 2 or 3 RAPRD Employees, 1 City of Redmond employee, 1 community member.
14. The RFP mentions "Furnishing Layouts" as part of the final deliverable. Does this include specific selection and procurement, or general assistance with size, look, & feel?
- A. General assistance with size, look, & feel.
15. The RFP mentions leading preparation of supporting documents and securing the Land Use Permit. Is this in addition to zoning approval and the construction permit or would this be in addition to normal zoning and entitlements?
- A. This would be normal zoning approval, construction permit and assisting with annexation of the property.

16. Has the CM/GC been hired, or would the Design Team participate in the selection process for bringing that team on-board?
 - A. The CM/GC has not been hired. The Owners Rep./Project Manager will lead the selection process for this but the Architect could participate in the selection process.

17. Will RAPRD carry the contract for a Commissioning Agent or should the Design Team include this consultant. Commissioning will be required by code.
 - A. The Design Team should include this consultant in their proposal.

18. Are there funds set aside or a budget for working with the Oregon Trust for things like energy modeling, review, fees, or should the design team include this in their fee proposal?
 - A. The Design Team should include working with the Energy Trust of Oregon in their proposal.